

Cabinet



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Friday, 26 June 2020

A meeting of the **Cabinet** of North Norfolk District Council will be held remotely via Zoom on **Monday, 6 July 2020 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

PUBLIC ATTENDANCE AND PUBLIC SPEAKING – COVID-19

Please note that due to the Covid-19 restrictions, meetings of cabinet will be held remotely via Zoom video conferencing and live streamed on YouTube.

Public speaking: If you wish to speak on an agenda item, please email emma.denny@northnorfolk.gov.uk no later than 5.00 pm on the Thursday before the meeting and include a copy of your statement. You will have the opportunity to make your statement by video link but in the event that this is not possible, or if you would prefer, your statement will be read out by an officer.

This meeting will be broadcast live to YouTube and will be capable of repeated viewing. The entirety of the meeting will be filmed except for confidential or exempt items. If you attend the meeting and make a representation you will be deemed to have consented to being filmed and that the images and sound recordings could be used for webcasting/ training purposes.

Emma Denny
Democratic Services Manager

To: Mr A Brown, Mrs S Bütikofer, Mrs A Fitch-Tillett, Ms V Gay, Mr G Hayman, Mr R Kershaw, Mr N Lloyd and Mr E Seward

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

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 18 May 2020

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

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

6. MEMBERS' QUESTIONS

To receive oral questions from Members, if any

7. OVERVIEW & SCRUTINY MATTERS

To consider any matters referred to the Cabinet by the Overview & Scrutiny Committee for reconsideration by the Cabinet in accordance with the Overview and Scrutiny Procedure Rules

8. RECOMMENDATIONS FROM CABINET WORKING PARTIES

9 - 12

North Walsham High Street Action Zone Working Party:

The following recommendation was made at the meeting of 03 June 2020:

To approve the revised terms of reference for the North Walsham High Street Action Zone Working Party (attached)

**Planning Policy & Built Heritage Working Party
May 2020 (under interim Covid 19 arrangements) and 15 June 2020**

Recommendations attached.

9. APPOINTMENT TO THE BROADLAND FUTURES INITIATIVE FORUM

To appoint a representative and a substitute member to the Broadland

10. NORTH NORFOLK DISTRICT COUNCIL'S TRANSITION FROM RESPONSE TO RECOVERY IN RESPONDING TO THE CORONAVIRUS PANDEMIC

13 - 24

Summary: This report details the actions taken by North Norfolk District Council in making the transition from Response to Recovery in responding to the Coronavirus Pandemic at a strategic, local and organisational level over the period early May – mid June 2020.

This includes:-

- maintaining its dedicated COVID helpline and email address operated over extended Customer Service hours including weekends and Bank Holidays since 30th March until the end of May and now operated over extended office hours;
- developing and putting in place with partners, transitioning support arrangements for the more than 2500 local residents who have been “shielding” and a similar number of people who have been self-isolating and have requested support from the Council with shopping and prescription deliveries;
- stepping down the operation of the 10 Local Co-ordination Centres as support arrangements for shielding and vulnerable people have become more formalised and established, meaning that the demand for support from the original arrangements put in place have reduced over time.
- paying out almost £52million of Small Business Grants on behalf of the Government and developed and launched a £2.76million Discretionary Grant Scheme.
- managing the re-opening of Council facilities – public toilets, coastal car parks and Cromer Pier in response to Government announcements on the easing of lockdown restrictions
- developing the “You are Welcome” reassurance programme to support local retail, hospitality and tourism businesses re-open in the coming weeks through the provision of advice and practical social distancing measures, hand washing facilities and local marketing initiatives, so as to create safe, attractive town centre and seafront environments, in accordance with Government guidance.

- developing Return to Work policies and putting in place a range of social distancing measures within the Council's Cromer and Fakenham Connect offices which meet the COVID-secure workplace guidelines as we plan to move to a "new normal" level of public service provision.
- contributing to the development of the arrangements being made in Norfolk to develop and put in place arrangements for a Local Outbreak Control Plan for Norfolk in managing incidents of Coronavirus in the county in the coming months as the transmission and management of the virus moves into a different phase.

Options considered:

The report details the Council's actions in responding to the Coronavirus pandemic during the Response phase and the transitional arrangements being made for the Recovery phase as the Council prepares to operate in a "new normal" environment as lockdown restrictions are eased nationally and the District prepares for a curtailed summer visitor season. Options considered are outlined in the report.

Conclusions:

The report details the actions taken by the District Council in response to the Coronavirus Pandemic and of the preparations being made to support local communities and businesses "recover" from this unprecedented global event.

Recommendations: Cabinet is asked to note the Council's response and arrangements made to support Recovery from the Coronavirus Pandemic; and specifically comment upon the following:-

- **the short-term actions proposed in respect of:-**
 - **opening up the Council's services and facilities;**
 - **the development and implementation of social distancing measures through the "You are Welcome" programme to assist the Re-opening of our High Streets and Tourist Areas Safely**
 - **delivery of the Discretionary Business Grant Programme**
 - **the Council's planning for the**

return of staff to their main roles from working at home and redeployment into other roles;

- the implementation of measures so that the Council is able to demonstrate compliance with the COVID-secure workplace guidelines
 - understanding the contribution North Norfolk District Council will make in supporting the partnership actions outlined in the Norfolk Local Outbreak Control Plan which will be a key element of managing any future outbreaks of COVID19 in the District over the coming months.
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- the longer term need to review the Council's Medium-Term Financial Strategy in light of the changing financial situation of the Council and as a result undertake a review of the Council's proposed programme of activity as previously detailed in the Corporate Plan and Delivery Plan.

Reasons for Recommendations:

To inform corporate learning from experience gained through the Response and initial Recovery phases of the pandemic, the implication of which will remain with the District for many months to come.

Cabinet Member(s)

Ward(s) affected

Cllr Sarah Butikofer,
Leader of the Council

All

Contact Officer, telephone number and email:

Steve Blatch, Chief Executive

Email:- steve.blatch@north-norfolk.gov.uk

[Tel:- 01263 516232](tel:01263516232)

11. DECISIONS TAKEN UNDER OFFICER DELEGATION

25 - 38

Summary: This report details the decisions taken by Senior Officers under delegated powers from 20th May to 18 June 2020.

Options considered: Not applicable.

Recommendations: **To receive and note the report and the register of officer 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)

LIST OF BACKGROUND PAPERS AS REQUIRED BY LAW

(Papers relied on to write the report, which do not contain exempt information and which are not published elsewhere)

Delegated decision forms – as completed by the relevant officer

Cabinet Member(s) All	Ward(s) affected All
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Contact Officer, telephone number and email:
Emma Denny, Democratic Services Manager, 01263 516010

12. PURCHASE OF FURTHER PROPERTY FOR USE AS TEMPORARY ACCOMMODATION FOR HOMELESS HOUSEHOLDS

39 - 46

Summary: This report identifies a further suitable property to be purchased by NNDC for use as temporary accommodation for homeless households.

Options considered: Do not purchase this unit but instead invest the budget.

Conclusions: The Council has a duty to provide temporary accommodation for homeless households. The Council purchases much of this accommodation

from the private sector with a significant net cost to the Council. Purchase of this property will provide a quality, flexible home for temporary accommodation and there is budget provision available to purchase such homes.

Recommendations: That Cabinet agrees to the purchase of the identified property (subject to an independent valuation and survey) using the budget provision.

Reasons for Recommendations: To provide authority for expenditure over £100,000.

LIST OF BACKGROUND PAPERS AS REQUIRED BY LAW

(Papers relied on to write the report, which do not contain exempt information and which are not published elsewhere)

Budget report to Full Council - 22 February 2017
Purchase of two properties for use as Temporary Accommodation for homeless households – Cabinet 2 March 2020
Purchase of further property for use as Temporary Accommodation for homeless households - Cabinet 18 May 2020

Cabinet Member(s)	Ward(s) affected
Councillor Andrew Brown	North Walsham East

Contact Officer, telephone number and email:

Contact Officer: Nicky Debbage, Housing Strategy & Delivery Manager,
Tel: 01263 516027, email nicky.debbage@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

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CABINET

Minutes of a remote meeting of the Cabinet held on Monday, 18 May 2020 at 10.00 am

Committee

Members Present:

Mrs S Bütikofer (Chair)	Mrs A Fitch-Tillett
Ms V Gay	Mr G Hayman
Mr R Kershaw	Mr N Lloyd
Mr E Seward	Mr J Rest

Members also attending:

Mr C Cushing
Mr N Dixon
Dr C Stockton

Officers in Attendance:

The Chief Executive, the Democratic Services Manager, the Head of Legal & Monitoring Officer, the Head of Finance and Asset Management/Section 151 Officer and the Democratic Services and Governance Officer (Scrutiny)

Apologies for Absence:

Mr A Brown

77 MINUTES

The minutes of the meetings of Cabinet held on 2nd March 2020 and 30th March 2020 were agreed as a correct record and signed by the Chairman.

78 PUBLIC QUESTIONS AND STATEMENTS

None received.

79 ITEMS OF URGENT BUSINESS

None.

80 DECLARATIONS OF INTEREST

None.

81 MEMBERS' QUESTIONS

The Chairman reminded Members that they could ask questions during the meeting as issues arose.

82 OVERVIEW & SCRUTINY MATTERS

Nothing to report.

83 RECOMMENDATIONS FROM CABINET WORKING PARTIES

The Leader introduced this item in the Portfolio Holder's absence. She explained that it was a recommendation from the Planning Policy & Built Heritage Working Party meeting from 16th March 2020.

Cllr A Fitch-Tillett said that she was pleased to second the recommendations.

It was proposed by Cllr S Butikofer, seconded by Cllr A Fitch-Tillett and

RESOLVED

- 1. That the changes proposed to the list of Small Growth Villages be endorsed.**
- 2. That the revised approach and policy wording be endorsed, subject to policies SD2 and SD3 (small growth villages criterion) being amended to reflect the additional consideration of substantial infrastructure / service improvements as a requirement for support, and that responsibility for drafting such an approach, including finalising the associated policies, be delegated to the Acting Planning Policy Manager.**

84 LOCAL PLAN - PROJECT UPDATE - TIMELINE

In the absence of the Portfolio Holder, the Chairman invited the Acting Planning Policy Manager to introduce this item. He explained that the report focussed on the revised project time line of the Local Development Scheme. A detailed review had been undertaken by officers and a comprehensive work programme had been produced. This had been informed by the schedule of responses and the statutory requirements of Plan making together with the decision making framework of the Council and legislative changes, emerging evidence and team resources. The result was a new project time line which was required to be published as part of the Local Development Scheme update.

The Head of Planning explained that due to the pandemic, meetings of the Planning Policy and Built Heritage Working Party were currently suspended and that is why the decision was being taken by Cabinet. He added that meetings of the Working Party would start again in June.

Cllr N Lloyd said that he was concerned about the timetable slipping and suggested that there should be increased scrutiny of the process. He said this could take the form of regular updates to either Overview and Scrutiny Committee or Cabinet. The Chairman agreed and proposed that this was a recommendation. She said she would discuss with the Chairman of Overview & Scrutiny Committee whether that was the best avenue or if Cabinet would be more appropriate. The Monitoring Officer advised the Committee that oversight of the Local Plan was a Cabinet function. Cllr J Rest seconded the proposal, reiterating the importance that the timeline did not slip as it was such an important piece of work that would have significant ramifications if it was not delivered.

It was proposed by Cllr S Butikofer, seconded by Cllr J Rest and

RESOLVED:

- 1. That the revised timeline for the Local Development Scheme is published.**
- 2. That Cabinet receives quarterly updates on the progress of the Local Development Plan.**

Reasons for the decision:

The publication of a new project time line is required as part of the Local Development Scheme update.

85 NORTH NORFOLK DISTRICT COUNCIL RESPONSE TO THE CORONAVIRUS PANDEMIC

The Chairman began by thanking the staff for all their work. She said that they had shown outstanding commitment and effort and the Council had done everything possible in its response to the crisis, however, there were always lessons to be learned. She asked Members to join her in recording a vote of thanks to all staff for their efforts during such a difficult time.

The Chairman then highlighted key points of information regarding the Council's response to the pandemic. She said that the 10 local coordination centres (LCCs) were being consolidated with 4 continuing to operate at Fakenham, Stalham, Sheringham and North Walsham. This would streamline the services offered and enable staff who were currently redeployed at the LCCs to come back into their Council roles. The emergency helpline would continue to stay open until after the Bank Holiday weekend.

The Chairman then informed Members that there was a new Board had been established to oversee the move from the operational response to the recovery phase. It would be called the Norfolk Public Services Leaders Board and would consist of Council Leaders, Chief Executives as well as representatives from the police and other public bodies. It would be up and running as soon as the terms of reference were agreed. She went onto say that Council facilities such as car parks and public conveniences were being kept under review. She added that if any member received any representations from their town or parish council then they should feed those back as it was important to work in partnership with local communities. The car parks at Pretty Corner woods and Holt country park had been re-opened to allow local residents to drive there and access the facilities.

The Chairman then spoke about beaches in the District. She said there were issues regarding RNLI cover and without a lifeguard, the Council would not be able to fly blue flags at some of the beaches this summer. She had asked officers to look urgently into options for alternative provisions as the flying of the blue flags was very important indicator for visitors to the district as well as being something that tourist related businesses used for promotion. At the moment cover had only been confirmed for Sea Palling, Cromer and one other location (to be advised).

She then began to speak about the recovery process. Many of the District's towns and villages had very narrow streets and pavements which would make social distancing very difficult. Consequently, those most likely to be affected had been identified and the Interim Chief Executive had written to them suggesting that measures may need to be put in place to ensure the flow of pedestrians was safe and in compliance with Government guidance. In addition, the Communications Team was working on messaging and signage to help people understand how to access towns and villages and move around safely.

The Chairman invited Members to speak:

1. Cllr V Gay, Portfolio Holder for Culture and Wellbeing commended the report, saying it was clearly set out. She said that she wanted to express her thanks to everyone involved in supporting the homeless and rough sleepers and to officers and volunteers working at the LCCs. She said that she had come across some very challenging situations when making calls on behalf of the telephone companion scheme and she had been extremely impressed by how quickly support was offered and then put into place. She added that she had also received a very prompt response when she had raised concerns regarding the lack of RNLI cover on some beaches.
2. Cllr R Kershaw, Portfolio Holder for Economic & Career Development, said that he also wanted to thank staff for all their hard work. He referred to section 5.3 of the report and said that it was very important that when the aspirations set out in the Corporate Plan were reviewed, it was important that consideration was given as to how to support local businesses which had been so affected by the crisis. The Chairman agreed. She said that several working groups had been set up to look at different aspects of the crisis and how recovery could be implemented. She added that longer term and hidden impacts should not be forgotten, for example, the Council had housed several homeless people and consideration needed to be given as to how to support them going forwards. She concluded by saying that no changes planned to the Corporate Plan just yet. It would be reviewed in time and updated would be provided to Members.

The Interim Chief Executive said that he wished to update Members on a couple of key points. Referring to section 3.2.1 of the report, he said that the Government was currently reviewing the funding provision for homeless people and rough sleepers. He then referred to section 3.4.3 and said that £49m of Small Business Grants had now been paid out to 4,449 businesses. There was also work ongoing on the launch of a discretionary grants scheme on 1st June. He went on to say that consideration was being given as to how the Council offices could be re-opened – to some staff returning and at some point to public callers, although this would initially be on an appointment-only basis. He said that the Building Control service was up and running, following Government guidance on the construction industry re-starting. Other key service areas, such as Planning were continuing to operate and approximately 150 on-site notices had been erected in the last few weeks.

RESOLVED:

To note and comment upon the preparations being made for Recovery – to include:

The short term actions in respect of:

Opening up the Council's services and facilities

- transition for the stepping down of the Community Support Programme;
- planning the return of staff to their main roles from working at home and redeployment into other roles;
- re-establishing formal meetings of the Council and
- critically considering the implications of lockdown and phased lifting of social distancing restrictions, possibly over a number of months, on local businesses, particularly tourism businesses which face having a severely curtailed summer season.

the longer term need to review the Council's Medium-Term Financial strategy in light of the changing financial situation of the Council and as a result undertake a review of the Council's proposed programme of activity as previously detailed in the Corporate Plan and Delivery Plan.

Reasons for the decision:

To inform corporate learning from experience gained through the Response phase and inform decisions moving forward through the Recovery phase.

86 COVID 19 FINANCIAL IMPLICATIONS

The Portfolio Holder for Finance, Cllr Seward, introduced this item. He began by saying that it was only 12 weeks ago since he had made his speech to Council, proposing the Budget for 2020/21. The impact of the pandemic on the Council's finances since then was significant and this report provided an update on the key issues.

Cllr Seward referred to earlier comments regarding the Corporate Plan. He said that there was much that remained valid and he hoped that the Administration would be able to push on with its implementation. He welcomed the recommencement of construction on the Sheringham Leisure centre project and was keen to see completion of the scheme to install electric vehicle charging points. He acknowledged that as the situation progressed then the Corporate Plan and all key projects would need to be reviewed.

Cllr Seward explained that at the current time, the Council had suffered a financial hit of £2m. He reiterated that the figures highlighted in the report were estimates and that the Council was in uncharted territory. Cllr Seward reminded Members that before the pandemic, there was a forecast deficit of £1.8m. This was due to a review of income streams and a reduction in Government funding support. In early May, the Government had indicated that the fair funding review and business rates retention scheme would be put on hold until Councils were in a position to respond appropriately. Cllr Seward said that this indicated that there would at least be certainty around this aspect and this would be helpful when preparing the Medium Term Financial Strategy in the Autumn, although it was likely that different scenarios would need to be included.

Cllr Seward then spoke about the Council's reserves. He said that the Budget report for 2020/21 had outlined a reserve level of £17.6m, which was forecast to reduce to £9.3m by 2023. A reserve of £2.4m had also been earmarked for the delivery of the Corporate Plan. He said that going forward, the reserves would have to be reviewed in light of the financial impact of the pandemic. Cllr Seward said that the capital reserves remained unchanged from the Budget report presented in February. He reminded Members that the capital programme was funded through a combination of government grants, borrowing and council funding. It was important that the Council was able to fund key projects and this would need to be monitored, particularly where the Council had borrowed money.

Moving forward, Cllr Seward said that it was important that the Council was not put into a position where it had to make cuts to frontline services. It was also vital that it was able to maintain facilities which were key to the provision of the tourist, hospitality and leisure sectors. He went on to say that savings would need to be made and the Council would also continue to put pressure on the Government for more funding.

Cllr Seward concluded by saying that the Council faced a very challenging financial situation. It wasn't clear what the full impact of the pandemic would be yet and it was possible that reserves may have to be used to maintain key services. He said that following on from the Interim Chief Executive's comments regarding business grants, he was pleased to inform members that 89% of eligible customers had been contacted and a total of £49m had been paid out. This had been a huge effort by officers and was in addition to the changes to business rate relief that had been implemented.

The Head of Finance offered to give a short presentation outlining the key points of the report. The Chairman asked whether it was different to the briefing that Members had received recently. The Head of Finance confirmed that it was a summary version of this. The Monitoring Officer advised Members that as the Cabinet meeting was being livestreamed to the Press and the public it might be helpful to share a high level summary of the key points. On being asked whether they were supportive of proceeding with a presentation, Cabinet members indicated that they were not. The Chairman requested that a copy of the presentation was appended to the minutes.

It was proposed by Cllr E Seward, seconded by Cllr R Kershaw and

Agreed to note:

- 1. The current package of financial support being provided to the Council by the government to support its response to COVID-19;**
- 2. Continues to lobby central government for further additional financial support;**
- 3. The forecast cost and income pressures being faced by the Council and the extent to which they exceed the available government funding and therefore the requirement for any deficit to be funded from other Council resources;**
- 4. The various caveats and risks associated with the current forecasts;**
- 5. The proposals in respect of updating the Medium Term Financial Strategy (MTFS) and the financial planning framework for the 2021/22 budget;**
- 6. The proposals for a fundamental review of the capital programme to ensure that the schemes still reflect the Council's changing priorities and to ensure that the Council can still afford them given the rapidly changing financial landscape;**
- 7. The proposal for a further financial update to come forward to Cabinet in July, by which time there will hopefully be more clarity regarding any continuing restrictions to include;**
 - Opportunities for re-prioritising and re-focusing currently approved 2020/21 budgets;**
 - Opportunities for savings, efficiencies and income generation this year;**
 - A review of the current reserves position with recommendations**

for re-allocation where appropriate and;

- 8. The progress to date in respect of the application of the various new business rates reliefs announced along with progress towards the government funded Small Business Grant programme which local authorities are being asked to administer (Appendix D).**

Reason for the decision:

To make Members aware of the current COVID-19 position in respect of the Council's budget and resource position for 2020/21 and indeed future years.

87 OFFICER DELEGATED DECISIONS (MARCH TO MAY 2020)

The Chairman and Leader, Cllr S Butikofer, introduced this item. She explained that the report outlined the key decisions taken by senior officers under delegated powers from 1st March to 1st May 2020. Due to the extra demand placed on the Council during the pandemic, several key decisions had to be taken urgently. These were reported through to Cabinet and then published on the Council's website.

Cllr N Dixon referred to page 83 of the report and asked whether the decision to support the Council's leisure contractor with its immediate and longer term cashflow issues following closure of the leisure centres, was in the form of a grant or a loan and whether there was a contractual requirement to do that or whether it was discretionary. Cllr Gay, Portfolio Holder for Culture & Wellbeing replied that it was a 'necessary adjustment to the contract'. She said that it was not a loan. The Head of Economic and Community Growth added that the contract required that the contractor was 'no better or worse position' as a result of the pandemic. He said that contractually the Council was required to make a payment and an analysis was currently being undertaken to understand the full extent of the impact. In the interim a payment had been made to support their staff during the crisis and avoid having to lay people off. He confirmed that it was a discretionary payment and not a loan. The Chairman added that this approach was in line with other local authorities which had Everyone Active as their leisure contractor. Cllr Gay said that there would be a report coming forwards on the leisure contract.

Cllr J Rest asked whether the decisions that had been taken could only be reversed by the person who had originally taken them. The Monitoring Officer replied that the officer exercising the power was the person who had delegation to make the decision. The expectation was, that as the responsible officer, they would make any subsequent decisions in consultation with the relevant portfolio holder. The Interim Chief Executive added that all of the delegated decisions listed in the report had been taken following advice and guidance from the Government and the Norfolk Resilience Forum. Decisions regarding the re-opening of would also be taken following guidance and advice from national and local bodies and by working together with key partners.

AGREED

To receive and note the report and the register of officer decisions taken under delegated powers.

Reason for the decision:

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)

88 PURCHASE OF FURTHER PROPERTY FOR USE AS TEMPORARY ACCOMMODATION FOR HOMELESS HOUSEHOLDS

The Chairman and Leader, Cllr S Butikofer, introduced this item in the absence of the Portfolio Holder. She explained that the Council had a duty to provide temporary accommodation for homeless households. Purchase of this property would provide a quality, flexible home for temporary accommodation and there was budget provision available for the purchase of such housing. The property in question was available for immediate occupation, in a good central location with easy access to facilities and in good condition with a modern heating system.

It was proposed by Cllr S Butikofer, seconded by Cllr R Kershaw and

RESOLVED

To purchase of the identified property (subject to an independent valuation and survey) using the budget provision.

Reason for the decision:

The cost is above the key decision threshold of £100,000.

The meeting ended at 10.54am

Chairman

Agenda Item 8

North Walsham High Street Heritage Action Zone Working Party: Terms of Reference

<p>Membership</p>	<p>Three members of Cabinet Portfolio Holders for: Economic & Career Development (Chair); Culture & Wellbeing; Finance & Assets</p>
<p>Officer support</p>	<p>The following officers will provide support, reports and information to the Working Party and others (including from external organisations) will be asked to attend meetings where advice on specific matters is required:</p> <ul style="list-style-type: none"> • Democratic Services Manager • Head of Economic & Community Development; • Economic Growth Manager; • Project Enabler • Conservation & Design Officer • Estates and Strategy Manager
<p>Purpose</p>	<p>To inform the substantive content, procedures and governance arrangements of the North Walsham High Street Heritage Action Zone; providing a steer to officers in the programme design for the full application to Historic England <u>and implementation</u>.</p>
<p>Actions</p>	<ul style="list-style-type: none"> • Understand the parameters of the HSHAZ grant scheme • Interpret the Council's successful EoI <u>grant application</u> and agree a direction for the final programme for delivering the NWHSHAZ • Receive advice from officers, following their liaison with Historic England and gain wider Cabinet support for the content of the final grant submission <u>programme of interventions</u> • <u>Determine the process for delivering the NWHSHAZ</u> • <u>Advise on community involvement and stakeholder engagement matters</u> • To determine the governance arrangements for the implementation, monitoring, reporting and review of the NWHSHAZ programme
<p>Reporting Framework</p>	<p>The Working Party will produce a report to be submitted to Cabinet detailing the proposed NWHSHAZ programme, and <u>and the process of its delivery and the progress of its implementation</u></p>
<p>Administration</p>	<p>The group will exist up until the detailed programme has been agreed by Historic England and the implementation arrangements are finalised (expected to be March 31 at the latest) <u>implemented, monitored and the final project report has been agreed</u></p> <p>Timetable of meetings (attached) Agenda preparation: the agenda will be distributed one week in advance of the meetings</p>

	<p>Minutes – the draft minutes will be provided within one week of the meetings taking place and once agreed by the chair, will be referred to Cabinet The Democratic Services Manager will ensure actions noted at the meeting are undertaken and reported</p>
Risk & Mitigation	<p>Sign off risk analysis for the corporate and service risk registers</p>
Governance	<p>Regular reports and updates to the Cabinet via its Business Planning meetings Confidentiality of information will be ensured where necessary</p>
Housekeeping	<p>All work undertaken within the framework of the corporate policies of the Council</p>

Planning Policy & Built Heritage Working Party – 15 June 2020

ITEM 7 – SITE SELECTION REPORT B: HOLT, HOVETON AND MUNDESLEY

In line with the recommendation from June working party it is recommended that Cabinet endorse:

- 1: The identified sites for inclusion onto the Local Plan in the following settlements and
2. The final policy wording is delegated to the Planning Policy Manager

Settlement	Site reference number	Site Description
Holt	H17	Land North of Valley Lane
Holt	H20	Land at Heath Farm
Holt	H27/1	Land at Heath Farm
Hoveton	H27/1	Land East of Tunstead Road

3. The following site is removed from the Local Plan:

Settlement	Site reference number	Site Description
Holt	HO4	Land south of Beresford Road

4. ITEM 8 – OPEN SPACE

1. That the findings of the Open Space, Sport and Recreation Study (Part 1) are accepted and the Open Space calculator used for subsequent planning applications and the proposed allocations within the Local Plan.
2. That the revised wording of Policy ENV 7 is endorsed and that responsibility for drafting such an approach, including that of finalising the associated policy is delegated to the Planning Policy Manager.

From the May meeting (held under Covid-19 interim arrangement in June)

In line with the recommendations from the Portfolio Holder for Planning it is recommended that Cabinet approve:

- 1: The identified sites for inclusion onto the Local Plan in the following settlements and
2. The final policy wording is delegated to the Planning Policy Manager

Settlement	Site reference number	Site Description
Sheringham	SH04	Land Adjoining Seaview Crescent
Sheringham	SH07	Former Allotments Adjacent to Splash
Sheringham	SH18/1B	Land South of Butts Lane
Stalham	ST19/A	Land Adjacent Ingham Road
Stalham	ST23/2	Land North of Yarmouth Road, East of
Ludham	LUD01/A	Land South of School Road
Ludham	LUD06/A	Land at Eastern End of Grange Road

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North Norfolk District Council's Transition from Response to Recovery in responding to the Coronavirus Pandemic

Summary: This report details the actions taken by North Norfolk District Council in making the transition from Response to Recovery in responding to the Coronavirus Pandemic at a strategic, local and organisational level over the period early May – mid June 2020.

This includes:-

- maintaining its dedicated COVID helpline and email address operated over extended Customer Service hours including weekends and Bank Holidays since 30th March until the end of May and now operated over extended office hours;
- developing and putting in place with partners, transitioning support arrangements for the more than 2500 local residents who have been “shielding” and a similar number of people who have been self-isolating and have requested support from the Council with shopping and prescription deliveries;
- stepping down the operation of the 10 Local Co-ordination Centres as support arrangements for shielding and vulnerable people have become more formalised and established, meaning that the demand for support from the original arrangements put in place have reduced over time.
- paying out almost £52million of Small Business Grants on behalf of the Government and developed and launched a £2.76million Discretionary Grant Scheme.
- managing the re-opening of Council facilities – public toilets, coastal car parks and Cromer Pier in response to Government announcements on the easing of lockdown restrictions
- developing the “You are Welcome” reassurance programme to support local retail, hospitality and tourism businesses re-open in the coming weeks through the provision of advice and practical social distancing measures, hand washing facilities and local marketing initiatives, so as to create safe, attractive town centre and seafront environments, in accordance with Government guidance.
- developing Return to Work policies and putting in place a range of social distancing measures within the Council's Cromer and Fakenham Connect offices which meet the COVID-secure

workplace guidelines as we plan to move to a “new normal” level of public service provision.

- contributing to the development of the arrangements being made in Norfolk to develop and put in place arrangements for a Local Outbreak Control Plan for Norfolk in managing incidents of Coronavirus in the county in the coming months as the transmission and management of the virus moves into a different phase.

Options considered:

The report details the Council’s actions in responding to the Coronavirus pandemic during the Response phase and the transitional arrangements being made for the Recovery phase as the Council prepares to operate in a “new normal” environment as lockdown restrictions are eased nationally and the District prepares for a curtailed summer visitor season. Options considered are outlined in the report.

Conclusions:

The report details the actions taken by the District Council in response to the Coronavirus Pandemic and of the preparations being made to support local communities and businesses “recover” from this unprecedented global event.

Recommendations:

Cabinet is asked to note the Council’s response and arrangements made to support Recovery from the Coronavirus Pandemic; and specifically comment upon the following:-

- **the short-term actions proposed in respect of:-**
 - **opening up the Council’s services and facilities;**
 - **the development and implementation of social distancing measures through the “You are Welcome” programme to assist the Re-opening of our High Streets and Tourist Areas Safely**
 - **delivery of the Discretionary Business Grant Programme**
 - **the Council’s planning for the return of staff to their main roles from working at home and redeployment into other roles;**
 - **the implementation of measures so that the Council is able to demonstrate compliance with the COVID-secure workplace guidelines**
 - **understanding the contribution North Norfolk District Council will make in supporting the partnership actions**

outlined in the Norfolk Local Outbreak Control Plan which will be a key element of managing any future outbreaks of COVID19 in the District over the coming months.

- the longer term need to review the Council’s Medium-Term Financial Strategy in light of the changing financial situation of the Council and as a result undertake a review of the Council’s proposed programme of activity as previously detailed in the Corporate Plan and Delivery Plan.

Reasons for Recommendations: To inform corporate learning from experience gained through the Response and initial Recovery phases of the pandemic, the implication of which will remain with the District for many months to come.

Cabinet Member(s)	Ward(s) affected
Cllr Sarah Butikofer, Leader of the Council	All
Contact Officer, telephone number and email: Steve Blatch, Chief Executive Email:- steve.blatch@north-norfolk.gov.uk Tel:- 01263 516232	

1. Introduction

- 1.1 The Coronavirus global pandemic event has now seen over 8.5 million infections and over 460,000 deaths worldwide (The Johns Hopkins University, 20th June 2020). In the UK there have been over 303,000 confirmed COVID-19 infections and over 42,500 deaths (BBC News website 20th June 2020).
- 1.2 Thankfully the numbers of infections and deaths in North Norfolk has been low – 173 confirmed infections and 51 deaths (as at 18th June, Norfolk Insights Report). This could be down to a large number of factors, including strong compliance with lockdown restrictions and adherence to social distancing advice by a largely elderly population, socio-demographic profile of the District, low population density and most households living in self-contained housing, low use of public transport and the District not having an acute hospital.
- 1.3 National and local data suggests that peak rates of infection and deaths in the UK and locally in Norfolk were during the last week of March and throughout

April, since which time the numbers of infections and deaths has reduced, albeit that incidences of infection remain. During May and early June there has been much debate nationally about the rate of infection - the “R” level - in different parts of the UK and there has been a phased lifting and easing of lockdown restrictions. The lifting of restrictions has included household waste sites re-opening from 11th May; people being able to travel unlimited distances for exercise and visit garden centres from 13th May; outdoor markets and car sales being able to re-open from 1st June; some primary school pupils able to return to school from 1st June; non-essential retail businesses and zoos, as well as places of worship (for private prayer only) being able to re-open and some high school aged pupils being able to return to school from 15th June. At the time of writing this report (25th June) the Government has confirmed that food and drink businesses (cafes, pubs and restaurants) and other tourism businesses (some types of holiday accommodation and attractions) will be able to open from 4th July, and that social distancing guidelines can be lowered from the previously recommended 2 metre distance to a “1 metre plus” distance. These future changes have been facilitated through a lowering of the national Coronavirus Alert level from Level 4 to Level 3 announced on 19th June.

2. North Norfolk District Council’s response – as a timeline

2.1 Adopting the same principle as the report to Cabinet on 18th May, the following comments detail the actions taken by the District Council in response to the Coronavirus situation, mostly as a timeline, from early May through until the 20th June.

- Following the Prime Minister’s statement on the evening of the 10th May that there would be an initial easing of lockdown restrictions to allow people to take more exercise and travel unlimited distances for exercise, the Council’s position in having closed coastal car parks and all public toilets was reviewed. Initially it was agreed that the Council would re-open the car parks at Holt Country Park and Pretty Corner Woods to allow exercise by local residents travelling to those sites by car. These sites were re-opened on Wednesday 13th May.
- At that time, after consultation with partners across Norfolk, the District Council agreed that it would not open any coastal car parks or public toilets in response to the Prime Ministers statement as, other than for exercise, the Government’s guidance was that people should continue to stay at home. This position was widely adopted by the majority of local authorities and National Parks across England.
- However, following the good weather over the weekend of the 16th / 17th May, when many rural and coastal areas of England, including North Norfolk, saw large numbers of visitors, with issues of poor parking on narrow coastal access roads and anti-social behaviour associated with a lack of access to toilets (the vast majority of businesses with the exception of supermarkets being closed); and representations from Norfolk Constabulary, the District Council agreed to open nine public toilet blocks (eight along the coast and one in Hoveton), as well as the coastal car parks at Weybourne and Sea Palling, from 21st May in advance of the May Bank Holiday weekend.
- With the Community Support arrangements, particularly through the 10 Local Co-ordination Centres developed in the early days of the

lockdown working well such that the number of requests for support and assistance had declined quite markedly since the beginning of May; the Local Co-ordination Centre operation was scaled back to initially four centres, on 18th May and then subsequently three from 26th May.

- Following further good weather over the Bank Holiday weekend 23rd – 25th May, when even larger numbers of visitors visited North Norfolk, it was decided to open the remaining coastal car parks and a further 18 public toilet blocks from 29th May.
- On 25th May, the Government announced its support for local authorities in Re-opening the High Street Safely through providing grant monies for the introduction of social-distancing measures. It was subsequently announced that North Norfolk District Council would receive £93,332 through this Fund. Conversations were therefore held with Norfolk County Council's Highway Team, town and (some) parish councils and local chambers of trade about the nature of social distancing measures which might be put in place in our towns and seafront areas to reassure the public in seeking to move to a "new normal" in terms of shops and tourism businesses re-opening for business after a 13-week shutdown.
- These initial conversations were positive and in the following two weeks the District Council developed its "You are Welcome" programme and established a team of staff to support the detailed development and implementation of social distancing proposals in each location – further details of which are provided below.
- Throughout May, concern has existed around the capacity of the RNLI Beach Lifeguard Team to provide cover at all of our Blue Flag beaches and discussions have therefore been held between the Leader of the Council, Leisure and Wellbeing Portfolio Holder and key staff about the options available to the Council in providing an important lifeguard / beach warden service on our beaches over the summer months – more detail of this issue is provided below.
- During the week of the 25th May, a Task and Finish Group of our internal Silver (Service Managers) arrangements developed draft policies relating to people returning to work and the Council moving back to a more "normal" level of service. These draft policies were then the subject of consultation with staff, elected members and partners (tenants of our buildings); with the policy document agreed by our internal Gold structure on 12th June, following which a programme of measures has been implemented within our office buildings in order that the Council as a corporate body can demonstrate compliance as a COVID-secure workplace.
- On 1st June, the Council launched its Discretionary (Business) Grant Scheme with online guidance, applications able to be submitted via an online form from 3rd June and with a closing date for applications being 23:59 on Sunday 21st June.
- Whilst throughout the lockdown period two food stalls have operated at Sheringham Market, the District Council re-opened its markets at Cromer on a Friday and Sheringham on a Wednesday and Saturday from Saturday 6th April.
- As further restrictions were eased by the Government from 1st June, the Council re-opened Cromer Pier from this date for people to enjoy by walking and sitting, but due to risk of virus transmission through

surface contact, initially fishing and crabbing were not allowed from the pier and continue to be kept under review.

- The District Council's remaining public toilets (with the exception of the Rocket House in Cromer) were re-opened from 12th June, in advance of the 15th June date for the re-opening of non-essential retail businesses. The Council has not as yet re-opened the facilities at the Rocket House, pending further guidance on social distancing and the operation of the lift in that building which provides access from North Lodge Park down on to the Cromer East Prom.
- Throughout May and June, the District Council has continued to accommodate the provision of mobile testing facilities provided by the military at The Meadow Car Park in Cromer and Highfield Road Car Park in Fakenham on two days a week in each location.
- In early June Norfolk was identified as one of 11 areas of England which would pilot the development of Local Outbreak Control Plans to manage and respond to local outbreaks of Coronavirus in the coming months. The Norfolk pilot is also leading on the control of outbreaks in food factory settings and Tracy Howard, the District Council's Environmental Health Commercial Manager, is leading this workstream as part of the wider development of the Norfolk Local Outbreak Control Plan.

2.2 Throughout May and June, the Strategic Co-ordinating Group (SCG) / Tactical Co-ordinating Group (TCG) arrangements at a County level and our internal civil contingency arrangements (as outlined in the 18th May Cabinet report) have continued to meet regularly (three times a week) and are considered to have operated well, allowing the District Council to participate in Countywide discussions on Response and Recovery and then interpret and develop local responses appropriate to North Norfolk and the Council at an organisational level. As levels of infection are now falling and considered to be at a low and stable level, consideration is being given to reducing the frequency of these SCG / TCG meetings in the next couple of weeks and as a District Council we will review our contingency plans and arrangements accordingly. Any structures and arrangements which have been in place are capable of being reinstated if there is any increase in the level of infections in the coming weeks and months.

2.3 Throughout the past thirteen weeks the Leader of the Council and Chief Executive have participated in a number of MHCLG, LGA, District Council Network and Norfolk level meetings and briefings on a range of issues relating to COVID – including Business Grants; Test, Track and Trace; issues of managing visitors in coastal areas post lockdown; Re-opening High Streets Safely; and the emerging Local Outbreak Control Plan arrangements.

3.0 Some key data and information on current actions being taken by the Council

3.1 Community Support, Shielded and Vulnerable People, Food Hubs

3.1.1 Over the period 26th March – 31st May the Council's Community Support service provided assistance to almost 2500 "shielding" individuals and a similar number of people who were self-isolating in North Norfolk in

accordance with Government guidance. Direct contact was made by District Council with all of the shielding individuals and the Council's dedicated COVID helpline and website handled almost 6100 requests (4209 calls and 1888 emails) for advice or assistance over this nine-week period.

- 3.1.2 During these nine weeks, the District Council made up and delivered emergency food parcels to 490 individuals and delivered over 2900 prescriptions to people who were shielding or self-isolating in the District, as well as passing on enquiries for assistance to the numerous local community organisations which had become established in response to COVID to provide support to vulnerable people and households at a neighbourhood level.
- 3.1.3 Over the five-week period 28th April to 5th June a team of ten council officers and nine elected members made "companion" calls to over 450 individuals in the District who were shielding to check on their wellbeing - with 191 individuals receiving follow up calls based on their request for ongoing support and friendship through the service.
- 3.1.4 During May, at a County level a database of those who were identified as vulnerable across the County was introduced and used by each district to manage contacts with our customers, both those who contacted our helpline and those who were added to the shielding and Extremely vulnerable lists, who the District Council had previously been proactively contacting. The Norfolk Vulnerability Hub provides a consistent approach to managing contact information and options are being explored for its wider use beyond the Coronavirus crisis. From the beginning of June, ongoing requests for assistance from vulnerable people across the County have been fulfilled through the Norfolk Vulnerability Hub, allowing the majority of the District Council staff who were redeployed to staff our outbound contact arrangements to shielding individuals, as well as the staff in our Local Co-ordination Centres and on prescription delivery duties, to be released back to their substantive roles.
- 3.1.5 The Council has received a number of letters and emails of thanks from individuals we have provided support to through the Community Support Programme, as well as from Town and Parish Councils, which has been very heartening at a time of pressure on our organisation and is testament to the flexibility, commitment and resilience of our staff in providing public service to our communities.
- 3.1.6 The strength of local community support models, including longstanding Good Neighbour schemes and groups established specifically in response to the COVID situation, has been crucial in meeting individual and local community needs at a local level and it will be important for the District Council moving forward to consider its ability to support these groups into the future through practical advice, volunteer development etc in order to harness the capacity and strengthen community resilience in the future.

3.2 Homeless Support

- 3.2.1 The Council has continued to provide accommodation for 13 rough-sleepers and homeless people through the period of the Coronavirus lockdown and is involved in discussions with County partners and the Government about the longer-term support which might be provided so that better outcomes in terms

of housing, health and hopefully employment can be secured for this group of people beyond COVID. These discussions are ongoing and will be reported to Cabinet verbally at the Cabinet meeting or in the coming months as possible support models are developed.

3.3 Business Grants and the Discretionary Grants Programme

3.3.1 Between the 7th April and 18th June, staff in the Business Rates Team and support functions have paid out £51.9m of Small Business Grants, which is 94.4% of our identified total by value, to 4711 customers out of an anticipated 4993 account holders believed to be eligible for support through this programme.

3.3.2 The Council launched its Discretionary Grant Scheme on 1st June, with online applications able to have been made from 3rd June through until 21st June. The Council has developed its own criteria for the scheme, whilst taking reference from the national guidance, to deliver a scheme which hopefully meets the specific needs of North Norfolk businesses given the impact they have experienced from COVID-19. Our scheme offers support to the following categories of business.

- Small businesses in shared offices or other flexible workspaces. Examples could include mills, units in industrial parks, science parks and incubators, which do not have their own business rates assessment;
- Regular market traders with fixed building costs, such as pitch fees or storage costs, who do not have their own business rates assessment;
- Bed & Breakfasts which pay Council Tax instead of business rates;
- Charity properties in receipt of charitable business rates relief which would otherwise have been eligible for Small Business Rates Relief or Rural Rate Relief.
- Businesses which are wholly involved in the hospitality, leisure and events industry but do not have a business premises open to visiting members of the public.
- Public Houses with a rateable value of £51,000 or higher
- Hotels with a rateable value of £51,000 or higher
- Day Nursery Premises

3.3.3 At the time of writing this report (20th June) the Council had received 224 applications for assistance under the Discretionary Grant Scheme. These are currently being reviewed, with payments to be made during the week of the 29th June. Details of the numbers of grants paid will therefore be reported verbally to the meeting of Cabinet on 6th July.

3.4 The “You are Welcome” campaign to support the Re-Opening of our High Streets and Tourist Areas Safely programme

- 3.4.1 Following the announcement of the Re-opening the High Street Safely Fund, the District Council held initial discussions with colleagues in County Highways and with Town Councils and Chambers of Trade to explore what type of social distancing measures might be implemented in towns across the District.
- 3.4.2 A number of small, temporary, highways related schemes have been proposed to assist with large numbers of pedestrians and people queuing to enter retail premises on narrow pavements. This has seen the suspension of a small number of on-street controlled parking spaces, allowing for the widening of pavements and advisory one-way pedestrian movements / queue guidance to be implemented.
- 3.4.3 In addition the District Council has commissioned some advisory “decals” (floor-placed images) to assist in social distancing; ordered some hand sanitising stations and is supporting local marketing campaigns. Recognising the character of our towns we are investigating the purchase of some good quality planters for use in some areas to minimise the use of unsightly plastic and metal barriers, although Government guidance has stated planters are not eligible expenditure under the Re-opening the High Street Safely Fund grant monies. Consideration is also being given to whether we could employ some Welcome Ambassadors in areas of key visitor pressure to provide advice to visitors on the social distancing measures in operation.
- 3.4.4 The first social distancing measures were introduced in Cromer and Sheringham town centres on Friday 19th June, with the schemes in other towns across the District due to be implemented during the week of the 29th June, before the 4th July when the Government has announced that food premises and tourism businesses will be permitted to re-open. We will implement these schemes as soon as we can dependent on the supply of the decals, hand sanitisers and planters.
- 3.4.5 Cabinet will be updated further on the roll out of the “You are Welcome” programme at its meeting of 6th July.

3.5 Beach Lifeguards

- 3.5.1 Early in the COVID lockdown the RNLI advised nationally that it believed it would be unable to recruit and train enough lifeguard staff to cover the usual 240 beach locations around the UK coast where it provided a beach lifeguard service. In North Norfolk we were advised that the RNLI would probably only to be able to service three of our beaches and even then at significantly reduced periods compared to a normal year. The Council was subsequently advised, in early May, that cover would be provided, based on risk assessments and a review of previous seasons activities, at Sea Palling from the 16th May; Cromer from the 20th June and one other beach (at that time not agreed) from the 4th July.
- 3.5.2 This concerned the District Council as the provision of lifeguard cover on our six Blue Flag beaches (Sheringham, West Runton, East Runton, Cromer, Mundesley and Sea Palling) and Wells Beach, which had a Rural Beach Award, was considered important in terms of our tourism offer. The Leader of the Council, Leisure and Wellbeing Portfolio holder and Leisure and Localities Manager therefore met to establish if on beaches where the RNLI said it

would be unable to provide a service this year, alternative arrangements could be made to provide a Beach Warden, rather than a lifeguard, service.

- 3.5.3 However, in early June the RNLI advised that it would be able to provide a service at Cromer from 13th June (a week earlier than previously advised) and that cover could be provided from 4th July at Mundesley, Sheringham and Wells. This means that compared to last year it will only be the quieter beaches of East and West Runton where a lifeguard service cannot be provided this year. Whilst this is regrettable, the position now proposed by the RNLI is considerably better than originally proposed and the Council is grateful for the efforts which have been made to provide this vital service to the District in the next few weeks. The Council comities to consider if it would be possible to provide a Beach Warden service at East and West Runton beaches.

4. Alignment with Corporate Plan objectives

- 4.1 As outlined in the report to Cabinet discussed on 18th May, the Coronavirus Pandemic is an unprecedented event of global scale, which has required a significant and co-ordinated response by North Norfolk District Council. Despite the significant challenges presented by the pandemic over a prolonged period, it is believed that the Council has responded well in maintaining core service provision, whilst at the same time delivering a range of support and activity during both the response and now the recovery phase.
- 4.2 The Council's task is not done however and in the coming weeks as town centre and tourism businesses re-open and we welcome back larger numbers of visitors to the District it will be necessary for the Council to ensure the continued provision of social distancing measures, maintaining our public toilets and clean beaches and promenades etc, as well as supporting the partnership arrangements being developed to manage future outbreaks of infection in support of actions proposed through the Local Outbreak Control Plan.
- 4.3 Whilst it is believed that the Council has responded well to the challenges presented by COVID and has achieved much which has been appreciated and valued by communities across North Norfolk in terms of supporting shielding and vulnerable individuals, payment of grants to businesses and closing and re-opening facilities and the implementation of social distancing measures in our town centres and tourist areas; there is always scope for learning and improvement and the Council is therefore undertaking a "lessons learned" review to capture learning from this event to date, the learning from which will be applied as we move through the Recovery phase and manage any local outbreaks of infections in the months ahead.

5. Medium Term Financial Strategy

- 6.1 The Council's Head of Finance and Assets continues to monitor the impact of COVID-19 on the Council's expenditure and income and is preparing a detailed financial report for the August Cabinet meeting.

6. Financial and Resource Implications

7.1 See comments made at 6 above.

7. Legal Implications

8.1 Decisions taken under emergency provisions through delegated powers / authority are detailed within a separate report on this Cabinet agenda.

8. Risks

9.1 This report details the Council's response to the global Coronavirus pandemic and proposes future actions in support of North Norfolk's Recovery from this significant global event. Decisions taken have been informed with reference to Government advice and guidance and decisions taken through the Norfolk Local Resilience Forum arrangements in the interests of the North Norfolk community. Options have been considered in the agreement of specific actions, including relevant and associated risks with decisions taken under emergency provisions discussed, agreed and recorded at meetings of the Council's Gold Civil Contingency arrangements with the overriding objectives of protecting public health and life of North Norfolk residents and managing pressure / demands on local NHS capacity, resources and infrastructure.

9. Sustainability

10.1 None as a direct result of this report.

10. Equality and Diversity

11.1 None as a direct result of this report – many of the actions taken by the Council have however sought to protect and support some of the most vulnerable people in our communities by virtue of their age, frailty, underlying health conditions or housing situation.

11. Section 17 Crime and Disorder considerations

12.1 None as a direct result of this report.

12. Recommendations:-

Cabinet is asked to note the Council's response and arrangements made to support Recovery from the Coronavirus Pandemic; and specifically comment upon the following:-

- **the short-term actions proposed in respect of:-**

- opening up the Council's services and facilities;
 - the development and implementation of social distancing measures through the "You are Welcome" programme to assist the Re-opening of our High Streets and Tourist Areas Safely
 - delivery of the Discretionary Business Grant Programme
 - the Council's planning for the return of staff to their main roles from working at home and redeployment into other roles;
 - the implementation of measures so that the Council is able to demonstrate compliance with the COVID-secure workplace guidelines
 - understanding the contribution North Norfolk District Council will make in supporting the partnership actions outlined in the Norfolk Local Outbreak Control Plan which will be a key element of managing any future outbreaks of COVID19 in the District over the coming months.
- the longer term need to review the Council's Medium-Term Financial strategy in light of the changing financial situation of the Council and as a result undertake a review of the Council's proposed programme of activity as previously detailed in the Corporate Plan and Delivery Plan.

Officer Delegated Decisions (May to July 2020)

Summary: This report details the decisions taken by Senior Officers under delegated powers from 20th May to 18 June 2020.

Options considered: Not applicable.

Recommendations: **To receive and note the report and the register of officer 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)

LIST OF BACKGROUND PAPERS AS REQUIRED BY LAW

(Papers relied on to write the report, which do not contain exempt information and which are not published elsewhere)

Delegated decision forms – as completed by the relevant officer

Cabinet Member(s) All	Ward(s) affected All
Contact Officer, telephone number and email: Emma Denny, Democratic Services Manager, 01263 516010	

1. Introduction

1.1 Officer delegated decision making process.

The officer delegated decision making process has been refreshed in light of the Covid-19 pandemic so that decisions that need to be made quickly can be. The reporting of decisions taken in this way has been strengthened, so it is clear that it is an officer decision that is being made, and the consultation requirements around those decisions. These decisions are available to the public through the website and are reported to Members through a weekly information bulletin. Key decisions are reported to Cabinet. The process for reporting and consulting on these decisions is contained in the Constitution at Chapter 6, 5.1 and 5.2 and the publication of these decisions is a legal requirement.

2. The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020

- 2.1 Following the outbreak of the Covid 19 pandemic, the Council had to realign its resources and the committee meeting cycle was reviewed and adapted to accommodate the business coming through. The regulatory committees and Cabinet continued to meet from the outset, although not always on the scheduled cycle, with the oversight committees and some working parties recommencing from May 2020. Committee meetings continue to be held remotely. All decisions taken under delegation from mid-March onwards are recorded on the Council's website: <https://www.north-norfolk.gov.uk/tasks/democratic-services/officer-delegated-decisions/>
- 2.2 Several of the key decisions that were taken under delegation in the early stages of the pandemic, have now been re-visited and reversed and this is reflected in the summary list of officer decision (Appendix A). All of the decisions taken since March 2020 are included in the list.

3. Consultation

- 3.1 The Constitution requires that for the exercise of any power or function of the Council in routine matters falling within established policies and existing budgets, where waiting until a meeting of the Council, a committee or working party would disadvantage the Council, an elector or a visitor to the District, then the officer exercising the power must consult with the Leader, the relevant portfolio holder and if it relates to a particular part of the District, the local member.
- 3.2 For the exercise of any power or function of the Council, which in law is capable of delegation, in an emergency threatening life, limb or substantial damage to property within the District, the senior officer shall consult with the Leader or the Deputy Leader. The Covid 19 pandemic was considered to fall within this category.
- 3.3 Overview and Scrutiny Committee will receive the delegated decisions list at their meetings so they can fully understand why they were taken and assess the impact on the Council.

4. Financial and Resource Implications

As many of the decisions taken by officers under delegated powers were key decisions there is a financial impact. The majority of the decisions reported to Cabinet on 6th July were related to Covid 19 and had not been included in the Budget set by Full Council on 26th February 2020.

5. Legal Implications

The Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012 require that all decisions, including those taken by officers, must state:

- The decision taken and the date it was made
- The reasons for the decision

- Details of options considered and rejected and the reasons why they were rejected
- Declarations of interest and any dispensations granted in respect of interests

Officers taking a decision under delegation are required to complete a form.

6. Conclusion and Recommendations

Several decisions, including key decisions, have been taken by senior officers under delegated authority during the Covid 19 pandemic. Each decision has been recorded and a summary is provided at Appendix A

Recommendation:

Cabinet is asked to receive and note the register of officer decisions taken under delegation.

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Record of Decisions taken under Delegated Authority (Appendix A)

Delegated Power being exercised;	Key Decision y/n	Officer exercising Delegation	Details of decision made	Consultations undertaken	Date of decision	Date Reported to Council/Cabinet
<p><i>Chapter 6; Full delegation to Chief Officers</i></p> <p><i>Section 5.1: routine matters</i></p> <p><i>Section 5.2 Emergency powers</i></p>				<p><i>Section 5.1 : Leader or Portfolio Holder/Local Member</i></p> <p><i>Section 5.2: Leader or Deputy Leader</i></p>		
Section 5.2	Yes	Chief Executive	<p>To close a number of public conveniences which had seen vandalism and theft / removal of toilet rolls and liquid soap in response to panic buying as people prepared for anticipated Government statement on Coronavirus lockdown. The decision was taken to close 17 of the Council's 39 public conveniences in response to incidences of theft and vandalism over the past week and to allow redirection of cleansing staff to other activities.</p>	S.5.2 – Leader of the Council	19.03.20	18 May 2020
Section 5.2	Yes	Chief Executive	<p>Decision taken to close Coastal Car Parks operated by the District Council in light of large numbers of people visiting the coast over the weekend of 21st and 22nd March against Government guidance on social distancing and non-essential travel to try and limit the spread of Coronavirus</p>	S.5.2 – Leader of the Council	23.03.20	18 May 2020

Record of Decisions taken under Delegated Authority (Appendix A)

Section 5.2	Yes	Chief Executive	To close all public conveniences operated by the District Council on a temporary basis.	S.5.2 – Leader of the Council	24.03.20	18 May 2020
Section 5.2	Yes	Chief Executive	To close Cromer Pier for public access in light of Government guidance on social distancing and non-essential travel during the Coronavirus situation (extended on 16 April 2020)	S.5.2 – Leader of the Council	24.03.20	18 May 2020
Section 5.2	Yes	Chief Executive	To establish 10 Local Co-ordination Centres to support delivery of frontline community support to Shielding and Vulnerable People in the community in response to the Coronavirus national lockdown.	S.5.2 – Leader of the Council	26.03.20	18 May 2020
Section 5.2	Yes	Chief Executive	To send letter to all households in North Norfolk detailing contact details and community support arrangements in response to national Coronavirus lockdown – providing information on dedicated helpline and email address, Hardship Fund and Benefits advice, business advice, community volunteering etc. This was a Norfolk wide initiative – the costs of which district authorities agreed to meet at a district level	S.5.2 – Leader of the Council	26.03.20	18 May 2020

Record of Decisions taken under Delegated Authority (Appendix A)

Section 5.2	Yes	Head of Economic & Community Growth	To support the Council's leisure contractor with its immediate and longer term cashflow issues as a result of the Government's response to the Covid 19 emergency, which has statutorily required the closure of all leisure centres for use by members of the public for their intended use.	S.5.2 – Leader of the Council	26.03.20	18 May 2020
Section 5.2	Yes	Chief Executive	Decision taken to close Car Parks at Holt Country Park, Pretty Corner Woods and Vale Road Beach Access at Trimmingham in response to a request from local police due to large numbers of people undertaking non-essential travel to these sites for walking and exercise over weekend of 28 th and 29 th March against Government advice to limit the spread of Coronavirus	S.5.2 – Leader of the Council	31.03.20	18 May 2020
Section 5.2	Yes	Chief Executive	To re-confirm previous decisions made on 23 rd , 24 th and 31 st March to close coastal car parks and car parks at Holt Country Park, Pretty Corner Woods and Vale Road Beach access, Trimmingham; as well as all District Council public conveniences in support of the Government extension of the Coronavirus lockdown.	S.5.2 – Leader of the Council	16.04.20	18 May 2020

Record of Decisions taken under Delegated Authority (Appendix A)

Section 5.2:	Yes	Chief Executive	Decision to allow COVID mobile testing facilities to be operated by military personnel to operate from NNDC car parks at The Meadow, Cromer and Highfield Road, Fakenham	s.5.2 – Leader of the Council (Gold Command meeting)	30.04.2020	06.07.2020
Section 5.1	No	Head of Economic & Community Growth	<p>North Walsham High Street Heritage Action Zone - Funding</p> <p>In the light of the funding offer and the current pandemic crisis, officers reviewed the budgetary position and the matter reported to Cabinet at its pre-Cabinet meeting, where the decision was taken to proceed with the scheme and to identify an appropriate source from which the necessary budget to be drawn.</p>	Cabinet	04.05.20	04 May 2020 (Cabinet pre-agenda meeting)
Section 5.2:	No	Chief Executive	To re-confirm previous decisions made on 24 th March and 16 th April to close Cromer Pier for public access in light of Government guidance on social distancing and non-essential travel during the Coronavirus situation in support of Government advice that people should only leave home for a limited number of essential activities	s.5.2 – Leader of the Council (Gold Command meeting)	08.05.2020	06.07.2020
Section 5.2:	No	Chief Executive	Decision to re-open the car parks at Holt Country Park, and Pretty Corner Woods from Wednesday 13 th May in response to the Prime Minister's statement of the 10 th May that people would be allowed to travel for exercise.	s.5.2 – Leader of the Council (Gold Command meeting)	11.05.2020	06.07.2020

Record of Decisions taken under Delegated Authority (Appendix A)

Section 5.2:	No	Chief Executive	Decision to re-open the Beach Lane, Weybourne Coastal car park following a request from Weybourne Parish Council from Friday 15 th May.	s.5.2 – Leader of the Council (Gold Command meeting)	14.05.2020	06.07.2020
Section 5.2	No	Chief Executive	Agreement to request made by Fakenham Town Council for the Bridge Street public toilets in the town to be opened, initially on Thursday 21 st and Thursday 28 th May, to support the phased re-opening of the town's Charter Market.	s.5.2 – Leader of the Council (Gold Command meeting)	18.05.2020	06.07.2020
Section 5.2:	Yes	Chief Executive	Decision to re-open the following public toilets from 22 nd May: <ul style="list-style-type: none"> • Beach Road, Wells-next-the-Sea • The Quay, Blakeney • Lushers Passage, Sheringham • Water Lane, West Runton • The Meadow, Cromer • Beach Road, Mundesley • Coast Road, Walcott • Beach Road, Sea Palling • Station Road, Hoveton 	s.5.2 – Leader of the Council (Gold Command meeting)	20.05.2020	06.07.2020
Section 5.2:	No	Chief Executive	Decision to re-open the Clink Lane, Sea Palling Coastal car park from 21 st May.	s.5.2 – Leader of the Council (Gold Command meeting)	20.05.2020	06.07.2020
Section 5.2:	No	Chief Executive	Decision to re-open the following Coastal car parks from 29 th May. <ul style="list-style-type: none"> • Beach Road, East Runton • Runton Road, Cromer • Pauls Lane, Overstrand • Gold Park, Mundesley • Cart Gap, Happisburgh • 	s.5.2 – Leader of the Council (Gold Command meeting)	20.05.2020	06.07.2020

Record of Decisions taken under Delegated Authority (Appendix A)

Section 5.2	Yes	Chief Executive	<p>Decision to re-open the following public toilets from 29th May.</p> <ul style="list-style-type: none"> • Stearman’s Yard Car Park, Wells • Bridge Street Car Park, Fakenham • Bridewell Street, Walsingham • Albert Street Car Park, Holt • Holt Country Park, Holt • The Lees, Sheringham • Beach Road Car Park, East Runton • Runton Road Car Park, Cromer • Cadogan Road Car Park, Cromer • West Prom, Cromer • North Lodge Park, Cromer • Pauls Lane Car Park, Overstrand • New Road Car Park, North Walsham • The Promenade, Mundesley • Cart Gap Car Park, Happisburgh • Ludham Bridge, Ludham • Horning Village Car Park, Horning • Adjacent Lathams, Potter Heigham 	s.5.2 – Leader of the Council (Gold Command meeting)	20.05.2020	06.07.2020
Section 5.1	Yes	Head of Legal	<p>Cromer Sport Hub – mediation</p> <p>Mediation with a clear negotiation envelope was undertaken on 29 May 2020.</p> <p>A settlement figure was reached representing, in the view of the Head of Legal a good settlement option, and was well within the recommended settlement envelope.</p>	S 5.1 – Portfolio Holder	29.05.20	01 June 2020

Record of Decisions taken under Delegated Authority (Appendix A)

Section 5.2:	Yes	Chief Executive	Decision to re-open Cromer Pier for public access, including the public toilets, from 1 st June.	s.5.2 – Leader of the Council (Gold Command meeting)	29.05.2020	06.07.2020
Section 5.2	Yes	Head of Finance	To establish a Discretionary Grant Scheme for local businesses.	S 5.1 – Portfolio Holder	29.05.2020	06.07.2020
Section 5.2	No	Chief Executive	Street signage: Printing of 7340 street signage decals – cost £33,030 plus VAT.	s.5.2 – Leader of the Council (Gold Command meeting)	03.06.2020	06.07.2020
Section 5.1	no	Head of Finance	Staithe Street car park, Wells: To reopen and operate as a public pay and display car park.	S 5.1 – Portfolio Holder	01.06.2020	06.07.2020
Section 5.2:	Yes	Chief Executive	to temporarily suspend coach parking facilities in the Cadogan Road Car Park, Cromer and Station Approach Car Park, Sheringham and re-line for use as car parking spaces for this summer season	s.5.2 – Leader of the Council (Gold Command meeting)	08.06.2020	06.07.2020
Section 5.2:	Yes	Chief Executive	Adoption of Return to Work guidance and implementation of measures within the NNDC offices and Fakenham Connect so that the Council is able to demonstrate compliance with the COVID-secure requirements outlined by the Government.	s.5.2 – Leader of the Council (Gold Command meeting)	08.06.2020	06.07.2020
Section 5.2:	Yes	Chief Executive	To move forward with a programme of social distancing measures to support the Re-opening of our High Streets and Tourist	s.5.2 – Leader of the Council (Gold Command meeting)	08.06.2020	06.07.2020

Record of Decisions taken under Delegated Authority (Appendix A)

			Areas Safely under the “You are Welcome” project branding.			
Section 5.2	Yes	Chief Executive	Decision to re-open the following public toilets from 29 th May. <ul style="list-style-type: none"> • Queens Road Car Park, Fakenham • Highfield Road, Fakenham • Newgates Lane, Wells • East Prom, Sheringham • Vicarage Street Car Park, North Walsham • Coast Road, Bacton • Womack Water, Ludham • Hickling Broad, Hickling 	s.5.2 – Leader of the Council (Gold Command meeting)	08.06.2020	06.07.2020
Section 5.1	No	Head of Finance	Agreement to proceed with proposed agreements (see summary below) at Fakenham Connect Offices to formally agree previous alterations to the property with the head landlord, permissions for subletting, and authorisation to enter into formal lease agreements with tenants that are currently occupying the premises on a tenancy at will basis.	s.5.1 – Portfolio Holder	19.06.20	06.07.2020
Constitution, scheme of delegation to officers (follows section 2.3).	No	Head of Finance	Enabling land, Sheringham: To amend the proposed terms as outlined in the Cabinet report and agree a nil deposit as a worst case position and undertake further negotiations.	Head of Legal & relevant portfolio holders	18.06.2020	06.07.2020
Section 5.1	No	Head of Finance	To make an advance payment to Metnor Construction in respect of the fabrication and construction of the steel frame for the new Splash leisure facility.	s.5.1 – Portfolio Holder	19.06.20	06.07.2020

Record of Decisions taken under Delegated Authority (Appendix A)

Section 5.1	No	Head of Economic & Community Growth	To relax the car parking fee to enable the first two hours at Station Approach and Albert Street Car Parks in Holt to be free of charge for the period up until 31 st July 2020.	s.5.1 – Portfolio Holder s.5.2 - Leader	23.06.2020	06.07.2020
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Agenda Item No _____

PURCHASE OF FURTHER PROPERTY FOR USE AS TEMPORARY ACCOMMODATION FOR HOMELESS HOUSEHOLDS

Summary: This report identifies a further suitable property to be purchased by NNDC for use as temporary accommodation for homeless households.

Options considered: Do not purchase this unit but instead invest the budget.

Conclusions: The Council has a duty to provide temporary accommodation for homeless households. The Council purchases much of this accommodation from the private sector with a significant net cost to the Council. Purchase of this property will provide a quality, flexible home for temporary accommodation and there is budget provision available to purchase such homes.

Recommendations: That Cabinet agrees to the purchase of the identified property (subject to an independent valuation and survey) using the budget provision.

Reasons for Recommendations: To provide authority for expenditure over £100,000.

LIST OF BACKGROUND PAPERS AS REQUIRED BY LAW

(Papers relied on to write the report, which do not contain exempt information and which are not published elsewhere)

Budget report to Full Council - 22 February 2017
 Purchase of two properties for use as Temporary Accommodation for homeless households – Cabinet 2 March 2020
 Purchase of further property for use as Temporary Accommodation for homeless households - Cabinet 18 May 2020

Cabinet Member(s) Councillor Andrew Brown	Ward(s) affected North Walsham East
Contact Officer, telephone number and email: Contact Officer: Nicky Debbage, Housing Strategy & Delivery Manager, Tel: 01263 516027, email nicky.debbage@north-norfolk.gov.uk	

1. Introduction

1.1 The council has a duty to provide emergency/temporary accommodation (TA) for homeless households whilst assessing their case and/or ahead of securing more permanent accommodation. The council uses a range of accommodation to meet this duty and, whilst some of the costs of this

accommodation are covered by housing benefit, this is only payable up to 90% of Local Housing Allowance (the amount set by government that can be covered by housing benefit). This level has increased since April 2020 (after several years frozen) but is still relatively low when compared to many market rents – e.g. £540 per month for a two bed home.

- 1.2 The cost of temporary accommodation used varies greatly. Costs can be in excess of £100 per night, with the typical cost of bed and breakfast type accommodation used at £280 per week – making it a very expensive accommodation option. The difference between actual costs and the element of costs eligible for housing benefit is borne by the council and has risen in recent years with the forecast cost for this year in excess of £230k.
- 1.3 As well as the financial cost of TA, there are clearly quality issues with bed and breakfast style temporary accommodation. Whilst the council tries where possible to use self-contained accommodation with at least basic cooking facilities, that is not always possible. Providing self-contained properties for use as TA will give homeless households a period of relative stability and an opportunity for households to lead a relatively normal life and to demonstrate their capability to hold a tenancy. For those households that need it, this form of TA will also mean a period of time to learn, with support, some basic skills such as budgeting.
- 1.4 The council already owns two units which it has purchased to use for TA (and let at 90% of LHA meaning rent can be fully covered by housing benefit). The council had agreed in principal to purchase four further flats to be used for TA on the Laundry Loke site in North Walsham from Flagship Housing. Full Council approved a capital budget for £610,000 to purchase properties to be used for TA; however, it was considered that the purchase of properties from the market would represent better value for money and this allow the flats at Laundry Loke to be retained by be Flagship and let as affordable housing.

2. Property purchase

- 2.1. Over recent months, officers from the Housing Options and Property Services teams have undertaken extensive property searches to identify suitable potential properties to be purchased for TA. The criteria for this search included:
 - Location – properties need to have good proximity to services (schools, shops, doctors, etc.) and transport links, preferably located in or around one of the towns;
 - Property type – the predominant need is for 1 or 2 bed houses or self-contained flats, and if possible for these to be accessible for disabled households;
 - Condition – homes need to be in good condition with no major refurbishment needs, enabling quick letting;
 - Price – all homes would be subject to an independent valuation to ensure they represent a good investment. However, in line with the rudimentary viability modelling undertaken, ideally the total cost (including any repairs and legal costs) should be no more than £175k. A lower cost would be preferable to allow the purchase of four properties for the £610k earmarked budget.
- 2.2 Using these criteria viewings have been carried out on 20+ properties
- 2.3 Using these criteria three properties (a 2-bed bungalow and a 2-bed flat in

North Walsham, and a 1-bed flat in Hempton) have already been purchased.

- 2.4 It is now recommended that a further property be purchased, details of the financial aspect of this potential purchase can be found in Appendix 1, but in summary it is a two-bed house in North Walsham. The house is available for immediate occupation (no chain), in a good central location with easy access to facilities, in good condition with a modern heating system (ready to let with the usual safety checks).
- 2.4 The purchase and letting costs of properties 1, 2 and 3 (already purchased) are estimated at £418,435. This means there is still £191,565 potentially remaining from the £610k earmarked budget to purchase a fourth property. Purchase of this fourth property will leave just under £20k, which is clearly insufficient to purchase any further properties, so Cabinet may wish to consider whether this could be set aside for any ongoing repairs or improvements to the Council's TA stock; or whether to make further provision to allow for the expansion of the approach to meeting TA needs in North Norfolk in this way.

3. Corporate Plan Objectives

- 3.1 This proposal helps deliver the Corporate Plan objective "Local Homes for Local Need" and helps us deliver our statutory duty to provide accommodation for homeless households.

4. Medium Term Financial Strategy

- 4.1. Use of this home for TA, instead of a more costly (and poorer quality) alternative such as bed and breakfast, will help reduce the net spend on TA.

5. Financial and resource implications

- 5.1. Charging a rent at 90% of Local Housing Allowance on this home - which is a rent of £540 per month (£6,480 per annum) - will mean all the rent can be covered by government funding. *N.B. there has been an increase in LHA rates from April 2020, which had been frozen for a number of years. From 2020 rates have been once again set in line with the bottom 30th percentile market rents. This has had a significant impact on LHA levels, for example the weekly LHA for a 2-bed home has risen from £120.02 in 2019 to £138.08 in 2020 (and therefore 90% of LHA has also risen = from £108.02 in 2019 to £124.27 in 2020). These increased rates are included in these calculations and clearly has an impact on the viability of the council providing TA, but should also reduce the net cost of other forms of TA to the council.*
- 5.2 Instead of purchasing homes for use as TA the council could choose to invest this capital. An investment of £172,125 at 3.3% gives an annual return of £5,680. However, against this return on investment, one household would continue to require other forms of TA at a cost of £14,560 (based on 52 x typical weekly B&B cost of £280). We would receive 90% LHA against these costs of £6,480 p.a. Therefore, there would still be a net cost to the council of £8,080 p.a. offsetting the 'gain' from investing rather than purchasing.
- 5.3 Using the capital to purchase the property for TA would produce a potential rent of £6,480 p.a., there would be costs for managing and maintaining the home of £2,300 (£800 management, £700 maintenance, £800 capital works) resulting in a net income of £4,180.

- 5.5 Comparing the return from investing the £172,125, but continuing to pay bed & breakfast for a household in TA – which results in a net cost to the council; with using the funds to buy this property for TA – which results in a net income to the council. Therefore, the recommended purchase is a better investment approach.

Option	Income		Expenditure		Net Cost/ Income to Council
	Interest	90% of LHA	B&B Cost	Manage- ment and maintenance	
Invest money	£5,680	£6,480	£14,560	£0	-£2,400
Buy property and let for TA	£0	£6,480	£0	£2,300	£4,180

6. Legal implications

- 6.1. The council is able to hold in the General Fund, and let on licence, homes to be used for TA for homeless households. Legal input will be required to ensure effective conveyancing and to identify any legal constraints on properties.

7. Risks

- 7.1. The key risks and mitigations associated with this purchase are:
- The property is a poor investment – mitigated by purchase being subject to an independent valuation
 - The property has unforeseen major investment needs – mitigated by purchase being subject to a full survey
 - The property is not required for TA in the future – mitigated by either sale of the asset or use as market rented home (if a housing company is in place)

8. Sustainability

The purchased homes will achieve good energy standards and improvements to heating and insulation will be undertaken to ensure this where required.

9. Equality and Diversity

No direct implications in this report

10. Section 17 Crime and Disorder considerations

No direct implications in this report

11. Conclusion and Recommendations

This proposal helps deliver the Corporate Plan objective “Local Homes for Local Need” and also helps deliver the council’s statutory duty to provide accommodation for homeless households.

There is a need for good quality TA units and there is budget provision available to purchase such homes. This property will provide a quality, flexible

home for TA or for other future uses. It is therefore recommended to purchase this home – subject to an independent valuation and full survey.

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

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