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08 December 2020

A meeting of the **Council** of North Norfolk District Council will be held in the remotely via Zoom on **Wednesday, 16 December 2020 at 6.00 pm.**

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:** Mr T Adams, Mr D Baker, Ms P Bevan Jones, Mr D Birch, Mr H Blathwayt, Mr A Brown, Dr P Bütikofer, Mrs S Bütikofer, Mr C Cushing, Mr N Dixon, Mr P Fisher, Mrs A Fitch-Tillett, Mr T FitzPatrick, Mr V FitzPatrick, Mrs W Fredericks, Ms V Gay, Mrs P Grove-Jones, Mr G Hayman, Mr C Heinink, Mr P Heinrich, Mr N Housden, Mr R Kershaw, Mr N Lloyd, Mr G Mancini-Boyle, Mrs M Millership, Mr N Pearce, Mr S Penfold, Mrs G Perry-Warnes, Mr J Punchard, Mr J Rest, Mr E Seward, Miss L Shires, Mrs E Spagnola, Mrs J Stenton, Dr C Stockton, Mr J Toye, Mr A Varley, Ms K Ward, Ms L Withington and Mr A Yiasimi

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. CHAIRMAN'S COMMUNICATIONS

To receive the Chairman's communications, if any.

### 2. LEADER'S ANNOUNCEMENTS

To receive any announcements from the Leader.

### 3. TO RECEIVE DECLARATIONS OF INTERESTS FROM MEMBERS

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.

### 4. APOLOGIES FOR ABSENCE

To receive apologies for absence, if any.

### 5. MINUTES

1 - 18

To confirm the minutes of the meeting of the Council held on 18 November 2020.

### 6. 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.

### 7. PUBLIC QUESTIONS/STATEMENTS

To consider any questions or statements received from members of the public.

### 8. APPOINTMENTS TO COMMITTEES, SUB-COMMITTEES, WORKING PARTIES & PANELS

To approve any appointments to committees, sub committees, working parties and panels, as notified by the Group Leaders

### 9. PORTFOLIO REPORTS

19 - 62

To receive reports from Cabinet Members on their portfolios.

*Members are reminded that they may ask questions of the Cabinet Member on their reports and portfolio areas but should note that it is not a debate.*

1. Cllr S Butikofer
2. Cllr A Fitch-Tillett
3. Cllr V Gay
4. Cllr G Hayman

- 5. Cllr R Kershaw
- 6. Cllr N Lloyd
- 7. Cllr E Seward
- 8. Cllr L Shires
- 9. Cllr J Toye

**10. RECOMMENDATIONS FROM CABINET 07 DECEMBER 2020**

63 - 96

Agenda Item 11: Fees & Charges 2021/22

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

*Please note the Overview & Scrutiny Committee meeting took place after the Council agenda was published. The Chairman will provide an oral update at the meeting.*

**11. RECOMMENDATIONS FROM THE OVERVIEW & SCRUTINY COMMITTEE 15 DECEMBER 2020**

To consider any further recommendations from the Overview & Scrutiny Committee.

*Please note the Overview & Scrutiny Committee meeting took place after the Council agenda was published. The Chairman will provide an oral update at the meeting.*

**12. DRAFT PROGRAMME OF MEETINGS 2021/22**

97 - 100

Summary: A draft Programme of Meetings for 2021-22 has been prepared and circulated for consultation and is attached at **Appendix A**.

Conclusions: Following review, the proposed draft Programme of Meetings 2021-22 follows the established cycle of meetings as closely as possible.

Recommendations: **That Members adopt the Programme of Meetings for 2021-22.**

Cabinet Member(s)	Ward(s) affected
	All

Contact Officer, telephone number and email:  
 Alison Argent, Tel: 01263 516058, Email: alison.argent@north-norfolk.gov.uk

### 13. COMMUNITY GOVERNANCE REVIEWS

101 - 144

As part of the Local Government Boundary Review of North Norfolk District Council conducted in 2017 a small number of historical parish boundary anomalies or “misplaced” properties were identified, which can only be corrected or addressed through a formal process of Community Governance Reviews.

Further, there are three locations in the District where, based on rates of development, provision of major infrastructure and changing land-use / community identities, parish boundaries would now appear anomalous and could benefit from some revision to better reflect community identities and the use of local services and facilities and therefore parish precepts.

The Elections Team has therefore developed a new project programme to undertake these Community Governance Reviews during 2021; which, if approved through public consultation, would be implemented and reflected in Council Tax billing and future Registers of Electors from April 2022

#### **RECOMMENDED:-**

**That Full Council approve proposals to undertake a programme of Community Governance Reviews during 2021 based on the matters detailed in the report, with final proposals / recommendations being brought back to Full Council in November or December 2021.**

Rob Henry, Senior Elections Officer; Extension 6327

### 14. QUESTIONS RECEIVED FROM MEMBERS

None Received.

### 15. OPPOSITION BUSINESS

None Received.

### 16. NOTICE(S) OF MOTION

The following Motion is proposed by Cllr D Baker, seconded by Cllr C Cushing:

Throughout the coronavirus pandemic we have seen our care professionals rise to the challenge to look after, care for and help our elderly and most vulnerable in society.

The need for the widest recognition of the vital and hugely valuable work social care professionals do for, and in our communities has never been greater.

So many people in North Norfolk have benefitted from the tireless work of these professionals and whose quality of life is, and has been, immeasurably enhanced by the care and compassion, and the skills and knowledge of this cohort of care providers who do so much for others.

We therefore propose the following recommendation:

1. NNDC states publicly its support for and commitment to the '*Developing skills in health and social care*' project.
2. A Cabinet member is identified as the member who will take responsibility for supporting this valuable project and championing the project at a senior strategic level. This Cabinet member will report to Full Council regularly on progress.
3. A member of staff is named as lead officer on supporting this project and who will work closely with members of the DSHSC project team, and project partners, to:
  - (a) promote this excellent initiative and promote links to wider initiatives across North Norfolk,
  - (b) collate information on the implementation of the project in North Norfolk,
  - (c) help to address any barriers to individuals joining the scheme.

**17. EXCLUSION OF PRESS AND PUBLIC**

To pass the following resolution – if necessary:

“That under Section 100A(4) of the Local Government Act 1972 the press and public be excluded from the meeting for the following item(s) of business on the grounds that they involve the likely disclosure of exempt information as defined in paragraph(s) \_ of Part 1 of Schedule 12A (as amended) to the Act.”

**18. PRIVATE BUSINESS**

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## COUNCIL

Minutes of the meeting of the Council held on Wednesday, 18 November 2020 in the remotely via Zoom at 6.00 pm

<b>Members Present:</b>	Mr D Baker	Ms P Bevan Jones
	Mr D Birch	Mr H Blathwayt
	Mr A Brown	Dr P Bütikofer
	Mrs S Bütikofer	Mr C Cushing
	Mr N Dixon	Mr P Fisher
	Mrs A Fitch-Tillett	Mr T FitzPatrick
	Mr V FitzPatrick	Mrs W Fredericks
	Ms V Gay	Mrs P Grove-Jones
	Mr G Hayman	Mr C Heinink
	Mr P Heinrich	Mr N Housden
	Mr R Kershaw	Mr N Lloyd
	Mr G Mancini-Boyle	Mrs M Millership
	Mr N Pearce	Mr S Penfold
	Mrs G Perry-Warnes	Mr J Punchard
	Mr J Rest	Mr E Seward
	Miss L Shires	Mrs E Spagnola
	Mrs J Stenton	Dr C Stockton
	Mr J Toyne	Mr A Varley
	Mr A Yiasimi	Ms L Withington

**Also in attendance:** The Chief Executive, the Deputy Monitoring Officer, the Democratic Services Manager, The Democratic Services & Governance Officer, the HR Manager.

### 37 CHAIRMAN'S COMMUNICATIONS

The Chairman welcomed Members to the meeting. He said that he had been keeping in touch with his nominated charity, the Norfolk Wildlife Trust (NWT) during the pandemic and he had sponsored a series of online events called 'Cley Calling' which would take place during January, February and March 2021. There would be guest speakers and he asked Members to consider joining the sessions.

### 38 LEADER'S ANNOUNCEMENTS

The Leader, Cllr S Butikofer, began by saying she would provide an update on how the Council was responding to the pandemic. She said that with the mid-point of the second lockdown approaching and the number of cases of infection rising across Norfolk, the Council was working closely with partners to address the situation. She said that the rate of infection and confirmed cases in North Norfolk remained relatively low, with cumulative total of 481 infections in the District as of 11<sup>th</sup> November and a total of 47 deaths so far. The situation was being monitored daily, as although numbers remained low compared to other areas, there had been a rise from an average of 3 cases a day in October to 8-10 cases a day in the last two weeks. At the current time, the District still had the lowest rate of cases per 100,000 of population of any local authority area in England. Remaining in the lowest 10% of all local authorities for the number of cases and the lowest 25% for the number of

Covid-related deaths. She said that she believed the actions that the Council had taken had helped keep these figures consistently low.

The Leader then outlined the actions that the Council had undertaken following the announcement of the second lockdown. Core services continued to be provided with minimal disruption, as the majority of staff continued to work from home. Community support arrangements had been stood up with dedicated contact numbers and specific web pages promoted. However, this time around, many people already had support arrangements in place and demand had been much lower.

The Council had reviewed its arrangements for the payment of the Government's local restriction support grant to eligible businesses. Businesses had been contacted and advised on how to apply. The Council had been paid £5.25m by the Government in order to make such grant payments and in addition, the Council had received a further £2.1m to operate a further discretionary grant scheme. The additional support grant programme will run until March 2022. The further discretionary grant scheme would launch in the New Year so that businesses did not feel pressured to apply now. Unlike the first lockdown, the Council had not closed any car parks, children's play parks or country parks. The majority of public conveniences also remained open. Covid testing sites were being operated from two of the Council's car parks to ensure local people could access testing easily.

The Leader said that she was very proud that the Council had been in the fortunate position of being able to offer support to neighbouring local authorities which had faced significant challenges during the pandemic. The Environmental Health team had recently stepped in to support Great Yarmouth and Breckland councils in managing local outbreaks. She said that she would like to record a vote of thanks on behalf of the Leaders of neighbouring authorities, to NNDC staff for all their support and hard work.

The hard work would continue once lockdown ended and areas returned to the tier system. The Council was also continuing to work with partners to look at options for running a mass testing programme.

The Leader then updated Members on other areas of work that the Council had been progressing. She said that over the last few months, several temporary homes had been provided to local people, with additional support in place, to help them rebuild their lives in the community. The Council had also been successful in its bid for further funding to provide accommodation for rough sleepers and this project would start to see results very soon. She then spoke about several other successful projects, including investment in an industrial unit in North Walsham, which had already found a tenant.

She concluded by lauding the success of the Market Towns Initiative (MTI). IN North Walsham this seed funding had led to the Heritage Action Zone funding, which was progressing very well and which would lead to real, positive change in the town.

### **39 AWARD FOR BACTON TO WALCOTT SANDSCAPING SCHEME**

*The Portfolio Holder for Coast, Cllr A Fitch-Tillett introduced this item. She said that the Council began working on a solution to protect Bacton Gas Terminal in 2014, following damage from a storm surge. The Council worked with local community representatives and the terminal operators, Shell, on a long term solution to the challenge of erosion along this stretch of the coast. There was no government*



*funding towards the scheme and the Council worked hard to build up sufficient funds. The success of the scheme was now being recognised by winning the British Construction Industries climate resilience award 2020. The presentation had been done virtually but she looked forward to receiving it in person.*

**40 TO RECEIVE DECLARATIONS OF INTERESTS FROM MEMBERS**

None.

**41 APOLOGIES FOR ABSENCE**

Received from Cllr T Adams and Cllr K Ward.

**42 MINUTES**

The minutes of the meeting held on 23<sup>rd</sup> September 2020 were approved as a correct record, subject to the following amendment at Minute 30: Senior Management Restructure:

‘Cllr T FitzPatrick raised a point of order in response to the Leader’s comments that the previous administration had appointed two chief executives, clarifying that under the previous model, the post of chief executive was deleted and two Heads of Paid Service) Corporate Directors were retained in its place’

**43 ITEMS OF URGENT BUSINESS**

None.

**44 PUBLIC QUESTIONS/STATEMENTS**

None received.

**45 REVIEW OF POLITICAL BALANCE AND ALLOCATION OF SEATS TO COMMITTEES, SUB-COMMITTEES, WORKING PARTIES AND PANELS**

The Democratic Services Manager introduced this item. She explained that following a recent change to the political make-up of the Council, it was necessary for Council to agree the revised political balance and the allocation of seats to the political groups.

Cllr S Penfold said that the one of the working parties was incorrectly named. It should read ‘North Norfolk Sustainable Communities Fund Grants Panel’

It was proposed by Cllr L Shires, seconded by Cllr S Butikofer and

**RESOLVED**

1. That Council approves the revised political balance calculation as per section 2.4 of this report
2. That Council approves the allocation of seats to political groups as shown at Appendix A
3. That delegation is given to the Group Leaders to make any appointments to committees, sub-committees, working parties and panels (in line with the political balance).

## 46 PORTFOLIO REPORTS

1. Cllr S Butikofer, the Leader, said that she had nothing to add to her written report.
2. Cllr A Fitch-Tillett, Portfolio Holder for Coast, introduced her report, welcoming Karen Thomas, Head of Coastal Partnership East, to the meeting. Cllr Fitch-Tillett said that gales in September had led to wind-blown sand in Walcott. Partners had worked closely together to address the problem quickly.

She said that she welcomed the development of a coastal supplementary planning document (SPD) which would assist planning officers and developers across the region with coastal developments requiring planning consent. The scope was open for consultation and responses were now being considered.

3. Cllr V Gay, Portfolio Holder for Culture and Wellbeing, said that she wished to express particular gratitude to the Council's countryside team which had worked very hard to maintain the parks and woodlands throughout the two lockdown periods.
4. Cllr G Hayman, Portfolio Holder for Housing and Benefits, said that there was a lot of detail in the written report. He drew Members' attention to the recent successful bid for funding for the provision of accommodation for rough sleepers. The Council had already moved swiftly on this as purchases needed to be completed by the end of March 2021.
5. Cllr R Kershaw, Portfolio Holder for Sustainable Growth, said that he wished to highlight several key issues. Since the pandemic began in March, the Council had paid out £53.255m in business support grants to 4832 businesses. The discretionary grant scheme had distributed £2.76m to 221 businesses across a broad range. The average grant paid was £12,500. The new Local Restriction Support Grant was available for businesses that were open and trading for business on 4<sup>th</sup> November and were legally forced to close due to lockdown. The Council had identified 4000 businesses as eligible for support. Any businesses that were not eligible for grants had been directed to other potential sources of funding. He said that the Council had consistently out-performed other Councils in getting the support quickly to businesses.

He then spoke about the Kickstart Job support programme. This initiative was led by the DWP and would provide funding for the creation of job placements for 16-24 year olds. NNDC would be acting as a 'gateway' for this scheme and so far 110 placements had been offered by local businesses. He then outlined two exciting potential schemes – Swift Aircraft, who were looking to work with Paston College and National Grid Skills Apprenticeships. Cllr Kershaw concluded by informing Members about an exciting new project SNS 2 scheme, a hydrogen production scheme, which produced hydrogen from the excess electricity from windfarms in the south area of the North sea. This was carbon neutral and was a very innovative, exciting scheme and NNDC was one of the six partners involved in its inception.

Cllr S Penfold asked for more information on the partners involved in the

Kickstart jobs programme. Cllr Kershaw said that a broad range of different industries would be involved – from farming, to carpets, hospitality and the marine industry.

Cllr H Blathwayt asked about the SNS 2 scheme, and asked if the Council was content with the calibre of the partners involved. Cllr Kershaw replied that there were 6 partners involved initially – the New Anglia LEP, Hydrogen East, Oil & Gas Technology Centre, NNDC, Xodus Group and Catapult Offshore Renewable Energy. There were also several other potential investors, who had expressed an interest.

Cllr E Withington referred to the Kickstart scheme and said how pleased Sheringham businesses were with the Council's decision to run the hub from the town.

Cllr D Baker said that he recognised that there was a large number of grants that needed to be paid out. He asked why neighbouring councils had made payments but NNDC were holding back on some grant payments. Cllr Kershaw said that two tranches of changes to the criteria had been received recently and the Council wanted to be certain that everything was resolved before the grants were issued.

6. Cllr N Lloyd began by thanking the Environmental Services team for their hard work in supporting other Councils as well as undertaking their usual roles. He also commended the Public Protection team for their continued efforts.

Cllr J Punchard sought reassurance that the Council would work with Norfolk County Council to resolve ongoing issues with the maintenance of surface water drains in Fakenham which was causing substantial flooding. Cllr Lloyd acknowledged that this was a wider problem and the responsibility sat with the County Council to try and resolve it.

Cllr G Perry-Warnes referred to the Treehouse Community Café in Holt and the community fridge which they hosted. This was extremely well used and she asked for an update on NNDC operated fridges. Cllr Lloyd paid tribute to the Holt community fridge scheme. He said that the one in North Walsham continued to go from strength to strength and was now hosted by the community shop. He also thanked Cllrs Grove-Jones and Millership for their support in opening a community fridge in Stalham. In Fakenham, the fridge continued to operate well. Finally, in Sheringham, the Council was close to setting up an initiative there.

7. Cllr E Seward, Portfolio Holder for Finance & Assets introduced his report, reminding Members that there was a briefing scheduled on 25<sup>th</sup> November, which all members were invited to attend
8. Cllr L Shires introduced her report. She thanked Members for attending the Digital by Design briefing, which had been very useful.
9. Cllr J Toye, Portfolio Holder for Planning and Enforcement, introduced his report. He said that as a new member of Cabinet, he was extremely impressed with the Planning team and their dedication and hard work. Despite many of them being seconded during the first period of lockdown, staff continued to perform at a consistently high level, exceeding their

targets. In addition, work was ongoing regarding the implementation of the new Uniform software. The old system, Acolaid, had closed on 13 November and the new system would go live on Monday 7<sup>th</sup> December.

Cllr Toye said that despite historic difficulties in recruiting to the Planning Service, three new staff members had joined the Council in recent weeks. Again, he commended all of the staff for their continued efforts.

#### **47 RECOMMENDATIONS FROM CABINET 02 NOVEMBER**

Cllr E Seward, Portfolio Holder for Finance introduced this item. He said that there were three recommendations. Cllr N Dixon, Chairman of the Overview & Scrutiny Committee confirmed that the Committee had supported the recommendations at the meeting on 11<sup>th</sup> November.

##### Budget Monitoring 2020/21 Period 6

Cllr A Fitch-Tillett, Portfolio Holder for Coast reiterate the importance of supporting coastal adaptation and urged Members to support the recommendation.

##### **RESOLVED:**

- 1) To approve the release of £247,083 capital receipts to increase the coastal adaption fund; reinvesting proceeds previously received from the sale of land.

##### Treasury Half Year Update 2020/21

##### **RESOLVED:**

1. That the Council be asked to RESOLVE that The Treasury Management Half Yearly Report 2020/21 is approved.
2. That the Council be asked to APPROVE changes to the Counterparty Limits

##### Determination of Council Tax Discounts 2021/22

Cllr V FitzPatrick asked whether the potential benefits of providing Council Tax holidays or deferrals that would allow landlords to make significant improvements and or renovations to properties considered when the discounts were set, adding that not providing such opportunities could act as a disincentive to landlords looking to renovate properties in North Norfolk. Cllr Seward said that he would provide a written reply.

##### **RESOLVED:**

That under section 11A of the Local Government Finance Act 1992, and in accordance with the provisions of the Local Government Finance Act 2012 and other enabling powers one of the following applies:

##### *Recommendation 1*

- (a) The discounts for the year 2021/22 and beyond are set at the levels indicated in the table at paragraph 2.1.

- (b) The premium for long term empty properties (those that have been empty for a consecutive period longer than 24 months) is continued at 100% of the Council Tax charge for that dwelling
- (c) The premium for long term empty properties (those that have been empty for a consecutive period longer than 60 months) is continued at 200% of the Council Tax charge for that dwelling
- (d) The premium for long term empty properties (those that have been empty for a consecutive period longer than 120 months) is set at 300% of the Council Tax charge for that dwelling
- (e) To continue to award a local discount of 100% for eligible cases of care leavers under section 13A of the Local Government Finance Act 1992 (as amended).
- (f) That an exception to the levy charges may be made by the Section 151 Officer in conjunction with the Portfolio holder for Finance, on advice of the Revenues Manager in the circumstances laid out in section 3.6 of this report.

*Recommendation 2*

- (a) those dwellings that are specifically identified under regulation 6 of the Council Tax (Prescribed Classes of Dwellings)(England) Regulations 2003 will retain the 50% discount and;
- (b) those dwellings described or geographically defined at Appendix A which in the reasonable opinion of the Head of Finance and Asset Management are judged not to be structurally capable of occupation all year round and were built before the restrictions of seasonal usage were introduced by the Town and Country Planning Act 1947, will be entitled to a 35% discount.

In accordance with the relevant legislation these determinations shall be published in at least one newspaper circulating in North Norfolk before the end of the period of 21 days beginning with the date of the determinations.

To set appropriate council tax discounts which will apply in 2021/22 in accordance with the legal requirements and to raise additional council tax revenue.

**48 RECOMMENDATIONS FROM THE OVERVIEW & SCRUTINY COMMITTEE 11 NOVEMBER 2020**

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

**49 POLLING STATION REVIEW - CONSULTATION RESPONSES**

The Chief Executive introduced this item. He said that following the proposals considered at the Council meeting on 23<sup>rd</sup> September, the Elections team had proceeded to the consultation stage and four representations had been received and he outlined them to Members. Objections had been received from Horsey and Morston and there was a request to retain the existing polling stations.

Cllr H Blathwayt requested further consideration of the proposals for Morston and Horsey to allow time for further consideration and discussion.

Cllr A Fitch-Tillett said that it was regrettable but inevitable that the reading room at Sidestrand was no longer fit for purpose.

Cllr P Butikofer said that he supported the changes in relation to Matlaske as it was such a small parish.

Cllr D Baker said that he was concerned about the proposals. There was no cost associated with the changes and therefore it was important to look at the underlying principle – that it should be easy for people in isolated of rural communities to vote and exercise their democratic right. He felt it was the wrong message to send residents.

Cllr S Butikofer said that she understood Cllr Baker's concerns but said that there was a cost implication for some of the very small polling stations. Having said that, she agreed that this should not over-ride the ability to vote. However, people could vote by post and this was likely to be the preferred option in light of the pandemic. She proposed that Morston and Horsey were removed from the proposals and the existing polling stations retained in those villages.

Cllr E Seward agreed with Cllr S Butikofer's suggestion.

Cllr J Toye said that he supported the proposals in Ingworth and Sustead and neither site was suitable for disabled access.

The Chief Executive summarised the proposals. He said that there was no intention to remove anyone's franchise. The Elections team was preparing for the County Council elections in 2021.

It was proposed by Cllr H Blathwayt, seconded by Cllr A Fitch-Tillett and

**RESOLVED by 29 votes in favour, 7 against and two abstentions**

**To support the changes highlighted within the review, with the exception of Morston and Horsey which are removed, and that they are implemented at future elections held.**

## **50 QUESTIONS RECEIVED FROM MEMBERS**

None received.

## **51 OPPOSITION BUSINESS**

None received.

## **52 NOTICE(S) OF MOTION**

Three Notices of Motion had been received.

### **1. Free School Meals Provision**

Proposed by Cllr G Hayman, seconded by Cllr C Heinink

Cllr G Hayman introduced the Motion (outlined in full in the agenda). He said that everyone was aware of the need for free school meals for families suffering real hardship, exacerbated by the impact of the pandemic. He praised the recent campaign by Marcus Rashford which had resulted in free school meal provision being extended until Easter 2021 and said that the Motion hoped to build on this and take it a bit further. He made reference to two local towns where the number of pupils currently in receipt of free school meals was above 20% (the national average being 17%). He said that he spoke from personal experience, having been fortunate enough to receive free school meals as a child. He said there was no shame in admitting this, above all it was important that children didn't go hungry as it affected their wellbeing and ability to learn.

Cllr C Heinink, seconder of the motion, then spoke. He said that, as a teacher, he was only too aware of the pressures placed on families during the pandemic. He said that it was a priority that all children should have enough to eat and these proposals were the best way to achieve this.

Cllr J Rest sought clarification on whether the proposal to expand the provision of FSM was limited to term time only. Cllr Hayman confirmed this was the case, unless the Government did not agree to extend the current scheme beyond next summer. Cllr Rest then referred to the Pupil Premium, saying he believed that this was already funded by the Government and made available to schools. It required the parent to register with the school if they were entitled to free school meals. He suggested that the proposal should be revisited to make reference to the fact the Pupil Premium was available and this should be sought first.

Cllr L Shires clarified that when parents applied for FSM that was when the pupil premium came into effect. It was not separate to FSM but linked to it. The school received additional funding through the pupil premium to help those pupils in receipt of FSM with extra support for their learning.

Cllr W Fredericks reiterated Cllr Shires comments that the pupil premium did not provide free school meals but provided funding for enhanced learning and additional support for those in receipt of free school meals. She felt therefore that an amendment would not make sense. She went onto say that during the last half term, she had helped run a food larder and she had seen a huge increase in families coming forward for help in feeding their children.

Cllr D Baker said that this was a very important Motion and everyone recognised that caring for the most vulnerable in society was crucial. He said that there should be an acknowledgement that the Government was already doing a lot of the work that was outlined in the motion and to some extent superseded it. He made reference to the Child Food Poverty Taskforce and the National Food Strategy and said they underlined the ongoing work that was already being done. He went onto say that the Government had allocated over £400m allocated towards tackling food provision for the poorest families and it was important that the motion should reference this and the holiday meal schemes that were being put in place. He welcomed the reference to the Healthy Start vouchers but said that he felt the Government proposals improved upon those outlined in the motion.

Cllr L Shires said that she found it very upsetting that in 2020, there were still many children struggling with hunger and food poverty. She referred to the working poor – who worked hard and struggled to feed their children and would not meet the current criteria to be eligible for free school meals. She said that the Council should do all it

could to address the problem and to reduce unfairness and inequality.

Cllr S Penfold clarified that if a pupil claimed free school meals, then the school could claim pupil premium funding. However, it went direct to the school not to the family or pupil. He added that the motion went beyond the Government's proposals regarding FSM provision as it sought to provide meals during the school holidays on an ongoing basis – not just in the short term.

Cllr J Rest agreed to withdraw the amendment.

Cllr P Heinrich said that many parents were struggling as they did not meet the threshold for free school meals and consideration should be given as to how they could be helped. He said he supported the motion.

Cllr E Withington said that she strongly supported the motion. She added that the Government proposals to provide FSM via holiday activities could cause issues for some families and ultimately reduce take-up.

It was proposed by Cllr G Hayman, seconded by Cllr C Heinink and

**RESOLVED** with 29 votes in favour and 8 abstentions

**to write to the Secretary of State for Education the Chancellor and our local MPs to call for:**

- **Extended eligibility for free school meals to every pupil whose parents or guardians are in receipt of Universal Credit**
- **Food vouchers for every one of those pupils in every school holiday and during any period of lockdown**
- **Extended eligibility for free school meals to pupils from low-income families whose parents or guardians have no recourse to public funds.**

**This council resolves to continue to work with local food bank charities, and will collaborate with local community groups to provide support for these groups if Central Government does not improve its haphazard approach to caring for the most vulnerable in our society.**

### **1. Second Homes and Furnished Holiday Lets**

Proposed by Cllr E Withington, seconded by Cllr C Heinink

Cllr E Withington introduced the motion. She said that it had the support of Sir Norman Lamb and the Norfolk Association of Local Councils. She said that the current situation was very unfair - in that a person had to prove they had a disability to receive a small discount on their council tax bill, whereas a second homeowner did not have to provide any evidence that they had a fully furnished holiday let to be eligible for business rates relief and consequently pay no contribution towards local services.

Cllr C Heinink, seconder of the Motion, said that he reiterated Cllr Withington's comments and it was imperative that owners of furnished holiday lets paid towards local services and amenities. It was an issue of fairness and to require proof of commercial occupancy levels was a reasonable way to address the potential loss of income the District was losing through this loophole.



Cllr N Dixon said that he recognised that there was a strong case to take action. It was about closing a loophole and to ensure that people were operating on the same level.

Cllr G Hayman requested a recorded vote.

It was proposed by Cllr E Withington, seconded by Cllr C Heinink and

**RESOLVED by 35 votes in favour with two abstentions**

To urge the Government to take the appropriate legal action requiring evidence of commercial occupancy levels, which will help to address one aspect of the inequality in funding of those rural tourist dependent areas of England such as North Norfolk.

**1. Tackling Harassment and Abuse in Public Life both for Members and Officers**

Proposed by Cllr S Butikofer, seconded by Cllr J Rest

The Leader, Cllr S Butikofer, introduced the motion. She began by saying that becoming and serving as a councillor was a responsibility, a privilege and a very rewarding undertaking. However, it was becoming increasingly clear that a growing number of councillors were being subjected to considerable harassment, threats and abuse, exacerbated by social media and which was aimed at undermining the democratic process by generating fear amongst elected members and those who advised them. Public intimidation was putting people off standing for election, which would mean that Councils would not reflect the diverse nature of local communities. Diversity in all its forms helped ensure that local decision making was robust and well informed. It was also becoming apparent that officers were increasingly being subjected to harassment and abuse. Ultimately this could lead to the collapse of the democratic system. She outlined the LGA's definition of abuse and harassment. Cllr Butikofer acknowledged that debate and holding different views was part of a healthy democracy, abuse, public intimidation and threats were designed to undermine democratic decision-making by creating fear in elected representatives and those who advised them. This was an issue for those at all levels of Government and she urged Council to support the motion and lead by example.

Cllr J Rest, seconder of the motion, said that he was fully supportive. He said bearing in mind the mental stress that people had been under as a result of the pandemic, he felt it was vital that a shared effort was made, transcending personal and political ambitions, to ensure that all members and officers worked together to support each other.

Cllr J Toye said that it was an important part of conserving democracy by protecting those that worked within it.

Cllr V Gay said that the UK had shaped the ideal of modern democracy throughout the World and it depended on the willingness of ordinary citizens participating through voting as well as standing for election. If people weren't prepared to oppose the climate of harassment and fear then our way of life would be lost.

Cllr C Cushing said that he supported the Motion. He had some concerns about the training on the Nolan Principles being mandatory as this implied that members did not currently abide by it. He said that his group opposed harassment of Members

and officers and he agreed that social media exacerbated the problem. He was aware of a lot of elected members experiencing online abuse and he agreed that it could deter people from standing for election and even from working within local government. He concluded by saying that it was important to distinguish between respectful challenge and abuse. The role of the opposition was to hold the Administration to account and to ask probing questions where necessary and to monitor the implementation of policy. This helped to improve decision making and the development of alternative policies.

Cllr L Shires said that the Motion was an opportunity for Members to lead the way and show where tolerance lies and to set an example to future generations. It was appalling that any member or officer should suffer intimidation and abuse. She added that she supported mandatory training in this instance as it demonstrated commitment.

Cllr N Dixon said that no one could argue against the motion. He added that he was not opposed to mandatory training but cautioned against false comfort in delivering training. Members needed to sign up to abiding by the Nolan Principles and to understand the impact of them and embed them in their role as a councillor. Ideally, he would like to see the motion strengthened to state that Members agree to sign up to delivering the Nolan Principles in their daily activities.

Cllr R Kershaw said that he echoed the motion. It was important to show respect and politeness to your peers and colleagues. He said that he respected challenge – that was why democracy worked but members needed to live by the Nolan Principles or they would suffer.

Cllr S Penfold spoke in support of the Motion and said that he agreed with Cllr Dixon's points.

Cllr E Withington said that she agreed with Cllr Dixon's comments but felt that Members had already signed up to abiding by the Nolan Principles when they were elected and adopted the Code of Conduct. She said that people would push to the edge and it was down to elected members to agree to not tolerate such behaviour. She said that she would like to see this included as an amendment.

Cllr W Fredericks said she agreed with Cllr Dixon's comments and would support an amendment on this basis.

Cllr Dixon said that he agreed that abiding by the Nolan Principles was already embedded in the Constitution and that was why he had stopped short of making an amendment. However, Members needed to be reminded that it was there and that they should abide by it.

Cllr H Blathwayt said that there was no need for an amendment as the principles were outlined in the Constitution, as was the requirement to abide by them.

Cllr S Butikofer then spoke as proposer of the Motion. She said that she supported the right to challenge and hold constructive debate but that it should always be respectful. She said that she wanted to propose an additional point for inclusion in the Motion:

'This Council refuses to accept this kind of behaviour within NNDC for members and officers'

Cllr J Rest seconded the amendment. When put to the vote, the amendment was supported.

The Chairman then asked Members to vote on the substantive motion.

Cllr R Kershaw requested a recorded vote.

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

**RESOLVED unanimously**

- To write to the Districts MPs to seek their support in tackling harassment and abuse in public life.
- To write to the Minister for the Cabinet Office to seek a cross government response in tackling harassment and abuse in public life.
- To write to the Chair and Chief Executive of the Local Government Association to thank them for representations made to date on the issue.
- To arrange mandatory training on the Nolan principles for all Councillors that we are all acting as ambassadors of best practice.

**53 EXCLUSION OF PRESS AND PUBLIC**

**54 PRIVATE BUSINESS**

The meeting ended at Time Not Specified.

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Chairman

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**COUNCIL**  
**RECORDED VOTE FORM**

**Agenda item: 16 – Notice of Motion – Second Homes & FHL**

**Date: 18 November 2020**

	For	Against	Abst		For	Against	Abst
Adams, T				Housden, N	X		
Baker, D	X			Kershaw, R	X		
Bevan-Jones, P				Lloyd, N	X		
Birch, D	X			Mancini-Boyle, G	X		
Blathwayt, H	X			Millership, M	X		
Brown, A	X			Pearce, N	X		
Bütikofer, P	X			Penfold, S	X		
Bütikofer, S	X			Perry-Warnes, G	X		
Cushing, C	X			Punchard, J	X		
Dixon, N	X			Rest, J	X		
Fitch-Tillett, A	X			Seward, E	X		
Fisher, P	X			Shires, L	X		
FitzPatrick, T			X	Spagnola, E	X		
FitzPatrick, V			X	Stenton, J	X		
Fredericks, W	X			Stockton, C	X		
Gay, V R	X			Toye, J	X		
Grove-Jones, P	X			Varley, A	X		
Hayman, G	X			Ward, K			
Heinink, C	X			Withington, E	X		
Heinrich, P	X			Yiasimi, A	X		

recorded votes form

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**COUNCIL**  
**RECORDED VOTE FORM**

**Agenda item: 16 – Notice of Motion – Harassment in Public Life**

**Date: 18 November 2020**

	For	Against	Abst		For	Against	Abst
Adams, T				Housden, N	X		
Baker, D	X			Kershaw, R	X		
Bevan-Jones, P				Lloyd, N	X		
Birch, D	X			Mancini-Boyle, G	X		
Blathwayt, H	X			Millership, M	X		
Brown, A	X			Pearce, N	X		
Bütikofer, P	X			Penfold, S	X		
Bütikofer, S	X			Perry-Warnes, G	X		
Cushing, C	X			Punchard, J	X		
Dixon, N	X			Rest, J	X		
Fitch-Tillett, A	X			Seward, E	X		
Fisher, P	X			Shires, L	X		
FitzPatrick, T	X			Spagnola, E	X		
FitzPatrick, V	X			Stenton, J	X		
Fredericks, W	X			Stockton, C	X		
Gay, V R	X			Toye, J	X		
Grove-Jones, P	X			Varley, A	X		
Hayman, G	X			Ward, K			
Heinink, C	X			Withington, E	X		
Heinrich, P	X			Yiasimi, A	X		

recorded votes form

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## CABINET MEMBERS REPORT TO COUNCIL

16 December 2020

### **COUNCILLOR S BUTIKOFER - CABINET MEMBER FOR EXECUTIVE SUPPORT**

For the period November 2020 to December 2020

#### **2 Forthcoming Activities and Developments.**

- Work has commenced on developing a people strategy
- Completion rate of NNDC's new appraisal process has increased the completion rate by over 30%
- Supported by the Staff Focus Group, currently surveying Officers for their feedback on the new appraisal process
- Assistant Director recruitment begins 10<sup>th</sup> December, and concludes first week of January
- Reviewing NNDC recruitment processes, with the intention of procuring an applicant tracking system
- The HR team are busy supporting all areas of the organisation with BAU activities
- Completed a refresh of the health and well-being intranet page to better support Officers health and well-being
- Supported EH with the prompt mobilisation of COVID Marshalls

#### **3 Meetings attended**

- EELGA – Heads of HR call. We delivered a presentation, as being one of the first authority's to submit a Kickstart application
- Joint Staff Consultative Committee

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## CABINET MEMBERS REPORT TO COUNCIL

16 December 2020

### **COUNCILLOR S BUTIKOFER - CABINET MEMBER FOR EXECUTIVE SUPPORT**

For the period November 2020 to December 2020

#### **1 Progress on Portfolio Matters.**

The elections team have written to each elector who will have a change in Polling Station offering them an absent vote and we have now begun to receive responses from electors wishing to take this voting method up in the future.

The Revised Register of Electors was published on 1<sup>st</sup> December. The first publication following the reformed Canvass which has been on the whole a more positive experience and far more cost effective to the Authority.

#### **2 Forthcoming Activities and Developments.**

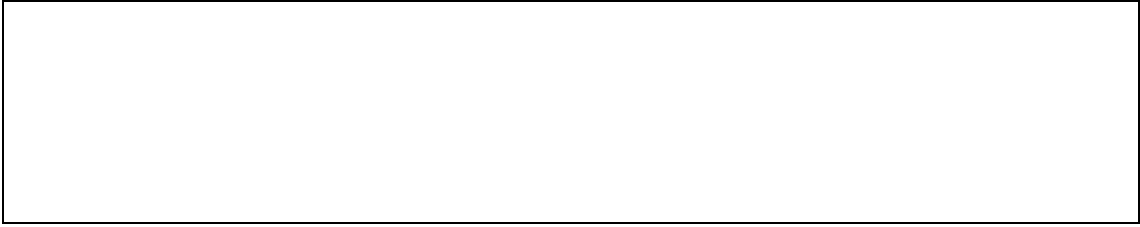
We are continuing with our plans for delivering elections under the current ongoing situation with Covid-19.

Work is also continuing on the Census and we are liaising with Paul Walmsley of the ONS and working with colleagues from teams which he has identified to support his efforts in obtaining a good Census response in North Norfolk

We are also shortly to move from our existing location near Environmental Health ahead of DWP expanding their footprint within the NNDC offices.

#### **3 Meetings attended**

Only a couple of meetings relating to system development.



## **CABINET MEMBERS REPORT TO COUNCIL**

**16 December 2020**

### **COUNCILLOR A FITCH-TILLET - CABINET MEMBER FOR COAST**

For the period November to December 2020

#### **1 Progress on Portfolio Matters.**

##### *Maintenance works:*

- Ongoing works ongoing on the exposed revetments at Bacton.
- Ongoing works on Cromer bastion with regards to surfacing issues.
- Remedial works to steps going over the revetment at Sidestrand
- Repair the Weybourne outfall and supports
- Completed painting of three beacons at Sheringham. Once tides are favourable the remaining beacons will be painted
- Preparations for maintenance works to Sheringham timber groynes
- Repairs to Cromer Pier structure

##### *Coastal Inspections*

- Audit completed with Trinity House on Navigation Beacons Inspections
- Inspection of Bacton, Walcott, Happisburgh, Overstrand and Cromer just after high tide on Thursday 19<sup>th</sup> November to look for surge damage, nothing was noted
- Inspections following windblown sand reports

##### *Other activities such as notable*

- Explosive device found on Bacton, Coastguard and Bomb Disposal team dealt with the item. Further information is being sought.
- Sperm Whale washed up on Weybourne beach, CPE Team provided assistance to Environmental Services with regards to access
- Flood gates shut as well as flood boards put in relevant places, following flood warnings from the Environment Agency

##### *Coastal Forum*

- NNDC Coastal Forum on Tuesday 17<sup>th</sup> November and was well attended(virtually) with 45 participants (this number includes Officers). Updates were provided from:
  - Eastern Inshore Fisheries and Conservation Authority
  - Marine Management Organisation
  - Environment Agency
  - CPE team members
  - Professor Tim O’Riordan and Ian Scott

##### *Sandscaping*

- Analysis of the short-term performance of the scheme during the first six months’ post-construction (August 2019 to February 2020) provides an insight

into the behavior of the scheme since placement and being used to validate the similar analysis carried out during the design of the scheme.

- Monitoring summary of this analysis are as follows:
    - Overall, the project area has gained sediment in the period between September 2019 and February 2020.
    - The Terminal frontage has lost approximately 56,000 m<sup>3</sup> of sediment, while the Villages frontage has gained approximately 112,000 m<sup>3</sup> of sediment.
    - The beach will become less vulnerable to big changes as it moves to a more natural profile.
    - The sediment in front of the Terminal is flattening and appears to be feeding the Villages down shore.
    - There is an observable seaward movement of sediment (as expected in response to the storms that occurred and general 2019/2020 winter conditions) but no observable loss of sediment to deep water, from where it would not be able to recover in summer.
    - Overall, a large amount of sediment is displaced from the sub-aerial beach to the foreshore, a sign that the beach state is tending to more natural conditions.
    - As predicted within the design model, there was more movement of sediment within the short period up to October 2019, than in the longer period until February 2020.
  - Analysis of the most recent monitoring (autumn 2020) is now being undertaken.
  - Assistance provided clearing windblown sand from the gales in late September has been completed.
  - NNDC attended a project mid-point meeting with the Sandscaping Palaeolithic Artefact Discoveries Project. Work is developing around only resources to assist with identification of finds but also to draw together information around the wider online information of the artefacts found on the north Norfolk coast. The synergies with the Deep History Coast are being explored and incorporated.
  - The Sandscaping project has recently been awarded the following awards
    - British Construction Industry Award for Climate Resilience Project of the Year.
    - Institute of Civil Engineers East of England Exceptional Merit Award for Technical Excellence/Innovation.
    - Pipeline Industries Guild – Subsea Pipeline of the Year
- The scheme has also been identified as a finalist for:
- 2020 Flood and Coast Awards
  - APSE (*Association for Public Service Excellence*) Service Awards 2020 - Best Public / Private Partnership Working initiative

## **2 Forthcoming Activities and Developments.**

- The CPE team are developing an expression of interest for the Innovative Resilience Fund launched during November by the Environment Agency. This fund is seeking 25 areas for developing innovative ways of managing flood and coastal erosion and is open to Lead Local Flood Authorities and Coast Protection Authorities (such as the CPE authorities). The bid being developed will look to build on the previous good work competed on the Norfolk and Suffolk coast in delivering community engagement and delivery of

coastal adaptation. As the fund is highly competitive the core details of the bid are not being shared at this time beyond partner organisations whose support is sought. Should you require further information please contact the team.

- The design and consenting professional services for the Mundesley and the Cromer Coastal Management schemes will go to tender through CPE Dynamic Purchasing System over the coming month.

### **3 Meetings attended**

All virtual unless elsewhere specified

- Attended all NNDC Committee Meetings, Working Parties and Briefings appointed to or as and observer.
- Portfolio Meetings:
- 19/11: Wash and North Norfolk Marine Partnership Management Group followed by Stakeholder Meeting
- 25/11: Norfolk Coast Partnership Forum
- 26/11: ICE Awards Ceremony
- 02/12: LGA Coastal SIG
- 09/12: CPE Management Catch Up - Trimingham Beach Walk

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## **CABINET MEMBERS REPORT TO COUNCIL**

**December 2020**

### **COUNCILLOR VIRGINIA GAY - CABINET MEMBER FOR LEISURE, WELLBEING & CULTURE**

For the period November to December 2020

#### **1 Progress on Portfolio Matters.**

##### **Business as usual activity**

##### **Culture**

There has been a reduction in grant applications to the Arts & Culture Fund as a result of Covid 19. One grant application for a rural theatre project was received for the period July 2020 – October 2020. A conditional grant of £2,500 was recommended. Due to Covid 19 some previously funded projects had to be cancelled, postponed or delivered virtually.

The Covid-safe Christmas pier show 'Strictly Xmas' commenced on Friday 4<sup>th</sup> December, operated with permission of the Council by Openwide, together with Nigel Hogg Productions (Cromer Pier Show's Musical Director). There will be a total of 27 shows up until the 2 January, and many of those shows are already sold out.

##### **Wellbeing**

##### *Community transport*

Organisations that provide community transport were proactively contacted and encouraged to apply for a grant but the response suggested that generally Community Transport schemes have been suspended or reduced service due to Covid 19 and still have funding available from previous grant awards. One grant application to the Community Transport Fund for the continued funding of a Dial-A-Ride and Medi-Car service was received for the period July 2020 – October 2020. Grants totalling £40,000 were recommended for approval.

The new North Norfolk Sustainable Communities Fund (NNSCF) reflects the Council's increased focus on environmental sustainability and community wellbeing. The Panel will meet on 7<sup>th</sup> December to consider eleven applications totalling £115,527.99. For projects requesting NNSCF grants under £1,000 a smaller monthly panel meets to enable decisions on these grant applications to be made more quickly. In November, one application for a grant of £1,000 was recommended for approval.

##### *Social Prescribing*

The Council has contracts to deliver Social Prescribing services in North

Norfolk on behalf of Norfolk County Council and two Primary Care Networks in North Norfolk. Three 'Social Prescribers' are employed by NNDC specifically through the NCC contract, which is due to expire on 31<sup>st</sup> March 2021.

The total of five Social Prescribing Officers support vulnerable people to deal with or manage complex or significant issues which are impacting on their health and wellbeing. Currently this is not a self-referral service. Organisations such as health, social care, police, housing associations and internal NNDC services, with the customer's consent, refer vulnerable people for support. During November, 64 referrals were received. In total this year so far 571 referrals have been received.

This figure is lower than in previous years, probably due to Covid and people not going to their GPs etc. (so their issues may not have been picked up in the usual ways). Following the lifting of the first lockdown the rate of referrals increased, and it is anticipated that, as the longer-term impacts of the pandemic, particularly the ending of the furlough scheme and ending of the suspension on evictions, are felt there will be a significant increase in referrals.

#### *Information, Advice & Guidance*

The Council (along with Norfolk County Council) has for long time funded Norfolk Citizens Advice to provide an Information, Advice & Guidance service. This year an 'interim' grant has been given to Norfolk Citizens Advice whilst a review of IAG services is undertaken. The future position will be informed by the outcome of a NCC review into the future funding of IAG and Social Prescribing which is due imminently.

#### **Covid 19 related activity**

The Council is working with Norfolk County Council to provide a local Contact Tracing service in North Norfolk. This is for people who have tested positive for Covid 19 but where national or NCC contact tracers have been unable to reach them by phone. A team of NNDC officers will visit people to request that they register details of people they have been in contact with. Support will be also offered to people who have tested positive for Covid 19 to enable them to self-isolate.

NNDC continues to work with NCC and third sector organisations to support Clinically Extremely Vulnerable residents and those experiencing financial hardship or requiring other support due to the impact of Covid 19.

The Council is collaborating with other Norfolk authorities to ensure the Government grant of £2.7m, recently been awarded to NCC for a Winter Support Scheme, is used effectively. Eighty percent of the funding is allocated for families experiencing hardship and 20% for other vulnerable adults. There are three components to the scheme:

- *Grants* to help people buy food, household essentials, Paypoint top ups for gas and electricity and a daily living allowance for living expenses and household bills excluding rent and Council Tax,

- *Pink Orange Ingredients Boxes* - Pink Orange will provide ingredients boxes including recipe guides to targeted families across Norfolk.
- *Free School Meals vouchers* - All schools and educational establishments in Norfolk will have received communication about ensuring that all children who are eligible are signed up for free school meals (the means tested pupil premium element and not the universal free school meals that all children in reception to the end of year 3 are entitled to). Schools are then able to provide a link and code for EdenRed which is the chosen provider of supermarket vouchers to the value of £15 per child per week, for two weeks over Christmas and a Week at February half term - these vouchers can be used at all main UK supermarkets.

## **Leisure**

### ***Sports and Leisure Facilities***

The three leisure centres (Fakenham, Splash and Victory leisure facilities) closed on 4 November as part of the Government's national lockdown. The Council's leisure operator 'Everyone Active' worked hard to remobilise the facilities again to reopen on Wednesday 2 December. The aim has been to continue to grow participation in physical activity and improve the health and wellbeing of our residents. The three dual-use sports centres are unlikely to be able to reopen until April 2021.

### ***Countryside***

The team has now received its Green Flag feedback reports.

Holt Country Park now plays host to a 'Forest Schools' initiative which launched in November: 'Wild by Nature'. This is an excellent addition to the Park, bringing in income.

The team are working hard to support the Council's 110,000 trees project. There are a number of tree planting events in December with more planned for 2021.

## **2 Forthcoming Activities and Developments.**

Following the review of advice and guidance provision within the District, a report will be prepared setting out the options and recommending the most effective use of the resources available to address the needs of North Norfolk residents.

On December 11th the Cultural Consortium's bid for the North Walsham HAZ project will be submitted to Heritage England.

<b>3 Meetings attended</b>
Since last I reported to you I have attended meetings on the Arts and Community Transport grants, the Go Go Discover Mammoth project, the Cultural Consortium bid and the branding for the Sheringham Leisure Facility in addition to regularly scheduled council meetings.

## **CABINET MEMBERS REPORT TO COUNCIL**

**16<sup>th</sup> December 2020**

### **COUNCILLOR GREG HAYMAN - CABINET MEMBER FOR HOUSING & BENEFITS**

For the period November – December 2020

#### **1 Progress on Portfolio Matters.**

##### **Benefits**

The Benefits Team continue to assist households in need of financial support.

##### Test & Trace Support Payment

We have received 64 applications for the Trace & Trace Support Payment out of which we have made a payment of £500 each to 22 people to support them whilst they are self-isolating. We have refused 36 applications, mainly due to the employer continuing to pay full wages whilst the person is self-isolating. The remaining applications are in the process of being verified.

##### Council Tax Hardship Fund

We have spent 70% of the £723,824 fund allocated in April. This has given additional support to households financially affected by the pandemic. Any remaining fund as at 31<sup>st</sup> March 2021 can be utilised by the council as we see fit.

However, the Spending Review (SR20) implies local authorities will receive additional grant funding in 2021/22 to help support households that are least able to afford council tax. This may indicate the scheme will continue in 2021/22. In which case, we may wish to add any remaining fund to the new allocation for 2021/22.

##### Covid Winter Grant Scheme - Norfolk

Norfolk County Council has been allocated £2.7 million by the Department for Work and Pensions (DWP) for the Covid Winter Grant Scheme. This might help in meeting essential needs for many people (perhaps people who have never needed help before) as this winter will be challenging for a variety of reasons, and there will be a lot of people who will need help with things like paying bills and buying food. Norfolk County Council will be responsible for making payments under the scheme but Sonia Shuter, Health and Communities Manager, is the scheme contact for this authority.

Where we do identify a family or resident in Norfolk who is currently suffering from hardship and unsure how to pay their bills, keep warm and buy food, Norfolk County Council are asking that we help them apply for the support. This can be done online at [www.norfolk.gov.uk/covidwintersupport](http://www.norfolk.gov.uk/covidwintersupport).

In a proactive move, the Benefits Team will use existing data around Housing Benefit, Council Tax Support, debtors, and Discretionary Hardship applicants, to identify potential vulnerable households and to reach as many people as possible.

## **Housing**

### Green Homes Grant

A consortium of Norfolk Councils, including North Norfolk District has been successful in securing £1.24 million of Green Homes Grant.

The Green Homes Grant will be implemented by the Norfolk Warm Homes Partnership, to support fuel poor residents to reduce heating costs and improve the energy efficiency of their homes by the end of March 2021. Insulation measures available include solid wall insulation, cavity wall insulation, loft insulation, air source heat pumps and underfloor insulation.

Part of the grant funding targets the addition of insulation to Park Home properties. To promote this element of the grant we have written to residents of the Council-owned Park Home site in Pudding Norton to invite applications. Several residents have expressed interest and we expect work to start early in the New Year.

### Temporary Housing

Following the Council's successful bid to secure £140,000 from the Government's Next Steps Accommodation Programme to help provide four homes for single rough sleepers or people at a risk of rough sleeping, we are now moving ahead with the purchase of 4 x one-bed homes. We have offers accepted on two properties and are actively seeking two more. We must complete purchases by 31 March 2020. As at 30<sup>th</sup> November the Council had 48 households in temporary housing.

### New Affordable Homes

Housing Associations working in North Norfolk District expect to provide 225 new affordable homes this financial year – 95 for affordable rent and 130 for shared ownership. Most of the new homes are expected in the last quarter of the year. Forty-four of the new homes had completed as at 30 November.

Housing 21's construction of the Fakenham Extra Care Housing scheme is progressing well and should be ready for occupation in March 2021. The official opening of the show flat for the shared ownership homes is on 8<sup>th</sup> December; Council leader, Cllr Sarah Bütikofer will attend.

### Housing Options Team

The team continue to focus on supporting all clients that approach the service. There is still a firm focus on Rough sleepers and in accordance with Government advice the service has moved from 'Everyone in' to 'Protect' and will continue to offer accommodation to rough sleepers over the winter period.

Your Choice Your Home is still operating; with 1 in 3 properties being considered for direct let. This means that the authority is able to still support & rehouse those that the authority has duties to assist through the Homeless Reduction Act and rough sleepers. This will continue until the agreed review in January 2021.

As at 30 Nov there were 2,813 households on the housing list of whom 412 were on the Housing Register (highest priority) broken down as follows:

- 4 Priority Card.
- 254 Band 1
- 154 Band 2.

Between 1 Apr 2020 and 30 Nov 2020 there have 158 affordable home lets. For the same period last year there were 214.

The team is supporting a large number of homeless households and households at risk of homelessness.

Live Cases, as at 03 Dec 2020, breakdown into:

- Final Duties accepted: 26
- Prevention duty accepted: 28
- Relief Duty accepted: 41
- Triage (mixture of new cases, rough sleepers, being supported): 62

The team continue to work with and support rough sleepers. As at 3 Dec 2020 there were 12 known rough sleepers, of whom we are providing accommodation for 7 and 5 are still sleeping rough.

#### Integrated Housing Adaptations Team (IHAT)

The IHAT has a budget of just under £1.2 million in 20/21 to provide adaptations to help people remain in their homes. The IHAT provide a range of adaptations including level access showers and stair-lifts.

In November the team completed 13 adaptations and spent £115,000. A further 5 grants with a value of £41,500 were approved. The team has outstanding commitments of £480,000 for work approved but not yet completed against a remaining budget of £740,000. This leaves £260,000 of budget uncommitted with four months of activity remaining.

In the recent Spending Review the Government announced that the national DFG budget would increase from £505m to £573m a 13.5% uplift.

There is a significant amount of demand in the system and the recent (November) lockdown has not had any significant impact on our service delivery. All contractors have continued to work on DFG cases. We have had a small number of customers who have asked for applications/works to be deferred until after the worst of the pandemic.

We are in the process of managing the transition to our new web based IT system which has had some impact on service delivery during October and November. This new system will be available to the Occupational Therapist and Assistant Practitioner who are part of the integrated team which will improve efficiency.

The team's apprentice has secured a permanent position with the Council in the Property Services team. In the New Year the team will consider whether to support a further apprenticeship.

Broadland Housing Association Wins Royal Town Planners Institute (RTPI) Award

Broadland's North Norfolk District Wide Affordable Housing Strategy was the regional winner in the RTPI's virtual awards ceremony in November.

Broadland's award-winning strategy is helping to meet the acute shortage of affordable housing in north Norfolk. Working closely with partners at North Norfolk District Council and local parish councils, Broadland is creating vibrant, sustainable rural communities.

Chair of the RTPI judges' panel, David Potter, said:

*We were very impressed with this novel and very successful approach to tackling the difficult and urgent problem of providing affordable housing in rural areas. The judges concluded this careful management and collaborative working arrangement should be commended.'*

**2      Forthcoming Activities and Developments.**

**3      Meetings attended**



## CABINET MEMBERS REPORT TO COUNCIL

16 December 2020

**COUNCILLOR RICHARD KERSHAW  
- CABINET MEMBER FOR SUSTAINABLE GROWTH**

For the period November to December 2020

### **1 Progress on Portfolio Matters.**

#### **Engagement with businesses**

The usual engagement with businesses has been maintained, albeit with a reduced level of site visits. Much of the current resource and activity has been focused on helping businesses to access grants administered by the Council (see below) and helping businesses to obtain funding and other local and national support.

#### **Lockdown Supporting Grants**

With the announcement of the national lockdown (5 November to 2 December), the Government committed to providing further grant funding which would be again delivered by Local Authorities.

*Local Restrictions Grant-Closed* – has been provided to businesses that were legally required to close during the national lockdown period and are registered for Business Rates. NNDC has been allocated £5,267,214 to support this. 2,781 awards have now been made, amounting to approximately 68% of the 4,104 eligible businesses. The total grant paid to date is £3,929,690 which is over 75% of the allocated sum.

*Local Restrictions Grant-Open* – is intended to support Businesses that have not had to close but which have been severely impacted due to local Tier 2 or Tier 3 restrictions. Eligible businesses will be entitled to a grant for each 14 day period that they are under local restrictions. Local councils have the freedom to determine the precise eligibility criteria for these grants; however, the Government expects the funding to be targeted at hospitality, hotel, bed & breakfast and leisure businesses.

*Grants for 'wet-led' pubs* – on 1 December the Prime Minister announced an additional grant for 'wet-led pubs' in tiers 2 and 3 who will miss out on the trade they would normally yield during the busy Christmas period. They will be eligible for a one-off £1000 payment in December which will be paid on top on the existing grants for businesses. Eligible businesses will be required to complete an application form and payments will be made shortly.

*Additional Restriction Grant (ARG)* – In addition to the above funding, NNDC has received £2,096,740 as a one-off sum to provide additional support for

businesses over the next two financial years. Whilst the initial focus has been concentrated on ensuring the swift delivery of the LRSG grants, the Council will shortly identify an element of the ARG fund to provide for a discretionary grant scheme to support certain businesses that, for a number of reasons, may not have been able to access the LRSG funding.

### **North Walsham Town Centre Heritage Action Zone**

A number of key activities have commenced including:

- a condition survey on The Cedars with a scoping report to follow;
- a Communication Strategy;
- the formulation of a community engagement plan;
- a draft tender brief for the design of the Town Centre Place making initiative;
- a funding bid for the Cultural Consortium;
- a risk workshop and updated Risk Register;
- a Stakeholder Group meeting.

### **Visitor economy**

#### *Tourism Sector Support Grant*

The Council received almost 80 applications to the North Norfolk Tourism Sector Support Fund. The standard of applications – for projects and initiatives and winter adaptations – was good and almost half were invited to provide a more detailed Full Application. The Grant Panel have now met and have approved 29 projects for a total value of £138,769.14.

### **European Union Transition**

From 1 January 2021 businesses that deal with Europe will have to follow new rules on exports, imports, tariffs, data and hiring. Presently 49% of the UK's international trade is with the EU. The Government has provided guidance for businesses that feel that this may directly affect them (found [here](#)). Whilst our local partners (notably the Norfolk Chamber of Commerce and the New Anglia LEP) have and will play a supporting role in the transition, it has been notable that the Council has received very few enquiries directly about this. Whilst we are aware that some of our larger businesses do conduct trade with Europe, they have to date raised little concern or at least appear to be appropriately informed of the changes. However, we are equally aware that the pandemic has meant that many businesses are otherwise focused on general survival during these challenging times. Should businesses present concern regarding the transition (pre or post 1 January 2021), the Economic Growth Team will be happy to signpost to the appropriate support or information.

## **2 Forthcoming Activities and Developments.**

### **Kickstart Job Support Programme**

This initiative, led by DWP, will provide funding for the creation of job

placements for 16 to 24-year olds, the age group identified as most at risk of long-term unemployment as a result of the pandemic. NNDC has successfully applied to be a 'Gateway' organisation, working with businesses and partners to deliver a local scheme for the north Norfolk District. The Council has now made two applications to the DWP, having received over 100 expressions of interest for placements from local businesses. The first application for the initial cohort has just been approved and work is now being undertaken to progress these which will include acquiring job descriptions for the new roles and ensuring that suitable contractual, employability support and general working arrangements are in place to support the placements.

**3 Meetings attended**

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## **CABINET MEMBERS REPORT TO COUNCIL**

**18 November 2020**

**COUNCILLOR NIGEL LLOYD - CABINET MEMBER FOR ENVIRONMENTAL SERVICES, CLIMATE CHANGE AND ENVIRONMENT**

For the period September 2020 to November 2020

### **1 Progress on Portfolio Matters.**

#### ***Climate Change and Environment***

The Climate Change Project officer (Nigel Stannett) started in November and has been developing tree planting initiatives as well as gaining an understanding of the actions that will be undertaken to deliver an environmental Charter in support of our efforts to mitigate and adapt to climate change. Our Environmental Policy Officer (Annie Sommazzi) will lead on the delivery of the actions set out in the Corporate Delivery Plan, together with engaging stakeholders, when she takes up her post on 14<sup>th</sup> December.

#### ***Tree Planting initiative***

The project team has been making contact with third parties with whom the Council will work to implement tree planting initiatives. The November national lockdown has meant that certain events had to be deferred but revised arrangements are now in place to ensure:

- a further 4540 trees will be planted on NNDC land this winter, many of which will be planted by staff as part of volunteer tree planting days on 9<sup>th</sup> and 16<sup>th</sup> December
- a tree giveaway, which is taking place on 11<sup>th</sup> & 12<sup>th</sup> December (10:00 until 14:00) at Holt Country Park
- 7 projects confirmed as of 4/12, planting approximately 6,500 trees
- Further planting projects of various scales are being designed, including with local schools and other third party organisations
- We are pursuing a range of options with many town and parish councils
- Potential large-scale planting scheme options in partnership with appropriate organisations and landowners on third party sites
- Exploring issues and options for ensuring trees planted have the best chance of survival, including tree planting guidelines, future management options, and reducing tree guard waste.

#### ***Electric Vehicle Charge Points (EVCPs)***

Progress on the installation of ECVPs remains hampered by technical difficulties involving third parties. The installations in Holt and Sheringham are fully operational and levels of usage rose rapidly up until the November

lockdown (cumulatively since installation: 4047 kWh energy dispersed; 3160 kg carbon saved). The installations at Fakenham and Cromer are still in the pipeline (awaiting resolution of technical matters); Wells is awaiting commissioning; and the North Walsham installation is awaiting the resolution of access to a suitable power connection before it can commence.

Options for installing ECVPs at the new Sheringham Leisure Centre are being evaluated.

## **2 Forthcoming Activities and Developments.**

### *Energy production*

As reported by the portfolio holder for Sustainable Growth, the Council is a funding partner and key stakeholder in the Bacton feasibility study into the potential for Bacton Gas Terminal to become a major location for the production of hydrogen energy, as the U.K. transitions to a “net zero” carbon energy economy.

The ‘Bacton 2.0’ Hydrogen Production Feasibility Study is being led by local energy experts Hydrogen East. The inception meeting was held on 13<sup>th</sup> November and the Council sits on the Project Group, which meets fortnightly.

### *Energy conservation*

As reported by the Housing & Benefits Portfolio holder, a consortium of Norfolk Councils, including North Norfolk District, was successful in securing Green Homes Grant funding, which will be implemented by the Norfolk Warm Homes Partnership, to help fuel-poor residents to reduce heating costs and improve the energy efficiency of their homes (and thus carbon emissions). Part of the grant funding targets the addition of insulation to Park Home properties. To promote this element of the grant the Council has contacted residents of the Council-owned Park Home site in Pudding Norton to invite applications. Several residents have expressed interest and it is expected that work to start early in the New Year.

## **3 Meetings attended**



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## CABINET MEMBERS REPORT TO COUNCIL

16 December 2020

### **COUNCILLOR NIGEL LLOYD- CABINET MEMBER FOR ENVIRONMENT**

For the period November to December 2020

#### **1 Progress on Portfolio Matters.**

During the November "Lockdown" the teams within Environmental Health have been providing advice and support to individuals and businesses on the remaining compliant with the restrictions. Towards the end of November teams were busy with advising businesses on what the new Tier arrangements would mean for them and, where appropriate, how they could continue to operate in a compliant manner.

The Council had employed six Covid Support Officers, funded through money allocated from Government, who have been out since the lockdown eased, providing a visible presence to the public, reminding people in respect of social distancing and offered guidance and support to businesses.

Officers from across Environmental Health contribute to support various multiagency meetings around Covid19 and also undertake work associated with the planning and response to Covid. This is addition to continuing to respond to requests for service and programmed work of the Teams.

The Private Water Supply sampling programme has gone particularly well with vast majority of supplies which needed a sample being tested. Given that sampling stopped for two months during the first lockdown, this is a significant achievement and testament to the hard work of the team.

A property in Fakenham that the Environmental Protection Team had involvement with earlier in the year has now deteriorated in condition again to the point it has been assessed as a dangerous structure again. We are working closely with colleagues in other departments through the enforcement board to establish the best course of action.

Typical for this time of year, the Civil Contingencies Team have been dealing with a both river and coastal flooding issues.

- High river levels with overtopping at Ludham Bridge and Potter Heigham 1-4 November, 1 December and 4 December. Officer monitored and worked with local Flood Wardens to support the local area.
- Coastal Flood Alerts and three Flood Warnings on 16 November meant that the flood gates were closed and assets on Cromer Pier and Cromer Prom protected. NNDC Officers, Police and Coastguard

provided reassurance presence at Bacton and Walcott and the local flood wardens did their usual excellent job.

A large Sperm Whale washed up on Weybourne beach on the 1 December. Disposal of the carcass is currently being arranged by officers within the Environmental Services Team.

Five members of staff attended online rest centre training from British Red Cross as part of the ongoing preparedness for supporting communities during emergencies.

The arrival of new collection vehicles on the waste contact has improved reliability. New collection calendars have distributed to all households across the district, advising residents of future collection days including those over the Christmas period.

## **2 Forthcoming Activities and Developments.**

Officers are assessing the requirements to provide cover over the Christmas period to ensure adequate resource is allocated to deal not only with the normal work over the period that the offices are closed and to reflect the additional work associated with the ongoing planning and response arrangements for Covid.

## **3 Meetings attended**

Officer meetings throughout the month.



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## CABINET MEMBERS REPORT TO COUNCIL

December 2020

### **COUNCILLOR E SEWARD - CABINET MEMBER FOR RESOURCES**

For the period November to December 2020

#### **1 Progress on Portfolio Matters.**

**COVID 19** – Since the last report, a second national COVID lockdown has been announced. The Government has announced four new funding pots to be made available to Councils to support their residents, of which NNDC are eligible for two. Finance and Revenues colleagues are working with the Economic Development team on eligibility criteria and distribution. A significant number of businesses have now received payment.

**Members Briefing/Savings Exercise** – An MTFS briefing and Savings workshop was undertaken with Councillors on the 25<sup>th</sup> November. The Finance team are now working on the outputs and looking at feasibility and revenue saving potential as part of the Budget setting process for future years, along with ideas previously generated by the Operational Management Team.

**2019-20 Statement of Accounts** – The audit of the draft statement of accounts is now due to take place in February 2021. It is hoped that the final version will be ready to sign off at the March meeting of Governance, Risk and Audit Committee. The audit has experienced delays due to resourcing issues being experienced by auditors nationally, as well as shifting accounts preparation deadlines caused by COVID 19.

**Spending Review** – The Chancellor announced the one year Spending Review on 25<sup>th</sup> November. While this provides some insight into the Council's expected funding streams for next year, we await confirmation as part of the Provisional Settlement. A separate update on the Spending Review and its potential implications has been circulated to all Members.

#### **2 Forthcoming Activities and Developments.**

**Provisional Local Government Finance Settlement** - We are expecting the Provisional Local Government Finance Settlement to be announced in the week commencing 14<sup>th</sup> December 2020. The settlement will set out our Government funding for the financial year 21/22, although the figures will be

draft until the final settlement is announced in February.

**Budget Setting 2021/22** – Finance staff continue to work with budget holders and Cabinet members over the budget for next financial year.

**Upcoming Reports** – a number of reports are due to be considered over the following months as follows:

- Budget Monitoring Report Period 10/COVID update
- Medium Term Financial Strategy 2021/2022 onwards and 2021/22 Budget/Council Tax setting
- Treasury Management Strategy
- Capital Strategy
- Investment Strategy

**3 Meetings attended**

Nothing further to report.

## CABINET MEMBERS REPORT TO COUNCIL

16 December 2020

### **COUNCILLOR L SHIRES - CABINET MEMBER FOR ORGANISATIONAL RESOURCES (CUSTOMER SERVICES)**

For the period November 2020 to December 2020

#### **1 Progress on Portfolio Matters.**

##### **Reprographics:**

With the second lockdown now ending and as we move into a period in tier 2, reprographics will be producing leaflets and signage for services managing our community support to the residents and visitors of North Norfolk. It is anticipated that with the end of lockdown 2 there will be an increase in customer demand for housing benefit and council tax support, which will impact on the reprographics workload.

##### **Digital Mail Room:**

As we are now leaving lockdown 2 and entering Tier 2 the North Norfolk Information Centre will reopen in line with government guidelines on the 4th December.

The Digital Mailroom have been supporting colleagues in Development Control preparing documents received during the 3 week close down period and scanning images in readiness to upload when the new system goes live on 7th December with the new IT system.

##### **Customer Services:**

**Covid-19:** The table below shows the number of contacts made to the Customer Services Team by customers using the Covid-19 Helpline and dedicated email inbox during the second lockdown period. This represents a 249% increase in contacts by customers compared with the 242 contacts received on the same lines throughout October;

##### **Customer Covid-19 Helpline Contacts 29 Oct to 30 Nov 2020**

	Calls	Emails	Total
Benefits	9	1	10
Council Tax	8	3	11
Business Support/NDR	205	54	259
Community Support	210	12	222
Other	91	9	100
<b>Total</b>	<b>523</b>	<b>79</b>	<b>602</b>

<b>2 Forthcoming Activities and Developments.</b>
<b>Reprographics:</b> The current Reprographics equipment contract is a 5-year rental agreement and the current contract is due to end in June 2021. The procurement options will be reported to Cabinet on 7 December 2020.
<b>3 Meetings attended</b>



## **CABINET MEMBERS REPORT TO COUNCIL**

**16 December 2020**

### **COUNCILLOR LUCY SHIRES CABINET MEMBER FOR ORGANISATIONAL RESOURCES**

For the period September 2020 to December 2020

#### **1 Progress on Portfolio Matters.**

Work has commenced on planning the migration to Microsoft M365 following the change in licensing. This is a significant workstream and will take until mid-2021 to complete. It will deliver some significant improvements on the ability to support collaborative and group working both within NNDC and with partner organisations. It will include replacing Skype For Business with Teams as the primary communications platform for the Council which is likely to be in the first phase of the migration.

A significant upgrade to the webform to allow users to notify Council Tax of changes of address including moving into, within and out of the district has been developed and is awaiting user sign off before going live.

As a part of the new waste contract a webform to allow users to report missed bins of all types directly to the contractor has been developed and is in test before being made live. This work has been delayed because of difficulties arising from harmonising the business processes between the three authorities.

Following the re-letting of the Mobile Phone contract some 70 obsolete mobile phones are being replaced.

At the time of writing the cut-over of the planning system to Idox Uniform is in progress. This is a challenging process and has involved a significant degree of overnight and weekend working by Service and IT staff. Despite some difficulties the go-live remains on schedule.

Testing of the Citizen Mobile app is progressing well and it will now be linked into the Councils contact management system.

The withholding of the Council's telephone number from outbound calls is being reviewed and a revised approach to this and the associated contact handling procedures will be developed to standardise and improve customer contact handling across the Council.

<b>2 Forthcoming Activities and Developments.</b>
Completion of the Planning system go live, data cleansing and process changes will continue in the coming months. Including the preparation for the outstanding software version upgrades which are planned for February/March 2021
The Citizen Mobile App will be made available to selected users to trial and any necessary changes, enhancements or fixes to be implemented before a full go live in April/May 2021.
Further webforms will be rolled out allowing members of the public to access facilities provided by the new Waste Management Contract including the booking of bulky waste collections.
The coming period sees the intensive software release management and testing of Council Tax, Benefits and Finance software in preparation for the new financial year changes in legislation and processing of annual Bills.
<b>3 Meetings attended</b>

## **CABINET MEMBERS REPORT TO COUNCIL**

**16 December 2020**

### **COUNCILLOR L SHIRES - CABINET MEMBER FOR ORGANISATIONAL RESOURCES**

For the period November to December 2020

#### **1 Progress on Portfolio Matters.**

##### **Covid support works:**

Property Services continue to provide support with cleaning and fogging of Cromer offices, Fakenham Connect, NNIC now reopened, Public Conveniences, Cromer Pier, outdoor play areas, promenade seating and shelters as well as assisting tenants (such as the Rocket House) to remain open.

Continue to assist on car parks with ongoing Covid -19 testing regime.

Supporting Cromer pier with planned Christmas show post current lockdown. Installation due shortly for secondary swipe card reader for better track and trace system at Fakenham Connect and Cromer office. Minor technical delay with this. Soon to be resolved.

Arrangements in place for opening Cromer and Fakenham Connect offices over Christmas period for DWP and NNDC Street Wardens.

##### **Recent storm damage insurance works:**

All repairs to all assets with the exception of Cromer office are complete. All assets are open and back on line.

On investigation, further high-level repairs are needed at Cromer. Loss adjustor has been to site to approve spend so far.

##### **Cromer Office high level glazing and glu lam beam work.**

These works are now practically complete with just replacement guttering to the north elevation of the building. All defective glu lam beams have been removed and capped ends installed, however additional works have been identified as significant rot is apparent to the timber lay boards within the valleys'. Repairs being undertaken.

##### **Cromer amenity lighting scheme:**

Conclusion of a two-year project that includes new cabling, lamp columns and LED lanterns to all Cromer promenades and cliff top areas.

Six columns to complete on the Gangway. Bespoke brackets allowing fitting on new lantern to old columns expected this week.

**Cromer Pier Theatre and pavilion roofing works:**

Works are complete with the installation of high-level hatched access onto the roof for maintenance purposes.

**Cromer Pier substructure works: (below the decking)**

Tie bracing works continuing and still one pile encasement to complete. Tender documentation being prepared for issue early 2021.

**Ongoing works via Measured Term Contracts:**

Property Services continue to operate and manage four measured term contracts.

- 1) Small scale coastal defence works.
- 2) Play areas, car parks, footpaths and fencing.
- 3) Electrical works.
- 4) Heating and Plumbing.

**Appointment of Project Support Officer:**

Adam Laville who is also undertaking the RICS apprentice surveyor course supported by NNDC has now filled this post.

**Temporary admin support:**

Property Services have been given consent to source 6 month temporary admin support off of the temporary register.

**Outdoor play areas:**

Property Services continue to manage the outdoor play areas.

This includes a quarterly inspection regime and remedial repairs at 27 sites. Two new zip wire units have been ordered to replace the ones at The Meadows and The Warren, Cromer.

**Electric vehicle charging points:**

To date the status of the following sites is:

Cromer Offices operational.

Cromer Meadows car park, UKPN and Siemens issues to resolve.

Sheringham, Morris Street car park operational.

Albert Street Holt, operational.

Fakenham, Queens Road car park, design issues.

Wells, Stearmans Yard car park. UKPN and Siemens issues to resolve.

North Walsham, Vicarage Street car park. Ongoing consultations with J Sainsbury's Ltd have failed so an alternative location needs to be chosen.

OLEV grant conditions originally required completion by March 2020; this has since been extended to the end of December and is being dealt with by the Head of Finance.

## **2 Forthcoming Activities and Developments.**

### **Tender for next phase of public convenience works to include:**

Major refurbishment to New Road North Walsham and The Lees Sheringham (this site includes a changing places facility)

Demolition and rebuild to include changing places at Stearmans Yard, Wells and Queens Road Fakenham. Both sites include changing places facilities.

We are hoping to get this revised tender document away by the end of November.

Previous capital sum of 600k approved however only 400k remains post refurbishment works to Lushers Passage, Sheringham, Walcott and Bacton. Additional funds required subject to receipt of the tender returns.

### **2a Stirling Close, Sculthorpe:**

Tender document is currently away. Works include the completion of the interior of the property for handover to Housing Services as temporary homeless accommodation. Tender return date is 11/12/2020. Target date for occupation is 31/03/2021.

Secondary piece of work is to evaluate options for parcel of land adjacent to 2a, owned by NNDC.

Capital sum of 80k approved.

### **Minor works measured term contract:**

Tender document is being worked up to procure a minor works measured term contractor to undertake works of up to the value of £10k under contract. This sum can be exceeded by agreement within the contract.

There is a shortage in North Norfolk of suitably qualified and experienced general building contractors. We need to appoint a local SME to undertake planned and responsive 24/7 works not only for Property Services but for corporately.

Hoping to tender and appoint by Christmas.

### **NNDC Cromer office canteen:**

Post confirmed closure of the canteen operation discuss alternative vending options with various internal stakeholder groups.

### **Schedule winter planned maintenance for car parks and public conveniences.**

Works to be scheduled against recent asset portfolio surveys and our ongoing car park maintenance regime.

Currently we have 38 public conveniences and 32 pay and display car parks and other non-paying such as Pretty corner and various satellite office staff and visitor car parking.

### **Asbestos and Legionella Management:**

Tender documents being worked up for Asbestos and Legionella management across the asset portfolio.

### **Fakenham Connect, Crinkle Crankle boundary wall.**

Tender document being worked up for substantial repairs to the grade 2-

listed boundary wall of this leased in asset.

Tender unlikely to go out until early next year. Capital sum of 80k approved,

**Cornish Way Industrial units, North Walsham:**

Complete asbestos roof panel replacement works are required. This will be replaced with complete new system, which will increase thermal and insulation properties as well as provide lighting that is more natural.

Capital sum of 160k approved.

**Fakenham Community Centre:**

Waiting for comprehensive building survey to be returned which we expect will reveal significant remedial works to this leased in asset.

**Hornbeam Road car park, North Walsham:**

Ongoing work with Estates and Car Park management to get this new acquisition operational.

**Collectors Cabin, North Lodge Park:**

Carry out repairs and refurbishment to achieve a rentable standard to this long time vacant unit.

Tender being prepared for issue.

Capital sum of 25K approved.

**Additional workstations for DWP:**

DWP have approached Estates for additional workstations both here and at Cromer Offices and Fakenham Connect.

Further cements our bond with DWP and brings additional income into NNDC. Estates are working out the sums and Property will undertake physical moves including enabling works and moving Elections team into the committee room.

**North Walsham High Street Heritage Action Zone (HSHAZ):**

Property Services Assets and Property Programme Manager (Russell Tanner) has been adopted to the project team as Employers Agent for construction related matters.

**Capital bids:**

Property Services will shortly be making capital bid applications for the next financial year.

Potential for external redecoration works at Sheringham Little Theatre.

Repairs and refurbishment to shelters at North Lodge Park.

Refurbishment of Pier Theatre public conveniences.



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## **CABINET MEMBERS REPORT TO COUNCIL**

**16 December 2020**

### **COUNCILLOR J TOYE - CABINET MEMBER FOR PLANNING & ENFORCEMENT**

For the period November 2020 to December 2020

#### **1 Progress on Portfolio Matters.**

##### **Development Management Performance**

Our latest figures for speed of decision are truncated by the suspension of the planning applications software in mid-November. No decisions will be issued until the UNiform software goes live on 7 December.

When reported in November performance figures stood at 82.76% of major decisions and 89.90% of none major applications being within time. Both figures significantly exceed national targets, I will be liaising with officers to ensure that any backlogs are dealt with and performance maintained.

##### **Planning Policy & neighbourhood planning**

###### Local Plan Review

The Planning Policy and Built Heritage Working Party (PPBH) continue to work remotely and include public engagement via the Council's YouTube channel.

At the December meeting PPBH considered

- Site Allocations in North Walsham including progress on the large western extension of the town
- Reconsideration of site allocations in Mundesley and Blakeney
- Revised policies responding to last year's consultation covering design, AONB and landscape protection, green infrastructure, and the protection of wildlife habitats.
- Publication of an updated Brownfield Register

Work is also underway in relation to the remaining evidence documents which will be required to submit the Plan for examination including a Heritage Impact Assessment, work on infrastructure delivery, and a final Habitat Regulation Assessment. The team are working to produce a final version of the Plan for consultation in the first half of 2022.

## **Major projects with Conservation, Design & Landscape**

Development Committee in December considered proposals for Outline planning application for up to 950 dwellings (Use Class C3), employment development (Use Classes B1/B2/B8), a primary school and children's nursery (Use Class D1), a hotel (Use Class C1), local retail (Use Classes A1/A3/A4/A5) and associated public open space and infrastructure; Land north of Rudham Stile Lane & east of Water Moor Lane, Fakenham, Norfolk, NR21 9QU, for The Master Fellows & Scholars of Trinity College Cambridge. 900 homes at Fakenham.

At that meeting proposals for a further 67 homes at Hempstead Road, Holt were also considered.

The Planning Policy and Built Heritage Working Party will have considered adoption of the revised Landscape Character Assessment for North Norfolk. This document defines local landscape character and is a key tool within the applications process.

## **Building Control**

Applications remain at around 80% submissions of last year's levels, recruitment to an additional technical trainee role has been successful. Our Building Surveyor Peter Wearmouth retired this month, I wish Peter a good retirement and give my thanks for his service to the Council.

## **Software Introduction**

I am pleased to update that at the time of compiling this report that the following had been completed with regard to the installation of the new planning software system:

- The IT project group have successfully completed the extraction of our data from the Acolaid system
- Further, configuration of the Land charges module has taken place the mapping systems have been transferred between the old and new systems.
- 436,000 documents have been returned from our software suppliers and are being loaded ready for go live;
- software suppliers are carrying out the data transformation activities required to put data records into the new system.
- officer training has been completed for Digital Mailroom, Enforcement, Planning Processing Unit, Development Management and Major Projects teams, Land charges and Street naming / numbering, Building Control, Conservation & Design.
- User manuals are nearing completion
- officer task lists are configured and tested
- Data testing will take place on the 2nd to the 4th December.

## **Enforcement**

Arcady, Cley: demolition of dwelling – Appeal Hearing date 8 February; Mediation meeting 27 January.

High Kelling; Archery / air rifle: written representation format appeal confirmed, inspectors visit date further delayed from 1 December and remains to be established.

A new enforcement notice was served on 4 December at Land North Calthorpe Road, Erpingham: cease unauthorised occupancy and remove caravan / storage units

The Shannocks Hotel, Sheringham: Compulsory Purchase Order; Public Inquiry date set for 22 March 2020, ongoing negotiation regarding voluntary agreement with owners (timetable of works) to negate need for public inquiry. Balance of probability for agreement to be reached January. enforcement notices were served at

## **Staffing**

Major Projects team Rob Parkinson has served Notice and will leave the team in January. I offer my appreciation to Rob for his work at NNDC and also best wishes for his new Role as Development Manager at Great Yarmouth. A recruitment campaign has begun; interviews are being held this month.

I am pleased to report recruitment to our Senior Officer Vacancy in Major Projects, Russel Stock will join the team in February.

## **2 Forthcoming Activities and Developments.**

Planning Policy & Build Heritage Working Party – 18 January 2021

Development Committee – 14 January 2021

Development committee site inspection 17 December 2020

## **3 Meetings attended**

Planning Policy & Build Heritage Working party – December 14

Development Committee – December 10



## FEES AND CHARGES 2021/22

- 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.

## 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)*

Current fees and charges
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Cabinet Member(s)	Ward(s) affected: All
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Contact Officer, telephone number and email: Lucy Hume, 01263 516246, lucy.hume@north-norfolk.gov.uk
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### 1. Introduction

- 1.1 The setting of the fees and charges for the next financial year forms part of the annual budget setting process. The reason for presenting them for approval ahead of the detailed budget report provides a lead in time where applicable to allow implementation of the revised charges from 1 April 2021 and also to ensure that income budgets can be updated accordingly and reflected in the budget for 2021/22 and future projections.

## **2. Fees and Charges 2021/22**

- 2.1 Fees and charges proposals for 2021/22 have been circulated to the relevant budget managers so that income budgets can be updated as part of the budget process. Appendix A to this report provides the detail of the proposed charges for 2021/22 from 1 April 2021, these have been discussed and agreed with the relevant portfolio holders.
- 2.2 Approval to these charges in advance of the approval of the budget for the 2021/22 financial year enables Officers to make preparations for the new financial year and also enables more accurate projections for income to be factored into the budget for 2021/22 which will be presented to Members in February 2021. Any further work in this area will be reported in the budget reports in February 2021.
- 2.3 The usual inflationary increase has not been applied to most charges due to inflation having been close to zero during recent months. The exceptions to this are for those fees and charges which are set by central government, for example planning and premises licence fees. Also a number of the Council's fees are calculated on a cost recovery basis and will be excluded for example Land Charges, Building Control and the majority of our locally set licence fees. In addition Council facilities operated by an external contractor will also be excluded as the Council has no discretion on the setting of these fees.
- 2.4 Some fees are not published as part of this process such as those relating to trade waste collection and garden bin fees. This is due to the fact that some of our costs are not known this early in the year and in order to ensure that the services operate in a financially effective manner, the setting of the associated fees is done separately under delegated powers once we are more certain of future costs.
- 2.5 As part of the Council's financial planning processes, and in an effort to address the pressures on future year's budgets, the finance team will be working with service managers next year in the run up to the 2022/23 budget setting process to undertake a more fundamental review of fees and charges. This will involve more detailed work to ensure that we fully understand our cost base so that we can ensure our charges are covering this as a minimum. Some charges are set by statute and so will be out of scope for this review. This work was originally scheduled to be undertaken in preparation for the 2021/22 budget, but due to the impact of COVID 19 on services and demand levels, the review has been postponed by 12 months.

## **3. Conclusion**

- 3.1 The report makes recommendations for the fees and charges that will come into effect from 1 April 2021. These will inform the service income budgets that will be included within the detailed 2021/22 budget when it is presented for recommendation and approval in February 2021.

## **4. Financial Implications and Risks**

- 4.1 For demand led services there is a risk that income will not be received as budgeted. When producing income budgets assumptions will be made

around the level of income to be achieved from services, these will be based on service managers best estimates with assistance from Finance.

5. **Sustainability** – none as a direct impact.
6. **Equality and Diversity** – none as a direct impact.
7. **Section 17 Crime and Disorder considerations** - none as a direct impact.

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## **Fees and Charges - 2021/22**

The following pages detail the current fees and charges along with three previous years .

The last two columns are proposals for the 2020/21 based on a 0.5% increase where applicable (As per current inflation rate) and rounded to nearest £1 or 50p as applicable for administration purposes.

**Corporate Leadership Team / Corporate Service Area**

	V A T	2020/21 Charge £ : p	2021/22 Proposed Charge £ : p
<b>ELECTIONS</b>			
<b>Statutory Charges</b>			
Sale of Edited Register of Electors - Printed Copy - Basic Charge (per first 1,000 names, or part thereof).	O	£10.00	£10.00
Printed copy as above, extra 1,000 names or part thereof.	O	£1.50	£1.50
Sale of edited Register of Electors - Data Form - Basic Charge (per <u>first</u> 1,000 names or part thereof).	O	£20.00	£20.00
Data form as above, extra 1,000 names or part thereof.	O	£1.50	£1.50
Supply of Full Register and monthly updates (to credit reference agencies and government departments) - Printed Copy - Basic Charge (per first 1,000 names or part thereof).	O	£10.00	£10.00
Printed copy as above, extra 1,000 names or part thereof.	O	£1.50	£1.50
Supply of Full Register and monthly updates (to credit reference agencies and government departments) - Data Form - Basic Charge (per first 1,000 names or part thereof).	O	£20.00	£20.00
Data Form as above, extra 1,000 names or part thereof.	O	£1.50	£1.50
Sale of Marked Registers - Printed Copy - Basic Charge.	O	£10.00	£10.00
Printed copy of Marked Registers - 1,000 names or part thereof.	O	£2.00	£2.00
Data form of Marked Registers - 1,000 names or part thereof.	O	£1.00	£1.00
Sale of Overseas Elector List - Printed Copy - Basic Charge (per <u>first</u> 100 names or part thereof).	O	£10.00	£10.00
Printed copy as above, extra 100 names or part thereof.	O	£1.50	£1.50
Sale of Overseas Elector List - Data Form - Basic Charge (per <u>first</u> 100 names or part thereof).	O	£20.00	£20.00
Data form as above, extra 100 names or part thereof.	O	£1.50	£1.50

**Customer Services & ICT Service Area**

	V A T	2020/21 Charge £ : p	2021/22 Proposed Charge £ : p
<b>TOURIST INFORMATION CENTRES</b>			
<b>Concessionary Fares</b>			
Application processing	T	£10.00	£10.00
<b>FILMING*</b>			
<b>TV drama/advertisements/feature films</b>			
<i>*These figures are for guidance only and any enquiries could be subject to further negotiation.</i>			
<i>Prices quoted exclude VAT.</i>			
Per Day	T	£1,620.00	£1,650.00
Per Hour	T	£270.00	£280.00
Exclusive use of NNDC owned location (e.g. Cromer Pier)	T	From £1,500.00 per day	From £1,500.00 per day
<b>Documentaries and charities (depending on nature of organisation, subject and crew size)</b>			
Per Day	T	From £500.00	From £500.00
Per Hour	T	From £100.00	From £100.00
<b>Administration Charge (only charged where a fee and/or contract is appropriate)</b>			
Standard	T	£40.00	£40.00
Less than 7 day's notice	T	£90.00	£90.00
Stills (specifically commercial advertising with props, etc.)	T	£100 - £500	£100 - £500
Education/news/weather/student/individual photographers	T	Discretionary	Discretionary
Parking (if required)	T	£17.00	£17.00
<b>PHOTOCOPYING</b>			
A4 and below - black and white	T	£0.15	£0.15
A4 and below - colour	T	£0.20	£0.20
A3 - black and white	T	£0.30	£0.30
A3 - colour	T	£0.60	£0.60
A2 - black and white	T	£1.20	£1.20
A2 - colour	T	£2.40	£2.40
A1 - black and white	T	£2.40	£2.40
A1 - colour	T	£4.80	£4.80
A0 - black and white	T	£3.60	£3.60
A0 - colour	T	£7.20	£7.20

**Economic & Community Development & Leisure Service Area**

			<b>2020/21 Charge £ : p</b>	<b>2021/22 Proposed Charge £ : p</b>		
			<b>V</b>			
			<b>A</b>			
			<b>T</b>			
<b>CAR PARKING</b>						
<b>Pay &amp; Display Car Parks. Charges Apply Between 08:00 - 18:00</b>						
<i>Coastal Car Parks</i>						
Cromer	- Runtun Road	T				
East Runtun	- Beach Road	T				
Happisburgh	- Cart Gap	T				
Mundesley	- Beach Road	T	<b>60p for 30 minutes only, £1.50 per hour thereafter. £7 for 24 hours.</b>	60p for 30 minutes only, £1.50 per hour thereafter. £7 for 24 hours.		
Overstrand	- Pauls Lane	T				
Sea Palling	- Clink Road	T				
Sheringham	- Beach Road	T				
	- Station Road	T				
Wells	- Stearmans Yard	T				
Weybourne	- Beach Road	T				

**Economic & Community Development & Leisure Service Area****CAR PARKING***Other Car Parks*

		V	2020/21	2021/22
		A	Charge	Proposed Charge
		T	£ : p	£ : p
Cromer	- Cadogan Road	T	60p for 30 minutes only, £1.30 for the first hour, £1 per hour thereafter. £7 for 24 hours.	60p for 30 minutes only, £1.30 for the first hour, £1 per hour thereafter. £7 for 24 hours.
	- Meadow	T		
	- Promenade (Disabled only)	T		
Holt	- Albert Street	T		
	- Station Road	T		
Sheringham	- Chequers	T		
	- Morris Street	T		
Wells	- Staithe Street	T		
Fakenham	- Bridge Street	T	50p for 30 minutes only, £1.00 for 2 hours, 70p per hour thereafter. £5 for 24 hours.	50p for 30 minutes only, £1.00 for 2 hours, 70p per hour thereafter. £5 for 24 hours.
	- The Limes	T		
	- Queens Road	T		
North Walsham	- Bank Loke	T		
	- New Road	T		
	- Vicarage Street	T		
	- Mundesley Road	T		
	- Hornbeam Road	T	£2.50 per day.	£2.50 per day.
Walham	- High Street	T	50p for 30 minutes only, £1.00 for 2 hours, 70p per hour thereafter. £5 for 24 hours.	50p for 30 minutes only, £1.00 for 2 hours, 70p per hour thereafter. £5 for 24 hours.

**Economic & Community Development & Leisure Service Area**

			<b>2020/21 Charge £ : p</b>	<b>2021/22 Proposed Charge £ : p</b>
			<b>V</b>	
			<b>A</b>	
			<b>T</b>	
<b>CAR PARKING</b>				
<b>Other Charges</b>				
Coach Parking (where permitted)	- Half day (up to 4 hours)	T	£5.00	£5.00
	- All day ticket	T	£10.00	£10.00
Carnival Day (Runton Road)	- Per Car, Per Entry	T	£7.00	£7.00
	- Per Motorcycle, Per Entry	T	£4.00	£4.00
Weekly Permit		T	£28.00	£28.00
Annual Permit	- 3 hour permit	T	£56.00	£56.00
	- 24 hour permit	T	£204.00	£204.00
Half Year Permit	- 3 hour permit	T	£31.00	£31.00
	- 24 hour permit	T	£122.00	£122.00
Quarter Year Permit	- 3 hour permit	T	£16.00	£16.00
	- 24 hour permit	T	£66.00	£66.00
Penalty Charge Notice	- Full	T	£50.00	£50.00
	- Prompt Payment	T	£25.00	£25.00
Change of Permit (change of registration)		T	£10.00	£10.00
Addition of second car registration onto Permit		O	Free	Free

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**Economic & Community Development & Leisure Service Area**

			2020/21 Charge £ : p	2021/22 Proposed Charge £ : p
			V	
			A	
			T	
<b>MARKETS</b>				
Site = 4m Frontage x 5m Depth				
<b>Cromer, Stalham and Sheringham (Weds) - Per Site</b>				
Weekly	- April, May, June, Oct, Nov, Dec	T	£19.00	£19.00
	- July, August, Sept	T	£28.00	£28.00
	- Jan, Feb, March	T	£15.00	£15.00
Quarterly	- April - June	T	£138.00	£138.00
	- July - September	T	£224.00	£224.00
	- October - December	T	£102.00	£102.00
	- January - March	T	£82.00	£82.00
Half Yearly (Up to 2 pitches, £ per pitch)	- April - Sept	T	£255.00	£255.00
	- October - March	T	£133.00	£133.00
Half Yearly (3rd pitch +, £ per pitch)	- April - Sept	T	£204.00	£204.00
	- October - March	T	£102.00	£102.00
<b>Sheringham (Saturday) - Per Site</b>				
Weekly	- April, May, June, Nov, Dec	T	£31.00	£31.00
	- July, August, Sept, Oct	T	£41.00	£41.00
	- Jan, Feb, March	T	£22.00	£22.00
Quarterly	- April - June	T	£306.00	£306.00
	- July - September	T	£469.00	£469.00
	- October - December	T	£224.00	£224.00
	- January - March	T	£179.00	£179.00
Half Yearly (Up to 2 pitches, £ per pitch)	- April - Sept	T	£592.00	£592.00
	- October - March	T	£306.00	£306.00
Half Yearly (3rd pitch +, £ per pitch)	- April - Sept	T	£449.00	£449.00
	- October - March	T	£230.00	£230.00
Yearly		T	£872.00	£872.00
<b>Other Charges</b>				
Full Annual Payment in Advance		T	10% discount	10% discount
Refunds - Administration Fee		T	£15.00	£15.00

**Economic & Community Development & Leisure Service Area**

		V A T	2020/21 Charge £ : p	2021/22 Proposed Charge £ : p
<b>CHALETs &amp; BEACH HUTS</b>				
<b>Chalets</b>				
<i>Sheringham</i>				
	Old Chalets	T	Charges set separately under Delegated Power	Charges set separately under Delegated Power
	New Chalets (inc. electricity)	T		
<i>Cromer</i>				
	West Beach	T	Charges set separately under Delegated Power	Charges set separately under Delegated Power
	East Beach	T		
<i>Weekly Lets - Cromer &amp; Sheringham</i>				
	Low Season	T	£85.00	£85.00
	High Season	T	£210.00	£210.00
<i>Weekly Lets - Cromer East &amp; Sheringham New (Serviced)</i>				
	Low Season	T	£95.00	£95.00
	High Season	T	£260.00	£260.00
<i>Winter Lets</i>				
	Per Month	T	£65.00	£65.00
	Per Week	T	£21.00	£21.00



<b>Economic &amp; Community Development &amp; Leisure Service Area</b>		V	2020/21	2021/22
<b>CHALETs &amp; BEACH HUTS Cont.</b>		A	Charge	Proposed Charge
<b>Hut Sites</b>		T	£ : p	£ : p
Cromer, Overstrand & Sheringham	One Year (Excluding Rates)	T	Charges set separately under Delegated Power	Charges set separately under Delegated Power
Mundesley	One Year (Excluding Rates)	T		
<b>Huts</b>				
<i>Weekly Lets</i>				
Low Season		T	£70.00	£70.00
High Season		T	£195.00	£195.00
Mundesley - Seasonal Let		T	Charges set separately under Delegated Power	Charges set separately under Delegated Power
<b>Extras:</b>				
Charge to go onto beach hut or chalet waiting list	Per List	T	£25.00	£25.00

**Economic & Community Development & Leisure Service Area**

	V A T	2020/21 Charge £ : p	2021/22 Proposed Charge £ : p
<b>HOLT COUNTRY PARK</b>			
School visits where Ranger's assistance required (Per Child)	E	£6.00	£6.00
<b>Car Park</b>			
Per car per occasion	T	£2.00	£2.00
Annual Permit (NNDC Standard Car Park Season Tickets are also valid).	T		
<b>SPORTS CLUBS AND HUBS</b>			
Price per session	E	£3.00	£3.00

**Environmental Health Service Area**

**WASTE COLLECTION SERVICES**

Clinical Waste - Commercial & Prescribed
Commercial Waste Bins - Collection & Hire
Commercial Recycling Bins - Collection & Hire
Sacks - Commercial & Prescribed
Bulky Items - Commercial, Prescribed & Household
Garden Bin Collection - Per Annum

**EDUCATION & PROMOTION**

**(CIEH) Foundation Certificate in Food Hygiene**

Resident or employed in North Norfolk	
Other	
Specially arranged courses for businesses - held at business premises for their staff only	for up to 15 candidates per additional candidate up to maximum of 18

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2020/21 Charge £ : p	2021/22 Proposed Charge £ : p
Charges set separately under Delegated Power	Charges set separately under Delegated Power
£59.50	£60.00
£75.50	£77.00
£725.00	£740.00
£50.00	£50.00

**Environmental Health Service Area**

		V A T	2020/21 Charge £ : p	2021/22 Proposed Charge £ : p
<b>COMMERCIAL SERVICES</b>				
<b>Food Inspections</b>				
Unfit food inspections		O	£43.00	£44.00
Food export certificates		O	£34.00	£35.00
Officer time per hour (plus VAT)		T	£39.00	£40.00
Sunday Trading Application for loading consent		O	£99.00	£100.00
Food Hygiene Rating Visits		O	£153.00	£156.00
<b>Registration of Food Premises</b>				
Charge for copies of Register (or parts of)	- Single Entry	O	£17.50	£18.00
	- Part of Register	O	£473.00	£482.00
	- Complete Register	O	£1,004.00	£1,024.00
<b>PRIVATE WATER SUPPLY CHARGES</b>				
<b>Private Water Supplies Sampling Regulations</b>				
<b>Laboratory Analysis of a sample</b>		O	The cost of sample transportation and laboratory analysis is recovered in full from the Relevant Person(s).	The cost of sample transportation and laboratory analysis is recovered in full from the Relevant Person(s).
Sampling - per visit		O	£58.00	£59.00
Other Investigations (e.g. Investigating failure)		O	£104.50	£106.50
Granting an authorisation to depart from the standard authorisation		O	£104.50	£106.50
<b>Risk Assessments</b>	- Single Private Dwelling	O	£104.50	£106.50
	- Small Domestic Supplies	O	£104.50	£106.50
	- Large Domestic Supplies	O	£209.00	£213.00
	- Commercial or Public Small	O	£209.00	£213.00
	- Commercial or Public Medium	O	£314.00	£320.20
	- Commercial or Public Large	O	£523.00	£533.50
	- Commercial or Public Very Large	O	£523.00	£533.50
<b>Risk Assessment Reviews</b>	- Single Private Dwelling	O	£53.00	£54.00
	- Small Domestic Supplies	O	£53.00	£54.00
	- Large Domestic Supplies	O	£104.50	£106.50
	- Commercial or Public Small	O	£104.50	£106.50
	- Commercial or Public Medium	O	£157.00	£160.00
	- Commercial or Public Large	O	£209.00	£213.00
	- Commercial or Public Very Large	O	£290.00	£296.00

**Environmental Health Service Area**

		V A T	2020/21 Charge £ : p	2021/22 Proposed Charge £ : p
<b>HOUSING ACT NOTICES</b>				
Hazard Awareness Notice				
Improvement / Suspended Improvement Notice (Section 11 & 12)	Notice with up to 3 hazards identified	O	£357.00	£357.00
Prohibition/Suspended Prohibition Order		O	£357.00	£357.00
Emergency Remedial Action		O	£357.00	£357.00
Emergency Prohibition Order		O	£51.00	£51.00
Demolition Order	For each additional hazard included in Notice	O	£51.00	£51.00
Service of second and subsequent HA2004 Statutory Notices (inc. Schedule 3 Notices for works in default)				
Review of suspended HA 2004 Statutory Notices		O	£71.50	£71.50
<b>HMO LICENSE FEES</b>				
HMO License application fee (up to 6 units of accommodation)				
Additional Unit Charge		O	£25.50	£25.50
<b>ENVIRONMENTAL PROTECTION SERVICES</b>				
Statutory Release Fee - Dogs (Charge includes VAT)				
Collection Fee		T	£25.00	£25.00
Kennel Charges - Base Cost (Daily Kennel Charge is paid ontop of this fee)				
Daily Kennel Charge Per Day (Maximum 7 Days)		T	£100.00	£100.00
Land Enquiry (Charge includes VAT)		T	£83.00	£83.00
Contaminated Land Enquiry		T	£9.50	£9.50
Temporary Stopping Place Fee		T	£34.00	£34.00
<b>FIXED PENALTY NOTICES</b>				
Breach of CPN or PSPO				
	- Full Amount		£80.00	£80.00
	- New Licence valid for 1 year	O	£60.00	£60.00
Depositing Litter				
	- Full Amount	O	£80.00	£80.00
	- New Licence valid for 1 year	O	£60.00	£60.00
Fly Tipping (Section 33 EPA 1990)				
	- Full Amount	O	£300.00	£300.00
	- New Licence valid for 1 year	O	£200.00	£200.00
Failure to Produce Waste Documentation (Section 34 EPA 1990)				
		O	£300.00	£300.00

**Environmental Health Service Area**

		V A T	2020/21 Charge £ : p	2021/22 Proposed Charge £ : p
<b>TAXI LICENCE FEES</b>				
<b>Taxi Licences</b>				
Licence to Drive Hackney Carriages or Private Hire Vehicles	- New Licence valid for 1 year	O	£173.00	£173.00
	- New Licence valid for 3 years	O	£173.00	£173.00
	- Renewal valid for 1 year	O	£173.00	£173.00
	- Renewal valid for 3 years	O	£173.00	£173.00
Hackney Carriage Vehicle Licence	- New valid for 1 year	O	£149.00	£149.00
	- Renewal valid for 1 year with plate	O	£149.00	£149.00
	- Renewal valid for 1 year with no plate	O	£130.00	£130.00
Private Hire Vehicle Licence	- New valid for 1 year	O	£149.00	£149.00
	- Renewal valid for 1 year with plate	O	£149.00	£149.00
	- Renewal valid for 1 year with no plate	O	£130.00	£130.00
Private Hire Operators Licence	- New or Renewal valid for 5 years	O	£153.00	£153.00
<b>Taxi Licence Charges</b>				
Replacement Badge & Licence (Name Change)		O	£15.00	£15.00
Replacement Licence (Address Change)		O	£10.50	£11.00
Replacement drivers badge holder with lanyard		O	£3.00	£3.00
Windscreen pouches (additional or replacement)		O	£2.00	£2.00
Replacement plate for vehicle		O	£39.00	£40.00

**Environmental Health Service Area**

**OTHER LICENSING**

**Premises Licence Fees - Gambling Act 2005**

	V A T	2020/21 Charge £ : p	2021/22 Proposed Charge £ : p
Betting Premises (excluding tracks)			
- New Application	O	£2,800.00	£2,800.00
- Annual Fee	O	£560.00	£560.00
- Application to Vary	O	£1,400.00	£1,400.00
- Application to Transfer	O	£1,130.00	£1,130.00
- Application to Reinstatement	O	£1,130.00	£1,130.00
- Application for Prov. Statement	O	£2,800.00	£2,800.00
- Application (Prov. State Holders)	O	£1,130.00	£1,130.00
- Copy Licence	O	£25.00	£25.00
- Notification of Change	O	£50.00	£50.00
Tracks			
- New Application	O	£1,400.00	£1,400.00
- Annual Fee	O	£930.00	£930.00
- Application to Vary	O	£1,150.00	£1,150.00
- Application to Transfer	O	£880.00	£880.00
- Application to Reinstatement	O	£880.00	£880.00
- Application for Prov. Statement	O	£2,300.00	£2,300.00
- Application (Prov. State Holders)	O	£880.00	£880.00
- Copy Licence	O	£25.00	£25.00
- Notification of Change	O	£50.00	£50.00
Family Entertainment Centres			
- New Application	O	£1,900.00	£1,900.00
- Annual Fee	O	£700.00	£700.00
- Application to Vary	O	£935.00	£935.00
- Application to Transfer	O	£880.00	£880.00
- Application to Reinstatement	O	£880.00	£880.00
- Application for Prov. Statement	O	£1,900.00	£1,900.00
- Application (Prov. State Holders)	O	£880.00	£880.00
- Copy Licence	O	£25.00	£25.00
- Notification of Change	O	£50.00	£50.00

**Environmental Health Service Area**

**OTHER LICENSING CONTINUED**

	V A T	2020/21 Charge £ : p	2021/22 Proposed Charge £ : p
Adult Gaming Centre			
- New Application	O	£1,900.00	£1,900.00
- Annual Fee	O	£935.00	£935.00
- Application to Vary	O	£935.00	£935.00
- Application to Transfer	O	£1,130.00	£1,130.00
- Application to Reinstatement	O	£1,130.00	£1,130.00
- Application for Prov. Statement	O	£1,900.00	£1,900.00
- Application (Prov. State Holders)	O	£1,130.00	£1,130.00
- Copy Licence	O	£25.00	£25.00
- Notification of Change	O	£50.00	£50.00
Bingo			
- New Application	O	£3,000.00	£3,000.00
- Annual Fee	O	£935.00	£935.00
- Application to Vary	O	£1,630.00	£1,630.00
- Application to Transfer	O	£1,130.00	£1,130.00
- Application to Reinstatement	O	£1,130.00	£1,130.00
- Application for Prov. Statement	O	£3,000.00	£3,000.00
- Application (Prov. State Holders)	O	£1,130.00	£1,130.00
- Copy Licence	O	£25.00	£25.00
- Notification of Change	O	£50.00	£50.00
<b>Permits</b>			
Family Entertainment Centres			
- Application Fee	O	£300.00	£300.00
- Change of Name	O	£25.00	£25.00
- Copy of Permit	O	£15.00	£15.00
Prize Gaming			
- Application Fee	O	£300.00	£300.00
- Annual Fee	O	£300.00	£300.00
- Change of Name	O	£25.00	£25.00
- Copy of Permit	O	£15.00	£15.00
Small Lottery Society			
- Application Fee	O	£40.00	£40.00
- Annual Fee	O	£20.00	£20.00
- Change of Name	O	£25.00	£25.00
- Copy of Permit	O	£15.00	£15.00



**Environmental Health Service Area**

	V A T	2020/21 Charge £ : p	2021/22 Proposed Charge £ : p
<b>OTHER LICENSING CONTINUED</b>			
Club Gaming			
- Application Fee Permit	O	£200.00	£200.00
- Application Fee Machine Permit	O	£200.00	£200.00
- Annual Fee Permit	O	£50.00	£50.00
- Annual Fee Machine Permit	O	£50.00	£50.00
- Change of Name	O	£25.00	£25.00
- Change of Name Machine Permit	O	£25.00	£25.00
- Copy of Permit	O	£15.00	£15.00
- Copy of Permit Machine	O	£15.00	£15.00
License Premises Gaming Machine Permit			
- Application Fee (2 or less)	O	£50.00	£50.00
- Application Fee (3 or more)	O	£150.00	£150.00
- Annual Fee	O	£50.00	£50.00
- Change of Name	O	£25.00	£25.00
- Copy of Permit	O	£15.00	£15.00
- Variation	O	£100.00	£100.00
- Transfer	O	£25.00	£25.00
<b>Licences and certificates of suitability</b>			
Skin piercing premises			
- Registration (one-off)	O	£248.00	£253.00
Skin piercing each additional operative at same premises			
- Registration (one-off)	O	£33.00	£34.00
Scrap Metal Dealer			
New/Renewal (3 years)	O	£443.50	£452.00
Scrap Metal Dealer			
Variation	O	£333.00	£340.00
Scrap Metal Collector			
New/Renewal (3 years)	O	£110.50	£113.00
Scrap Metal Collector			
Variation	O	£84.50	£86.00
Sex Shop or sex cinema			
	O	£2,000.00	£2,040.00
Sexual Entertainment Venue			
	O	£3,000.00	£3,060.00
Street Trading Consents			
- Non profit	O	Free	Free
- Commercial	O	£77.00	£78.50

**Environmental Health Service Area**

		V A T	2020/21 Charge £ : p	2021/22 Proposed Charge £ : p
<b>OTHER LICENSING CONTINUED</b>				
Animal Boarding	- New/Renewal	O	£302.50	£308.50
	- Variation	O	£97.50	£99.00
	Verification Inspection Fee for Variation if required.	O	£45.00	£46.00
Dangerous Wild Animals (and vet fees where appropriate)	- New/Renewal	O	£179.50	£183.00
Dog Breeding (and vet fees where appropriate)	- New/Renewal	O	£377.50	£385.00
	- Variation	O	£52.50	£53.50
	(Plus Vet inspection fees if required for the above).			
Pet Shop	- New/Renewal	O	£302.50	£308.50
	- Variation	O	£97.50	£99.00
	Verification Inspection Fee for Variation if required.	O	£45.00	£46.00
Riding Establishment (and vet fees where appropriate)	- New/Renewal	O	£377.50	£385.00
	Plus DBS fee if required (per employee).	O	£53.60	£53.60
	- Variation	O	£52.50	£53.50
	(Plus Vet inspection fees ontop if required for the above).			
Zoo (and vet fees where appropriate)	- New/Renewal	O	£232.50	£237.00
Keeping Animals for Exhibition	- New/Renewal	O	£287.50	£293.00
	- Variation	O	£97.50	£99.00
	Verification Inspection Fee for Variation if required.	O	£45.00	£46.00
Combination of Activities		O	Equal to the highest activity fee.	Equal to the highest activity fee.
Variation to reduce the licensable activities or numbers of animals		O	£52.50	£53.50
Transfer due to death of licensee		O	£52.50	£53.50
Reissue of Licence (Copy or Name/Address Change).		O	£10.50	£11.00

**Environmental Health Service Area**

V  
A  
T

**2020/21  
Charge  
£ : p**

**2021/22  
Proposed Charge  
£ : p**

**OTHER LICENSING CONTINUED**

**Premises Licences (Alcohol)**

Premises Licences, under the Licensing Act 2003, are based on bands determined by the non-domestic rateable value of the property concerned.

The fees relating to applications for premises licences, club premises certificates and variations or conversions to existing licences are:

<b>Band</b>	<b>Non-domestic rateable value</b>			
A	£0 - £4,300	O	£100.00	£100.00
B	£4,301 - £33,000	O	£190.00	£190.00
C	£33,001 - £87,000	O	£315.00	£315.00
D	£87,001 - £125,000	O	£450.00	£450.00
E	£125,001 and over	O	£635.00	£635.00

Annual charges relating to the above are:

<b>Band</b>	<b>Non-domestic rateable value</b>			
A	£0 - £4,300	O	£70.00	£70.00
B	£4,301 - £33,000	O	£180.00	£180.00
C	£33,001 - £87,000	O	£295.00	£295.00
D	£87,001 - £125,000	O	£320.00	£320.00
E	£125,001 and over	O	£350.00	£350.00
Personal Licence	- Initial Fee	O	£37.00	£37.00

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**Environmental Health Service Area**

		V A T	2020/21 Charge £ : p	2021/22 Proposed Charge £ : p
<b>OTHER LICENSING CONTINUED</b>				
<b>Additional Fees and Charges</b>				
Application for copy of licence or summary on theft, loss etc. of premises licence or summary				
		O	£10.50	£10.50
		O	£23.00	£23.00
		O	£23.00	£23.00
		O	£23.00	£23.00
		O	£315.00	£315.00
		O	£10.50	£10.50
		O	£10.50	£10.50
		O	£10.50	£10.50
		O	£21.00	£21.00
		O	£10.50	£10.50
		O	£10.50	£10.50
		O	£21.00	£21.00
		O	£89.00	£89.00
<b>Mobile Home Act 2013 (MHA 2013)</b>				
New Park Home Licence	Units - 1-5	O	£210.00	£214.00
	Units - 6-24	O	£225.00	£229.00
	Units - 25-29	O	£240.00	£245.00
	Units - 100 plus	O	£270.00	£275.00
Annual Licence Fee	1-3	O	£0.00	£0.00
	4-5	O	£120.00	£122.00
	6-24	O	£180.00	£184.00
	25-29	O	£240.00	£245.00
	100 plus	O	£270.00	£275.00
Licence Transfer	n/a	O	£97.50	£99.00
Licence Variation	n/a	O	£97.50	£99.00
Deposit of Site Rules	n/a	O	£45.00	£46.00

Environmental Health Service Area

**ENFORCEMENT TEAM CHARGES**

High Hedges Complaint

V A T	2020/21 Charge £ : p	2021/22 Proposed Charge £ : p
T	£445.00	£447.00

**Legal & Democratic Service Area**

**LEGAL SERVICES**

**Legal Work (exclusive of VAT charged)**

- Mortgage Redemption
- Preparation of a new lease
- Sale of land
- Preparation of License
- Private Mortgage
- Quest re: second Mortgage
- Agreement - section 18 Public Health Act 1936
- Legal Work in connection with release of covenant

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A  
T

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**2020/21  
Charge  
£ : p**

**2021/22  
Proposed Charge  
£ : p**

At Solicitors Hourly  
Rate.

At Solicitors Hourly  
Rate.

**Planning Service Area**

	V A T	2020/21 Charge £ : p	2021/22 Proposed Charge £ : p
<b>LAND CHARGES</b>			
<b>LLC1</b>			
Official Search of - One Part	T	£0.00	£0.00
Official Search of - Whole			
- Electronic Search	E	£24.00	£24.00
- Additional Parcel	E	£2.00	£2.00
<b>CON 29 Enquiries</b>			
One Parcel			
- Electronic Search	T	£79.00	£79.00
- Additional Parcel	T	£17.50	£17.50
<b>Optional Enquiries</b>			
Printed	T	£18.00	£18.00
Additional	T	£20.00	£20.00
<b>Other Fees relating to Local Land Charges</b>			
Registration of a charge in Part 11 of the Register (Light Obstruction Notice)	E	£74.00	£74.00
Filing a judgement order or application for variation or cancellation of any entry in Part 11 of the Register (Light Obstruction Notice)	E	£7.00	£7.00
Filing a definitive certificate of the Lands Tribunal under rule 10 (3) of the Local Land Charges Rules 1977	E	£3.00	£3.00
Inspection of documents filed under Rule 10 in respect of each parcel of land	E	£3.00	£3.00
Office copy of any entry in the Register (not including a copy or extract of any plan or document filed pursuant to 1977 Rules)	E	£0.00	£0.00

**Planning Service Area**V  
A  
T2020/21  
Charge  
£ : p2021/22  
Proposed Charge  
£ : p**PLANNING****Pre-Application Service****Major Applications**

\*These fees will be charged upon the submission of proposals for pre-application advice.  
For advice on the service provided see separate note.

Outline Applications

Site area up to 2.5 ha.	Per 0.1 ha.	T	£120.00	£120.00
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Site area over 2.5 ha.	(Plus £36 per additional 0.1 ha.) (Maximum £36,000)	T	£3,000.00	£3,000.00
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Erection of Dwellings (Full or Reserved Matters)

(including change of use to dwellings)

0 to 50 dwellings	Cost for ten. Additional £120 for	T	£1,200.00	£1,200.00
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over 50 dwellings	every dwelling on top (Plus £36 per additional dwelling) (Maximum £72,000)	T	£6,000.00	£6,000.00
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Erection of Buildings (Non-residential)

Floor space 1,000 - 3,750 sq.m.	Per 75 sq.m.	T	£960.00	£960.00
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Floor space over 3,750 sq.m.	(Plus £36 per additional 75 sq.m.) (Maximum £36,000)	T	£6,000.00	£6,000.00
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Erection of Agricultural Buildings

Floor space 1,000 - 4,215 sq.m.	For 1st 1000 sq.m. (Plus £120 per additional 75 sq.m. after 1000 sq.m.)	T	£120.00	£120.00
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Floor space over 4,215 sq.m.	(Plus £36 per additional 75 sq.m.) (Maximum £72,000)	T	£6,000.00	£6,000.00
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Erection of Glasshouses

Floor space over 1000 sq.m.		T	£600.00	£600.00
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**Planning Service Area**

	V A T	2020/21 Charge £ : p	2021/22 Proposed Charge £ : p
<b>PLANNING CONTINUED</b>			
<u>Erection, Alteration or Replacement of Plant or Machinery</u>			
Site area up to 5 ha.	T	£1,200.00	£1,200.00
Site area over 5 ha.	T	£6,000.00	£6,000.00
<u>Engineering or Other Operations</u>	T	£600.00	£600.00
<u>Car Parks and Service Roads for existing uses (In relation to Major planning application)</u>	T	£60.00	£60.00
<u>Change of Use of Land or Building to Dwellings</u>			
10 to 50	T	£1,200.00	£1,200.00
Over 50	T	£6,000.00	£6,000.00
<u>Other Changes of Use</u>			
Variation/Removal of a condition	T	£120.00	£120.00
Renewal of a temporary permission	T	£60.00	£60.00
<u>Bronze</u>			
Householder or Commercial up to 50 sq. metres	O	£95.00	£95.00
1-9 dwellings on sites less than 0.5 ha. or Commercial floorspace up to 999 sq. metres	O	£295.00	£295.00
Commercial floorspace 51 - 499 sq.m. and new telecommutation masts	O	£195.00	£195.00
Other (Advert, agricultural, telecoms)		Free	Free
<u>Silver</u>			
Householder or Commercial up to 50 sq. metres	O	£195.00	£195.00
1-9 dwellings on sites less than 0.5 ha. or Commercial floorspace up to 999 sq. metres	O	£595.00	£595.00
Commercial floorspace 51 - 499 sq.m. and new telecommutation masts	O	£395.00	£395.00
Other (Advert, agricultural, telecoms)	O	Free	Free

**Planning Service Area**

**PLANNING CONTINUED**

Extras:

Additional Plans

Additional Meeting

Discharging of conditions

- Non householder permission

- Householder permission

**Building Control Fees**

Hourly rate included within  
calculated fee.

V  
A  
T

T

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T

**2020/21  
Charge  
£ : p**

£95.00

£95.00

Statutory

Statutory

£60.00

**2021/22  
Proposed Charge  
£ : p**

£95.00

£95.00

Statutory

Statutory

£60.00

<u>Planning Service Area</u>	V A T	2020/21 Charge £ : p	2021/22 Proposed Charge £ : p	
<b>PLANNING - MISCELLANEOUS</b>				
High Hedges Complaint	T			
<b>Supply of Information on Permitted Use/History</b>				
Administrative Staff - per hour	T	£49.50	£49.50	
Professional Staff - per hour	T	£97.00	£97.00	
<b>Check compliance with Conditions (for Solicitors, Agents)</b>				
Administrative Staff - per hour	T	£49.50	£49.50	
Professional Staff - per hour	T	£97.00	£97.00	
<b>General Research</b>				
Administrative Staff - per hour	T	£49.50	£49.50	
Professional Staff - per hour	T	£97.00	£97.00	
Naming of new street, consultation process and notification	Single Street	T	£125.00	£125.00
	2-5 Streets	T	£250.00	£250.00
	5+ Streets	T	£500.00	£500.00
Street numbering Schemes	1-5 Plots	T	£80.00	£80.00
	6-10 Plots	T	£70.00	£70.00
	11-50 Plots	T	£60.00	£60.00
	50+ Plots	T	£50.00	£50.00
Change of property name	T	£25.00	£25.00	

**Planning Service Area**

**PLANNING - Policy**

**Inset Maps**

A1 Maps

A2 Maps

A3 Maps

Admin Fee to join the Customer & Self Build Housing Register

V A T	2020/21 Charge £ : p	2021/22 Proposed Charge £ : p
O	£5.52	£5.52
O	£3.12	£3.12
O	£1.32	£1.32
O	£25.00	£25.00

**Finance & Assets Service Area**

		2020/21 Proposed Charge £ : p	2021/22 Proposed Charge £ : p
<b>V</b>			
<b>A</b>			
<b>T</b>			
<b>PROFESSIONAL ESTATE SERVICES</b>			
	O	£50.00	£50.00
	O	£25.00	£25.00
	O	£70.00	£70.00
	O	£50.00	£50.00
	O	£50.00	£50.00
	O	£60.00	£65.00
<b>PARKLANDS CARAVAN SITE</b>			
	T	Increased by RPI as under Mobile Homes Act.	Increased by RPI as under Mobile Homes Act.

Site Per Year

Increased by RPI as under Mobile Homes Act.

Increased by RPI as under Mobile Homes Act.

Increased by RPI as under Mobile Homes Act.

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## DRAFT PROGRAMME OF MEETINGS 2021-22

Summary: A draft Programme of Meetings for 2021-22 has been prepared and circulated for consultation and is attached at **Appendix A** .

Conclusions: Following review, the proposed draft Programme of Meetings 2021-22 follows the established cycle of meetings as closely as possible.

Recommendations: **That Members adopt the Programme of Meetings for 2021-22.**

Cabinet Member(s)	Ward(s) affected
	All
Contact Officer, telephone number and email: Alison Argent, Tel: 01263 516058, Email: alison.argent@north-norfolk.gov.uk	

### 1. Preparation of a Programme of Meetings 2021-22

1.1 A draft Programme of Meetings for 2021-22 has been prepared and circulated for consultation. The following issues should also be noted:

- 1.2 a) It has been assumed that the times of the meetings will be as they are currently, so all meetings will be held in the day, with the exception of Full Council.
- b) Most standing committees meet on set cycles and this cycle has been retained as closely as possible within this draft programme. However, some variations have been made to avoid clashes with other meetings, particularly Full Council, Cabinet and Overview and Scrutiny Committee meetings.
- c) The Norfolk Rivers Internal Drainage Board and the Broads Internal Drainage Board have forwarded dates of their meetings for 2021 so that we can highlight where there will be meeting clashes in our 2021/22 programme, as there is very little flexibility to change these dates:

Meeting date	IDB meeting	NNDC meeting
17 May 2021	Broads IDB	Planning Policy & Built Heritage WP
29 July 2021	Norfolk Rivers IDB	Development Committee
4 November 2021	Norfolk Rivers IDB	Development Committee (reserve date)

## **2. Financial Implications and Risks to the Council**

- 2.1 If we did not have an agreed schedule of meetings, the Council would not be able to adequately carry out its business. This would have wide-ranging financial implications and make it difficult, if not impossible, to plan and agree a budget.
- 2.2 An agreed programme of meetings is essential to the management of the Council's business to ensure that it is carried out in a timely manner in accordance with legislation. Failure to do so could result in financial penalty and litigation. Furthermore, if the programme of meetings was not published in the public domain, the Council would not be complying with legislation and would be open to challenge.

## **3. Equality and Diversity**

- 3.1 The process of preparing the programme of meetings has included reference to the multi-faith calendar. The times of the meetings reflects the preference of the majority of Members in the current Council.



**DRAFT PROGRAMME OF MEETINGS 2021/2022 DRAFT**

			2021								2022			
MEETING	DAY	TIME	MAY	JUN	JUL	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR
FULL COUNCIL	Wed	18.00	26	23	21	-	22	-	17	15	-	23	-	27
CABINET	Mon	10.00	10	7	5	-	6	4	1/29	-	5(Weds)/ 31	28	28	-
OVERVIEW AND SCRUTINY COMMITTEE	Wed	9.30	19	16	14	-	15	13	10	8	12	9	9	6
DEVELOPMENT COMMITTEE	Thurs	9.30	6	3	1/29	26	23	21	18	16	20	17	17	14
DEVELOPMENT COMMITTEE (RESERVE)	Thurs	9.30	20	17	15	12	9	7	4	2	6	3	3/31	28
SITE MEETINGS**	Thurs		27	24	22	19	16	14	11	9	13	10	10	7
SITE MEETINGS (RESERVE)**	Thurs		13	10	8	5	2/30	28	25	23	27	24	24	21
PLANNING POLICY AND BUILT HERITAGE WORKING PARTY	Mon	10.00	17	14	19	16	13	11	8	6	17	21	21	25
LICENSING AND APPEALS COMMITTEE	Mon	10.00	18 (Tues)	-	12	-	27	-	22	-	24	-	7	-
LICENSING SUB-COMMITTEES	Mon/ Tues/Wed	10.00	24 (Mon)	21 (Mon)	20 (Tues)	25 (Wed)	20 (Mon)	20 (Wed)	15 (Mon)	14 (Tues)	26 (Wed)	22 (Tues)	16 (Wed)	11 (Mon)
GOVERNANCE, RISK AND AUDIT COMMITTEE ^SP MTG- ANNUAL ACCOUNTS	Tues	14.00	-	15	13^	-	28	-	-	7	-	-	8	-
CONSTITUTION WORKING PARTY**	Tues	10.00	-	8	-	-	7	-	30	-	-	-	22	-
STANDARDS COMMITTEE	Tues	14.00	-	-	-	-	-	12	-	-	-	-	-	26
JOINT STAFF CONSULTATIVE COMMITTEE*	Tues	14.30	-	9 (Weds)	-	-	14	-	9	-	-	8	29	-
MEMBER DEVELOPMENT GROUP** ^RESERVE DAY FOR MEMBER DEVELOPMENT WORKSHOP	Tues	10.00	4	29^	-	10	-	5^	23	-	25^	-	1	-
COASTAL FORUM** ^FIELD TRIP	Tues	10.00	-	-	6^	-	-	-	2	-	-	-	2	-
SUSTAINABLE COMMUNITIES FUND** (to follow Cabinet)	Mon	13.00	-	7	-	-	6	-	29	-	-	-	28	-
GENERAL RESERVE DAYS (FOR POSSIBLE EXTRA MEETINGS)			5/21	18/28	7/16	4/17	8/24	6/18	3/24	1/10	11/21	7/25	4/14	1/20

**Notes:** Committees marked \* are occasional Committees and will not meet unless express notification is given.

Meetings marked \*\* are not formal meetings and are recorded here for convenience. Cabinet – 5 January 2022 & Overview & Scrutiny – 12 January 2022 – possible dates

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## REPORT TO FULL COUNCIL – 16<sup>TH</sup> DECEMBER 2020

### PROPOSED PROGRAMME OF COMMUNITY GOVERNANCE REVIEWS TO BE CONDUCTED DURING 2021

**Report author:- Rob Henry, Senior Elections Officer; Extension 6327**

As part of the Local Government Boundary Review of North Norfolk District Council conducted in 2017 a small number of historical parish boundary anomalies or “misplaced” properties were identified, which can only be corrected or addressed through a formal process of Community Governance Reviews.

Further, there are three locations in the District where, based on rates of development, provision of major infrastructure and changing land-use / community identities, parish boundaries would now appear anomalous and could benefit from some revision to better reflect community identities and the use of local services and facilities and therefore parish precepts.

Whilst work was commenced to formally develop and consult on proposals to amend these anomalies in 2018 this work was never completed due to the time required for Community Governance Reviews, which take approximately twelve months, and was therefore considered insufficient to complete before the May 2019 District Council elections. Subsequently during the rest of 2019 when there were European elections and a UK Parliamentary Election and 2020 during which time focus has been on the Coronavirus response, there has not been capacity to progress the process of Community Governance Reviews.

The Elections Team have therefore developed a new project programme to undertake these Community Governance Reviews during 2021; which, if approved through public consultation, would be implemented and reflected in Council Tax billing and future Registers of Electors from April 2022.

The first group of proposals to be consulted upon are largely administrative and involve small numbers of properties which would appear to be incorrectly “plotted” such that the properties pay the “wrong” parish council precept or electors would seem to be in the incorrect polling district. It is believed that these proposals are relatively minor and seek to regularise or correct minor boundary anomalies which in themselves shouldn't be particularly controversial but nevertheless require a formal Community Governance Review process to be undertaken. The following cases would fall into this category:-

- Boundary of Aldborough and Alby;
- Boundary of Binham and Hindringham;
- Boundary of Blakeney and Wiveton;
- Boundary of Brinton and Stody;
- Boundary of Barsham and Fakenham North;
- Boundary of East and West Beckham;
- Boundary of Runton (East) and Cromer;
- Boundary of Felbrigg and Cromer and Roughton;
- Boundary of Great and Little Walsingham;
- Boundary of Gunthorpe South and Briningham;
- Boundary of Gresham and Sustead;

- Boundary of Sidestrand and Northrepps;
- Boundary of Sidestrand and Trimingham; and
- Boundary of Upper Sheringham and Sheringham South on land to the west of Holway Road, Upper Sheringham where there are no current properties but a site allocation being developed out by Norfolk Homes which is not “connected” to Upper Sheringham village and more closely identified with communities in Sheringham.

There are then three proposals which are considered to be of potentially wider public interest or comment because of the numbers of properties involved and/or the change in the level of parish precept which would be levied on individual households, notwithstanding the community identity issues involved. These changes, around which it is anticipated that there might be significant public interest during the formal consultation stages of the Community Governance Reviews, are detailed below:-

1. Boundary of Fakenham and Sculthorpe (within the line of the A1065 / A148 Fakenham bypass).
2. Boundary of Cromer and Northrepps (along the Norwich Road to the south of the town, north of the Cromer to North Walsham railway line)
3. Boundary of Helhoughton and West Raynham within the former RAF West Raynham airbase.

These proposals are considered to reflect established community identities but will have an effect on a number of properties in terms of Council Tax parish precepts and some implications on local electors in terms of the parish / electoral wards in which they sit. Again these issues will be considered and comments invited through the formal processes of public consultation required through Community Governance Reviews.

The two types of proposals outlined above are supported by two appendices for members’ information at this stage – one a set of maps / plans showing the proposed changes attached to this report as public documents with the proposed new boundary line shown in red with the existing boundary being shown in blue; and an exempt appendix detailing the individual properties involved and their Council Tax banding and precept – details of which will form the basis of the formal processes of consultation with individual property owners moving forward.

Finally, the District Council has received a request for the formal “merging” of two small neighbouring Parish Councils at Hempton and Pudding Norton; which again would require a Community Governance Review to assess community support (or objection) to this proposal.

Members are therefore asked to indicate their approval for the formal process of Community Governance Reviews as outlined in the above report and appendices to be taken forward during 2021, with any final proposals being brought back to Full Council in late 2021 for discussion and approval / rejection, with any agreed changes implemented from April 2022.

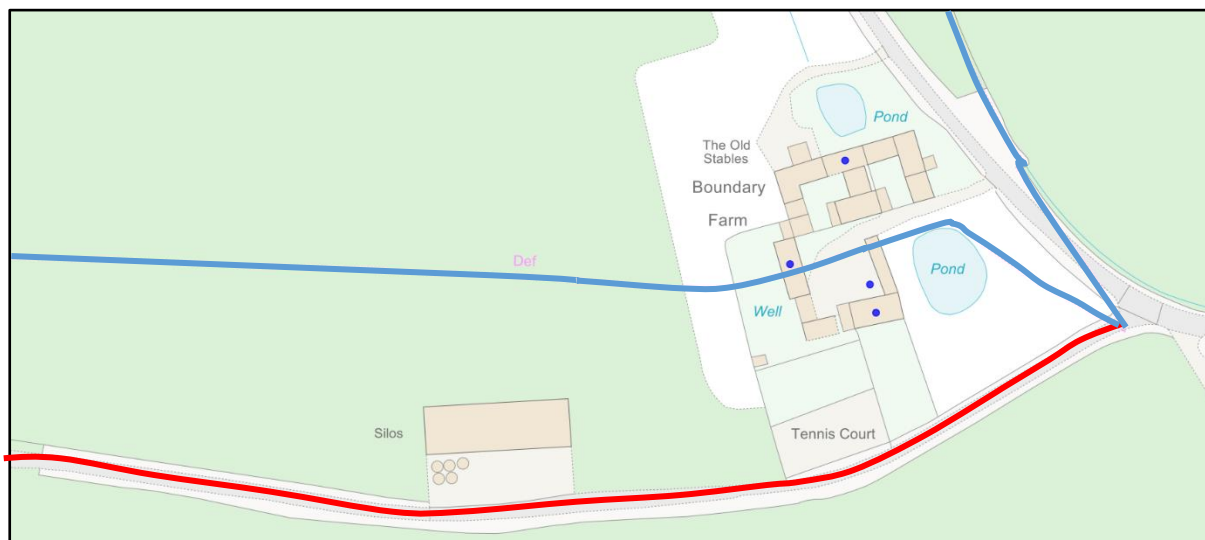
Lead responsibility for undertaking these Community Governance Reviews will sit with the Elections Team, with some time / resource commitment required from the Communication, Legal and Revenues Teams. Costs involved are considered to be modest and relating to direct communications with individual households in the affected areas (estimated to be approximately 400 properties) and probably staged consultation events in Cromer and Fakenham in respect of the proposals made in those towns.

**RECOMMENDED:-**

**That Full Council approve proposals to undertake a programme of Community Governance Reviews during 2021 based on the matters detailed in the above report, with final proposals / recommendations being brought back to Full Council in November or December 2021.**

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## Gunthorpe – Briningham



### **Property Affected:**

The Barn, Boundary Farm, Swanton Road, Gunthorpe, NR24 2NS

### **Proposal:**

Move the boundary line so it continues along the track to the south of Boundary Farm until it reaches the existing boundary line running north along Swanton Road. The Property currently sits within Gunthorpe Parish for Council Tax but would need moving from Briningham in respect of the Electoral Register.

**Brinton – (Holt Road, Brinton, NR24 2DZ)**



**Properties Affected:**

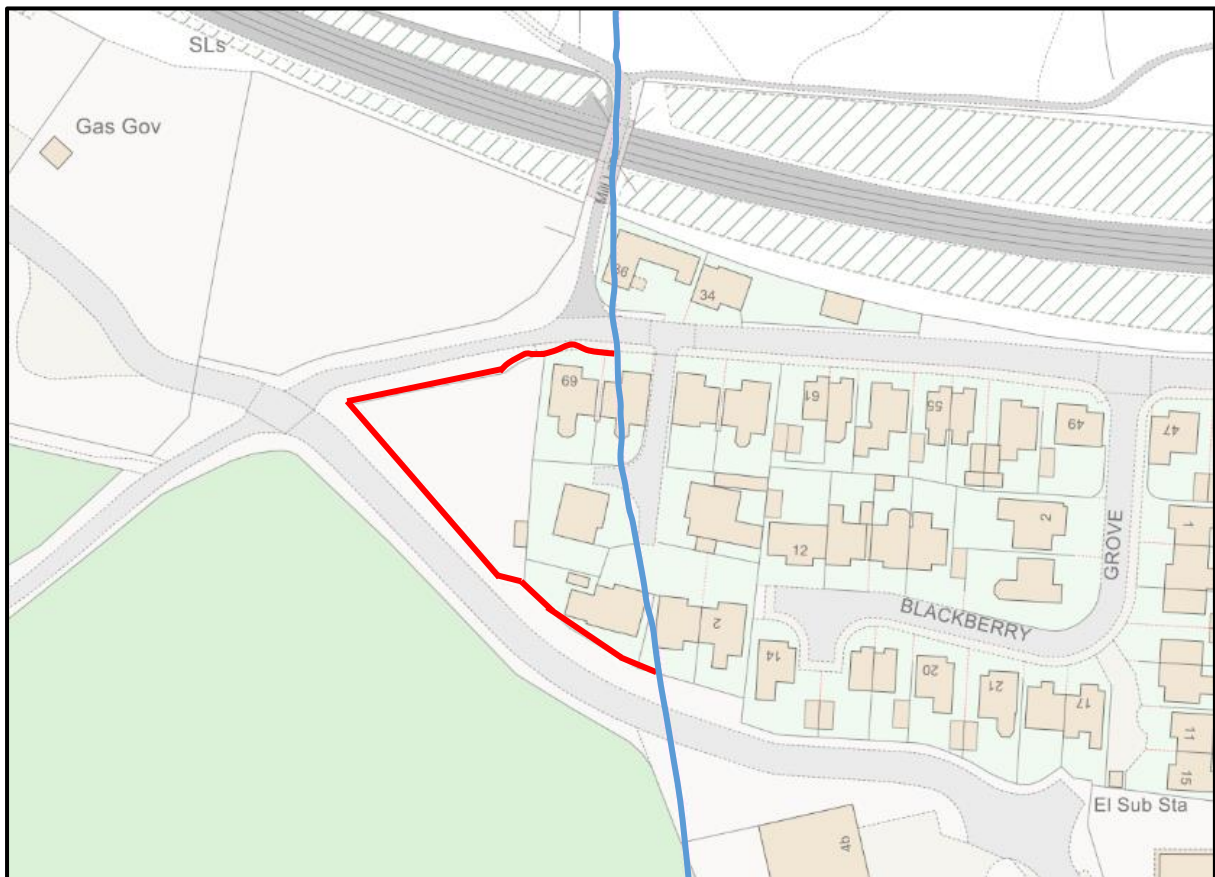
Grove House; Milestone House; Oak Tree House; Old Dairy House; Tilham

**Proposal:**

Move the boundary line to the eastern boundary of each property so all of the property footprint falls within Brinton Parish. This change is purely to correct an anomaly and doesn't impact any property in any way.



**East Runton – Cromer**



**Properties Affected:**

69 Sandy Lane, Cromer, NR27 9JT

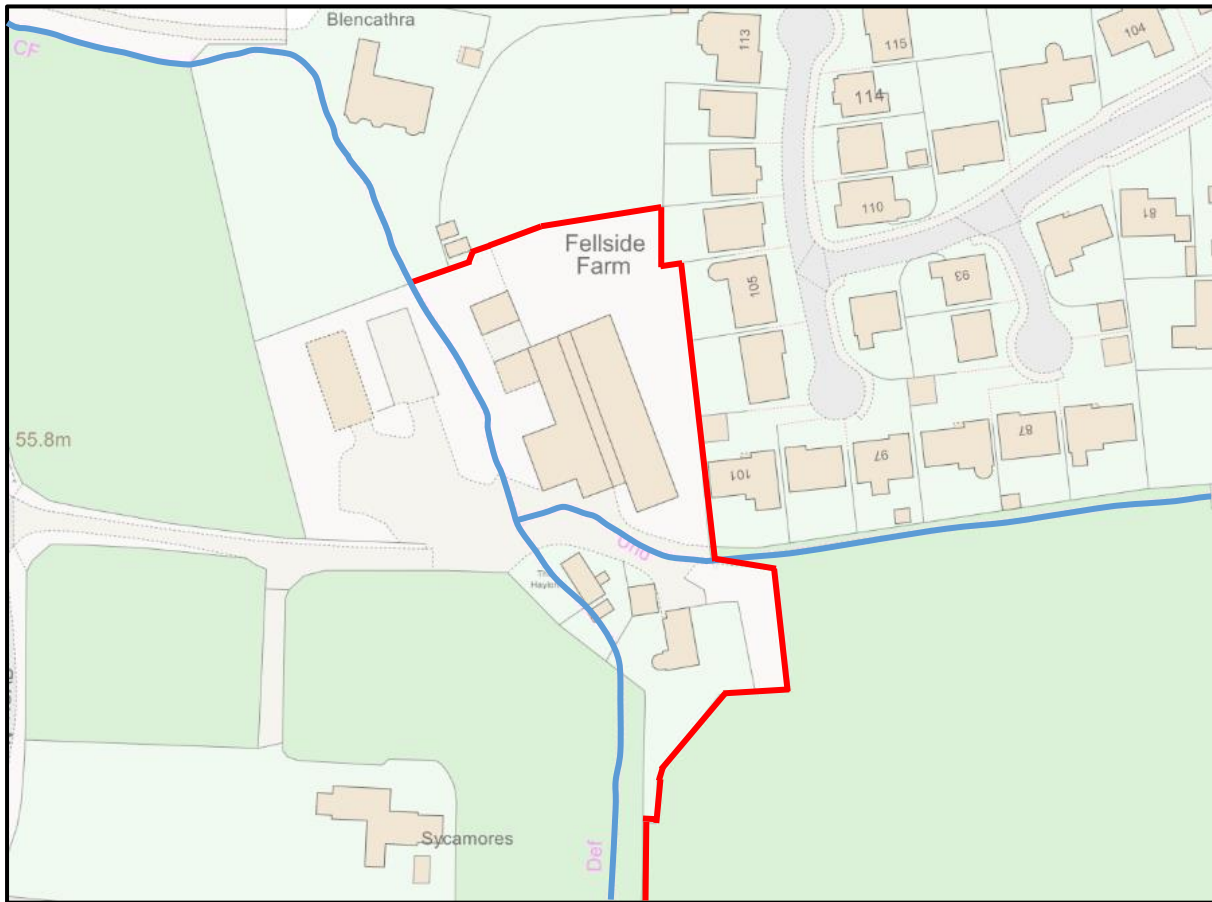
4 Bittern Rise, Cromer

5 Bittern Rise, Cromer

**Proposal:**

Currently these properties fall within East Runton parish for Council Tax and the Electoral Register. The Review would move them into Cromer Town for Council Tax purposes and into the Cromer Town West Ward in respect of the Electoral Register. This would create equality with the other properties on their street and correct this boundary anomaly.

## Felbrigg – Cromer – Roughton



### **Properties Affected:**

Fellside Farm, Metton Road, Cromer, NR27 9JH

The Hayloft, Fellside Farm, Metton Road, Cromer, NR27 9JH

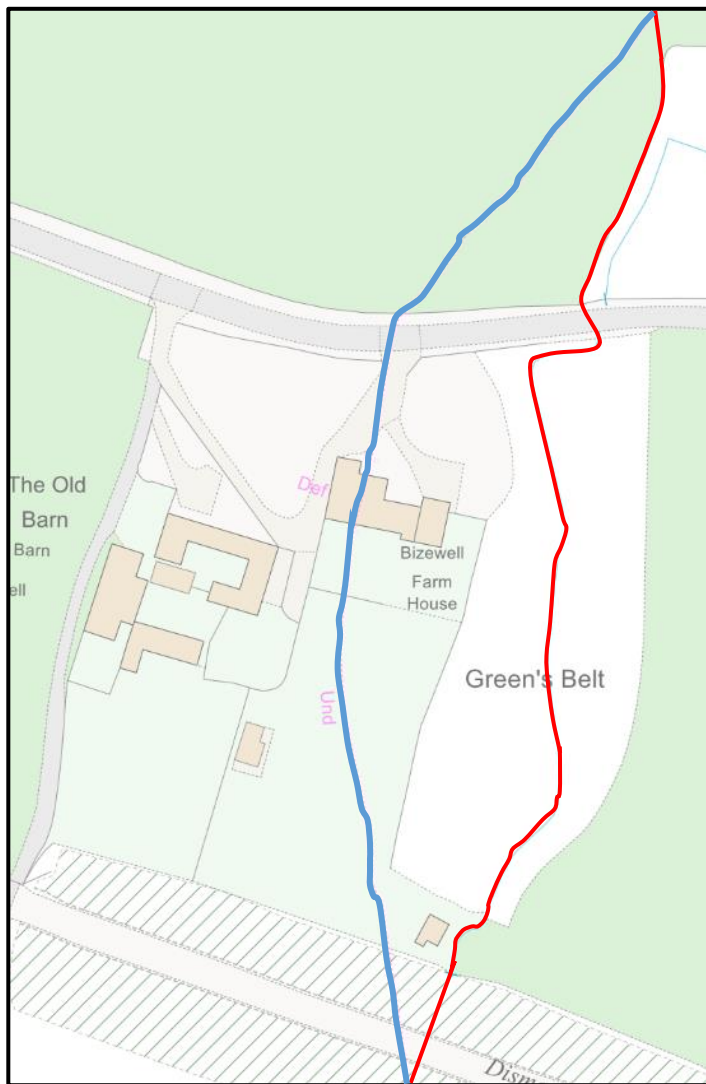
### **Proposal:**

Currently these properties fall within Roughton parish for Council Tax and the Electoral Register. The Review would move them into Felbrigg parish for Council Tax purposes and in respect of the Electoral Register.

The Parish precept would increase from £33.43 to £53.35 in respect of Fellside Farm and in respect of The Hayloft.

This proposal would have a minor affect in terms of governance in that there would be a change of Parish Council, however the District Ward and the County Division would remain unchanged.

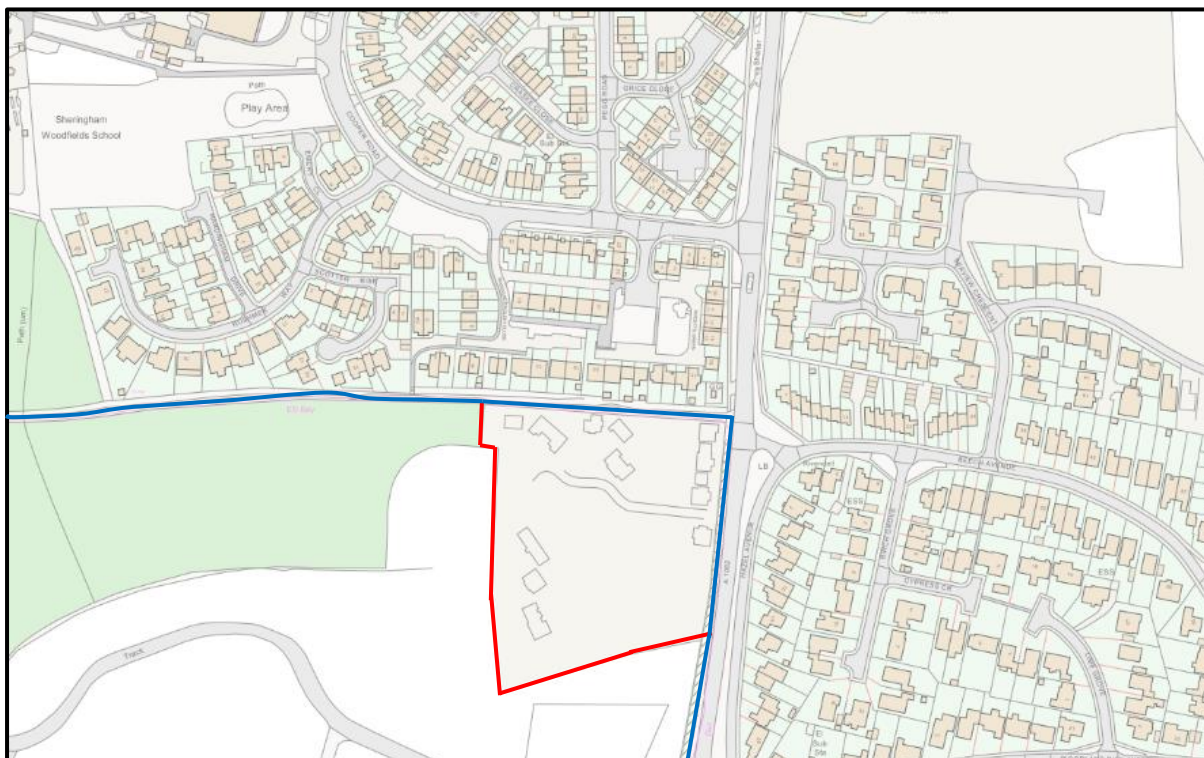
**Sidestrand – Trimingham**



**Proposal:**

To amend historical plotting anomalies at both Pond Farm House and the three properties at Bizewell Farm and there is no effect on the three properties in terms of Council Tax or governance as a result of these changes.

## Upper Sheringham – Sheringham South



### **Properties Affected:**

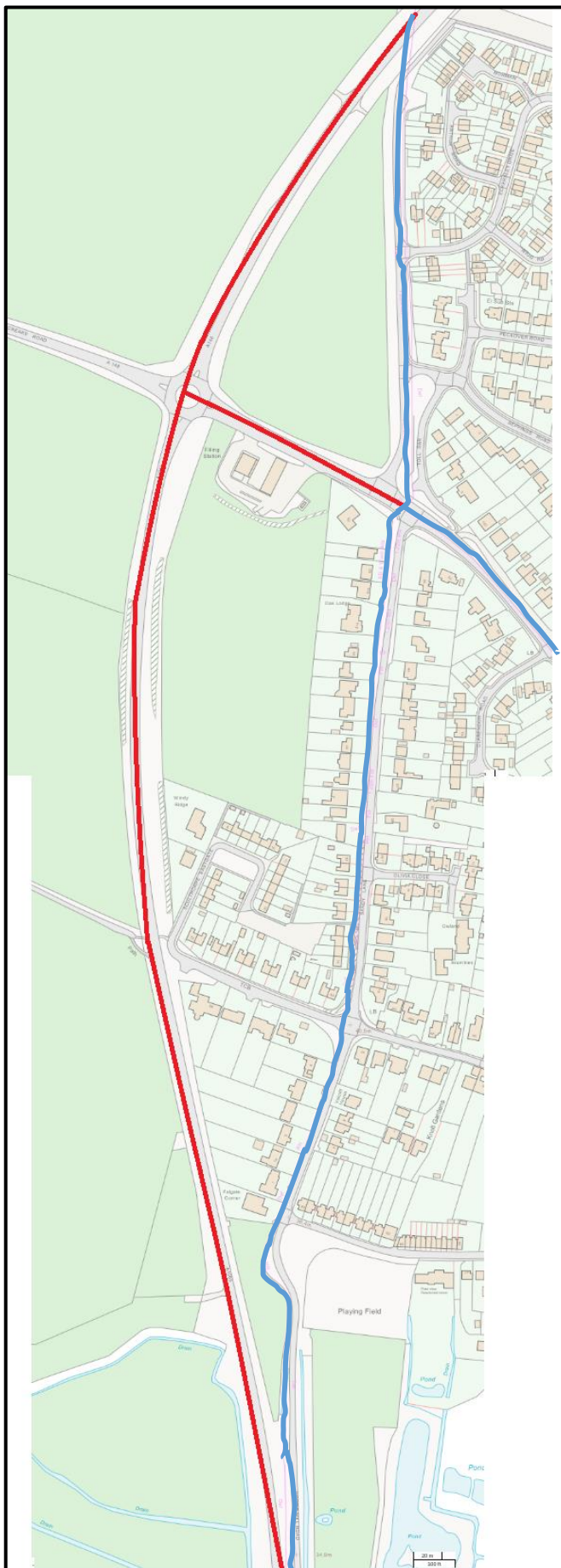
New Development of 52 homes at Holway Road, Sheringham

### **Proposal:**

The development site for this property currently falls within the neighbouring Parish of Upper Sheringham. This review proposes to move the boundary line which currently runs along the Butts Lane footpath to Holway Road so it moves south on the northwest corner of the development and runs south along the development site before moving eastward along the development until it reaches Holway Road where it will continue south along the existing boundary line.

Those who will occupy homes on this development will identify as Sheringham residents in terms of schooling, medical services and retail. Furthermore they are on the doorstep of the designated Polling Station situated at the Sheringham Community Centre.

## Sculthorpe – Fakenham



### **Properties Affected:**

1 – 55 Sandy Lane, Fakenham  
1 – 16 Sculthorpe Eastgate, Fakenham, NR21 9EU  
Barley End, Sculthorpe Eastgate, Fakenham  
Windy Ridge, Sculthorpe Eastgate, Fakenham

NB: A full breakdown of each affected property and the Council Tax implications of moving this boundary is attached

### **Proposals:**

The boundary line currently crosses the A148 Fakenham Bypass, moving southwards down Toll Bar/Seppings Road before continuing down Sandy Lane and joining the A1065.

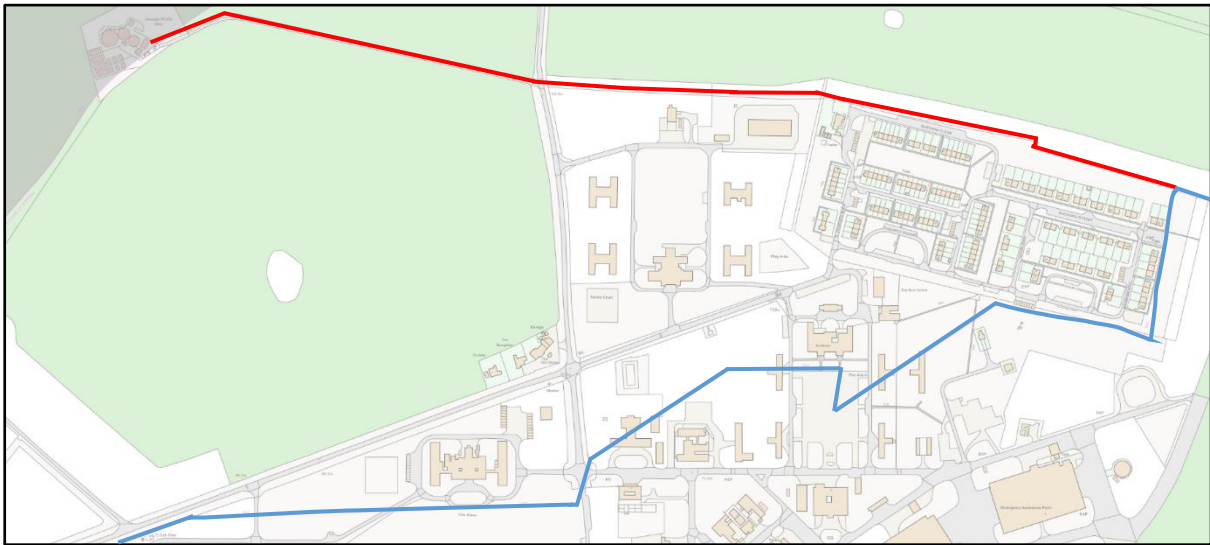
This review proposes the movement of the boundary so that rather than cross the A148 it runs along it towards the roundabout before continuing along the A1065 until it joins the existing boundary line further along this road.

This will mean the properties on the west side of Sandy Lane and the properties on Sculthorpe Eastgate will be moved from Sculthorpe Parish to Fakenham South.

The current boundary between Fakenham North and South will continue along the Creake Road until it meets the new boundary line at the roundabout.

This will have implications in terms of Council Tax where their precepts will increase and also their governance from being moved from Sculthorpe Parish to the Fakenham South Ward at Parish level, from the Walsingham Ward to Lancaster South Ward at District Council Level and to Fakenham Division from the Wells Division at County Council level.

## West Raynham – Helhoughton (1)



### Properties Affected:

9 -76 Barsham Close, West Raynham  
77 – 94 & 121 – 130 Blickling Street, West Raynham  
1 – 8 Felbrigg Walk, West Raynham  
27 – 38 & 115 - 120 Holkham Green, West Raynham  
39 – 58 Oxburgh Square, West Raynham  
95 – 102 Raynham Way, West Raynham  
103 – 114 Sandringham Crescent, West Raynham

Massingham Road, West Raynham:  
The Bungalow; Dursley; The Old Stores; West Raynham Auto Clinic,

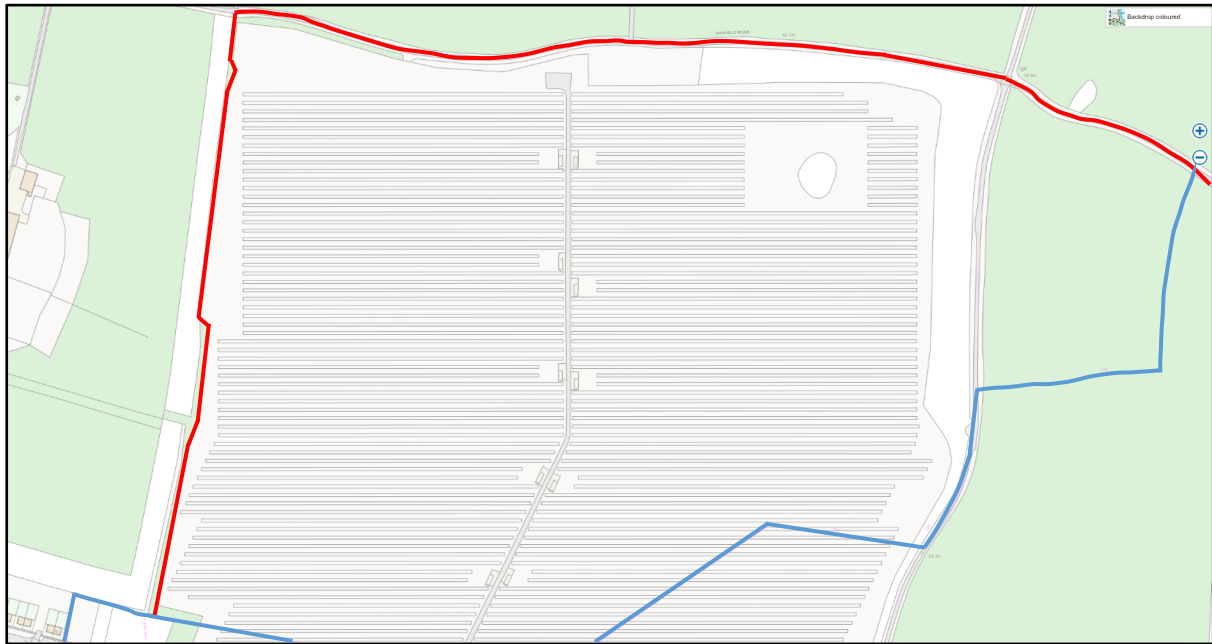
NB: A full breakdown of each affected property and the Council Tax implications of moving this boundary is attached

### Proposal:

This Review seeks to bring all properties who identify with the former RAF West Raynham site together within the same parish. Currently the boundary line splits the properties on the former base so it is proposed that the boundary line is move to the north so it runs along the track from the District boundary at the former Sewage works and continues along the hedgerow behind the former base and the properties on Barsham Close and Blickling Street

There will be a decrease in the Parish precept for the individual properties concerned and in terms of governance electors will have a change of polling station from Helhoughton Village Hall to Raynham Village Hall but in terms of warding arrangements, they will remain the same.

## West Raynham – Helhoughton (2)



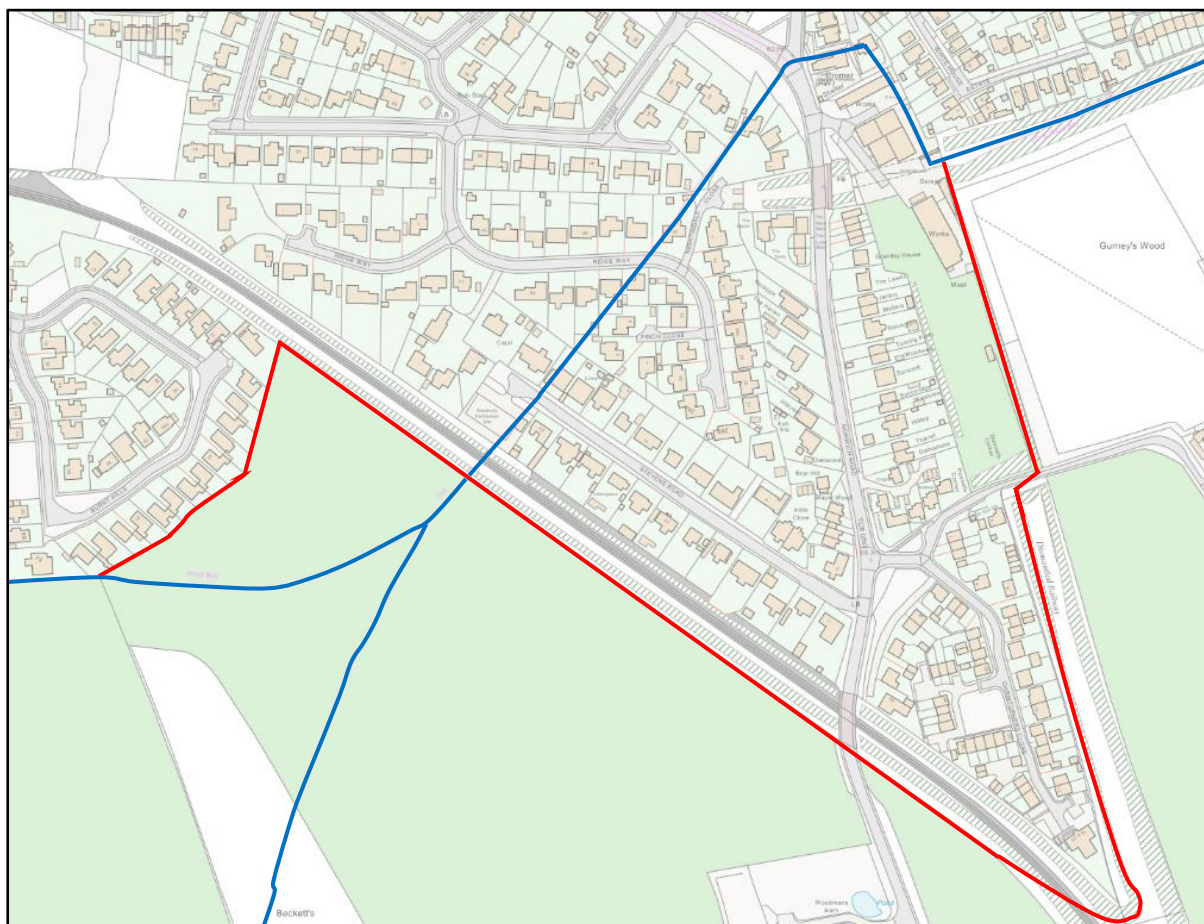
### Properties Affected:

West Raynham Solar Farm

### Proposal:

Currently the boundary cuts across the site of the Solar Farm. This review seeks to tidy this boundary so the entire Solar Farm site sits within West Raynham Parish by running the boundary northwards along the western side of the farm until it meets Paxfield Road. From here the Boundary would run eastwards along Paxfield road across the road until it joins with the existing Helhoughton Boundary.

## Northtrepps – Cromer



### Properties Affected:

1 – 50 Christopher's Close, Northtrepps, Cromer, NR27 0GA

1 – 3 Finch Close, Cromer, NR27 0QD

1 – 4 Nightingale Close, Cromer, NR27 0QE

Holmwood, Birch Wood, Maple Wood, Sandel Wood, The Dairy, Briar Hill, Oakwood, Hillcrest, Drum-na-cairn, Rosehill, The Haven, Meadow Brown, Crimond, The Long Barn, The Back Barn, The Stable at Sunnyside, The Farmhouse at Sunnyside, Norwich Road, Pine Wood, Norwich Road, Cromer, NR27 0HG

1 – 5 Bridge Terrace, Cromer, NR27 0HF

Grantley House, The Lawns, Janbry, Mellers, Rimington, Turning Point, Woodview, Suncroft, Sunny Ridge, Westview, Hilltop, Thanet, Dalnamara, Dolgoch, Croftnest, Farleighs, Kenvia, Malmar, Pooneils Corner, Norwich Road, NR27 0HF

22 – 33 Ridgeway, Cromer, NR27 0HS

7-12, 14-23, The Poplars, Fairmead, Ktima, Norjen, Peaceholm, Stevens Road

**NDR** Roadkill Customs & Café, Jaymic Ltd, Systems, Workshop & Storage, Rooweld Engineering, Communications Centre (Orange Nrf)

### Proposal:

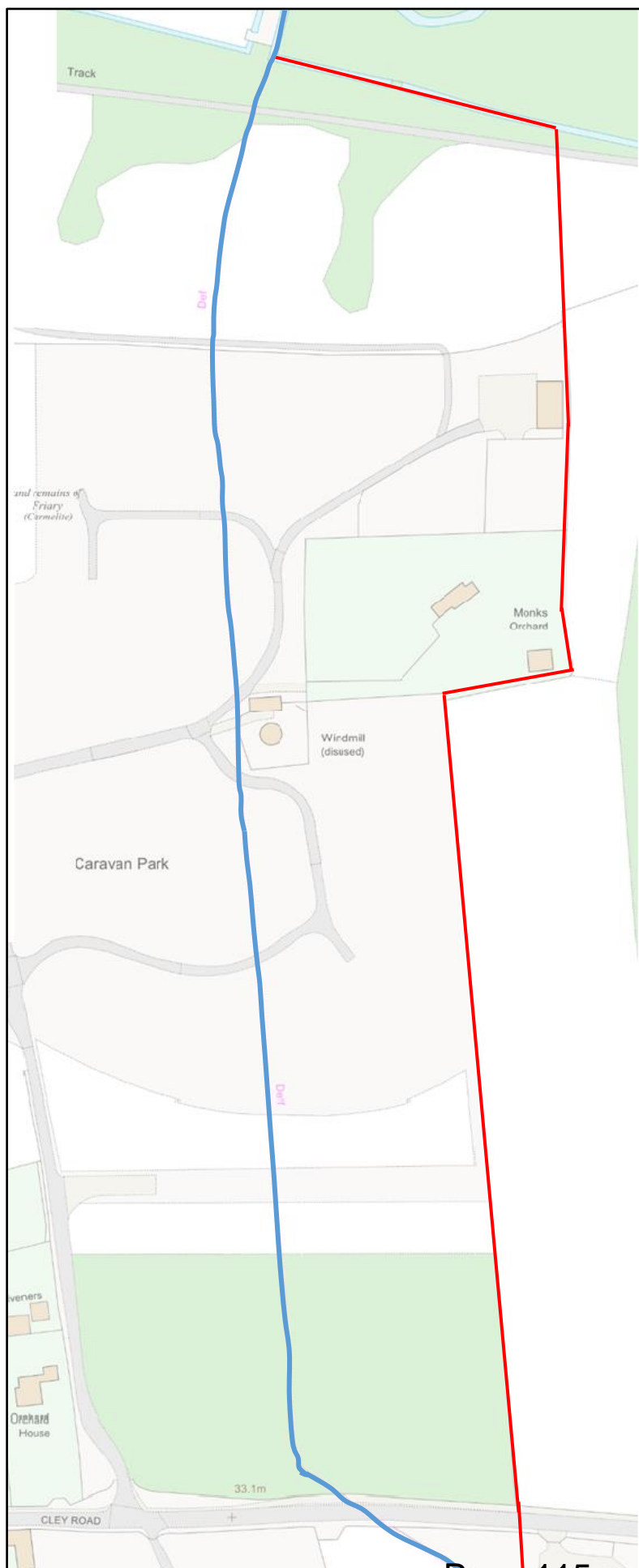
To change the southern boundary of the Cromer Town South Ward to run behind the properties on Burnt Hills up to the railway line where it will run south-eastwards until it reaches the southernmost point of the Christopher's Close estate where it will cross the railway line to run north along the boundaries to the rear of the properties on Christopher's Close before continuing along the western boundary of Gurney's Wood until it joins the existing boundary with the Suffield Park Ward.

Please see the supporting spreadsheet for a breakdown of the Council Tax implications to each property and also Cromer Town Council and Northtrepps Parish Council.

In terms of governance in addition to a change of Parish Council, each of the domestic properties would move from the Poppyland Ward to the Cromer Ward on the District Council and from the Mundesley County Division to the Cromer County Division.



## Blakeney – Wiveton



### Properties Affected:

Monks Orchard, Friary Farm, Cley Road;

### NNDR

The National Trust at Friary Farm;

1 Friary Farm Cottage, Cley Road;

Friary Farm Caravan Park, Cley Road,

Blakeney Lodge, Cley Road, Blakeney

### Proposal:

To consolidate the properties and businesses established at Friary Farm into the Blakeney Parish.

Access to each is down the track off Cley Road which falls in Blakeney Parish so this change to the boundary brings this whole site together.

**Gt. Walsingham – Lt. Walsingham**



**Properties Affected:**

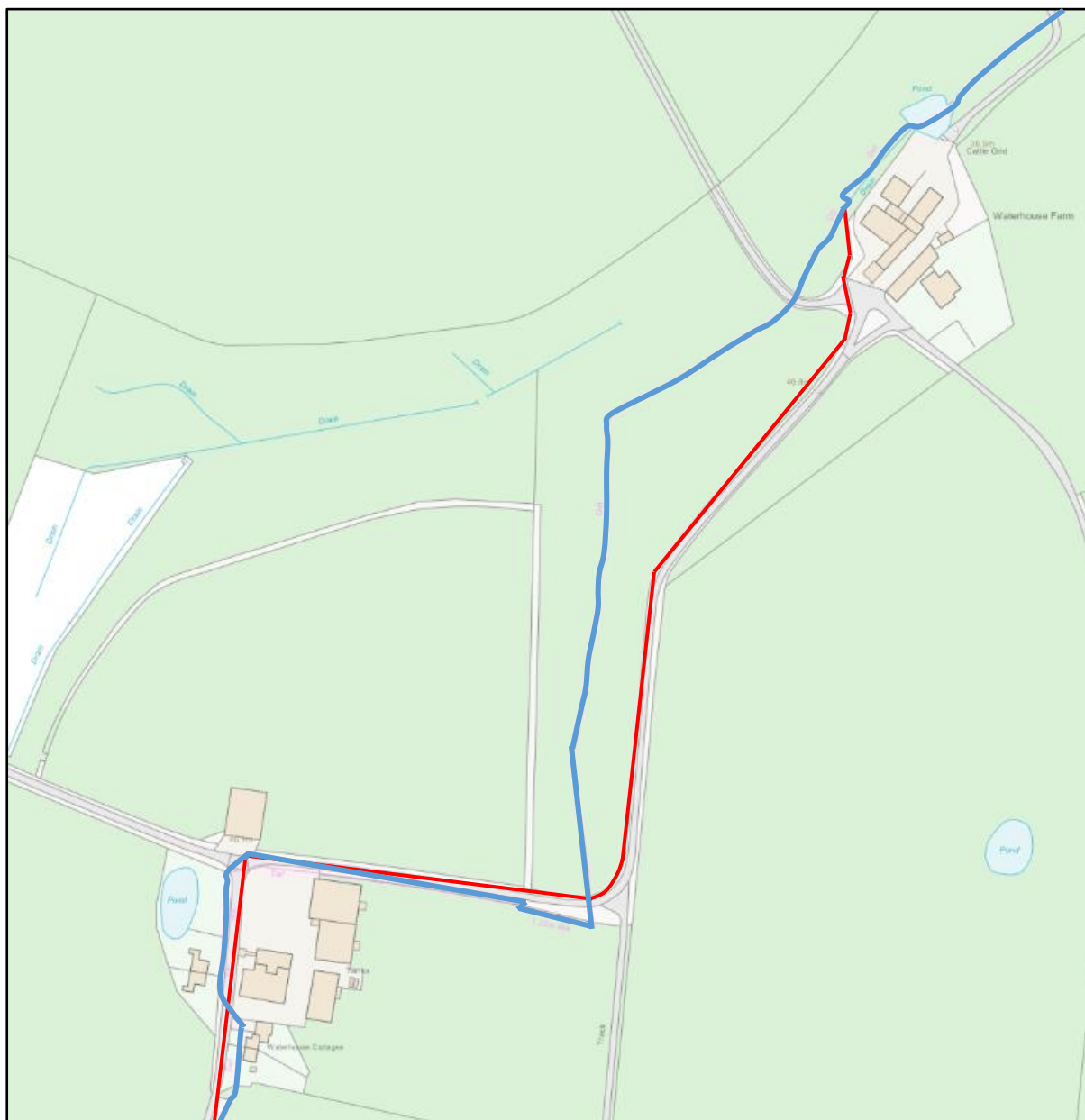
Vicarage Cottage, Scarborough Road, Walsingham, NR22 6DS  
1 & 3-10 The Old Vicarage, Scarborough Road, Walsingham, NR22 6DF

**Proposal:**

To bring the above property in line with the neighbouring properties at The Old Vicarage to fall within the Polling District of Little Walsingham.

The current boundary appears to include the properties at The Old Vicarage which although they do appear to fall within Little Walsingham they are currently paying Council Tax and on the electoral register in Great Walsingham so this review seeks to remedy this to ensure all are within Little Walsingham going forward.

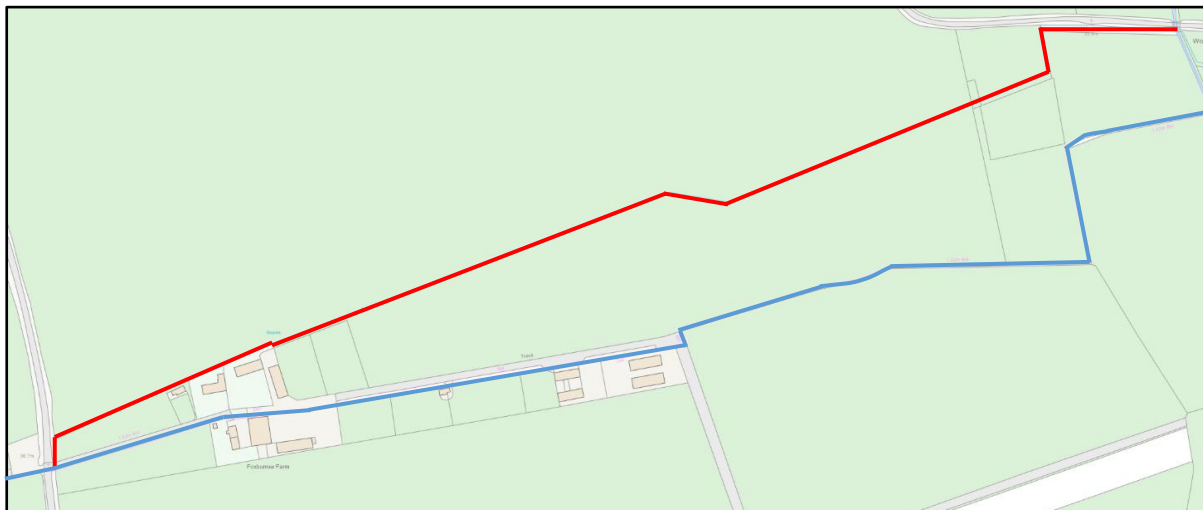
**Barsham – Fakenham North**



**Properties Affected:**  
**None**

**Proposal:**  
This Review seeks to tidy the boundary at Waterhouse Farm Cottages by running the boundary line along the track towards Waterhouse Farm rather than across the field between them.  
  
This change is purely to correct an anomaly and doesn't impact any property in any way.

## Binham – Hindringham



### **Properties Affected:**

Foxburrow Farm, Binham Road, Hindringham, NR21 0DH

Annexe At, Foxburrow Farm, Binham Road, Hindringham, NR21 0DH

The Bungalow, Foxburrow Farm, Binham Road, Hindringham, NR21 0DH

### **Proposal:**

This Review seeks to tidy the boundary at Foxburrow Farm Cottages by running the boundary line to the rear of The Bungalow and The Annexe at Foxburrow Farm and then eastwards along the drain until it meets the boundary with Field Dalling.

This change would bring The Bungalow at Foxburrow Farm into the Hindringham Parish in terms of Council Tax as it currently falls within Binham. All three are currently on the Electoral Register within the Hindringham Parish so there is no change in terms of Governance.

## Gresham – Sustead



### **Properties Affected:**

3,4,5 Sustead Lane Cottages, Sustead Lane, Sustead, NR11 8RR

### **Proposal:**

This Review seeks to tidy the boundary at Sustead Lane Cottages by running the boundary line to the north of properties rather than it running through them.

This change is purely to correct an anomaly and doesn't impact any property in any way.

## Aldborough – Alby



### Properties Affected:

1 Aldborough Mill, Mill Lane, Aldborough, NR11 7NS

### Proposal:

This Review seeks to tidy the boundary between Aldborough and Alby by running the boundary line along the stream to the south of the property up to the point it meets the existing boundary the boundary line.

The property affected would be moved from Alby Parish to Aldborough Parish so there is a modest change in terms of Council Tax precept and also a governance change to Aldborough Parish Council however both District Ward and County Divisions would remain unchanged.

## East and West Beckham



### **Properties Affected:**

9 – 12 Church Road, West Beckham

### **Proposal:**

Currently within boundary between West and East Beckham runs through the gardens of 9, 10 and 11 Church Road West Beckham and through the dwelling at number 12 Church Road. This review seeks to address this anomaly by continuing south down the existing boundary until it meets Church Road at the corner of Number 9 Church Road before heading eastwards along Church Road along its current path.

The further anomaly further along Church Road can be addressed by moving the boundary where it moves away from Church Road into the copse back onto the road until it joins up with the existing boundary before it starts moving south.

This proposal would bring about no change to the affected properties in terms of Council Tax or governance.

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By virtue of paragraph(s) 1, 2 of Part 1 of Schedule 12A  
of the Local Government Act 1972.

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