

Cabinet



Please contact: Emma Denny

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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 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 2021* 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 24th 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 25th 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 26th December 2020 and then the third national lockdown from 4th 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 12th April, 17th May and 21st 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; 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
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

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 31st 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 1st 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 31st 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 1st April 2021 – 31st 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 1st 2018 and are due to expire on the 1st 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:
- Cabinet to approve officer recommendations with no changes or amendments.
 - Cabinet to amend officer recommendations based on consultation comments.
- Conclusions:
- All the PSPOs identified in this report are due to expire on the 1st 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:
- 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.
 - 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".
 - 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

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
01263 516274

James Ashby, Scientific Team Leader
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

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

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CABINET

Minutes of the meeting of the Cabinet held on Monday, 15 March 2021 remotely via Zoom at 10.00 am

Committee

Members Present:

Mrs A Fitch-Tillett
Mr G Hayman
Mr N Lloyd
Miss L Shires

Ms V Gay
Mr R Kershaw
Mr E Seward
Mr J Toye

Members also attending:

Mr C Cushing
Mr N Dixon
Mr J Rest

Officers in Attendance:

Chief Executive, Democratic Services Manager, Director for Resources/Section 151 Officer, Monitoring Officer and Democratic Services and Governance Officer (Scrutiny)

Also in attendance:

Press and Public

Apologies for Absence:

Mrs S Bütikofer (Chair)

40 MINUTES

The minutes of the meeting held on 1st February and the Special meeting held on 23rd February were approved as a correct record.

41 PUBLIC QUESTIONS AND STATEMENTS

None received.

42 ITEMS OF URGENT BUSINESS

None received.

43 DECLARATIONS OF INTEREST

The Chairman drew Members' attention to the flowchart that was attached. This would be included in all committee agendas from now on to assist members with the declaration of interests. Cllr G Hayman sought clarification on the criteria for declaring pecuniary interests, specifically that the flowchart only made reference to the member and their spouse / partner's financial position. He queried whether this should be widened out to include other family members. The Monitoring Officer replied that the current legislative requirements for the declaration of pecuniary interests related only to the affected member and their spouse / partner. At present, declarations regarding any other family member may fall into the category of related

pecuniary interests. She said that Members could seek advice from the Monitoring Officer if they were unsure as to what should be declared.

Cllr Hayman said that he would like to see the flowchart reviewed to include wider interests.

44 MEMBERS' QUESTIONS

None received.

45 RECOMMENDATIONS FROM CABINET WORKING PARTIES

The Portfolio Holder for Planning and Enforcement, Cllr J Toye, introduced this item. He said that the officers had worked very hard on all of the proposals and he recommended them to Cabinet.

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

Resolved:

Local Plan Draft Policy HOU1: Housing Targets

- A. That the Authority uses the 2016 based National Household Projections as the starting point for deriving a Local Plan Housing Target
- B. That the Plan includes a target to deliver a minimum of 460 dwellings on average in each year of the Plan period.
- C. That the Plan includes policies and proposals which will ensure that more than the minimum target, and up to 560 new dwellings per year, could be delivered.
- D. That Working Party recommends revised Policy HOU1 to Cabinet.

Local Plan Draft Policy Approaches to Housing Standards

To endorse the revised Policies below, recommending to Cabinet and delegating responsibility for drafting such an approach, including that of finalising the associated policies to the Planning Manager:

HOU8: Accessible and Adaptable Properties;

HOU9: Minimum Space Standards;

HOU10: Water Efficiency;

HOU11: Sustainable Construction, Energy Efficiency & Carbon Reduction.

Local Plan Draft Policy Approaches to Sustainable Development

To endorse the revised Policies below, delegating responsibility for drafting such an approach, including that of finalising the associated policies to the Planning Policy Manager:

SD13: Pollution & Hazard Prevention and Minimisation;

SD14: Transport Impact of New Development;

SD15: Parking Provision;

SD16: Electric Vehicle Charging;
SD17: Safeguarding Land for Sustainable Transport.

46 RECOMMENDATIONS FROM OVERVIEW & SCRUTINY COMMITTEE

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

47 BUDGET MONITORING 2020/21 PERIOD 10

The Director for Resources introduced this item. He explained that the report summarised the budget monitoring position for the revenue account and capital programme to the end of January 2021. The report also provided an update on the financial impact of Covid-19 on the Council's financial position.

He said that the revenue budget was showing an estimated full year overspend for the current financial year of £164,729 and it was anticipated that the overall budget for the current year would be achieved. It was proposed that the deficit would be funded from the General Fund reserve, if required. The Director of Resources went on to say that the Council had submitted a fees and charges support claim for £750,000 which included the loss of car parking income.

On a positive note, he said that investment income had held up well in recent months. In addition, the Government had provided the funding for Covid support grant payments in advance and this had meant that in excess of £60m had been received to finance the grant scheme. Consequently, the Council had not had to borrow to finance projects such as the Splash Leisure Centre and the purchase of additional waste vehicles, as there had been the cashflow available. This meant that the interest that would have been paid on the additional borrowing had been saved.

It was proposed by Cllr E Seward, seconded by Cllr J Toye and

Resolved to:

- 1) note the contents of the report and the current budget monitoring position;**
- 2) agree to fund any deficit from the General Fund reserve at the year-end if required**
- 3) Approve the capital programme funding as identified from reserves.**

Reason for the decision:

To update Members on the current budget monitoring position for the Council.

48 PROJECT GOVERNANCE & MANAGEMENT FRAMEWORK

The Chief Executive introduced this item. He explained that a new project management and governance framework had been developed following receipt of a number of Internal Audit Position Papers and reports prepared during 2019 and 2020. In August 2020, the Chief Executive proposed the creation of a Corporate Delivery Unit (CDU) to improve project governance and management across the

Council. He then outlined the process for the management of projects and explained that they would be divided into categories for large, medium and small projects. Large projects are those that aimed to directly deliver the Corporate Plan. They would involve multiple stakeholder and required corporate sign off and an allocated lead member. There would be a themed panel for overview and scrutiny which would monitor and review these projects as they progressed.

He concluded by saying that the proposals aimed to provide a workable framework for improved project management across the organisation. The clear governance and reporting processes would ensure a solid foundation going forwards whilst also offering the flexibility to refine and improve as projects came forward.

Cllr V Gay said that she was supportive of the recommendations. She welcomed the separation of power throughout the project management process. She added that large projects required a great deal of support – from both within and outside the Council and she felt that these proposals facilitated this. She thanked everyone associated with the North Walsham Heritage Action Zone Working Party for their hard work and input to date.

Cllr A Fitch-Tillett said that she had been involved as Portfolio Holder for two successful multi-million pound schemes that had been delivered on time and within budget. She felt that some less successful projects may not have faltered if this proposed framework had been in place.

Cllr G Hayman said that there had been previous projects that had not been successful and it was important to learn how and why these had failed. He asked if match-funding was withdrawn from a project, whether there would be an opportunity for the Council to walk away from it without repercussions. He also asked whether projects could be 'insulated' from the personal interests of both officers and members. The Chief Executive replied that the Council needed to balance ambition with strong governance and this framework sought to achieve the difficult balance between delivering ambition and managing risk.

Cllr C Cushing said that he felt the framework was positive overall. He wanted reassurance regarding the tracking of projects and ensuring that they were achieving what they set out to do. He said that most project management frameworks were based on a 'gating' system. This meant that the funding was released in tranches as each stage of the project progressed and the business case was reviewed. He sought reassurance that gating milestones would be implemented. The Chief Executive agreed that this was the pathway that would be followed. A detailed business case would be drawn up and scoped and the relevant risks would be identified within a 'gating' system.

Cllr N Dixon said that he was supportive of the proposals. He sounded caution about seeing them as a 'silver bullet' though. It was important not to be under any illusion that medium and large projects could be delivered without problems and challenges and the Council needed to be mindful of this.

Cllr L Shires said that she welcomed the political balance element of the Overview & Scrutiny Panels.

The Chairman thanked everyone for their comments. He said that there could also be a role for local members during the early stages of a project proposal as they would be able to indicate whether it was likely to be supported within the community.

It was proposed by Cllr V Gay, seconded by Cllr A Fitch-Tillett and

RESOLVED:

1. To approve the project management and governance processes detailed within this report.
2. To agree to establish a Cabinet Working Party to oversee key projects that form the delivery of the Corporate Plan, making recommendations to Cabinet as and when required and to agree the Terms of Reference for the Working Party as outlined on page 5 of the report
3. That the North Walsham Heritage Action Zone Working Party be dissolved, with oversight of the project now being undertaken by the Cabinet Working Party for Key projects

Reason for the decision:

To improve and formalise project management practice across the Council.

49 PURCHASE OF FURTHER TEMPORARY ACCOMMODATION UNITS - USING UNDERSPENDS

The Portfolio Holder for Housing, Cllr G Hayman, introduced this item. He explained that support was sought to use £546,270 of underspends from other housing-related budgets in the 2020/21 Capital Programme to be used to fund the purchase of further properties as temporary accommodation for homeless households. He said that using the Disabled Facilities Grant underspend from 2020/21 to purchase accessible homes was in line with the Council's agreement regarding 'Better Care Fund' spending.

Cllr L Shires said that she welcomed the proposals. It was very difficult for people with additional needs and mobility issues to access suitable temporary accommodation. Homelessness didn't discriminate and these proposals ensured that everyone was able to access suitable housing.

Cllr E Withington said that having been involved with Sheringham community support in recent months, she had seen the need for such accommodation. Whilst the high cost of provision should be acknowledged, the emotional cost to those needing to access temporary accommodation should also be recognised as it was often not pleasant.

It was proposed by Cllr G Hayman, seconded by Cllr L Shires and

RESOLVED

1. To allocate £546,270 of budget in the 2020/21 capital programme to be used for future purchase of temporary accommodation.
2. That Cabinet gives delegated authority to a Chief Officer, in consultation with the Portfolio Holder for Housing & Benefits, for the purchase of the specific properties within the overall re-allocated budget of £546,270 (with all purchases subject to an independent valuation and survey).

Reason for the decision:

To provide authority for expenditure over £100,000.

50 MANAGING PERFORMANCE QUARTER 3 2020/2021

The Chief Executive introduced this item. He explained that it provided an overview and assessed the impact that Covid-19 had had on delivery against objectives in the Corporate Plan and operational service performance. He said that with the second national lockdown during November 2020 and then a third beginning in January 2021, the pandemic had continued to have a significant impact on the Council's capacity and its ability to achieve all of the objectives in the Corporate Delivery Plan as well as across service area performance during Q3 (October – December 2020).

The Chief Executive said that performance was measured against the six themes of the Corporate Plan. Despite the continued impact of the pandemic, good progress had been made with the Sheringham Leisure Centre project and the North Walsham Heritage Action Zone. In addition, two new posts had recently been appointed to that would help deliver the Climate, Coast and Environment objectives.

Members' attention was drawn to operational performance which had been impacted by the Covid situation – particularly around access to the Council's country parks and woods and income generation in areas such as Building Control.

He concluded by saying that the report had been considered by the Overview & Scrutiny Committee at its meeting on 10th February.

It was proposed by Cllr R Kershaw, seconded by Cllr J Toye and

RESOLVED

To note the report and endorse the actions being taken by the Corporate Leadership Team.

Reason for the decision:

To ensure that the objectives of the Council are achieved.

51 EXCLUSION OF PRESS AND PUBLIC

52 PRIVATE BUSINESS

The meeting ended at 10.42 am.

Chairman

Declarations of Interest at Meetings

When declaring an interest at a meeting, Members are asked to indicate whether their interest in the matter is pecuniary, or if the matter relates to, or affects a pecuniary interest they have, or if it is another type of interest Members are required to identify the nature of the interest and the agenda item to which it relates. In the case of other interests, the member may speak and vote. If it is a pecuniary interest, the member must withdraw from the meeting when it is discussed. If it affects or relates to a pecuniary interest the member has, they have the right to make representations to the meeting as a member of the public but must then withdraw from the meeting.

Have you declared the interest in the register of interests as a pecuniary interest? If Yes, you will need to withdraw from the room when it is discussed.

Does the interest directly:

1. Affect yours, or your spouse / partner's financial position?
2. Relate to the determining of any approval, consent, licence, permission or registration in relation to you or your spouse / partner?
3. Relate to a contract you, or your spouse / partner have with the Council
4. Affect land you or your spouse / partner own
5. Affect a company that you or your partner own, or have a shareholding in

If the answer is "yes" to any of the above, it is likely to be pecuniary.

Please refer to the guidance given on declaring pecuniary interests in the register of interest forms. If you have a pecuniary interest, you will need to inform the meeting and then withdraw from the room when it is discussed. If it has not been previously declared, you will also need to notify the Monitoring Officer within 28 days.

Does the interest indirectly affect or relate to any pecuniary interest you have already declared, or an interest you have identified at 1-5 above?

If yes, you need to inform the meeting. When it is discussed, you will have the right to make representations to the meeting as a member of the public, but must then withdraw from the meeting.

Is the interest not related to any of the above? If so, it is likely to be another interest. You will need to declare the interest, but may participate in discussion and voting on the item.

Have you made any statements or undertaken any actions that would indicate that you have a closed mind on a matter under discussion? If so, you may be predetermined on the issue; you will need to inform the meeting and when it is discussed, you will have the right to make representations to the meeting as a member of the public, but must then withdraw from the meeting.

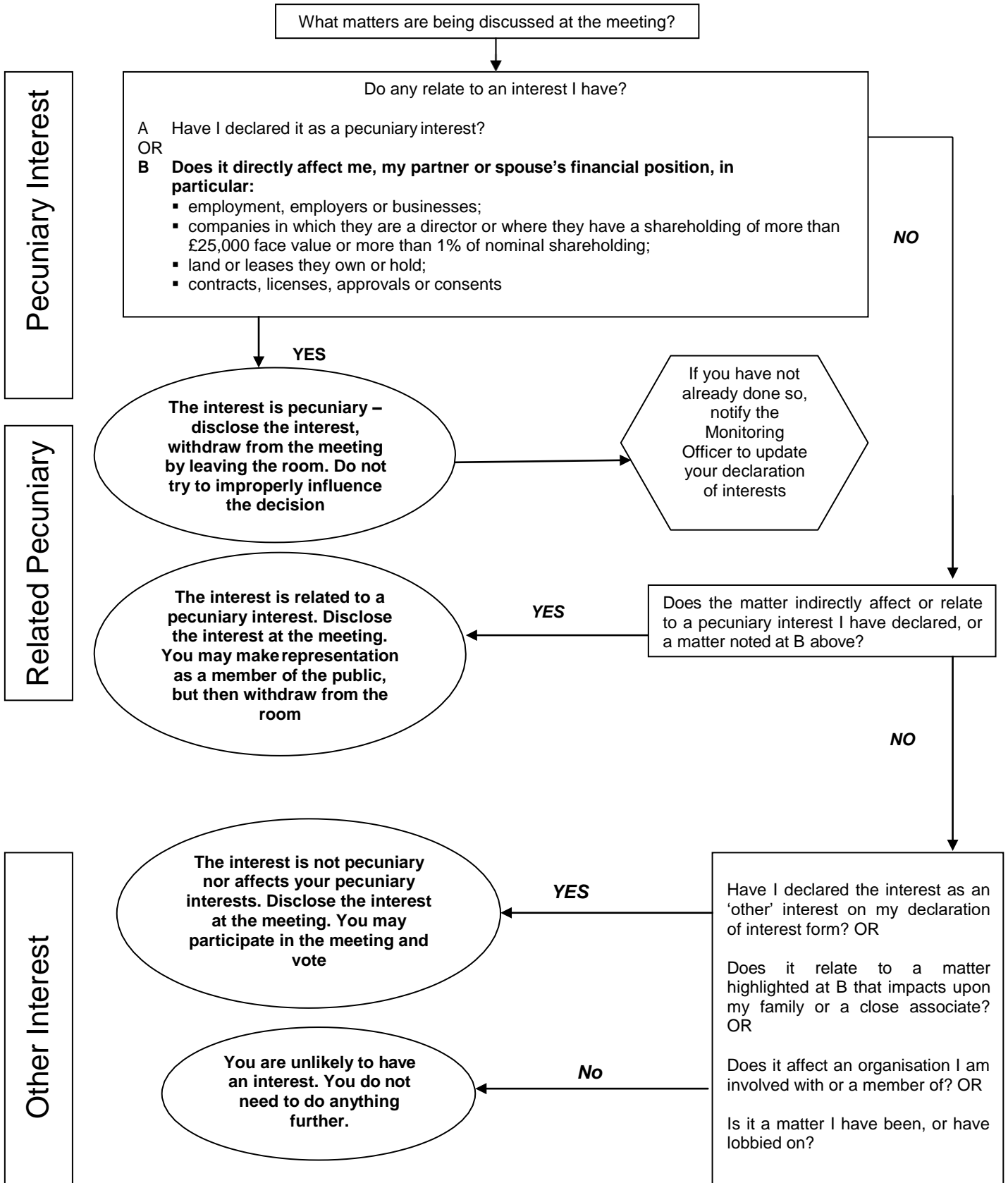
FOR GUIDANCE REFER TO THE FLOWCHART OVERLEAF

PLEASE REFER ANY QUERIES TO THE MONITORING OFFICER IN THE FIRST INSTANCE

DEVELOPMENT COMMITTEE MEMBERS SHOULD ALSO REFER TO THE PLANNING PROTOCOL

Declarations of Interest at Meetings

DECLARING INTERESTS FLOWCHART – QUESTIONS TO ASK YOURSELF



Agenda Item 10

Cabinet – 12th April 2021

Agenda Item No _____

North Norfolk District Council's actions in the Recovery phase of the Coronavirus Pandemic

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 26th December 2020 and then the third national lockdown from 4th 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 12th April, 17th May and 21st 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

Cabinet – 12th April 2021

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.

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)

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

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

1. Introduction

- 1.1 The global Coronavirus pandemic event has now seen over 125 million infections and over 2.7 million deaths worldwide (World Health Organisation, 27th March 2021). In the UK there have now been over 4.3 million confirmed COVID-19 infections since the first cases were recorded in February 2020 and over 126,500 deaths (deaths within 28 days of positive test result; method of calculation revised by Public Health England on 28th July 2020) (UK Government COVID data – 27th March 2021).
- 1.2 The number of infections in North Norfolk, relative to many parts of the UK, has been, and remains, low – with a cumulative total of 2,989 confirmed infections in North Norfolk at 27th March - giving a rate of 2581.1 per 100,000 compared to an England average of 6727.6 per 100,000; meaning that North Norfolk has the tenth lowest cumulative rate per 100,000 population of the 314 local authority areas in England.
- 1.3 The number of cases in North Norfolk compared to many parts of the UK had remained very low throughout 2020 until 14th December 2020 when the 7-day rolling case rate exceeded 100 cases per 100,000 for the first time. In the following days, in common with rising rates of infection across the UK, the number of positive cases in North Norfolk rose rapidly and peaked at 442 cases per 100,000 population on 4th January 2021, when the Government introduced the third all-England lockdown. In the days following the 4th January 2021, the number of cases in North Norfolk reduced faster than the Norfolk and England averages and since 8th February 2021 daily new case rates in the District have averaged as being in single figures. Of the total 2,989 cases recorded in the District since the first cases were recorded on 13th March 2020 up to 27th March 2021, 1976 cases or 66% of all cases were recorded in the eight weeks 14th December 2020 to 8th February 2021.
- 1.4 In the rolling 7 days to 22nd March 2021, there were 14 recorded cases in the District, giving a case rate of 13.4 cases per 100,000 population meaning that under this measure North Norfolk had the fifteenth lowest rate per 100,000 population of any local authority area in England.
- 1.5 The total number of COVID deaths (within 28 days of a positive test) in North Norfolk since the first death on 27th March 2020 is 188, giving a rate of 179.3 per 100,000. This compares to an England average of 197.9 deaths per 100,000. As with the number of COVID infections in the District, the majority of deaths (111 cases or 59% of all deaths) in North Norfolk were recorded in the period 14th December 2021 through to 8th February 2021. On this indicator North Norfolk doesn't fare as well as many other authorities being the 123rd lowest local authority area in England out of 314 authorities, possibly reflecting North Norfolk's older demographic.

2. North Norfolk District Council's support for recovery

2.1 Adopting the same principle as previous reports to Cabinet on the pandemic, the following comments detail the actions taken by the District Council in response to the Coronavirus situation for the period December 2020 through until the end of March 2021:-

2.2 Monitoring local case rates

2.2.1 As local case numbers rose during December 2020 the District Council worked with local partners to deliver the Hands, Face, Space message to local residents and businesses and responded to the Government placing Norfolk in Tier 4 restrictions from 26th December 2020 by providing advice and support to local businesses, administering COVID local restrictions grants and paying Test and Trace payments to eligible people advised to self-isolate because of a positive COVID test or close contact with someone with a positive test. In early January, when case rates locally were still rising and the Government placed all England under a third national lockdown the Council very closely monitored infection rates in different parts of the District and delivered additional messaging in those areas with highest case rates to reinforce the message that people in those areas should take additional care in following Government advice.

2.3 Payment of COVID grants to local businesses

2.3.1 Since the announcement of the second national lockdown in November the Council's Revenues and Economic Growth Teams have paid out over £38million of COVID grant funds to local businesses (almost 20,000 individual payments) under nine different grant schemes covering the second and third England lockdown periods and the Tier 4 lockdown covering Norfolk for the period 26th December 2020 – 4th January 2021 including the Local Restrictions Support Grant Scheme, Wet Led Pubs scheme and the discretionary Additional Restrictions Grant Scheme.

2.4 Vaccine Programme

2.4.1 Vaccine take up in North Norfolk across the nine priority cohorts – ie age groups over 50, health and social care workers and people under 50 with a range of long-term health conditions as advised by the Joint Committee of Vaccination and Immunisation has been strong – starting initially through the Fakenham Medical Practice before Christmas and then extending to Sheringham Medical Practice, Rossis Leisure Centre, North Walsham, North Walsham Community Centre and Hoveton Village Hall in February and more recently local delivery at other GP practices and Cromer Hospital from dates in March. The District Council has strengthened its working relationship with health colleagues around local vaccine delivery both at a Local Co-ordination Group level and at a frontline practical level with the Council's Property Services, Customer Services and COVID Support Officers all supporting local arrangements for vaccine delivery.

2.4.2 At 25th March 2021, 66% of the District's population over the age of 16 – some 61,100 people have had their first vaccination, meaning the District has one of the highest rates of vaccination nationally - with many people in the oldest age cohorts and some health and social care staff now also receiving their second dose of the vaccine, giving increased protection from infection, severity of illness and hospitalisation.

2.5 Business advice and support

- 2.5.1 As local retail and hospitality businesses look to re-open in the coming weeks as national lockdown restrictions are lifted, the Council's Economic Growth and Environmental Health Commercial, Licensing and Public Protection Teams are providing advice and guidance to businesses across a wide range of issues both through personal visits and via the Council's website where detailed guidance has been developed and posted – as per the link - [Home | Coronavirus: Support and Advice for Businesses \(north-norfolk.gov.uk\)](https://www.north-norfolk.gov.uk/Coronavirus-Support-and-Advice-for-Businesses)
- 2.5.2 The Government has also issued guidance that pubs, restaurants and cafes should be supported, where possible, to provide outdoor seating and dining spaces to accommodate customers as outdoor spaces are considered to be safer in terms of minimising the transmission of the virus. The Government has therefore relaxed permitted development rights relating to the provision of temporary structures, marquees and shelters and the Council's Planning, Licensing and Economic Growth Teams are therefore responding to a large number of enquiries about outdoor hospitality which require detailed consideration given the variety of businesses and context in which they operate relative to adjoining residential properties, amenity issues etc over perhaps a six-month summer period.

2.6 Preparing the District for the forthcoming visitor season

- 2.6.1 As national lockdown restrictions are lifted in the coming weeks and uncertainties remaining about overseas travel, the District Council is working with local partners to plan for large numbers of staycation and day visitors coming to North Norfolk over the forthcoming visitor season. Many accommodation providers across the District are reporting strong demand / interest such that we are anticipating large numbers of visitors to the District from 12th April when self-contained accommodation can open and then from 17th May when the national roadmap proposes that serviced accommodation and caravan and campsites can re-open. Bookings are reported to be strong across all types of accommodation and across the whole of the spring and summer months, hopefully providing local tourism, retail and hospitality businesses with the opportunity to recover strongly after a period of considerable uncertainty and periods when they have been unable to trade, including the Christmas and New Year period and a second Easter Bank Holiday which is traditionally the start of the main tourist season.
- 2.6.2 The Government has recently announced further financial support for local authorities to prepare for the re-opening of their high streets, town centres and tourist areas through a new Welcome Back programme. Under this programme the District Council has been awarded £158,331 and arrangements are being made to refresh our "You are Welcome" reassurance programme, supported by social distancing measures, visitor information and signage and the fogging of public toilets and other assets so as to provide as safe an environment for local residents and visitors as possible.
- 2.6.3 Additional COVID Support Officers are also being employed by the Council over the summer months paid for through funding made available to the Norfolk Public Health Team's Controlling Outbreak Management Fund budget as Norfolk seeks to support the safe re-opening of its tourist and town / city

centre economies, which have now had some four months of “hibernation” through the national lockdowns since early November last year.

- 2.6.4 In addition officers are discussing with local partners whether additional temporary / peak season parking capacity can be provided in the key resort towns of Cromer, Sheringham and Wells and the provision of more litter bins, street and beach cleansing, cleaning of public toilets etc so as to manage anticipated large numbers of visitors particularly during the late May Spring Bank Holiday and July and August; more details of which will be provided in due course as arrangements are confirmed.

2.7 Re-opening Council services to personal callers, adopting New Ways of Working and preparations for the elections on 6th May

- 2.7.1 As the phased lifting of lockdown restrictions proceeds as outlined by the Government, planning is taking place about how we open the Council offices to larger numbers of customers beyond the appointment system we have operated in recent months. During the COVID pandemic we have seen large numbers of customer enquiries and interactions with the Council move online and through telephone contacts and customer confidence in these arrangements presents longer-term opportunities for the Council to maintain and further improve customer access and service via these channels. Therefore, as with many customer service organisations, we have begun internal conversations with staff about New Ways of Working into the future which will seek to balance good customer service with remote and office-based working moving forward. These conversations are now starting and will present opportunities for the Council moving forward in terms of our office estate, reducing our carbon footprint through reduced travel and providing new opportunities for the recruitment and retention of staff. Cabinet will be informed of the progress of these conversations as they proceed over the coming months.

- 2.7.2 In the meantime, the Council re-opened Cromer Pier in response to the first lockdown restrictions being lifted on 8th March and is planning to re-open the North Norfolk Information Centre from 12th April. From 12th April, recognising the re-opening of public services from that date, we are planning to receive larger numbers of customers to the Council's offices in Cromer and Fakenham in a COVID-secure way, not least because we expect a larger number of personal callers at that time with enquiries about postal and proxy votes for the Police and Crime Commissioner, County Council and some local elections on 6th May.

- 2.7.3 Detailed arrangements are also well advanced for the delivery of the elections on 6th May with all polling stations being assessed for COVID-safe practices including one-way systems, fogging with disinfectant in the days before polling day and with new signage advising voters of social distancing, need to wear face-coverings etc.

- 2.7.4 The Council is also in discussions with its contractors Everyone Active, Openwide and the RNLI beach lifeguards regarding the re-opening of leisure centres, Pier Pavilion Theatre and beach safety services in the weeks ahead as the lockdown restrictions are lifted and preparations for the summer visitor season move forward.

2.8 Housing and homelessness support

2.8.1 Throughout the pandemic the Council's Housing Options and Homelessness Team have continued to provide support services to people in housing need and at 29th March 2021 the Council was accommodating 40 households in temporary accommodation including 29 single people and 11 families. Of the 29 single people accommodated 15 are classed as rough sleepers and are currently being accommodated through the "Protect" (Everyone In) programme.

2.9 Test and Trace Support Payments

2.9.1 In September, the Government announced that it would provide support payments, through local authorities, for people on low incomes who were required to self-isolate because of having a positive COVID test result themselves or being advised to self-isolate through a close contact as notified through the NHS Test and Trace system. Initially the scheme was to operate to 31st March, but this has now been extended to 30th June 2021 and can be extended to allow parents / carers of young people required to self-isolate also being able to apply for support through the scheme.

2.7.2 These payments in North Norfolk are being administered by our Benefits Team. At 31st March we had received 133 applications for the standard £500 payment of which 53 applications were approved. For the Discretionary Payment we had received 128 applications - with 55 applications approved, Applications are appraised in accordance with Government criteria and guidance and payments can only be made where an applicant can demonstrate that they have seen a reduction in income through having to self-isolate and therefore being unable to work, this has meant that the majority of applications we have received haven't been able to be approved as with the furlough scheme many people applying for the support haven't been able to demonstrate a loss of income through being unable to work due to having to self-isolate or having a level of income above the qualifying levels.

2.10 Mobile testing facilities – North Norfolk

2.10.1 Local COVID testing facilities have continued to be provided at least twice weekly at The Meadow Car Park, Cromer and the Highfield Road Car Park in Fakenham and, from early February, the Vicarage Street Car Park in North Walsham, supported by District Council staff setting up the car parks for this purpose, reducing the need for local residents to travel long distances to access testing facilities.

2.11 Asymptomatic Surveillance testing

2.11.1 The Council is holding discussions with the Norfolk Public Health Team about a programme of asymptomatic surveillance testing for owners and staff of local businesses in the retail, tourism and hospitality sectors over the coming months as these sectors employ large numbers of staff in younger age groups who unlikely to receive a vaccine until the mid to late summer. Regular Lateral Flow Testing of this workforce will therefore give confidence to business owners and customers of these important businesses within the local economy as the District accommodates large numbers of visitors over the summer months.

2.12 Marie Curie National Day of Reflection

2.12.1 The District Council was pleased to support the Marie Curie National Day of Reflection in memory of people lost to and support for people bereaved from COVID on 23rd March, which was the anniversary of the first national lockdown, by lighting Cromer Pier up in yellow lights. The Leader of the Council, Chief Executive and the two local ward members for Cromer attended the Pier and met with a representative of the Marie Curie organisation for a moment of reflection.

2.13. Strategic Partnership working

2.13.1 Throughout the period December 2020 – end of March 2021, the District Council through the Chief Executive, Leader of the Council / Cabinet member Cllr Richard Kershaw, Director for Communities, Resilience Manager and Communications and PR Manager have continued to attend Countywide partnership meetings in support of managing the local response to COVID. This has included attending meetings of the Strategic Co-ordinating Group (SCG); Tactical Co-ordinating Group, and the Health Protection and Engagement Boards. Internally the Council has continued to operate its own civil contingency arrangements including at least weekly internal GOLD planning meetings. It is envisaged that these arrangements will continue for the foreseeable future as local partners seek to monitor and remain ready to respond to any rising case rates of infection in the coming weeks and months as the phased lockdown restrictions are lifted and a busy summer of staycation and day visitors sees large numbers of people visit and spend time in the County – particularly in coastal and Broads locations.

2.13.2 Strong partnership working has also been developed and operated at an operational level through the Council's COVID Support Officers working closely as necessary with local police colleagues to manage long-distance visitors to the coast during the lockdown and undertaking enforcement visits in respect of breaches to COVID legislation around house parties and gatherings. Strong partnership working has also been developed with the Clinical Commissioning Group and local health partners in the delivery and promotion of the vaccine programme in the District.

3.0 Alignment with Corporate Plan objectives

- 3.1 As outlined in previous reports to Cabinet, the Coronavirus Pandemic is an unprecedented event of global scale, which has continued to require a significant and co-ordinated response by North Norfolk District Council.
- 3.2 It is believed that the Council has continued to respond well to the challenges presented by COVID, whilst continuing mainstream service provision and progressing actions outlined in the Corporate Plan.

4. Medium Term Financial Strategy

- 4.1 The Council's Finance Team continue to monitor the impact of COVID-19 on the Council's expenditure, income and overall financial position and will continue to report our position for the remainder of the financial year and the budget for 2021/22.

5. Financial and Resource Implications

5.1 See comments made at Section 4 above.

6. Legal Implications

6.1 Any decisions taken under emergency provisions through delegated powers / authority will be reported separately to Cabinet or Full Council as appropriate.

7. Risks

7.1 This report details the Council's ongoing response to the global Coronavirus pandemic, particularly the actions it has taken during the period December 2020 to the end of March 2021 in response to the second wave of infection the third national lockdown in England since 4th January 2021.

7.2 Decisions taken have continued to have been informed with reference to Government advice and guidance and decisions taken through the Norfolk Local Resilience Forum arrangements in the interests of the North Norfolk community, visitors and businesses. The Council's GOLD and SILVER civil contingency arrangements have continued to operate within the context of more strategic arrangements through the Norfolk Resilience Forum and Norfolk Health Protection Board structures with the overriding objectives of protecting the public health and lives of North Norfolk residents and visitors whilst seeking to balance the needs of local businesses, employment and the local economy.

8. Sustainability

8.1 None as a direct result of this report.

9. Equality and Diversity

9.1 None as a direct result of this report – however many of the actions taken by the Council over the past twelve months have sought to protect and support some of the most vulnerable people in our communities by virtue of their age, frailty, underlying health conditions or housing situation.

9.2 More recently the Council and partners have given thought to balancing the needs for support to local businesses and local residents in employment as the full economic impact of the pandemic is realised at a national and local level with rises in levels of unemployment, business closures, financial hardship, economic inclusion, mental health and wellbeing increasing and creating new and different demands on both the Council and other support services.

10. Section 17 Crime and Disorder considerations

10.1 None as a direct result of this report.

11. Recommendation:-

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.

UK Community Renewal and Levelling Up Funds

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

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of housing, economic growth, environment and climate change and quality of life.

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)

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 Tel:- 01263 516232	

1. Introduction

- 1.1 As part of the Government's Budget announcements on Wednesday 3rd March 2021, two new funding programmes were announced - the UK Community Renewal Fund and the Levelling Up Fund, which are now being promoted as a fore-runner of the UK Shared Prosperity Fund to be launched in 2022.
- 1.2 North Norfolk is one of 100 priority areas able to submit proposals for funding through the UK Community Renewal Fund – the prospectus for which can be accessed via the following link:- [UK Community Renewal Fund: prospectus - GOV.UK \(www.gov.uk\)](http://www.gov.uk).
- 1.3 Under the Levelling Up Fund the North Norfolk District is a Priority 2 area and can therefore bid for funds under this programme – the prospectus for which can be found via this link – [Levelling Up prospectus.pdf \(publishing.service.gov.uk\)](http://publishing.service.gov.uk)
- 1.4 Both programmes therefore present new opportunities for the District to submit proposals which could lever Government funding into North Norfolk in the short and medium-terms and potentially in the longer term if proposals are developed for submission under the UK Shared Prosperity Fund budget from 2022.

2.0 The UK Community Renewal Fund

- 2.1 The headline issues of the programme are as follows:-
 - £220 million programme in 2021, aiming to support community renewal, including skills development, economic renewal, infrastructure deficits etc

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- 100 priority areas (including North Norfolk, Norwich, Great Yarmouth and Kings Lynn and West Norfolk)
- Projects with a value of up to £3million could be supported per area, with 90% of the funding for revenue spend and spend to be incurred by 31st March 2022
- Locally in Norfolk, the programme will be led by the County Council
- Bids for project funding to be submitted by lead authorities by 18th June 2021

3.0 The Levelling Up Fund

3.1 The headline issues of the programme are as follows:-

- Focuses on capital investment in local infrastructure, building on Growth Deal, Town Deal and Future High Street Fund programmes.
- Key themes of Transport Investments; Regeneration & Town Centre Investments; Cultural Investments.
- North Norfolk is a Priority 2 area under this programme, where projects would need to be “exceptional” to be successful
- Round 1 projects must have investment/delivery in 2021/22, with bids submitted by Friday 18 June 2021.

4.0 Opportunities for North Norfolk

4.1 Both of these new Government funding programmes present potential opportunities for North Norfolk to secure public funds to support project delivery within the District over the next few years. Considering the programme objectives and the Council’s priorities as laid out in the adopted Corporate Plan and emerging new Local Plan initial thinking is that a programme of investment projects could be developed at North Walsham and Fakenham which seek to build upon proposals for new housing and economic growth to be accommodated at scale at these locations through new Urban Extensions supported by good quality community infrastructure – including new link roads, health and education facilities, leisure and green infrastructure and business investment / employment opportunities. Proposals could be developed based on the two towns and their immediate economic geography, which in the context of North Walsham would include the Scottow Enterprise Park and the Bacton Energy Hub site recognising the contribution of the terminal site to UK gas supply and future potential as a site for production of blue and green hydrogen; and at Fakenham would include future opportunities at the former RAF West Raynham Technical Site and potentially the Tattersett Business Park site.

4.2 In order that the Council can demonstrate community and stakeholder support for any project proposals developed, and based upon knowledge of recent Government funding programmes such as the Future High Street Fund and Town Deal programme, it is recommended that the District Council establish a Strategic Stakeholder Board and Steering Groups for North Walsham and Fakenham to build capacity to develop a programme of investment projects in each location which can be “presented” as a coherent package to the County Council as lead local body before submission to Government. The Council should therefore look to establish such groups as

a matter of priority to take this workstream forward and hopefully realise the opportunities for the District presented by these new Government funding programmes in the short and longer terms.

5.0 Alignment with Corporate Plan objectives

5.1 The UK Community Renewal Fund and Levelling Up Fund would present new opportunities to secure external funding into North Norfolk to deliver a number of priorities identified in the Council's adopted Corporate Plan and should therefore be seen to align well with the Council's established priorities.

6.0 Medium Term Financial Strategy

6.1 As noted at paragraph 5 above, these new Government funding programmes would support the ambitions of the Council's Corporate Plan and therefore contribute to investment in the District and the Council's Medium Term Financial Strategy through adding value and capacity to the Council's priority objectives.

7.0 Financial and Resource Implications

7.1 See comments made at Section 6 above.

8.0 Legal Implications

8.1 Any projects developed for submission under either programme will consider the legal issues / implications as part of development and appraisal through the Council's recently adopted Corporate Governance and Project Management Framework.

9.0 Risks

9.1 There are no risks associated with this report at the present time. Any potential project risks will be assessed as project proposals are developed and appraised through the Council's recently adopted Corporate Governance and Project Management Framework

10.0 Sustainability

8.1 None as a direct result of this report.

11.0 Equality and Diversity

9.1 None as a direct result of this report.

12.0 Section 17 Crime and Disorder considerations

10.1 None as a direct result of this report.

13.0 Recommendation:-

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**

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FAKENHAM URBAN EXTENSION – A148 ROUNDABOUT

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 re-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.

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)

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Cabinet Member(s) Cllr Richard Kershaw and Cllr John Toye	Ward(s) affected Lancaster North and Lancaster South
Contact Officer, telephone number and email: Duncan Ellis (Director for Resources), 01263 526330, Duncan.ellis@north-norfolk.gov.uk	

1. Introduction

- 1.1 Members will be aware of the proposed urban extension 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.
- 1.2 It also includes provision of a 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.
- 1.3 This scheme was subject to an unsuccessful Housing Infrastructure Bid (HIF) previously for c£10m to help support with delivery of the site infrastructure and to help with viability issues.
- 1.4 This report provides an update for Members in relation to the current position in respect of approved grant funding bids for the initial infrastructure costs and

requests a match funding contribution from the Council to support the early delivery of housing and to help support the viability of this scheme.

- 1.5 Cabinet are aware of the strategic significance of this large scale development and it is hoped that strong oversight of the development by the Council will ensure the timely development of the site although the ongoing market uncertainties caused as a result of the COVID pandemic.
- 1.6 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. Please see appendix A for site plans.
- 1.7 This key element of the site infrastructure will begin to address the lack of viability and 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.
- 1.8 The provision of this key infrastructure 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.
- 1.9 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.

2. Funding submissions

Norfolk Business Rates Pool

- 2.1 Members will be aware of the business rates pooling arrangements that were previously in place across the County, in which all seven districts and the county council participated. This provided protection against significant fluctuations in business rate income across the county and also mitigation against significant appeals and also enabled us to keep a larger share of the income, rather than passporting so much back to central government.
- 2.2 Some of this additional income is held in the form of the Norfolk Business Rates Pool which is open each year for funding submissions to support local projects. The Council has previously been successful in attracting funding from this source in relation to the Cromer West Prom Revitalisation project following the 2013 storm surge and also towards some of the Egmere project costs.
- 2.3 A funding bid application for this scheme was submitted back in September 2019 but for a number of reasons (including the delay to funding allocations due to the pending NHS business rates case (which has now been withdrawn) and COVID) we only received confirmation of the grant award in an offer letter dated 19 June 2020.

- 2.4 The application focussed around supporting the infrastructure costs for the construction of a roundabout on the A148, which would act as a catalyst for the commencement of the urban expansion of Fakenham. The bid was for £0.5m with an assumed match funding contribution to come from the Council.

Norfolk Strategic Fund

- 2.5 The Norfolk Strategic Fund has recently been established by Norfolk Leaders and has been devised '*to be a responsive, agile and dynamic fund with the ultimate purposes of moving forward strategic projects, and supporting where the evidence suggests with the economic recovery of Norfolk post the COVID-19 pandemic*'.
- 2.6 A further funding application was submitted to this fund, in July 2020. This second bid focussed around further support for the site infrastructure, currently forecast to cost in the region of £24.7m (which includes the roundabout mentioned above). This second bid allocation has also now been approved at £0.4m, again to be match funded by the Council.

Overall position

- 2.7 In summary, the £0.5m has been agreed from the Norfolk Business Rates Pool, to be match funded by NNDC (£0.5m), which gives an initial capital pot of £1m. The second bid submission for a further £0.4m has also now been approved from the Norfolk Strategic Fund and requires further match funding from NNDC of £0.4m and would bring the total capital pot, subject to NNDC match funding approval, to £1.8m.
- 2.8 Appendix A contains the business case for the scheme which will be managed through the Corporate Delivery Unit (CDU) in line with the Council's new project management governance framework.

3. Governance arrangements

- 3.1 The project documentation has been through the Corporate Delivery Unit (CDU) and the project has been assessed as 'large'. A delivery board of key officers and partner organisations will therefore be established to have oversight of the project delivery in terms of the initial infrastructure works to include;

- North Norfolk District Council
- Norfolk County Council Highways
- Trinity College Cambridge
- Savills (Trinity College Cambridge property advice)
- Ashby House (Trinity College Cambridge project management)

- 3.2 The full list of stakeholders and the communication interfaces can be found within section 7 of the business case (Appendix A).

4. Corporate Plan Objectives

4.1 The wider scheme supports a number of areas of the Corporate Plan as follows;

- Local Homes for Local Need – the scheme has the ability to deliver significant levels of affordable housing, subject to ongoing viability discussions. Savills, acting on behalf of Trinity College, are at the present time discussing affordable housing contribution levels with planning colleagues and this funding contribution will enable a higher level of affordable housing to be delivered.
- Boosting Business Sustainability and Growth – the ‘commercial hub’ element of the scheme is proposing industrial units along with a hotel so there is the potential for job creation and new business.
- Financial Sustainability and Growth – whilst it is not anticipated at the current stage that there would be a direct financial benefit to the Council from any contribution at this time (although this is subject to further discussion) there would be an indirect benefit in terms of any business rates generated from the commercial hub and also through the council tax growth from the new homes delivered. There may also be a further incentive from any scheme replacing the New Homes Bonus but no details are currently available as to what scheme will replace this and at the present time this is subject to ongoing consultation.

4.2 The scheme has the ability to deliver significant levels of affordable housing, subject to ongoing viability discussions. Savills, acting on behalf of Trinity College, are at the present time proposing an affordable housing contribution level of 16.5% based on the initial phases of the development which are seeking to deliver c400 homes, so an affordable housing contribution at this level would represent 66 homes, with a contribution of c157 homes across the entire first phase of 950 homes.

4.3 Based on the potential capital contribution of £1.8m however, this affordable contribution rate could increase to around 17.5%/18.5% although this is still subject to finalisation and agreement.

5. Medium Term Financial Strategy (MTFS)

5.1 Please see above in terms of Financial Sustainability and Growth, both of which are fundamental to underpinning the Councils MTFS in terms of both council tax and business rates growth.

6. Financial and Resource Implications

6.1 Whilst officers have been successful in attracting external funding from both the Norfolk Business Rates Pool (£0.5m) and the Norfolk Strategic Fund (£0.4m), there is a requirement for the Council to match both of these pots 50/50. Cabinet are therefore asked to approve an allocation of £0.9m, to be financed from the Delivery Plan Reserve, which currently stands at c£3.1m. This would bring the total scheme budget to £1.8m, 50% of which (£0.9m) would be funded externally.

7. Legal Implications

- 7.1 At the present time there are no legal implications but conversations will need to be held with legal colleagues at the point when formal agreements are required and this will need to take account of any relevant issues such as state aid implications etc.

8. Risks

- 8.1 The business case contained within Appendix A sets out the current risks for the project and these will be managed as part of the project governance framework.

9. Sustainability

- 9.1 There are no sustainability issues as a direct result of this report, the sustainability issues in relation to the wider housing development will be considered under the Council's planning process as the scheme is delivered.

10. Climate / Carbon impact

- 10.1 Due to the viability issues around the development proposals the renewable provisions for the overall scheme have been reduced from 20% down to 10%. The climate issues in relation to the wider housing development are being considered under the Council's planning process.

11. Equality and Diversity

- 11.1 There are no equality and diversity issues as a direct result of this report.

12. Section 17 Crime and Disorder considerations

- 12.1 There are no section 17 issues as a direct result of this report, again any relevant issues will be taken into consideration as part of the planning process.

13. Conclusion and Recommendations

- 13.1 In conclusion, this combined funding of £1.8m (£0.5m Norfolk Business Rates Pool, £0.4m Norfolk Strategic Fund £0.9m NNDC) 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.

- 13.2 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.

- 13.3 It is therefore recommended that Cabinet 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).

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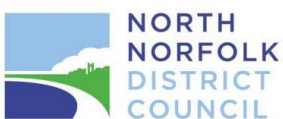


FAKENHAM URBAN EXTENSION A148 ROUNDABOUT

Business Case

Abstract

Proposal to fund a roundabout on the A148 to act as a catalyst for commencement of the Urban Expansion of Fakenham



Duncan Ellis
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Fakenham Urban Extension: infrastructure Business Case

1. Background

The viability of the Fakenham Urban Extension site is frustrating the District Council's ambitions for Fakenham to grow at pace and scale, reflecting the pressing need for new homes. There is high demand for homes in Fakenham as a result of demand from agricultural, tourism, social care and public sector workers who cannot afford to rent or buy homes in the NCAONB as Fakenham does not have the price premium of these areas and the bid therefore has no displacement.

Presently the urban expansion scheme is not viable for house builders of any size. The delivery of the key and supporting infrastructure will allow the site to be sold as smaller parcels of land of varying numbers of homes which are serviced to the boundary. This is fundamental in the North Norfolk context to allowing a diversified house builder market to access the site, including both small/medium sized enterprises (SME) and new entrants and to bring forward development at pace. Only two volume house builders with regional bases operate in North Norfolk, and SME and mid volume builders have delivered most existing allocations, but are reluctant to deliver more than 250 homes on a site. This includes Norfolk Homes a long established SME based in North Norfolk operating exclusively in Norfolk. Opportunities for custom build early in the development period are also being explored, this will also support the use of small house builders and new entrants.

2. Why the Project is needed

This project proposes to fund the construction of a roundabout on the A148 (plan1) and associated infrastructure, which will act as a catalyst for the commencement of the Urban Expansion of Fakenham, as outlined in approved outline planning application (PO/17/0680).

This key element of the site infrastructure will begin to address the lack of viability and 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.

The provision of this key infrastructure 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.

PO/17/0680 Outline planning application covers residential development of up to 950 dwellings, employment development, a primary school and children's nursery, a hotel, local retail and associated public open space and infrastructure; Land north of Rudham Stile Lane & east of Water Moor Lane, Fakenham, Norfolk, NR21 9QU

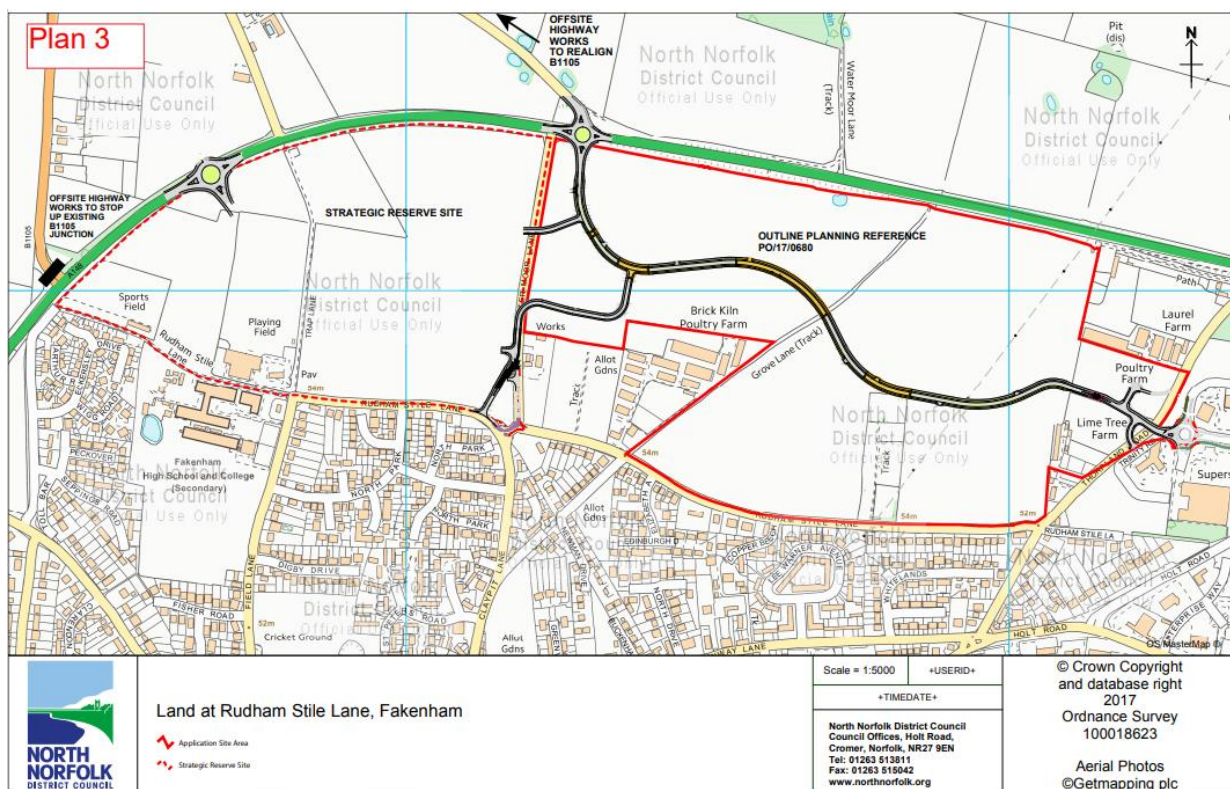
This key infrastructure would also allow the early release of 450 homes in the strategic reserve site (see plan 2). Through the new Local Plan, the Council will be able to allocate additional housing land reflecting the continuing market demand for sites in Fakenham and the district.

3. Benefits

The construction of this infrastructure supports the wider scheme to increase the viability of the urban expansion of Fakenham. The project begins to address the significant viability issues of the wider site by funding some of the key elements of the infrastructure which must be provided up front or in the earliest stages of the development to release all 1,380 homes to meet the need for housing growth in Fakenham reflecting local housing demand. The self-contained nature of Fakenham’s housing market means this need cannot be met elsewhere and there is no alternative site in Fakenham which can deliver this scale of growth. Through the District Council’s planning policies, the 1,380 new homes will be provided high quality homes which address existing deficits in housing provision and which meet the need for accessible and adaptable homes.

The infrastructure development is to be delivered in partnership with the land owner Trinity College (Cambridge), Norfolk County Council (NCC) highways, and the Local Enterprise Partnership (LEP). The second phase would include the construction of a second roundabout and offsite highway works (See Plan 3), the provision of a spine road and green infrastructure (including drainage) serving the main site and footpath and cycle links to Fakenham town centre in order to support the delivery of up to 1,380 new homes on the site.

Plan 3: Highways works



The need for housing in North Norfolk is clearly identified in the Strategic Housing Market Assessment (2017). North Norfolk District Councils housing list currently (31/07/2020) has 2,905 people waiting for suitable housing, 55 households in temporary accommodation, and 14 rough sleepers (3 on the streets and 11 accommodated).

This wider scheme, for which this project is a key catalyst, supports a number of areas of the Corporate Plan as follows;

- Local Homes for Local Need – the scheme has the ability to deliver significant levels of

affordable housing, with a baseline across all phases of 16.5% which would rise to 17.5%/18.5% (subject to final agreement) as a result of the enlarged roundabout and associated infrastructure being delivered by public funding. The 950 dwelling scheme would expect to provide at least 167 affordable dwellings which could rise further subject to future viability reappraisals which have been negotiated within the S106 Obligation.

- Boosting Business Sustainability and Growth – the ‘commercial hub’ element of the scheme is proposing industrial units along with a hotel so there is the potential for job creation and new business.
- Financial Sustainability and Growth – whilst it is not anticipated at the current stage that there would be a direct financial benefit to the Council from any contribution at this time (although this is subject to further discussion) there would be an indirect benefit in terms of any business rates generated from the commercial hub and also through the council tax growth from the new homes delivered. There may also be a further incentive from any scheme replacing the New Homes Bonus but no details are available at the current time as to what scheme will replace this.

4. Funding

The Council submitted a funding application to the Norfolk Business Rates Pool in September 2019 and received confirmation of the grant allocation in June 2020. The application focussed around supporting the infrastructure costs for the construction of a roundabout on the A148. The bid was for £0.5m with an assumed match funding contribution to come from the Council’s own resources and this contribution has been confirmed.

A further bid was submitted to the Norfolk Strategic fund in 31 July 2020, which focussed around further support for the site infrastructure, currently forecast to cost in the region of £24.7m (which includes the roundabout mentioned above). This second bid was for an additional £1m, however, this bid was only successful in attracting a further £0.4m, again with an assumed match funding contribution to come from the Council’s own resources which is to be approved by Cabinet in April 2021 and to be funded from the Delivery plan Reserve.

Norfolk Strategic Fund	£ 400,000
Norfolk Business Rates Pool	£ 500,000
NNDC match funding (50/50)	<u>£ 900,000</u>
Total	£1,800,000

If match funding is approved, the Council will have earmarked a total contribution of £1.8m to support the delivery of the roundabout and associated infrastructure.

The total site infrastructure costs are currently forecast to cost in the region of £24.7m (which includes the roundabout mentioned above). **The Council’s funding contribution is designed to support the initial construction of the roundabout on the A148 and supporting infrastructure.**

Whilst the Council is a partner in the delivery of this much wider scheme, the infrastructure¹ enabling element, on which this project is focused, totals £24.7m but the Council’s contribution will be limited to the £1.8m **To put this cost into perspective the total scheme/site development costs are estimated at around £282 million.**

¹ Physical infrastructure includes road/highway, public realm works, other physical infrastructures, provision of drainage pond and Sustainable Urban Drainage within green infrastructure (public realm works).

5. Benefits & Financial return

As the Council will not own any of the completed development there is no direct income attributable to the Council as a result of this investment but it is very much seen as helping to improve viability and to act as enabling investment to help delivery of the final development.

There will however be indirect financial benefits to the Council as follows;

- The full scheme is seeking to deliver 1,380 homes. Assuming the average home is a Band D, and based on the Council's current council tax share per household of £153.72, this equates to council tax income of c£212k pa. However, this takes no account of any potential council tax increases, which over 10 years at £4.95 would increase the income to £280k. It should however be noted that this income figure is based on the full and final delivery of the entire project which is scheduled to take approximately 20 years.
- There will also be benefits to the Council in terms of business rate income from the commercial aspects of the development which include a 'commercial hub' and industrial units along with a hotel although, given the current uncertainties around the reform of the business rates system it is not clear how much income the Council would derive from these.
- There is also an opportunity for income to be derived from whatever system replaces the current New Homes Bonus which, as at March 2021, is the subject of ongoing consultation. Based on the current NHB system, this would generate the Council income in the region of £2.5m over the entire life of the scheme. This is based on assumed growth above the baseline of 1,380 properties at the average Band D national value for 2020/21 of £1,818 but it should be noted that the full and final delivery of the entire project which is scheduled to take approximately 20 years and there is no guarantee that any NHB replacement will still be in force at that point in time so these figures should just be used to give an indication based on current funding arrangements and is therefore far from guaranteed.

The project supports the priorities and objectives within various key local and regional policy documents through the delivery of a significant £283m (estimated) capital housebuilding construction project. These documents include the following;

- the Norfolk COVID-19 Recovery plan,
- the New Anglia Local Enterprise Partnership Economic Recovery Plan.
- District recovery plans
- the Norfolk Growth Prospectus,
- the LEP Economic Strategy for Norfolk and Suffolk

This development project will bring significant work and employment to a range of businesses within the district. The site is looking to deliver in excess of 1,300 homes, a number of which will be affordable units. The scheme also provides for a hotel which will help to support the recovery of the leisure and hospitality sector and provide new jobs and also a dedicated employment site which can further support recovery.

The Economic Strategy for Norfolk and Suffolk sets out the ambitions: "We want Norfolk and Suffolk to be:

- The place where high growth businesses with aspirations choose to be
- A well-connected place
- A high performing productive economy
- An international facing economy with high value exports

- An inclusive economy with a highly skilled workforce
- A centre for the UK's clean energy sector
- A place with a clear, ambitious offer to the world."

This project will contribute to achieving these ambitions, in particular it will contribute to the ambition of **A Well-Connected Place**. The economic strategy notes that "Investment in housing, roads, rail and broadband... [will] build the communities and connections that people and businesses need." The Fakenham Urban Expansion represents a significant investment towards realising the development of 1,380 homes over the next 10 years whilst integrating those homes with the existing settlement through pedestrian, cycle, and vehicular routes.

The Economic Strategy sets out the Sectors as:

- Energy
- Life Sciences and Biotech
- ICT, Tech and digital creative
- Advanced agriculture food and drink
- Visitor economy: tourism and culture
- Financial services and insurance
- Transport, freight and logistics
- Construction and development
- Advanced manufacturing and engineering

This project will contribute to all of these sectors, but in particular the construction and development sector. A development of this size will boost the construction industry in the region requiring the employment of services across the construction sector. Due to the phasing and scale of the project it is likely to positively contribute to employment for at least the next 10 years.

The project further supports the goals of the strategy contributing to the Visitor economy: tourism and culture, in the region as the outline planning proposal includes a designate site for a hotel.

As this project includes the provision of Employment land, there is the potential for the site to support:

- Advanced manufacturing and engineering
- Advanced agriculture food and drink
- ICT, Tech and digital creative
- Others

We anticipate the project will target these sectors in the second phase through LEPs.

The ultimate goal of providing over 1,300 quality homes will also positively contribute to these sectors encouraging skilled workers into the region and providing employment opportunities on the employment land, hotel, school, and commercial site.

It is anticipated that the full scheme will take 20 plus years to complete although Phase 1 is anticipated to be completed by 2028.

It is anticipated the roundabout will be completed by the mid-2022.

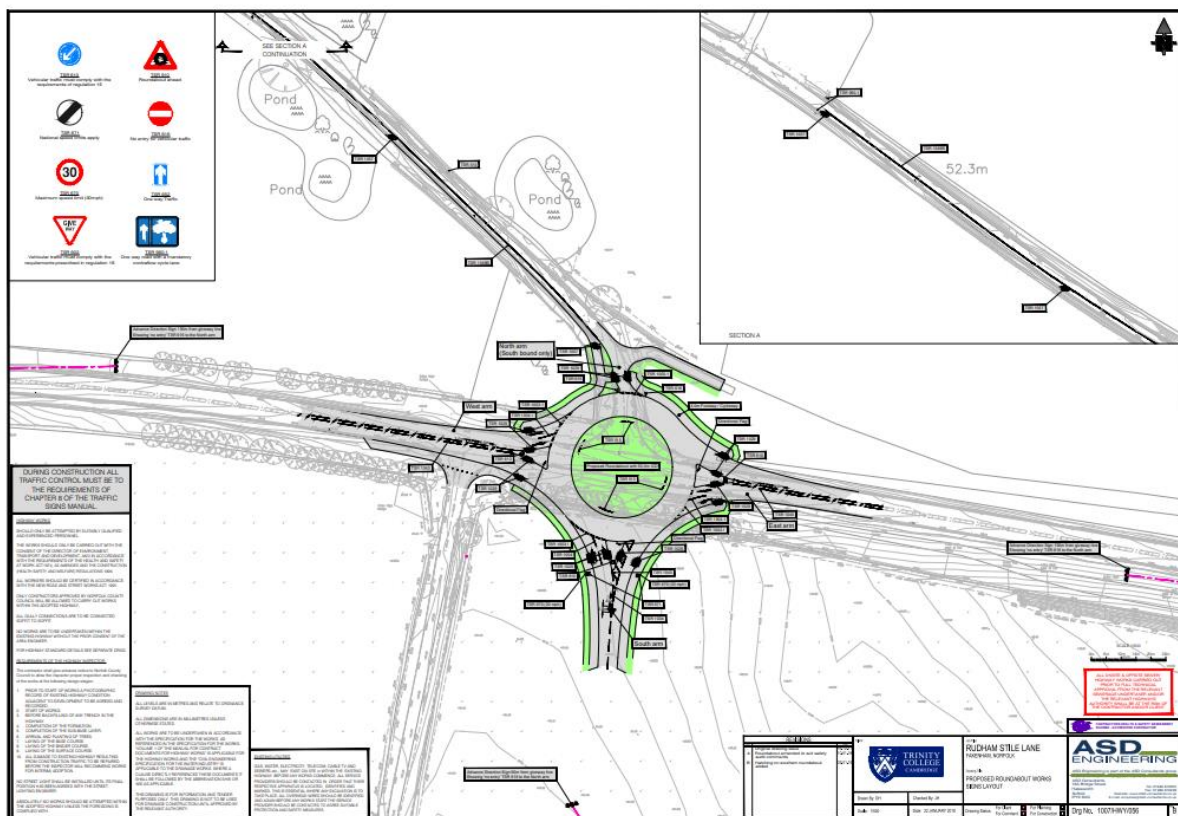
6. Project Definition

This project will, with its partners, deliver the installation of a new roundabout linking the development site to the A148 and associated infrastructure.

At this stage a rough estimated cost of installing a roundabout is thought to be in the region of £1m with the remaining funds being used to further required infrastructure which is to be agreed. The initial roundabout element will include further design models to ensure compliance to highways standards, planning costs, all associated planning and installation costs such as traffic control measures and if necessary land purchases/negotiations. The project will include building connections to the current road infrastructure, (A148 and a link road) lining, signage etc. The budget is anticipated to fund this initial infrastructure and cover appropriate internal capitalised costs.

It is intended that this element be undertaken in the first stages, commencing autumn/winter 2021 with completion by summer 2022.

Plan 4 The current roundabout proposal plan



This project does not include any works other than infrastructure works as the budget permits specifically to compliment or support the wider development of the site.

The funding does come with time constraints and at this stage we are behind the initial proposed schedule although this is not thought to be a significant risk at this time.

Constraints

At this stage the current constraints for the building of the roundabout relate to planning permission approval for the major project. The outline planning permission will include specific conditions relating to on and off-site highway improvements including in relation to 'a detailed scheme for the site access and roundabout from the A148 and associated works to Wells Road'. Approval of these highway drawings will be required prior to the commencement of any development and specific works are required to be provided by certain timeframes, in the case

of the roundabout this is required prior to the first occupation of any dwelling on site or prior to the first use of the proposed hotel development site.

NNDC will seek to engage NCC Highways to ensure that, following approval of the Outline planning permission, any further detailed plans for the roundabout are submitted to planning. It has been suggested that Highways would seek to install a 50m roundabout rather than the 40m roundabout proposed by Trinity College, but it is anticipated this is element can to be covered by the overall planning conditions and approved plans.

7. Communications & Interfaces

Who	Involvement	Contact Name	Attend Meetings	Receive Minutes	Targetted corresp	Update reports	General comms
External							
Trinity College Cambridge	Landowners and proposers	?			✓		
NCC Highways	Construction of highways elements	Matt Tracey	✓	✓			
Savills	Agents for Trinity?	David Merrick	✓	✓			
Ashby House	Infrastructure Project Manager for the Trinity College Scheme	Chris Hatfield	✓	✓			
Local Enterprise Partnership						✓	
Fakenham Town Council						✓	✓
Residents?	General interest/concerns						✓
Internal							
Service Areas							
SRO	Overseeing the project	Duncan Ellis	✓				
Housing (Housing Strategy)		Nicky Debbage			✓		
Planning (Major Developments)	Overseeing the entire development	Geoff Lyon	✓				
Property Services	?	?					
Finance	Funding	Lucy Hume	✓				
Legal	Contracts and Agreements	Cara Jordan			✓		
Comms	External Communications	Joe Ferrari				✓	✓
CDU	Project Management	Maxine Collis	✓	✓			
Corporate PAs (Project Support)	Project support	TBA	✓				
NNDC Governance and Groups							
Project Board	Governance	made up as above				✓	
Working Group	Governance		✓	✓		✓	
O&S Working Group	Governance		✓	✓		✓	
Cabinet	Approving changes to scope		✓	✓		✓	
CLT	Overview					✓	
MT						✓	
OMT							✓

Will be completed/revised as the project develops – see PID

8. Resource Requirements

NNDC will be required to match fund the grants offered by the Norfolk BRP and Norfolk Strategic Fund. The amount required in order to do this is £900,000 to be drawn from the Delivery Plan reserve.

In addition, the Council will account for capitalised costs around officer time and ad hoc administrative costs to bring this project to fruition as part of the monies contributed.

9. Timescales

It is anticipated that the delivery of the roundabout will commence in 2021 and be completed in 2022. Further more details timeframes will be supplied in due course as part of the PID.

In our 2020 5YHLS statement we said we expect 50 dwellings per year in 2023-2024 and 2024-2025 from this site and then build up from there

10. Risks

<i>Risks to this project</i>	
Timescales – Failure to appoint an infrastructure delivery agent.	Mitigation: If required, the Council/County Council could directly procure the delivery of the key infrastructure and discussions with the Highway Authority have confirmed they have the required capacity, capability and experience to undertake these works. It is not expected that this risk will have any cost implication.
Timescales - Start on site of primary roundabout is delayed and is unable to be completed before agreed grant timeframes.	Mitigation: The primary roundabout and the extensive offsite highway works have already been designed and costed. A number of similar roundabouts have recently been constructed on main roads in North Norfolk which has confirmed the timescale for the works is realistic and appropriate.
Funding failures – Already behind previous time schedules due to planning taking longer than anticipated.	
<i>Risks to the wider scheme – For information only</i>	
Strategic reserve - Inability to agree with third party land owners how the strategic reserve will come forward.	Mitigation: Trinity College own the majority of the whole site which includes the strategic reserve site and the land which is required for the second roundabout which will serve the strategic reserve site. All the land has been allocated showing there is willingness of the other owners to release the land for development. The Council will adopt a place making approach to release the strategic reserve for development. There is no cost implication with this risk.
Inability to agree sale of land required for offsite highway works.	Mitigation: The majority of land required is in Highway Authority ownership, discussions are already underway with third party owners to discuss works and negotiate the purchase of any further land required. The land in third party ownership primarily relates to offsite highway works required to address the impact of the strategic reserve on the B11050 and so this agreement is not time sensitive as the primary roundabout can be built even if the third party owner has not yet agreed to sell. These offsite works can be completed after the roundabout. If required, the third party land will be considered for CPO. There may be a cost implication with this risk if CPO is required, although the cost of acquiring the third party land has been included in infrastructure costs.
Project cost overruns	Mitigation: The project costs, including infrastructure costs and works to be supported by the Council have been fully costed by AECOM and then reviewed by the Council's financial viability assessor (Gleeds – RICS Qualified Quantity Surveyors). These costs are therefore based on robust data and benchmarking of similar schemes, and include

	contingency. These costs will be reviewed prior to infrastructure works procurement and development.
Failure of developer to agree viability	Mitigation – discussions with the Council' planning and housing teams are ongoing regarding levels of affordable housing provision and viability.
Anglia Water states the current Fakenham pumping station is at capacity so may need to upgrade AW infrastructure.	This may not be a priority for AW so could impact of the wider scheme. This does not impact on the delivery of the roundabout.

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Information, Advice and Advocacy Grant

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 31st 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 1st 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 31st 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 1st April 2021 – 31st March 2022 will enable future provision of IAA services in North Norfolk to complement recommissioned NCC services

Cabinet Member(s)	Ward(s) affected
Cllr Virginia Gay	All wards in North Norfolk

Contact Officer, telephone number and email:

Sonia Shuter, 01263 516173 sonia.shuter@north-norfolk.gov.uk

1. Introduction

- 1.1 A review of the Information, Advice and Advocacy (IAA) services delivered in North Norfolk by Norfolk Citizens Advice (CA) took place in December 2020. The Chief Executive of Norfolk CA, Cllr Gay – Portfolio Holder for Culture and Wellbeing, Rob Young – Assistant Director for Sustainable Growth and Sonia Shuter – Health and Communities Manager participated in the review.
- 1.2 Due to Covid 19, the majority of the Norfolk Citizens Advice (CA) offices and outreach services in North Norfolk had closed for much of the last year in accordance with Government guidance. Whilst the availability of a face to face service was severely limited, Norfolk CA had provided a service by phone, email, their web site and web chat.
- 1.3 The review did highlight areas of concern which needed to be addressed and could influence the amount of funding offered to Norfolk CA in the future.

- 1.4 This report will expand on the issues raised in the review and the reasons for the recommendations being presented to Cabinet.
- 2. Outcome of review of IAA service provided by Norfolk CA**
- 2.1 Funding by NNDC contributes towards a range of IAA services provided by Norfolk CA. This includes:
- Telephone advice line
 - Web site
 - Email advice
 - Web chat
 - Dedicated offices for face to face support at North Walsham and Holt
 - Outreach services at Fakenham, Sheringham, Cromer and Stalham
- 2.2.1 Data submitted for the period **1st April 2019 – 31st March 2020**
- Number of clients supported 2,246
 - Reason for support - top 5 issues – benefits, debt, employment, housing, relationships
 - Main method of contact email 8%, phone 21%, in person 65% other 6%
 - Face to Face visits – North Walsham 1,274, Holt 429, Fakenham 308, Cromer 163, Stalham 32, Sheringham 23.
 - Some clients from North Norfolk also visited Norfolk CA offices in other areas such as Norwich and Dereham.
- 2.3 The data showed that only 15 young people aged under 20 had used the service in the reporting period. It was considered young people are more likely to use VCSE organisations offering specialist IAA support to young people rather than Norfolk CA.
- 2.4 Norfolk CA offers a generic IAA service. Data showed that 46% of people who accessed Norfolk CA IAA services in North Norfolk identified themselves as being disabled or having a Long Term Health Condition. There are other residents some of whom are extremely vulnerable and due to their significant health, disability or complex personal circumstances require specialist IAA support as they are unable to access or be supported by the range of generic services offered by Norfolk CA.
- 2.5 The review discussed the low use of outreach services at Cromer, Sheringham and Stalham. The services in these locations are only open for a few hours usually once a week in community buildings such as libraries or food banks. It was felt that people who need urgent assistance are more likely to go to a venue in a location that is open more frequently and for longer hours each week such as North Walsham – 5 days, Holt 2 days, Fakenham 2 days
- 2.6 Data submitted for the period **1st April 2020 – 15th December 2020**
- Number of clients supported 800
 - Reason for support - top 5 issues – benefits, debt, employment, housing, relationships
 - Main method of contact email 25%, phone 58%, in person 6% other 11%

- 2.7 During 2020, most Norfolk CA offices and outreach services in North Norfolk have been closed in accordance with Government guidelines. There has been a noticeable increase in the use of phone and digital media compared to the previous year's data.
- 2.8 Norfolk CC have advised that as a result of the pandemic they are planning on a 'blended' approach to service delivery in the future. Pre-Covid they were already beginning to expand their digital hub across the county to meet increasing demand. This meant they were able to very quickly change provision to entirely digital when they had to close offices due to the pandemic and lockdown restrictions.

They will continue to expand digital provision which will help meet previously unmet demand on the Advice line, email and web chat as well as new demand from people who are able to access this service.

It is recognised that some people, particularly the most vulnerable, remain digitally excluded and will require 'in person' support. This is also the case for people whose issues are complex and multiple and these numbers are increasing too, so whilst they may have access to be able to access the service digitally they will still need a face to face appointment. Therefore there will be a need for face to face services at key locations in North Norfolk as well as the ongoing digital expansion.

3. Funding of Information, Advice & Advocacy services 2021 – 2022

- 3.1 There is core funding in the budget of £66, 710 towards the provision of IAA in North Norfolk.
- 3.2 There is also a commitment that the IAA budget will be allocated to Voluntary Community and Social Enterprise (VCSE) organisation(s) that provide IAA services
- 3.3 Based on the outcome of the review discussions have been held with Norfolk CA regarding the future use of the IAA budget.
- 3.4 It is acknowledged that due to the low use of outreach services in Cromer, Sheringham and Stalham prior to the pandemic and the increased phone and digital offer since the pandemic that the outreach services in Cromer, Sheringham and Stalham will not continue. This will generate a budget saving in terms of volunteer expenses.
- 3.5 There is a need for generic IAA services in Fakenham (2 days) at an agreed location, North Walsham (5 days) and Holt (2 days) in dedicated offices.
- 3.6 To enable the delivery of this service in North Norfolk and also contribute towards the generic expansion of the digital and phone Norfolk CA have advised a grant from NNDC of £55, 000 for the period 1st April 2021 – 31st March 2022 would be required.
- 3.7 Subject to Cabinet approval of the recommendation, a grant agreement with Norfolk CA will be written. This will clarify the reporting and monitoring process.

3.8 In consultation with the Portfolio Holder of Health and Culture, the remaining IAA budget of £11, 710 will be offered to identified VCSE organisations as a contribution towards specialist IAA service for young people and /or residents who require specialist IAA support.

4. Conclusion

NNDC is committed to ensuring that all residents regardless of age, physical or mental health need or disability have access to appropriate IAA services in North Norfolk.

4.2 The funding for Norfolk CA will ensure the continuation of face to face IAA services in three key towns across North Norfolk. It will also contribute towards the expansion of the phone and digital offer which will all benefit residents in North Norfolk.

4.3. The reduction in Norfolk CA service cost as a result of ceasing outreach services in areas of low use will enable NNDC to offer funding to other VCSE organisations that provide specialist IAA support to young people or those who are unable to access or be supported by Norfolk CA generic IAA service.

4.4 Norfolk CA are supportive of this approach and are fully committed to continue working in partnership with NNDC in the delivery of IAA services.

5. Implications and Risks

The recommendation will mean that Norfolk CA outreach services in Cromer, Sheringham and Stalham where data shows there is very low use will cease this reducing service costs. This will be mitigated by the increase in phone and digital offer and the offer of funding to VCSE organisations that provide specialist IAA support to young people and /or those that are unable to access or be supported by generic Norfolk CA IAA services.

6. Financial Implications and Risks

There is core funding in the budget of £66,710 towards the provision of IAA services. There is no additional financial resource implication.

7. Sustainability

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 1st 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 31st March 2022.

8. Equality and Diversity

The allocation of IAA funding to Norfolk CA and other specialist IAA providers will increase access to IAA by young people and those that are unable to access or be supported by generic Norfolk CA IAA services.

9. Section 17 Crime and Disorder considerations

9.1 There are no Crime and Disorder considerations

Public Space Protection Orders (PSPOs) Review & Consultation: Dog Restrictions on Beaches, Promenades and Wider District.

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 1st 2018 and are due to expire on the 1st 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:

- Cabinet to approve officer recommendations with no changes or amendments.
- Cabinet to amend officer recommendations based on consultation comments.

Conclusions:

All the PSPOs identified in this report are due to expire on the 1st 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:

- 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.
- 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”.

- 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 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) Nigel Lloyd	Ward(s) affected All Wards
Contact Officer, telephone number and email:	
Emily Capps Assistant Director of Environmental and Leisure Services emily.capps@north-norfolk.gov.uk 01263 516274	
James Ashby Scientific Team Leader James.ashby@north-norfolk.gov.uk 01263516372	

1. Introduction

- 1.1 In October 2014 the Anti-Social Behaviour, Crime and Policing Act 2014 came into force giving the Council new powers to implement Public Space Protection Orders (PSPOs) to deal with a nuisance or an anti-social behaviour issue that is detrimental to the local community’s life by imposing conditions on the use of a specific area of land.

- 1.2 In January 2015, a Cabinet report highlighted the changes in the legislation with the introduction of the new Act, this report asks for a Scheme of Delegation to move forward the designation of PSPOs across North Norfolk where there is a need for them and then review them once every 3 years as required in the legislation.
- 1.3 In April 2017 cabinet approval was granted regarding the creation of a number of PSPOs across the district, following a wide consultation process. Included in these proposals were 8 orders regarding the prohibition of dogs off leads and bans on beaches in all of our main beach and promenade areas. In addition, a single order was granted to prohibit dog fouling on all public land in North Norfolk.
- 1.4 The 9 orders identified in section 1.3 became live on May 1st 2018 and are due to expire on the 1st May 2021. In accordance with section 60 of the Anti-social Behaviour, Crime and Policing Act 2014 the Council can continue and renew orders for a further 3 years if sufficient justification exists to do so. Included in this is a requirement to consult on the Councils intentions

2. Public Space Protection Orders

- 2.1 The Public Space Protection Order is intended to deal with a particular nuisance in a particular area which negatively affects the community's quality of life. They apply to everyone and will impose conditions on the use of a particular area (e.g. restricting the use of a highway late at night by groups of people, the drinking of alcohol in a public space or banning dogs from a location).
- 2.2 Only local authorities may issue these orders. The authority must reasonably believe that the behaviour is detrimental to the local community's quality of life and that the impact of the behaviour warrants restrictions being implemented. The behaviour must be on-going or persistent (or there must be a reasonable belief that future behaviour will be on-going or persistent).
- 2.3 Orders may last for up to three years and may be extended. The breach of an Order will be a criminal offence subject to prosecution or a fixed penalty notice. The amount for these was agreed by Cabinet in January 2015 as £80 with a reduced fee of £60 if paid within 10 days.
- 2.4 The Council currently has 46 PSPOs which are active. These orders have a maximum duration of 3 years, after which the Council can either discontinue the order or continue with them for a further 3 years' subject to there being sufficient justification to do so.
- 2.5 Of the 46 PSPOs, 9 orders which were created in 2018 are due to expire on the 1st May 2021 (see table below)

PSPO Area	Created	Renewal Date
Bacton Promenade and Beach	1st May 2018	1st May 2021

Cromer Promenade and Beach	1 st May 2018	1 st May 2021
Mundesley Promenade and Beach	1 st May 2018	1 st May 2021
Overstrand Promenade and Beach	1 st May 2018	1 st May 2021
Sea Palling Promenade and Beach	1 st May 2018	1 st May 2021
Sheringham Promenade and Beach	1 st May 2018	1 st May 2021
Walcott Promenade and Beach	1 st May 2018	1 st May 2021
West Runton Promenade and Beach	1 st May 2018	1 st May 2021
Dog Fouling District Wide (Public Land)	1 st May 2018	1 st May 2021

North Norfolk District Council intends to extend all of the PSPOs specified in the above table for a further 3 years. The justification for this action is that the Council believes that continuation of the orders will prevent the continued occurrence and re-occurrence of unlawful activity.

2.6 In regards to section 2.5, we believe that there is sufficient justification to renew these orders on the following basis:

- Without these orders in place the Council has no authority to legally enforce in these areas.
- 8 orders identified for renewal relate to beaches and promenades and 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".
- Annually the Environmental Protection team receives a continuous flow of dog related complaints in those areas specified above.

2.7 In regards to our recommendations there is a requirement under the 2014 Act to undertake a consultation with our Statutory Consultees regarding the decision to renew and continue with these orders. This Consultation will occur between 29th March 2021 and 18th of April 2021. The consultation is open to all the public, local Town and Parish Councils, NNDC members, Local MPs, and relevant County Councillors.

2.8 It is anticipated that the results of the consultation will be known by the time this report reaches the point of cabinet and full council approval. However, it is our view that the importance of these orders is such that approval should be given irrespective of consultation responses, unless suggestions can contribute to improving the nature of each order. In addition, it is important to emphasise that in effect we are not proposing to change our position regarding these orders, as such, the consultation response regarding the 2017 Cabinet report are still relevant and can be drawn upon in this instance.

In respect to the 2017 consultation, the Council did not receive any comments regarding the creation of the orders specified in this report.

3. Corporate Plan Objectives

- 3.1 The purpose of the dog restrictions on beaches and promenades is to maintain the environmental quality of these areas for all to enjoy. Essentially the education and enforcement work surrounding the PSPOs relating to dog control feed directly into two corporate objectives namely, Quality of Life and Climate, Coast and Environment.

4. Medium Term Financial Strategy

In this instance there is no requirement to consider these aspects. The operation of these orders will be undertaken within existing budgetary constraints of the service area.

5. Financial and Resource Implications

The implementation of the renewal of these orders has no significant financial implications to the authority with the cost and resources of the consultation process and any new signage required being met from the existing budget and staffing for this service area.

6. Legal Implications

The renewal of these orders in these areas is essential to allow enforcement to continue. Failure to approve the recommendations of the report could result in criticism of the Authorities ability to actively enforce against antisocial activities in key areas.

7. Risks

As above, there are no significant risks associated with the implementation of this process, as long as all delegated decisions are recorded in detail with options considered rejected/excepted, advice taken and results of any consultations undertaken.

The only other risk is associated with an expectation of the local community around enforcement of these Orders and it needs to be made clear early that enforcement will be in line with the Council's Enforcement Policy.

8. Sustainability

There have been no sustainability issues identified with the recommendations of the report

9. Climate / Carbon impact

We do not believe there to be any climate or carbon implications regarding this area of work

10. Equality and Diversity

This report does not raise any issues relating to Equality and Diversity.

11. Section 17 Crime and Disorder considerations

These orders have a crime and disorder focus and the proposals in this report will positively contribute to meeting Section 17 responsibilities. The ability for Council officers to continue to use the controls provided by the PSPO's will enable them to deal with anti-social behaviour across the district which are of concern to local communities.

12. Conclusion and Recommendations

In conclusion of this report it is the recommendation that the 9 orders specified within this report should be renewed and endorsed by cabinet approval before expiry on the 1st May 2021.

Council Activity in Relation to the Regulation of Investigatory Powers Act 2000 (RIPA)

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)	Ward(s) affected All
Contact Officer, telephone number and email: Steve Hems, 01263 516182 Steve.hems@north-norfolk.gov.uk	

1. Introduction

- 1.1 Members may be aware that the Regulation of Investigatory Powers Act 2000 (RIPA) ("the Act") provides a structure under which certain methods of surveillance are controlled.

Some of these methods are used by local authorities and indeed this Council, for a range of activities, particularly as a part of regulatory and enforcement activity and for the purposes of preventing crime and disorder.

- 1.2 Clearly, there will always be concern about potential intrusion into people's privacy where any surveillance is undertaken and indeed, the Human Rights Act 1998 enshrines this issue in legislation. The Council's Policy in this area seeks to ensure that where surveillance activity is necessary, privacy is protected wherever possible.
- 1.3 The Act requires that the Council publishes a policy and procedures for its activities in this area, which lay out a framework for authorising certain methods of surveillance which may be necessary during activity undertaken by the Council. This requirement is discharged through the Regulation of Investigatory Powers Act 2000 Policy and Procedures document ("the Policy")

- 1.4 The Council is required to keep the Policy under review and is subject to periodic inspection in relation to this and any authorised activity by an external body. It should be noted that the external body has changed since the last update to members from the Office of the Surveillance Commissioners (OSC) to Investigatory Powers Commissioner's Office (IPCO).
- 1.5 IPCO provides independent oversight and authorisation of the use of investigatory powers by intelligence agencies, police forces and other public authorities.
- 1.6 IPCO's purpose is to oversee how these powers are used, taking account of the public interest and ensuring that investigations are conducted in accordance with the law.

2. Use of RIPA Powers by the Council

Since the last update report to members there have been no authorisations issued for the use of either Covert Human Intelligence Sources (CHIS) or Directed Surveillance (DS) activities as there were no applications made during the period.

2.1 Regulation of Investigatory Powers Act 2000 Policy and Procedures

Following an inspection by the OSC in 2017 the Policy was updated to cover all of the points raised during the recent that inspection and to reflect accepted good practice contained in the government guidance and relevant codes of practice.

The Policy contains a number of defined roles against which specific officers were named. A number of staff named in these roles left the Council in late 2019 and early 2020 and, whilst temporary arrangements to retain compliance were put in place, it was identified that further training was required to enable offices fulfilling these roles to be competent. This training was booked for May 2020, however due to Covid19 restrictions it had to be postponed, with subsequent attempts to rebook during the year thwarted by further restrictions or Trainer availability.

This training has now been rebooked for 27th/28th May 2021 both for those new to specific roles and some general refresher training for those officers who need awareness of the regulations.

As part of the package offered by the training firm, they conduct a review of the Policy documentation and identify any areas where the document could be improved to reflect current best practice or any legislative changes. The delay to the delivery of training has also delayed this work, as they are typically delivered at the same time. The Policy will therefore be updated at the end of May 2021.

As the Regulation of Investigatory Powers Act 2000 Policy and Procedures is an Operational Policy outside the Policy Framework, a recommendation for Full Council to approve it is not required. Once a full review of the Policy has been completed a further report will be provided to allow Members to determine that the Council's policy remains fit for purpose.

2.2 Inspection and Recommendations

On 17 February, the Council was the subject of a remote inspection by an IPCO Inspector, Mr Ges Horne, who looked at the use of powers in relation to directed surveillance and CHIS and the Regulation of Investigatory Powers Act 2000 Policy and Procedures document.

The Inspector was satisfied the Council has demonstrated a level of compliance that removed the requirement for a physical inspection with the recommendations made in the January 2018 OSC inspection having been largely discharged and those elements that had not been fully delivered, such as training, had been arranged but delayed by factors outside the control of the Council.

3. The Inspector recommended a small number of minor amendments to the Policy document and these have been incorporated into the Policy already.

IPCO are currently undertaking work on data assurance on the material acquired under RIPA and the Investigatory Powers Act 2016; essentially how this is retained, reviewed and destroyed, by all public authorities. The Council is currently looking at its internal processes to ensure a good level of confidence in these safeguarding practices.

3 Financial Implications and Risks

- 3.1.1 There is a risk of a claim for legal costs and or damages if surveillance is undertaken outside of the protection provided by compliance with the RIPA requirements. The Policy, when followed, should protect the Council against such challenge.

4. Sustainability

There are no sustainability issues arising from this report

5. Equality and Diversity

There are no equality and diversity issues arising, as these are considered automatically, when making decisions regarding the use of RIPA powers.

6. Section 17 Crime and Disorder considerations

The investigation of Crime and Disorder goes to the heart of the cases behind required surveillance activity.

7. 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.

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Disposal of property

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.

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)

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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

1. Introduction

- 1.1 The property was brought to the Council's Enforcement Board during 2015 over concerns that the owners' of the property were either unwilling or unable to preserve the fabric of the building which is of listed status.
- 1.2 In 2016 the Council served an Urgent Works Notice under section 54 Planning (Listed Buildings and Conservation Area) Act (1990). This required urgent works to be done within a three-month period and a Repairs Notice for the remainder of the works was issued under section 48 of the same Act, allowing 12 months for these works to be completed.
- 1.3 The previous owners had requested the works be deferred to enable them to sell the property as they were unable to complete the works listed in the notice. Having not sold the property and with the continuing deterioration the Council's Cabinet in 2018 solved for officers to undertake negotiations to acquire the property through a voluntary disposal or by way of a compulsory purchase order.
- 1.4 The former owners agreed to a voluntary disposal of the property to the Council and following legal completion of the property, a feasibility study to investigate the potential opportunities with the property was undertaken. Having considered the findings of the study, subsequent options appraisal, level of investment required to repair and refurbish the property, Officers supported a disposal of the property.

2. Disposal

- 2.1 Officers appointed an experienced and local estate agent, following a procurement exercise to advertise the freehold property for sale on the open market during 2020.
- 2.2 During this time there have been a number of viewings including an offer made by a potential purchaser to acquire the property, as described in the exempt appendix. Once the disposal transaction is complete the purchaser will undertake a refurbishment programme and covenants will be included in the legal contract requiring the purchase to complete the works as outlined in the Urgent Works Notice.
- 2.3 The proposed disposal of the property is in accordance with the Council's Disposal policy, which provides a framework through which the Council can effectively manage its portfolio.
- 2.4 The Council will seek to dispose of its assets where it is in the best interest of the Council. In the case of this property, the asset does not contribute to the delivery of Council services and is a risk to the Council due to its dilapidated condition. The disposal, will enable the property to be repaired, improved and brought back into use, which will enhance that area of the community.

4. Conclusion

- 4.1 The property was acquired as the former owners were unable to undertake the substantial repairs needed to ensure the preservation of the property which has continued to worsen as time passes.
- 4.2 Whilst the Council could have undertaken the repairs and renovation as the feasibility study and options appraisal demonstrated, it would result in a substantial capital outlay and resource requirement.
- 4.3 A disposal of the property will see the property repaired in accordance with the Urgent Works Notice and brought back into habitable use.

5. Implications and Risks

- 5.1 When disposing of land and property assets, Section 123 of the Local Government Act 1972 requires the Council to achieve the best consideration reasonably obtainable.
- 5.2 The property has been advertised for sale for approximately 12 weeks on the open market with an experienced estate agent and therefore officers are satisfied that best consideration has been reasonable obtained.
- 5.3 Eastlaw will act on behalf of the Council in relation to the disposal transaction and covenants requiring the purchaser to undertake the Urgent Works Notice will be included within the contract. Monitoring of this covenant will be undertaken to ensure the essential works are completed.
- 5.4 There is a risk with all disposal's that it does not legally complete and if this was to occur, the Council could either commence remarketing or revisit options to undertake the repairs itself.

6. Financial Implications and Risks

- 6.1 Financial details regarding the offer are included in the exempt appendix.

7. Sustainability

- 8.1 The sale of the property will see the building be repaired and brought back into habitable use and such works to the property will be required to meet current Building Regulation standards.

8. Equality and Diversity

- 9.1 There are no direct equality and diversity issues with this proposal.

9. Section 17 Crime and Disorder considerations

- 10.1 There are no direct crime and disorder considerations with this proposal.

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of the Local Government Act 1972.

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