

# Council



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13 June 2023

A meeting of the **Council** of North Norfolk District Council will be held in the Council Chamber - Council Offices on **Wednesday, 21 June 2023 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](mailto:emma.denny@north-norfolk.gov.uk). Please note that this meeting will be live-streamed: <https://www.youtube.com/channel/UCsShJeAVZMS0kSW/cz-yEzg>

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 T Adams, Cllr P Bailey, Cllr M Batey, Cllr K Bayes, Cllr D Birch, Cllr H Blathwayt, Cllr J Boyle, Cllr A Brown, Cllr G Bull, Cllr S Bütikofer, Cllr E Coleman, Cllr C Cushing, Cllr N Dixon, Cllr P Fisher, Cllr A Fitch-Tillett, Cllr T FitzPatrick, Cllr W Fredericks, Cllr M Hankins, Cllr C Heinink, Cllr P Heinrich, Cllr V Holliday, Cllr N Housden, Cllr R Macdonald, Cllr G Mancini-Boyle, Cllr P Neatherway, Cllr L Paterson, Cllr S Penfold, Cllr P Porter, Cllr J Punchard, Cllr C Ringer, Cllr L Shires, Cllr R Sims, Cllr E Spagnola, Cllr M Taylor, Cllr J Toye, Cllr K Toye, Cllr E Vardy, Cllr A Varley, Cllr L Vickers 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

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## **A G E N D A**

### **1. APOLOGIES FOR ABSENCE**

To receive apologies for absence, if any.

### **2. MINUTES**

1 - 28

To confirm the minutes of the meetings of the Council held on 28 March 2023 and 17 May 2023

### **3. TO RECEIVE DECLARATIONS OF INTERESTS FROM MEMBERS**

29 - 34

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)

### **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. CHAIRMAN'S COMMUNICATIONS**

To receive the Chairman's communications, if any.

### **6. LEADER'S ANNOUNCEMENTS**

To receive announcements from the Leader.

### **7. PUBLIC QUESTIONS AND STATEMENTS**

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

Mr D Russell has requested to make a statement regarding the recent Dambuster commemorations.

### **8. UPDATES REGARDING ANY APPOINTMENTS**

1. To receive an update from the Chairman of the Overview & Scrutiny Committee regarding the appointment of a representative and substitute to the Norfolk Health Overview & Scrutiny Committee.
2. To receive any updates from the Group Leaders regarding changes to their appointed representatives to Committees, sub-committees, working parties and panels.

### **9. PORTFOLIO REPORTS**

35 - 72

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)***

## **10. RECOMMENDATIONS FROM CABINET 5TH JUNE 2023**

73 - 80

The following recommendations were made by Cabinet to Full Council:

### Agenda item 11 – Purchase of Two Additional Refuse Collection Vehicles

1. That Cabinet recommend to Full Council an addition to the Capital programme of £385,000 to purchase two new refuse collection vehicles and that the £385,000 be added to the residual £65,000 that is left over from the original budget to purchase refuse vehicles from 2019 to date.
2. That Cabinet recommend to full Council that the purchase be funded by borrowing of £335,000 and a revenue contribution of £50,000.

At the request of Cabinet, Governance, Risk and Audit Committee (GRAC) were asked to review the risk elements of the proposals at their meeting on 13<sup>th</sup> June. As the Full Council agenda was published before the meeting was held, the Chairman will provide a verbal update, outlining any recommendations and comments, at the Full Council meeting on 21 June

Overview & Scrutiny Committee considered the recommendations at their meeting on 14<sup>th</sup> June. As the Full Council agenda was published before the meeting was held, the Chairman will provide a verbal update, outlining any recommendations and comments, at the Full Council meeting on 21 June.

## **11. RECOMMENDATIONS FROM THE OVERVIEW & SCRUTINY COMMITTEE 14TH JUNE 2023**

To receive any further recommendations to Full Council, made by the Overview & Scrutiny Committee at the meeting on 14<sup>th</sup> June 2023.

*The Full Council agenda was published before the Overview & Scrutiny committee was held, so the Chairman will provide an oral update at the meeting, if any recommendations were made.*

<b>Report regarding request to the renaming of Witton Parish</b>	
<b>Executive Summary</b>	<p>Formally renaming the civil parish of Witton as Witton and Ridlington is purely an administrative change which would not affect any function of the Parish Council or its Governance or responsibilities.</p> <p>It would result in the sub-parish of Ridlington being reflected within the name which represents inclusivity for those members of that area of the parish.</p> <p>This change doesn't require much administration or consultation and is a sensible move akin to historical changes at Aldborough and Thurgarton parish and Corpusty and Saxthorpe parish.</p>
<b>Options considered</b>	<ul style="list-style-type: none"> <li>• To facilitate the request of the Parish Council and change the name of the parish.</li> <li>• To do nothing</li> </ul>
<b>Consultation(s)</b>	Section 75 of the Local Government Act 1972 does not require for a full consultation to be undertaken however the District Council ward member and County Council division member have both been emailed regarding the request and invited to comment.
<b>Recommendations</b>	<p>To seek approval from Full Council to the renaming of the civil parish of Witton to the civil parish of Witton and Ridlington.</p> <p>To seek approval on the creation of an Order to formalise the name change.</p> <p>To approve the delegation of powers to the Chief Executive or Monitoring Officer for the making of Section 75 orders in consultation with the relevant elected District Council and County Council members.</p>
<b>Reasons for recommendations</b>	To reflect the identity and inclusion of all areas covered by the Parish Council.
<b>Background papers</b>	none

<b>Wards affected</b>	Bacton Ward
<b>Cabinet member(s)</b>	Tim Adams
<b>Contact Officer</b>	Rob Henry, (rob.henry@north-norfolk.gov.uk) Senior Elections Officer

<b>Links to key documents:</b>	
Corporate Plan:	Not directly linked to corporate plan priorities

Medium Term Financial Strategy (MTFS)	Not linked to MTFS
Council Policies & Strategies	Not linked to any Core Strategy Policies as listed <a href="#">here</a>

Corporate Governance:	
Is this a key decision	No
Has the public interest test been applied	No wider consultation is required within Section 75 of the LGA 1972
Details of any previous decision(s) on this matter	none

**13. SALTHOUSE PARISH COUNCIL - TEMPORARY APPOINTMENT OF DISTRICT COUNCILLOR TO ENSURE QUORUM** 85 - 88

<b>Executive Summary</b>	<p>The options and proposals outlined in the report below allow for a sensible and pragmatic approach which will enable the Parish Council to return to full operation.</p> <p>The proposals will not place a huge demand on the temporarily appointed members as it is anticipated that the co-option process can be undertaken at the first parish council meeting scheduled to take place following the meeting of Full Council that this report is considered at.</p> <p>Once the co-option process has been completed the temporarily appointed councillor will be able to step down from their temporary role on the parish council.</p>
<b>Options considered</b>	<p>Temporary appointment of District / County Council elected members to Salthouse Parish Council in order to allow parish council to undertake co-option process.</p> <p>Temporary appointment of Parish Clerk to oversee the above co-option process and any other duties in the role until such a time when a permanent appointment can be made.</p>
<b>Consultation(s)</b>	Not required
<b>Recommendations</b>	<p>To seek approval from Full Council to the temporary appointment of either Cllr Eric Vardy or Cllr Victoria Holliday to Salthouse Parish Council.</p> <p>To seek approval on the creation of an Order to formalise</p>

	the appointment.  To install a temporary parish clerk to support the co-option process and other duties until a permanent clerk is appointed.
<b>Reasons for recommendations</b>	The temporary appointment will bring the current membership of the parish council to three which will allow the council to legally operate and undertake a co-option process to appoint further parish councillors.
<b>Background papers</b>	none

<b>Wards affected</b>	Coastal Ward
<b>Cabinet member(s)</b>	Tim Adams
<b>Contact Officer</b>	Rob Henry, (rob.henry@north-norfolk.gov.uk) Senior Elections Officer

<b>Links to key documents:</b>	
Corporate Plan:	Not directly linked to corporate plan priorities
Medium Term Financial Strategy (MTFS)	Not linked to MTFS
Council Policies & Strategies	Not linked to any Core Strategy Policies as listed <a href="#">here</a>

<b>Corporate Governance:</b>	
Is this a key decision	No
Has the public interest test been applied	No
Details of any previous decision(s) on this matter	none

#### 14. QUESTIONS RECEIVED FROM MEMBERS

As set out in the Constitution, Chapter 2, section 12, the following applies to questions asked by Members:

*Members of the Council may ask questions of the Chairman of a Committee at Ordinary Meetings of the Council on any matter of Council Business or on issues which affect the Council's area.*

*At a meeting no Member may ask more than one question (and 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.*

**15. OPPOSITION BUSINESS**

None Received.

**16. NOTICE(S) OF MOTION**

89 - 90

*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 Notice of Motion has been proposed by Cllr A Varley, seconded by Cllr L Withington:

**Motion: Safer Seals - A SEAL of APPROVAL**

North Norfolk District Council agrees to support a campaign to increase awareness of the dangers to seals from Flying Rings, encourage businesses to not sell these items in coastal regions and develop the SEAL of APPROVAL Scheme for those businesses supporting SAFER SEALS

Coastal members will be asked to:

- Support the development, implementation and ongoing focus of the Seal of Approval Scheme.

Coastal businesses will be asked to:

- Engage with, support and implement the Seal of Approval Scheme

Officers will be asked to:

- Liaise with relevant partners and create promotional materials for the scheme to operate, raise awareness and add to our online presence.

**17. EXCLUSION OF 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 item(s) of business on the grounds that they involve the likely disclosure of exempt information as defined in paragraph(s) \_ of Part 1 of Schedule 12A (as amended) to the Act.”

**18. PRIVATE BUSINESS**

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## COUNCIL

**Minutes of the meeting of the Council held on Tuesday, 28 March 2023 in the Council Chamber - Council Offices at 6.00 pm**

<b>Members Present:</b>	Mr T Adams	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 Rest	Miss L Shires
	Mrs E Spagnola	Mrs J Stenton
	Dr C Stockton	Mr J Toye
	Mr E Vardy	Mr A Varley
	Ms L Withington	

**Officers in attendance:** Democratic Services Manager (DSM), Chief Executive (CE), Monitoring Officer (MO), Democratic Services & Governance Officer – Scrutiny (DSGOS), Director for Resources (DFR), Director for Communities (DFC), and the Corporate Business Manager (CBM).

### 139 PRAYER

Prayers were led by Reverend William Warren of Cromer Parish Church.

### 140 APOLOGIES FOR ABSENCE

Apologies were received from Cllr J Punchard, Cllr M Taylor, Cllr J Toye, Cllr E Seward and Cllr P Bevan-Jones.

### 141 MINUTES

Minutes of the meeting held on Wednesday 22<sup>nd</sup> February 2023 and Wednesday 1<sup>st</sup> March were approved as a correct record subject to the following amendment:

Cllr G Hayman referred to comments made on page 13 of the minutes from the meeting held on Wednesday 22<sup>nd</sup> February and noted that his comments referred to the Policy and not the officer, and asked that this be corrected.

### 142 TO RECEIVE DECLARATIONS OF INTERESTS FROM MEMBERS

None declared.

### 143 ITEMS OF URGENT BUSINESS

None received.

#### **144 CHAIRMAN'S COMMUNICATIONS**

The Chairman introduced the item and informed Members of the events she had attended in her civic role since the previous meeting. Events included attending the Civic Reception of Broadland DC's Chairman at Oxnead Hall, the opening of the refurbished Theatre Bar on Cromer Pier, and the Queen's Award Ceremony for Voluntary Services held on the North Norfolk Railway.

#### **145 LEADER'S ANNOUNCEMENTS**

- i. Cllr T Adams – Council Leader introduced the item and updated Members on the sewage incident that had taken place on Mundesley beach on 19<sup>th</sup> March as a result of a leak from an AW pumping station. He reported that the leaking pipe had been repaired on the evening of the incident, but there had already been significant pollution of the beach and promenade area. It was noted that AW had removed contaminated beach material and had cleaned the promenade area, but the response would be reviewed by the Council to determine whether AW had responded adequately. Cllr T Adams stated that dialogue remained open with AW on a number of issues such as the Gimmingham Combined Sewage Overflow, and water abstraction issues that would continue for the foreseeable future.
- ii. Cllr T Adams provided an update on flying rings and noted that he had recently visited the RSPCA facility at East Winch to develop content for a continued media awareness campaign regarding the danger to seals and other wildlife. He added that the RSPCA were currently caring for approximately forty seals which required significant resource, but the charity were doing an excellent job under challenging circumstances.
- iii. Cllr T Adams reported that the Environmental Contracts Team continued to deal with the impact of Serco strike action and the issues this had caused for residents and businesses' collections. He added that no further industrial action had been announced in the immediate future.
- iv. Cllr T Adams noted that as it was the last Full Council meeting of the year, he would take the opportunity to celebrate some of the achievements of the authority over the past four years. These included the Bacton Landscaping scheme, the Market Town Initiative, electric vehicle charging points, the NWHSZ scheme, the evolution of the Big Society Fund into the Sustainable Communities Fund and the successful leasing of new commercial premises. He added that several Council assets had also been replaced or upgraded such as continued improvements to Cromer Pier, completion of the Reef facility, supporting Sheringham Little Theatre, and the continued development of public conveniences across the District. It was noted that the Local Plan had also recently been submitted for review, whilst eighteen properties had been purchased for emergency accommodation, whilst the Council had also part-funded the Meadow Walk extra care scheme alongside NCC. Cllr T Adams stated that the NNDC Youth Council had recently been launched, which was a positive step forward following Covid-19, which had led the authority to become more people focused.

- v. Cllr T Adams referred to recent changes and noted that whilst the District had recently lost its blue flag beaches for reasons beyond the Council's control, he was confident that any administration would ensure that these were returned in the years ahead. He added that on a more positive note, the introduction of the Environmental Charter had led efforts to significantly reduce the Council's carbon footprint, alongside the pledge to plant 110k trees. It was noted that the Council had also been the first Council to hire a Ukrainian Support Officer to help support refugees, which would continue for as long as required.
- vi. Cllr T Adams stated that whilst everyone was responsible for these achievements, it was important to thank officers for rising to the challenges presented throughout the past four years. He added his thanks to all Councillors for their service and wished them the best going forward.

## **146 PUBLIC QUESTIONS AND STATEMENTS**

None received.

## **147 PORTFOLIO REPORTS**

The Chairman introduced the item and stated that Members had 30 minutes for questions, taking the reports as read.

### Questions and Discussion

- i. Cllr G Hayman referred to comments made regarding the sewage incident in Mundesley and asked whether the Council would be able to pursue any legal action against AW for the damage done to the tourism industry, wildlife and water users. He added that if legal action were possible, he would strongly encourage this approach, as there was very little incentive to deter similar events from reoccurring in the future. Cllr T Adams replied that he was aware that similar issues were occurring elsewhere throughout the Country, resulting in a general deterioration in the quality of bathing water, which needed to be better understood. He added that in respect of damage to the environment and the tourism industry, there would be a review regarding AW's ability to respond, and the speed of the response. As a result, Cllr T Adams suggested that efforts must be taken to ensure that reoccurrences could not happen in the future. It was noted that whilst Gimingham Pumping Station was known to have leaked sewage into the sea, it was yet to be proven whether this was the cause for the loss of blue flag beaches. Cllr T Adams stated that following the election the issue would continue to be taken seriously, and if legal action was advised then it would not be ruled out, though it was not being considered at present.
- ii. Cllr A Fitch-Tillett stated that she was pleased to join the recent Coastal Forum meeting, but asked why only five of fifteen coastal Members had attended the meeting. Cllr H Blathwayt replied that he was unsure why individuals had chosen not to attend, as the same invitation had been shared with all relevant Members, though there was reportedly a scheduling clash with an NCC meeting. He added that the meeting was recorded and available to view on YouTube for anyone that was unable to attend.
- iii. Cllr P Heinrich asked whether there had been any indication from AW that the facility at Gimingham would be upgraded to resolve any existing pollution

issues and prepare for the expected increase in effluent, in-line with the District's expected housing growth. Cllr T Adams replied that the Council were not yet satisfied with AW's response to the incident and had subsequently met with both the EA and NCC Highways, which had ruled out any likelihood of issues being caused by highways drainage. He added that AW had accepted that Gimmingham did require modernisation and upgrade to cope with increased demand, but had provided no indication as to when this would be completed. Cllr T Adams noted that he had concerns that North Norfolk would be given low priority for upgrades, which was a mistake given the coastal location and potential for harm to the environment and tourism industry. It was noted that Members and officers would continue to meet with AW following the election to seek an adequate resolution to issues, though upgrading all facilities would take considerable time.

- iv. Cllr L Withington asked whether the Environmental Portfolio Holder shared her concerns regarding the cavalier attitude that AW had taken towards the recent sewage leak on Mundesley beach caused by failures of their infrastructure, and whether he would also condemn the recent Government decision to permit water companies to pollute waterways. Cllr N Lloyd replied that AW and all water companies had been privatised approximately thirty years ago, and since then bills had risen by 40%, whilst promised investment had not materialised, there remained no competition, and only very weak regulation. He added that leakage rates amounted to approximately twenty million homes per day nationwide, with daily discharges into watercourses and the sea, which had almost become routine. As a result, he did share Cllr Withington's concerns, and was encouraged that the CE had written to the AW Chief Executive to seek a response. Cllr W Fredericks stated as the local Member for Mundesley that she had been contacted regarding multiple sewage incidents in recent weeks, and when attending sewage events, AW had been notably unprepared to deal with the incidents. She added that the EA had taken six hours of persuasion to attend the incident in Mundesley to aid the clean-up operation which was unacceptable, and as a result she had arranged a meeting with the two authorities to review the incident and implement appropriate mitigation measures.
- v. Cllr J Rest referred to a commitment within the report to top-up Discretionary Housing Payments funding from the DWP by £30k, and asked how and when this had been agreed. Cllr W Fredericks replied that it was unfortunate that the limit on this funding had been reached, with no uplift on housing allowance since 2016, which meant that many were left homeless or living in poverty. She added that the funding had come from the Household Support fund and other small grants that had been underspent, which were therefore already agreed.
- vi. Cllr S Penfold asked for an update on the financial position of the Council and how it stood moving forward. Cllr E Seward stated that the overall economic climate in which the Council operated was uncertain, and it was difficult to predict how this would evolve, though there was an expectation that inflation would eventually begin to fall in the months ahead. He added that going forward, the Council would not be able to maintain a capital programme with the same level of construction and materials cost inflation as had been seen in 2022. It was noted that Government support for local Councils also remained uncertain, and it was therefore difficult to correctly forecast how this would impact future budgets. Cllr E Seward noted that deficits were forecast in the years ahead, however this had been the case in

previous years which had been successfully mitigated, therefore planning would begin early on the appropriate level of mitigation measures.

- vii. Cllr V FitzPatrick referred to comments in the report that suggested that the Council would help to fund two new pool covers at Everyone active facilities, and asked what percentage of these purchases the Council would be liable for. Cllr V Gay replied that she did not have the figures to hand, but the pool covers would help save money on energy bills at both facilities, and she would seek to provide figures as soon as possible. Cllr V FitzPatrick stated that he was puzzled why NNDC was sharing the costs, given that Everyone Active were responsible for running the facilities, and therefore asked why the Council appeared to be offering financial assistance to their commercial ventures. Cllr V Gay replied that throughout the nation there were leisure facilities that were closing due to rising energy costs, and significant efforts had been made to ensure that this did not happen in North Norfolk. She added that the Council met with Everyone Active on a regular basis to discuss matters such as running costs, and the agreement would help ensure that the Council continued to guarantee access to leisure centres for residents of North Norfolk.
- viii. Cllr G Mancini-Boyle referred to minutes from the previous meeting and noted that his question on achieving net zero by 2030 had not been answered, and that he had not been allowed a supplementary question at the time. He added that he had asked the original question during the budget discussion as he had seen no clear strategy or funding set aside to achieve the objective. Cllr N Lloyd replied that on the contrary, money had been allocated for a range of related activities over the past two years and whilst these might not have been clearly labelled as net zero funding, they had contributed to achieving the overall goal. He added that as he had replied previously, it was difficult to cost a longer-term plan such as the Net Zero Action Plan, as costs would fluctuate considerably throughout its delivery. It was noted that whilst the NZAP was now due for review two years after its introduction, the Council had done well to reduce its carbon footprint by approximately fifty percent in that time, via actions such as changing the Council's waste collection vehicles. Cllr N Lloyd stated that many actions included in the NZAP, such as changing to LED lighting and installing more solar panels would also create savings, but would be included in the budget as property maintenance or investment. Cllr G Mancini-Boyle stated that it was a shame that changes had taken so long to implement, and he hoped that further actions would be taken such as collecting textiles and using HVO fuel. Cllr N Lloyd replied that textiles were collected and an HVO fuel tank had been installed, but concerns remained around the supply, costs and source of the fuel, to ensure it was sustainable.
- ix. Cllr D Birch asked for an update on improvements to North Walsham Market Place, to which Cllr R Kershaw replied that he had visited the site on Sunday and was pleased to report that all planters and street furniture was installed with roadways open. He added that the first market had been held in the area since work began, and that it was great to see the area back in use with members of the public enjoying the new amenities and giving good feedback on the changes. It was noted that overall the project had been delivered a week earlier than expected.
- x. Cllr N Housden stated that there was nothing listed for forthcoming actions and developments under the Housing and Benefits Portfolio, and asked

whether there was anything further to report, to which Cllr W Fredericks confirmed that she would provide a written reply.

- xi. Cllr V Gay stated that in addition to the information included in her written report, she had attended an Integrated Care Partnership meeting where the Health Director had shared a report including information on North Norfolk that could be shared with wider Members for consideration.

**148 RECOMMENDATIONS FROM CABINET 06 MARCH 2023**

- i. Cabinet 6<sup>th</sup> March 2023 – Budget Monitoring 2022-2023 Period 10
- ii. It was noted that the Overview & Scrutiny Committee supported the recommendation at the meeting held on 15<sup>th</sup> March 2023.
- iii. The recommendation was proposed by Cllr T Adams and seconded by Cllr A Brown

**RESOLVED**

**That any outturn deficit is funded by using the General Fund Reserve.**

**149 RECOMMENDATIONS FROM THE OVERVIEW & SCRUTINY COMMITTEE 15 MARCH 2023**

Cllr N Dixon stated that the Budget Monitoring recommendation considered under previous item was the only recommendation made to Full Council during the meeting held on 15<sup>th</sup> March 2023.

**150 RECOMMENDATIONS FROM THE CONSTITUTION WORKING PARTY 21 MARCH 2023**

Cllr A Varley stated that there were no recommendations to consider but an update had been received on the progress made with the review of the Constitution and he wished to give thanks to CfGS for their efficient work. He added that the process had begun in December 2022 with a rigorous review of how the Council undertook its business, alongside interviews with key Members and officers. It was noted that an initial findings document had been prepared with a very clear outline of what worked well and what required improvement to ensure the greatest strength of the overall governance framework. Cllr Varley informed Members that the findings document had been discussed in detail, and would be taken on board subject to minor amendment, with redrafting of the Constitution to begin shortly for review of the updated document to begin in June.

**151 DEBATE NOT HATE CAMPAIGN**

The DSM introduced the report and informed Members that it was important for the Council to commit to ensuring that all residents and Members felt safe to stand as a candidate for election, and indicate that the Council would not tolerate harassment and abuse. She added that there were several recommendations which officers would be required to monitor and support, and it was hoped that Parish and Town Councils would also be encouraged to sign-up to the civility pledge as their equivalent campaign.

## Questions and Discussion

- i. Cllr V Gay noted that the toxicity of debate had increased nationally in recent years, but democracy relied on freedom of speech and respectful debate to ensure that people remained willing to stand for election and take part in politics. She added that it was therefore very important to support the report and its recommendations to ensure that these ideals could be upheld.
- ii. Cllr A Varley stated that it was crucially important to support the campaign and ensure that debate remained respectful, so that ordinary citizens would continue to be involved in politics. He added that he was aware of many residents that would like to be more involved in local politics, but chose not to due to fears of being targeted. Cllr A Varley encouraged Members to support the campaign and asked for a recorded vote.
- iii. Cllr C Cushing stated on behalf of the Conservative Group that they fully endorsed the recommendations, and felt that it was an excellent initiative. He added that he had been involved in politics for many years and whilst he was aware of toxicity in previous years, he agreed that it did appear to be increasing and therefore welcomed all efforts to address this.
- iv. Cllr T FitzPatrick stated that whilst North Norfolk was fortunate that political debate was conducted in a respectful and robust manner, this was not the case everywhere throughout the Country, and any efforts to help ensure respectful debate was a positive step which he fully endorsed.
- v. Cllr V FitzPatrick stated that he fully supported the campaign, though it was unfortunate that the recommendations were required as it was a poor reflection on the growing lack of tolerance seen in public debate. He added that all people should treat each other with respect despite opposing views, and he therefore fully supported the recommendations.
- vi. Cllr C Stockton stated that he agreed with Cllr V FitzPatrick's comments and stated that it was unfortunate that throughout the Country people did not appear to be able to debate issues without resorting to personal attacks. He added that it was therefore important to support the recommendations and set a positive example to residents that debate could be held in a civilised manner.
- vii. The Chairman stated that she fully supported the recommendations to ensure that abuse and intimidation had no place in politics and debate.
- viii. The recommendations were proposed by Cllr L Shires and Cllr H Blathwayt.

## **RESOLVED**

- 1. To note that increasing levels of toxicity in public and political discourse is having a detrimental impact on local democracy and that prevention, support and responses to abuse and intimidation of local politicians must improve to ensure councillors feel safe and able to continue representing their residents.**
- 2. The Council therefore commits to the following:**
  - a. To support the 'Debate not Hate' campaign**

- b. To work together, across the political groups to promote and uphold high standards of civil behaviour in public and political debate
- c. To establish a reporting mechanism to record and monitor incidents of harassment and abuse
- d. To work with officers to ensure that support is provide to councillors who are experiencing intimidation and abuse
- e. That the Standards Committee will review this on an annual basis and will work with the Monitoring Officer to address and challenge ongoing issues and key concerns.

## 152 QUESTIONS RECEIVED FROM MEMBERS

None received.

## 153 OPPOSITION BUSINESS

Cllr C Cushing introduced the item and stated that it requested the DFC to initiate work on developing a bid for a 3G pitch that could be submitted to the Football Foundation. He added that it came as a result of discussions from the budget meeting where a similar request had been made though no definitive answer had been given. It was noted that the proposal had been included as part of the levelling-up bid for the Town that had not succeeded, therefore a reasonable degree of planning had already taken place. Cllr C Cushing stated that the proposals would see a pitch built at a site on Trap Lane that was owned by the Town Council near the Fitness Centre, with the Town Council highly supportive of the proposal and likely willing to let the land at a low rent. It was noted that Fakenham Academy was also nearby and the pitch would provide additional sports resource for the school. Cllr C Cushing noted that he had spoken with local football teams, with several in need of additional practice space, but if approved the pitch could also be used for additional sports such as tennis. It was noted that as Football Foundation funding had been allocated for the year ahead, it was likely that funding may not be available until 2025, although 2024 allocations may become available. As a result, Cllr Cushing suggested that it would be prudent to prepare a bid as soon as possible.

### Questions and Discussion

- i. Cllr T Adams stated that he would support the motion and expected others would too, and noted that there was potential funding available within reserves for sports provision. He added that the Football Foundation had indicated three areas in the District where improvement was needed, which included Fakenham, Cromer and North Walsham. It was recognised that there was a clear need to increase provision in Fakenham as a growing town, though it should be noted that the timescale for any improvement would not be immediate.
- ii. Cllr E Seward thanked Cllr Cushing for bringing forward the motion and stated that he was supportive of the proposal, and the S151 had recently confirmed that the existing provision of approximately £800k was now earmarked for both Fakenham and North Walsham as part of the capital programme. He added that a scheme would need to be developed and brought to Cabinet and Council for approval in order for the project to move forward. It was noted that issues with the North Walsham pitch, which would have been up to sixty percent funded by the Football Foundation, related to noise regulations, and it was hoped that a potential Fakenham pitch would not encounter the same issues. Cllr E Seward stated that in principle, a pitch



remained agreed at the North Walsham Football Cub site, however this had not been progressed to the stage of implementation. He added that despite this, the Football Club remained strong with over twenty teams, which made it a highly valued community organisation run by volunteers, with players that had gone onto to win tournaments at the European level. It was noted that at present there were no obstacles standing in the way of a Fakenham pitch, and it was hoped that plans could be developed as soon as possible.

- iii. Cllr J Rest stated that he fully endorsed the proposals and suggested that with the Leader's support, the Council and officers should act quickly to prepare plans ready to submit to the Football Foundation as soon as possible.
- iv. Cllr N Dixon stated that it was encouraging that Councillors appeared to be on the same page in support of the project, and it was clear that funding was available in earmarked reserves, should the project move forward. He added that the merits of the proposal had been well outlined and he therefore fully endorsed the motion and its recommendations, which would help to balance the level of investment across the District.
- v. Cllr C Cushing stated that he was pleased that there was cross-party support for the proposal, in addition to support offered by the Town Council and local football teams.
- vi. The item was proposed by Cllr C Cushing and seconded by Cllr N Dixon.

## **RESOLVED**

**That the Director of Communities immediately start work to formulate a bid to the Football Association for a full sized 3G artificial grass pitch in Fakenham to be submitted to the Football Association as soon as possible.**

## **154 NOTICE(S) OF MOTION**

Cllr G Hayman introduced the item and informed Members that the current voting system was antiquated and no longer adequate for the current political environment. He added that a change in the voting system may help to address disenfranchisement and cynicism amongst the general public if they felt their votes were more likely to have an impact. It was therefore suggested that a proportional system where every vote counted would be more democratic, as all votes would impact the outcome of an election and help to decrease the democratic deficit, whilst also encouraging a more cooperative system of government.

### Questions and Discussion

- i. Cllr A Brown stated that in December 2020 the Government passed the Parliamentary Constituencies Act, and it had been publicly suggested that this would deliver confidence to voters. However this was misleading given that in the last general election it took 866k votes to elect a Green MP, 335k to elect a Liberal Democrat MP, 50k to elect a Labour MP, and 38k to elect a Conservative MP. It was noted that 11.5% of electors were therefore required to elect 1.7% of seats for the Liberal Democrats, which meant that smaller parties would find it very difficult to elect MPs. Cllr A Brown stated that only 6% of those surveyed believed that their vote counted, whilst 53% felt that decisions made by Government were influenced by party donors, businesses

or lobby groups. He added that whilst he would have preferred the motion to be brought after the election, he remained supportive.

- ii. Cllr T FitzPatrick noted that it was twelve years since a referendum had been held on the UK's voting system, which had resulted in 67.9% against changes of the 19m that had voted. He added that votes could also be skewed with proportional representation, as appeared to be the case with the Scottish Assembly, or lead to minority parties holding the balance of power, which suggested that it was not a fail-safe system. Cllr T FitzPatrick stated that he therefore remained unconvinced, and asked whether it was appropriate for the Council to get involved, given that it was a parliamentary matter. He added that in most cases referendums should also be generational, and it may therefore be too soon to revisit.
- iii. Cllr C Cushing referred to the referendum and noted that 42% of the population had voted, and the 58% that had not voted may not have been particularly concerned by the current voting system. He added that when discussing matters of concern with residents it was very rare that anyone raised concerns about the Country's voting system. He added that whilst there were arguments in favour of proportional voting systems, the Conservative Party had also historically suffered as a result of the FPTP system, but it was accepted that overall this had led to strong and stable Governments regardless of which party was elected, and on that basis he could not support the motion.
- iv. Cllr V Gay stated that she had voted in favour of a PR voting system during the referendum, and felt that information on the vote had been limited. She added that there was no perfect voting system, but democratic participation was falling, and it may therefore be time to change. The Chairman agreed that the number of voting systems potentially available was confusing, but many people had fought hard to earn the right to vote, and it was therefore important to try to address voter apathy.
- v. Cllr S Penfold asked what might be considered a good turnout at the upcoming local elections, which could be approximately 35-40%, which was not good and efforts should be made to address this.
- vi. Cllr V FitzPatrick agreed with Cllr Gay's comments that there was no perfect voting system, but there had to be a system which delivered stable government.
- vii. Cllr N Housden noted that some comments could be believed to suggest that voting should be compulsory, and noted that there was significant disenfranchisement across the globe, and efforts had to be made to address this. He added that the morality of senior politicians was a bigger concern that required addressing in advance of voting systems.
- viii. Cllr W Fredericks stated that she was particularly concerned about voter turnout given the new ID requirements which would likely further contribute to disenfranchisement whilst there was no recorded voter fraud within the District. She encouraged any residents watching to vote on 4<sup>th</sup> May, and if they could not make it, to request a postal vote.
- ix. Cllr P Heinrich sought to remind Members that the most stable electoral system in Europe for the past seventy years had been Germany, which used

a proportional voting system.

- x. Cllr G Perry-Warnes stated that this would be her last Full Council meeting and she was glad to have taken part in a balanced and well behaved debate. She added that this was a key reason she supported a proportional voting system, as it encouraged collaboration rather than polarisation by rarely resulting in a significant majority for a single party. It was suggested that encouraging consensus would also limit extreme policies, and remove the need for tactical voting. Cllr G Perry-Warnes stated that a PR system would also end the usual two party system and better reflect the wide range of political views held across the Country. She encouraged Members to support the motion to show that they believed in collaboration rather than polarisation as the way forward for the Country.
- xi. Cllr G Hayman reiterated Cllr Perry-Warnes comments and congratulated Members on holding a civilised debate on the matter. He added that he commended the motion and hoped that Members would support it.
- xii. The recommendation was proposed by Cllr G Hayman and seconded by Cllr G Perry-Warnes.

#### **RESOLVED**

**That Council resolves to write to H.M. Government calling for a change in our outdated electoral laws and to enable Proportional Representation to be used for UK General Elections**

**155 EXCLUSION OF PRESS AND PUBLIC**

**156 PRIVATE BUSINESS**

The meeting ended at 7.46 pm.

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Chairman

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# Public Document Pack

## COUNCIL

**Minutes of the meeting of the Council held on Wednesday, 17 May 2023 in the Council Chamber - Council Offices at 6.00 pm**

**Members Present:**

Cllr T Adams	Cllr Dr V Holliday
Cllr P Bailey	Cllr N Housden
Cllr M Batey	Cllr R Macdonald
Cllr K Bayes	Cllr G Mancini-Boyle
Cllr D Birch	Cllr L Paterson
Cllr H Blathwayt	Cllr S Penfold
Cllr J Boyle	Cllr P Porter
Cllr S Butikofer	Cllr J Punchard
Cllr C Cushing	Cllr C Ringer
Cllr N Dixon	Cllr L Shires
Cllr P Fisher	Cllr R Sims
Cllr A Fitch-Tillett	Cllr M Taylor
Cllr T FitzPatrick	Cllr J Toye
Cllr W Fredericks	Cllr K Toye
Cllr M Hankins	Cllr E Vardy
Cllr C Heinink	Cllr A Varley
Cllr P Heinrich	Cllr L Vickers
	Cllr L Withington

**Also in attendance:** The Chief Executive, The S151 Officer, The Monitoring Officer  
The Democratic Services Manager, the Democratic Services Officer  
(Scrutiny)

### 1 OUTGOING CHAIRMAN'S COMMUNICATIONS AND ANNOUNCEMENTS

The Chairman opened the meeting by welcoming new and returning members and said that she hoped they would enjoy their time serving their constituents across the District.

She thanked her two nominated charities for attending the meeting – James Chaplain from Mancroft Advisory Project (MAP) and Hugo Stevenson from Priscilla Bacon Lodge.

Mr Stevenson gave a short presentation which showed the progression that had been made with the construction of the new Priscilla Bacon Lodge. He thanked the Chairman for her support throughout her year in office.

Mr Chaplain then thanked the Chairman for her support, not only in fundraising but also in spreading the word about MAP. He explained that MAP was a resource for young people aged 11 – 25 across Norfolk and offered advice and support on a huge range of issues.

The Chairman then invited both charities to come forward and receive a cheque for £1,125 each.

The Chairman then thanked Kaye Skinner who had provided administrative support

to her throughout her year in office. She presented her with a bouquet of flowers to show her appreciation.

The Chairman concluded by summarising recent civic events that she had attended, including:

- Visit from The Princess Royal at Happisburgh Lighthouse  
29 March
- Philippa Miller Broadland Artist at the Museum of the Broads  
15 April
- NEN District Scouts St Georges Day Celebration – 23 April
- Historic Houses Restoration Awards, Wolterton Hall – 26 April
- South Norfolk Chairman's Civic Reception, Bressingham Gardens, 11 May

She said that, in total, she had attended 33 civic events during her year in office and had thoroughly enjoyed her time as Chairman and as a councillor.

## **2 ELECTION OF CHAIRMAN**

The Chairman invited nominations for a Councillor to hold office as Chairman of North Norfolk District Council, for the forthcoming Municipal Year.

Cllr W Fredericks nominated Cllr S Butikofer, this was seconded by Cllr T Adams.

There being no further nominations, it was

### **RESOLVED that**

Cllr S Butikofer be elected as Chairman of the Council for the ensuing year.  
Eleven members abstained.

The outgoing Chairman presented the Chairman's chain of office to the newly elected Chairman. The new Chairman then signed the declaration of office.

## **3 INCOMING CHAIRMAN'S COMMUNICATIONS**

The Chairman thanked Members for supporting her. She then spoke about the former Chairman's commitment to the role and thanked her for her hard work. She invited her to come up and receive a gift and her Chairman's medal.

## **4 ELECTION OF VICE-CHAIRMAN**

The Chairman invited nominations for Vice-Chairman of the Council.

Cllr C Cushing nominated Cllr Dr V Holliday. Cllr G Mancini-Boyle seconded the nomination and it was unanimously

### **RESOLVED**

That Cllr Dr V Holliday be elected as Vice-Chairman of the Council for the ensuing year.

The Chairman presented the Vice-Chairman with their chain of office. The new Vice-Chairman then signed the declaration of office.

**5 APOLOGIES FOR ABSENCE**

Apologies were received from Cllrs A Brown, E Coleman, P Neatherway and E Spagnola

**6 TO RECEIVE DECLARATIONS OF INTERESTS FROM MEMBERS**

None received.

**7 ITEMS OF URGENT BUSINESS**

None.

**8 ELECTION OF THE LEADER OF THE COUNCIL**

The Chairman invited nominations for Leader of the Council.

Cllr S Penfold proposed Cllr T Adams, this was seconded by Cllr J Toye. There being no further nominations it was put to the vote and

RESOLVED that

Cllr T Adams be elected as Leader of the Council.

11 members voted against.

**9 ANNOUNCEMENTS FROM THE LEADER OF THE COUNCIL**

The Leader began by congratulating the Chairman and Vice-Chairman on their election. He then thanked staff for their hard work in supporting the District Council election in early May. There were many challenges and along with other councillors, he was impressed by what was achieved.

The Leader then congratulated all members on their election to the Council, particularly the new members. He extended thanks to their families for supporting them during the campaign which could impact heavily on family life and commitments. He added that he hoped they were enjoying the extensive induction programme that had been provided, feedback had been very good so far.

The Leader said that over the next few weeks the focus would shift to developing the new Corporate Plan, which would be delivered during the Summer.

**10 REPORT ON APPOINTMENT OF MEMBERS OF THE CABINET**

The Leader informed Full Council of the following appointments to Cabinet:

Cllr Wendy Fredericks – Deputy Leader and Portfolio Holder for Housing and People Services, as well as Early Help Hub, Community Connectors and health elements

Cllr Lucy Shires – Portfolio Holder for Finance, Estates and Property Services

Cllr Andrew Brown – Portfolio Holder for Planning & Enforcement

Cllr Harry Blathwayt – Portfolio Holder for Coast

Cllr Adam Varley – Portfolio Holder for Climate Change & Net Zero

Cllr Callum Ringer – Portfolio Holder for IT & Environment and Waste Services

Cllr Paul Heinrich – Portfolio Holder for Sustainable Growth and Economic Development

Cllr Liz Withington – Portfolio Holder for Leisure and Community Outreach

**11 REPORT ON APPOINTMENT OF THE LEADER OF THE OPPOSITION**

Cllr Christopher Cushing informed Full Council that he had been nominated by his Group to be Leader of the Opposition. He congratulated the Chairman and Vice-Chairman on their new roles and thanked officers for their hard work during the election process.

**12 TO ESTABLISH THE POLITICAL BALANCE OF THE COUNCIL AND THE ALLOCATION OF SEATS TO COMMITTEES, SUB-COMMITTEES, WORKING PARTIES & PANELS**

The Chairman explained that following the District Council elections on 4<sup>th</sup> May 2023, the Council was required to review and approve the allocation of seats on committees, sub committees and working parties to reflect the political balance of the Council, in accordance with Section 15 of the Local Government and Housing Act 1989 and regulations made thereunder. She advised members that the Group Leaders had agreed the proposed allocations.

Cllr Housden queried that there was no seat allocated to an Independent Group member on the Member Development Group. He asked if this could be considered. The Monitoring Officer advised that the calculations reflected in the matrix would not allow this as it would skew the allocated numbers.

It was proposed by Cllr T Adams, seconded by Cllr L Shires and

**RESOLVED**

1. That Council approves the political balance calculation as per section 3.1 of the report
2. That Council approves the allocation of seats to political groups as shown at Appendix A
3. That following the Annual Meeting of Council, any subsequent appointments to Committees be delegated to the Group Leaders.

**13 APPOINTMENT OF MEMBERS AND SUBSTITUTES TO COMMITTEES, SUB-COMMITTEES, WORKING PARTIES AND**

The Chairman invited the Group Leaders to comment on any proposed changes, if they wished.

Cllr A Fitch-Tillett said that she would act as a substitute on the North Norfolk Sustainable Communities Fund Grants Panel.

It was proposed by Cllr T Adams, Cllr L Withington and

**RESOLVED**

To appoint members and substitutes to Committees, sub-committees, Working Parties and Panels as follows:

**APPOINTMENT OF MEMBERS ON COMMITTEES (May 2023)**



<b>Overview &amp; Scrutiny Committee (12 seats)</b>	<b>Liberal Democrat (7)</b>	<b>Conservative (4)</b>	<b>Independent (1)</b>
(politically balanced)	Jill Boyle	Christopher Cushing	Nigel Housden
	John Toye	Nigel Dixon	
	Garry Bull	Victoria Holliday	
	Peter Fisher	Liz Vickers	
	Martin Batey		
	Roy Macdonald		
	Saul Penfold		
<b>Substitutes</b>	<b>Up to 7 subs</b>	<b>Up to 4 subs</b>	<b>1 sub</b>
	Emma Spagnola Phil Bailey Sarah Butikofer Emma Coleman	Tom FitzPatrick Gerard Mancini-Boyle Peter Neatherway Eric Vardy	Angie Fitch-Tillett
<b>Development Committee (14 seats)</b>	<b>Liberal Democrat (9)</b>	<b>Conservative (4)</b>	<b>Independent (1)</b>
(politically balanced)	Paul Heinrich	Victoria Holliday	Angie Fitch-Tillett
<i>Must be trained to sit on the Committee</i>	Roy Macdonald	Gerard Mancini-Boyle	
	Andrew Brown	Peter Neatherway	
	Peter Fisher	Liz Vickers	
	Mike Hankins		
	John Toye		
	Martin Batey		
	Adam Varley		
	Kim Toye		
<b>Substitutes</b>	<b>Unlimited subs</b>	<b>Unlimited subs</b>	<b>Unlimited subs</b>
<i>Must be trained</i>	Callum Ringer Garry Bull	Nigel Dixon Tom FitzPatrick	Nigel Housden Jeremy

	<i>Phil Bailey Sarah Butikofer Jill Boyle Emma Spagnola Emma Coleman Tim Adams Wendy Fredericks</i>	<i>Luke Paterson Eric Vardy</i>	<i>Punchard</i>
<b>Governance, Risk and Audit Committee (6 seats)</b>	<b>Liberal Democrat (4)</b>	<b>Conservative (2)</b>	<b>Independent (0)</b>
(politically balanced)	John Toye	Christopher Cushing	
	Jill Boyle	Liz Vickers	
	Saul Penfold		
	Emma Spagnola		
<b>Substitutes</b>	<b>Up to 4 subs</b>	<b>Up to 2 subs</b>	
	<i>Garry Bull Richard Sims Peter Fisher Emma Coleman</i>	<i>Nigel Dixon Victoria Holliday</i>	
<b>Employment &amp; Appeals Committee (5 seats)</b>	<b>Liberal Democrat (3)</b>	<b>Conservative (1)</b>	<b>Independent (1)</b>
(politically balanced)  <i>Must be trained</i>	Tim Adams	Christopher Cushing	Angie Fitch-Tillett
	Jill Boyle		
	Wendy Fredericks		
<b>Substitutes (10)</b>	<b>6 substitutes</b>	<b>2 substitutes</b>	<b>2 substitutes</b>
<i>Must be trained</i>	<i>John Toye Andrew Brown Garry Bull Emma Spagnola Saul Penfold Callum Ringer</i>	<i>Nigel Dixon Gerard Mancini-Boyle</i>	<i>Jeremy Punchard</i>
<b>Licensing Committee (15 seats)</b>	<b>Liberal Democrat (9)</b>	<b>Conservative (5)</b>	<b>Independent (1)</b>
(politically balanced)  (no substitutes)	Peter Fisher	Kevin Bayes	Nigel Housden
	Garry Bull	Tom FitzPatrick	

<i>Must be trained to sit on the Committee</i>	Richard Sims	Gerard Mancini-Boyle	
	Harry Blathwayt	Pauline Porter	
	Don Birch	Eric Vardy	
	Martin Batey		
	Liz Withington		
	Jill Boyle		
	Tim Adams		
<b>Standards Committee (7 seats)</b>	<b>Liberal Democrats (4)</b>	<b>Conservative (2)</b>	<b>Independent (1)</b>
(politically balanced)	Harry Blathwayt	Nigel Dixon	Angie Fitch-Tillett
	Lucy Shires	Pauline Porter	
	Garry Bull		
	Roy Macdonald		
<b>Substitutes</b>	<b>Up to 4 subs</b>	<b>Up to 2 subs</b>	<b>1 sub</b>
	<i>Andrew Brown Jill Boyle Emma Spagnola Adam Varley</i>	<i>Christopher Cushing Tom FitzPatrick</i>	
<b>Joint Staff Consultative Committee (5 seats)</b>	<b>Liberal Democrats (3)</b>	<b>Conservative (2)</b>	<b>Independent (0)</b>
(politically balanced)	Tim Adams	Christopher Cushing	
	Sarah Butikofer	Tom FitzPatrick	
	Andrew Brown		

#### APPOINTMENT OF MEMBERS ON WORKING PARTIES, FORUMS AND PANELS

<b>Planning Policy and Built Heritage (12 seats) *Executive sub-committee</b>	<b>Liberal Democrat (8)</b>	<b>Conservative (3)</b>	<b>Independent (1)</b>
(politically balanced)	Andrew Brown	Nigel Dixon	Jeremy Punchard
	Garry Bull	Victoria Holliday	

	Peter Fisher	Luke Paterson	
	Paul Heinrich		
	John Toye		
	Adam Varley		
	Martin Batey		
	Mike Hankins		
<b>Substitutes</b>	<b>Up to 8 subs</b>	<b>Up to 3 subs</b>	<b>1 sub</b>
	<i>Don Birch Callum Ringer Harry Blathwayt Garry Bull Liz Withington</i>	<i>Peter Neatherway Matthew Taylor Liz Vickers</i>	
<b>Member Development Group (6 seats) no substitutes</b> <b>*Executive sub-committee</b>	<b>Liberal Democrat (4)</b>	<b>Conservative (2)</b>	<b>Independent (0)</b>
(politically balanced)	Liz Withington	Matthew Taylor	
	John Toye	Pauline Porter	
	Lucy Shires		
<b>Council Tax Support Working Party (5 seats) no substitutes</b> <b>*Executive sub-committee</b>	<b>Liberal Democrat (3)</b>	<b>Conservative (1)</b>	<b>Independent (1)</b>
(politically balanced)	Tim Adams	Peter Neatherway	Angie Fitch-Tillett
	Jill Boyle		
	Peter Fisher		
<b>Cabinet Working Party for Projects (5 seats)</b> <b>*Executive sub-committee</b>	<b>Liberal Democrat (3)</b>	<b>Conservative (2)</b>	<b>Independent (0)</b>
(Politically balanced)	Tim Adams	Christopher Cushing	
	Wendy Fredericks	Nigel Dixon	
	Andrew Brown		

<b>Substitutes:</b>			
	<i>Adam Varley</i> <i>Paul Heinrich</i>		
<b>NN Sustainable Communities Fund (7 seats)</b> <b>*Executive sub-committee</b>	<b>Liberal Democrat (4)</b>	<b>Conservative (2)</b>	<b>Independent (1)</b>
(politically balanced)	Saul Penfold	Tom FitzPatrick	Nigel Housden
	Adam Varley	Victoria Holliday	
	Jill Boyle		
	Martin Batey		
<b>Substitutes</b>	<b>Up to 4 subs</b>	<b>Up to 2 subs</b>	<b>1 sub</b>
	<i>Andrew Brown</i> <i>Garry Bull</i> <i>Emma Coleman</i> <i>Emma Spagnola</i>	<i>Gerard Mancini-Boyle</i> <i>Pauline Porter</i>	
<b>Constitution Working Party (5 seats)</b>	<b>Liberal Democrat (3)</b>	<b>Conservative (2)</b>	<b>Independent (0)</b>
(politically balanced)	Adam Varley	Tom FitzPatrick	
	Lucy Shires	Eric Vardy	
	Martin Batey		
<b>Substitutes</b>	<b>Up to 3 subs</b>	<b>Up to 2 subs</b>	
		<i>Pauline Porter</i>  <i>Liz Vickers</i>	

## 14 APPOINTMENT OF CHAIRMEN AND VICE-CHAIRMEN TO COMMITTEES

The Leader commented that there was more than one nomination for some positions and sought clarification on how to proceed.

The Democratic Services Manager advised members that Cllr Fitch-Tillett, Leader of the Independent Group, had put forward two nominations, one for Chairman of the Planning Policy & Built Heritage (PPBH) Working Party and one for Chairman of the Development Committee. She said that PPBH was a Cabinet Working Party and that Cabinet appointed the Chairman and had already submitted a nomination for this position, therefore a vote would not be required. If Cllr Fitch-Tillett wanted to proceed with a nomination for the Chairman of Development Committee, then a vote would be required. Cllr Fitch-Tillett said that as the Administration had already made a nomination, she would withdraw hers.

The Chairman advised that the vote would be taken en bloc and reminded members that the additional nominations listed in the agenda would not now be put to the vote.

Cllr S Penfold commented that the North Norfolk Sustainable Communities Fund was panel and not a committee. He wasn't sure why it was included under the appointments for committee chairmen.

It was proposed by Cllr T Adams, seconded by Cllr L Withington and

**RESOLVED** unanimously to appoint Chairmen and Vice-Chairmen as follows:

<b>Committee</b>	<b>Chairman</b>	<b>Vice-Chairman</b>
<b>Overview &amp; Scrutiny</b> <i>(Chairman must be from the main opposition group)</i>	N Dixon	S Penfold
<b>Development Committee</b>	P Heinrich	R Macdonald
<b>Planning Policy &amp; Built Heritage Working Party</b>	A Brown	G Bull
<b>Licensing Committee (Regulatory &amp; Premises)</b>	P Fisher	G Bull
<b>GRAC</b>	J Teye	J Boyle
<b>Employment &amp; Appeals Committee</b>	T Adams	
<b>Constitution Working Party</b>	A Varley	L Shires

<b>Standards Committee</b>	G Bull	H Blathwayt
<b>Joint Staff Consultative Committee</b> <i>(usually the Leader)</i>	T Adams	S Butikofer
<b>Member Development Group</b>	L Withington	
<b>NN Sustainable Communities Fund</b>	S Penfold	M Batey
<b>Cabinet Working Party for Projects</b> <i>(usually a Cabinet member)</i>	T Adams	
<b>Council Tax Support Working Party</b>	J Boyle	P Fisher

## 15 APPOINTMENT OF MEMBERS TO OUTSIDE BODIES

The Leader, Cllr Adams said that the Council had recently been advised that the number of positions available on the Norfolk Rivers Internal Drainage Board (NRIDB) had been reduced from 5 to 3. This meant that there were now too many nominations. He said he wished to propose two nominees, Cllr Blathwayt and Cllr Ringer.

Cllr N Housden said that he was the only member with a ward in the Wensum area and it was important that it was represented on the NRIDB.

Cllr C Cushing said that it had been suggested that one approach would be to appoint a representative from each group. This would ensure full representation from across the Council. He said he would like to nominate Cllr K Bayes. The Chairman replied that there was not a requirement for the political balance to be reflected in appointments to outside bodies.

Cllr A Fitch-Tillett said that she supported the nomination of Cllr N Housden for the reasons outlined above. She agreed to withdraw her own nomination.

The Monitoring Officer advised that there were now four nominations for three places; Cllr H Blathwayt, Cllr C Ringer, Cllr K Bayes and Cllr N Housden. She said that members could only vote for 3. She would call each name in turn and the person with the least number of votes would be unsuccessful.

The Chairman asked for proposers and seconders for each nominee.

Cllr T Adams proposed Cllr H Blathwayt, this was seconded by Cllr W Fredericks  
Cllr T Adams proposed Cllr C Ringer, this was seconded by Cllr L Shires  
Cllr C Cushing proposed Cllr K Bayes, this was seconded by Cllr M Taylor  
Cllr J Punchard proposed Cllr N Housden, this was seconded by Cllr A Fitch-Tillett

The Monitoring Officer then read out the names of each nominee in turn, with the following results:

Cllr H Blathwayt – 23 votes  
Cllr C Ringer – 23 votes  
Cllr K Bayes -14 votes  
Cllr N Housden – unanimous

The Chairman declared that the following members were appointed to the Norfolk Rivers Internal Drainage Board; Cllr H Blathwayt, Cllr C Ringer and Cllr N Housden.

Cllr C Cushing said that there were a number of vacancies on the Broads Internal Drainage Board and he proposed Cllr L Paterson be appointed. The Chairman suggested that Cllr K Bayes may wish to be appointed to this too. Cllr Bayes agreed.

The Chairman said that the vote on the remaining appointments would now be taken en bloc.

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

**RESOLVED** to

1. Approve Council appointments to Outside Bodies and Joint Committees as set out in Minutes Appendix A.
2. Note the Executive appointments to Outside Bodies and Joint Committees

**16 EXCLUSION OF PRESS AND PUBLIC**

**17 PRIVATE BUSINESS**

The meeting ended at Time Not Specified.

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Chairman



<b>Full Council – 17 May 2023</b>
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**REPRESENTATIVES ON OUTSIDE BODIES**

(Appointing Body = Council)

<ul style="list-style-type: none"> <li>• Organisation;</li> <li>• Appointing body:- (C, E or O)</li> <li>• Requirements</li> </ul>	Number of reps (Outside Body Number in red if different)	Member(s) & Substitute(s) where required
Bacton Gas Terminal Environmental Liaison Committee <b>C</b> <b>Open to any Member – at least 4 from wards adjacent to Bacton Gas Terminal</b>	A	W Fredericks
		P Porter
		V Holliday
		A Fitch-Tillett
		<b>VACANCY</b>
		<b>VACANCY</b>
Broads Authority <b>C</b> <b>Open to any member but ward members in Broads area preferred</b>	1	H Blathwayt
Broads Internal Drainage Board <b>C</b> <b>Open to any member but ward members in Broads area preferred.</b> <b>Someone who has knowledge or experience of matters relevant to the function of the Broads and shown capacity in such a matter.</b>	9	H Blathwayt
		A Varley
		C Ringer
		A Fitch-Tillett
		Pauline Porter
		K Bayes
		L Paterson
		<b>VACANCY</b>
		<b>VACANCY</b>
Fakenham Community Campus Trust Ltd <b>C</b> <b>Open to any member but LM preferred</b>	1	J Punchard
Happisburgh Lighthouse Trust <b>C</b> <b>Open to any member but Local Member preferred</b>	1	L Paterson

## Appendix A

<ul style="list-style-type: none"> <li>• Organisation;</li> <li>• Appointing body:- (C, E or O)</li> <li>• Requirements</li> </ul>	Number of reps (Outside Body Number in red if different)	Member(s) & Substitute(s) where required
HMP Bure Liaison Committee <b>C</b> <b>Local members – at least two members should be from adjacent wards</b>	3 (Local Members)	V Holliday
		S Penfold
		G Mancini-Boyle
Norfolk County Community Safety Partnership Scrutiny Panel <b>C</b> <b>Open to any member</b>	1 + sub	W Fredericks
		(T Adams)
Norfolk Records Committee <b>C</b> <b>Open to any member</b>	1 + 1 sub	S Penfold
		(L Withington)
Norfolk Rivers Internal Drainage Board <b>C</b> <b>Open to any member - who has knowledge or experience of matters relevant to the function of the Broads and shown capacity in such a matter.</b>	3	H Blathwayt
		C Ringer
		N Housden
PATROL (Parking and Traffic Regulations Outside London Joint Committee) <b>C</b> <b>NB – one meeting per year in July. However if nominated Cllr is on the Exec, Sub cttee will be in January and October.</b> <b>*It is mandatory as per the agreement / Memorandum of Participation between NNDC and PATROL - This is because there is a statutory requirement for all councils undertaking civil parking enforcement to make provision for independent adjudication and this is delivered through the Traffic Penalty Tribunal. In order to execute this statutory requirement, the PATROL Adjudication Joint Committee Agreement to which your authority is party, requires nomination of a Councillor to the Joint Committees, even if that Councillor is unable to attend meetings.</b>	1 (mandatory) + 1 sub (not required but desirable)	L Shires
		(T Adams)

## Appendix A

<ul style="list-style-type: none"> <li>• Organisation;</li> <li>• Appointing body:- (C, E or O)</li> <li>• Requirements</li> </ul>	Number of reps (Outside Body Number in red if different)	Member(s) & Substitute(s) where required
<p>Sheringham Shoal Community Fund Grant Assessment Panel</p> <p><b>C</b></p> <p><b>Open to any member but local member preferred</b></p> <p>NNDC membership of the panel is at the invitation of the Sheringham Shoal Fund rather than an entitlement. The Fund is happy to continue to have an NNDC representative.</p>	1 (no subs)	P Fisher
<p>Wells Harbour Users' Advisory Committee</p> <p><b>C</b></p> <p><b>Open to any member but local member preferred</b></p> <p><b>ONE MEETING PER YEAR</b></p>	1	P Fisher

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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](#).

<b>Subject</b>	<b>Description</b>
<b>Employment, office, trade, profession or vocation</b>	Any employment, office, trade, profession or vocation carried on for profit or gain. [Any unpaid directorship.]
<b>Sponsorship</b>	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.
<b>Contracts</b>	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>
<b>Land and Property</b>	<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>
<b>Licenses</b>	<p>Any licence (alone or jointly with others) to occupy land in the area of the council for a month or longer</p>
<b>Corporate tenancies</b>	<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>
<b>Securities</b>	<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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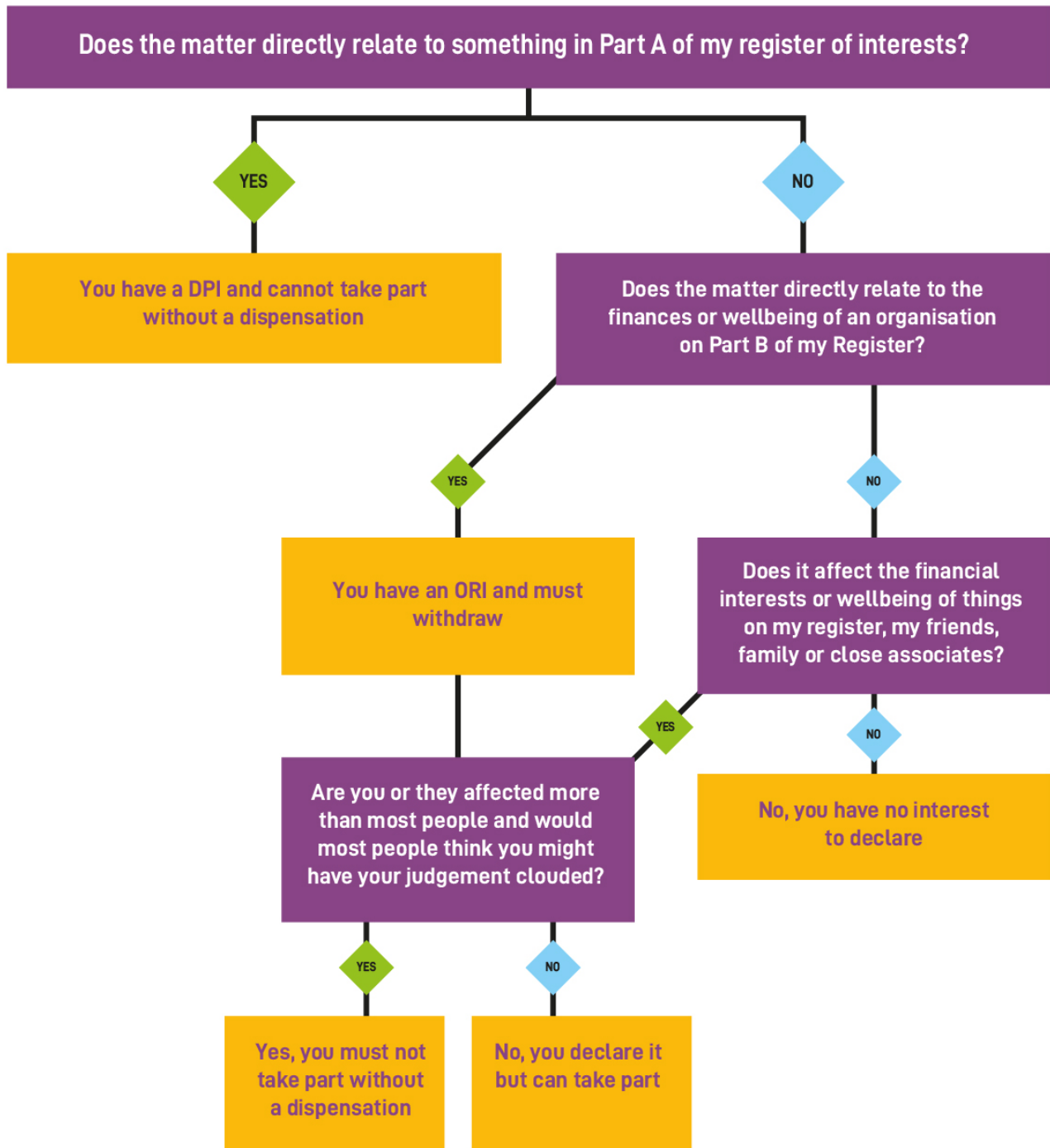
\* 'director' includes a member of the committee of management of an industrial and provident society.

\* '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**

You have a personal interest in any business of your authority where it relates to or is likely to affect:

- 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
  - (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)



## CABINET MEMBERS REPORT TO COUNCIL

21 June 2023.

**COUNCILLOR TIM ADAMS - CABINET MEMBER FOR EXECUTIVE SUPPORT, LEGAL AND DEMOCRATIC SERVICES**

### **1 Progress on Portfolio Matters.**

#### Legal

##### Litigation

eastlaw, in conjunction with Environmental Health, have had a successful outcome following a prosecution under Health and Safety legislation relating to a fall from a ladder. The company in question was fined £18,000 and ordered to pay the Council's legal costs.

eastlaw, in conjunction with Council tax, has also had further success recovering outstanding business rates in excess of £30,000 against a single company.

##### Planning Contracts and Property

The legal team continues to assist the planning team with advice at Committee and assistance with the new Member training for Development Committee Members. eastlaw is involved in finalising what could be the first nutrient neutrality section 106 agreement, replacing inefficient septic tanks with package treatment plants (PTP) to achieve phosphorus neutrality.

The team has provided legal advice, through the contracts planning and property solicitors relating to planning issues, including agreements relating to affordable homes.

##### Information Requests

Freedom of Information 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 related information governance such as subject access request, supporting the corporate responsibilities.

## **Democratic Services**

### **Member Induction 2023**

Following the District Council elections on 4<sup>th</sup> May 2023, 15 new members were elected to the Council. The Democratic Services team had prepared an extensive induction programme in the preceding months and shared it with nominated candidates prior to the election. The initial, intensive programme runs for 6 weeks and to date, attendance at all sessions has been very good and feedback positive. Training sessions have been provided by the Local Government Information Unit, Hoey & Ainscough Associates and NNDC officers.

### **North Norfolk Youth Council**

The Youth Council met in April, ahead of a short break for exam season. They agreed that they wanted to prioritise mental health as their initial campaign, with a focus on engaging with local schools to raise the profile of mental health support and services in education settings. Norfolk & Waveney MIND will be attending their next meeting to talk to them about key local issues affecting young people in the district. On 6<sup>th</sup> June, the Chairman and Vice-Chairman of the Youth Council visited a MIND rest hub in Aylsham to find out more about the services and support offered, in advance of a new rest hub opening in North Walsham. The Youth Council is hoping to work with MIND on promoting the new hub and its services to young people in the local area.

### **Town & Parish Council Help Hub**

A new 'one-stop' hub has been launched to help town and parish councils find key information quickly and easily: [Home | Town and Parish Councils \(north-norfolk.gov.uk\)](https://www.norfolk.gov.uk/home/town-and-parish-councils)

Currently, there are resources and links for the following topics: Planning, Coast & Countryside, better living environment, organising event and key information for clerks. The page is still growing and being developed and all suggestions and are welcomed.

### **Launch of new digital form**

With almost 900 parish councillors across the District, completing the required paperwork following local elections can be time consuming and resource intensive for everyone involved. The Democratic Services Team has been working with the Web Development team to produce an online register of interest form – for both parish and district councillors. The form was promoted to all clerks prior to the elections and launched in early May. To date over 600 forms have been submitted and the team is working hard to check them all and upload them to the website. All Parish councillors now have an individual profile linked to their parish council on the NNDC website and the register of interest form can be viewed when their profile is accessed. It's been a huge piece of work and we are very grateful to the Junior Web Developer for the time he has spent on developing the form.

### New Committee Report template

A new template for committee reports was launched on 5<sup>th</sup> June, with the publication of the Cabinet agenda. The layout has changed to ensure that key information is easy to access and read and training has been provided to report authors on how to write reports and present information effectively. The template will be rolled out across all of the Council's committees over the coming weeks (with the exception of the regulatory committees).

### **Corporate PA's**

The Corporate PA's have been assisting Democratic Services with Member Induction by providing assistance at the New Member "Welcome to the Council by CLT" event, closely followed by the New Member social evening held at The Reef. Both events were well attended, and feedback indicated that these were beneficial.

The PA's have been assisting with the organisation of Directorate Team Away Days, which have been really successful with staff from across teams networking and getting to know each other, which in the future will assist with better collaboration between services.

## **2 Forthcoming Activities and Developments.**

### **Legal**

Of the three trainees, two have recently qualified as solicitors, one has left the authority to take up a post within private practice and another has continued in the team to carry out the Council's property legal work.

eastlaw is exploring how the new solicitor training process may provide future high quality training opportunities for the team. It is also looking at whether it may be possible to recruit a highly skilled refugee and has recently attended a workshop run by the high skills employment advisor of the East of England Local Government Association, to look at how to overcome barriers in employing professionals who have sought refuge in this country.

### **Democratic Services**

The next meeting of the NNDC Town & Parish Council Engagement Forum will take place on 3rd July. It is the intention to provide some training on planning in this session, as well as updating clerks on other key issues affecting the parishes in the coming months. The Youth Council will meet on 22 June.

### **Corporate PA's**

A vacancy within the team has been advertised externally and it is hoped that this will be filled within the next month. The Business Administration Apprentice continues to progress with the hope that qualification will be achieved by the end of the year. The Team continues to pursue training opportunities with one team member joining the APSE Coaching and

Mentoring course in a couple of weeks' time.

### **3 Meetings Attended**

#### Meetings:

Anglia Timber Frames Ltd  
North Norfolk Railway  
Kompan Ltd (Sheringham Leas Play Area)  
Superintendent Craig Miller, Norfolk Constabulary  
Norfolk Surfers Say Stop Sewage Pollution  
Cromer Green Spaces  
Norfolk Countywide Community Safety Partnership Scrutiny Sub Panel

#### Attended:

Active Transport drop in event – Sheringham Oddfellows Hall.

#### Media Interviews:

BBC Politics East  
That's TV  
Newsquest

## **CABINET MEMBERS REPORT TO COUNCIL**

**21 June 2023**

### **COUNCILLOR HARRY BLATHWAYT - CABINET MEMBER FOR COAST**

For the period May to June 2023

#### **1 Progress on Portfolio Matters.**

##### **Mundesley and Cromer Phase 2 Schemes:**

- Planning application submitted for both the Cromer Phase 2 and Mundesley Coastal Management Schemes
- Marine application submitted both the Cromer Phase 2 and Mundesley Coastal Management Schemes
- The MMO have agreed to use the coastal concordat for these works.
- Coastal Partnership East are working with the project team to maximise secured funding and potentially looking to de-scope to avoid a funding gap.

##### **Coastal Transition Accelerator Programme:**

- The North Norfolk Coastal Transition Accelerator programme is being named locally as Coastwise. This will assist with local information and communications.
- Programme management governance is being put into place which includes Senior Officer Steering Group, Programme Board (to report to Cabinet working Group) and Critical Friends group.
- Roles required in the Coastwise Team have been developed and have been through Job Evaluation and obtained CLT approval.
- The Outline Business Case submitted to the Environment Agency is continuing to progress through the National Assurance process.

##### **Repairs and Maintenance:**

Works have continued along the coast including:

- Repairs to revetment at Bacton
- Repairs to access steps in Bacton, Sheringham and Overstrand
- Repairs to groynes in Cromer and Sheringham

##### **Coastal Adaptation Supplementary Planning Document:**

- Coastal Adaptation Supplementary Planning Document consultation responses have been assessed by the multi authority SPD team and amendments are being made to the document as appropriate.

##### **National Coastal Erosion Risk Mapping:**

- National Coastal Erosion Risk Mapping stage 1 verification session completed as part of this essential national project which will provide

updated risk mapping with climate scenarios.

**Shoreline Management Plan Refresh:**

- The Environment Agency published their draft SMP Explorer website for testing. A number of demos with NNDC and CPE officers have been undertaken and feedback given to the EA.

**2      Forthcoming Activities and Developments.**

**Coastal Transition Accelerator Programme:**

- Recruitment to Coastwise will commence as soon as possible.

**Coastal Adaptation Supplementary Planning Document:**

- Finalising of the finished document.

**3      Meetings attended**

- Wash and North Norfolk Marine Partnership Recovery Workshop
- Coast and Flood Conference



## **CABINET MEMBERS REPORT TO COUNCIL**

**June 2023**

**COUNCILLOR A BROWN - CABINET MEMBER FOR PLANNING & ENFORCEMENT**

For the period to June 2023

### **1 Progress on Portfolio Matters.**

#### **Nutrient Neutrality**

The Council has now joined the Joint Venture Company, together with Anglian Water, Breckland, South Norfolk and Broadland. It is hopeful that progress can be made by late Summer that may then see the release of planning permission currently affected by nutrient neutrality restrictions.

#### **Development Management**

Detailed reports are provided to Development Committee on performance matters. Please refer to these reports for any detailed consideration on matters of speed and quality of decision to the Development Committee. I am otherwise pleased to report that measures for the speed of decision making continue to improve and that the Council's performance in defending planning appeals remains significantly above national benchmark figures.

#### **Planning Policy and Neighbourhood Planning**

The new Local Plan has been submitted for independent examination. Inspector David Reed has been appointed to undertake the examination and will initially write to the authority to seek any necessary clarifications before setting out the formal issues for examination. It is anticipated that formal hearing sessions are unlikely before September 2013.

Some communities are at various stages of preparing Neighbourhood Plans. Holt's Plan will be subject to referendum shortly. A modified version of Blakeney's Plan is currently being considered by the Parish Council and will likely proceed to referendum in September, with Wells next the Sea to follow.

#### **Conservation, Design and Landscape**

The service is currently considering the representations made in relation to the Glaven Valley Conservation Area Appraisal and will present an updated Appraisal to take account of comments received to the July Working Party.

Case loads remain high and new areas of work, including nutrient neutrality, are impacting on service delivery. There is also a need to consider how the

Authority will introduce the requirement to demonstrate biodiversity net gain in the development process, which will become a legal requirement from November.

### **Building Control**

The team are meeting and exceeding targets with no current backlog. The Service Manager has introduced a new charging scheme to ensure effective cost recovery. Building Control have received BSI QMS Certification for 2023/24.

### **Planning Enforcement**

The team have 194 current live cases, reflecting a small increase since the last update. I am pleased to report case closures continue to be timely.

All enforcement cases are acknowledged and validated within 24 hours of receipt, all site inspections are being undertaken within the prioritised case requirements. The team are focusing on clearing a backlog of historic cases and reviewing permissions with a view to ensuring that planning conditions have been complied with.

## **2      Forthcoming Activities and Developments.**

- Cabinet 29 June
- Planning Portfolio Holder 13 July
- Development Committee 22 June
- Planning Policy and Built Heritage Working Party 10 July

## **3      Meetings attended**

Full Council 17 May  
Cabinet 5 June  
Planning Policy and Built Heritage Working Party 12 June  
Development Committee 25 May  
Planning Portfolio Holder 8 June

## **CABINET MEMBERS REPORT TO COUNCIL**

**COUNCILLOR WENDY FREDERICKS – PORTFOLIO HOLDER FOR HOUSING & PEOPLE SERVICES**

**JUNE 2023**

### **1 Progress on Portfolio Matters.**

#### **Benefits**

##### **Household Support Fund (round 4)**

The Government has announced round 4 of the Household Support Fund from 1<sup>st</sup> April 2023 and is to run to the end of the financial year. North Norfolk District Council has been allocated £196k under the scheme. We will be proactively targeting vulnerable households throughout the year using data analytics, who need additional support with the cost of energy, food, and wider essentials. As part of the scheme, we are setting up an emergency response for households in need of groceries. This will be delivered by officers through the Eden Red voucher scheme.

##### **Discretionary Housing Payments**

We continue to administer **Discretionary Housing Payments** (DHP) to support tenancy sustainment, homelessness, 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 2023/24, North Norfolk has been allocated funding of £103,037, and up to 31<sup>st</sup> May 2023 we have spent £28,291.05 which equates to 27% of our allocation across 47 households. A further 43 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.

A breakdown of how the expenditure has been allocated can be seen below:

<b>Area of expenditure</b>	<b>Amount allocated</b>
Rent Arrears	£2,121.06
Rent Deposit	£1095.00
Ongoing Rent Shortfalls	£25,074.99
Total Expenditure	£28,291.05

##### **Speed of Processing for Housing Benefit and Council Tax Support**

Our speed of processing times has increased during April, due to the normal increase in demand we see at this time of year due to income upratings, rent increases, and other income changes. Our targets for 2023/24 remain unchanged (new claim is 20 days and 14 days for a change in circumstance). During April, new claims were being processed within 19 days, and changes in circumstances within 18 days.

## Housing Strategy

### Local Authority Housing Fund

The government have offered the Council up to £1,245,210 through the Local Authority Housing Fund (LAHF) to provide 11 additional affordable homes in the district by December 2023 – initially to house Ukrainian and Afghan refugee households. Cabinet (on 6/3/23) agreed to accept the money and work with the Flagship Housing Group to deliver the 11 homes. We have identified 11 suitable properties and, as at 1<sup>st</sup> June 2023, offers have been made and accepted on all 11. One home will be owned by NNDC and the remaining 10 will be owned by Flagship.

Long-term these homes would be available to households on the Council's housing list, either as temporary accommodation for homeless households or as a long-term affordable home.

### New Affordable Homes

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 20+ developments which will or could, subject to approvals, yield 350+ new Affordable Homes in the next few years. Officers have worked with Broadland Housing Association to get in-principle support from Homes England (the government's funding agency for affordable housing) to fund a package of five Exception sites in North Norfolk to be delivered over the next 2-3 years.

We anticipate completion of 70 affordable homes in 2023/24.

### Grant for Energy Efficiency Improvement Works

North Norfolk District Council (NNDC) is part of the Norfolk Warm Homes Consortium of five Norfolk districts.

The consortium has been successful in a bid for £3,933,000 to improve the energy efficiency of 'off-gas' homes. Eligibility criteria for future grants has been simplified and will include any home within the most deprived areas in the UK (measured by the Government's Index of Multiple Deprivation income deciles 1-3) if privately owned or privately rented, provided the Energy Performance Certificate is rated D-G and the households has no more than £100k in savings. This will open up the grant to many more eligible households – across Norfolk there are 603 postcode areas covering 2,600 properties we believe meet the criteria and 23% of these are in North Norfolk.

## Housing Options and Homelessness Prevention

### Your Choice Your Home

As at the 31 May 2023 there were **2,537 households** on the housing list with (571) 22% being on the Housing Register – this register contains those qualifying applicants who have the most urgent housing needs.

### Housing List by Bedroom Need:

	Housing List – Bedroom Need:						
	1 Bed	2 Bed	3 Bed	4 Bed	5 Bed	8 Bed	Total
Housing Register	260	137	83	84	2	5	571
Housing Options	1012	374	97	85		13	1581
Transfer	191	107	38	41		8	385
<b>Total:</b>	<b>1463</b>	<b>618</b>	<b>218</b>	<b>210</b>	<b>2</b>	<b>26</b>	<b>2537</b>

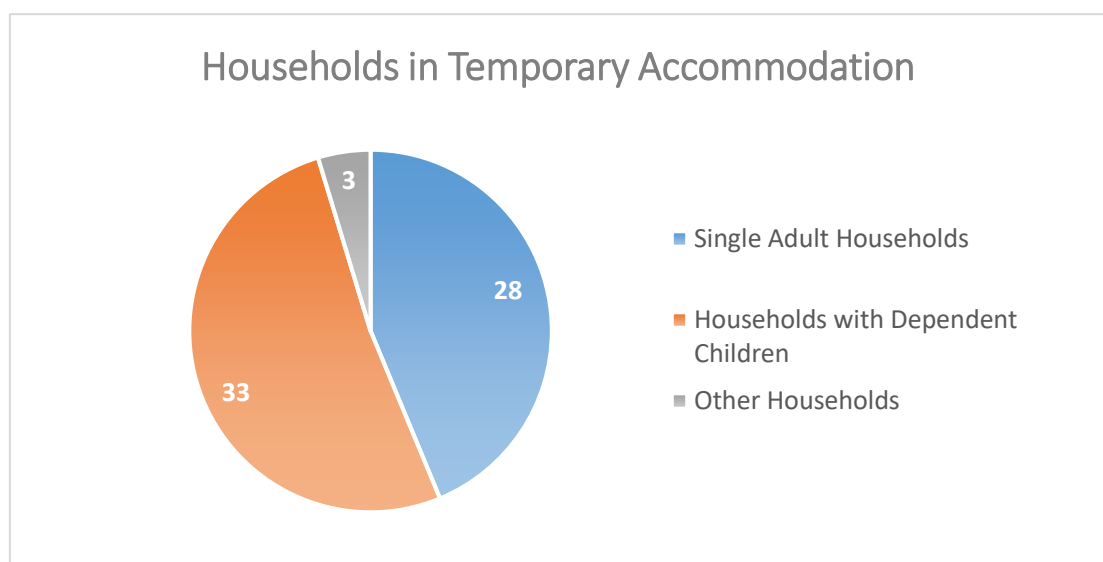
### Homes Let

Social Housing lets by banding and bedroom size between 01 April 2023 to 31 May 2023

	1 Bed	2 Bed	3 Bed	4 Bed +	Total
Housing Register	18	16	0	0	34
Housing Options	0	1	0	0	1
Transfer	1	2	0	0	3
<b>Total:</b>	<b>19</b>	<b>19</b>	<b>0</b>	<b>0</b>	<b>38</b>

### Temporary Accommodation

As at the 31 May 2023 there were **64** 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.

Access to NSAP properties not only offers a safe home to a rough sleeper but enables a supported environment for a tenant to work with our Pathway, Prevention & Sustainment Officers to improve their interpersonal and social skills and enable them to build their resilience and live positively within the community. Assistance is also helping people take the next steps in their journey to sustained tenancies and prevent them from returning to a life on the streets, and in February one of our tenants housed under the NSAP team back in July 2021, was successful in securing a Social Housing Tenancy.

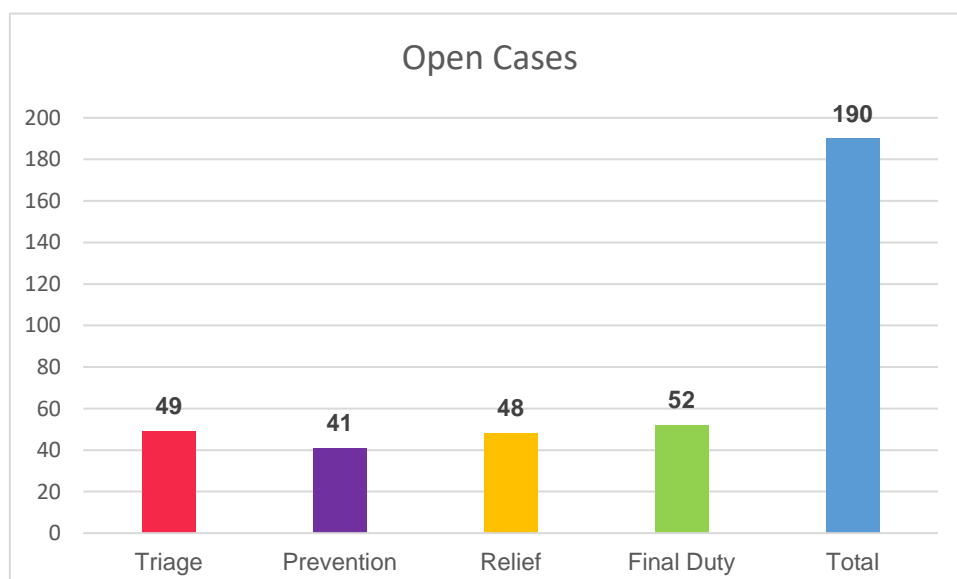
We continue to actively seek opportunities to identify alternative solutions to nightly paid accommodation, this includes increasing our own portfolio of accommodation. We are close to completion on a 2-bed property in Mundesley. Upon completion the Council will have a portfolio of 18 home for use as temporary accommodation

### **Households Assessed and Duty Owed**

#### **Open Cases**

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, as at the 31 May 2023, there were 190 open cases and 17 cases where ongoing outreach support is being provided.



#### **Closed Cases**

Between the 01 April 2023 and 31 May 2023, **108** triage cases were closed, for cases assessed under statutory homeless legislation, the following outcomes were achieved:

Total number of households whose prevention duty ended: **47**.

Secured new or existing accommodation for a period of 6 months or more: **13**.

Withdrew Application: **2**

56 days or more expired and no further action: **5**

Homeless not prevented: **27**.

Total number of Households whose relief duty ended: **89**.  
Secured new accommodation for a period of 6 months or more: **7**.  
Withdrew Application: **12**  
No longer eligible or contact lost: **5**.  
Homeless not prevented: **65**

Total number of Households assessed, following relief duty end, as unintentionally homeless and priority need (owed main duty): **50**.

Accommodation outcomes (main duty):

- Hospital (psychiatric): **1**
- Social Housing: **38**
- Private Rented: **7**
- Staying with Family: **2**
- Not Known/Other: **2**

### **Homelessness & Rough Sleeping**

We continue to support 2 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.

### **Ukraine Households - Homelessness**

Since February 2022, 9 Ukrainian households have been owed a homelessness prevention or relief duty. 5 of these were households with dependent children. 1 homeless household has come through the Family Scheme and 8 through Homes for Ukraine. As at the 31<sup>st</sup> of May 2023, 3 Families remain Homeless, 2 households are in temporary accommodation and 1 household remains with host but has been asked to leave by the end of June.

We anticipate that we will see an increase in Homeless presentations over the coming months as more sponsorship arrangements end.

### **Integrated Housing Adaptations Team (IHAT)**

The end of March 23 / financial year saw increased demand placed on IHAT, managing and progressing existing cases and increased numbers of new referrals has presented the team with many challenges. IHAT continues to operate efficiently and we continue to actively look at ways we can improve the service and better manage demand with the current level of resource.

End of year analysis demonstrates improvements within some key areas that have been identified; customer wait times and completion of adaptations.

Year to date (YTD) a total of 545 new contacts have been received (433 for same period 2021-22), 296 assessments have been completed. From this 197 recommendations for adaptations submitted. YTD 142 adaptation cases have been completed with the full DFG Budget being committed for 2022-23. (70 for same period 2021-22) and 160 cases have been approved (99 same period 2021-22).

March and April's new contacts demonstrate further increase in referrals for Housing adaptations services with 57 new contacts for the service in March and 60 in April. This is up approximately 20% on the same period for 2021-22. With the increased demand IHAT have been actively looking at ways to meet customers' needs with a focus on **prevent, reduce delay**.

## **Development of an NNDC Discretionary Disabled Facilities Grant Policy**

A Discretionary Disabled Facilities Grant Policy to allow for the introduction of targeted grants to meet a wider range of service user's will be presented to Cabinet in June. Additional funding from the Better Care Fund for 2023-25 will support the implementation of the Housing Assistance Policy. It is anticipated that the introduction of a discretionary policy will increase access to Disabled Facilities Grants (DFG) for some residents and provide further opportunities to access a range of discretionary grants to meet identified needs that fall outside the scope of the current mandatory DFG.

## **Community Connectors**

The Council is a lead member of the North Norfolk Health & Wellbeing Partnership (NNH&WP). On behalf of the Partnership, the Community Connector service organised and ran eight **PositiviTea** events across North Norfolk during Mental Health Awareness Week. Please see: [Home | PositiviTea: Community wellbeing sessions to be hosted across the District \(north-norfolk.gov.uk\)](#) for more details. All events were well attended by a variety of community groups and statutory organisations. Venues in town centers drew in good numbers of the public, but events out of town centers were less well attended.

Overall feedback was very positive. Holding events across North Norfolk meant that residents benefited from being able to access, talk to and receive support and advice from a range of statutory and voluntary organisations relevant to their local area.

Organisations represented highlighted the benefit of the events for networking relationships and public outreach. A survey ran alongside PositiviTea which has been extended to increase responses. [Home | What affects your mental health? Take our survey \(north-norfolk.gov.uk\)](#)

A full report plus learnings from PositiviTea will be presented to the North Norfolk Health & Wellbeing Partnership on 20 June.

The Community Connectors host a weekly radio show which provides information about a range of topics. [Community Connectors Poppyland shows | Mixcloud](#).

## **Social Prescribing**

In May 2023, forty-six new Social Prescribing referrals were received requesting support with one hundred and forty-four issues. Benefit, financial, mental health, long term health conditions and social isolation are the most frequent reason for referral.

The total number of referrals received in 2023 until 31<sup>st</sup> May is three hundred and twenty-two.

An increasing number of referrals are complex and require multi agency input. Referrals where hoarding is a factor have risen.

In addition to NNDC funded Living Well Officers, NNDC has a contract with North Norfolk Primary Care Network to deliver a Link Worker Social Prescribing service to Birchwood, Paston, Mundesley, Cromer and Aldborough Practices. External funding has also been secured to deliver a Social Prescribing in Secondary Care Service.

## **Homes for Ukraine (H4U)**

There has been a significant decrease in the number of new hosts offering to sponsor and accommodate guests from Ukraine.



Despite an increase in the monthly Thank you Payment offered to hosts to help offset the cost of having Ukrainian guests stay, an increasing number of hosts are no longer able to continue to host H4U guests.

Initial support to new arrivals is still offered and host accommodation is checked to ensure it is suitable. However, the emphasis has changed to helping existing H4U guests who wish to remain in the UK to source employment and to secure their own independent accommodation. Language and transport difficulties can impact on employment opportunities which makes becoming independent and self-sustaining more difficult.

Data to the end of May 2023 shows that approximately 180 guests have arrived in north Norfolk since the H4U scheme started and approximately 60 have left North Norfolk either to return to the Ukraine or to move to accommodation elsewhere in Norfolk or out of county.

## **2      Forthcoming Activities and Developments.**

- EAC Training
- Coastal Walk in Mundesley
- Planning Policy and Built Heritage Working Party
- Portfolio Holder Meeting Peoples' Services
- Overview and Scrutiny
- Performance Monitoring Training
- North Norfolk Health and Wellbeing Partnership
- Cabinet Media Training
- Norfolk Health and Wellbeing Board ICP
- Portfolio Holder Meeting Housing
- NNDC Full Council

## **3      Meetings attended.**

- Development Committee
- Mundesley Parish Council Full Council April
- Coronation Celebrations in Gold Park
- New Members presentation at the Reef
- Group Briefings
- Communities Directorate presentation
- Positivitea Event at Cromer Community Centre
- Meeting with Housing Strategy regarding Homelessness
- Mundesley Parish Council Full Council May
- Portfolio Holder Meeting Housing
- AGM NNDC
- Local meeting Business Forum
- Resources Directorate presentation
- Resident meeting regarding ASB
- North Norfolk Help Hub Collaboration Meeting
- Lunch with People's Services event
- Cabinet

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## **CABINET MEMBERS REPORT TO COUNCIL**

**21 June 2023**

**COUNCILLOR PAUL HEINRICH - CABINET MEMBER FOR SUSTAINABLE GROWTH**

For the period February to March 2023

### **1 Progress on Portfolio Matters.**

#### **Funding and Programmes**

##### **UK Shared Prosperity Fund**

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 and NNDC received its first allocation of funds (£150,275). Work with partners is underway to deliver this programme. The priorities for 23/24 - to which the Council will receive a further £300,551 allocation this financial year (pending year end sign off) - are to:

- Support funding for new, or improvements to existing, community and neighbourhood infrastructure projects through the North Norfolk Sustainable Communities Fund;
- Work with Visit North Norfolk to develop a programme of support for local visitor economy businesses;
- Deliver the Go Digital programme to support business digitalisation (working with Norfolk County Council), and;
- Work with New Anglia Local Enterprise Partnership to deliver a business support and advice programme.

A programme for 24/25 (indicative allocation £787,443) is currently in development.

##### **Rural England 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.

On 6 April DEFRA confirmed that NNDC was successful in its application for this fund. The allocation for 23/24 is anticipated to be £364,462.75 (funds awaiting to be received) and £1,093,388.25 in 24/25. A capital grant scheme to support both local business and communities is presently being finalised. Discussions have been ongoing with neighbouring authorities and partners to develop a suitable programme in readiness for when the first tranche of funds are received. The funding has already developed a number of early enquiries and the Economic Growth Team have developed a strong pipeline of expressions of interest.

## **Town Centres**

### **Stalham High Street Task Force**

Stalham's town centre was 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 solutions to support them. The first step of the process was to host a visit from the Task Force, which took place on 3 March and included a meeting with key local stakeholders and a guided tour of the town. A diagnostic report with recommendations for appropriate actions was subsequently produced. The report identifies the strengths of the town and the main barriers to transformation the *expert* found, as well as recommendations that the Local Authority and partners can action now to accelerate the transformation process. In particular, it identified a need to support further capacity building within the town so that it is best positioned to work towards future opportunities. On 5 June NNDC's Cabinet endorsed the report and agreed to continue to work with interested organisations in Stalham to progress options for supporting its town centre and local businesses operating there.

### ***North Walsham High Street Heritage Action Zone (HSHAZ)***

The HSHAZ programme is being delivered as expected, with 22/23 end of year funding deadlines having been met and satisfied by the key funders. A number of shopfront and other building improvements, funded by the Building Improvement Grant, are underway and there is a good pipeline of proposals for the remainder of the year. The Market Place improvements have now been completed and the predominant focus will now be on the Black Swan and Bank Loke areas. The renovation work to the Cedars is reaching the final fix stage and negotiations are underway with a number of potential tenants.

The HSHAZ Cultural Programme is detailed in the update provided by Cllr Withington, whose portfolio includes culture.

<b>2      Forthcoming Activities and Developments.</b>
<ul style="list-style-type: none"><li>• Development and delivery of the UKSPF and REPF funds</li><li>• Supporting the Stalham High Street Task Force team</li><li>• Final phases of the North Walsham HAZ place making works</li></ul>

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## **CABINET MEMBERS REPORT TO COUNCIL**

**21 June 2023**

### **COUNCILLOR RINGER - CABINET MEMBER FOR IT, ENVIRONMENTAL AND WASTE SERVICES.**

For the period of May – June 2023

#### **1 Progress on Portfolio Matters.**

##### **Environmental Protection**

The team has seen a seasonal increase in case numbers, relating neighbour complaints such as noise and bonfires. The team will prioritise these service requests in order of public health significance.

Work is being undertaken to review Fly-tipping data and how this is recorded and reported.

The arrival of the Renters Reform Bill may have some impacts upon EP team it is still early days, so the full impact is unclear. The team continue to work with partners to understand the impact.

The revised national air quality strategy consultation has closed, a joint response from Norfolk district councils was submitted.

The Environmental Protection Rangers are undertaking regular patrols of our Blue Flag beaches and Dog Control areas as the summer season starts, they have also been erecting signage and decals to inform the public of the areas and restrictions. The team are currently repairing some fence damage on the cliff in preparation for the return of Goats on a Slope in early July.

##### **Civil Contingencies**

There was a gas leak at the Bacton Gas Terminal on 15 May. Norfolk Fire and Rescue Service attended and staff were evacuated from the site. However no residents were evacuated. A multi-agency debrief was held on 30 May to identify learning. National Grid are having their own in-depth review. As this is a CoMAH site Norfolk County Council is the lead and will update the offsite emergency plan.

A small, unexploded ordnance was found at Walcott on 24 May. The Police put in a cordon; there was no need to evacuate residents. There was a delay in contacting NNDC and this has been investigated with the Norfolk Constabulary.

The cliff fall at Sidestrand was dealt with by the NNDC Coastal team – it did not meet threshold for involvement of Civil Contingencies

The Corporate Business Continuity Plan is being revised and business impact assessments have been carried out by service managers across the organisation.

A Senior Flood Warden Liaison Group Meeting was held on 5 June, this included presentations from the Environment Agency, Coastguard and Police.

### **Public Protection**

The team continues to deliver core functions such as food hygiene inspections across the district. The team have received an appeal against a food hygiene rating score, but this score was upheld.

The private water supply sampling regime is continuing. The function was recently audited by the Drinking Water Inspectorate's agent and passed. The officers dealing with Private Water supplies put a considerable amount of effort into ensuring that everything was in place for the audit.

Some unplanned absence in the licensing team has meant that licenses (particularly Taxi's) are taking longer to process than normal. Given the technical nature of processing applications finding temporary resource at short notice has presented challenges however the team are working incredibly hard to minimise service disruptions.

A boarding kennels was refused a licence when they applied to renew it. The kennels did not comply with a number of the mandatory conditions and had been subject of several serious complaints over 2022. The licence holder has appealed the decision not to renew the licence and the Tribunal have ruled that he can continue to trade until the appeal has been determined. The team are working with the licence holder and his legal team to come up with a plan that will overcome the numerous issues and achieve compliance.

Public Protection Officers continue to work with the new owners of the Parklands caravan site at Pudding Norton. The licensing process cannot move forward until the planning status has been determined.

Following advice and support from Public Protection Officers a caravan site in East Runton have started the process of moving caravans away from the cliff edge it is hoped that this will ensure compliance with the caravan site licence conditions.

The taxi testing tender has now been advertised and we are waiting for expressions of interest. It is hoped that, in addition to the current test centres renewing their interest, we will be able to get additional test centres in the West of the district.

The Licensing team continues to be heavily involved with supporting the Community Alcohol Partnership in Sheringham working alongside duty holders, the Police and Trading Standards.

Two premises in Stalham remain unable to sell alcohol following visits by officers recently. In both premises, the current designated premises supervisor had not given consent for alcohol to be sold by the person occupying the premises and there were concerns about a lack of age verification procedures.



### **Environmental and Safety Services**

Approx 3.5 tonnes of waste electrical and electronic items (WEEE) and batteries were collected in first few months of scheme. This scheme continues to be rolled out in stages across the district and by the end of July all household in the district should have the option to recycle electrical items.

The team continue to work with Serco to improve performance of waste collections. The have been focusing on repeated problem areas and those with assisted collections.

Additional litter bins deployed in coastal areas for summer season.

Following an invitation from Defra, NNDC are working with WRAP taking part in a data gathering exercise as part of the packaging extended producer responsibility scheme (pEPR). Defra has commissioned this work to understand the costs involved for different types of local authorities in the collection and disposal of packaging waste.

The Council is awaiting further information from government regarding pEPR as well as the consistency agenda and how NNDC will be affected, both in terms of service change and financially.

After receiving accreditation in house IOSH managing safely courses are now being delivered by the Corporate Health and Safety Officer. This will ensure that NNDC staff are suitably trained to manage health and safety in their service areas.

### **IT Infrastructure**

At the beginning of May my team issued all Members with new equipment – largely within a couple of days. This was after months of configuring the new remote way of working and making it as seamless as possible.

We had some teething issues which meant some Members stopped working and had to come in to get their laptops fixed. These were quickly resolved and we have learnt a lesson from this which will mean it won't happen again.

### **Internet Outage.**

The internet line was down for 5 mins during the streaming of Planning Policy & Built Heritage Working Party. We are working with Vodafone (internet connection provider) to investigate why this happened. Generally, network downtime is rare. Issues are treated with top priority to get the Council back working as quickly as possible. We will also endeavour to find out why the issues happened and prevent a re-occurrence.

The Team is currently working on a fallback solution to divert the line to Fakenham if the Cromer connection fails.

## **2 Forthcoming Activities and Developments.**

We await the outcome of the Government consultation on standardisation of waste collections previously delayed in April. This may have various implications for the authority and residents.

Preparation is taking place for the summer season and all the additional pressures this brings to services including cleansing and maintenance of green spaces.

### **3 Meetings attended**

Regular meetings with officers across IT and Environmental and Waste services areas.

Joint Waste Contract Review and Development Board

## **CABINET MEMBERS REPORT TO COUNCIL**

**-21 June 2023-**

**COUNCILLOR LUCY SHIRES - CABINET MEMBER FOR FINANCE; ASSETS, REVENUES AND PROPERTY SERVICES**

### **1 Progress on Portfolio Matters.**

#### **Finance**

- **Final Accounts 2021/22** - the accounting entries have been completed to allow the completion of the Statutory Statement of Accounts, ready for external audit inspection and sign off.
- **Outturn Position 2022/23** - the finance team have been working on the 2022/23 Outturn position (P12 Budget Monitoring) and have prepared a Revenue and Capital Outturn position to present to Cabinet in July.

#### **Estates and Assets**

Planning consent has been granted follow Development Committee for a hotel on the enabling land Sheringham.

Vacant property –

- Leases for Seaview and the Former Tennis Courts are progressing and completion is subject to gaining planning consent.
- Collectors Cabin tenancy at will is completed and lease will complete following the Land Registry application.
- Works to The Cedars continues along with marketing/viewings of the remaining vacant office space.
- Tenant has been secured for the unit 6 at Catfield and the lease is being finalised.

Decarbonisation – works are expected to finish shortly at Cornish Way, North Walsham. Quotes are being obtained for improvement works to Catfield units. Site visits continue across the portfolio including the Councils largest industrial unit at Enterprise way, Fakenham to assess it for potential improvements as part of the lease renewal.

Lease renewals and rent reviews continue. Oddfellows Hall, Sheringham lease has completed.

Disposal – of Beeston Putting Green to Sheringham Town Council has completed

Marrams, Cromer – a proposal for improvements to the building has been considered and funding being sought. The proposal would see some demolition to provide space for concession pitches and refurbishment of the building.

Options appraisal report for Rocket House, Cromer has been drafted.

## **Revenues**

### **Collection as of 31 March 2023.**

The final annual Council Tax collection was 98.27% against target of 98.20%.

The final annual NDR collection was 99.25% against target of 99.20%.

### **Council Tax Energy Rebate Scheme.**

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

### **The Energy Bills Support Scheme Alternative Funding (EBSS AF)**

This scheme is aimed at providing support to households not eligible for the automatic [Energy Bills Support Scheme GB](#) (£400 payment paid by energy suppliers).

All applications for this scheme had to be made through the Department for Energy Security and Net Zero (DESNZ) via the above government website however we did add details to help customers at [Home | Energy bills rebate \(north-norfolk.gov.uk\)](#) including details of the help line telephone number and email address which are as follows:

Email: [alternativefunding@ebss.beis.gov.uk](mailto:alternativefunding@ebss.beis.gov.uk)

Telephone: 0808 175 3287

Monday to Friday, 8am to 6pm

The Energy Bills Support Scheme - Alternative Funding closed to new applications on 31 May 2023.

There has been a total of 321 payments made up to and including 1 June 2023 which totals £128,400.

### **Alternative Fuel Payment (AFP)**

This scheme is where payments are made of £200 to support households that use fuels other than gas to heat their homes

The above two schemes are different to others NNDC has managed previously because the government has set up a single application form on gov.uk which will centralise as much of the data gathering and validation as possible. The Government will then share applications with us where we will need to verify applicants' addresses once, they have passed through the application portal and to transfer the relevant support payment to successful applicants.

The Alternative Fuel Payment Scheme closed to new applications on 31 May 2023.

There has been a total of 492 payments made up to and including 1 June 2023 which totals £98,400.

### **Risk and Performance Audit.**

On 17 April we had the final audit report regarding Council Tax and Non-Domestic (Business) Rates with a substantial assurance. The report contains one agreed

recommendation which was of low risk regarding the declaration of interest process which needs to be completed within six months.

**Council Tax and Non-Domestic (Business) Rates Annual Billing** – all annual bills and benefits have been sent for the 2023/24 year.

NNDR includes new NDR reliefs and the **VOA NDR Revaluation 2023 List** has been released as announced by the chancellor, tested by us and is part of the year-end/annual billing work.

Interest Payments on Non-Domestic (Business) Rates properties where a rateable value is reduced can now be paid in certain circumstances because the interest rate has increased substantially over recent months. NNDR has implemented this and have been giving advice to other neighbouring authorities that are struggling to get to grips with this change.

The 2022/23 roll-over process (which is the year-end reconciliation for Revenues and Benefits including Council Tax, Non-Domestic (Business) Rates, Council Tax Support and Housing Benefit Overpayments) was successfully completed over the 31 March and 1 April 2023.

#### **Government Returns:**

NNDR3 & QRC4 for council tax and NNDR have been completed.

#### **Property Services**

- Cromer pier substructure works commence on 20/09/2022 and are expected to continue for until September 2023. Additional works have been identified and works have been programmed to include these.
- Cromer Pier bar servery area improvements and WC refurbishment. Works to commenced in January 2023 for 6-week period. These are now complete, with the bar and servery area fully functioning.
- The PC re-provision in Fakenham had been delayed following the unearthing of an undocumented UK Power Networks cable. All rogue buried services have now been identified and site works to recommence before the end of September. Works are now complete.
- Several delays in the supply chain had also delayed the completion of the Stearmans yard PC re-provisioning by approximately 4 weeks. Temporary facilities were placed on site to cover the delay period. The works are now expected to be completed by the end of September. Works completed and the public convenience is back online.
- The refurbishment of the public conveniences in New Road are completed and the toilets have been brought back into service. The Vicarage Street, North Walsham PC replacement is currently out to tender with final returns by 26/09/2022. Demolition works have been completed and rebuild works have commenced and completion is expected by end July.
- Project enabling works are progressing at Albert Street public conveniences however we are waiting for a budget to be confirmed.
- Refurbishment works to the Lees public conveniences at Sheringham are under way and we expect partial completion of both units by end June then the second phase will commence. The car park boundary wall at Morris Street car park Sheringham has been completed.

- Works to support the refurbishment of The Cedars and the wider HAZ project in North Walsham are ongoing. Property Services have been tasked with completing the Cedars project and works are now in progress.
- Works postponed at the Shambles until the spring next year. Alongside these works we are now working with Estates on the Black Swan refurbishment. Works to the Cedars are progressing well with the budget and scope of works clearly defined.

## 2 Forthcoming Activities and Developments.

### **Finance**

- **Budget Monitoring P4 2023/24** – meetings are being scheduled with budget managers to discuss current year budget variances. This will be collated into the first reported monitoring report of 2023/24. Presented to Cabinet in early September.
- **Statement of Accounts 2022/23** – Following the completion of the 2021/22 Statutory Statement of accounts, the team can prepare the 2022/23 Statements. It is hoped that after this we will return to the official schedule where draft accounts are produced by the end of May.
- **System Implementation & Phase two**  
There are a number of areas where training is required on the new system functionality, including management reporting. The implementation was divided into two phases, Phase two timelines and resourcing are to be confirmed.

### **Estates and Assets**

Lease renewal Beach Hut and Chalet leases which are due to come to the end of their initial 5 year period. Some revisions to the lease clauses will take place.

### **Revenues**

Ongoing internal training of two Level 3 Business Certificated apprentices. Previous one was National Apprentice of the Year that met the DWP Minister on his visit to NNDC.

Online forms - reviewing and improving most commonly used customer paper forms including the Long-term empty property review forms as part of our Business Process Review of the current process.

Reviewing and implementing service improvements suggested by staff.

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## **CABINET MEMBERS REPORT TO COUNCIL**

**21 June 2023**

### **COUNCILLOR ADAM VARLEY - CABINET MEMBER FOR CLIMATE CHANGE AND NET ZERO**

For the period February to June 2023

#### **1 Progress on Portfolio Matters.**

##### **Building Decarbonisation**

Consultants (employed using Sport England Funding) have reported on potential energy saving activities for the Council's leisure centres and the findings will be explored in partnership with the operator, Everyone Active.

A cover for the main pool has been installed at the Reef, in partnership with Everyone Active. This is intended to save energy by reducing heat loss from the pool, therefore also saving money.

Phase two of construction of the Reef solar car port begins on 19<sup>th</sup> June and is on track to be complete before the beginning of the school holidays.

A solar window film to reduce solar gain in summer and heat loss in winter is being trialed in the Place & Climate Change directorate area of the Cromer office.

##### **Staff Engagement**

Staff have received personal travel plans exploring alternative options for their commute to work.

Good feedback was received on the staff briefing item relating to reducing your Easter footprint.

Staff have begun sharing their own environmental tips of the week.

##### **Other**

**Electric Vehicles** - Staff across several teams attended an NNDC workshop hosted by the Energy Saving trust covering all areas of EV, from charge points to planning requirements and taxi licenses. Work continues in liaison with NCC to access funding for EV charge point infrastructure.

**Trees** – other councils and organisations continue to ask for information about the Miyawaki forest initiative and the 110,000 tree project.

**UK100** - The Council has become a member of [UK:100](#), a network of councils seeking to pool knowledge and resources in order to achieve net zero carbon emissions.

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## **CABINET MEMBERS REPORT TO COUNCIL**

**21 June 2023**

**COUNCILLOR LIZ WITHINGTON - CABINET MEMBER FOR  
COMMUNITY, LEISURE & OUTREACH**

For the period May to June 2023

### **1 Progress on Portfolio Matters.**

#### **Customer Services**

As expected the first quarter of the year has seen a significant increase in the volume of customer contacting the council. In the last update we reported that in January we received the second highest volume of customer contact per month for 2022/23 with over 7,800 customer contacts across all contact channels.

This was beaten in February and March which saw us receive over 8,000 contacts in February, and over 10,000 contacts in March.

The significant increase in contact was a result of many of the Council's annual processes that take place this time of year such as Revenues annual billing and Housing Benefits notification letters going out. In addition to this we were fielding customer contacts in regards to the then approaching Local Election.

Despite the increase we have managed to keep the average telephony wait time to just over 6 minutes. The same as what was achieved in January.

#### **Leisure**

##### **Leisure Centres**

Phase one of the Reef Solar Car Port has now been completed with phase two set to begin on June 19<sup>th</sup> to install the panels. This is set to take approx. 4 weeks. It would appear that this work has not caused any disruption to Leisure Centre users. Performance remains strong across the 6 facilities with the latest figures (Apr) reaching 46631 visits, including over 18000 at The Reef.

A super sprint triathlon has been arranged for the 25<sup>th</sup> of June at The Victory Leisure Centre, North Walsham. The aim of this event is to offer both an opportunity for experienced triathletes but also encourage new starters to try out the activity.

##### **Countryside**

The community nursery fencing at Pretty Corner Woods (PCW) is now complete ready for planting in the autumn/winter.

Whitsun events included a self-led trail at Holt Country Park and Knights of the Round Table trail at PCW, both were reasonably well attended. Events for the summer are now being finalised.

Training has taken place on the new Worky Quad and all of the team passed. This

will support the team's practical management work greatly, improve sustainable work practices and wellbeing for staff.

Three applications for green flags have been submitted and the results are due imminently. Unlike the Blue flags which have to meet a set of criteria the Green flag status requires ongoing improvements to the Green flag spaces in addition to meeting the set criteria

### **Beaches/RNLI**

The Blue Flag and Seaside awards were publicly announced at 6 beaches within North Norfolk. Linked to this the summer coverage of beach lifeguards has now started at these locations.

Lifeguard recruitment has gone well this year meaning we should not see any reduction in service throughout the season.

The scheduled coastal works in Cromer and Mundesley may now commence slightly later than planned, towards the end of the summer holidays and not the beginning.

Foreshore officers will be patrolling during to the summer season to support the increase in beach users.

### **Markets**

Some concerns have been raised externally regarding the future of the markets and NNDC's commitment to them. We have written to all traders to assure them we are committed to the market and that we will be putting an action plan for improvement together. This will be shared with stakeholders once complete. It is intended to support those officers leading on Markets with Market management training

### **Health and Wellbeing/Sports Development**

#### *Wonky Wheels – Together Fund funding to provide bikes to Ukrainian families*

We have now received the first batch of bikes, helmets, lights, drinks bottles, locks and puncture repair kits. We need to look at diaries and vehicle availability to enable us to get them out to the families. The team will work with Comms to spread the message about this campaign. Initial press releases have already gone out.

With the current emphasis on encouraging activity for all the following activity sessions are being developed.

#### *All to Play For – Men's mental health project.*

Combining Football with topics on men's health and wellbeing these sessions will be held at Sheringham Sports Association with a planned start of Tuesday 18<sup>th</sup> July.

#### *Cromer seated library exercise sessions*

Sessions have started at Cromer Library and have numbers already reached capacity. There is an ambition that these will be rolled out more widely across the district.

#### *Big Norfolk Holiday Fun- BNHF*

The team continue to look for opportunities and delivery partners for this scheme, with the focus now shifting to the summer holidays. Different physical activity fields such as dance, and drama are being explored.

#### *Opening school fund*

Year two applications are open with the panel meeting on 20<sup>th</sup> and 21<sup>st</sup> June to decide on who has been selected. This round will be more competitive but the leisure and localities officer has been working hard to support schools within the district to apply.

#### **Pier Pavilion Theatre**

The 'Conscientious Crabbing' literature is now complete and going to print. This is designed to help people to continue to enjoy this activity in a more sustainable manner.

The theatre has been used for the Cromer and Sheringham Operatic Society production of Evita during the May half term week.

Opening night of the summer show is July 1<sup>st</sup> 2023. As of 09/06/2023 figures for the summer show are ahead of the same period last year by around 900. Overall, nearly 2000 extra tickets have been sold in comparison to last year at the same time – this covers all shows and concerts.

#### Arts, Culture and Tourism

**Deep history Coast (DHC)** – the DHC app forms part of the offering alongside the discovery points. App is currently being updated so that it will continue to perform on the latest generation of smartphones. The update will be finalised in the coming weeks, following which user statistics will again be monitored.

**Orchestras Live (OL)** – Our Partnership (NNDC) 2022-23 continues to add breadth to the Cultural Programme in North Walsham (being delivered alongside the High Street Heritage Action Zone). The Orchestra of the Age of Enlightenment worked with North Walsham High School on a composition that was performed live at the celebration of the Market Place improvement scheme in North Walsham, followed by a concert in St Nicholas's Church. Both were well attended and well received. The arrangements for next year are being considered.

#### **North Walsham High Street Heritage Action Zone Cultural Programme (CP)** –

The program continues to offer and deliver a broad range of activities. Most recently have been a series of craft workshops (5 separate workshops each month) alongside pop-up shops, a 'DIY cultural walk' linked to heritage and Paston family history.

**Visit North Norfolk (VNN)** – the Council continues to maintain a close relationship with VNN. The latest marketing campaign video has gone live: **Make a Break for the Coast**. You can see the video on VNN's [home page](#) and accompanying blog [here](#). The video will also be available to VNN members to download and use in their own marketing. The video forms part of an overarching marketing campaign, Make a Break for North Norfolk and the video will be promoted through digital media ads, driving viewers directly back to the VNN site.

The Year of the Coast 2023 celebrates the very best of England's coastline, including the north Norfolk coast, and marks the creation of the 2,700-mile King Charles III England Coast Path, the longest marked walking route in the world.

## **2 Forthcoming Activities and Developments.**

#### Customer Satisfaction Surveys

Automated Customer Satisfaction Surveys went live from the 1 June. This process means all customers who have their enquiry resolved by the Customer Services team, will receive either an email or text message (if we hold those details) inviting them to complete our survey. They can opt out of all surveys if not. The survey has 4 questions and in addition, invites the customer to provide feedback on their experience of dealing with NNDC.

Obtaining customer feedback will enable us to understand the customer perspective on subjective areas such as the correlation between wait times and satisfaction levels.

The question asked are:

How easy did you find it to contact the council?

How helpful did you find the customer services advisor who dealt with your enquiry today?

How pleased were you with the advice you were given?

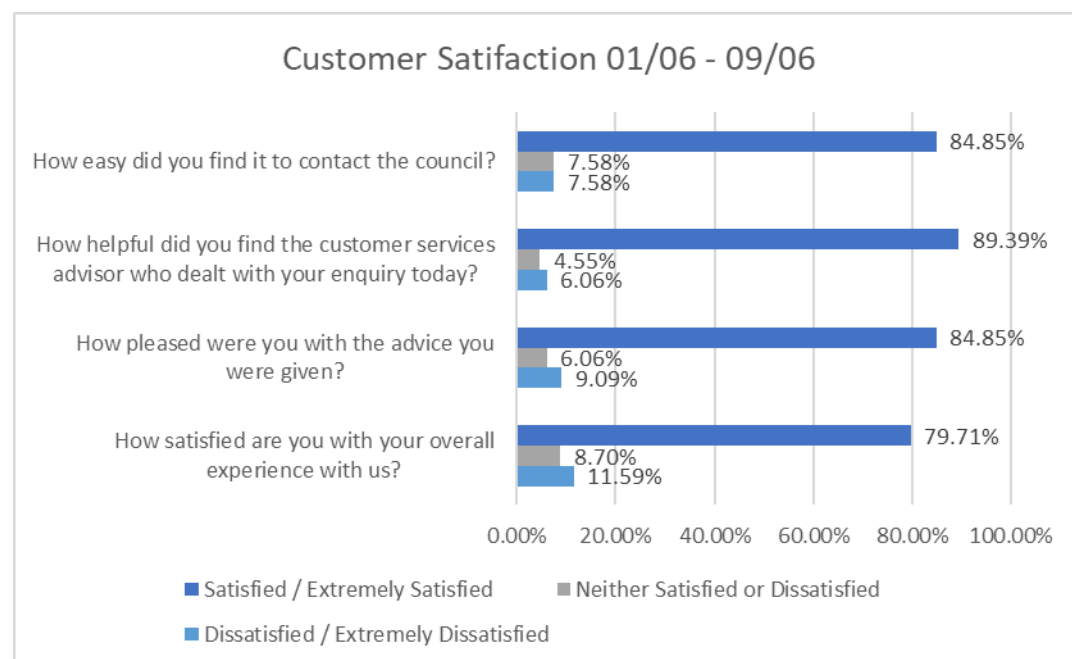
How satisfied are you with your overall experience with us?

Each question is rated out of 5 stars. 1 star meaning extremely dissatisfied, 5 stars meaning extremely satisfied.

From the 1 – 9 June we can report on the following customer satisfaction rates.

Issued 780 surveys

Received 66 completed survey (8.46%)



Some of the feedback already captured

“The advisor I spoke to today was very patient and understanding. She gave me plenty of time to process the information she gave me, as I have sensory difficulties and get stressed under pressure. The advisor reassured me, with the questions I had around using a Food Bank, which I was struggling with at the time”

“Very knowledgeable advisor ultra-helpful and polite”

“Very helpful and friendly and a quick service”

“The person I spoke to was knowledgeable and helpful my questions were answered and explained to my satisfaction. Overall very helpful”

“Excellent work, just a few minutes to get through”

“When I came in both ladies I meet where absolutely amazing with supporting me”

“Customer services were very helpful and sorted out my request efficiently and virtuously. Many thanks”

“Lady who answered my phone call was extremely helpful in dealing with my query today, most refreshing these days”

In addition to this we are exploring a separate survey focused on gaining customer insight on their experience for the enquiries that Customer Services escalate to the back office departments.

#### Customer Service performance reporting – Escalated enquiries

Workbench is a Council wide system used to manage the escalation of customer enquiries between service areas. Workbench provides officers guidance on the councils expected customer response times and allows end-to-end visibility, to ensure enquiries are not overlooked.

With workbench used across all service areas of the council (excluding the Financial Inclusion team), performance dashboards have been created and shared with all service managers. The dashboards provide data on volumes and performance figures on response times by department. Additionally, they highlight outstanding customer enquiries, including those that are awaiting a response that has exceeded the response times of the Customer Charter and Standards.

The dashboards provide service managers with an insight into their customer demand with the ability to monitor workload. This assists with decision making when managing their service areas.

Dashboards have also been created for the formal complaints and feedback processes, and work has started on dashboards to identify the impact on customer contact due to outbound correspondence and understanding why our customers are contacting us.

#### Chatbot

A chatbot system has been procured and is currently being trained up. The objective of our chatbot is to increase our capacity, and provide residents with a quick and convenient way to access NNDC services, information, and support. Channel shifting customers to a chatbot is to provide an alternative, more convenient, and faster way for them to access NNDC.

The key objectives are:

1. Reduce wait times: By offering a 24/7 chat bot service, customers can get

immediate answers to their questions and resolve issues without having to wait on hold or queue.

2. Improve efficiency: By automating routine tasks, such as answering frequently asked questions, chat bots can free up human resources to focus on more complex tasks.
3. Increase customer satisfaction: By providing quick, convenient, and personalised experiences, chatbots can improve customer satisfaction.
4. Save costs long term: By reducing the need for human support, chat bots can save costs and provide a more cost-effective solution for customers.
5. Provide data and insights: Chat bots can collect data and insights on customer interactions, preferences, and feedback, which can inform business decisions and improve customer experiences.

We are aiming for this to go live on our website in July/August. Further consideration will be given in the future to expand this solution as it has the potential to be utilised on other platforms such as Telephony, SMS, What's app, Facebook Messenger and Instagram, to name a few.

#### Leisure:

Safer Seals continuation of the campaign.

#### Arts & Culture:

The following activities under the North Walsham High Street Heritage Action Zone Cultural Programme are planned, details of which will be publicised shortly:

- mosaic fabrication workshops for local residents, tourists and visitors – details of which will soon be publicised
- Men's Shed workshops (in Aug/Sep)
- Foolhardy Circus are performing and delivering four workshops, a day performance and community picnic
- Craft workshops – (needlefelting, silversmithing scrapbooking, crochet, candle rolling and cyanotype) throughout June and July
- New Stages - summer play and community engagement opportunity



<b>Purchase of two additional refuse collection vehicles</b>	
<b>Executive Summary</b>	This report outlines the requirement for allocation of capital funding for the purchase of two new refuse collection vehicles for the commercial and garden waste collection services delivered by Serco on behalf of the Council. These services have experienced significant customer growth over the last few years and are at a point whereby additional vehicles are required to ensure that the Council can continue to meet customers' expectations and deliver its statutory duties around domestic and commercial waste collections.
<b>Options considered</b>	<p>Do nothing – this would result in a deteriorating service level and loss of customers resulting in lost income for the Council.</p> <p>Hiring additional vehicles – deemed poor value for money.</p> <p>Purchasing second-hand vehicles – no availability of suitable vehicles.</p> <p>Contractor purchasing vehicles – poor value for money and not in line with current fleet.</p>
<b>Consultation(s)</b>	The proposal has been drawn up in conjunction with Serco who have recommended the provision of the additional vehicles and will look to factor their use in to a future round reorganisation.
<b>Recommendations</b>	<p>That Cabinet recommend to full Council an addition to the Capital programme of £385,000 to purchase two new refuse collection vehicles and that the £385,000 be added to the residual £65,000 that is left over from the original budget to purchase refuse vehicles from 2019 to date.</p> <p>That Cabinet recommend to full Council that the purchase be funded by borrowing of £335,000 and a revenue contribution of £50,000.</p>
<b>Reasons for recommendations</b>	To ensure the Council can meet customers' expectations and provide a service that can keep up with the continuing increase in demand for garden and commercial waste collection services. To ensure statutory duties around waste collection can be fulfilled. To support the future growth in revenue generating services.
<b>Background papers</b>	None

<b>Wards affected</b>	All
<b>Cabinet member(s)</b>	Cllr. Callum Ringer
<b>Contact Officer</b>	Scott Martin, Environment and Safety Manager, <a href="mailto:scott.martin@north-norfolk.gov.uk">scott.martin@north-norfolk.gov.uk</a>

Links to key documents:	
Corporate Plan:	N/A
Medium Term Financial Strategy (MTFS)	The provision of additional resources on the revenue generating garden and commercial waste services will enable a better level of service delivery and help achieve future customer and revenue growth, supporting the MTFS.
Council Policies & Strategies	None

Corporate Governance:	
Is this a key decision	Yes
Has the public interest test been applied	Is the item exempt, if so, state why.
Details of any previous decision(s) on this matter	N/A

## 1. Purpose of the report

- 1.1. This report outlines the request for Cabinet to recommend to Full Council the addition of a £385,000 capital budget in the 2023/24 financial year for the purchase of two new refuse collection vehicles. The vehicles will be used to service the commercial and garden waste collections, delivered on behalf of the Council by Serco. The two services have experienced significant customer growth over the last few years and when combined are budgeted to generate income for the authority of around £3m in 2023/24.
- 1.2. Both services have reached a point whereby additional vehicles are required to deliver a satisfactory service level to customers and in order for the Council to adequately fulfil statutory duties to collect garden waste and commercial waste.

## 2. Introduction & Background

- 2.1. The Waste and Related Services Contract was awarded to Serco in late 2019 and commenced in April 2020. As part of the contract, the vehicles to be used, although specified by the Contractor, were purchased by, and remain in the ownership of, the Council. This was deemed the most economically advantageous approach as the Council can access borrowing at preferential interest rates when compared with the private sector and as such, this will result in a lower cost over the life of the contract than other methods of providing vehicles.
- 2.2. A capital budget for the purchase of the original vehicles required to deliver the contract was included in the capital programme and this was funded by borrowing. Of that original capital budget, around £65,000 remains unspent and can be utilised towards the purchase of the two vehicles proposed as part of this report.

- 2.3. Quotes for the two new vehicles have been obtained and total £435,000 currently but these prices are valid for a limited time and so are subject to increases. The additional budget being requested is £385,000 giving a total budget of £450,000 for the purchase. See the table below which summarises this.

	£'000
Quotes obtained (time limited)	435
Contingency for increase in price	15
<b>Total cost</b>	<b>450</b>
<b>Budget required:</b>	
Residual budget from original purchase of vehicles	65
Additional request being made	385
<b>Total budget</b>	<b>450</b>
<b>Funding:</b>	
Revenue contribution	50
Borrowing	400
<b>Total Funding</b>	<b>450</b>

- 2.4. It is proposed that the purchase of the two new vehicles is funded by a combination of borrowing and a revenue contribution. The revenue contribution will come from the use of part of the 2021/22 Performance Management Failure deduction payment that the Council has received from the contractor. Performance Management Failure deductions are made where the contractor fails to perform elements of the contract in accordance with the contract specification. It is agreed as part of the contract that these payments will be reinvested in the Waste Collection Service to develop and improve services.
- 2.5. The performance of the contract in respect of the number of bin collections not completed on the scheduled day of collection has not been satisfactory, particularly the amount of time it has taken to resolve collections issues following the introduction of a route and round optimisation in September 2022. Serco have a period of time to rectify these missed collections and if they fail to do so a performance deduction is applied.
- 2.6. Both the garden waste and commercial waste services have seen significant increases in the number of customers and income growth over the last few years. Since the start of the contract with Serco, there have been approximately 4,000 new garden waste customers generating in excess of £200,000 revenue annually. Growth in the commercial waste customer base has also achieved a revenue increase of around £500,000 in the last 4-5 years.
- 2.7. Customer levels have reached a point whereby the resources available in terms of number of vehicles, is not sufficient for the current level of demand. It is important to maintain/improve service levels to ensure customer retention and to achieve further growth in the services. The purchase of the two new vehicles will assist in developing the service the Council provides.
- 2.8. For Garden Waste it is anticipated that the additional vehicle will enable Serco to manage the collection rounds more effectively and this in turn should improve their ability to complete rounds in a timely manner and improve missed bin

performance. It is anticipated that this will improve customer experience for this service area, particularly as Serco are looking to undertake a route and round optimisation to rebalance rounds, following the growth in customer numbers. This will not only reduce the potential for missed collections but be more efficient for vehicle mileage and therefore contribute to carbon reduction.

- 2.9. The additional Trade Waste Vehicle will provide capacity that enables further growth of this commercial service area, in turn contributing to the income the council receives to provide services.
- 2.10. In order to be as efficient as possible a number of existing commercial Trade Waste collections are undertaken on the domestic household collection rounds, particularly those where the frequency matches the alternate weekly collection frequency, such as holiday lets. Whilst this assists in reducing the carbon impact of these collections, by reducing the miles travelled to a minimum, the growth in trade customer numbers does place strain on the household collections. Additional collections not only take time to complete, particularly those using larger bins sizes than the domestic 240l bins, but also add volume to the vehicles often meaning that they have to tip collected waste more frequently which can add to challenges in completing rounds on the scheduled day of collection.
- 2.11. Providing the additional vehicle will allow a number of trade collections to be removed from the household rounds and thereby reduce the likelihood for crews to run out of time to complete rounds on the scheduled day, in turn reducing the number of missed collections. The vehicle will provide capacity to grow the Trade Waste Service over time further increasing income. Whilst the customer base is increased any spare capacity in the vehicle can be used to support collections in other service areas, including household collections, assisting in ensuring collections are completed on the scheduled day and thereby reducing the number of missed collections and improving performance.

### **3. Proposals and Options**

#### **3.1. A number of options have been considered.**

- Do nothing – this would result in a deteriorating service level and loss of customers resulting in lost income for the Council.
- Hiring additional vehicles – The cost of hiring a refuse collection vehicle can be around £1000 per week and as such, this was deemed poor value for money.
- Purchasing second-hand vehicles – Serco have undertaken an exercise and identified that the type of vehicles required are extremely limited in the second-hand market. They were unable to find anything suitable in terms of age and specification in a recent market search.
- Contractor purchasing vehicles – this would come at a cost premium as the Council has access to preferential rates of borrowing. This would be contrary to the current approach the Council has, whereby it has purchased the rest of the fleet.

- Purchasing our own vehicles – this is in line with the current arrangements. This has two major advantages in that it provides the best value for money as the Council has access to borrowing at preferential interest rates and so avoids paying the higher levels of interest that the Council would pay through the contract payments it pays to the contractor. The second advantage is that the Council would own all its own refuse vehicles and so if for any reason it had to take the service back in-house at short notice it could continue to provide a refuse collection service with minimal disruption to council taxpayers and customers. This mitigates a big risk for the Council.

#### **4. Corporate Priorities**

- 4.1. The provision of additional resources on the revenue generating garden and commercial waste services, will enable a better level of service delivery and help the Council meet statutory objectives for the collection of household and commercial waste. It will also support aspirations around future customer and revenue growth as part of the MTFS.

#### **5. Financial and Resource Implications**

- 5.1. Quotes have been obtained from suppliers. The current total cost for the two vehicles required is around £435,000 however, supplier quotations have a time limited validity and are subject to changes. Therefore a request for a total budget of £450,000 has been made to cover any increases in price between the original final quotations.
- 5.2. There is a residual capital budget from the purchase of the original vehicles of £65,000 which can be used for the purchase of the two additional vehicles. It is expected that even with changes in pricing, the total cost of the two vehicles would not exceed £450,000. Therefore, an additional capital budget of £385,000 is required in order to complete the purchase.
- 5.3. It is proposed that the capital requirement is funded by a £50,000 revenue contribution, arising from Performance Failure Deductions imposed upon Serco during the 2021/22 financial year with the remainder, up to £335,000, by borrowing.
- 5.4. There are no additional revenue implications as a result of this report as all revenue costs associated with the vehicles (staffing, maintenance, servicing, fuel etc.) are met by Serco and associated costs to NNDC are already accounted for in existing revenue budgets.

#### **6. Legal Implications**

- 6.1. There are no known legal implications arising from this report.

#### **7. Risks**

- 7.1. Collection services have struggled over the last six months and without additional capacity into the fleet there is a risk that performance will continue to be below an acceptable standard.
- 7.2. There is currently a long lead time for new refuse collection vehicles of around 12-15 months for new orders. Serco, as a significant provider of refuse collection services, has pre-allocated build slots with vehicle suppliers and are able to

make use of their available slots to secure a much shorter lead time. Failure to decide promptly would likely result in the loss of the allocated build slots and a delay in the provision of the new vehicles.

## **8. Net Zero Target**

- 8.1. Achieving Net Zero and reducing our carbon emissions are at the forefront of officers' thinking when developing services. Investigations into purchasing electric refuse collection vehicles have been undertaken and are ongoing. However, the findings show that range limitations of electric refuse vehicles that are currently available mean that it is not viable at present to operate electric refuse collection vehicles in the large rural district of North Norfolk. The cost of the vehicles also make it prohibitive at present.
- 8.2. Officers have worked with Serco to explore the possibility of using Hydrotreated Vegetable Oil (HVO), a bio-based liquid fuel made from vegetable oils and animal fats which can be used as a more sustainable alternative to diesel. Currently, there is limited reliable and regular availability of HVO fuel on the scale required to deliver the services across the contract and there is also a cost premium when compared to regular diesel. However, the new vehicles would be able to run on HVO fuel if this situation were to improve in future.
- 8.3. The provision of these vehicles will assist with the delivery of services which help residents and businesses manage their waste in a sustainable manner, through the recycling and composting. The vehicles will be built to the latest Euro 6 engine and will all have electric bins lifts to help reduce emissions.

## **9. Equality, Diversity & Inclusion**

- 9.1. There are no Equality, Diversity and Inclusion issues arising from this report.

## **10. Community Safety issues**

- 10.1. There are no Community Safety issues arising from this report.

## **11. Conclusion and Recommendations**

- 11.1. The garden waste collection service and the commercial waste collection service are both services that generate a significant level of income for the Council and enable the Council to meet its statutory duties. The take up of both these services has increased significantly over the last few years and has now reached a level whereby the existing fleet cannot meet the demand. To meet the demand now and in the future requires the purchase of two additional vehicles. These will cost a maximum of £450,000.
- 11.2. An additional capital budget of £385,000 is required to add to an existing budget of £65,000 currently in the 2023/24 capital programme to purchase the vehicles. It is proposed that this would be funded by a £50,000 revenue contribution and borrowing.
- 11.3. It is therefore recommended that Cabinet recommend to full Council an addition to the Capital programme of £385,000 to purchase two new refuse collection vehicles and that the £385,000 be added to the residual £65,000 that is left over from the original budget to purchase refuse vehicles from

2019 and that Cabinet recommend to full Council that the purchase be funded by additional borrowing of £335,000 and a revenue contribution of £50,000.

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<b>Report regarding request to the renaming of Witton Parish</b>	
<b>Executive Summary</b>	<p>Formally renaming the civil parish of Witton as Witton and Ridlington is purely an administrative change which would not affect any function of the Parish Council or its Governance or responsibilities.</p> <p>It would result in the sub-parish of Ridlington being reflected within the name which represents inclusivity for those members of that area of the parish.</p> <p>This change doesn't require much administration or consultation and is a sensible move akin to historical changes at Aldborough and Thurgarton parish and Corpusty and Saxthorpe parish.</p>
<b>Options considered</b>	<ul style="list-style-type: none"> <li>• To facilitate the request of the Parish Council and change the name of the parish.</li> <li>• To do nothing</li> </ul>
<b>Consultation(s)</b>	Section 75 of the Local Government Act 1972 does not require for a full consultation to be undertaken however the District Council ward member and County Council division member have both been emailed regarding the request and invited to comment.
<b>Recommendations</b>	<p>To seek approval from Full Council to the renaming of the civil parish of Witton to the civil parish of Witton and Ridlington.</p> <p>To seek approval on the creation of an Order to formalise the name change.</p> <p>To approve the delegation of powers to the Chief Executive or Monitoring Officer for the making of Section 75 orders in consultation with the relevant elected District Council and County Council members.</p>
<b>Reasons for recommendations</b>	To reflect the identity and inclusion of all areas covered by the Parish Council.
<b>Background papers</b>	none

<b>Wards affected</b>	Bacton Ward
<b>Cabinet member(s)</b>	Tim Adams
<b>Contact Officer</b>	Rob Henry, (rob.henry@north-norfolk.gov.uk) Senior Elections Officer

<b>Links to key documents:</b>	
Corporate Plan:	Not directly linked to corporate plan priorities

Medium Term Financial Strategy (MTFS)	Not linked to MTFS
Council Policies & Strategies	Not linked to any Core Strategy Policies as listed <a href="#">here</a>

Corporate Governance:	
Is this a key decision	No
Has the public interest test been applied	No wider consultation is required within Section 75 of the LGA 1972
Details of any previous decision(s) on this matter	none

## 1. Purpose of the report

- 1.1 To act on a request from Witton Parish Council to formally change the name of the civil parish of Witton to the civil parish of Witton and Ridlington to reflect the inclusion of all areas covered by the functions of the parish council.

## 2. Introduction & Background

- 2.1 The request received by email from the Parish Council states that complaints had been received during the recent Local Elections from residents of Ridlington that they were being excluded.

- 2.2 The Parish Council has therefore requested that the parish be renamed Witton and Ridlington, a name which the Parish Council is known as.

- 2.3 The Local Government Act 1972 Section 75 of the Local Government Act 1972 states:-

(1) At the request of the parish council or, where there is no parish council, at the request of the parish meeting, the council of the district in which the parish is situated may change the name of the parish.

(2) Notice of any change of name made under this section –

(a) shall be sent by the district council concerned to the Secretary of State, to the Director General of the Ordnance Survey and to the Registrar General; and

(b) shall be published by the district council in the parish and elsewhere in such manner as they consider appropriate.

## 3. Proposals and Options

- 3.1 Do nothing
- 3.2 To approve the formal change in name for the civil parish of Witton to become the civil parish of Witton and Ridlington.

- 3.3 To approve the making of an order to effect the change of parish council name.
- 3.4 To approve the delegation of powers to the Chief Executive, Monitoring Officer for the making of Section 75 orders in consultation with the relevant elected District Council and County Council members.
- 4. Corporate Priorities**
- NA
- 5. Financial and Resource Implications**
- 5.1 There are no financial implications linked to this report. All work undertaken in relation to it and any outcomes are in employee time only.
- 6. Legal Implications**
- 6.1 This request is recommended within the regulations stated in the Local Government Act 1972, part IV, section 75.
- 6.2 If the recommended proposals are approved, an order will be prepared to comply with Section 75(2)(a) and (b) of the Local Government Act 1972 as previously detailed in paragraph 2.3
- 7. Risks**
- NA
- 8. Net ZeroTarget**
- 8.1 All exercises and duties relating to this report do not have an impact on the The Council's Net Zero Strategy & Action Plan.
- 9. Equality, Diversity & Inclusion**
- 9.1 This report considers that approval of the request would positively reflect within the Council's Equality, Diversity & Inclusion Strategy with the inclusion of the sub-parish of Ridlington in the new formal name for the parish reflecting all areas represented by the Parish and indeed the Parish Council.
- 10. Community Safety issues**
- NA
- 11. Conclusion and Recommendations**
- 11.1 To seek approval from Full Council to the renaming of the civil parish of Witton to Witton and Ridlington to reflect the identity and inclusion of all areas covered by the parish and formalise the name in which the Parish Council has been historically known by.
- 11.2 To create in a timely manner, an order to formalise the change of name to Witton and Ridlington Parish.
- 11.3 Approve the delegation of powers to the Chief Executive, Monitoring Officer for the making of future Section 75 orders in consultation with the relevant elected District Council and County Council members.

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<b>Report regarding temporary appointments to Salthouse Parish Council</b>	
<b>Executive Summary</b>	<p>The options and proposals outlined in the report below allow for a sensible and pragmatic approach which will enable the Parish Council to return to full operation.</p> <p>The proposals will not place a huge demand on the temporarily appointed members as it is anticipated that the co-option process can be undertaken at the first parish council meeting scheduled to take place following the meeting of Full Council that this report is considered at.</p> <p>Once the co-option process has been completed the temporarily appointed councillor will be able to step down from their temporary role on the parish council.</p>
<b>Options considered</b>	<p>Temporary appointment of District / County Council elected members to Salthouse Parish Council in order to allow parish council to undertake co-option process.</p> <p>Temporary appointment of Parish Clerk to oversee the above co-option process and any other duties in the role until such a time when a permanent appointment can be made.</p>
<b>Consultation(s)</b>	Not required
<b>Recommendations</b>	<p>To seek approval from Full Council to the temporary appointment of either Cllr Eric Vardy or Cllr Victoria Holliday to Salthouse Parish Council.</p> <p>To seek approval on the creation of an Order to formalise the appointment.</p> <p>To install a temporary parish clerk to support the co-option process and other duties until a permanent clerk is appointed.</p>
<b>Reasons for recommendations</b>	The temporary appointment will bring the current membership of the parish council to three which will allow the council to legally operate and undertake a co-option process to appoint further parish councillors.
<b>Background papers</b>	none

<b>Wards affected</b>	Coastal Ward
<b>Cabinet member(s)</b>	Tim Adams
<b>Contact Officer</b>	Rob Henry, (rob.henry@north-norfolk.gov.uk) Senior Elections Officer

**Links to key documents:**

Corporate Plan:	Not directly linked to corporate plan priorities
Medium Term Financial Strategy (MTFS)	Not linked to MTFS
Council Policies & Strategies	Not linked to any Core Strategy Policies as listed <a href="#">here</a>

Corporate Governance:	
Is this a key decision	No
Has the public interest test been applied	No
Details of any previous decision(s) on this matter	none

## 1. Purpose of the report

- 1.1 To obtain approval from Full Council to temporarily appoint a parish councillor and parish clerk to Salthouse Parish Council in order to bring the membership of the parish council to a quorate number and to assist with the co-option process to appoint a number of interested members of the parish who wish to join the parish council as councillors.

## 2. Introduction & Background

- 2.1 A Town or Parish Council needs to be quorate in order to discharge any business at a meeting. A quorum is defined in legislation as being one third of the total number of members of the relevant Town/Parish Council, subject to a minimum of three Councillors.
- 2.2 During the nomination process ahead of the 4<sup>th</sup> May 2023 Parish Elections, four valid nominations were received for Salthouse Parish Council. However, in the weeks since there have been two resignations from the Parish Council and also the Clerk has resigned too. With two sitting members, the Council is not currently in operation as no decisions can be made whilst it is not quorate.
- 2.3 There are a total of seven seats on Salthouse Parish Council so the Council needs a minimum of three councillors in order to be quorate and transact any business.
- 2.4 Under section 91 of the Local Government Act 1972 in situations where Town or Parish Councils do not have the required number of councillors to be quorate and conduct the business of the Parish Council, the District Council can make an order to appoint persons to serve on the Parish Council until such time as vacancies on the Council are filled by election or co-option.
- 2.5 It has been advised that there are a number of interested parties looking to be co-opted onto the parish council so the duties of the temporarily appointed member would be to assist the two sitting members with the co-option process.

### **3. Proposals and Options**

- 3.1 In order to enable Salthouse Parish Council to function in the short term it is proposed that North Norfolk District Council makes an appointment to the parish council through roles being taken up by either the District Council or County Council member for the area in which the parish is situated.
- 3.2 This would see either Cllr. Victoria Holliday, District Councillor for the Coastal Ward or Cllr. Eric Vardy, County Councillor for the Holt Division appointed on a short term basis to assist with the co-option process of qualified local persons to bring the parish council to a quorate level of operation.
- 3.3 To appoint a clerk to assist temporarily with the co-option process and until such a time that the parish council can make a permanent appointment to the role of parish clerk.
- 3.4 Jane Wisson, a member of the Officer staff at North Norfolk District Council, is an experienced Parish Clerk and this proposal would seek to appoint her temporarily to conduct the duties as stated in paragraph 3.3 above.
- 3.5 To approve the making of an order to effect of the temporary appointments as stated in paragraphs 3.1 to 3.4 above.

### **4. Corporate Priorities**

NA

### **5. Financial and Resource Implications**

- 5.1 There are no financial implications linked to this report. All work undertaken in relation to it and any outcomes are in employee time only.

### **6. Legal Implications**

- 6.1 Paragraph 12 of Schedule 12, Part ii of the Local Government Act 1972 provides that no business shall be transacted at a meeting of a parish council unless at least one-third of the whole number of members of the council are present at the meeting; but notwithstanding anything in that paragraph, in no case shall the quorum be less than three.
- 6.2 The number of parish Councillors for a parish council shall not be less than 5 (s16 Local Government Act 1972. The number of Parish Councillors able to serve on Salthouse Parish Council is seven.
- 6.3 Section 91(1) of the Local Government Act 1972 provides that the principal authority, in this case North Norfolk District Council, may make an order to appoint persons to fill all or any vacancies on a town or parish council until such time as other councillors are elected and take up office.
- 6.4 In the event that Salthouse Parish Council are unable to fill the required number of vacancies through co-option, section 39(4) of the Representation of the People Act 1983 enables the District Council to make any appointment or do anything which appears to them necessary or expedient for the proper holding of such an election or meeting and properly constituting the council. This includes the power to direct the holding of an election or meeting and fix the date for it.

### **7. Risks**

- 7.1 The District Council could choose not to make any appointments to Salthouse Parish Council. However, without the District Council making a temporary appointment the Parish Council would not be able to sit or take decisions in the interests of the local community until the next regular elections in 2027.

**8. Net ZeroTarget**

- 8.1 All exercises and duties relating to this report do not have an impact on the The Council's Net Zero Strategy & Action Plan.

**9. Equality, Diversity & Inclusion**

- 9.1 NA

**10. Community Safety issues**

NA

**11. Conclusion and Recommendations**

- 11.1 To seek approval from Full Council to the temporary appointment of either District Council ward or County Council division member to Salthouse Parish Council to allow the council to operate and undertake a process of co-option to appoint qualified members of the parish to allow the ongoing operation of the parish council.
- 11.2 To seek approval of Full Council to the temporary appointment of Jane Wisson to the role of Parish Clerk to assist with the process of co-option and all other clerk duties until a permanent appointment can be made.



## **Giving a SEAL of APPROVAL for Safer Seals in North Norfolk**

North Norfolk is privileged to be home to a large proportion of the worlds' common and grey seals. This Council has been proactive in supporting the local seal population and liaising with Friends of Horsey Seals and the Seal Rescue Centres to protect our seal habitats and colonies.

Our Safer Seals campaign was instrumental in raising awareness of the plight of our seals along the coast and how we as communities can help to protect and support them. The signage that was initially being put in place to advice about SEALs and their needs and how to obtain help for injured or ill seals is being updated and will be more visual and impactful following feedback. This will then be reissued.

**It is now time to take further action to keep our seals safe.**

This motion wishes to further increase awareness about importance of not having flying rings in our coastal environments, reward those businesses which agree to not sell them and

We are hoping that **all** members will be willing to support his motion and be actively involved in this next campaign: **Safer Seals – A SEAL of APPROVAL**

### **Motion: Safer Seals - A SEAL of APPROVAL**

The Portfolio Holder of **Climate Change & Net Zero** will take responsibility for developing this ongoing campaign and work with the Environment and Leisure teams

#### **Coastal members will be asked to:**

- Audit their community for who is selling flying rings and who is not. All members are welcome to help and be involved.
- Request support from their Parish or Town council to encourage local businesses not to sell flying rings.
- Report to the Parish and Town Council and in District Cllr Reports and EH team those businesses which have gained a SEAL of APPROVAL
- Present SEAL of APPROVAL Certificates to their local SEAL SAFE businesses

#### **Coastal businesses will be asked to:**

- Not sell flying rings and other items which Seals may become entrapped or entangled with.
- Apply for a SEAL of APPROVAL certificate.
- Those businesses agreeing to not sell flying rings to display their certificate in the business window or prominently and in their branding.

#### **Officers will be asked to:**

- Liaise with RSPCA and Friends of Horsey Seals to ensure that the scheme is in line with their needs.
- Design a certificate for the SEAL of APPROVAL which show that the business is not selling Flying rings and other items which may entangle seals.
- Design a logo for SEAL of APPROVAL which businesses can use in their advertising.
- Provide a place for SEAL of APPROVAL on the Website and maintain a list of local coastal businesses which have achieved a SEAL of APPROVAL.
- Develop a video to promote the SEAL of APPROVAL scheme.

- Support annual press releases for Safer Seals and SEAL of APPROVAL to raise awareness across the district at appropriate times in the year.
- Ensure NNDC SAFER SEALS signs are in place in coastal regions for Seal Pupping season and the main human tourist season.
- Respond to other SAFER SEALS issues which need to be addressed where feasible.

Proposed by Cllr A Varley, seconded by Cllr L Withington