

Council



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12 December 2023

A meeting of the **Council** of North Norfolk District Council will be held in the Council Chamber - Council Offices on **Wednesday, 20 December 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 are requested to arrive at least 15 minutes before the start of the meeting. It will not always be possible to accommodate requests after that time. This is to allow time for the Committee Chair to rearrange the order of items on the agenda for the convenience of members of the public. Further information on the procedure for public speaking can be obtained from Democratic Services, Tel:01263 516010, Email:Emma.Denny@north-norfolk.gov.uk.

Anyone attending this meeting may take photographs, film or audio-record the proceedings and report on the meeting. Anyone wishing to do so should inform the Chairman. If you are a member of the public and you wish to speak on an item on the agenda, please be aware that you may be filmed or photographed. Please note that this meeting is livestreamed: [NNDC eDemocracy - YouTube](#)

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 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

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

A G E N D A

1. APOLOGIES FOR ABSENCE

To receive apologies for absence, if any.

2. MINUTES

1 - 16

To confirm the minutes of the meeting of the Council held on 22 November 2023.

3. TO RECEIVE DECLARATIONS OF INTERESTS FROM MEMBERS

17 - 22

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

7. PUBLIC QUESTIONS AND STATEMENTS

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

8. APPOINTMENTS TO COMMITTEES, SUB-COMMITTEES, WORKING PARTIES AND OUTSIDE BODIES

To receive any changes to appointments to Committees, sub-committees, Working Parties and Outside Bodies as notified by the Group Leaders.

9. REPORT OF THE INDEPENDENT REMUNERATION PANEL ON THE REVIEW OF THE SCHEME OF MEMBERS' ALLOWANCES 2024

23 - 38

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| Executive Summary | This report makes recommendations to Full Council on the allowances and expenses to be paid to Members to take effect from 01 May 2024. In accordance with the requirements of the Local Authorities (Members' Allowances) (England) Regulations 2003, the Council established an Independent Remuneration Panel at the meeting of Full Council held on 20 September 2023. The terms of reference for the Panel were also agreed at the September meeting of Full Council. |
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| | <p>Although members can choose not to support the recommendations of the Panel, the legislation requires the following: 'Before an authority makes or amends a scheme, it shall have regard to the recommendations made in relation to it by an independent remuneration panel'. The findings and recommendations of the Panel are detailed in this report.</p> |
| Options considered | <ol style="list-style-type: none"> 1. To support all of the recommendations made by the Independent Remuneration Panel (IRP) 2. To support some of the recommendations made by the Independent Remuneration Panel (IRP), whilst rejecting some. 3. To reject all of the recommendations made by the Independent Remuneration Panel (IRP) |
| Consultation(s) | <p>Members were consulted throughout the process. They were invited to submit comments for the IRP to consider and a survey was circulated for completion. Two group leaders met with the panel to share their views.</p> |
| Recommendations | <p>That Members consider the recommendations of the Independent Remuneration Panel, adopt a scheme of allowances and amend the Constitution accordingly.</p> <p>Specifically, it is recommended that:</p> <ol style="list-style-type: none"> a) the Basic Allowance should increase to £6,491 pa (to include £180 Broadband Allowance); b) the Scheme should remain index linked to officers' pay awards c) the Special Responsibility Allowance (SRA) for the Leader of the Council should remain calculated by way of a multiplier of x2 the basic allowance; d) A new SRA for the Deputy Leader should be introduced, calculated by way of a multiplier of x1.6 the basic allowance e) the SRA for Cabinet Members with Portfolio should remain calculated by way of a multiplier of x1.33 the basic allowance; f) the SRA for Chairmen of Committees of the Council (except Development Committee, Licensing Committee and Standards Committee) should remain calculated by way of a multiplier of x0.67 the basic allowance; g) the SRA for the Chairman of Development Committee to remain at x0.75 of the basic allowance, with the SRA for the Vice-chairman of Development Committee remaining at x0.25 of the basic allowance. |

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| | <p><i>h)</i> Payments for the Chairmen of Standards Committee and Licensing Committee should be based on a per meeting payment of 2% of the Basic Allowance</p> <p><i>i)</i> A new payment for Chairmen of Planning Policy & Built Heritage Working Party to be introduced based on a per meeting payment of 2% of the basic Allowance or £129.82.</p> <p><i>j)</i> SRA payments to leaders of the opposition groups should move to a flat SRA rather than being based on the number within the group.</p> <p><i>k)</i> The SRA for the Leader of the main opposition group should be calculated by a way of a multiplier of x0.4</p> <p><i>l)</i> The SRA for the Leader of the smaller opposition group should be calculated by means of a multiplier of x0.15</p> <p><i>m)</i> The SRA for the Chairman of the Council should remain the same and be calculated by means of a multiplier of x0.5, with the Vice-Chairman of the Council remaining on the multiplier of x0.25</p> <p><i>n)</i> Member champion roles should not receive an SRA but should be eligible for travel and subsistence payments</p> <p><i>o)</i> A role description should be produced for member champions and should be published on the Council's website</p> <p><i>p)</i> A new 'family and friends' rate for carer's allowance of up to £10 per hour should be introduced, to support councillors in their role and ensure no-one is disadvantaged by caring responsibilities.</p> <p><i>q)</i> The Democratic Services Manager to have delegation to consider payments for carers' allowance on a case by case basis, allowing a higher rate in exceptional circumstances.</p> <p><i>r)</i> Travel and subsistence rates to remain the same.</p> <p><i>s)</i> <i>Any temporary increases to staff mileage rates will also apply to members.</i></p> |
| <p>Reasons for recommendations</p> | <p>An independent review of the Councils Scheme of Members' Allowances at least every 4 years, is a statutory requirement. Full Council must consider the recommendations of the IRP before reaching a decision.</p> |
| <p>Background papers</p> | <p>Previous IRP report February 2020 Comparison data from neighbouring authorities Survey responses from members</p> |

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

| Links to key documents: | |
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| Corporate Plan: | Not applicable. A review of the Members' Allowances Scheme is a statutory requirement. |
| Medium Term Financial Strategy (MTFS) | N/A |
| Council Policies & Strategies | N/A |

| Corporate Governance: | |
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| Is this a key decision | No |
| Has the public interest test been applied | This item is not exempt. |
| Details of any previous decision(s) on this matter | Full Council, February 2020. |

10. FAKENHAM LEISURE AND SPORTS HUB

39 - 46

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| Executive Summary | To advise Council of Government funding for the proposed Fakenham Leisure and Sports Hub facility and outline the steps the Council will now take to deliver this large and exciting project in the coming months |
| Options considered | <ul style="list-style-type: none"> • Proceed with the development and delivery of this exciting sport and wellbeing project for Fakenham with the Government funding pledged towards the project • Resolve not to proceed with the project |
| Consultation(s) | The original plans for the Fakenham Leisure and Sports Hub proposal were the subject of extensive consultation with overwhelming public support expressed for the proposed facility. As the project is taken forward there will be further consultation and engagement with key stakeholders and partners and the public details of which are provided in the report. |
| Recommendations | It is recommended that:- <ol style="list-style-type: none"> 1. Full Council welcomes the Government funding of £9.856million awarded towards the cost of the |

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| | <p>Fakenham Leisure and Sports Hub project. The Council further recognises that confirmation of the Government funding will allow plans for the new facility to be taken forward in the coming months.</p> <ol style="list-style-type: none"> 2. Council approves the establishment of a Capital Budget of £11million for the Fakenham Leisure and Sports Hub project within the Capital Programme. 3. Council approves the funding of this project made up of £9.856million of Levelling Up Fund (central government) monies, £0.408million Section 106 monies, £0.575million from the Football Foundation and the value of the land contributed by Fakenham Town Council. Any shortfall in this funding will need to be funded by the Council, for which borrowing will be taken. 4. Council approves the project management and governance arrangements for the project as outlined in Section 3 of the report. 5. Council agrees that a traditional procurement process would disadvantage the Council due to the timescales involved and supports an exemption under the Contract Procedure rules to appoint the consultants, FMG Consulting, who have previously worked on this project, as principal advisors to the Council in the development and delivery of the Fakenham Leisure and Sports Hub proposal. 6. Subject to recommendation 3 above, delegated authority is given to the Director of Communities to appoint FMG Consulting to advise the Council on the detailed design, construction and tender processes for the project including the submission of a planning application for the development. 7. Council requires that tender prices received are reported to Council for approval before any construction contract is awarded as a key “gate” point in the delivery of the project. |
| Reasons for recommendations | To establish the necessary project management and governance framework and financial monitoring arrangements for the Fakenham Leisure and Sports Hub project |
| Background papers | Report to Full Council – 27 th July 2022 |

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| Wards affected | Fakenham wards (Lancaster North and South); and wards in the west of the district including Briston, Priory, Stibbard, Stody, The Raynhams, Walsingham; Wells with Holkham. |
| Cabinet member(s) | Cllr Tim Adams, Leader of the Council |
| Contact Officer | Steve Blatch, Chief Executive Email:- steve.blatch@north-norfolk.gov.uk Tel:- 01263 516232 |

Links to key documents:

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| Corporate Plan: | The 2023-2027 Corporate Plan themes - Developing our Communities and A Strong, Responsible and Accountable Council |
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| Corporate Governance: | |
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| Is this a key decision | Yes |
| Has the public interest test been applied | Yes – there is no private or confidential information to be considered by this report |
| Details of any previous decision(s) on this matter | N/A |

11. DRAFT PROGRAMME OF MEETINGS 2024 – 2025

47 - 52

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| Executive Summary | An annual schedule of meetings is prepared to ensure that the Council’s decision-making processes run as effectively as possible. |
| Options considered | No alternative options were considered. The Council has to agree a programme of meetings to facilitate the effective running of council business. |
| Consultation(s) | Key officers were consulted regarding proposed dates and any changes. |
| Recommendations | To adopt the Programme of Meetings for 2024-25. |
| Reasons for recommendations | An agreed schedule of meetings is necessary for the Council to adequately carry out its business |
| Background papers | Meeting schedules from previous years. |

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

12. PORTFOLIO REPORTS

53 - 94

To receive reports from Cabinet Members on their portfolios:

Cllr T Adams - Executive Support & Legal Services

Cllr H Blathwayt – Coast

Cllr A Brown – Planning & Enforcement

Cllr W Fredericks – Housing and People Services

Cllr P Heinrich – Sustainable Growth
Cllr C Ringer – IT, Environmental & Waste Services
Cllr L Shires – Finance, Estates & Assets
Cllr A Varley – Climate Change & Net Zero
Cllr L Withington – Community, Leisure & Outreach

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)

13. RECOMMENDATIONS FROM CABINET

Due to the Cabinet meeting on 6th December being cancelled, there were no recommendations to Full Council.

14. RECOMMENDATIONS FROM THE OVERVIEW & SCRUTINY COMMITTEE 13 DECEMBER 2023

To consider any recommendations made by Overview & Scrutiny Committee to Full Council.

15. QUESTIONS RECEIVED FROM MEMBERS

To respond to any questions from Members.

Please note the following section of the Constitution:

Questions by members:

12.1 Members of the Council may ask questions of the Leader and Cabinet during Portfolio Holder reports on the agenda of ordinary meetings of the Council on any matter of Council business or on issues which affect the Council's area.

12.2 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.

16. OPPOSITION BUSINESS

None Received.

17. NOTICE(S) OF MOTION

95 - 96

Please note that as set out in Chapter 2, section 14.11 of the Constitution the time limit for debating all motions is limited to 30 minutes.

The following notice of motion has been proposed by Cllr H Blathwayt, seconded by Cllr A Varley:

Motion: Clean Water – Clean up Your Act

North Norfolk District Council is concerned about the water quality and pollution of our beaches and waterways. This Council cares about ensuring the highest levels of water quality and seeks to hold Anglian Water and the Environment Agency (EA) to account.

We therefore propose the following:

That the Leader

- 1) writes to the Chief Executive of Anglia Water requesting:
 - a) Confirmation of when all combined sewage outflows (CSO) in North Norfolk will have working monitoring equipment in place
 - b) The reporting of CSO discharges on a quarterly basis to the Council
 - c) A detailed investment allocation plan for North Norfolk
- 2) writes to the Environment Agency (EA) requesting:
 - a) Greater transparency on their water quality readings
 - b) A guarantee that regular E. Coli testing will be undertaken & increased.
 - c) A guarantee that reactive DNA testing be undertaken
 - d) Information relating to collaborative works with agriculture partners
- 3) That the Council undertakes discussions with Anglian Water and the Environment Agency to ensure that there is a review of the actions taken following the 19th March incident in Mundesley.
- 4) That the Leader writes to the Secretary of State for the Environment requesting that funding to the EA is increased.

Proposed: Cllr. Harry Blathwayt

Seconded: Cllr. Adam Varley

18. 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.”

19. PRIVATE BUSINESS