

Cabinet



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Thursday 27th August 2020

A meeting of the **Cabinet** of North Norfolk District Council will be held remotely via Zoom on **Monday, 7 September 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
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A G E N D A

- 1. TO RECEIVE APOLOGIES FOR ABSENCE**
- 2. MINUTES** 1 - 8

To approve, as a correct record, the minutes of the meeting of the Cabinet held on 3rd August 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** 9 - 10

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 GOVERNANCE, RISK & AUDIT COMMITTEE** 11 - 12

To consider recommendations from the meeting of the Governance, Risk & Audit Committee held on 4th August 2020.
- 9. RECOMMENDATIONS FROM CABINET WORKING PARTIES** 13 - 14

To consider recommendations made at the meeting of the Planning Policy and Built Heritage Working Party held on 17 August 2020.
- 10. 2019/20 OUTTURN REPORT (PERIOD 12 BUDGET MONITORING REPORT)** 15 - 80

Summary: This report presents the provisional outturn position for the 2019/20 financial year which shows a General Fund underspend of £97,114. This includes a General Fund Net Operating overspend of

£358,979 which includes a reduction in investment/borrowing interest of £124,683. There is a small deficit of £153,601 on the Collection Fund in respect of Council Tax. The total deficit of £512,580 has been offset by surplus Business rates income in respect of pilot gain of £609,694. It also provides an update in relation to the Council's capital programme. Details are included within the report of the more significant year-end variances compared to the current budget for 2019/20. The report also makes recommendations for contributions to reserves.

Options considered: The report provides a final budget monitoring position for the 2019/20 financial year. Whilst there are options available for funding the overspend in the year, the report makes recommendations that provide funding for ongoing commitments and future projects.

Conclusions: The revenue outturn position as at 31 March 2020 shows an overall underspend of £97,114. The final position allows for £276,660 from budget and grant underspends to be rolled forward within Earmarked Reserves to fund ongoing and identified commitments for which no budget has been allocated in 2020/21. The position as reported will be used to inform the production of the statutory accounts which will then be subject to audit by the Council's external auditors.

Recommendations: **Members are asked to consider the report and recommend the following to Full Council:**

- a) The provisional outturn position for the General Fund revenue account for 2019/20;
- b) The transfers to and from reserves as detailed within the report (and appendix C) along with the corresponding updates to the 2020/21 budget;
- c) Allocate the surplus of £97,114 to the General Reserve;
- d) The financing of the 2019/20 capital programme as detailed within the report and at Appendix D;
- e) The balance on the General Reserve of £2.404 million (after allocation of the underspend per recommendation c);

- f) The updated capital programme for 2020/21 to 2023/24 and scheme financing as outlined within the report and detailed at Appendix E;
- g) The outturn position in respect of the Prudential Indicators for 2019/20 as detailed in Appendix F and;
- h) Agree the award of the new cleaning contract to Eco Clean Services Ltd.

Reasons for Recommendations: To approve the outturn position on the revenue and capital accounts that will be used to produce the statutory accounts for 2019/20.

LIST OF BACKGROUND PAPERS AS REQUIRED BY LAW

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

<i>Budget Monitoring Reports, NNDR returns</i>
Cabinet Member(s): Cllr Eric Seward
Contact Officer, telephone number and email: Duncan Ellis, 01263 516330, Duncan.Ellis@north-norfolk.gov.uk

11. NORTH NORFOLK DISTRICT COUNCIL'S ACTIONS IN THE RECOVERY PHASE OF THE CORONAVIRUS PANDEMIC 81 - 94

Summary:

This report details the actions taken by North Norfolk District Council in the Recovery phase of the Coronavirus Pandemic at a strategic, local and organisational level over the period July – mid August 2020.

This includes:-

- rolling out the “You are Welcome” reassurance programme to support local retail, hospitality and tourism businesses re- open through the implementation and ongoing review of practical social distancing measures and hand washing facilities so as to create and maintain safe, attractive town centre and seafront environments, in accordance with Government guidance through the Re-opening the High Street Safely Fund programme
- with our cleansing contract partner, SERCO, responded to large numbers of visitors to the District through increasing the frequency of toilet cleansing, beach and foreshore cleansing and litter bin emptying in response to unprecedented levels of demand / rubbish
- managing the re-opening of Council playgrounds

following Government announcements on the phased easing of lockdown restrictions from 20th July

- purchasing a fogging machine which has been deployed to reduce the potential transmission of Coronavirus on “high-touch” surfaces within the District Council’s public conveniences, playgrounds, foreshore shelters and on Cromer Pier
- completing the paying out of Small Business Grants on behalf of the Government and operating a £2.76million Discretionary Grant Scheme over two phases and recently extended to provide support to some town and parish councils which have lost sources of regular income due to COVID.
- Providing temporary accommodation for 55 individuals / households at a cost to date in this financial year of £317,000
- making a successful bid for £330,000 under the Norfolk Tourism Sector Support Programme of the Norfolk Strategic Fund
- making a successful bid to the Government’s Getting Building Fund administered locally by the New Anglia Local Enterprise Partnership for the North Walsham Heritage Action Zone Programme securing an additional £1.17million to support the early delivery of this important project to strengthen the appeal and vitality of North Walsham’s historic town centre
- supporting the Council’s leisure contractor, Everyone Active, with the re-opening of gym and fitness classes from 15th July and swimming facilities from 20th August
- participating in regular meetings of the Norfolk Health Protection Board and Norfolk Health Engagement Board arrangements which are monitoring, reviewing and responding to local outbreaks of Coronavirus in the county in preparation for an anticipated increase of COVID infections in the coming months and by working with partners in Winter Preparedness arrangements

Options Considered:

The report details the Council’s actions in the Recovery phase of the Coronavirus pandemic during July and August. Actions taken are outlined in the report.

Conclusions:

The report details the actions taken by the District Council during July and August in the Recovery phase of the Coronavirus Pandemic and of the ongoing preparations being made to support local communities and businesses adapt to a “new normal” as well as preparing for an anticipated increase in infections levels in the coming autumn and winter months.

Recommendations:

Cabinet is asked to note and comment upon the Council’s actions during July and August in supporting communities

and businesses across North Norfolk in managing Recovery from the Coronavirus Pandemic; and in preparing for an anticipated increase in infections during the autumn and winter months ahead.

Reasons for the Recommendations:

To inform corporate learning from experience gained through the Recovery phase of the pandemic, and preparedness to respond to an anticipated increase in levels of infection in the months ahead.

Cabinet Member(s) Cllr Sarah Butikofer, Leader of the Council	Ward(s) affected All
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Contact Officer, telephone number and email:

Steve Blatch, Chief Executive

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

12. TOURISM SECTOR SUPPORT PACKAGE

95 - 100

Summary: This report sets out proposals for using part of the £330,000 funding that NNDC has been allocated from the Norfolk Strategic Fund to support initiatives that will help develop, promote and sustain the local visitor economy.

It is proposed to establish a grant scheme that would be open for applications from local organisations for projects that will help attract visitors and customers to local businesses in the District outside the peak summer holiday season and help business to adapt to help them trade during the colder months.

Options considered: The funding has been provided as a result of a collaborative bid which set out the broad principles for which the funding should be used. Alternative uses of the funding could include the establishment of a grant scheme that would support individual businesses, in meeting the costs of covid-secure adaptations, however, it is felt that due to the size of the fund and its timing, it is more beneficial to support activities that are likely to have the widest possible impact in supporting the local visitor economy by extending the season.

Conclusions: The proposals contained in this report aim to benefit businesses that comprise or are dependent upon the visitor economy.

Recommendations:

It is recommended that:

- Cabinet recommend to Full Council that the £330,000 received from Norfolk Strategic Fund is allocated to a new 'Economic Recovery' reserve and that £150,000 of this is set aside for the tourism Sector Support Package, along £25,000 from the Reopening High Streets Safely' fund, for the establishment of a £175,000 grant scheme to support the local visitor economy;
- delegated authority be given to the Head of Economic & Community Development, in consultation with the Cabinet Member for Economic & Career Development, to establish the terms of a suitable grant scheme;
- a Cabinet working party be established to act as a panel to consider applications to the fund and make recommendations to the Head of Economic & Community Development to implement;
- authority be given to the Head of Economic & Community Development, in consultation with the with the Cabinet Member for Economic & Career Development, to determine the outcome of applications to the funding scheme, and the imposition any appropriate grant conditions.

Reasons for Recommendations:

To ensure the timely establishment of the funding scheme and its effective, efficient and equitable administration.

Cabinet Member(s) Cllr R Kershaw	Ward(s) affected All
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Contact Officer, telephone number and email:
Robert Young, Head of Economic & Community Development, Tel: 01263 516162, email: robert.young@north-norfolk.gov.uk

13. **NORTH WALSHAM TOWN CENTRE PUBLIC REALM IMPROVEMENTS** 101 - 106

Summary: The Council has been successful in its bid for funding from the Getting Building Fund to support a programme of townscape improvements for North Walsham Town Centre. This will augment the proposals made under the North Walsham Town Centre Heritage Action Zone (HAZ) programme, for which the Council has been successful in winning a grant from Historic England.

This funding provides a significant amount of match funding that will allow a critical element of the project to proceed – North Walsham town centre public realm improvements – with greater haste and more certainty than would otherwise have been the case. This will allow for work to progress on engaging stakeholders and designing a suitable scheme to remodel public spaces within North Walsham town centre. This will be referred to as town centre ‘place-making.’

Options considered:

The HAZ programme requires significant levels of match funding in order to achieve its objectives. The funding approved previously by the Council would not have been sufficient to deliver all of the improvements that are hoped to be made to the townscape. This funding will allow that specific project element to proceed, and indeed bring it forward in the overall HAZ programme. There is currently no identified alternative source of funding to deliver this element of the scheme and realistically the only other option is to review the programme in the hope of gaining sufficient funding from elsewhere to deliver it at a later date. This is not considered a sensible option as it would increase the uncertainty over the delivery of this scheme which, given the current economic circumstances, is considered to be optimal timing. The only other alternative is to not deliver this part of the HAZ programme, which itself might jeopardise the whole initiative.

Conclusions: The proposals contained in this report aim to capitalise on external funding opportunities to deliver a key aspect of the revitalisation of North Walsham town centre.

Recommendations It is recommended that:

- :
- 1. Cabinet Recommend to Full Council that the success of bid by this Council be noted and that the sum of**

£1,170,000 (from a grant received from the Getting Building Fund) be allocated in the budget towards the town centre place-making elements of North Walsham High Street Heritage Action Zone.

- 2. Authority be delegated to Cabinet, in consultation with the North Walsham Town Centre Heritage Action Zone Working Party, to determine the terms of the implementation of the scheme, including the involvement of interested parties, scheme design and implementation.**

Reasons for Recommendations: To capitalise on the external funding opportunity in order to deliver improvements to North Walsham town centre in a timely fashion.

Cabinet Member(s)	Ward(s) affected
Cllr Richard Kershaw	North Walsham Market Cross Ward

Contact Officer, telephone number and email: Robert Young; 01263 516162; robert.young@north-norfolk.gov.uk
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14. OPTIONS REGARDING A PROPERTY

107 - 126

Summary: To consider all options regarding a property owned by the Council.

Options considered: Two further key options were considered:

- 1) A freehold disposal, however this would have resulted in a lost opportunity to provide temporary accommodation locally.
- 2) Further development of the property, however this had risks around planning and financial viability.

Conclusions: This proposal would help to deliver the objective of "Local Homes for Local Need" and the council's statutory duty to provide accommodation for homeless households.

A small financial yield would be generated from retaining the property, refurbishing and letting it as temporary accommodation alongside on going savings by not placing families in to more costly accommodation and meet its housing obligations.

Officers recommended that a capital budget and allocation of existing funding to be provided to delivery this proposal.

Recommendations: **It is recommended that Cabinet:**
 1) **Support the proposal to retain and refurbish the property**
 2) **To utilise the property for temporary accommodation**
 3) **To allocate the funding as described in the exempt Appendix for the project**

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

Cabinet Member(s) Ward(s) affected
Councillor Greg Hayman Sculthorpe
and Councillor Andrew Brown

Contact Officer, telephone number and email:
Renata Garfoot Asset Strategy Manager, Tel: 01263 516086
Email: Renata.garfoot@north-norfolk.gov

15. OFFICER DELEGATED DECISIONS

127 - 132

Summary: This report details the decisions taken by Senior Officers under delegated powers from 25th July to 27th August 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

16. EXCLUSION OF PRESS AND PUBLIC

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

17. PRIVATE BUSINESS

18. SHERINGHAM LEISURE CENTRE OPTIONS 133 - 140

19. LEISURE CONTRACT - COVID IMPACTS AND PROPOSED SETTLEMENT 141 - 146

20. PROPERTY TRANSACTION - COMMERCIAL ACQUISITION 147 - 156