

# Cabinet



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Wednesday 31 March 2021

A meeting of the **Cabinet** of North Norfolk District Council will be held remotely via Zoom on **Monday, 12 April 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, committee meetings 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 15 March 2021.

### 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

7 - 8

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 (see attached guidance and flowchart)

### 6. MEMBERS' QUESTIONS

To receive oral questions from Members, if any

### 7. RECOMMENDATIONS FROM PLANNING POLICY & BUILT HERITAGE WORKING PARTY

The following recommendation was made to Cabinet at the meeting of the Planning Policy & Built Heritage held on 22 March 2021:

Norfolk Strategic Planning Framework:

- Recommendations:
1. That the *Norfolk Strategic Planning Framework Statement of Common Ground 2020* Agreements contained therein are endorsed by North Norfolk District Council
  2. That the Council supports and reaffirms its commitment to continued co-operative periodic review of the framework
  3. Subject to the inclusion of an improved drainage system in relation to surface and foul water drainage

### 8. RECOMMENDATIONS FROM OVERVIEW & SCRUTINY COMMITTEE

To consider any recommendations referred to the Cabinet by the Overview & Scrutiny Committee for consideration by the Cabinet in

accordance within the Overview and Scrutiny Procedure Rules.

The following recommendation was made to Cabinet at the meeting of the Overview & Scrutiny Committee held on 24<sup>th</sup> February:

**NORTH NORFOLK DISTRICT COUNCIL EQUALITY, DIVERSITY AND INCLUSION STRATEGY 2021-2025**

**RESOLVED**

To recommend that the Strategy, or Policy, is progressed through the next stages of development, subject to the consideration of amendments suggested by the Committee.

**9. RECOMMENDATIONS FROM GOVERNANCE, RISK & AUDIT COMMITTEE**

The following recommendation was made to Cabinet by Governance, Risk & Audit Committee at the meeting held on 25<sup>th</sup> March 2021:

North Norfolk District Council - Assurance Review of Cromer Sports Hub

1. To recommend that all members of Cabinet receive a copy of the final
2. That Cabinet reviews the Council's project governance framework to be robust enough to address the concerns raised by the assurance review a Governance, Risk & Audit Committee.

**10. NORTH NORFOLK DISTRICT COUNCIL'S ACTIONS IN THE RECOVERY PHASE OF THE CORONAVIRUS PANDEMIC**

9 - 18

Summary:

This report details the actions taken by North Norfolk District Council in responding to the ongoing Coronavirus Pandemic at a strategic, local and organisational level over the period December 2020 - March 2021. Actions taken are outlined in the report.

These include:-

- monitoring and responding to the rising number of local cases of COVID in the District during December 2020 and January 2021;
- making payments of COVID business grants in respect of the Tier 4 lockdown in Norfolk from 26<sup>th</sup> December 2020 and then the third national lockdown from 4<sup>th</sup> January 2021;
- supporting local health partners roll out delivery of the vaccine programme across North Norfolk;
- development of advice and support for the staged re-opening of local

businesses as per the national roadmap from 12<sup>th</sup> April, 17<sup>th</sup> May and 21<sup>st</sup> June;

- preparing the District for the forthcoming visitor season through refreshing our “You are Welcome” reassurance programme, supported by social distancing measures, fogging of public toilets and other assets so as to provide as safe an environment for local residents and visitors as possible;
- holding conversations with the Council’s staff about New Ways of Working beyond COVID capturing the benefits of remote working through maintaining customer service provision over the internet and telephone, whilst re-opening the offices to personal callers
- participation in the Marie Curie National Day of Reflection by lighting up Cromer Pier in yellow lights;
- holding discussions with the Norfolk Public Health Team to develop and deliver a programme of surveillance testing for local businesses over the coming months
- continued to support twice weekly mobile testing facilities on Council car parks in Cromer, Fakenham and from early February in North Walsham
- continued to participate in regular meetings of the Norfolk Health Protection Board and Norfolk Health Engagement Board arrangements which are monitoring, reviewing and responding to local outbreaks of Coronavirus in the county and in preparing for Recovery as lockdown restrictions are lifted in the coming months.

Options considered: The Council’s response to the ongoing Coronavirus Pandemic has been led through regular meetings of its Local Co-ordination Group civil contingency arrangements which has considered options dynamically based on data on local case numbers and Government statements and announcements

Conclusions: The report details the actions taken by the District Council during the period December 2020 – end of March 2021 in responding to the ongoing Coronavirus Pandemic, including supporting our local communities and businesses during the extended third all-

England lockdown and working with partners to support delivery of the local vaccination programme and in preparing the District for the forthcoming visitor season which is expected to be very busy with large numbers of staycation and day visitors.

**Recommendations:** Cabinet is asked to note and comment upon the Council's actions during the period December 2020 – end of March 2021 in responding to the ongoing Coronavirus Pandemic, including supporting businesses during the extended third all-England lockdown, working with partners to support delivery of the local vaccination programme and preparing the District for the forthcoming tourist season.

**Reasons for Recommendations:** To ensure the Council continues to support our residents, businesses and communities respond to the ongoing Coronavirus Pandemic and has in place necessary arrangements to support Recovery as lockdown restrictions are lifted and large numbers of tourist visitors are anticipated to spend time in the District in the coming months.

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

Contact Officer, telephone number and email:  
Steve Blatch, Chief Executive  
Email:- [steve.blatch@north-norfolk.gov.uk](mailto:steve.blatch@north-norfolk.gov.uk); Tel:- 01263 516232

## 11. UK COMMUNITY RENEWAL FUND

19 - 24

**Summary:** This report outlines opportunities presented to North Norfolk through the Government's new UK Community Renewal and Levelling Up programmes and outlines how the Council might seek to position itself to take advantage of these opportunities.

**Options considered:**

It is considered that these new funding programmes present opportunities to secure external funding for the District to support the Council's Corporate Plan objectives through the Council acting in its community leadership role. Alternatively, the Council could leave it to other local stakeholders to develop

project proposals but it is believed that this might not realise the full benefits of a more co-ordinated approach proposed by the Council as outlined in the report.

Conclusions:

The Council should seek to adopt a strategic leadership role in seeking to co-ordinate the development of a programme of projects at North Walsham and Fakenham for submission to Government under the UK Community Renewal and, as appropriate, the Levelling Up Fund programmes

Recommendations:

Cabinet is ask to:-

- note the opportunities presented to North Norfolk by the new UK Community Renewal and Levelling Up programmes
- endorse the proposals made that a programme of complementary projects be developed in respect of the future planned growth of North Walsham and Fakenham as sustainable locations for future housing and business development at scale supported by provision of key transport, health, education community and green infrastructure and submitted to the County Council as lead body for endorsement and onward submission to the Government
- to agree that in developing any proposals the Council establishes a Strategic Stakeholder Board and Steering Groups for North Walsham and Fakenham to support project development and oversee programme delivery

Reasons for  
Recommendations:

To realise opportunities to secure UK Government funding into North Norfolk to support investment in projects which meet priorities outlined in the Council's Corporate Plan as they relate to provision of housing, economic growth,

environment and climate change.

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

Contact Officer, telephone number and email:  
Steve Blatch, Chief Executive  
Email:- [steve.blatch@north-norfolk.gov.uk](mailto:steve.blatch@north-norfolk.gov.uk)  
Tel:- 01263 516232

## 12. FAKENHAM URBAN EXTENSION - A148 ROUNDABOUT

25 - 44

Summary: This report requests a capital funding contribution to support with the early delivery of key infrastructure in respect of the Fakenham Urban Extension proposals being developed by Trinity College in Fakenham under outline planning application PO/17/0680. The current proposals for the site include the delivery of up to 1,380 new homes delivered in 2 phases, the first of which would see the construction of 950 homes. It also includes provision of a school site and commercial hub.

The contribution being sought is £0.9m, to be used as match funding against 2 successful external funding bids from the Norfolk Business Rates Pool (£0.5m) and the Norfolk Strategic Fund (£0.4m) to give a total scheme contribution of £1.8m.

This project proposes to fund the construction of a roundabout on the A148 and associated infrastructure (yet to be agreed), which will act as a catalyst for the commencement of the Urban Expansion of Fakenham. This key element of the site infrastructure will begin to address the lack of viability and de-risk the site for house builders.

This contribution towards the scheme will increase the allocation of affordable housing from the currently agreed level of 16.5% to approximately 17.5% although at the present time this is still subject to final agreement.

Please note that this proposal is for a total scheme contribution of £1.8m to deliver initial elements of the site infrastructure (including the roundabout on the A148) and not to deliver the full scheme which is estimated to require investment of c£282m, of which total site infrastructure costs are in the region of £25m.

Options considered: The Council could take the decision not to invest the £0.9m match funding but it would then not be possible to draw down the external funding of £0.9m which has been secured.

Conclusions: This combined funding of £1.8m will help to significantly de-risk the site for house builders giving them confidence to develop the site to support the delivery of up to 1,380 new homes on the site delivered in 2 phases the first of which would see the construction of 950 homes. This key element of the site infrastructure will begin to address the lack of viability also unlocks the delivery of the school site and commercial hub providing confidence to home buyers that a new community is being built as well as the homes, this is equally important to house builders as there is no recent track record of estate development of new homes in Fakenham. Strong oversight of the development by the Council will ensure the timely development of the site.

**Recommendations: Cabinet are asked to approve;**

- 1. Agree a capital budget of £1.8m to support the enabling infrastructure works and to release of £0.9m match funding from the Delivery Plan Reserve as the Council's match funding element, with the balance of the funding to be provided externally through the Norfolk Business Rates Pool (£0.5m) and the Norfolk Strategic Fund (£0.4m).**

Reasons for Recommendations: To support the viability and early delivery of housing through the Fakenham Urban Extension.

Cabinet Member(s)	Ward(s) affected
Cllr Richard Kershaw & Cllr John Toye	Lancaster North and Lancaster South

Contact Officer, telephone number and email: Duncan Ellis (Director for Resources), 01263 526330, Duncan.ellis@north-norfolk.gov.uk
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Summary: The Council has for many years provided funding to support the provision of Information, Advice & Advocacy (IAA) in North Norfolk. Historically IAA services in the district have been delivered by Citizens Advice

A joint funding agreement with Norfolk County Council (NCC) for the delivery of IAA services in North Norfolk by Norfolk Citizens Advice (Norfolk CA) ended on 31<sup>st</sup> March 2020.

Cabinet resolved not to extend the contract and to review the IAA service prior to agreeing funding for the financial year 1.4.2020 – 31.3.2021.

The review took place in December 2020. In spite of the Covid 19 restrictions, Norfolk CA has continued to provide IAA services, therefore the full grant for the period 2020 / 2021 was awarded.

Funding of IAA of £66,710 is identified in the base budget towards the provision of IAA services in North Norfolk. Having considered the outcome of the review, a decision needs to be made as to the future allocation of IAA funding.

Options Considered 1. To award the full IAA budget of £66,710 to Norfolk CA for the provision of IAA services in North Norfolk.

**This option is not recommended:**

Norfolk CA provides generic IAA services which are valued and of benefit to many residents in North Norfolk. However, the age profile data from Norfolk CA shows minimal use of the service by young people under age 18 who can have specific age related IAA needs. There are also residents who due to their personal circumstances require specialist IAA support which Norfolk CA cannot always provide.

To increase equity, a proportion of the IAA budget should be allocated to other Voluntary Community Social Enterprise (VCSE) organisations that provide specialist IAA support to residents who due to their age or personal circumstances these residents may not access Norfolk CA.

As a result of the pandemic there has been a significant increase in the use of both phone and digital media to access IAA services. The continuation of face to face IAA services in outreach locations where data shows use is low will cease thus reducing service costs

2. To award a conditional grant of £55,000 to Norfolk CA towards the provision of generalist IAA services in North Norfolk. This would include the continuation of existing face to face services at dedicated offices in North Walsham, Holt and at an agreed venue in Fakenham.

**This option is recommended:**

The remainder of the IAA budget (11,710 will be offered to identified VCSE organisations who provide IAA services in North Norfolk to young people under the age of 18 and / or who provide specialist IAA support to people due to their complex personal circumstances are unable to access or be supported by the range of generic services offered by Norfolk CA.

There would be no reduction in the total IAA budget offered to VCSE organisations. The allocation of the remaining budget would be used more flexibly and equitably. This will ensure that funding from NNDC is used to provide IAA services to all residents including young people and those that are most vulnerable and therefore in need of specialist IAA support services.

**Conclusions:**

NNDC is committed to enabling all residents of North Norfolk to have access to IAA services that meet their needs. Offering funding towards both generic and identified specialist IAA services will enhance and increase access to IAA services in North Norfolk.

Norfolk CA are aware of and support the recommendations.

**Recommendations:**

To award a conditional grant of £55,000 to Norfolk CA towards for the provision of generic IAA services in North Norfolk.

In consultation with the portfolio Holder for Culture & Wellbeing to award the remainder of the IAA budget (£11,710) to identified VCSE organisations to enhance IAA services to

young people in North Norfolk and / or a VCSE organisation that provides specialist IAA support to residents in North Norfolk who may not be able to access or be supported by generic services IAA services.

NCC are currently undertaking a comprehensive review of the IAA services they commission. This will result in a tender process and recommissioned countywide IAA services with potentially different service providers from 1<sup>st</sup> April 2022. Until the outcome of the tender process is known it is considered that the NNDC IAA grants should only be awarded for one year from 1st April 2021.to 31<sup>st</sup> March 2022.

Reasons for  
Recommendations:

To ensure the IAA funding awarded by the Council enables the continuation of generic IAA services in North Norfolk.

To preserve a face to face generalist Advice Service in designated locations across District.

To ensure the IAA funding awarded by the Council contributes towards the provision of specialist IAA services to young people and / or residents in North Norfolk such as who may not be able to access or be supported by generic IAA services.

The allocation of NNDC IAA funding from 1<sup>st</sup> April 2021 – 31<sup>st</sup> March 2022 will enable future provision of IAA services in North Norfolk to complement recommissioned NCC services

Cabinet Member(s)  
Cllr V Gay

Ward(s) affected: All

Contact Officer, telephone number and email: Sonia Shuter, 01263 516173 sonia.shuter@north-norfolk.gov.uk
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**14. PUBLIC SPACE PROTECTION ORDERS (PSPOS) REVIEW & CONSULTATION: DOG RESTRICTIONS ON BEACHES, PROMENADES AND WIDER DISTRICT**

51 - 56

Summary:

On the 8 February 2016, Cabinet resolved that reviews of existing and requests for new Public Space Protection Orders (PSPOs) will be considered by Cabinet after appropriate consultation has been completed.

In April 2017 following a wide consultation,

Cabinet approved officer recommendations to authorise a number of PSPOs, including 8 orders regarding beaches and proms and a single order to prohibit dog fouling on public land across the North Norfolk District Council area.

These specific orders officially became live on May 1<sup>st</sup> 2018 and are due to expire on the 1<sup>st</sup> May 2021. In view of the importance of these orders the Council is recommending a continuation of the orders for a further 3 years.

Options considered:	<ul style="list-style-type: none"><li>• Cabinet to approve officer recommendations with no changes or amendments.</li><li>• Cabinet to amend officer recommendations based on consultation comments.</li></ul>
Conclusions:	All the PSPOs identified in this report are due to expire on the 1 <sup>st</sup> of May 2021. These orders are of fundamental importance to allow the continuation of dog enforcement activities along our beaches and proms, together with preventing and enforcing dog fouling on all public land in the District. Without these orders in place the Council has no authority to legally enforce.
Recommendations:	That Cabinet approve the renewal of all those PSPO's within this report.
Reasons for Recommendations:	<ul style="list-style-type: none"><li>• Without these orders in place the Council has no authority to legally enforce in these areas. All the areas specified in this report are fundamental to the protection and enjoyment of the districts public spaces, specifically the beach and promenade areas.</li><li>• The PSPOs are instrumental in maintaining the recognised quality of the district's bathing areas, this includes supporting the Blue Flag designations. The criteria for awarding a Blue Flag states that "Dogs must be excluded from the award area of the beach during bathing season".</li><li>• Although we have a legal duty under the regulations to consult, our decision to continue with the order does not represent a change, and thus the</li></ul>

consultation responses identified in the 2017 Cabinet report still have relevance. On these grounds and in view of their importance, it would be prudent to approve the continuation of the orders.

#### **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)*

Anti-social Behaviour, Crime and Policing Act 2014 – Part 4, Chapter 2, sections 59-75
Anti-social Behaviour, Crime and Policing Act 2014: Reform of anti-social behaviour powers: Statutory guidance for frontline professionals – Home Office July 2014
Dealing with irresponsible dog ownership: Practitioner’s manual – DEFRA October 2014
Antisocial Behaviour Crime and Policing Act - Powers and Duties – NNDC Cabinet report January 2015
Public Space Protection Orders – NNDC Cabinet report February 2016
Public Space Protection Orders - NNDC Cabinet Report April 2017

Cabinet Member(s)	Ward(s) affected
Nigel Lloyd	All Wards

Contact Officer, telephone number and email:

Emily Capps, Assistant Director of Environmental and Leisure Services  
[emily.capps@north-norfolk.gov.uk](mailto:emily.capps@north-norfolk.gov.uk)  
 01263 516274

James Ashby, Scientific Team Leader  
[James.ashby@north-norfolk.gov.uk](mailto:James.ashby@north-norfolk.gov.uk)  
 01263516372

#### **15. COUNCIL ACTIVITY IN RELATION TO THE REGULATION OF REGULATORY POWERS ACT 2000 (RIPA) 57 - 60**

**Summary:** This report provides an update for members on the use by the Council of the Regulation of Investigatory Powers Act 2000 (RIPA).

**Options considered:** Update report only

**Recommendations:** Members are asked to note the activities undertaken under the Regulation of Investigatory Powers Act 2000 and the outcome of the recent Investigatory Powers Commissioner's Office inspection.

Reasons for Recommendations: Members are required to be aware of the RIPA activity undertaken by the Council.

Cabinet Member(s) Cllr J Toye	Ward(s) affected All
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Contact Officer, telephone number and email:  
Steve Hems, 01263 516182, [Steve.hems@north-norfolk.gov.uk](mailto:Steve.hems@north-norfolk.gov.uk)

## 16. DISPOSAL OF A PROPERTY

61 - 70

Summary: The Council acquired a property under a voluntary arrangement following non-compliance of an Urgent Works Notice under section 54 Planning (Listed Buildings and Conservation Area) Act (1990)

Following a feasibility study and options appraisal, Officers supported a disposal of the property. In accordance with the Councils Disposal policy, the property has since been advertised for sale on the open market seeking offers from potential purchases.

Subsequently an offer has been received and is outlined in the exempt appendix.

Options considered: A feasibility study and options appraisal considered a number of alternative options which would require significant financial investment and resource.

Conclusions: Following the property having being advertised for sale on the open market an offer has been received. The acceptance of this offer will result in a requirement for the purchaser to complete works to the property as outlined in the Urgent Repairs Notice and will bring the property back into habitable use.

Recommendations: **It is recommended to Cabinet to approve the disposal of the property as outlined in the exempt appendix.**

Reasons for Recommendations: The disposal is in accordance with the Council's Disposal policy and the offer is deemed to be the best consideration reasonably obtainable.

Cabinet Member(s) Cllr E Seward	Ward(s) affected Walsingham
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Contact Officer, telephone number and email:  
Renata Garfoot, Asset Strategy Manager, 01263 516086  
Renata.garfoot@north-norfolk.gov.uk

**17. 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.”

**18. PRIVATE BUSINESS**