

CABINET

Minutes of the meeting of the Cabinet held on Monday, 7 December 2020 remotely via Zoom 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	Miss L Shires
Mr J Toye	

Members also attending:

Cllr C Cushing
Cllr N Dixon
Cllr J Rest

Officers in Attendance:

Chief Executive, Deputy Monitoring Officer (CJ) Democratic Services Manager and Democratic Services and Governance Officer (Scrutiny)

Also in attendance:

Public

1 MINUTES

The minutes of the meeting held on 2nd November 2020 were approved as a correct record and signed by the Chairman.

2 PUBLIC QUESTIONS AND STATEMENTS

Mr R Oliver asked the following question:

‘I am sure that Cabinet members agree that reports produced by North Norfolk District Council should be complete and accurate. This should particularly be the case where the report is published publicly. Could the Leader explain how the Council would set about amending a report which was not complete and accurate and which had already been considered publicly by members of the Council and, in addition, whether the Council would apologise if the public has been provided incomplete or inaccurate information?’

The Leader thanked Mr Oliver for his question. She said that as Leader of the District Council she confirmed that it was of course important that reports prepared and presented to the Council were complete and accurate. If Mr Oliver believes that a report or reports presented to Committees of the Council have not been prepared and presented in this way she advised that he should address his concerns in writing to the Council’s Chief Executive such that any complaint could be properly investigated and, if appropriate, any issues identified addressed through the Council’s established processes.

Mr Oliver replied that he wished to ask a supplementary question. He said that he

had written to the Portfolio Holder for Finance over one month ago asking whether Section 2, row O in the Monitoring Officer's Annual Report was accurate. Given what the Leader had just said in response to his previous question and the significant amount of time that had elapsed, he wondered whether the Leader was able to confirm now that the report was accurate and that there had been no actual or potential litigation or claims that would have a significant effect on the entity or a material impact on the financial statements? The Leader referred Mr Oliver to her previous answer. She said that the correct procedures must be followed and she would provide him with a written response.

3 ITEMS OF URGENT BUSINESS

None.

4 DECLARATIONS OF INTEREST

None.

5 MEMBERS' QUESTIONS

None.

6 RECOMMENDATIONS FROM OVERVIEW & SCRUTINY COMMITTEE

The Chairman of the Overview & Scrutiny Committee, Cllr N Dixon, confirmed that there were no recommendations.

7 RECOMMENDATIONS FROM CABINET WORKING PARTIES

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

The Chairman invited the Portfolio Holder for Planning, Cllr J Toye, to introduce this item. Cllr Toye said that the Planning Policy & Built Heritage Working Party had met on the 9th November and made the following recommendations (as outlined in the agenda).

It was proposed by Cllr J Toye, seconded by Cllr V Gay and

RESOLVED

To approve the following recommendations from the Planning Policy & Built Heritage Working Party meeting of 9th November 2020:

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

To endorse 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

To endorse 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

To endorse 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

To adopt the Ludham and Stalham Staithe Conservation Area Appraisals and Management Plans 2020.

8 NORTH NORFOLK DISTRICT COUNCIL'S ACTIONS IN THE CURRENT PHASE OF THE CORONAVIRUS PANDEMIC

The Leader, Cllr S Butikofer, introduced this item. She said that there had been two outbreaks 10 days earlier which had led to a spike in numbers. This was in a contained setting and the numbers were now stable. That said, there had been a small increase in the last 48 hours which the Council was currently investigating. Covid Support Officers had been deployed across the District to assist with adherence to Government guidance. She then updated Members on the latest grant payment figures. For the Local Restrictions Support grant, 2781 applications had been processed, paying out £3.929m (75% of the funding received from Government).

The Leader concluded by saying that the Christmas opening times of the local testing sites in Cromer and Fakenham were now available on the Council's website.

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

RESOLVED

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.

Reason for the decision:

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.

9 MANAGING PERFORMANCE QUARTER 2 2020/2021

The Leader, Cllr S Butikofer, introduced this item. She said that progress was slower in some areas than she would have liked but it had picked up in quarter 3.

Cllr C Cushing referred to page 23 of the report and the RAG (Red, Amber Green) status'. He said that in the commercial sector RAG statuses were driven by cost and time, with time being the predominant driver. He referred to the due dates for 5 actions that had passed and said they were marked as amber or green. In addition, there were 21 due dates for the end of the year which were flagged as green, yet some of them had not started. He queried how this was possible and the due dates were meaningless.

The Leader replied that this was the report for Q2 and not the current position, adding that there had been progress on several of these items. She agreed that it was important that they were a true reflection. She confirmed that the next Managing Performance report would come forward in March 2021.

The Policy & Performance Management Officer confirmed that cost and time were assessed for the RAG ratings, together with well as quality, quantity and the impact the action will have. If the impact is linked to a specific time for implementation, then they were indeed time critical. Other dates that were included in the report were for service planning purposes to ensure that service areas were not overloaded during critical periods. She said that she would provide Cllr Cushing with the details of all of the actions which were time critical.

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

RESOLVED

To note the report and endorses the actions being taken by Strategic Leadership Team detailed in Appendix A – Managing Performance.

Reason for the decision:

To ensure the objectives of the Council are achieved

10 FEES AND CHARGES 2021/22

The Portfolio Holder for Finance, Cllr Seward, introduced the report. He explained that the fees and charges, as recommended, would be used to inform the income budgets for the 2021/22 budget. He said that the usual inflationary increase had not been applied to most charges due to inflation having been close to zero during recent months. He added that there were no proposals to increase car parking charges or market fees in the light of the pandemic.

It was proposed by Cllr E Seward, seconded by Cllr N Lloyd and

RESOLVED:

To 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**

Reason for the decision:

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

11 RENEWAL OF PRINT ROOM PRINTERS AND SOFTWARE

The Portfolio Holder for Organisational Resources, Cllr L Shires, introduced the report. She said that the report sought approval for a new lease and maintenance contract.

Cllr J Rest said that he welcomed the decision to keep the printing contract in-house rather than outsourcing it to an external provider. He hoped that there were also opportunities for the Council to charge other organisations for printing services. Cllr A Fitch-Tillett confirmed that this was the case and the Print Room had undertaken printing for the Flood & Coastal Committee.

It was proposed by Cllr L Shires, seconded by Cllr J Toye and

RESOLVED:

To agree 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.

Reason for the decision:

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

12 PURCHASE OF FOUR UNITS OF TEMPORARY/MOVE-ON ACCOMMODATION FOR ROUGH SLEEPERS - PURCHASE RECOMMENDATIONS

The Portfolio Holder for Housing, Cllr G Hayman, introduced this item. He said that it was crucial that the project was moved forwards due to a very tight deadline at the end of March 2021.

Cllr Rest welcomed the proposals and asked about ongoing maintenance and repair costs and how voids would be dealt with. He asked whether anyone being relocated into these units would be 'vetted' so that local residents could be reassured.

Cllr Hayman replied that most local people were already aware of where the rough sleepers were in their area. By bringing them back into society they would be able to receive support and assistance to help them reintegrate into the community. He added that it was important to remember that these people were currently homeless and already in the community. It was important to trust the officers who would be placing them in the accommodation when it became available.

The Leader said that people could become homeless for a wide range of reasons and any support that could be provided was a good thing.

Cllr J Toye said that many homeless people were ex-servicemen/ women and he was delighted to see this support being provided.

It was proposed by Cllr G Hayman, seconded by Cllr V Gay and

RESOLVED

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).

Reason for the Decision:

To provide authority for expenditure over £100,000.

13 EXCLUSION OF PRESS AND PUBLIC

14 PRIVATE BUSINESS

The meeting ended at 10.45am.

Chairman