

Cabinet



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Friday 25th April 2025

A meeting of the **Cabinet** of North Norfolk District Council will be held in the Council Chamber - Council Offices on **Tuesday, 6 May 2025 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. This meeting is live-streamed: [NNDC eDemocracy - YouTube](#)

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 - 6

To approve, as a correct record, the minutes of the meeting of the Cabinet held on 31st March 2025.

3. PUBLIC QUESTIONS AND STATEMENTS

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

4. DECLARATIONS OF INTEREST

7 - 12

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

To consider any recommendations referred to the Cabinet by the Overview & Scrutiny Committee for consideration by the Cabinet in accordance within the Overview and Scrutiny Procedure Rules:

There were no recommendations made to Cabinet by the Overview & Scrutiny Committee at the meeting held on 9th April 2025.

8. REPORTING PROGRESS IMPLEMENTING CORPORATE PLAN 2023-27 ACTION PLAN 2024-25 - TO END OF QUARTER 4 - 31 MARCH 2025

13 - 24

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 nineteen of the actions are in progress and on track and eighteen completed. No actions are identified as red and seven actions are identified as amber.
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

9. PROCUREMENT OF VEHICLES AND CONTAINERS FOR A WEEKLY FOOD WASTE COLLECTION SERVICE

25 - 32

Executive Summary	<p>This report outlines the requirement to commence the procurement process for new vehicles, caddies and bins for the collection of food waste across the District.</p> <p>This is to be delivered by Serco on behalf of the Council.</p>
Options considered	<p>Procurement of the vehicles, caddies and bins with delegated authority for the Director of Communities to award contracts as necessary provided the costs are within the allocated budget.</p> <p>Commence procurement of the vehicles, caddies and bins but with approval from Cabinet once procurement process has been completed. This option is not recommended as the delay may result in vehicle orders being pushed back further in the supply chain resulting in a further delay in implementing the new service.</p> <p>Not to progress the procurement of vehicles or equipment associated with the delivery of a food waste service. This option is not recommended as it is in breach of the legislation and could result in legal action being</p>

	taken against the Council.
Consultation(s)	Not applicable
Recommendations	To give delegated authority to the Corporate Director of Communities and The Section 151 officer (in consultation with the Portfolio Holder for IT Environmental and Waste Services and the Portfolio Holder Finance, Estates and Property Services) to pursue the procurement of Vehicles and equipment required to deliver a separate weekly food waste collection service in the area of North Norfolk District Council.
Reasons for recommendations	To ensure compliance with the introduction of a new legislation
Background papers	None

Wards affected	All
Cabinet member(s)	Cllr C Ringer
Contact Officer	Emily Capps – Assistant Director Environmental and Leisure Services – 01263 516274

10. NORTH NORFOLK VISITOR CENTRE LETTING

33 - 44

Executive Summary	<p>Following the Cabinet decision 20/01/25 to cease operation of the visitor information provision at the North Norfolk Visitor Centre (NNVC) and advertise it to let.</p> <p>This report has been prepared to allow Cabinet to review the offers received for the property and make a decision on its future use.</p> <p>Following advertising of the premises on the open market, eight bids were received for the lease of NNVC. Due diligence has been undertaken on each of these bids with Proposal 1 being considered to offer the best financial consideration and offers wider social and economic benefits to the district. If Proposal 1 does not progress it is recommended options 2-8 should be reconsidered.</p>
Options considered	A variety of bids with different use options have been received and considered in detail.

	<p>1. Proposal 1 (Dentist) outlined in the exempt Appendix A would demonstrate best financial consideration in accordance with s.123 Local Government Act 1972 and is the option recommended by officers</p> <p>2. The remaining proposals are not considered to present the best financial consideration. They should however be considered in the event that the lease for Proposal 1 is not secured.</p> <p>An alternative option to dispose of the premises was considered and discounted due to the lettable space forming part of the public convenience which the Council wishes to retain and the potential for the space to generate a good level of rental income.</p>
Consultation(s)	<p>Cllr Lucy Shires - Portfolio Holder for Finance, Estates & Property Services. Cllr Tim Adams- Leader of the Council - Portfolio Holder for Executive Support & Legal Services. Tina Stankley- Director for Resources & S151 Officer Cara Jordan - Monitoring Officer Steve Blatch – Chief Executive</p>
Recommendations	<p>Resolution for Cabinet to approve:</p> <ul style="list-style-type: none"> • Approval to enter into the lease set out Proposal 1 as outlined in the Exempt Appendix A which demonstrates best consideration and in accordance with s123 of the LGA Act 1972, with delegated approval granted to the Asset Strategy Manager to agree the exact terms for the legal agreement. • Approval to grant delegated approval to the Portfolio Holder for Finance, Estates & Property Services in consultation with The Chief Executive to enter into one of Proposals 2-8 in the event that Proposal 1 does not proceed.
Reasons for recommendations	<p>Leasing the property utilises the space made available by ceasing the tourist information centre provision generating income that can be used to fund Council Services.</p>

	Granting delegated approval to the Portfolio Holder for Finance, Estates & Property Services in consultation with The Chief Executive to enter into one of Proposals 2-8 in the event that Proposal 1 does not proceed allows a decision to be made in the event that neither Proposal 1 does not progress to avoid unnecessary delay.
Background papers	NA

Wards affected	Cromer Town being the ward in which the property is located, but the future use has the potential to impact on surrounding wards and the wider district.
Cabinet member(s)	Cllr Lucy Shires
Contact Officer	Milo Creasey (Surveyor) Renata Garfoot (Estates and Asset Strategy Manager)

11. 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 3 of Part I of Schedule 12A (as amended) to the Act.”

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:

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.

12. PRIVATE BUSINESS

45 - 52

Exempt Appendices A & B – North Norfolk Visitor Centre Letting.