

Cabinet



Please contact: Emma Denny

Please email: emma.denny@north-norfolk.gov.uk

Please Direct Dial on: 01263 516010

Friday, 24 July 2020

A meeting of the **Cabinet** of North Norfolk District Council will be held in the remotely via Zoom on **Monday, 3 August 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

Chief Executive: Steve Blatch
Tel 01263 513811 **Fax** 01263 515042 **Minicom** 01263 516005
Email districtcouncil@north-norfolk.gov.uk **Web site** www.north-norfolk.gov.uk

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 6th July 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 within the Overview and Scrutiny Procedure Rules

8. RECOMMENDATIONS FROM CABINET WORKING PARTIES

At the meeting of the Planning Policy & Built Heritage Working Party held on 13th July 2020, the following recommendations were made to Cabinet:

Item 7

FIVE YEAR LAND SUPPLY STATEMENT 2020

RECOMMENDED

That the Five Year Land Supply Statement 2020 is published.

Item 8

LOCAL PLAN SITE ALLOCATIONS: Briston / Melton Constable, Cromer & Blakeney

RECOMMENDED

1. That the following sites be identified for inclusion in the Local Plan:

Settlement	Site reference number	Site Description
Briston	BRI01	Land east of Astley Primary School
Briston	BRI02	Land west of Astley Primary School
Blakeney	BLA01	Land south of Morston Road
Cromer	C07/2	Land at Cromer High Station
Cromer	C16	Former Golf Practice Ground (subject to a comprehensive drainage strategy)
Cromer	C22/1	Land west of Pine Tree Farm (subject to being resolved)

2. That the following site is removed from the Local Plan:

Settlement	Site reference number	Site Description
Blakeney	BLA04/A	Land east of Langham Road

3. That consideration of site C10/1 (Land at Runton Road/Clifton Park) is deferred pending an opportunity to consider the deliverability of sites C18 (Land south of Burnt Hills) and C42 (Roughton Road South).

4. The final policy wording is delegated to the Planning Policy Manager.

9. COVID 19 FINANCIAL IMPLICATIONS - 2020/21 REVISED BUDGET UPDATE 9 - 30

Summary:

This report follows the previous COVID-19 financial update provided to Members in May, at which time a net budget deficit of c£1m was being forecast for the 2020/21 financial year. The anticipated year end deficit is now forecast to have reduced significantly from the previous report to around £0.4m although it should be noted this is still based on a number of assumptions about future funding and income pressures and assumptions regarding further government support which are discussed in more detail within the body of the report.

This second report provides a further update and follows the government announcement made on 2 July in respect of additional support towards lost income. It contains high level proposals for revising the 2020/21 budget to ensure that budget monitoring for the remainder of the year is meaningful, whilst also considering the

impact on the Council's medium term financial position.

The coronavirus COVID-19 pandemic continues to represent a significant challenge for the District Council which will continue to impact on the Council's resources and budget during 2020-21 and future years.

Options considered:

This report sets out the current high level forecasts relating to the COVID-19 pandemic taking account of the latest central government support package. There are a number of options considered based on the recommendations made within the previous report in respect of capital resources, budget re-prioritisation, savings and reserves.

Conclusions:

The country continues to face an unprecedented public health crisis which will have impacts on the Council's expenditure and income during the current financial year and future budgets. It will continue to be important to continue to engage with Government, MPs and other stakeholders to campaign for adequate and sustainable funding for the District so that we can continue to deliver vital services to residents, businesses and visitors and this includes the current year and beyond.

The current pandemic demands very different ways of working and will require ongoing review and consideration of current and future priorities as well as different and innovative service delivery models. Looking beyond the immediate impacts, the overall level of uncertainty means the financial environment remains extremely challenging for the foreseeable future, none of which is helped by the ongoing delays to the various local government funding reviews. The assumptions upon which both the Medium Term Financial Strategy (MTFS) and the 2020/21 budget are based have been significantly undermined by the current crisis.

The current projected budget position (c£0.4m deficit 2020/21) is constantly changing and therefore the high level

projections contained within this report must be seen in this context and could be subject to significant change depending on further announcements over the coming months. The report contains high level proposals for revising the 2020/21 budget to ensure that budget monitoring for the remainder of the year is meaningful.

Recommendations:

It is recommended that Cabinet note and agree:

- 1. The current package of financial support being provided to the Council by the government to support its response to COVID-19 and the continued importance of central government lobbying for further additional financial support;**
- 2. The updated 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 alternative Council resources;**
- 3. The proposals for revising the budget at the current time (and the one-off costs to be funded from reserves) to ensure that budget monitoring for the remainder of the year is meaningful, including funding any year end deficit from the Property Reserve (£0.4m);**
- 4. The various caveats and risks associated with the current forecasts and;**
- 5. The proposals in respect of updating the Medium Term Financial Strategy (MTFS) and the financial planning framework for the 2021/22 budget.**

Reasons for
Recommendations:

To update Members in respect of the impact of COVID-19 on the Council's budget and resource position for 2020/21

and indeed future years.

Cabinet Member(s) Eric Seward	Cllr	Ward(s) affected All
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Contact Officer, telephone number and email: Duncan Ellis (Head of Finance & Assets), ext 6330, Duncan.ellis@north-norfolk.gov.uk

10. TREASURY MANAGEMENT ANNUAL REPORT 2019/20

31 - 40

Summary: This report sets out the Treasury Management activities actually undertaken during 2019/20 compared with the Treasury Management Strategy for the year.

Options Considered: This report must be prepared to ensure the Council complies with the CIPFA Treasury Management and Prudential Codes.

Conclusions: Treasury activities for the year have been carried out in accordance with the CIPFA Code and the Council's Treasury Strategy.

Recommendations: That the Council be asked to RESOLVE that The Treasury Management Annual Report and Prudential Indicators for 2019/20 are approved.

Reasons for Recommendation: Approval by Council demonstrates compliance with the Codes.

Cabinet Member(s): Eric Seward	Cllr	Ward(s) affected: All
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Contact Officer, telephone number and email: Lucy Hume, 01263 516246, lucy.hume@north-norfolk.gov.uk

11. DEBT RECOVERY 2019/2020

41 - 64

Summary: This is an annual report detailing the council's collection performance and debt management arrangements for 2019/20

The report includes a:

- A summary of debts written off in

each debt area showing the reasons for write-off and values.

- Collection performance for Council Tax and Non- Domestic Rates.
- Level of arrears outstanding
- Level of provision for bad and doubtful debts

- Recommendations:
- 1) To approve the annual report giving details of the Council's write-offs in accordance with the Council's Debt Write-Off Policy and performance in relation to revenues collection.
 - 2) To agree the Debt Write Off Policy (shown in Appendix 2)
 - 3) To agree the use of High Court Enforcement Agents if considered necessary (shown in Appendix 3)

Cabinet member(s): Eric Seward
All All
Contact Officer, telephone number, Sean Knight 01263 516347
and e-mail: Sean.Knight@north-norfolk.gov.uk

12. OFFICER DELEGATED DECISIONS - JUNE TO JULY 2020

65 - 70

Summary: This report details the decisions taken by Senior Officers under delegated powers from 19th June to 24th July 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

13. PROPERTY TRANSACTION, LEASE RENEWAL AT CROMER PROMENADE 71 - 82

Summary: The tenant concerned approached the Council in 2019 with regards to extending the term of the ground lease as the lease had 4 remaining years. This was to give them greater certainty over continuing their business at that site particularly as they had recently invested in their premises.

Options considered:

To continue with the existing lease. As the lease only has a relatively short period till it expires, it offers no security to either the tenant to enable them to invest in their premises nor the Council in terms of an ongoing rental income.

Conclusions: This proposal seeks to support the Council's financial strategy by optimising income generation through granting a longer term ground lease and by including provisions incorporated within that lease to review the rent.

Recommendations: **That Cabinet agrees:**

- **Surrender of the existing lease**
- **Re-grant of new 20 year lease as set out in the exempt Heads of Terms**

Reasons for Recommendations: The surrender and re-grant of a ground lease will ensure the continued receipt of rental income for a further 20 year period.

Cabinet Member(s) Cllr G Hayman	Ward(s) affected
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Contact Officer, and email:
Renata Garfoot, Estates & Asset Strategy Manager
Renata.garfoot@north-norfolk.gov.uk

14. EXCLUSION OF PRESS AND PUBLIC

To pass the following resolution:

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

15. PRIVATE BUSINESS