

# Cabinet



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Friday, 30 August 2024

A meeting of the **Cabinet** of North Norfolk District Council will be held in the Council Chamber - Council Offices on **Monday, 9 September 2024 at 10.00 am.**

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

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

Anyone attending this meeting may take photographs, film or audio-record the proceedings and report on the meeting. Anyone wishing to do so should inform the Chairman. If you are a member of the public and you wish to speak on an item on the agenda, please be aware that you may be filmed or photographed. This meeting is livestreamed: <https://www.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

**Chief Executive:** Steve Blatch  
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## A G E N D A

**1. TO RECEIVE APOLOGIES FOR ABSENCE**

**2. MINUTES**

1 - 10

To approve, as a correct record, the minutes of the meeting of the Cabinet held on 08 July 2024.

**3. PUBLIC QUESTIONS AND STATEMENTS**

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

**4. DECLARATIONS OF INTEREST**

11 - 16

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

**5. ITEMS OF URGENT BUSINESS**

To determine any other items of business which the Chairman decides should be considered as a matter of urgency pursuant to Section 100B(4)(b) of the Local Government Act 1972

**6. MEMBERS' QUESTIONS**

To receive oral questions from Members, if any

**7. RECOMMENDATIONS FROM OVERVIEW & SCRUTINY COMMITTEE**

The following recommendations were made by the Overview & Scrutiny Committee at the meeting held on 17 July 2024:

**1. East of England Ambulance Service NHS Trust**

Recommended that the Council –

(A) Request the East of England Ambulance Trust to provide

(1) the mapping of CFRs in North Norfolk to establish where any gaps in the numbers of volunteers are

(2) communication materials for members of the council to use when talking to their respective Parish and Town Councils about the co-responding and the role of CFRs

(B) the Council

(1) works with the Norfolk Ambulance Trust to help promote its Campaign on Community First Responders and co responding by signposting members of the public towards the Ambulance Trust's Community First Responders <https://www.eastamb.nhs.uk/join-the->

[team/volunteering-and-volunteers/community-first-responders](#)

(2) encourages the members of the council to talk to their respective Parish and Town Councils on the importance of the work being done by Community First Responders with the aim of increasing the understanding of these roles and seeking to achieve more volunteers to apply for these roles

## **2. North Walsham High Street Heritage Action Zone**

‘To update the Overview & Scrutiny Committee in 12 months time on the impact of the North Walsham High Street Heritage Action Zone initiative and learning from this, to establish a set of evaluation criteria, including baselines, that can then be used for similar projects in other towns in North Norfolk.’

## **8. RECOMMENDATIONS FROM PLANNING POLICY & BUILT HERITAGE WORKING PARTY 17 - 22**

The following recommendations were made by the Planning Policy & Built Heritage Working Party at the meeting held on 18 July 2024:

### **1. Wells Neighbourhood Plan:**

In order to comply with the statutory timeframe, the Planning Policy & Built Heritage Working Party recommends to the Leader to make a delegated decision on behalf of Cabinet, that having been subject to successful local referendum;

a. The Wells-Next-The-Sea Neighbourhood Plan be made (brought into force) as part of the statutory Development Plan for North Norfolk in accordance with section 38A(4) of the Planning and Compulsory Purchase Act 2004 (as amended) as soon as practical and within the 8 week statutory time frame and no later than 30th August 2024;

b. The issuing of the Decision Statement

### **2. NW West Development Brief (updated report attached)**

Members are asked to recommend to Cabinet that:

a. The Development Brief is endorsed as a material consideration in order to assist in the development and determination of applications in relation to the emerging site allocation, Land West of North Walsham (NW62/A)

and

b. Prior to Cabinet, authority to make further minor changes to the Development Brief is delegated to the acting Planning Policy Manager.

9. DELEGATED DECISIONS FEBRUARY TO AUGUST 2024

23 - 28

<b>Executive Summary</b>	This report details the decisions taken under delegated powers from February to August 2024.
<b>Options considered</b>	Not applicable – the recording and reporting of delegated decisions is a statutory requirement.
<b>Consultation(s)</b>	Consultation is not required as this report and accompanying appendix is for information only. No decision is required and the outcome cannot be changed as it is historic, factual information.
<b>Recommendations</b>	<b>To receive and note the report and the register of decisions taken under delegated powers.</b>
<b>Reasons for recommendations</b>	The Constitution: Chapter 6, Part 5, sections 5.1 and 5.2 details the exercise of any power or function of the Council where waiting until a meeting of Council or a committee would disadvantage the Council. The Constitution requires that any exercise of such powers should be reported to the next meeting of Council, Cabinet or working party (as appropriate)  Section 2.1 sets out the requirements regarding the reporting of conditional delegated decisions.
<b>Background papers</b>	Signed delegated decision forms.

<b>Wards affected</b>	All
<b>Cabinet member(s)</b>	Leader, Cllr T Adams
<b>Contact Officer</b>	Emma Denny, Democratic Services Manager, <a href="mailto:emma.denny@north-norfolk.gov.uk">emma.denny@north-norfolk.gov.uk</a>

10. REPORTING PROGRESS IMPLEMENTING CORPORATE PLAN 2023-27 DELIVERY AGAINST ACTION PLAN 2023-24 AND ACTION PLAN 2024-25 - TO END OF QUARTER 1 - 30 JUNE 2024

29 – 52

<b>Executive Summary</b>	The Corporate Plan 2023-27 Action Plan 2023-24 has largely been delivered as planned and work has started on a significant number of actions in the 2024-25 Action Plan
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<b>Options considered</b>	This is a report on the progress being made to deliver against the Council's Corporate Plan.
<b>Consultation(s)</b>	The named officer for each action in the annual action plans has been asked for their assessment of progress, to identify any issues impacting on anticipated delivery and to propose actions they will take to address any slippage or uncertainty around delivery in the coming months.
<b>Recommendations</b>	Cabinet is invited to comment on this report.
<b>Reasons for recommendations</b>	<b>Ten actions in the 2023-24 Action Plan have been completed.</b> <b>The remaining eighteen actions have been carried forward, updated or amended to reflect changed circumstances and been included in 2024-25 Annual Action Plan 2024-25 which was agreed in November 2023 and the implementation of which has started.</b>
<b>Background papers</b>	Corporate Plan 2023-27 Annual Action Plan 2024-25

<b>Wards affected</b>	All
<b>Cabinet member(s)</b>	Cllr Tim Adams
<b>Contact Officer</b>	Steve Blatch, Chief Executive Email:- <a href="mailto:steve.blatch@north-norfolk.gov.uk">steve.blatch@north-norfolk.gov.uk</a>

## 11. BUDGET MONITORING P4 2024 - 2025

53 – 76

<b>Executive Summary</b>	This report provides an update on the Council's financial performance and projected full year outturn position for 2024/25 for the revenue account, capital programme and reserves statement as at the end of July 2024.  As at 31 July 2024, the <b>General Fund projected deficit is £1.325m (£1.017m on Net Operating Expenditure) for the full year 2024/25.</b> This is after adjusting for all known variations and full year forecasting by service managers.
<b>Options considered</b>	This is an update report on the Council's financial position and so no other options were considered.
<b>Consultation(s)</b>	Cabinet Member Section 151 officer Budget Managers
<b>Recommendatio</b>	It is recommended that Cabinet:

<b>ns</b>	<ol style="list-style-type: none"> <li>1) Note the contents of the report and the current forecast year end position.</li> <li>2) Note that officers will work together to take action to reduce the overall projected General Fund deficit for 2024/25.</li> <li>3) Seek approval of full Council to include a budget of £300k for borrowing costs in 2024/25 and that this be funded by using the Treasury Management Reserve (as explained in paragraph 4.8).</li> <li>4) Seek approval of full Council to include an addition to the capital programme in 2024/25 for the extension to the Meadow car park in Cromer and that this is funded from revenue (car park income) (as explained in paragraph 5.6).</li> </ol>
<b>Reasons for recommendations</b>	To update members on the current budget monitoring position for the Council.
<b>Background papers</b>	E:\Moderngov\Data\AgendaDocs\2\2\1\A00002122\\$\$Agenda.doc
<b>Wards affected</b>	All
<b>Cabinet member(s)</b>	Cllr Lucy Shires
<b>Contact Officer</b>	Tina Stankley, Tina.stankley@north-norfolk.gov.uk

## 12. SAVINGS - PUBLIC CONVENIENCES

77 - 82

<b>Executive Summary</b>	This report looks at the potential options for the Council owned public conveniences, which are a discretionary service. In light of the worsening financial position of the Council the ongoing cost of management of these facilities needs to be assessed and a plan put in place to reduce the burden on the Council, when funding is required for statutory services.
<b>Options considered</b>	<p>Option 1 – Full and Winter Closure</p> <p>Option 2 – Close all sites.</p> <p>Option 3 – Transfer all sites to Town and Parish Councils</p> <p>Option 4 – Do nothing</p>
<b>Consultation(s)</b>	Consultation has been undertaken with the property service team to determine the use of the public toilets within Council ownership.
<b>Recommendations</b>	<p><b>Members are asked to consider the report and recommend the following to Full Council:</b></p> <ul style="list-style-type: none"> <li>• <b>Option 1 - full and winter closures is progressed by officers</b></li> </ul>

	<ul style="list-style-type: none"> <li>• <b>A second review to look at further closures in 2025/26 takes place as part of the 2025/26 budget setting process.</b></li> </ul>
<b>Reasons for recommendations</b>	The savings generated from this would amount to £46k (Full Year Effect), a combination of budget savings and cost avoidance. This does not include any potential additional savings that might be realised from the Serco contact cleaning costs. This would help to reduce the deficits shown on the Medium-Term Financial Strategy (MTFS) for the coming years,
<b>Background papers</b>	<ul style="list-style-type: none"> <li>• Budget and MTFS 24-25</li> <li>• Budget Monitoring Report</li> </ul>

<b>Wards affected</b>	All
<b>Cabinet member(s)</b>	Cllr Lucy Shires Lucy.shires@north-norfolk.gov.uk
<b>Contact Officer</b>	Tina Stankley Director of Resources Tina.stankley@north-norfolk.gov.uk

### 13. EXCLUSION OF PRESS AND PUBLIC

To pass the following resolution:

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

### 14. PRIVATE BUSINESS