

# Cabinet



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Friday, 22 January 2021

A meeting of the **Cabinet** of North Norfolk District Council will be held remotely via Zoom on **Monday, 1 February 2021** at **10.00 am**.

At the discretion of the Chairman, a short break will be taken after the meeting has been running for approximately one and a half hours

## **PUBLIC ATTENDANCE AND PUBLIC SPEAKING – COVID-19**

*Please note that due to the Covid-19 restrictions, meetings of cabinet will be held remotely via Zoom video conferencing and live streamed on YouTube.*

*Public speaking:* If you wish to speak on an agenda item, please email [emma.denny@northnorfolk.gov.uk](mailto:emma.denny@northnorfolk.gov.uk) no later than 5.00 pm on the Thursday before the meeting and include a copy of your statement. You will have the opportunity to make your statement by video link but in the event that this is not possible, or if you would prefer, your statement will be read out by an officer.

This meeting will be broadcast live to YouTube and will be capable of repeated viewing. The entirety of the meeting will be filmed except for confidential or exempt items. If you attend the meeting and make a representation you will be deemed to have consented to being filmed and that the images and sound recordings could be used for webcasting/ training purposes.

**Emma Denny**  
**Democratic Services Manager**

**To:** Mrs S Bütikofer, Mrs A Fitch-Tillett, Ms V Gay, Mr G Hayman, Mr R Kershaw, Mr N Lloyd, Mr E Seward, Miss L Shires and Mr J Toye

All other Members of the Council for information.  
Members of the Management Team, appropriate Officers, Press and Public



**If you have any special requirements in order to attend this meeting, please let us know in advance**  
If you would like any document in large print, audio, Braille, alternative format or in a different language please contact us

**Chief Executive:** Steve Blatch  
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## A G E N D A

**1. TO RECEIVE APOLOGIES FOR ABSENCE**

**2. MINUTES**

1 - 6

To approve, as a correct record, the minutes of the meeting of the Cabinet held on 5<sup>th</sup> December 2020

**3. PUBLIC QUESTIONS AND STATEMENTS**

To receive questions and statements from the public, if any.

**4. ITEMS OF URGENT BUSINESS**

To determine any other items of business which the Chairman decides should be considered as a matter of urgency pursuant to Section 100B(4)(b) of the Local Government Act 1972

**5. DECLARATIONS OF INTEREST**

Members are asked at this stage to declare any interests that they may have in any of the following items on the agenda. The Code of Conduct for Members requires that declarations include the nature of the interest and whether it is a disclosable pecuniary interest

**6. MEMBERS' QUESTIONS**

To receive oral questions from Members, if any

**7. RECOMMENDATIONS FROM CABINET WORKING PARTIES**

7 - 12

To receive recommendations from the following Cabinet Working Party meetings:

North Walsham Heritage Action Zone Working Party – 9<sup>th</sup> December 2020

(Minutes extract attached)

**RESOLVED to recommend to Cabinet**

**That Norfolk County Council be contracted as a nominated partner to assist in the design and delivery of the North Walsham town centre place making and public realm improvement work.**

Planning Policy and Built Heritage Working Party – 14<sup>th</sup> December 2020

(Recommendations attached)

Planning Policy and Built Heritage Working Party – 18<sup>th</sup> January 2021

(Recommendations attached)

## 8. RECOMMENDATIONS FROM OVERVIEW & SCRUTINY COMMITTEE

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

The following recommendations were made to Cabinet at the meeting of the Overview & Scrutiny Committee held on 13 January 2021:

### CAR PARK INCOME DATA - JULY - SEPTEMBER 2019 AND 2020

#### **RESOLVED**

1. To recommend to Cabinet that promotion of the Council's annual and seasonal parking permits is increased.
2. To recommend to Cabinet that consideration is given to reviewing potential opportunities for new car parking sites, where appropriate.
3. To recommend to Cabinet that consideration is given to offering limited free parking arrangements to encourage support of the District's high streets.

### 2021/22 BASE BUDGET & PROJECTIONS FOR 2022/23 TO 2023/24 AND MEDIUM TERM FINANCIAL STRATEGY

#### **RESOLVED**

1. To recommend to Cabinet that the Council continues to lobby for greater certainty on future levels of funding support from Central Government.
2. To recommend to Cabinet that efforts are continued to identify potential savings options within the Medium Term Financial Strategy.

## 9. UPDATE ON THE DISTRICT COUNCIL'S RESPONSE TO THE CORONAVIRUS PANDEMIC

To receive a verbal update from the Chief Executive on the Council's response to the Covid 19 pandemic.

## 10. DELEGATED DECISIONS

13 - 18

Summary: This report details the decisions taken by Senior Officers under delegated powers from 1<sup>st</sup> January 2021.

Options considered: Not applicable.

Recommendations: **To receive and note the report and the register of officer decisions taken under delegated powers.**

Reasons for  
Recommendations:

The Constitution: Chapter 6, Part 5, sections 5.1 and 5.2. details the exercise of any power or function of the Council where waiting until a meeting of Council or a committee would disadvantage the Council. The Constitution requires that any exercise of such powers should be reported to the next meeting of Council, Cabinet or working party (as appropriate)

**LIST OF BACKGROUND PAPERS AS REQUIRED BY LAW**

*(Papers relied on to write the report, which do not contain exempt information and which are not published elsewhere)*

Delegated decision forms – as completed by the relevant officer

Cabinet Member(s)  
All

Ward(s) affected  
All

Contact Officer, telephone number and email:  
Emma Denny, Democratic Services Manager, 01263 516010

**11. 2021/22 BUDGET AND MEDIUM TERM FINANCIAL STRATEGY 2022-25** 19 - 84

Summary:

This report presents for approval the 2021/22 budget along with the latest medium term financial plan and projections for the following three years to 2023/24.

Options considered:

The budget for the forthcoming financial year must be set annually. While there are options around the individual budgets presented for approval i.e. what is included in the budget for 2021/22, the overall position now presented for approval is the culmination of work carried out by officers and Members over a number of months, details of which are provided within the report.

Conclusions:

The Council's budget is set for approval each year; as with last year it has been presented to the Overview and Scrutiny Committee for pre-scrutiny before going to Cabinet and ultimately Full Council. This report now presents a balanced budget for 2021/22 and also presents the latest financial projections for the following three

financial years, 2022/23 to 2024/25. The budget has been produced based on a number of assumptions as detailed within the main body of the report and also reflects the provisional finance settlement announced on 18 December 2020. The report also outlines the risks facing the Council in setting the budget and forecasting future spending plans and resources.

Recommendations: **It is recommended that Cabinet agree and where necessary recommend to Full Council:**

- 1) **The 2021/22 revenue budget as outlined at appendix A1;**
- 2) **The demand on the Collection Fund for 2021/22, subject to any amendments as a result of final precepts still to be received be:  
a. £6,456,213 for District purposes  
b. £2,529,011 (subject to confirmation of the final precepts) for Parish/Town Precepts;**
- 3) **The statement of and movement on the reserves as detailed at appendix D;**
- 4) **The updated Capital Programme and financing for 2021/22 to 2023/24 as detailed at appendix C1;**
- 5) **The capital bids contained within Appendix C2;**
- 6) **That the Council adopts the changes to the LCTS scheme as detailed in section 5.3, subject to the outcome of the public consultation;**
- 7) **That the balance on the Property Investment Fund of £999,476 be transferred to the new Earmarked Reserve – the Major Repairs Reserve**
- 8) **That Members note the current financial projections for the period to 2024/25;**

Reasons for Recommendations: To recommend a balanced budget for 2021/22 for approval by Full Council.

#### **LIST OF BACKGROUND PAPERS AS REQUIRED BY LAW**

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

Cabinet Member(s): Ward(s) affected  
Cllr Eric Seward All

Contact Officer, telephone number and email:  
Lucy Hume, 01263 516246, [lucy.hume@north-norfolk.gov.uk](mailto:lucy.hume@north-norfolk.gov.uk)

## 12. CAPITAL STRATEGY 2021/2022

85 - 94

**Summary:** This report sets out the Council's Capital Strategy for the year 2021-22. It sets out the Council's approach to the deployment of capital resources in meeting the Council's overall aims and objectives while providing the strategic framework for the effective management and monitoring of the capital programme.

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

**Conclusions:** The Council is required to approve a Capital Strategy to demonstrate compliance with the Codes and establishes the strategic framework for the management of the capital programme.

**Recommendations:** **That Cabinet recommends to Full Council that;**  
**The Capital Strategy and Prudential Indicators for 2021-22 are approved.**

**Reasons for Recommendation:** Approval by Council demonstrates compliance with the Codes and provides a framework within which to consider capital investment decisions.

Cabinet Member(s) Ward(s) affected: All  
Cllr E Seward

Contact Officer, telephone number and email: Lucy Hume, 01263 516246, [lucy.hume@north-norfolk.gov.uk](mailto:lucy.hume@north-norfolk.gov.uk)

## 13. INVESTMENT STRATEGY 2021/2022

95 - 102

**Summary:** This report sets out details of the Council's investment activities and presents a strategy for the prudent investment of the Council's resources.

Options Considered: Alternative investment and debt options are continuously appraised by the Council's treasury advisors, Arlingclose and all appropriate options are included within this Strategy.

Conclusions: The preparation of this Strategy is necessary to comply with the guidance issued by the Ministry of Housing, Communities and Local Government (MHCLG).

**Recommendations: That the Council be asked to RESOLVE that The Investment Strategy is approved.**

Reasons for Recommendation: The Strategy provides the Council with a flexible investment strategy enabling it to respond to changing market conditions.

Cabinet Member(s) Ward(s) affected: All  
Cllr E Seward

Contact Officer, telephone number and email:  
Lucy Hume, 01263 516246, [lucy.hume@north-norfolk.gov.uk](mailto:lucy.hume@north-norfolk.gov.uk)

#### 14. TREASURY MANAGEMENT STRATEGY 2021-22

103 -  
118

Summary: This report sets out details of the Council's treasury management activities and presents a strategy for the prudent investment of the Council's surplus funds, as well as external borrowing.

Options Considered: Alternative investment and debt options are continuously appraised by the Council's treasury advisors, Arlingclose and all appropriate options are included within this Strategy.

Conclusions: The preparation of this Strategy Statement is necessary to comply with the Chartered Institute of Public Finance and Accountancy's Code of Practice for Treasury Management in Public Services.

**Recommendations: That the Council be asked to RESOLVE that The Treasury Management Strategy Statement is approved.**

Reasons for Recommendation: The Strategy provides the Council with a flexible treasury strategy enabling it to respond to changing market conditions and ensure the security of its funds, as well as secure borrowing at the best value.

Cabinet Member(s) Ward(s) affected: All  
Cllr E Seward

Contact Officer, telephone number and email:  
Lucy Hume, 01263 516246, [lucy.hume@north-norfolk.gov.uk](mailto:lucy.hume@north-norfolk.gov.uk)

**15. NORTH NORFOLK COUNCIL TAX HARDSHIP POLICY**

119 - 128

Summary:

The policy outlines the Council's approach to the recent initiatives by Central Government to assist taxpayers who are suffering financial hardship due to the onset of the Coronavirus (Covid-19).

**Recommendations**

To recommend to Council:

1. To approve the Council Tax Hardship Policy (Appendix 1) which will support the administration of the hardship fund.
2. That delegation is given to the Benefits Manager to make any technical scheme amendments to ensure that it meets to criteria set by central government.
3. To delegate any amendments as to funding distribution following any further funding committed by Government, to the Section 151 Officer and in consultation with the Portfolio Holder for Finance and the Portfolio Holder for Benefits.

Cabinet Member: Cllr G Hayman  
Contact Officer: Trudi Grant, Benefits Manager,  
Trudi.grant@north-norfolk.gov.uk

**16. NORTH NORFOLK DISTRICT COUNCIL - COMMUNICATIONS DELIVERY PLAN**

129 - 154

Summary:

This draft communications delivery plan follows a review of the previous strategy which was last updated in 2017. Its main aims are to improve the reach and relevance of the Council's external and internal communications through its digital and other platforms - and to ensure the Council's interaction with external media is handled effectively.

Options considered:

Not implementing the proposals outlined in this paper. This would however ensure continued slow/minimal audience growth for the Council's communication channels and therefore less effective reach for its messaging.

Conclusions:

The Council is well-placed to substantially enhance its external communications reach and effectiveness by adopting a



range of strategic recommendations made in the report. Reviewing current internal communications delivery and also graphic design provision would also be beneficial, as outlined in the paper.

**Recommendations:** **To approve the draft communications delivery plan.**

Cabinet Member(s)  
Cllr Sarah Butikofer

Ward(s) affected  
All

Contact Officer, telephone number and email:  
Joe Ferrari, Communications and PR Manager  
01263 516040, [Joe.ferrari@north-norfolk.gov.uk](mailto:Joe.ferrari@north-norfolk.gov.uk)

**17. PROVIDING MORTGAGE LOAN FUNDING FOR HOMES FOR WELLS** 155 - 162

**Summary:** The Council has as a Corporate objective the aim of exploring the possibility of a Council loan scheme to registered providers (RPs) to help secure the delivery of affordable homes in the district. Homes for Wells, a community-led housing group and RP needs assistance to deliver four affordable homes in Wells. This provides an opportunity for the Council to trial a loan scheme and at the same time help secure additional affordable housing in the district.

**Options considered:**

1. Do not provide a loan for Homes for Wells. Without a loan Homes for Wells will be able to purchase two properties only.
2. Provide additional grant funding. This is not necessary, Homes for Wells can afford a loan and a loan generates a return for the Council.

**Conclusions:** The proposed purchase of four Flagship properties by Homes for Wells presents an opportunity for the Council to support the delivery of affordable housing and to deliver on a Corporate objective of providing loan finance to assist affordable housing delivery.

**Recommendations:** **To support the proposal to offer mortgage loan finance for Homes for Wells to allow Homes for Wells to purchase of four homes to let to key workers in Wells.**

Reasons for Recommendations: To provide authority for the Council to provide mortgage loan finance of £192,675 to Homes for Wells.

**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)*

Community Housing Fund Feb 2017
Community Housing Fund Update Oct 2017

Cabinet Member(s) Ward(s) affected  
Councillor Greg Hayman Wells with Holkham

Contact Officer, telephone number and email:

Contact Officer: Graham Connolly, Housing Strategy & Delivery Manager, Tel: 01263 516282, email [graham.connolly@north-norfolk.gov.uk](mailto:graham.connolly@north-norfolk.gov.uk)

**18. EXCLUSION OF PRESS AND PUBLIC**

To pass the following resolution:

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

**19. PRIVATE BUSINESS**