

Cabinet



Please contact: Democratic Services

Please email: democraticservices@north-norfolk.gov.uk

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Friday, 25 October 2024

A meeting of the **Cabinet** of North Norfolk District Council will be held in the Council Chamber - Council Offices on **Monday, 4 November 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:democraticservices@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.

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 7th October 2024.

3. PUBLIC QUESTIONS AND STATEMENTS

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

4. 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)

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 THE PLANNING POLICY & BUILT HERITAGE WORKING PARTY

To consider the following recommendations made by Planning Policy & Built Heritage Working Party at the meeting held on 10th October:

- I. the draft Action Plan is endorsed and taken forward to the timelines outlined;
- II. the updated evidence and background papers are endorsed;
- III. the consultation arrangements and communication Plan are endorsed;
- IV. that delegated authority is given to the Acting Planning Policy Manager in consultation with the Planning Portfolio Holder to finalise the Action Plan and consultation material and continue to respond to the Inspector's questions during the Examination period and hearing(s)

8. RECOMMENDATIONS FROM OVERVIEW & SCRUTINY COMMITTEE

To consider the following recommendations made by the Overview and Scrutiny Committee at the meeting held on 16th October 2024:

Car Park Fees & Charges

Recommended that Cabinet consider the following changes to fees and charges to be implemented from 1 April 2025

(A) (1) that fees for the Council's Standard Car Parks be increased by

10p per hour, for the Coastal and Resort Car Parks be increased by 30p per hour, and

(2) the question of whether there could be no increase in fees at the standard car parks and a charge of 40p at the Coastal and Resort car parks be explored

(B) that seasonal charges are not introduced at this time

(C) a flat rate evening charge across all car parks is not re-introduced at this time

(D) season ticket prices are increased by the inflationary increase since 2016 only this year and increases to season ticket prices should be reviewed annually

(E) Coach Parking charges are increased to £12, £24 and £96

(F) that all the potential options for charging at Hornbeam Road Car Park in North Walsham be explored

(G) car parking charges are reviewed every other year with the next review taking place so that any changes are implemented from 1 April 2027 apart from season tickets which should be reviewed annually as mentioned under recommendation D above.

Annual Review of Beach Huts and Chalets

Recommended that –

(A) the conversion of weekly lets to long term lets

be explored with 50% of the huts being converted this year and then being reviewed on whether a further 50% increase was a good idea,

(B) the charges for lets of the long-leased huts be increased by 14% this year,

(C) the risks to Option E - lease of both weekly lets and leased units to one commercial operator or create 4 smaller location-based opportunities be fully investigated, and

(D) Options D Lease all weekly lets commercially, allowing the tenant to hire their unit and Option E be further explored for the future of the Beach Huts and Chalets Service

9. CAR PARKING FEES AND CHARGES

15 - 34

Executive Summary	<p>The hourly Car Park charges were last increased in July 2022. The season tickets prices have not been increased since 2016 when there was only a small increase to the charges. Prior to that they had not been increased since 2009. It is now considered that it is an appropriate time to review the charges for all our car parks and ticket types.</p> <p>The Council operates its car parks with 3 different rates which are dependent on where the car park is located. There is the standard rate for the inland car parks (mainly used by our residents), the resort rate for the car parks located in our resorts but not alongside the beaches and the coastal rate for the car parks that are the nearest the beaches and which are predominantly used by tourists and visitors.</p>
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	<p>The Council also provides the option to purchase season tickets.</p> <p>This report provides details about the current car park fees and charges and surplus and then the options for increases.</p> <p>It recommends an increase for Cabinet to recommend to Full Council.</p>
Options considered	<ul style="list-style-type: none"> • Option 1 – Increasing fees across all car park by 10p, 20p or 30p an hour with corresponding increases to 24-hour and 7-day charges • Option 2 – Seasonal charges at coastal car parks during March to October • Option 3 – Re-introducing a flat rate evening charge across all car parks • Option 4 & 5 – Increases to Season Ticket prices • Option 6 – Increases to Coach Parking charges
Consultation(s)	Cabinet Member Section 151 officer
Recommendations	<p>It is recommended that Cabinet recommend the following to Full Council:</p> <p>That the following changes to fees and charges are implemented from 1 April 2025</p> <ul style="list-style-type: none"> • Option 1 – that fees across all car parks are increased with the combination as decided at the meeting. • Option 2 – that seasonal charges are introduced for coastal car parks. • Option 3 – that a flat rate evening charge across all car parks is not re-introduced at this time. • Option 4 & 5 – that an increase is introduced to all Season Ticket prices as decided at the meeting. • Option 6 – that Coach Parking charges are increased as decided at the meeting. • Option 7 – that permit holder and ‘App’ only parking is introduced at Hornbeam Road car park in North Walsham. • That car parking charges are reviewed every other year with the next review taking place so that any changes are implemented from 1 April 2027.
Reasons for	Car parking income represents a significant income

recommendations	source to the Council and as such has a substantial contribution to make to the Council's long term financial sustainability.
Background papers	MTFS
Wards affected	All
Cabinet member(s)	Cllr Lucy Shires
Contact Officer	Tina Stankley Tina.stankley@north-norfolk.gov.uk

10. ANNUAL REVIEW OF BEACH HUTS AND CHALETs

35 - 54

Executive Summary	<p>This report provides an annual review of the Beach Huts and Chalets service, for a 12-month period between 2023/24 and 24024/25.</p> <p>Leased sites, which continue to have high demand, have seen an increase in income due to the 350 lease renewals undertaken during the year.</p> <p>It continues, to be a challenging period for weekly let bookings during summer peak periods. In recent years occupancy has increase, however this year has seen a small fall in occupancy. Whilst advertising has been undertaken, the lack of bookings may be due to current economic situation (cost of living crisis) impacting on discretionary spend across a wide range of sectors, poor weather conditions and coastal works.</p> <p>A new customer feedback exercise, this year, has found a high level of weekly let customers are repeat customers and in the main, their feedback is very positive and helpful.</p> <p>In order to optimise the service, 7 key options ranging from a change of marketing and administration alongside various alternative management strategies have been considered and presented in this report.</p>
Options considered	<p>The following options have been considered:</p> <ul style="list-style-type: none"> • Convert existing weekly lets to leased units • Subscribing to a national beach hut letting website and booking system • Subscribing to an international holiday accommodation booking system • Converting weekly lets to leased sites • Lease all weekly lets on a commercial basis

	<ul style="list-style-type: none"> • Lease of both weekly lets and leased units commercially • Sell beach huts and chalets on a long leasehold with annual ground rent. • Operating through a trading company
Consultation(s)	None
Recommendations	<p>It is recommended:</p> <ul style="list-style-type: none"> • To consider the annual review and, • For the Asset Strategy Manager to be delegated authority to proceed with the alternative management Option E - Lease of both weekly lets and leased units to one commercial operator or create 4 smaller location-based opportunities, subject to viable bids being received.
Reasons for recommendations	Considered to be the most optimal of all options available, with less disruption to existing tenants, creates the most savings, generates a consistent rental income and improves capacity issues with existing resources.
Background papers	Beach Hut and Chalet Review 2018

Wards affected	Cromer, Mundesley, Overstrand, Sheringham
Cabinet member(s)	Cllr Lucy Shires. Portfolio Holder for Finance, Estates & Property Services
Contact Officer	Renata Garfoot, Asset Strategy Manager tel: 01263 516086. Email. Renata.Garfoot@north-norfolk.gov.uk

11. ANNUAL UPDATE - REGULATION OF INVESTIGATORY POWERS ACT 2000 (RIPA)

55 - 62

Executive Summary	<p>The Council is required to have a Policy for the use of powers under the Regulation of Investigatory Powers Act 2000 (RIPA).</p> <p>Home Office guidance recommends that elected members should review the use of the RIPA powers and ensure the policy remains fit for purpose at least once per year.</p> <p>Officers have reviewed the Regulation of Investigatory Powers Act 2000 (RIPA) Policy and Procedures document and made no changes.</p> <p>Officers have reviewed the Internet & Social Media Research & Investigations Policy and identified that no changes are necessary at this time.</p> <p>The Council has made no use of powers under RIPA in the last 12 months.</p>
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Options considered	The Policy is required to ensure proper application of the Act, so there is not an alternative option.
Consultation(s)	Consultation has been undertaken with the Monitoring Officer, who also acts as the Gatekeeper for RIPA activity.
Recommendations	<ol style="list-style-type: none"> 1. That Members note that there are no amendments required to the Regulation of Investigatory Powers Act 2000 Policy and Procedures. 2. That Members note that there are no amendments required to the Internet & Social Media Research & Investigations Policy. 3. That Members note there has been no activity undertaken under RIPA within the period since the last report.
Reasons for recommendations	<p>The Council is required to have an up to date policy/procedure in order to exercise its powers.</p> <p>Members are required to be aware of the RIPA activity undertaken by the Council.</p>
Background papers	None

Wards affected	All
Cabinet member(s)	Cllr Calum Ringer
Contact Officer	<p>Steve Hems, Director for Communities</p> <p>01263 516192</p> <p>Steve.hems@north-norfolk.gov.uk</p>

12. CORPORATE PLAN 2023-27 ACTION PLAN 2024- 25 – TO END OF QUARTER 2 – 30 SEPTEMBER 2024 63 - 78

Executive Summary	The Corporate Plan 2023-27 Action Plan 2024-25 is being implemented as planned
Options considered	Not relevant.
Consultation(s)	The lead officer for each action in the Plan has been asked for their assessment of progress, identify issues and propose action they will take to address those issues.

Recommendations	Cabinet is recommended to note this report.
Reasons for recommendations	The progress report shows that twenty-two of the actions are in progress and on track and four completed, although one action is identified as red and sixteen actions are identified as amber, including one that has not yet started. Corporate Leadership Team (CLT) will be reviewing progress on these actions.
Background papers	Corporate Plan 2023-27 Annual Action Plan 2024-25

Wards affected	All
Cabinet member(s)	Cllr Tim Adams
Contact Officer	Steve Hems, Director for Communities and Chair of the Performance and Productivity Oversight Board Email:- steve.hems@north-norfolk.gov.uk

13. RESIDENTIAL SOLAR ADVISE AND INSTALLATIONS

79 - 86

Executive Summary	<p>The Council's Environmental Charter has pledged the authority to assisting the wider North Norfolk district in achieve net zero carbon emissions by 2045. Furthermore, the Council has set out in its latest Corporate Plan and Annual Action Plan specific goals and objectives to help achieve this, including "Supporting homeowners upgrade the environmental performance of their homes". This is in recognition of the 22% of UK emissions that are produced by domestic heating, lighting and appliances.</p> <p>This paper sets out a proposal for the provision of advice and 'signposting' to householders considering the installation of solar panels.</p>
Options considered	<p>Option 1 – Residents bulk Purchasing Scheme Option 2 – Promote trusted traders from Norfolk County Council website (not exclusive and could also be coupled with the recommended option) Option 3 - The Council sets up its own bank of recommended designers and installers Option 4 Continue to promote solar panels only to those eligible for financial assistance (Do Nothing) Option 5 Partner with a solar advice and installation service (Recommended option)</p>
Consultation(s)	The proposals and the options have been considered by CLT.
Recommendations	To contract with the most suitable company to deliver a combination of solar modelling and impartial advice with optional managed installation for north Norfolk householders

	at no cost to the Council. To delegate authority to the Director for Place and Climate Change to reach a suitable agreement with an appropriate contractor.
Reasons for recommendations	To help meet the corporate objective: "Supporting homeowners upgrade the environmental performance of their homes." To encourage and support homeowners who can afford to pay for home improvements to upgrade the environmental performance of their homes in line with the Council's corporate objective at minimum cost and risk to the Council.
Background papers	None

Wards affected	All
Cabinet member(s)	Cllr Adam Varley
Contact Officer	Kate Rawlings, Climate and Environmental Policy Manager, Kate.rawlings@north-norfolk.gov.uk

14. EXCLUSION OF PRESS AND PUBLIC

To pass the following resolution:

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

15. PRIVATE BUSINESS