

Cabinet



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Thursday, 2 May 2024

A meeting of the **Cabinet** of North Norfolk District Council will be held in the Council Chamber - Council Offices on **Monday, 13 May 2024 at 10.00 am.**

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

Members of the public who wish to ask a question or speak on an agenda item are requested to arrive at least 15 minutes before the start of the meeting. It will not always be possible to accommodate requests after that time. This is to allow time for the Committee Chair to rearrange the order of items on the agenda for the convenience of members of the public. Further information on the procedure for public speaking can be obtained from Democratic Services, Tel:01263 516010, Email:emma.denny@north-norfolk.gov.uk.

Anyone attending this meeting may take photographs, film or audio-record the proceedings and report on the meeting. Anyone wishing to do so should inform the Chairman. If you are a member of the public and you wish to speak on an item on the agenda, please be aware that you may be filmed or photographed. Please note that this meeting is live-streamed: youtube.com/@nndcedemocracy/streams

Emma Denny
Democratic Services Manager

To: Cllr W Fredericks, Cllr L Shires, Cllr T Adams, Cllr A Brown, Cllr H Blathwayt, Cllr C Ringer, Cllr J Toye, Cllr A Varley and Cllr L Withington

All other Members of the Council for information.
Members of the Management Team, appropriate Officers, Press and Public



If you have any special requirements in order to attend this meeting, please let us know in advance
If you would like any document in large print, audio, Braille, alternative format or in a different language please contact us

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A G E N D A

1. **TO RECEIVE APOLOGIES FOR ABSENCE**
2. **MINUTES** 1 - 8

To approve, as a correct record, the minutes of the meeting of the Cabinet held on 15 April 2024.
3. **PUBLIC QUESTIONS AND STATEMENTS**

To receive questions and statements from the public, if any.
4. **ITEMS OF URGENT BUSINESS**

To determine any other items of business which the Chairman decides should be considered as a matter of urgency pursuant to Section 100B(4)(b) of the Local Government Act 1972
5. **DECLARATIONS OF INTEREST** 9 - 14

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

To receive oral questions from Members, if any
7. **RECOMMENDATIONS FROM OVERVIEW & SCRUTINY COMMITTEE** 15 - 20

The following recommendation was made to Cabinet by the Overview & Scrutiny Committee at the meeting held on 17th April:

 1. **East of England Water Summit:**

That Cabinet provide advice on what it would like the Council to take forward on water issues following the East of England Water Summit.
 2. **Call-in of Cabinet decision – Rocket House, Cromer:**

There is an extraordinary meeting of the Overview & Scrutiny Committee on 8th May to consider a call-in request to review the following Cabinet decision made at the meeting held on 15th April:

Cabinet Agenda Item 11: Rocket House, Cromer

Cabinet **RESOLVED**

 - 1.1 To delegate to the Asset Strategy Manager (Estates), in consultation with the s.151 officer, the existing allocated capital budget to action remedial works as soon feasibly possible to the

property, as outlined in the Intrusive Inspection and Damp Investigation Report, subject to the vacation of the tenant (RNLI).

- 1.2 Delegate to the Asset Strategy Manager (Estates), in consultation with the s.151 officer, to utilise any remaining capital budget to undertake energy improvement works to the property in order to increase the energy performance rating to the required standard for leasing.
- 1.3 Delegate authority to the Asset Strategy Manager to commence negotiation of terms for a new lease, with the existing RNLI tenant, with a further report back to Cabinet in accordance with governance procedures.

Reason for the decision:

To address the ongoing issues with damp in the building and increase the energy performance of the building.

Reason for the call-in to the Overview & Scrutiny Committee:

This decision has been called-in to the Overview & Scrutiny Committee for the following reasons:

The Call-In request is made because of concerns over the decision taken by Cabinet to undertake significant works to the Rocket House Building, Cromer without sufficient supporting evidence being made available in public in respect of the following:-

- A developed options appraisal showing the costs, advantages, disadvantages, and risks associated with each option;
- A detailed business case showing the historical income and revenue and capital costs for the building to date; and the future projected income and revenue and capital costs together with the forecast payback period and full risk assessment arising from a decision to proceed.

*** Please note that the agenda for the Cabinet meeting of 13th May is published **before** the extraordinary meeting of the Overview & Scrutiny Committee on 8th May. The outcome of the call-in request is therefore not known at the time of publication. Any recommendations will be reported at the Cabinet meeting on 13th May**.*

Supporting information submitted to the Overview & Scrutiny Committee regarding the call-in is attached to this agenda. Any further information regarding previous Cabinet decisions on this matter can be found on the Council's website: [Home | Committee structure \(north-norfolk.gov.uk\)](http://north-norfolk.gov.uk)

8. SHORT TERM LEASE - ROCKET HOUSE, CROMER

21 - 24

Executive Summary	The RNLI who is an existing tenant at the Rocket House, Cromer, gave notice to vacate the premises July 2024. For the benefit of the RNLI and the tourist sector a short-term lease is proposed to enable the RNLI to remain in occupation over the summer until 31 st October 2024.
Options considered	Not to renew the lease, which was discounted due to the lease proposal enabling the RNLI museum to remain open this summer, which supports the tourism sector.
Consultation(s)	Local Members
Recommendations	That Cabinet agree to the short-term lease as outlined in the exempt appendix.
Reasons for recommendations	To have a lease in place for a short period to enable the existing tenant to be in operation.
Background papers	N/A

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

9. EXCLUSION OF PRESS AND PUBLIC

To pass the following resolution:

“That under Section 100A(4) of the Local Government Act 1972 the press and public be excluded from the meeting for the following item of business on the grounds that they involve the likely disclosure of exempt information as defined in paragraph 3 of Part I of Schedule 12A (as amended) to the Act.”

Information in the appendix to agenda item 8 involves the likely disclosure of exempt information as defined in paragraph 3, Part 1 of schedule 12A (as amended) to the Local Government Act 1972.

This paragraph relates to:

Para 3. Information relating to the financial or business affairs of any particular person (including the authority holding that information)

The public interest in maintaining the exemption outweighs the public interest in disclosure for the following reasons:

The information is commercially sensitive, relating to commercial options being considered by the authority. Releasing this information would be likely to have a prejudicial impact upon third parties as well as the Council in obtaining best value.

10. PRIVATE BUSINESS

25 - 26

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CABINET

Minutes of the meeting of the Cabinet held on Monday, 15 April 2024 at the Council Chamber - Council Offices at 10.00 am

Committee

Members Present:

Cllr W Fredericks (Deputy Chair)	Cllr T Adams (Chair)
Cllr A Brown	Cllr H Blathwayt
Cllr C Ringer	Cllr J Toye
Cllr A Varley	Cllr L Withington

Members also attending:

Cllr C Cushing
Cllr N Dixon
Cllr A Fitch-Tillett
Cllr L Vickers

Officers in Attendance:

Chief Executive, Housing Strategy and Delivery Manager, Estates and Asset Strategy Manager, Monitoring Officer, Director for Resources / S151 Officer and Democratic Services Officer (Regulatory)

Apologies for Absence:

Cllr L Shires

42 INTRODUCTION

The Chairman informed members that due to attendance by the public for Agenda item 11 – Rocket House, Cromer, he would be bringing this item forward for discussion.

43 MINUTES

The minutes of the 11 March 2024 were approved as a correct record and signed by the Chairman.

44 PUBLIC QUESTIONS AND STATEMENTS

None received.

45 DECLARATIONS OF INTEREST

None received.

46 ITEMS OF URGENT BUSINESS

None received.

47 MEMBERS' QUESTIONS

The Chairman advised members that they could ask questions throughout the meeting as matters arose.

48 RECOMMENDATIONS FROM OVERVIEW & SCRUTINY COMMITTEE

The following recommendation was made to Cabinet by the Overview & Scrutiny Committee at the meeting on 20th March:

Agenda Item 12: Progress Report on Net Zero:

All reports to the Council's decision-making bodies should include a section on net zero impact so that a change in the carbon footprint is highlighted and explained.

The Portfolio Holder for Climate Change & Net Zero, Cllr A Varley, said that it was something that was already being done but work was ongoing to strengthen and improve this section within committee reports.

RESOLVED

To approve the recommendation from the Overview & Scrutiny Committee to ensure that all reports to the Council's decision-making bodies should include a section on net zero impact so that a change in the carbon footprint is highlighted and explained.

49 HOUSING STRATEGY - UPDATED ACTION PLAN

The Portfolio Holder for Housing, Cllr W Fredericks, introduced this item. She explained that the Council adopted the current Housing Strategy and Action Plan in 2021 and many of the original actions in the Action Plan had since been delivered. However, there remained many challenges to housing in the district; high levels of homelessness, the need to improve the energy efficiency of housing in the district and the housing needs of older residents being three of the more pressing challenges.

Now that the Council had adopted a new Corporate Plan for 2023/27, which included specific actions to help 'Meet our Housing Need', a new Action Plan for 2024- 2027 had been created and it included a number of additional actions to reflect the corporate plan priorities.

Cllr Fredericks thanked officers for their hard work and said that any recommendations coming out of the Overview & Scrutiny Task & Finish Group on homelessness would be considered and incorporated.

Cllr J Toye commented on the section in the report regarding homelessness and said that all members should reflect on the severity of this issue for the district. He asked that when the document went out to consultation that residents living in areas bordering North Norfolk could be included.

Cllr L Vickers said that she was grateful to Cllr Fredericks for agreeing to take the Task & Finish Group's recommendation. She said that she was very supportive of 'local homes for local people' and wondered how the two-year requirement had been reached, as Cornwall had a three-year requirement in place. The Chairman replied that this question related to the next item on the agenda and would be picked up then.

Cllr C Cushing requested an update on the situation with nutrient neutrality. Cllr A Brown, Portfolio Holder for Planning, said that an update on nutrient neutrality would

be provided to members in mid-May. There was a series of meetings that needed to take place before a meaningful update could be provided.

It was proposed by Cllr W Fredericks, seconded by Cllr L Withington and

RESOLVED

To agree the proposed new Housing Strategy actions set out in Appendix B of the report.

Reason for the decision:

To ensure the Council's Housing Strategy continues to provide a framework for delivery of the Corporate Plan aim "Meeting our housing need".

50 HOUSING ALLOCATIONS SCHEME 2024

The Portfolio Holder for Housing, Cllr Fredericks, introduced this item. She explained that all local authorities were reviewing their housing lists and prioritising those in greatest need. The allocation scheme set out the rules, criteria and procedures that determined how the Council allocated affordable homes to households in North Norfolk. Following consultation with partner Registered Providers and feedback from customers, a proposed new Allocations Scheme had been produced. The new scheme would require statutory consultation before any changes could be implemented.

Cllr L Vickers said that in the proposed scheme, someone needed to have a two-year connection to the local area to qualify for band two housing. She asked if consideration could be given to extending this to a three-year connection. The Housing Strategy & Delivery Manager explained that the main scheme had a three year criteria, however Band 2, was a 'filter' that would come into effect if no-one was eligible under the three year connection, then a two year connection to the parish would be considered. This was to be certain that it would still go to someone with a local connection. She confirmed that for Band 1 and to get onto the housing register, a three year local connection was required.

Cllr C Ringer said that he was one of the members representing more rural wards, where some of the issues regarding local connection could be more challenging. He said that he welcomed the simplifying of the process and that was now more robust in ensuring a local connection. He referred to section 4.13 and the reference to the 'strongest local connection' and sought clarification on how competing applications would be prioritised and whether it was housing need first and then local connection. Cllr W Fredericks confirmed that this was the case. She added that each application would be considered by the Housing Team and other agencies and carefully assessed on its merits as each case was different.

Cllr L Withington asked about shared ownership and the housing need element to this. The Housing Strategy & Delivery Manager explained that all the applicants on the housing register were asked if they had an interest in shared ownership and all the partner registered providers were asked to advertise their shared-ownership properties through 'Your Choice, Your Home'. This was particularly important for exception site homes as there was an added criteria of local connections for shared ownership. Regarding general need shared ownership, she said that many of them did not go to applicants on the housing register. Principally because the register as a route to rented social housing.

Cllr A Brown asked how the consultation responses would be collated and reported

back to members. The Housing Strategy & Delivery Manager explained that some elements of the Housing Allocations Policy would not be subject to consultation as the amendments had been made in line with legislative requirements. The focus would be on the elements of discretion that the Council had – such as years of residency etc. She clarified that it was not certain how much feedback would be received. The results would be summarised but all of the information would be available if members wished to see it.

Cllr J Toye welcomed the engagement with town and parish councils. Cllr Fredericks replied that every town and parish council had been contacted regarding local housing need in their areas.

The Chairman thanked everyone for their comments. He highlighted the excellent response to the survey on 'Your Choice, Your Home'.

It was proposed by Cllr W Fredericks, seconded Cllr J Toye and

RESOLVED to

- Support the proposed allocations scheme summarised in this report and attached as Appendix A
- Agree that NNDC undertake statutory consultation with key stakeholders
- Agree that, following consultation, a further report be brought back to Cabinet for consideration ahead of formal adoption of the Allocation Scheme

Reason for the decision

To ensure the Council has an effective Allocations Scheme in place – a statutory policy of the Council.

51 CABBELL PARK - FURTHER UPDATE

Cllr L Withington, Portfolio Holder for Leisure, introduced this item. She explained that this was an update following a request from members regarding an assurance that the project would be completed within the allocated budget. The report confirmed that this was the case.

The Chairman said that this was the most logical course of action. The site was under-utilised and the Youth Team were looking for a space to play. He welcomed that it could be delivered within the allocated budget.

Cllr W Fredericks sought clarification as to whether part of the funding was in trust to the Council from a charity, with a covenant. The Chairman replied that the land had been gifted to the community a long time ago and there was a covenant that it was to be used for sports purposes.

It was proposed by Cllr L Withington, seconded by Cllr A Varley and

RESOLVED

To instruct officers to deliver this project as outlined in this report, providing the necessary improvements and provision of additional facilities to Cabbell Park to enable Cromer Youth Football Club to lease the ground and have a home for all of their football operations.

Reason for the decision:

This is the first time in 30 years that a tangible option exists to provide a home for CYFC, a solution which will also maximise the use of Cabbell Park. A permanent

home in Cromer for the club would enable them to grow and secure football in the town for a number of years to come. Football clubs for many are the heart of the community and this is an opportunity to bring this back to the town.

52 ROCKET HOUSE, CROMER

The Chairman explained that following the previous report to Cabinet on 4th September 2023, detailing the options available, a visit to the property and technical briefing was made available for members. To gain further clarity over the damp issues, at the 8th January 2024 Cabinet meeting it was agreed to commission further additional investigation into the fabric of the building to identify the cause of damp, establish remedial options and budget costings. This investigation has since been completed and officers now sought approval to use the existing capital budget and move forward with repairing the building. He added that the energy efficiency of the building needed to be improved to save costs and meet net zero goals. It was hoped to complete the works within 32 weeks and within the allocated capital budget. He said that it was hoped that a joint press release could be released with the RNLI, following discussions about the heads of terms of the lease for the museum.

The Estates & Asset Strategy Manager advised members that if approved, a 32 week programme would be commence in the autumn to remediate the damp and undertake the energy improvement works. The cost would be £828k plus some additional costs for the energy works. A capital budget of £1m had already been approved by Full Council and it was intended to keep within that budget.

The Chairman invited members to speak:

Cllr C Cushing said that he was surprised by the lack of detail included in the report. He said in district terms, this was a large project costing almost £1m and he sought clarification as to whether the funding included the cost of repairs to the lift. Cllr Cushing added that at the September meeting of Cabinet, all of the reports and accompanying appendices were exempt and not in the public domain. This caused some concern as the public were keen to see the RNLI museum retained and would want reassurance regarding discussions over the heads of terms for the lease. He then asked for some assurance regarding the future resistance of the building to storm surges, if the proposed work was undertaken. He asked what would happen if the RNLI did not choose to take on the lease for the museum.

The Chairman replied that there was another tenant in the upper part of the building operating a very successful restaurant. He reiterated that the capital budget for this project had already been approved and several options were being presented. Regarding guarantees, he said that it hard to be certain that a major storm surge would not cause damage. That said, in terms of the long-term damp issues, a guarantee that this would not reoccur would be expected. He added that there was also an intention to update the public toilet provision on the site.

Cllr Cushing said that there were several building across the district that required a substantial amount of money spending on them and he felt that there was nothing in the report that demonstrated the case for the Rocket House requiring such a spend over other premises, adding that it would have been very helpful to have a business case included in the papers which would demonstrate the need to spend so much money. The Chairman replied that the alternative option of losing the building operationally would still require a decision as to what to do with it long-term. It would also impact on the viability of neighbouring assets as the public conveniences were integral to the services along the seafront. That said, he was pleased with the work

undertaken by the Estates Team on this project and had worked very hard to identify the main challenges. In terms of the future, it would require close monitoring and members could visit the site again if they wished to.

Cllr L Withington reiterated the Chairman's comments regarding the work of the Estates Team.

Cllr A Fitch-Tillett said that the decisions taken by the Administration in 2003 had left the Council in an impossible position. By supporting the construction of this unfortunate building. Even at the time the hazards of ground water intrusion were clear and concerns had been raised. She said that Cabinet was now in the unenviable position of having to support something that they knew to be a monumental mistake. If the RNLI museum did not continue at the site, then Council's reputation would be damaged nationally. In addition, disabled visitors would no longer be able to access the promenade and tourists would not be able to enjoy the excellent views from the upper floor of the building. She concluded by saying that it was an unenviable position to be put in. The Chairman said that Cabinet could not take responsibility for a decision taken 20 years ago and it wasn't helpful to focus on this. He said he acknowledged the concerns over the location of the building but the design of the building had been intended to counter these. Regarding access, he said this was one of the issues that the Council was trying to preserve. In conclusion, he said that the intention was that the RNLI Museum would continue to have a future in the town and joint press release would be issued soon.

Cllr N Dixon said that he agreed that Cabinet had been placed in a very difficult position. Any decision taken should be evidence based and devoid of party politics. He referred to the meeting of Cabinet on 4th September 2023 and the range of options considered and there was an expectation that these options would be fully explored. He therefore asked where the options appraisal was and said that members should see this before almost £1m was committed to the project. He then asked where the business case was, saying that the extensive history of the building could provide a good indication of future issues. He asked how much the building had cost the Council since its construction and what were the annual revenue costs. This information would inform the future financial viability of the project and this was particularly important as the Council was currently facing a revenue deficit and needed to find income streams or ways of doing business more efficiently.

Cllr Dixon referred to the report presented to the Cabinet meeting of 4th September, which indicated that the building would not be economically viable without external funding. He sought clarification that no external funding was available and that the Council was intending to cover the costs. He went on to say that it was important to review the history of the building and the decisions that had been made in the past, to ensure that the correct process was followed and the latest report presented to members did not provide enough information to support this. Cllr Dixon concluded by saying that the Chairman should consider his personal interests in this matter as a local member for Cromer and said that he was surprised that he had not declared a non-pecuniary interest at the start of the meeting. The Chairman replied that he did not have an interest in this matter. It was not in his ward and he had no connections at all to the building. Cllr Dixon said that the Chairman may want to consider public perception, adding that if a similar, large-scale project funded by the Council was underway in his ward, he would declare an interest as a local member.

The Chairman reiterated that he had no personal interest in the Rocket House building and did not need to declare an interest. He said that in terms of the current situation, he said that he was not aware of the extent of the problems before he took

on the role of Leader of the Council. In terms of capital versus revenue budget, he confirmed that this was a capital funded project. Income-wise, rent had been received from both tenants and until recently, the building had been sustainable. However, as time had moved on, the problems had become clearer and the issues caused by general wear and tear were understandable. What was less excusable was the extensive damp problem which was proving difficult to resolve. As he said previously, one of the key issues was that the Rocket House linked so closely to other Council-owned assets along the promenade and it was key to the future of the area and its economic prosperity.

The Chairman said that the building was structurally very strong and he said that this should reassure members that any investment made would be sound for the long term. He added that alternative options such as demolition, closure and relocation but none were felt to be sustainable and would have required outside funding. In conclusion, he reminded members that the capital budget had already been agreed for the project and it was anticipated it would be completed on time and under budget. Cllr Dixon asked where the options appraisal and business case for this project. He added that although there was an approved capital budget in place, a decision to progress with the project had revenue implications and it was not clear whether this had been considered. The Chairman said that he felt he had covered this already, adding that there would be an opportunity to review the rents for the building in the future. All of the options that had been considered had been covered previously. Cllr Dixon said that there should be an options appraisal report and business case that supported this.

Cllr L Vickers said that she agreed with the previous speakers that the public needed more information and an options appraisal and business case would provide this.

Cllr C Cushing commented on the Chairman's earlier assurance that members had already seen the detail supporting the options considered. He said that he had looked through all the previous reports and they had been confidential documents and the public had not been able to see the key information. The Chairman replied that any options appraisal would always be exempt and not available for the public to see. He reiterated that he had clearly set out the consequences of not undertaking the work.

It was proposed by Cllr T Adams, seconded by Cllr C Ringer and

RESOLVED

1. To delegate to the Asset Strategy Manager (Estates), in consultation with the s.151 officer, the existing allocated capital budget to action remedial works as soon as feasibly possible to the property, as outlined in the Intrusive Inspection and Damp Investigation Report, subject to the vacation of the tenant (RNLI).
2. Delegate to the Asset Strategy Manager (Estates), in consultation with the s.151 officer, to utilise any remaining capital budget to undertake energy improvement works to the property in order to increase the energy performance rating to the required standard for leasing.
3. Delegate authority to the Asset Strategy Manager to commence negotiation of terms for a new lease, with the existing RNLI tenant, with a further report back to Cabinet in accordance with governance procedures.

Reason for the decision:

To address the ongoing issues with damp in the building and increase the energy performance of the building for leasing.

53 SHERINGHAM - ENABLING LAND

The Chairman introduced this item in the absence of the Portfolio Holder, Cllr L Shires. He said that there had been a lot of prior discussion on this item. He explained that the proposed purchaser had obtained planning consent for a 37 room apart-hotel and it was now requested there be an extension to the legal agreement to provide time to satisfy the relevant purchase condition in the agreement.

The Estates & Asset Strategy Manager added that the area of land concerned was adjacent to the Council's leisure centre, the Reef. In 2020, Cabinet agreed to sell land to a hotel developer and they now wanted some additional time to comply with the required legal conditions.

The Chairman advised members that progress of the scheme would be monitored. It was proposed by Cllr T Adams, seconded by Cllr J Toye and

RESOLVED

1. To grant a 4 month extension to the legal agreement to enable the purchaser sufficient time to satisfy the remaining offer condition.
2. To monitor the progress of the party to ensure they satisfy the remaining offer condition, to be delegated to the Asset Strategy Manager, in consultation with the Portfolio Holder for Assets.
3. To explore the previous offers submitted for this site, in parallel to the extension.

Reason for the decision:

To ensure the sound management of the Council's land holding and assets.

54 EXCLUSION OF PRESS AND PUBLIC

55 PRIVATE BUSINESS

The meeting ended at 11.07 am.

Chairman

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](#).

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

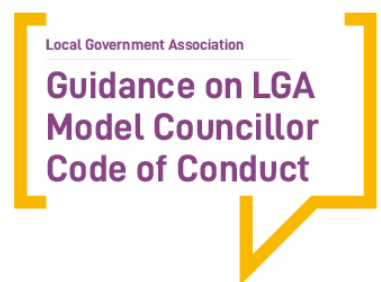
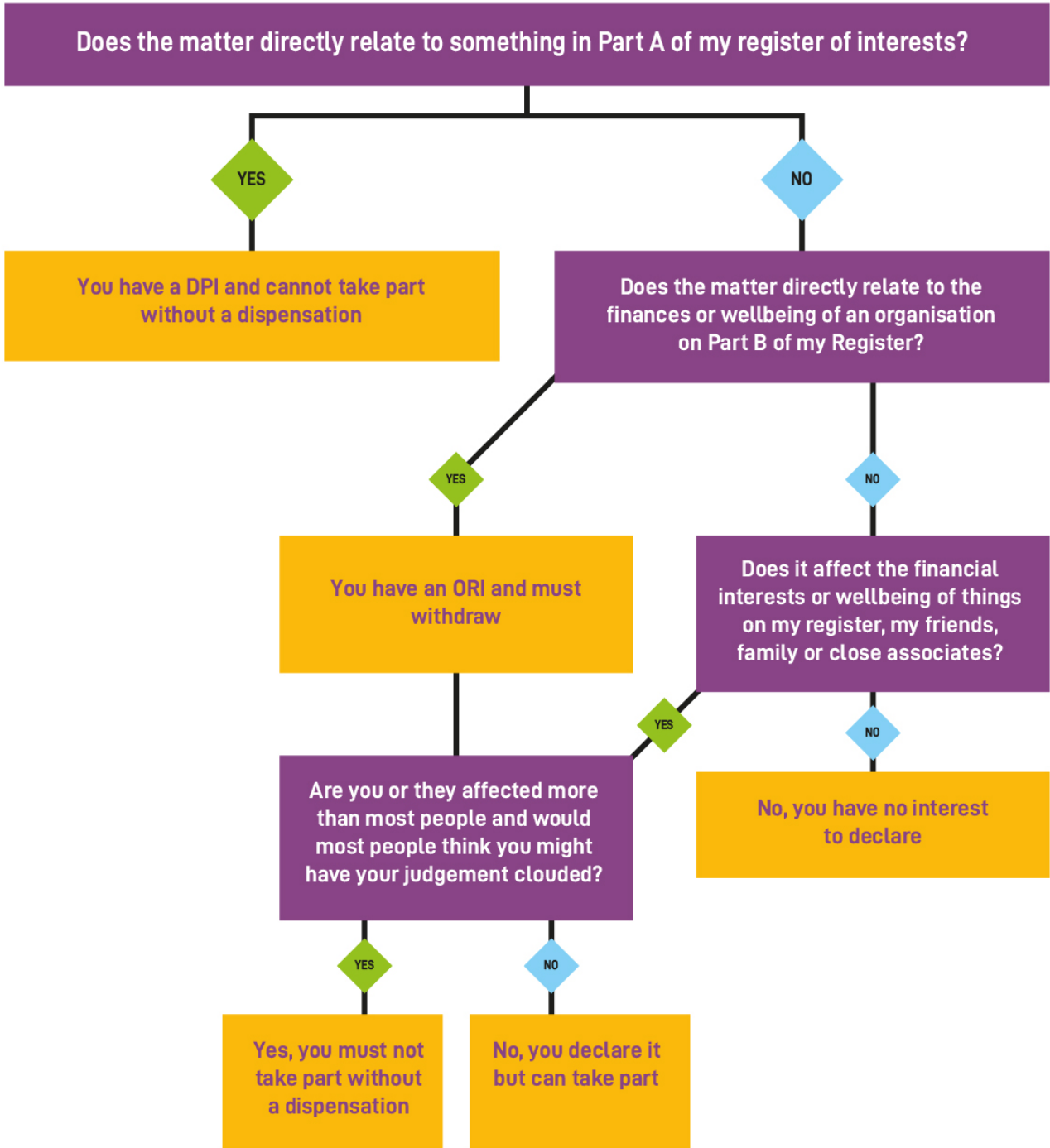
	spouses/civil partners has a beneficial interest exceeds one hundredth of the total issued share capital of that class.
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* 'director' includes a member of the committee of management of an industrial and provident society.

* '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

<p>You have a personal interest in any business of your authority where it relates to or is likely to affect:</p> <ul style="list-style-type: none"> 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 <ul style="list-style-type: none"> (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)
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Rocket House, Cromer Call In of Executive Decision	
Recommendation	<p>That the Overview and Scrutiny Committee consider the Call In and the reasons for it and decide to take one of the following options:</p> <p>(a) refer it back to the decision-making person or body for reconsideration, normally in time for its next scheduled meeting, setting out in writing the nature of its concerns and any alternative recommendations;</p> <p>(b) if it considers that the decision is outside the Council’s budget and policy framework, refer the matter to Full Council after seeking the advice of the Proper Officer(s);</p> <p>(c) decide to take no further action, in which case the original Cabinet decision will be effective immediately.</p>

Corporate Governance:	
Is this a key decision	Yes
Has the public interest test been applied	<p>Exempt information – commercially sensitive data.</p> <p>There is an appendix G to this report which is to be treated as exempt for the following reasons:</p> <p>Information in the appendix involves the likely disclosure of exempt information as defined in paragraph 3, Part 1 of schedule 12A (as amended) to the Local Government Act 1972.</p> <p>These paragraphs relate to:</p> <p>Paragraph 3. Information relating to the financial or business affairs of any particular person (including the authority holding that information)</p> <p>The public interest in maintaining the exemption outweighs the public interest in disclosure for the following reasons:</p> <p>Paragraphs 3: The documents contain information relating to the business affairs of third parties and of the Council and it is considered that those interests in withholding the information outweigh the public interest in disclosure.</p>

Contact Officer	Cara Jordan, Monitoring Officer, cara.jordan@north-norfolk.gov.uk
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1. Call In Request

- 1.1 Councillors Cushing, Fitch-Tillett and Vickers have submitted a Call-In request regarding the decision made by the Cabinet on Rocket House, Cromer at its meeting on Monday 15 April 2024.
- 1.2 Under Chapter 4, section 8.9 of the Council's Constitution the Chief Executive, in consultation with the Monitoring Officer, has agreed that the Call In is valid under the terms of the Constitution and should be considered by the Overview and Scrutiny Committee.

2. Call In Notice

The Call-in request is set out at appendix A.

3. Call In Procedure

The Council's Call-In procedure is set out at appendix B

4. Background

The reports and the minutes of the Cabinet meetings that went to the meetings on 4 September 2023, 8 January 2024 and 17 April 2024 on the Rocket House are found at appendices C, D and E as background information.

Appendix F is the appendix to the Full Council meeting on that shows the capital programme schemes for 2023/24 to 2027/8.

Please note that there was also an exempt information report to the Cabinet meeting on 4 September 2023 which is at exempt appendix G, and again it is to be considered as an exempt information report.

In addition to the Cabinet meetings outlined above, all Members were invited to an organised visit to the building and a confidential technical briefing session on 22 November 2023.

5. Recommendation

The Committee is invited to consider which of the options, as set out in the Council's constitution, the Committee wishes to make as its recommendation.

The options are –

- (a) refer it back to the decision-making person or body for reconsideration, normally in time for its next scheduled meeting, setting out in writing the nature of its concerns and any alternative recommendations;
- (b) if it considers that the decision is outside the Council's budget and policy framework, refer the matter to Full Council after seeking the advice of the Proper Officer(s);
- (c) decide to take no further action, in which case the original Cabinet decision will be effective immediately.

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Call-in Request

I am writing on behalf of Cllr Fitch-Tillett, Cllr Vickers and myself to request the decision taken by the Cabinet on 15th April 2024, to authorise works of a value of some £870,000 to the Rocket House, Cromer be called into the Overview & Scrutiny Committee for their review.

1) The Resolution

The Cabinet took the following decision at its meeting of 15th April 2024:-

Agenda item 10 - Rocket House, Cromer as recorded in the Decision List Monday, 15 April 2024

RESOLVED

- 1.1 To delegate to the Asset Strategy Manager (Estates), in consultation with the s.151 officer, the existing allocated capital budget to action remedial works as soon feasibly possible to the property, as outlined in the Intrusive Inspection and Damp Investigation Report, subject to the vacation of the tenant (RNLI).
- 1.2 Delegate to the Asset Strategy Manager (Estates), in consultation with the s.151 officer, to utilise any remaining capital budget to undertake energy improvement works to the property in order to increase the energy performance rating to the required standard for leasing.
- 1.3 Delegate authority to the Asset Strategy Manager to commence negotiation of terms for a new lease, with the existing RNLI tenant, with a further report back to Cabinet in accordance with governance procedures.

Reason for the decision:

To address the ongoing issues with damp in the building and increase the energy performance of the building.

2) Reasons for the Call-In to Overview & Scrutiny

The Call-In request is made because of concerns over the decision taken by Cabinet to undertake significant works to the Rocket House Building, Cromer without sufficient supporting evidence being made available in public in respect of the following:-

- A developed options appraisal showing the costs, advantages, disadvantages, and risks associated with each option;
- A detailed business case showing the historical income and revenue and capital costs for the building to date; and the future projected income and revenue and capital costs together with the forecast payback period and full risk assessment arising from a decision to proceed.

Background to Call-In request:-

The issues relating to Rocket House were discussed at the 4th September 2023 Cabinet. This was done in private session and the agenda item was a restricted report, otherwise known as

'purple papers', which were not made public. Though the report detailed various options, they had no cost estimates. The 8th January 2024 Cabinet approved funding for investigative work on the building. The 15th April 2024 Cabinet decided to renovate the Rocket House but the agenda report did not detail any options, their associated costs or business case.

In addition, no information about the options for Rocket House have been made public, nor easily accessible to all members.

3) Alternative Course of Action

We request that the Overview & Scrutiny Committee acknowledge that the decision of Cabinet to authorise spend against the capital budget of £1million to renovate Rocket House cannot be justified without an options analysis and business case. Overview & Scrutiny will be asked to refer this back to Cabinet to address these points.

Cllr Christopher Cushing,
Leader of the Conservative Group

Monday 22nd April 2024

Agenda Item 8

Short Term Lease – Rocket House, Cromer	
Executive Summary	The RNLI who is an existing tenant at the Rocket House, Cromer, gave notice to vacate the premises July 2024. For the benefit of the RNLI and the tourist sector a short-term lease is proposed to enable the RNLI to remain in occupation over the summer until 31 st October 2024.
Options considered	Not to renew the lease, which was discounted due to the lease proposal enabling the RNLI museum to remain open this summer, which supports the tourism sector.
Consultation(s)	Local Members
Recommendations	That Cabinet agree to the short-term lease as outlined in the exempt appendix.
Reasons for recommendations	To have a lease in place for a short period to enable the existing tenant to be in operation.
Background papers	N/A

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

Links to key documents:	
Corporate Plan:	Investing in our local economy and infrastructure A strong responsible and accountable Council
Medium Term Financial Strategy (MTFS)	There are no savings or efficiencies made with this proposal
Council Policies & Strategies	Asset Management Plan 2018 - 2022

Corporate Governance:	
Is this a key decision	No

<p>Has the public interest test been applied</p>	<p>Exempt Appendix due to commercially sensitive lease information.</p> <p>Information in this appendix involves the likely disclosure of exempt information as defined in paragraph 3, Part 1 of schedule 12A (as amended) to the Local Government Act 1972. This paragraph relates to:</p> <p style="padding-left: 40px;">Para 3. Information relating to the financial or business affairs of any particular person (including the authority holding that information)</p> <p>The public interest in maintaining the exemption outweighs the public interest in disclosure for the following reasons:</p> <p>The information is commercially sensitive, relating to details as to terms of a lease agreement. Releasing this information would be likely to prejudice would be likely to have a prejudicial impact upon the other party to the lease as well as the Council in current and future commercial agreements.</p>
<p>Details of any previous decision(s) on this matter</p>	<p>Cabinet – 15th April 2024</p>

1. Purpose of the report

- 1.1 The purpose of the report is to seek approval to a short-term lease for an existing tenant at the Rocket House, Cromer, following a report to Cabinet on 15th April 2024 regarding the building.

2. Introduction & Background

- 2.1 The Rocket House Building, Cromer is a mixed-use property with museum, café, public toilets, and lift, which is situated on the East promenade.
- 2.2 The RNLI who are tenants within the building, had given notice to vacate the premises 24th July 2024.

3. Proposals and Options

- 3.1 For the benefit of the RNLI and the tourist sector it is proposed to provide a short-term lease to the RNLI until 31st October 2024. This will enable them to remain in occupation and allow the museum to be open over the summer months.
- 3.2 The lease will be for the same demised area that the RNLI currently occupies and the same rent. Further information regarding this and terms and conditions are available in the exempt appendix.

4. Corporate Priorities

- 4.1 This proposal aligns to the following Corporate Plan priorities:
- 4.2 Investing in our Local Economy and Infrastructure by continuing to promote North Norfolk's diverse tourism and visitor offer.

5. Financial and Resource Implications

- 5.1 The proposed lease is at the same rent as the existing lease.
- 5.2 Other financial terms and conditions relating to the service charge and vacating at the end of the lease can be found in the exempt appendix.

Comments from the S151 Officer:

The S151 Officer (or member of the Finance team on their behalf) will complete this section.

6. Legal Implications

- 6.1 Eastlaw are advising on short term lease terms.

Comments from the Monitoring Officer

The Monitoring Officer (or member of the Legal team on behalf of the MO) will complete this section. They will outline any legal advice provided.

Eastlaw has assisted in the drafting of a short 3 month lease for the summer period.

7. Risks

- 7.1 There are no significant risks identified with this proposal.

8. Net Zero Target

- 8.1 As the property and tenant are accounted for the Councils current carbon emissions, this proposal would see no change.

9. Equality, Diversity & Inclusion

- 9.1 There are no equality, diversity & inclusion impacts with this proposal

10. Community Safety issues

- 10.1 *There are no community safety issues with this proposal.*

11. Conclusion and Recommendations

- 11.1 The RNLI who is an existing tenant at the Rocket House, Cromer, gave notice to vacate the premises July 2024. For the benefit of the RNLI and the tourist sector a short-term lease is proposed to enable the RNLI to remain in occupation over the summer until 31st October 2024.

- 11.2 It is recommended to Cabinet to agree to the short-term lease as outlined in the exempt appendix.

By virtue of paragraph(s) 3 of Part 1 of Schedule 12A
of the Local Government Act 1972.

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