

Cabinet



Please contact: Democratic Services

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Friday, 22 November 2024

A meeting of the **Cabinet** of North Norfolk District Council will be held in the Council Chamber - Council Offices on **Monday, 2 December 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 - 10

To approve, as a correct record, the minutes of the meeting of the Cabinet held on Monday 4th November.

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

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)

6. MEMBERS' QUESTIONS

To receive oral questions from Members, if any

7. RECOMMENDATIONS FROM OVERVIEW & SCRUTINY COMMITTEE

The Overview and Scrutiny Committee at the meeting held on Wednesday 13th November 2024 recommended the following:

Visitor Information Centre

The Overview and Scrutiny Committee recommended that Cabinet consider:

- The building being made available for an alternative income generating use.
- What provision can be made to continue a tourist information service – be that through an enhanced online presence, electronic information boards or physical leaflet stands at prominent locations within Cromer such as the Pier and other visitor attractions.
- Relocation of the current Deep History Coast display housed within the North Norfolk Visitor Centre to a suitable alternative location, possibly Cromer Museum.

MTFS

The Overview and Scrutiny Committee confirmed support for the proposed steps to close the gaps within the MTFS.

It also made the following recommendations to Cabinet:

1. To take a twin track approach to savings, looking not only at those that can be achieved within 2025/26 but also those with a longer lead in time to ensure savings are progressed into 2026/27 and beyond.
2. The awaited Workforce strategy be used to help understand staff costs arising from use of part time and hybrid working and agency staff cover to explore scope for greater efficiency savings.
3. A Workshop be arranged to understand options around statutory and non-statutory service provisions and to explore and evaluate options for beneficial changes. Action Cllr Shires.

Budget Monitoring

O&S noted the contents of the report and the current forecast year end position and recommended that:

1. Officers to work to further reduce the overall projected General Fund deficit for 2024/25
2. In respect of item 7 below, the Estates Team to explore the most cost-effective materials options (in addition to rethatching) for the re-roof of the Collectors Cabin with competitive quotes and that the budget for the work should be up to £30,000.

The Overview and Scrutiny Committee supports Cabinet seeking approval from Full Council in respect of the following:

- 3.) to include an addition to the revenue budget of £13,000 for an addition to existing Exacom software as laid out in paragraph 4.8.1
- 4.) to include a permanent increase to the revenue budget of £34,000 for an additional member of staff in the Licensing Team as detailed in paragraphs 4.8.2 to 4.8.5. This will be funded from the ring-fenced licencing income.
- 5.) to include an additional capital budget of £22,000 to complete the Cromer Offices LED lighting project. This is to be funded from the Net Zero Initiatives reserve as detailed in paragraph 5.4.2
- 6.) to include an additional capital budget of £5,600 to pay the retention sum for the Crinkle Crankle Wall and that this is funded from the Major Projects Reserve as detailed in paragraph 5.4.3
- 7) to include an additional capital budget of £30,000 to rethatch the Collector's Cabin roof and that this is to be funded from the Asset Management reserve as detailed in paragraph 5.4.4
- 8) to include an additional capital budget of £23,400 to develop the customer services C3 software and is to be funded from the Development Plan reserve. as detailed in paragraph 5.4

8. RECOMMENDATIONS FROM PLANNING POLICY & BUILT HERITAGE WORKING PARTY

The Planning Policy & Built Heritage Working Party at the meeting held on Thursday 21st November 2024 recommended to Cabinet:

Norfolk Green Infrastructure and Recreational Impact Avoidance and Mitigation Strategy

I. The Action Plan and Governance arrangements are endorsed, subject to caveats, with additional requests made to the Norfolk Strategic Framework that other stakeholders (such as Norfolk County Council) and those that have wider environmental interests across the County are actively engaged with and, where appropriate, invited to attend board meetings. Final Wording to be delegated to the Acting Planning Policy Manager in consultation with the Planning Portfolio Holder and Chairman of Planning Policy & Built Heritage Working Party.

II. Nominate appropriate Member to sit on the GIRAMS board. The Working Party endorsed Cllr Victoria Holliday as its preferred nominee.

Planning In Health Protocol

I. The revised Planning for Health Protocol be used when preparing Local Plans and determining planning applications.

9. HICKLING PUBLIC TOILET LEASE SURRENDER

Hickling Public Toilet Lease Surrender	
Executive Summary	<p>The Council's lease of the Hickling public toilets is currently due to end in 2071, with the Council being liable for operational costs at this property until the end of the lease.</p> <p>The proposed mutual surrender of the lease relinquishes the Council's rights and liabilities granted by the lease along with its operational costs for the duration of the lease term.</p> <p>It is understood that the Landlord intends to continue the operation of the facilities for use by the public following the surrender of the lease.</p> <p>It is recommended that the Cabinet approve the lease surrender for the Hickling public toilets and delegate authority to the Asset Strategy Manager to negotiate the terms of the surrender.</p>
Options considered	<p>The following options have been considered:</p> <ol style="list-style-type: none"> 1. Surrendering the Council's lease of the public toilet facilities – Recommended. 2. Continuing operation of the public toilet facilities – Not Recommended. 3. Closing the public toilet facilities but not surrendering the lease – Not Recommended.

Consultation(s)	Alun Lane - Corporate Health & Safety Officer Russell Tanner - Assets and Property Programme Manager Landlord - Norfolk Wildlife Trust
Recommendations	Resolution for Cabinet to approve: <ul style="list-style-type: none"> To surrender the Council's lease of the public toilet at Hickling Staithe Delegated authority to the Asset Strategy Manager to agree terms and associated costs relating to the lease surrender.
Reasons for recommendations	<ul style="list-style-type: none"> To reduce the Councils financial and property management liabilities.
Background papers	NA

Wards affected	Hickling
Cabinet member(s)	Cllr Lucy Shires Portfolio Holder for Finance, Estate Property Services
Contact Officer	Milo Creasey – Trainee Estates Surveyor milo.creasey@north-norfolk.gov.uk Renata Garfoot - Asset Strategy Manager Renata.Garfoot@north-norfolk.gov.uk

10.

HOUSING ALLOCATIONS SCHEME PROPOSALS 2024

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Housing Allocations Scheme proposals 2024	
Executive Summary	<p>NNDC is responsible for assessing and addressing housing need in the District. The Council's Allocation Schemes sets out the rules, criteria and procedures that determine how we allocate affordable homes to households in North Norfolk.</p> <p>The current Allocations Scheme has broadly been in place for over 14 years and now requires review to ensure that it is fit for purpose and that there is a consistent and fair approach for our Registered Provider (RP) partners to letting homes to meet the greatest housing needs.</p> <p>Following consultation with partner RPs a draft new Allocations Scheme was produced.</p> <p>Customers and other stakeholders were consulted on the draft new policy and their views are included in this report.</p> <p>Implementing any major changes to our allocations policy would require significant IT changes and work for the Housing Options team. An implementation plan will need to be developed to introduce the new policy in the most cost effective and least disruptive way possible.</p>
Options considered	The Allocations Scheme is a statutory policy of the Council which must be relevant and effective, not providing an up-to-date Allocations Scheme in line with current legislation is not

	an option Options for implementation of any new Allocations Scheme will need to consider the impact on staff, budgets and customers to ensure effective delivery of change
Consultation(s)	RP partners Customers of “Your Choice Your Home” Partner organisations / advice agencies NNDC Councillors Town & Parish Councils Staff across housing / housing related teams
Recommendations	It is recommended that Cabinet: <ul style="list-style-type: none"> • Agree the proposed allocations scheme summarised in this report and attached as Appendix A • Gives delegated authority to officers, in consultation with the Portfolio Holder for Housing & Peoples’ Services, for the implementation of the revised allocation scheme over the next 18-months within allocated service budgets.
Reasons for recommendations	To ensure the Council has an effective Allocations Scheme in place – a statutory policy of the Council
Background papers	Report to Cabinet 15 th April 2024 - Housing Allocations Policy 2024

Wards affected	Districtwide
Cabinet member(s)	Cllr Fredericks, Portfolio Holder for Housing and Peoples’ Services
Contact Officer	Nicky Debbage, Housing Strategy & Delivery Manager nicky.debbage@north-norfolk.gov.uk

11. **DELEGATED DECISIONS (SEPTEMBER TO DECEMBER 2024)**

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Delegated Decisions (September to December 2024)	
Executive Summary	This report details the decisions taken under delegated powers from September to December 2024.
Options considered	Not applicable – the recording and reporting of delegated decisions is a statutory requirement.
Consultation(s)	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.
Recommendations	To receive and note the report and the register of decisions taken under delegated powers.
Reasons for recommendations	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.
Background papers	Signed delegated decision forms.

Wards affected	All
Cabinet member(s)	Leader, Cllr T Adams
Contact Officer	Cara Jordan, Monitoring Officer Cara.jordan@north-norfolk.gov.uk

12.

VISITOR INFORMATION SERVICE

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Visitor Information Service	
Executive Summary	<p>As part of the 2025/26 budget process consideration has been given to possible financial savings from some discretionary service areas including the visitor information service operated by the Council and the options that exist for alternative service provision. The review looked at the opportunities for operating the service from alternative premises and also, providing it in conjunction with other external organisations.</p> <p>Having considered the available service options, and trends in how visitors access tourist information via smartphones and other devices and the closure of Visitor Information Centres by many local authorities around the country; it is not considered that these offer sufficient benefit or value for money for the Council. Ceasing the operation of the service will yield a significant financial saving and presents options for the future use of the building it currently occupies, thus generating rental income.</p>
Options considered	<p>A review was undertaken that considered a range of alternatives both for the service and for the building from which it operates, these included:</p> <ol style="list-style-type: none"> 1. Outsourcing – not considered to yield sufficient immediate savings. 2. Greater commercialisation - not considered to yield sufficient income to offset the costs. 3. Delivery in partnership with an externally run facility – not considered to represent value for money. 4. Replacing the service by digital provision – insufficient certainty about set up and future costs or benefits.
Consultation(s)	<p>The service review and subsequent draft business case that led to the recommendations in this report involved relevant staff from the following teams: Customer Services, Economic Growth, Estates, Finance and Human Resources. Its contents were also informed by input from</p>

	<p>the potential delivery partners.</p> <p>A report on the possible closure of the Visitor Information Service was discussed by the Overview and Scrutiny Committee at its meeting on 13 November 2024, when the Committee resolved to make the following recommendations to Cabinet: -</p> <p>That Cabinet consider: -</p> <ul style="list-style-type: none"> • The building being made available for an alternative income generating use. • What provision can be made to continue a tourist information service – be that through an enhanced online presence, electronic information boards or physical leaflet stands at prominent locations within Cromer such as the Pier and other visitor attractions. • Relocation of the current Deep History Coast display housed within the North Norfolk Visitor Centre to a suitable alternative location, possibly Cromer Museum.
<p>Recommendations</p>	<p>That Cabinet agree to the Council withdrawing from the provision of a physical Visitor Information Service from the North Norfolk Information Centre building at The Meadow Car Park, Cromer (these proposals do not involve the closure of the public toilets also provided from the building) to deliver a financial saving of approx. £129,000 for the 2025/26 budget.</p> <p>If Cabinet are minded to agree with the above recommendation, it is also recommended that they agree to: -</p> <ul style="list-style-type: none"> • Advertise the premises occupied by the Visitor Information Centre service as available for let with expressions of interest invited by Friday 28 February 2025. • Officers considering alternative means of providing visitor information within the town and wider district – including strengthening an online presence, a commercial arrangement with providers of electronic information boards and poster sites / leaflet stands in prominent locations • The relocation of the Deep History Coast display to another location in the town being explored with a preference for this to be accommodated in Cromer Museum recognising the partnership nature of the development of the Deep History Coast initiative with the Norfolk Museums Service.

Reasons for recommendations	To make financial savings from a service that is discretionary, considered to no longer to present value for money due to the changing way in which visitors access information and to generate additional income from the asset that would be vacated due to the termination of the service.
Background papers	Background papers that informed the contents of this report include a service review and a business case for a potential alternative delivery model; these contain confidential information relating to staffing, budgets and commercially sensitive information.
Wards affected	All in relation to the provision of the Visitor Information service but specifically Cromer in relation to the premises
Cabinet member(s)	Cllr Withington
Contact Officer	Tina Stankley, Director of Resources

13. **BUDGET MONITORING P6 2024/2025**

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BUDGET MONITORING P6 2024/25	
Executive Summary	<p>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 September 2024.</p> <p>As at 30 September 2024, the General Fund projected deficit is £0.995m (£0.801m on Net Operating Expenditure) for the full year 2024/25. This is after adjusting for all known variations and full year forecasting by service managers.</p>
Options considered	This is an update report on the Council's financial position and so no other options were considered.
Consultation(s)	Cabinet Member Section 151 officer Budget Managers
Recommendations	<p>It is recommended that Cabinet:</p> <ol style="list-style-type: none"> 1) Note the contents of the report and the current forecast year end position. 2) Note that officers will work together to take action to reduce the overall projected General Fund deficit for 2024/25. <p>It is recommended that Cabinet seek approval from full Council:</p> <ol style="list-style-type: none"> 3) to include an addition to the revenue budget of £13,000 for an addition to existing Exacom software as laid out in paragraph 4.8.1

	<p>4) to include a permanent increase to the revenue budget of £34,000 for an additional member of staff in the Licensing Team as detailed in paragraphs 4.8.2 to 4.8.5. This will be funded from the ring-fenced licencing income.</p> <p>5) to include an additional capital budget of £22,000 to complete the Cromer Offices LED lighting project. This is to be funded from the Net Zero Initiatives reserve as detailed in paragraph 5.4.2</p> <p>6) to include an additional capital budget of £5,600 to pay the retention sum for the Crinkle Crankle Wall and that this is funded from the Major Projects Reserve as detailed in paragraph 5.4.3</p> <p>7) to include an additional capital budget of £30,000 to rethatch the Collector's Cabin roof and that this is to be funded from the Asset Management reserve as detailed in paragraph 5.4.4</p> <p>8) to include an additional capital budget of £23,400 to develop the customer services C3 software and is to be funded from the Development Plan reserve. as detailed in paragraph 5.4.5</p>
Reasons for recommendations	To update members on the current budget monitoring position for the Council.
Background papers	
Wards affected	All
Cabinet member(s)	Cllr Lucy Shires
Contact Officer	Tina Stankley, Tina.stankley@north-norfolk.gov.uk

14. **MEDIUM TERM FINANCIAL STRATEGY 2025-2029** 69 - 98

15. **FEES & CHARGES 2025/26** 99 - 144

Fees & Charges 2025/26	
Executive Summary	This report recommends the fees and charges for the financial year 2025-26 that will come into effect from 1 April 2025.
Options considered.	Alternatives for the individual service fees and charges proposed have been considered by service managers as part of the process of creating this report.
Consultation(s)	Portfolio Holder Director of Resources/S151 Officer Budget Managers
Recommendations	That Cabinet agree and recommend to full

	<p>Council:</p> <ul style="list-style-type: none"> • The fees and charges from 1 April 2025 as included in Appendix A. • That delegated authority be given to the Section 151 Officer, in consultation with the Portfolio Holder for Finance and relevant Directors/Assistant Director to agree the fees and charges not included within Appendix A as required (outlined within the report).
Reasons for recommendations	To approve the Council's proposed fees and charges for 2025/26.
Background papers	Fees & Charges 2024/25 report (Full Council – 20 February 2024)

Wards affected	All
Cabinet member(s)	Cllr Lucy Shires
Contact Officer	Tina Stankley, Section 151 Officer

16. 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.”

17. PRIVATE BUSINESS - EXEMPT APPENDICES - HICKLING PUBLIC TOILET LEASE SURRENDER & TOURIST INFORMATION CENTRE 145 - 150