

# Cabinet



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Friday, 27 November 2020

A meeting of the **Cabinet** of North Norfolk District Council will be held remotely via Zoom on **Monday, 7 December 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](mailto: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:** Mrs S Bütikofer, Mrs A Fitch-Tillett, Ms V Gay, Mr G Hayman, Mr R Kershaw, Mr N Lloyd, Mr E Seward, Miss L Shires and Mr J Toye

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 02 November 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. RECOMMENDATIONS FROM OVERVIEW & SCRUTINY COMMITTEE**

To consider any recommendations made to Cabinet by the Overview & Scrutiny Committee, in accordance within the Overview and Scrutiny Procedure Rules

**8. RECOMMENDATIONS FROM CABINET WORKING PARTIES**

PLANNING POLICY & BUILT HERITAGE WORKING PARTY – 9  
NOVEMBER 2020 RECOMMENDATIONS TO CABINET

**ITEM 7: Local Plan Draft Policies ECN4: Retail and Town Centre Development, ECN5: Signage and Shopfronts**

**RECOMMENDED**

That Cabinet endorses the revised Policies ECN4: Retail and Town Centre Development and ECN5: Signage and Shopfronts, and delegates responsibility for drafting such an approach, including that of finalising the associated policies and policies mapping, to the Planning Policy Manager.

**ITEM 8: Local Plan Draft Policies ECN1: Employment Land; ECN2: Employment Areas, Enterprise Zones & Former Airbases Policy;**

**and ECN 3: Employment Development Outside of Employment Areas**

RECOMMENDED

That Cabinet endorses the revised Policies ECN1: Employment Land, ECN2: Employment Areas, Enterprise Zones & Former Airbases, and ECN 3: Employment Development Outside of Employment Areas, and delegates responsibility for drafting such an approach, including that of finalising the associated policies and policies mapping, to the Planning Policy Manager.

**ITEM 9: Local Plan Draft Policies ECN6: New Build Tourist Accommodation, Static Holiday Caravans & Holiday Lodges & Extensions to Existing sites; ECN7: Use of Land for Touring Caravan & Camping Sites; ECN 8: New-Build & Extensions to Tourist Attractions; and ECN 9: Retaining an Adequate Supply & Mix of Tourist Accommodation**

RECOMMENDED

That Cabinet endorses the revised Policies ECN6: New Build Tourist Accommodation, Static Holiday Caravans & Holiday Lodges & Extensions to Existing sites, ECN7: Use of Land for Touring Caravan & Camping Sites, ECN 8: New-Build & Extensions to Tourist Attractions and ECN 9: Retaining an Adequate Supply & Mix of Tourist Accommodation, and delegates responsibility for drafting such an approach, including that of finalising the associated policies and policies mapping, to the Planning Policy Manager.

**ITEM 10: LUDHAM AND STALHAM STAITHE CONSERVATION AREA APPRAISALS AND MANAGEMENT PLANS 2020**

RECOMMENDED

That Cabinet adopts the Ludham and Stalham Staithe Conservation Area Appraisals and Management Plans 2020.

**9. NORTH NORFOLK DISTRICT COUNCIL'S ACTIONS IN THE CURRENT PHASE OF THE CORONAVIRUS PANDEMIC**

9 - 18

Summary:

This report details the actions taken by North Norfolk District Council in the current phase of the Coronavirus Pandemic at a strategic, local and organisational level over the period September - November 2020.

This includes:-

- monitoring and responding to local cases of COVID in the

District, whilst continuing to support large numbers of visitors to the District during September and October, whilst local rates of infection / transmission remained low through maintaining our “You are Welcome” reassurance programme.

- maintaining social distancing measures and hand washing facilities so as to create and maintain safe, attractive town centre and seafront environments and working with our cleansing contract partner, SERCO, to maintain high frequency of toilet cleansing, beach and foreshore cleansing
- regular “fogging” of “high-touch” surfaces within the District Council’s public conveniences, playgrounds, car park machines, foreshore shelters and on Cromer Pier to reduce the potential transmission of Coronavirus
- high frequency cleaning and regular fogging of the Council’s offices at Cromer and Fakenham to operate a “safe” working environment for District Council and DWP staff
- Securing £330,000 through the Norfolk Tourism Sector Support Programme to support increased cleansing of key tourist areas in the District; development, promotion and appraisal of applications for a North Norfolk tourism adaptation grant scheme to promote investment which diversifies / extend the visitor season and promotion of the District to key markets throughout 2021.
- Following the Prime Minister’s announcement on 31<sup>st</sup> October that there would be an all-England lockdown for the period 5<sup>th</sup> November – 2<sup>nd</sup> December to suppress rapidly rising rates of infection, the Council has stepped up its community

support arrangements for vulnerable people and put in place arrangements to administer a further £5.2 million of Local Restriction Support Grants to local businesses which have had to cease trading during the lockdown

- continued to work with a range of partners to provide housing advice and support to people facing housing difficulties and is currently accommodating 48 households in temporary accommodation pending securing permanent accommodation
- administering Test and Trace payments on behalf of the Government for people on low incomes who are required to self-isolate because of a positive COVID test or through close contact with a person with a positive test result
- continued to support twice weekly mobile testing facilities on Council car parks in Cromer and Fakenham
- continued to participate 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 and by working with partners in Winter Preparedness arrangements – including discussions around mass testing and vaccination programmes in the months ahead.

Options considered:

The report details the Council's actions in the current phase of the Coronavirus pandemic during the period September – December 2020. Actions taken are outlined in the report.

Conclusions:

The report details the actions taken by the District Council during the period September - December in the

current phase of the Coronavirus Pandemic, including supporting our local communities and businesses during the second all-England lockdown and working with partners to prepare plans for mass testing and vaccination programmes in early 2021.

**Recommendations:** **Cabinet is asked to note and comment upon the Council's actions during the period September - December in supporting communities and businesses across North Norfolk during the current phase of the Coronavirus Pandemic, the second period of national lockdown; and in preparing for mass vaccination programmes in the first quarter of 2021.**

Reasons for Recommendations: To inform corporate learning from experience gained through the earlier phases of the pandemic, and preparedness to respond to local incidences of COVID in the next few months, as well as preparations to support the local delivery of mass vaccination programmes during the first quarter of 2021.

Cabinet Member(s): Cllr Sarah Butikofer, Leader of the Council  
Ward(s) affected: All

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## 10. MANAGING PERFORMANCE QUARTER 2 2020/2021

19 - 74

Summary: The Managing Performance Report attached, as Appendix A will enable the Council to assess delivery against objectives detailed in the Corporate Plan Delivery Plan 2019-2023 and operational service performance. It gives an overview, assesses the impact that Covid-19 has had on both these aspects of Council performance, the actions being taken to address these issues and proposes any further action needed that requires Cabinet approval.

Options considered: Options considering action regarding performance are presented separately, issue by issue, to the appropriate Council Committee where committee approval is required.

Conclusions: Covid-19 has continued to have a significant impact on the achievement of the objectives in the Corporate Plan Delivery Plan 2019-2023 and some impact on service operational performance over the period of the Quarter 2 report from July to September 2020. Whilst low rates of infection were seen in the district over the peak summer months, the large number of staycation visitors and tourists, saw significant pressure on our resort and cleansing services, but other service areas of the Council sought to operate as near to business as usual, allowing some recovery against performance targets and objectives, as shown in this report.

Recommendations: **That Cabinet resolves to note this report and endorses the actions being taken by Strategic Leadership Team detailed in Appendix A – Managing Performance**

Reasons for Recommendations: To ensure the objectives of the Council are achieved.

Cabinet Member: Cllr Sarah Butikofer, Leader Contact Officer, telephone number and email: Steve Blatch, Chief Executive Email:- <a href="mailto:steve.blatch@north-norfolk.gov.uk">steve.blatch@north-norfolk.gov.uk</a> Tel:- 01263 516232
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## 11. FEES AND CHARGES 2021/22

75 - 108

Summary: This report recommends the fees and charges for 2021/22 that will come into effect from April 2021.

Options considered: Alternatives for the individual service fees and charges now being proposed will have been considered as part of the process in arriving at the fees presented within the report.

Conclusions: The fees and charges as recommended will be used to inform the income budgets for the 2021/22 budget. Approval for the fees ahead of presenting the detailed budgets allows for implementation of changes where applicable and also informs the 2021/22

budgets.

Recommendations: **That Cabinet agree and recommend to Full Council:**  
**a) The fees and charges from 1 April 2021 as included in Appendix A.**  
**b) That Delegated Authority be given to the Section 151 Officer, in consultation with the Portfolio Holder for Finance and relevant Heads of Service, to agree those fees and charges not included within Appendix A as required as outlined within the report**

Reasons for Recommendations: To approve the fees and charges as set out in the report that will be used to inform the 2021/22 budget process.

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

## 12. RENEWAL OF PRINT ROOM PRINTERS AND SOFTWARE

109 - 116

Summary: In April 2016 the council procured printers and associated software through the Crown Commercial Services Framework 3781 Lot 2. Xerox was awarded the contract and it was agreed by Cabinet that a 5-year contract would be signed and the current contract ends May 2021.

This report is seeking approval of a new lease and maintenance contract with Xerox by direct appointment through the Crown Commercial Services Framework 3781 Lot 2 for the period to December 2024.

Options considered: The alternative options available to the council is to extend the current contract, for 2 years, at existing costs or enter into 5-year contract following a full procurement process.

Conclusions: The proposed new lease through the Crown Commercial Services Framework is the best value for money option to provide the hardware and software to



provide the reprographic services required by the council.

**Recommendations: It is recommended that Cabinet approve:**

**The agreement of a new lease and maintenance contract through the Crown Commercial Services Framework 3781 Lot 2 with Xerox for the period to December 2024 as set out in the report.**

Reasons for Recommendations: To provide value for money provision of in-house reprographic services across the council.

Cabinet Member(s) Cllr Lucy Shires	Ward(s) affected All
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**13. PURCHASE OF FOUR UNITS OF TEMPORARY/MOVE-ON ACCOMMODATION FOR ROUGH SLEEPERS - PURCHASE RECOMMENDATIONS** 117 - 122

Summary: NNDC was successful in a bid to the Ministry of Housing, Communities and Local Government (MHCLG) for £140k grant funding to be used with £360k of NNDC capital to purchase four units of accommodation for use as temporary or move-on accommodation for rough sleepers. The terms of the MHCLG grant are that purchases must be made before April 2021. This report now recommends the purchase of these units, using delegated authority where necessary to ensure purchases can be made within the timescales of the grant.

Options considered: Do not purchase the units but instead invest the budget. This would not bring about the desired outcome, nor would it be financially advantageous to the Council.

Conclusions: The MHCLG funding provides a viable option for the Council to purchase further units of accommodation to help provide quality temporary and move-on accommodation for single rough sleepers

/ homeless households. A first suitable property has now been identified and purchase of this property, together with three similar properties, would provide quality, flexible temporary accommodation. There is budget provision available to purchase four homes.

Recommendations: That Cabinet agrees to the purchase of the specific property identified in this report and gives delegated authority to a Chief Officer, in consultation with the Portfolio Holder for Housing & Benefits, for the purchase of the remaining three properties within the overall budget of £500k (with all purchases subject to an independent valuation and survey).

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 and Cabinet 7 July 2020

Cabinet Member(s)	Ward(s) affected
Councillor Greg Hayman	North Walsham Market Cross

Contact Officer, telephone number and email:  
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#### **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**