

Council



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20 April 2021

A meeting of the **Council** of North Norfolk District Council will be held remotely via Zoom on **Wednesday, 28 April 2021 at 6.00 pm.**

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

PUBLIC ATTENDANCE AND PUBLIC SPEAKING – COVID-19

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

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

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

Emma Denny
Democratic Services Manager

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

Members of the Management Team, appropriate Officers, Press and Public



**If you have any special requirements in order
to attend this meeting, please let us know in advance**

If you would like any document in large print, audio, Braille, alternative format or in a different language please contact us

Chief Executive: Steve Blatch
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A G E N D A

1. APOLOGIES FOR ABSENCE

To receive apologies for absence, if any.

2. MINUTES

1 - 40

To confirm the minutes of the meeting of the Council held on 24 February 2021.

3. 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.

4. TO RECEIVE DECLARATIONS OF INTERESTS FROM MEMBERS

41 - 42

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)

5. CHAIRMAN'S COMMUNICATIONS

To receive the Chairman's communications, if any.

6. LEADER'S ANNOUNCEMENTS

To receive announcements from the Leader, if any.

7. PUBLIC QUESTIONS AND STATEMENTS

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

8. APPOINTMENTS TO COMMITTEES, SUB-COMMITTEES, WORKING PARTIES & OUTSIDE BODIES

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

9. PORTFOLIO REPORTS

43 - 74

To receive reports from Cabinet Members on their portfolios.

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

No member may ask more than one question plus a supplementary question, unless the time taken by members' questions does not exceed 30 minutes in total, in which case, second questions will be

taken in the order that they are received (Constitution, Chapter 2, part 2, section 12.2)

Cllr A Fitch-Tillett – Coast
Cllr V Gay – Health, Wellbeing & Culture
Cllr G Hayman – Housing & Benefits
Cllr R Kershaw – Economic Development
Cllr N Lloyd – Environment & Climate Change
Cllr E Seward – Finance & Assets
Cllr L Shires – Organisational Resources
Cllr J Toye – Planning & Enforcement

10. ADDITIONAL RESTRICTIONS GRANT

75 - 80

Summary: This report sets out the current financial position of the COVID Additional Restrictions Grant (ARG) and the actions the Council plans to undertake to commit the remainder of the District's allocation which is intended to support businesses and the local economy.

Options considered: The Council is obliged to use the ARG fund to support local businesses, particularly those who have not been able to benefit from the mandatory grant schemes. The Government has advised that this should predominantly take the form of discretionary grants. However, the fund also allows the Council to use funding to deliver wider business support to which a range of options, including those outlined within this report, are possible. The Council could choose to focus the remaining allocation solely on providing grants. However, it is recognised, particularly as national restrictions are eased, that businesses would additionally benefit from a broad offering of non-financial support to assist their recovery process, enable them to embed Covid-safe practices and measures and to support resilience.

Conclusions: The Covid-19 pandemic has taken a considerable toll on local businesses. Whilst some businesses have either been able to trade to some extent – because they are non-customer facing, through diversification or via e-commerce channels – many have been heavily impacted and continue to struggle to meet their ongoing fixed costs and recoup their losses. Whilst the mandatory schemes have played a significant role in helping some businesses, there are many others who have *slipped between the cracks*. The ARG scheme, and the wider support it can offer, provides an opportunity for the Council to

address the support needs of some of those businesses who have not been able to access such schemes and for the Council to provide a wider range of assistance to help the local economy to bounce back.

- Recommendations: It is recommended that:
- Full Council note the content of the report and the progress to date in committing the ARG allocation to support local businesses;
 - given the time constraints, that delegation is provided to the Director of Resources, in consultation with the Cabinet Member for Sustainable Growth Economic, to:
 1. establish the terms and processes to commit the remaining ARG fund by 30 June 2021, and;
 2. develop a programme of business support using the anticipated ARG top-up funds that the District will benefit from following the full dissemination of the current fund.

Reasons for Recommendations: To ensure the funding is fully defrayed within the timescales determined by the Government.

Cabinet Member(s) Cllr Richard Kershaw Portfolio Holder for Sustainable Growth	Ward(s) affected All
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Contact Officer, telephone number and email:
 Stuart Quick (Economic Growth Manager), 01263 516263,
stuart.quick@north-norfolk.gov.uk

11. PREPARATIONS FOR MANAGING ANTICIPATED INCREASED VISITOR NUMBERS - SUMMER 2021 81 - 86

Summary: With continued uncertainty about the opportunities for people to take overseas holidays this summer due to the ongoing COVID pandemic, it is expected that demand for staycation holidays in the UK will be strong; such that tourist destinations, such as North Norfolk, will need to make some contingency arrangements to manage larger numbers of staying and day visitors to the district than might be the case in a more “normal” year. This report details the consideration the District Council is giving to the management of larger numbers of visitors to the District during the

summer of 2021.

- Options considered: Do nothing and potentially see overcrowded seaside resort locations where a lack of parking, overcrowded beaches and town / village centres mean that visitors do not have a positive experience of the District and may not make repeat visits in future years.
- Conclusions: That the Council seeks to take a number of actions as detailed in the report to accommodate larger numbers of visitors to the District during this summer as part of the District's Recovery from the COVID pandemic in a way which seeks to minimise transmission of the virus, protects local residents and visitors, supports local businesses and economic recovery in the short, medium and longer terms.
- Recommendations:** Council is asked to note the report and actions proposed to accommodate large numbers of visitors to the District this summer, including:-
- Provision of advanced road signage promoting the large capacity of the Runton Road Car Park in Cromer, including the overflow "Carnival" field;
 - Proposed provision of chargeable weekend and Bank Holiday parking at the District Council's Holt Road offices in Cromer;
 - Exploring the operation of a Park and Ride service to serve Sheringham in conjunction with a private landowner in the A148 corridor to the south of the town, with a frequent bus service to the town centre (to operate throughout July and August);
 - Exploring the provision of a food court area from which to serve takeaway food / street food by local businesses from the vacant former tennis court area of North Lodge Park, with additional seating and bins in the park to reduce queues and congestion in the town centre
 - Refreshing our social distancing measures and signage as appropriate
 - With Visit North Norfolk promote less busy parts of the District for

visitors to explore to “avoid the crowds” through social media and other campaigns

- Review the provision and servicing of litter bins and public toilets in main visitor locations in the District to manage larger visitor numbers
- Provision of a composting toilet at the Beach Road car park in Weybourne in response to increased numbers of visitors to this car park.

Reason for Recommendations:- To ensure the Council makes appropriate advance planning arrangements to accommodate larger numbers of visitors to the District’s principal coastal resorts over the 2021 summer.

Cabinet Member(s): Cllr Richard Kershaw	Ward(s) affected:- All, but particularly coastal wards and wards in The Broads area
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Contact Officer, telephone number and email:
Steve Blatch, Chief Executive
Telephone:- 01263 516232
Email: steve.blatch@north-norfolk.gov.uk

12. SENIOR MANAGEMENT RESTRUCTURE

To receive an update from the Chief Executive on the senior management restructure.

13. RECOMMENDATIONS FROM CABINET 15 MARCH AND 12 APRIL

No recommendations were made to Council by Cabinet at the meetings held on 15th March and 12th April 2021.

14. RECOMMENDATIONS FROM THE OVERVIEW & SCRUTINY COMMITTEE 21 APRIL 2021

To consider any recommendations made at the meeting of Overview & Scrutiny Committee on 21st April.

Please note this meeting was held after the publication of the Full Council agenda, so the Chairman will provide a verbal update at the meeting.

15. QUESTIONS RECEIVED FROM MEMBERS

None Received.

16. OPPOSITION BUSINESS

None Received.

17. NOTICE(S) OF MOTION

The following Notices of Motion have been received:

1. Environment Bill

Proposed by Cllr N Lloyd

Background

Human activity has already resulted in climate change.

The impacts of rising temperatures are being felt around the world. Global temperatures have already increased by 1 degree Celsius from pre-industrial levels.

Limiting Global Warming to 1.5 degrees Celsius may still be possible with ambitious action from national and regional authorities, the private sector, and local communities.

Average World temperature records continue to be broken year on year with the previous 10 year period being the hottest on record (WMO). Despite this, green-house gasses continue to rise.

North Norfolk, with its extended coastline, is particularly susceptible to the effects of climate change.

Councils have an important role to play in tackling climate change. They can act as leaders and role models for others to follow. NNDC is committed to reaching net zero carbon by 2030. This pledge will soon be evidenced in our Climate Change Charter, indeed reducing the Council's carbon footprint has been a priority since 2019.

NNDC have already taken action by committing to planting 110,000 trees by 2023, switching to a green energy supply, renewable energy projects, introducing EVCP's to North Norfolk and including ambitious green policies into our draft Local Plan. Our journey has only just began.

Everyone, has a responsibility to reduce their impact on the environment - but we cannot be expected to solve the problem of climate change on our own. The Government has a huge role to play in restoring the quality of the air we breathe, nature, biodiversity and the natural environment.

The recently announced delay to the Environment Bill was therefore extremely disappointing. This Bill promised new powers to defend nature and biodiversity, protect our water supplies, reduce flooding potential, improve air quality, enhance waste and resource efficiency whilst improving recycling rates.

Motion:

North Norfolk District Council calls for the Government to reintroduce the Environment Bill at its earliest opportunity.

The Bill will call for a new environmental relationship between local and national Government. Councils will take a greater responsibility to enforce many aspects of the Bill and will be obliged to formally adopt new environmental improvement roles at a local level. NNDC believe we are well placed to take a leading role in this new agenda and to deliver ambitious plans to protect our beautiful district for future generations. However, this will come at a cost. This Council therefore calls upon Government to provide the support that will be required in terms of finance and legislative powers to ensure the Bill is implemented effectively.

NNDC will write to George Eustice MP to express our support for the Bill, urge him to reintroduce the Bill at his earliest opportunity whilst emphasising that adequate resources must be provided to local Councils.

Write to North Norfolk's two MP's seeking their support for the Environmental Bill and request them to take a leading role by championing its passage into law through Parliament.

2. Domestic Abuse

Proposed by Cllr W Fredericks, seconded by Cllr E Withington

Over the last year Norfolk Police has reported a 20% increase in Domestic Abuse. In Norfolk, 1 in 4 women and 1 in 8 men have reported being the victim of Domestic Abuse. Nationally this is 1 in 3 Women. (Fig. Norfolk County Council). Norfolk Police has recorded a 20% increase in cases over the last year. This is an epidemic. With only a 5% positive outcome of the 54% of cases reaching prosecution by the CPS. These are the cases we know about. There are many more hidden away.

Children are often witnesses and there are 692 children in Norfolk per day assessed as being at risk of DA.

This is now an incredibly urgent issue which needs all of our collective thinking on how to prevent acts of abuse, and find ways to support and enable survivors to flee from their situations and then ongoing support to continue to stay safe. Often the victim stays or returns because there is no support available.

The present system isn't coping with the numbers and we simply don't have the mechanism to help victims when they need it most. Survivors need help at the point of escape. Not to jump off a cliff with no-one to catch them. Recently I hid a family in a chalet and without the excellent work of our housing team, the next place would have been a caravan. Help is usually available in Greater Norwich, however, there is currently very little here in North Norfolk.

We welcome the upcoming Domestic Abuse Bill from Parliament. We can put steps in place to implement this legislation with the help of the following resolutions:

1) In May 2021, NNDC will establish and host a forum and invite the Police, Norfolk County Council, our experienced officers, agencies and survivors, to work together to find opportunities to provide support where there are currently gaps in services. Also to pull together our current working partnerships.

Working with NNDC and Norfolk County Council, the forum will help develop an action plan to improve support, to those who are living with DA in particular to those who have or want to escape away from their situation.

2) All staff and Members to be offered a short training course from Norfolk County Council which will raise awareness of DA and address the issues. We are a customer facing council and our officers are doing brilliant work with our residents. I believe that this will increase our empathy and show those suffering that we are listening and that we do care.

3) Domestic Abuse Champions (one officer and one member) to be trained and to be responsible for the following departments; Customer Services, Housing, Revenue and Benefits, Social Prescribing and Environmental Health.

As Members we are responsible for representing the needs of all our residents, those living with domestic abuse are part of the hidden community. It is vital that we have the support network in place to enable them to come forward and empower them to live in safety.

18. EXCLUSION OF PRESS AND PUBLIC

To pass the following resolution – if necessary:

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

19. PRIVATE BUSINESS

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Public Document Pack Agenda Item 2

COUNCIL

Minutes of the meeting of the Council held on Wednesday, 24 February 2021 in the remotely via Zoom at 6.00 pm

Members Present:

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

Also in attendance: The Chief Executive, The Director of Resources, the Monitoring Officer, The HR Manager, The Assistant Director of Organisational Resources, the Democratic Services Manager, the Democratic Services & Governance Officer (Scrutiny)

1 APOLOGIES FOR ABSENCE

Apologies had been received from Cllr S Butikofer and Cllr E Spagnola.

2 MINUTES

The minutes of the meeting held on 16 December 2020 were agreed as a correct record and signed by the Chairman.

3 TO RECEIVE DECLARATIONS OF INTERESTS FROM MEMBERS

None received.

4 ITEMS OF URGENT BUSINESS

None received.

5 CHAIRMAN'S COMMUNICATIONS

The Chairman welcomed Members to the meeting. He spoke briefly about his nominated charity, the Norfolk Wildlife Trust, had been holding several 'Cley Calling' remote events. The talks to date had been very good indeed and a small amount of money had been raised too.

6 LEADER'S ANNOUNCEMENTS

The Deputy Leader, Cllr E Seward, spoke on behalf of the Leader. He invited the Chief Executive to provide an update on the Covid situation.

The Chief Executive began by saying that Members would appreciate that with high and rising rates of COVID19 nationally over the Christmas and New Year holiday period, the Government had announced a third national lockdown on 4th January, which is to continue through until the 29th March.

North Norfolk had seen some of the lowest levels of COVID cases in the country during the first peak of the pandemic in spring of last year, throughout the summer and into the autumn. Up until 14th December, there had not been more than 100 cases on any day in the rolling 7-day reporting system used by the Government and the number of deaths from COVID in the District up until that date was 65. However, from 14th December cases nationally and locally rose rapidly and on 4th January North Norfolk recorded 442 cases or a rate of 421.6 per 100,000; when the Norfolk rate was 505 per 100,000 and the England national rate was 680.5 per 100,000.

Since 4th January case numbers have fallen steadily and at 17th February stood at 50 cases or a rate of 47.7 per 100,000 against a Norfolk rate of 99.3 and an England rate of 125.1 – with North Norfolk being the first authority in Norfolk to record a rate of below 50 cases per 100,000 since the New Year. North Norfolk continued to have one of the lowest cumulative rates of infection per 100,000 population of any local authority area in the country – 304th out of 314 local authority areas in England.

The total number of COVID deaths in North Norfolk at 22nd February since the pandemic started in March of this year was 181 deaths - giving a rate of 172.6 per 100,000 - compared to a Norfolk average of 196.5 and an England average of 189.3 deaths per 100,000. On this indicator North Norfolk didn't fare as well as a number of other authorities being the 190th out of the 314 local authority areas in England – possibly due to the older demographic.

The Chief Executive went onto say that the Council continued to work hard to maintain low levels of infection, supporting businesses through the payment of Government grants, people needing to self-isolate and local health partners deliver the first phases of the vaccine programme. As lockdown restrictions began to ease over the next four months, consideration was being given as to how the Council's resources would be deployed to ensure that the District, its businesses, residents and communities were in as strong a position as possible to "recover" from the recent national lockdowns quickly and safely.

Early consideration was being given to re-opening Cromer Pier from the 8th March; delivering key messages and advice to businesses, residents and visitors; supporting social distancing in the first few weeks of the restrictions being lifted, and planning for increased seasonal cleansing, litter bin emptying, beach and water safety. In addition, the Council continued to pay out Government grants to businesses; deliver local Test and Trace contacts to understand the needs of people who are self-isolating need for welfare and financial support; accommodate mobile testing facilities on District Council car parks at Cromer, Fakenham and more recently North Walsham; support colleagues in the health sector with vaccine delivery arrangements in the District and with public health colleagues considering arrangements in the coming months to support the delivery of community and workplace surveillance testing so that across the County Councils could keep on top

of any localised outbreaks which it was anticipated might occur alongside the delivery of the vaccine programme and phased lifting of restrictions; as well as planning for the delivery of the County Council and Police and Crime Commissioner elections on 6th May.

Cllr R Kershaw said that he wished to add that it had been very pleasing to see the rates falling in North Norfolk. He said that he wanted to thank officers for responding so promptly and positively to queries for information and support – particularly from other public bodies such as the Clinical Commissioning Group (CCG).

7 PUBLIC QUESTIONS/STATEMENTS

The Chairman informed Members that three members of the public were in attendance and had submitted questions. He invited them to speak in turn:

Mr Jon Payne asked the following question:

‘Does the Deputy Leader agree that councillors should take every precaution to protect the public and abide by the current Covid regulations?’

Cllr Seward thanked Mr Payne for his question. He said that following receipt he had checked with the Chief Executive’s office as to whether any concerns had been raised regarding the behaviour of any elected member and their failure to abide with the Covid regulations and he had been assured that none had been received.

The Chairman invited Mr Payne to ask a supplementary question. He said that as a senior Liberal Democrat, Cllr Seward would be aware of the advice given by the party to deliver leaflets by hand – in contravention of government advice. He asked whether Cllr Seward would be prepared to take the opportunity to disavow this stance and affirm that all candidates and activists for all parties in North Norfolk should follow police advice and protect the public. Cllr Seward said that the North Norfolk Liberal Democrats abided by the Covid regulations and the requirements of the law.

The Chairman then invited Mrs Judy Oliver to speak. She asked:

‘What date is the Audit report into the Cromer Tennis Hub project expected to be published?’

Cllr Gay, Portfolio Holder for Leisure, replied that the report was commissioned by the Council and prepared by the Internal Audit consortium. It would be considered by the Governance, Risk & Audit Committee at their meeting on 9th March 2021. This was a public meeting and papers would be published on 1st March.

Mrs Oliver then asked Cllr Seward about comments he had made in the press recently regarding the cost burden of the project on the current administration. She referred to the decision by Full Council to proceed with the project once the Lawn Tennis Association (LTA) had withdrawn funding, and said all members had voted in favour (following the approval of a business case) to continue with the project. She asked whether, in light of this, Cllr Seward now wished to retract the comments he had made to the Press. Cllr Seward said that he did not intend to retract anything that he had said.

The Chairman invited Mr Rhodri Oliver to speak. He asked the following question:

‘Does Cllr Seward, in his capacity as Portfolio Holder for Finance & Assets, agree that every step should be taken by councillors to ensure value for money is obtained for the taxpayer in all spending of public funds by NNDC?’

Cllr Seward replied that he did agree with Mr Oliver’s statement and he said that the Budget debate later in the meeting included a proposal not to increase council tax whilst maintaining services, reflected the Administration’s ambition to achieve value for money.

Mr Oliver then asked the following supplementary question:

As Cllr Seward agrees that councillors were accountable for their actions both individually and collectively. Can he explain how value for money was obtained when the capability review was commissioned in 2019 – specifically by not obtaining multiple quotes for the work, by failing to complete the contract and by awarding the contract to someone known to an elected member.

Cllr Seward replied that officers had advised that the process followed had been proper and legitimate.

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

The Deputy Leader informed Council of the following appointments:

- Planning Policy & Built Heritage Working Party – Cllr R Kershaw to replace Cllr T Adams
- North Norfolk Community Transport (outside body) Cllr L Shires to replace Cllr N Lloyd
- Broads Futures Initiative (outside body) – Cllr A Varley to be appointed as a substitute

9 APPOINTMENT OF MONITORING OFFICER

The Chief Executive introduced this item. He explained that under Section 5 of the Local Government Housing Act 1989, the Council was required to designate a Monitoring Officer. The officer who had fulfilled this role since 2016 had recently left the Council and it was proposed that Cara Jordan, Assistant Director for Finance, Assets and Legal was appointed on a permanent basis.

It was proposed by Cllr E Seward, seconded by Cllr R Kershaw and

RESOLVED

To appoint Cara Jordan, Assistant Director for Finance, Assets & Legal as the Council’s Monitoring Officer on a permanent basis and with immediate effect.

One member voted against.

10 UPDATE ON MANAGEMENT RESTRUCTURE

The Chief Executive introduced this item. He explained that following approval of the new management structure, good progress had been made in moving forwards with the process of recruiting into the new structure. As yet, no appointment had been

made into the position of Director of Place and Climate Change and it was proposed that the recruitment process for this role would commence shortly and completed in April. A further report would be brought back to the meeting of Full Council outlining the details of the new management structure and consequential savings and efficiencies.

11 RECOMMENDATIONS FROM CABINET 01 FEBRUARY 2021

The Chairman invited Cllr Seward, Portfolio Holder for Finance to speak.

- a) Agenda item 11 - Medium Term Financial Strategy 2022 -2025

Cllr Seward said that this item had been considered by the Overview & Scrutiny Committee.

It was proposed by Cllr Seward, seconded by Cllr L Shires and

RESOLVED to

Approve the Medium Term Financial Strategy 2022 -2025

- b) Agenda item 12 – Capital Strategy

Cllr Seward confirmed that this item had been considered by the Overview & Scrutiny Committee.

It was proposed by Cllr Seward, seconded by Cllr J Toyé and

RESOLVED to

Approve the Capital Strategy and Prudential Indicators for 2021-2022

- c) Agenda Item 13 – Investment Strategy 2021/22

Cllr Seward confirmed that this item had been considered by the Overview & Scrutiny Committee.

It was proposed by Cllr Seward, seconded by Cllr P Heinrich and

RESOLVED to

Approve the Investment Strategy 2021/2022

- d) Agenda item 14: Treasury Management Strategy 2021/22

Cllr Seward confirmed that this item had been considered by the Overview & Scrutiny Committee.

It was proposed by Cllr Seward, seconded by Cllr J Toyé and

RESOLVED to

Approve the Treasury Management Strategy 2021/22

- e) Agenda item 15: North Norfolk Council Tax Hardship Fund

Cllr G Hayman, Portfolio Holder for Benefits introduced this item. He explained that the Council Tax Hardship policy supported the administration of the hardship fund.

It was proposed by Cllr Hayman, seconded by Cllr S Penfold and

RESOLVED

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

12 COUNCIL TAX SUPPORT SCHEME 2021/22

Cllr G Hayman, Portfolio Holder for Benefits, introduced this item. He explained that the Council had to review and agree its 2021/22 Council Tax Support (CTS) scheme for working age people by 11 March 2021. A public consultation had been held between 11th January to 7th February 2021 and the report detailed the results of this and outlined the final CTS scheme for 2021/22.

It was proposed by Cllr G Hayman, seconded by Cllr A Brown and

RESOLVED

To approve the Council Tax Support scheme for 2021/2022

13 BUDGET AND COUNCIL TAX 2021-2022

The Chairman outlined the process to Members, explaining that there would be a number of recorded votes.

Cllr C Cushing said that he would like clarification regarding the use of a corporate background during remote committee meetings. He said that all members had been issued with a background and the revised Remote Meetings Protocol emphasised the requirement to use it for formal committee meetings. He asked why not all members were using it, with some using their own backgrounds instead.

Cllr R Kershaw said that it did not work on his device. He said that he hoped another background would be developed that could be used.

Cllr Hayman was asked to respond regarding the use of his own background. He said that he did not feel that Cllr Cushing's concerns related to the use of an alternative background but unease around the slogan that was being displayed on it.

Cllr T FitzPatrick requested that the Monitoring Officer provide guidance to Members on the use of corporate backgrounds and whether backgrounds with a political slogan should be used.

Chairman invited the Chief Financial Officer to explain the robustness of the estimates and the adequacy of the reserves, as required to do by statute. He referred members to pages 118 - 122 of the agenda, which highlighted a number of financial risks to the authority which had been compounded by the Covid pandemic. Regarding the adequacy of the reserves, he directed Members to pages 122-123 of the agenda and appendix B. He said that in his opinion, the overall budgeted level of both the General Reserve and the Earmarked Reserves were considered adequate in the short term to medium term and that the Budget had been produced within a robust framework.

Cllr E Seward, Portfolio Holder for Finance, was invited to present the Budget, together with the proposed amendment (circulated prior to the meeting).

Cllr Seward began by saying that he would like to thank officers for their time and support in preparing the budget. It had been a unique and challenging period in which to set a budget and had been particularly challenging to forecast the Council's financial position in future years.

He then said that he wanted to propose an amendment. The revised recommendations 1,2,3,7,10 & 11 were outlined in the subsequent papers circulated.

The amendment proposed that there would be no increase in the charge local residents were being asked to pay for District Council services next year. This was possible as the final budget calculations showed a surplus in the Business Rates Collection Fund which has been augmented by Central Government payments and reliefs arising from the Covid pandemic. The Cabinet was of the view that part of this surplus should be used to help our residents by not increasing the Council Tax that this Council charges them. For many households the pandemic had seen them hit hard financially and Cllr Seward said that he believed that the Council should be doing what it could not to increase the financial burdens they are facing. He added that he expected the Council to be one of the few in England not to increase council tax this year and that reflected how well the finances were being managed. North Norfolk also continued to have one of the lowest Council Tax precepts amongst English District Councils with some 80 per cent having a higher Council Tax precept.

Cllr Seward then said that there would be no reductions in the services provided by the District Council. This was important given that the District Council itself provided just over 60 per cent of essential local government services. There would also be no increase on most of the Council's fees and charges. Car park charges would remain at the same level helping to encourage visitors back to the District once the area was able to reopen its vital tourist and hospitality economy.

He then outlined the work that the Council would continue to focus on as part of delivering its priorities for improving services and facilities in the District.

This included:

- a new leisure centre to open in Sheringham in August and within budget.
- Roll out of a £1.4m programme to support more affordable homes.
- Continuation of the tree planting scheme to plant 110,000 trees by 2023 under the Council's Green agenda which was supported by a £300k budget and by two newly appointed environment officers.
- Seafront chalet improvements in Cromer and Sheringham.
- More temporary housing accommodation being obtained by the Council for residents in high housing need with 11 properties bought or being purchased to date. This was projected to save the Council £187k in a full year by no longer using more expensive bed and breakfast accommodation and providing a better form of housing for homeless residents.
- The Information and Advice Budget doubled to provide support to residents who are

vulnerable and /or in need of advice and support in the current challenging environment.

- Continuation of the toilet refurbishment programme. It now included temporary toilets at the Weybourne car park. Proposals would also be brought forward to refurbish the toilets at the Leas, Sheringham with up to date facilities for disabled persons.

He said that all of these initiatives were being supported by a 'fit for purpose' management structure. This new structure was expected to be cost neutral.

Cllr Seward then referred to Cromer Pier. He said that the appendix on the Council's Capital programme showed significant expenditure on refurbishment works. The Council does this because the Pier is central to our tourism offer as the 'Jewel in the Crown' which attracted many visitors to North Norfolk. There had been recent articles in the local press about the pier which could be interpreted as suggesting that the Council wished to change the way it funded, owned and operated the Pier. He said that that the Council's administration had no plans to do this. The Council administration remained very appreciative of businesses operating at the Pier particularly given the challenging times they were going through.

Cllr Seward then spoke about the financial challenges faced by the Council in future years. Twelve months ago the Council was forecasting a deficit of £1.8 million. In reality, the Council had ended up with a surplus of £744k. In previous budget reports he said he had spoken in some detail about the problems the Council faced in knowing what level of Central Government support the Council could expect in future years so that it could better plan its finances and the services it delivered. Consequently, he welcomed the Overview & Scrutiny Committee recommendation that the Council must continue to lobby the Government on this issue. The Council appreciated the thanks it had received from Government Ministers for the work done to address the challenges posed by the pandemic. It included a personal telephone call from a Minister to the Chief Executive thanking the Council for its high performance in getting Government grants out to local business. In return Cllr Seward said that he would like to ask that the Government gave priority to removing the uncertainties faced by Councils over future funding support.

Cllr Seward continued by saying that there was however, one further development which was adding to the financial challenges faced by this and other Councils. The Government had now placed restrictions on Council's developing commercial activities to boost income and thus protecting services and keeping down Council Tax by not allowing them to borrow money from the Public Works Loan Board with its advantageous lending rates. Overnight this had curbed the Council plans to invest in commercial projects to improve its income stream, which was very disappointing.

Cllr Seward said that looking at the Council's financial position moving forward, the projected deficits were largely due to forecast reductions in Central Government funding to the Council. Officers had taken a cautious approach given the uncertainties involved. He said that he did not expect the reduction in Government support to be as great as forecast but as a financially prudent Council, it was necessary to have plans in place should the Council find itself facing a 'worst case scenario' situation. Hence there were recommendations to transfer £550k to reserves to better protect the Council's future financial position and to help with the delivery of priorities for improving services and facilities. A programme to ensure that the Council's resources were effectively meeting the Council's corporate priorities would start in the summer with a Zero Based Budgeting exercise, fees and charges would be reviewed to ensure there was a full cost recovery and suggestions made by officers and members in briefings late last year to generate income and find savings would be reviewed for feasibility with departments asked to assess the impact of a 10 per cent funding reduction as part of the 2022/23 budget process. He said that this indicated that planning was in hand to find savings to meet future deficits should this be required and would be undertaken in a way that, as far as possible, protected front line services.

Cllr Seward said that the Council had a good track record in delivering savings and the programme that was just ending had delivered annual savings of around. £744k. It was important as a Council that resources were used efficiently to enable the Corporate priorities to be supported and to ensure that value for money was being achieved in the services provided to residents.

As a billing authority for Council Tax, residents would see an increase of around £70 in 2021/22 for the average Band D Council Tax payer due to Council Tax increases being made by Norfolk County Council and the Police and Crime Commissioner.

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Cllr Seward concluded by saying that in the current financial year, the Council had received £1.7 m in Central Government support to cater for loss of income and expenditure as a result of the COVID pandemic. The most recent estimates suggested that the Council would be able to balance its accounts for this period and not have a deficit. The Council was grateful for the additional Central Government support it had received and as the implications of the Covid pandemic would remain for some time it was hoped that further assistance would be available. However, the Council still had to manage its financial affairs soundly and it was because of this that the budget for the next financial year had no cuts in services, no increase in Council Tax and continued with the ambitious programme to improve services and facilities in the District. He said that he commended the recommendations as amended in the Budget report to Members.

Cllr A Fitch-Tillett seconded the amendment. She began by reiterating Cllr Seward's thanks to the officers for their hard work. She said that the surplus in the business rates collection fund and the additional income from the New Homes Bonus, which had led to the amendment, had put additional pressure on officer to prepare the reports in time for the Budget debate. She then outlined the background to both the NHB and the Business Rates Collection fund and

explained how the increase in funding had come about. She went on to say that the most important people to the Council were the residents. She said that as soon as Cabinet members were aware of the additional funding available, they were in agreement that it should be used to support a freeze in council tax. She concluded by saying that she commended the amendment to Members.

The Chairman then invited Cllr C Cushing, Leader of the Opposition to respond to the Budget.

Cllr Cushing began by thanking the Director of Resources and his team for their support and hard work in preparing the Budget. He said that he felt it was a disappointing budget that did nothing to address the future needs of the Council.

On a positive note, it was a balanced budget, however the reason for this was central government's funding contribution which was around £1.2m. He added that businesses had also received a huge amount of support from government through various grants totalling £87m across North Norfolk. This together with the furlough scheme, showed that the Government had put an incredible amount of support in place during the pandemic. He went on to say that because of this additional support, the Council had been able to produce a balanced budget for the forthcoming year, however, the picture for future years looked increasingly bleak. It was predicted that there would be a deficit of £2m for every financial year from 2022/23 onwards. He said that it should be a major priority of the Administration to start putting plans in place this financial year to address these impending shortfalls. However, nothing had been done. What was striking about the budget and the MTFs was that there was no strategy in place to address future financial challenges. The Administration had been in place for two and a half years but no money saving initiatives had been presented and no income-generating proposals had been put forward. He compared this to the previous Conservative administration which had initiated a number of savings proposals during 2016/17 which were now estimated to deliver substantial savings each year. Yet there was no equivalent coming forward in 5 years' time.

Cllr Cushing went on to say that the Administration's approach seemed to be to hope that the Government continued to provide funding to bail the Council out. He said that their failure to plan for the future was an abdication of responsibility. He then spoke about the proposal to freeze council tax. He had been expecting to talk about a proposed rise as this had been in the papers that had gone to Cabinet and then Overview & Scrutiny Committee and the initial report to Full Council. He had been surprised to read Cllr Seward's comments about a proposed freeze, although he believed that it had been in response to comments made by Duncan Baker MP in Parliament. He called on the Administration to abandon any future council tax increases that may be planned in the next two years.

Cllr Cushing made reference to the recent senior management restructure and the high costs it had incurred. Had this money not been spent, it could have funded council tax freezes for this year and next year. He disputed Cllr Seward's claim that the restructure was 'cost neutral', saying that he could not see how adding three Director roles into the existing structure could help the council limit its staff costs. He believed that the money spent on this could have been spent elsewhere – such as in the local towns to provide free parking.

Cllr Cushing concluded by saying that he felt this was a 'do nothing' budget with a lack of strategic ideas. He said that his Group would continue to hold the Administration to account for the remainder of this term.

Cllr J Rest, Leader of the Independent Group, was invited to speak. He said that this had been one of the most difficult periods ever for the Council. He said that officers and members had worked tirelessly to support residents and businesses through such a challenging time. He said he was pleased to see that the Council was able to present a balanced budget whilst

proposing a freeze on Council tax. This would be a great relief to many residents. He thanked the Administration for consulting with the Independent Group on the Budget.

The Chairman then invited Cllr Seward to respond. Cllr Seward said that the Chief Executive had advised members that the management reorganisation was cost neutral. Regarding investment proposals and opportunities, he said that the Government had made this very difficult so the Council could not pursue these.

He said that he did not believe that the savings proposals he had outlined in his speech were vague. He had been clear about moving forward with zero based budgeting and with asking service areas to make 10% savings in their budgets. He felt this was real action to find achievable savings. He added that council tax had been frozen during the previous two administrations because the Government had given local authorities a financial incentive to do so. This was removed in 2017.

Cllr Cushing replied that the Council had moved from a very flat structure to a more hierarchical structure with several additional senior roles and he did not accept it was cost neutral. He felt that there had not been any investment proposals for the government to curtail. He concluded by saying that he was sceptical that a decision to freeze council tax was being taken just ahead of County Council elections.

Cllr Rest replied that he was not going to comment on the previous Administration.

The Chairman said that he would open the debate on the amendment:

Cllr L Shires said that she had enjoyed learning about what had happened previously at the Council. She had recently attended a meeting of the all-party parliamentary group of District Councils. At that session, the Institute of Fiscal Studies had made a presentation on the impact of the pandemic on District Councils. The average District Council had achieved efficiency savings of £0.6m, yet between 10-20% of the cost impact of Covid had not been funded by Government. The over-arching perspective was that this additional impact should be funded from reserves. She then referred to local communities, more than 15% of workers in North Norfolk had been furloughed with coastal communities being amongst the worst affected and it was the responsibility of the Council to ensure that local residents were protected from the worst financial impact. Cllr Shires then referred to Cllr Cushing's assertion that the Administration's approach was a 'dereliction of duty'. She said it had been raised at the all-party session that she had attended that the lack of medium term financial planning for the funding of District Councils was not the way to go and if this was compared to Cllr Cushing's view that the Council's lack of financial planning was a dereliction of duty then the Government could be accused of the same thing.

She concluded that no Conservative-led authorities across the region were proposing to freeze council tax, so that did not reflect the view that the Administration were aligning themselves with this political stance. In addition, the Government had encouraged local authorities to raise funds and fill budget gaps via council tax, so it appeared that the messaging on this issue was mixed. She said that she fully supported the proposal to freeze council tax.

Cllr G Hayman said that he endorsed the amendment. He said that the proposal to freeze council tax was to help residents of North Norfolk who had been impacted heavily by the pandemic. He added that Conservative-led administrations across Norfolk were increasing council tax and this was not a model that he would want to see in North Norfolk. He went on to say that the Administration had made savings, including the cancellation of some costly projects. Regarding commercialisation and income generation, the previous Conservative administration had an opportunity to bring forward proposals to generate funds but had not done so.

Cllr H Blathwayt said that he was disappointed at the tone of the opposition. He asked whether Cllr Seward agreed that North Norfolk was the only council in Norfolk not to increase members' allowances and the only authority not to raise council tax. He asked whether this showed good housekeeping.

Cllr S Penfold commented that he was surprised at Cllr Cushing's gloomy comments. He said that he wanted to congratulate Cllr Seward and the officers for bringing forward a balanced budget. He welcomed the news that council tax would be frozen with no cuts to services.

Cllr J Rest said that he wished to highlight item 3.32 (of the amendment) which referred to the relocation of the property company reserve. He sought clarification that this project was considered to no longer be viable but requested that consideration was given to it being revisited at a later date. Cllr Seward replied that the fund was being moved was because commercial activities on the balance sheet as it could hamper the Council's ability to borrow money from the Public Works Loans Board.

Cllr T FitzPatrick said that he believed that council tax should only be increased when it was necessary. He added that in previous years, when the former administration had frozen council tax and put money into reserves, as Leader he had been castigated for taking such an approach. He said that this was a cynical budget that would store up trouble for the future. The fact that a different budget had been debated at Overview and Scrutiny Committee just recently, indicated that it was not well planned or managed effectively.

Cllr E Withington referred back to the LGA conference where the Secretary of State had commented that councils should not be investing in commercial projects. She had been very disappointed by this approach and it would have a far-reaching impact on local authorities' ability to raise much-needed income. She concluded by saying that she welcomed the amendment and it should be welcomed during an unprecedented year that a balanced budget could be achieved without raising council tax.

Cllr A Fitch-Tillett, seconder of the amendment said that she was disappointed by the tone of some of the comments. It didn't benefit residents in any way and members were there to support their local communities.

The Chairman advised Members that the Monitoring Officer would undertake a recorded vote on the amendment.

The Monitoring Officer informed Members that they were voting on the amended recommendations 1,2,3 and 7.

The Monitoring Officer confirmed that 30 Members had voted in favour of the amendment, with 7 Members abstaining. The amendment was therefore carried.

It was proposed by Cllr E Seward, seconded by Cllr A Fitch-Tillett and

RESOLVED to approve:

1) The 2021/22 revenue budget as outlined within revised Appendix A within this report which has been amended to reflect no increase in the District Council's precept; (**revised Appendix A (General Fund Summary)**) - showing the reduction in council tax income and associated reduction in surplus from **£744,806 to £542,058**)

2) The new surplus of £542,058 be transferred to the Business Rates Reserve (£342,058) and the Delivery Plan Reserve (£200,000);

3) The £2m Property Company Reserve be reallocated to the newly established Delivery Plan Reserve (£1.5m) and Treasury Reserve (£0.5m);

7) That Members note the current financial projections for the period 2022/23 to 2024/25 **(revised Appendix A (General Fund Summary))**;

The Chairman advised Members that the amendment would now form part of the substantive budget proposals.

Cllr E Seward proposed the substantive motion. Cllr A Fitch-Tillett seconded it.

The Chairman invited the Chairman of the Overview & Scrutiny Committee, Cllr N Dixon, to speak on behalf of the committee and present any recommendations to Council.

Cllr Dixon began by thanking the Finance Team for their hard work in ensuring that a balanced budget was presented. He said he welcomed the decision to support a freeze in council tax as it showed that the Administration had listened to everyone who had opposed an increase. Particularly as no savings proposals had been forthcoming.

Cllr Dixon went on to say that overall, the Budget was disappointing. He outlined three reasons for this; firstly, there were no efficiency savings being put forward. There was no evidence that, following the greatest change to working practices in a generation, that the Council was taking the opportunity to look at ways of working more efficiently. Secondly, there were no new invest to save proposals. It was not just about the coming year. It should feed directly into the MTFS and preparation should be in place to close the funding gaps over the next few years. This could be achieved by increasing income streams or reducing revenue costs. He added that the Council could use its own funds to invest to save. Thirdly, there was no evidence of contingency planning regarding the pandemic. Up to now the Government had covered the costs via grants. However, there was no plan in place should this funding no longer be available. There was an assumption that the Government would continue to cover the costs in the longer term. He questioned what would happen if this was not the case, would the Administration 'dip' into the reserves. He said that these key points were made by the Overview & Scrutiny Committee when it reviewed the Budget proposals and the MTFS in January. He added that there was real concern that the savings proposals put forward during a Finance workshop for Members in late 2020, had not been taken forward at all. He concluded by saying the Council was now far behind where it should be. He said that it was extremely unfortunate that the proposals to freeze council tax came so late as this meant that the Overview & Scrutiny committee were not able to consider them. This approach undermined the pre-scrutiny process.

He said that the Budget may meet statutory requirements but it failed to consider opportunities and prepare for the inevitable challenges ahead. He said that the Council should be prudently planning and hoping for the best.

The Chairman then opened up the substantive debate to Members.

Cllr Heinink said that he welcomed the budget for beach chalet refurbishment in his local ward of Sheringham.

Cllr L Shires said that she was insulted by the allegations that the Council was not looking to make savings and plan ahead. She referred to recent proposals made by an officer at a meeting of Standards Committee, outlining a move to a digital record keeping process that would significantly reduce resource implications, adding that similar work was ongoing throughout the organisation and should be acknowledged. Regarding proposals to Invest to Save, she said that the Council should be looking for policy driven, data driven and savings driven movements in what it was trying to achieve. She thanked the Finance Team for their support.

and hard work.

Cllr E Withington echoed Cllr Heinink's comments. She said that a lot of people would be visiting the District for 'staycation' holidays and she welcomed the investment in chalet improvements and the public conveniences. Any money that supported tourism would help local businesses.

Cllr N Lloyd said that in response to Cllr Dixon's comments regarding the lack of invest to save initiatives, he wanted to draw Members' attention to the recent investment in refuse collection trucks which meant that the Council had avoided paying the uplift that would have occurred had the contractor purchased the vehicles.

Cllr N Pearce said that he felt that the role of the Overview & Scrutiny Committee had been diminished by not having the opportunity to fully scrutinise the proposals to freeze the council tax.

Cllr H Blathwayt said that as a member of the Overview & Scrutiny Committee, he felt that everything had been scrutinised except the council tax freeze.

The Chairman invited Cllr A Fitch-Tillett to speak as seconder of the motion.

Cllr Fitch-Tillett said that local government did rely on central government for many things and this should be acknowledged. Regarding Cllr Dixon's comments about remote working and using this as an opportunity for efficiency savings, she said that social contact was important and this should be considered too.

Cllr E Seward, was invited to close the debate as proposer of the motion. He began by saying that he regretted that the process whereby the Budget was set meant that all of the data was not available in January when the Overview & Scrutiny Committee considered the proposals. He wished that this was not the case but it was dictated by central government process.

He said that he had outlined clearly in his earlier speech how savings would be achieved in future years. He said that he wanted it to remain a prudent authority and he was not complacent in any way about the challenges ahead.

The Chairman informed Members that the Monitoring Officer would now take a recorded vote on recommendations 1-8 (as amended).

It was proposed by Cllr E Seward, seconded by Cllr A Fitch-Tillett and

RESOLVED by 30 votes, with 7 abstentions

That having considered the Chief Financial Officer's report on the robustness of the estimates and the adequacy of the proposed financial reserves, the following be approved:

- 1) The 2021/22 revenue budget as outlined within revised Appendix A within this report which has been amended to reflect no increase in the District Council's precept; (**revised Appendix A (General Fund Summary)**) - showing the reduction in council tax income and associated reduction in surplus from **£744,806 to £542,058**)
- 2) The new surplus of £542,058 be transferred to the Business Rates Reserve (£342,058) and the Delivery Plan Reserve (£200,000);
- 3) The £2m Property Company Reserve be reallocated to the newly established Delivery Plan Reserve (£1.5m) and Treasury Reserve (£0.5m);

- 4) The statement of and movement on the reserves as detailed at Appendix C within this report;
- 5) The updated Capital Programme and financing for 2021/22 to 2023/24 (as detailed at Appendix C1 within the 2021/22 Budget Report - February 2021 Cabinet Agenda);
- 6) The new capital bids recommended for approval (as detailed within appendix C2 within the 2021/22 Budget Report - February 2021 Cabinet Agenda);
- 7) That Members note the current financial projections for the period 2022/23 to 2024/25 **(revised Appendix A (General Fund Summary))**;
- 8) The updated 2021/22 Rate Relief Policy as set out in section 5 is approved.

The Chairman invited the Section 151 Officer to outline the different elements of the Council tax recommendations. He said that Members should consider the supplementary papers that provided revised calculations for the council tax for 2021/22. He explained that section 4.5 of the revised report set out the statutory calculations for the council tax bases. Section 4.6 gave details of the parish precepts, and section 4.7 provided details of the County Council and Norfolk Police and Crime Commissioner's precepts.

The Chairman informed members that a recorded vote would be taken on recommendations 10 and 11.

It was proposed by Cllr E Seward, seconded by Cllr A Fitch-Tillett and

RESOLVED unanimously (37 in favour)

10) That Members undertake the Council Tax and statutory calculations set out at section 4, and set the Council Tax for 2021/22.

11) The demand on the Collection Fund for 2021/22 is as follows:

- a. £6,253,465 for District purposes
- b. £2,573,788 for Parish/Town Precepts;

The Council Tax Base was calculated as follows for the year 2021/22.

The number of dwellings in each Council Tax band taking into account the multipliers, discounts, exemptions, rate of collection and Council Tax Support:-

a) for the whole Council area as 40,959 (Item T in the formula in Section 31B of the Local Government Finance Act 1992) being calculated by the Council, in accordance with Regulation 3 of The Local Authorities (Calculation of Council Tax Base) (England) Regulations 2012, as its Council Tax base for the year;

b)

PART OF THE COUNCIL'S AREA	COUNCIL TAX BASE	PART OF THE COUNCIL'S AREA	COUNCIL TAX BASE
Alby With Thwaite	98.01	Little Barningham	50.09
Aldborough and Thurgarton	236.15	Little Snoring	231.53
Antingham	119.30	Ludham	504.74
Ashmanhaugh	67.94	Matlaske	63.66
Aylmerton	214.94	Melton Constable	211.20

PART OF THE COUNCIL'S AREA	COUNCIL TAX BASE	PART OF THE COUNCIL'S AREA	COUNCIL TAX BASE
Baconsthorpe	83.85	Morston	58.50
Bacton	517.67	Mundesley	1,165.67
Barsham	98.70	Neatishead	236.09
Barton Turf	239.54	North Walsham	4,131.54
Beckham East/West	115.40	Northrepps	401.81
Beeston Regis	394.22	Overstrand	466.13
Binham	187.89	Paston	95.73
Blakeney	551.27	Plumstead	49.60
Bodham	171.07	Potter Heigham	415.43
Briningham	65.24	Pudding Norton	76.16
Brinton	122.75	Raynham	165.17
Briston	867.35	Roughton	342.55
Brumstead	24.65	Runton (East & West)	722.11
Catfield	326.33	Ryburgh	233.84
Cley	329.08	Salthouse	122.98
Colby	190.48	Scottow	293.73
Corpusty and Saxthorpe	282.28	Sculthorpe	278.61
Cromer	3,018.76	Sea Palling	207.49
Dilham	146.73	Sheringham	3,162.87
Dunton	54.35	Sidestrand	44.85
East Ruston	190.18	Skeyton	90.09
Edgefield	208.01	Sloley	96.76
Erpingham	256.51	Smallburgh	190.65
Fakenham	2,620.74	Southrepps	336.61
Felbrigg	78.80	Stalham	1,153.64
Felmingham	194.04	Stibbard	140.38
Field Dalling	139.01	Stiffkey	132.36
Fulmodeston	180.48	Stody	91.32
Gimmingham	146.42	Suffield	60.59
Great Snoring	85.26	Sustead	90.19
Gresham	168.22	Sutton	392.14
Gunthorpe	152.01	Swafield	114.25
Hanworth	97.02	Swanton Abbott	147.81
Happisburgh	308.16	Swanton Novers	86.33
Helhoughton	148.58	Tattersett	279.58
Hempstead	75.83	Thornage	93.64
Hempton	187.51	Thorpe Market	119.76
Hickling	418.57	Thurning	33.78
High Kelling	304.33	Thursford	109.18
Hindolveston	209.78	Trimingham	139.28
Hindringham	235.87	Trunch	364.32
Holkham	83.16	Tunstead	261.56
Holt	1,814.38	Upper Sheringham	105.83

Honing	123.75	Walcott	218.34
Horning	599.95	Walsingham	360.72
Horsey	32.05	Warham	92.94
PART OF THE COUNCIL'S AREA	COUNCIL TAX BASE	PART OF THE COUNCIL'S AREA	COUNCIL TAX BASE
Hoveton	837.69	Wells-Next-The-Sea	1,141.25
Ingham	154.88	Westwick	29.80
Ingworth	40.69	Weybourne	333.89
Itteringham	63.16	Wickmere	58.31
Kelling	99.20	Wighton	109.40
Kettlestone	93.06	Witton	130.58
Knapton	157.71	Wiveton	81.48
Langham	221.85	Wood Norton	107.04
Lessingham	228.73	Worstead	322.40
Letheringsett With Glandford	131.18		

being the amounts calculated by the Council, in accordance with Regulation 6 of The Local Authorities (Calculation of Council Tax Base) (England) Regulations 2012, as the amounts of its Council Tax base for the year for dwellings in those parts of its area to which special items (parish precepts) may relate.

4.1 That the following amounts be now **CALCULATED** by the Council for the year 2021/22 in accordance with Sections 31A to 36 of the Local Government Finance Act 1992 and the relevant regulations and directions as follows:-

- a) £55,541,459 being the aggregate of the amounts which the Council estimates for the expenditure items set out in Section 31A(2) of the Act.
- b) £46,671,454 being the aggregate of the amounts which the Council estimates for the income items set out in Section 31A(3) of the Act.
- c) £8,870,005 being the amount by which the aggregate at (a) above exceeds the aggregate at (b) above, calculated by the Council, in accordance with Section 31A(4) of the Act, as its Council Tax requirement for the year.
- d) £216.55 being the amount at (c) above divided by the amount at 4.5(a) above, calculated by the Council, in accordance with Section 31B(1) of the Act, as the basic amount of its Council Tax for the year (including Parish precepts).
- e) £2,573,788 being the aggregate amount of all special items (Parish precepts) referred to in Section 34(1) of the Act.

- f) £153.72 being the amount at (d) above less the result given by dividing the amount at (e) above by the amount at 4.5 (a) above, calculated by the Council, in accordance with Section 34(2) of the Act, as the basic amount of its Council Tax for the year for dwellings in those parts of its area to which no special item (Parish precept) relates.

g)

PART OF THE COUNCIL'S AREA	COUNCIL TAX BASE	PART OF THE COUNCIL'S AREA	COUNCIL TAX BASE
Alby with Thwaite	184.32	Letheringsett with Glandford	168.96
Aldborough and Thurgarton	194.37	Little Barningham	170.68
Antingham	183.05	Little Snoring	193.88
Ashmanhaugh	212.62	Ludham	172.93
Aylmerton	186.75	Matlaske	161.57
Baconsthorpe	219.31	Melton Constable	222.42
Bacton	186.55	Mundesley	199.18
Barsham	177.78	Neatishead	188.74
Barton Turf	182.94	North Walsham	257.38
Beckham East/West	181.88	Northrepps	195.65
Beeston Regis	185.42	Overstrand	215.93
Binham	186.71	Paston	221.24
Blakeney	231.72	Plumstead	209.16
Bodham	203.40	Potter Heigham	189.82
Briningham	176.71	Pudding Norton	219.37
Brinton	178.15	Raynham	193.29
Briston	214.37	Roughton	182.91
Catfield	190.49	Runton (East & West)	174.90
Cley	195.69	Ryburgh	198.17
Colby	237.89	Salthouse	195.19
Corpusty and Saxthorpe	216.48	Scottow	201.38
Cromer	247.65	Sculthorpe	182.73
Dilham	187.79	Sea Palling	220.74
East Ruston	186.58	Sheringham	261.89
Edgefield	185.56	Sidestrand	187.16
Erpingham	197.38	Skeyton	165.93
Fakenham	234.36	Sloley	184.95
Felbrigg	195.59	Smallburgh	183.72
Felmingham	163.25	Southrepps	203.48
Field Dalling	184.76	Stalham	241.69
Fulmodeston	197.23	Stibbard	194.17
Gimingham	204.94	Stiffkey	192.94
Great Snoring	212.36	Stody	202.99

Gresham	198.30	Suffield	178.47
Gunthorpe	166.87	Sustead	183.98
Hanworth	177.42	Sutton	194.52
Happisburgh	168.15	Swafield	201.86
Helhoughton	190.53	Swanton Abbott	194.31
Hempstead	193.06	Swanton Novers	250.15
Hempton	249.71	Tattersett	165.14
Hickling	175.48	Thornage	181.17
High Kelling	175.01	Thorpe Market	203.82
Hindolveston	213.90	Thursford	192.18
Hindringham	187.55	Trimingham	233.35
Holkham	189.79	Trunch	210.87
Holt	230.48	Tunstead	178.57
Honing	171.49	Upper Sheringham	201.73
Horning	185.83	Walcott	192.80
Horsey	185.85	Walsingham	220.25
Hoveton	220.94	Warham	218.27
Ingham	170.50	Wells-next-the-Sea	223.81
Ingworth	223.27	Weybourne	209.78
Itteringham	194.88	Wickmere	213.74
Kelling	192.02	Wighton	190.28
Kettlestone	195.62	Witton	180.79
Knapton	193.34	Wiveton	202.81
Langham	197.10	Wood Norton	182.07
Lessingham	171.20	Worstead	179.89

being the amounts given by adding to the amount at 4.6(f) above to the amounts of the special item or items relating to dwellings in those parts of the Council's area mentioned above divided in each case by the amount at 4.5(b) above, calculated by the Council, in accordance with Section 34(3) of the Act, as the basic amounts of its Council Tax for the year for dwellings in those parts of its area to which one or more special items relate.

h)

PART OF THE COUNCIL'S AREA	VALUATION BANDS							
	A	B	C	D	E	F	G	H
Alby with Thwaite	122.88	143.36	163.84	184.32	225.29	266.25	307.21	368.65
Aldborough and Thurgarton	129.58	151.17	172.77	194.37	237.56	280.75	323.95	388.74
Antingham	122.03	142.37	162.71	183.05	223.73	264.41	305.09	366.11
Ashmanhaugh	141.74	165.37	188.99	212.62	259.87	307.12	354.37	425.24
Aylmerton	124.50	145.25	166.00	186.75	228.25	269.75	311.25	373.50
Baconsthorpe	146.20	170.57	194.94	219.31	268.04	316.78	365.52	438.62
Bacton	124.37	145.10	165.83	186.55	228.01	269.47	310.93	373.11
Barsham	118.52	138.27	158.02	177.78	217.29	256.79	296.30	355.56
Barton Turf	121.96	142.28	162.61	182.94	223.59	264.25	304.90	365.88

Beckham East/West	121.25	141.46	161.67	181.88	222.30	262.71	303.13	363.76
Beeston Regis	123.61	144.22	164.82	185.42	226.63	267.84	309.04	370.85
Binham	124.47	145.22	165.97	186.71	228.21	269.70	311.19	373.43
Blakeney	154.48	180.22	205.97	231.72	283.21	334.70	386.20	463.44
Bodham	135.60	158.20	180.80	203.40	248.60	293.81	339.01	406.81
Briningham	117.80	137.44	157.07	176.71	215.98	255.25	294.52	353.42
Brinton	118.77	138.56	158.36	178.15	217.75	257.34	296.93	356.31
Briston	142.91	166.73	190.55	214.37	262.01	309.65	357.29	428.75
Catfield	126.99	148.16	169.32	190.49	232.82	275.15	317.48	380.98
Cley	130.46	152.20	173.95	195.69	239.18	282.67	326.16	391.39
Colby	158.59	185.03	211.46	237.89	290.76	343.62	396.49	475.79
Corpusty and Saxthorpe	144.32	168.37	192.42	216.48	264.58	312.69	360.80	432.96
Cromer	165.10	192.62	220.13	247.65	302.69	357.72	412.76	495.31
Dilham	125.19	146.06	166.92	187.79	229.52	271.26	312.99	375.59
East Ruston	124.38	145.12	165.85	186.58	228.04	269.50	310.97	373.16
Edgefield	123.71	144.33	164.95	185.56	226.80	268.04	309.28	371.13
Erpingham	131.58	153.52	175.45	197.38	241.24	285.10	328.97	394.76
Fakenham	156.24	182.28	208.32	234.36	286.44	338.52	390.60	468.73
Felbrigg	130.39	152.13	173.86	195.59	239.06	282.53	325.99	391.19
Felmingham	108.83	126.97	145.11	163.25	199.53	235.81	272.09	326.50
Field Dalling	123.17	143.70	164.23	184.76	225.81	266.87	307.93	369.52
Fulmodeston	131.48	153.40	175.31	197.23	241.06	284.89	328.71	394.46
Gimmingham	136.62	159.39	182.17	204.94	250.48	296.02	341.57	409.88
Great Snoring	141.57	165.17	188.76	212.36	259.55	306.74	353.94	424.72
Gresham	132.20	154.23	176.27	198.30	242.37	286.43	330.50	396.60
Gunthorpe	111.25	129.79	148.33	166.87	203.96	241.04	278.12	333.75
Hanworth	118.28	137.99	157.71	177.42	216.85	256.28	295.71	354.85
Happisburgh	112.10	130.78	149.47	168.15	205.52	242.88	280.25	336.30
Helhoughton	127.02	148.19	169.36	190.53	232.87	275.21	317.55	381.07
Hempstead	128.70	150.16	171.61	193.06	235.96	278.87	321.77	386.12
Hempton	166.47	194.22	221.96	249.71	305.20	360.69	416.19	499.42
Hickling	116.99	136.49	155.99	175.48	214.48	253.48	292.48	350.97
High Kelling	116.67	136.12	155.57	175.01	213.91	252.80	291.69	350.03
Hindolveston	142.60	166.36	190.13	213.90	261.43	308.96	356.50	427.80
Hindringham	125.03	145.87	166.71	187.55	229.23	270.90	312.58	375.10
Holkham	126.53	147.61	168.70	189.79	231.97	274.14	316.32	379.59
Holt	153.65	179.26	204.87	230.48	281.69	332.91	384.13	460.96
Honing	114.33	133.38	152.44	171.49	209.60	247.71	285.82	342.99
Horning	123.88	144.53	165.18	185.83	227.12	268.42	309.71	371.66
Horse	123.90	144.55	165.20	185.85	227.15	268.46	309.76	371.71
Hoveton	147.29	171.84	196.39	220.94	270.04	319.14	368.24	441.89
Ingham	113.67	132.61	151.56	170.50	208.39	246.28	284.17	341.01
Ingworth	148.84	173.65	198.46	223.27	272.88	322.50	372.11	446.54
Itteringham	129.92	151.57	173.23	194.88	238.19	281.50	324.80	389.77
Kelling	128.01	149.35	170.69	192.02	234.69	277.37	320.04	384.05

Kettlestone	130.41	152.15	173.89	195.62	239.10	282.57	326.04	391.25
Knapton	128.89	150.38	171.86	193.34	236.31	279.28	322.24	386.69
Langham	131.40	153.30	175.20	197.10	240.91	284.71	328.51	394.21
Lessingham	114.13	133.16	152.18	171.20	209.25	247.30	285.34	342.41
Letheringsett with Glandford	112.64	131.41	150.19	168.96	206.51	244.06	281.61	337.93
Little Barningham	113.79	132.75	151.72	170.68	208.62	246.55	284.48	341.37
Little Snoring	129.25	150.80	172.34	193.88	236.97	280.05	323.14	387.77
Ludham	115.28	134.50	153.71	172.93	211.36	249.79	288.21	345.86
Matlaske	107.71	125.66	143.62	161.57	197.47	233.38	269.29	323.14
Melton Constable	148.28	172.99	197.70	222.42	271.84	321.27	370.70	444.84
Mundesley	132.79	154.92	177.05	199.18	243.45	287.71	331.97	398.37
Neatishead	125.82	146.80	167.77	188.74	230.68	272.63	314.57	377.48
North Walsham	171.59	200.18	228.78	257.38	314.58	371.77	428.97	514.77
Northrepps	130.43	152.17	173.91	195.65	239.13	282.60	326.08	391.30
Overstrand	143.95	167.94	191.94	215.93	263.91	311.90	359.89	431.86
Paston	147.49	172.07	196.66	221.24	270.40	319.57	368.73	442.48
Plumstead	139.44	162.68	185.92	209.16	255.64	302.12	348.60	418.32
Potter Heigham	126.55	147.64	168.73	189.82	232.01	274.19	316.37	379.65
Pudding Norton	146.24	170.62	194.99	219.37	268.12	316.86	365.61	438.74
Raynham	128.86	150.33	171.81	193.29	236.24	279.19	322.15	386.58
Roughton	121.94	142.26	162.58	182.91	223.56	264.20	304.85	365.82
Runton	116.60	136.03	155.47	174.90	213.77	252.64	291.51	349.81
Ryburgh	132.11	154.13	176.15	198.17	242.21	286.25	330.28	396.34
Salthouse	130.12	151.81	173.50	195.19	238.56	281.94	325.31	390.38
Scottow	134.25	156.63	179.00	201.38	246.13	290.88	335.63	402.76
Sculthorpe	121.82	142.13	162.43	182.73	223.34	263.95	304.56	365.47
Sea Palling	147.16	171.69	196.22	220.74	269.80	318.86	367.91	441.49
Sheringham	174.59	203.69	232.79	261.89	320.09	378.28	436.48	523.78
Sidestrand	124.77	145.57	166.36	187.16	228.75	270.34	311.94	374.32
Skeyton	110.62	129.05	147.49	165.93	202.80	239.67	276.55	331.86
Sloley	123.30	143.85	164.40	184.95	226.05	267.15	308.25	369.90
Smallburgh	122.48	142.89	163.30	183.72	224.54	265.37	306.20	367.44
Southrepps	135.65	158.26	180.87	203.48	248.69	293.91	339.13	406.96
Stalham	161.12	187.98	214.83	241.69	295.40	349.11	402.82	483.38
Stibbard	129.44	151.02	172.59	194.17	237.32	280.47	323.62	388.34
Stiffkey	128.63	150.06	171.50	192.94	235.82	278.70	321.57	385.89
Stody	135.33	157.88	180.44	202.99	248.10	293.21	338.32	405.99
Suffield	118.98	138.81	158.64	178.47	218.13	257.79	297.46	356.95
Sustead	122.65	143.10	163.54	183.98	224.87	265.76	306.64	367.97
Sutton	129.68	151.29	172.90	194.52	237.74	280.97	324.20	389.04
Swafield	134.57	157.00	179.43	201.86	246.71	291.57	336.43	403.72
Swanton Abbott	129.54	151.13	172.72	194.31	237.49	280.67	323.85	388.62
Swanton Novers	166.76	194.56	222.35	250.15	305.74	361.33	416.92	500.30
Tattersett	110.09	128.44	146.79	165.14	201.84	238.54	275.24	330.28
Thornage	120.78	140.91	161.04	181.17	221.44	261.70	301.96	362.35
Thorpe Market	135.88	158.52	181.17	203.82	249.11	294.40	339.70	407.64

Thursford	128.12	149.47	170.83	192.18	234.89	277.60	320.31	384.37
Trimingham	155.57	181.50	207.42	233.35	285.21	337.07	388.93	466.71
Trunch	140.58	164.01	187.44	210.87	257.73	304.59	351.45	421.74
Tunstead	119.04	138.88	158.72	178.57	218.25	257.93	297.61	357.14
Upper Sheringham	134.48	156.90	179.31	201.73	246.55	291.38	336.21	403.46
Walcott	128.53	149.96	171.38	192.80	235.65	278.49	321.34	385.61
Walsingham	146.83	171.30	195.78	220.25	269.19	318.14	367.08	440.50
Warham	145.51	169.77	194.02	218.27	266.78	315.29	363.79	436.55
Wells-next-the-Sea	149.21	174.08	198.94	223.81	273.55	323.29	373.03	447.63
Weybourne	139.85	163.16	186.47	209.78	256.40	303.02	349.64	419.57
Wickmere	142.49	166.24	189.99	213.74	261.24	308.74	356.24	427.48
Wighton	126.85	147.99	169.14	190.28	232.56	274.85	317.13	380.56
Witton	120.52	140.61	160.70	180.79	220.96	261.14	301.31	361.58
Wiveton	135.20	157.74	180.27	202.81	247.88	292.95	338.01	405.62
Wood Norton	121.38	141.61	161.84	182.07	222.53	262.99	303.45	364.14
Worstead	119.93	139.92	159.90	179.89	219.87	259.85	299.83	359.79
All Other Parts of the Council's Area	102.48	119.56	136.64	153.72	187.88	222.04	256.20	307.44

being the amounts given by multiplying (as appropriate) the amounts at 4.6(f) or 4.6(g) above by the number which, in the proportion set out in Section 5(1) of the Act, is applicable to dwellings listed in a particular valuation band divided by the number which in that proportion is applicable to dwellings listed in valuation Band D, calculated by the Council, in accordance with Section 36(1) of the Act, as the amounts to be taken into account for the year in respect of categories of dwellings listed in different valuation bands.

- 4.2 That it be **NOTED** that for the year 2021/22 the Norfolk County Council and the Office of the Police & Crime Commissioner for Norfolk have stated the following amounts in precepts issued to the Council, in accordance with Section 40 of the Local Government Finance Act 1992, for each of the categories of dwellings shown below:-

	VALUATION BANDS							
	A	B	C	D	E	F	G	H
Norfolk County Council	981.96	1,145.62	1,309.28	1,472.94	1,800.26	2,127.58	2,454.90	2,945.88
Norfolk Police and Crime Commissioner	185.34	216.23	247.12	278.01	339.79	401.57	463.35	556.02

- 4.3 That, having calculated the aggregate in each case of the amounts at 4.6(h) and 4.7 above, the Council, in accordance with Section 30 and 36 of the Local Government Finance Act 1992, **HEREBY SETS** the following amounts as the amounts of Council Tax for the year 2021/22 for each of the categories of dwellings shown below:-

PART OF THE COUNCIL'S AREA	VALUATION BANDS							
	A	B	C	D	E	F	G	H
Alby with Thwaithe	1,290.18	1,505.21	1,720.24	1,935.27	2,365.34	2,795.40	3,225.46	3,870.55
Aldborough and Thurgarton	1,296.88	1,513.02	1,729.17	1,945.32	2,377.61	2,809.90	3,242.20	3,890.64
Antingham	1,289.33	1,504.22	1,719.11	1,934.00	2,363.78	2,793.56	3,223.34	3,868.01
Ashmanhaugh	1,309.04	1,527.22	1,745.39	1,963.57	2,399.92	2,836.27	3,272.62	3,927.14
Aylmerton	1,291.80	1,507.10	1,722.40	1,937.70	2,368.30	2,798.90	3,229.50	3,875.40
Baconsthorpe	1,313.50	1,532.42	1,751.34	1,970.26	2,408.09	2,845.93	3,283.77	3,940.52
Bacton	1,291.67	1,506.95	1,722.23	1,937.50	2,368.06	2,798.62	3,229.18	3,875.01
Barsham	1,285.82	1,500.12	1,714.42	1,928.73	2,357.34	2,785.94	3,214.55	3,857.46
Barton Turf	1,289.26	1,504.13	1,719.01	1,933.89	2,363.64	2,793.40	3,223.15	3,867.78
Beckham East/West	1,288.55	1,503.31	1,718.07	1,932.83	2,362.35	2,791.86	3,221.38	3,865.66
Beeston Regis	1,290.91	1,506.07	1,721.22	1,936.37	2,366.68	2,796.99	3,227.29	3,872.75
Binham	1,291.77	1,507.07	1,722.37	1,937.66	2,368.26	2,798.85	3,229.44	3,875.33
Blakeney	1,321.78	1,542.07	1,762.37	1,982.67	2,423.26	2,863.85	3,304.45	3,965.34
Bodham	1,302.90	1,520.05	1,737.20	1,954.35	2,388.65	2,822.96	3,257.26	3,908.71
Briningham	1,285.10	1,499.29	1,713.47	1,927.66	2,356.03	2,784.40	3,212.77	3,855.32
Brinton	1,286.07	1,500.41	1,714.76	1,929.10	2,357.80	2,786.49	3,215.18	3,858.21
Briston	1,310.21	1,528.58	1,746.95	1,965.32	2,402.06	2,838.80	3,275.54	3,930.65
Catfield	1,294.29	1,510.01	1,725.72	1,941.44	2,372.87	2,804.30	3,235.73	3,882.88
Cley	1,297.76	1,514.05	1,730.35	1,946.64	2,379.23	2,811.82	3,244.41	3,893.29
Colby	1,325.89	1,546.88	1,767.86	1,988.84	2,430.81	2,872.77	3,314.74	3,977.69
Corpusty and Saxthorpe	1,311.62	1,530.22	1,748.82	1,967.43	2,404.63	2,841.84	3,279.05	3,934.86
Cromer	1,332.40	1,554.47	1,776.53	1,998.60	2,442.74	2,886.87	3,331.01	3,997.21
Dilham	1,292.49	1,507.91	1,723.32	1,938.74	2,369.57	2,800.41	3,231.24	3,877.49
East Ruston	1,291.68	1,506.97	1,722.25	1,937.53	2,368.09	2,798.65	3,229.22	3,875.06
Edgefield	1,291.01	1,506.18	1,721.35	1,936.51	2,366.85	2,797.19	3,227.53	3,873.03
Erpingham	1,298.88	1,515.37	1,731.85	1,948.33	2,381.29	2,814.25	3,247.22	3,896.66
Fakenham	1,323.54	1,544.13	1,764.72	1,985.31	2,426.49	2,867.67	3,308.85	3,970.63
Felbrigg	1,297.69	1,513.98	1,730.26	1,946.54	2,379.11	2,811.68	3,244.24	3,893.09
Felmingham	1,276.13	1,488.82	1,701.51	1,914.20	2,339.58	2,764.96	3,190.34	3,828.40
Field Dalling	1,290.47	1,505.55	1,720.63	1,935.71	2,365.86	2,796.02	3,226.18	3,871.42
Fulmodeston	1,298.78	1,515.25	1,731.71	1,948.18	2,381.11	2,814.04	3,246.96	3,896.36
Gimmingham	1,303.92	1,521.24	1,738.57	1,955.89	2,390.53	2,825.17	3,259.82	3,911.78

Great Snoring	1,308.87	1,527.02	1,745.16	1,963.31	2,399.60	2,835.89	3,272.19	3,926.62
Gresham	1,299.50	1,516.08	1,732.67	1,949.25	2,382.42	2,815.58	3,248.75	3,898.50
Gunthorpe	1,278.55	1,491.64	1,704.73	1,917.82	2,344.01	2,770.19	3,196.37	3,835.65
Hanworth	1,285.58	1,499.84	1,714.11	1,928.37	2,356.90	2,785.43	3,213.96	3,856.75
Happisburgh	1,279.40	1,492.63	1,705.87	1,919.10	2,345.57	2,772.03	3,198.50	3,838.20
Helhoughton	1,294.32	1,510.04	1,725.76	1,941.48	2,372.92	2,804.36	3,235.80	3,882.97
Hempstead	1,296.00	1,512.01	1,728.01	1,944.01	2,376.01	2,808.02	3,240.02	3,888.02
Hempton	1,333.77	1,556.07	1,778.36	2,000.66	2,445.25	2,889.84	3,334.44	4,001.32
Hickling	1,284.29	1,498.34	1,712.39	1,926.43	2,354.53	2,782.63	3,210.73	3,852.87
High Kelling	1,283.97	1,497.97	1,711.97	1,925.96	2,353.96	2,781.95	3,209.94	3,851.93
Hindolveston	1,309.90	1,528.21	1,746.53	1,964.85	2,401.48	2,838.11	3,274.75	3,929.70
Hindringham	1,292.33	1,507.72	1,723.11	1,938.50	2,369.28	2,800.05	3,230.83	3,877.00
Holkham	1,293.83	1,509.46	1,725.10	1,940.74	2,372.02	2,803.29	3,234.57	3,881.49
Holt	1,320.95	1,541.11	1,761.27	1,981.43	2,421.74	2,862.06	3,302.38	3,962.86
Honing	1,281.63	1,495.23	1,708.84	1,922.44	2,349.65	2,776.86	3,204.07	3,844.89
Horning	1,291.18	1,506.38	1,721.58	1,936.78	2,367.17	2,797.57	3,227.96	3,873.56
Horsey	1,291.20	1,506.40	1,721.60	1,936.80	2,367.20	2,797.61	3,228.01	3,873.61
Hoveton	1,314.59	1,533.69	1,752.79	1,971.89	2,410.09	2,848.29	3,286.49	3,943.79
Ingham	1,280.97	1,494.46	1,707.96	1,921.45	2,348.44	2,775.43	3,202.42	3,842.91
Ingworth	1,316.14	1,535.50	1,754.86	1,974.22	2,412.93	2,851.65	3,290.36	3,948.44
Itteringham	1,297.22	1,513.42	1,729.63	1,945.83	2,378.24	2,810.65	3,243.05	3,891.67
Kelling	1,295.31	1,511.20	1,727.09	1,942.97	2,374.74	2,806.52	3,238.29	3,885.95
Kettlestone	1,297.71	1,514.00	1,730.29	1,946.57	2,379.15	2,811.72	3,244.29	3,893.15
Knapton	1,296.19	1,512.23	1,728.26	1,944.29	2,376.36	2,808.43	3,240.49	3,888.59
Langham	1,298.70	1,515.15	1,731.60	1,948.05	2,380.96	2,813.86	3,246.76	3,896.11
Lessingham	1,281.43	1,495.01	1,708.58	1,922.15	2,349.30	2,776.45	3,203.59	3,844.31
Letheringsett with Glandford	1,279.94	1,493.26	1,706.59	1,919.91	2,346.56	2,773.21	3,199.86	3,839.83
Little Barningham	1,281.09	1,494.60	1,708.12	1,921.63	2,348.67	2,775.70	3,202.73	3,843.27
Little Snoring	1,296.55	1,512.65	1,728.74	1,944.83	2,377.02	2,809.20	3,241.39	3,889.67
Ludham	1,282.58	1,496.35	1,710.11	1,923.88	2,351.41	2,778.94	3,206.46	3,847.76
Matlaske	1,275.01	1,487.51	1,700.02	1,912.52	2,337.52	2,762.53	3,187.54	3,825.04
Melton Constable	1,315.58	1,534.84	1,754.10	1,973.37	2,411.89	2,850.42	3,288.95	3,946.74
Mundesley	1,300.09	1,516.77	1,733.45	1,950.13	2,383.50	2,816.86	3,250.22	3,900.27
Neatishead	1,293.12	1,508.65	1,724.17	1,939.69	2,370.73	2,801.78	3,232.82	3,879.38
North Walsham	1,338.89	1,562.03	1,785.18	2,008.33	2,454.63	2,900.92	3,347.22	4,016.67
Northrepps	1,297.73	1,514.02	1,730.31	1,946.60	2,379.18	2,811.75	3,244.33	3,893.20
Overstrand	1,311.25	1,529.79	1,748.34	1,966.88	2,403.96	2,841.05	3,278.14	3,933.76
Paston	1,314.79	1,533.92	1,753.06	1,972.19	2,410.45	2,848.72	3,286.98	3,944.38
Plumstead	1,306.74	1,524.53	1,742.32	1,960.11	2,395.69	2,831.27	3,266.85	3,920.22

Potter Heigham	1,293.85	1,509.49	1,725.13	1,940.77	2,372.06	2,803.34	3,234.62	3,881.55
Pudding Norton	1,313.54	1,532.47	1,751.39	1,970.32	2,408.17	2,846.01	3,283.86	3,940.64
Raynham	1,296.16	1,512.18	1,728.21	1,944.24	2,376.29	2,808.34	3,240.40	3,888.48
Roughton	1,289.24	1,504.11	1,718.98	1,933.86	2,363.61	2,793.35	3,223.10	3,867.72
Runton	1,283.90	1,497.88	1,711.87	1,925.85	2,353.82	2,781.79	3,209.76	3,851.71
Ryburgh	1,299.41	1,515.98	1,732.55	1,949.12	2,382.26	2,815.40	3,248.53	3,898.24
Salthouse	1,297.42	1,513.66	1,729.90	1,946.14	2,378.61	2,811.09	3,243.56	3,892.28
Scottow	1,301.55	1,518.48	1,735.40	1,952.33	2,386.18	2,820.03	3,253.88	3,904.66
Sculthorpe	1,289.12	1,503.98	1,718.83	1,933.68	2,363.39	2,793.10	3,222.81	3,867.37
Sea Palling	1,314.46	1,533.54	1,752.62	1,971.69	2,409.85	2,848.01	3,286.16	3,943.39
Sheringham	1,341.89	1,565.54	1,789.19	2,012.84	2,460.14	2,907.43	3,354.73	4,025.68
Sidestrand	1,292.07	1,507.42	1,722.76	1,938.11	2,368.80	2,799.49	3,230.19	3,876.22
Skeyton	1,277.92	1,490.90	1,703.89	1,916.88	2,342.85	2,768.82	3,194.80	3,833.76
Sloley	1,290.60	1,505.70	1,720.80	1,935.90	2,366.10	2,796.30	3,226.50	3,871.80
Smallburgh	1,289.78	1,504.74	1,719.70	1,934.67	2,364.59	2,794.52	3,224.45	3,869.34
Southrepps	1,302.95	1,520.11	1,737.27	1,954.43	2,388.74	2,823.06	3,257.38	3,908.86
Stalham	1,328.42	1,549.83	1,771.23	1,992.64	2,435.45	2,878.26	3,321.07	3,985.28
Stibbard	1,296.74	1,512.87	1,728.99	1,945.12	2,377.37	2,809.62	3,241.87	3,890.24
Stiffkey	1,295.93	1,511.91	1,727.90	1,943.89	2,375.87	2,807.85	3,239.82	3,887.79
Stody	1,302.63	1,519.73	1,736.84	1,953.94	2,388.15	2,822.36	3,256.57	3,907.89
Suffield	1,286.28	1,500.66	1,715.04	1,929.42	2,358.18	2,786.94	3,215.71	3,858.85
Sustead	1,289.95	1,504.95	1,719.94	1,934.93	2,364.92	2,794.91	3,224.89	3,869.87
Sutton	1,296.98	1,513.14	1,729.30	1,945.47	2,377.79	2,810.12	3,242.45	3,890.94
Swafield	1,301.87	1,518.85	1,735.83	1,952.81	2,386.76	2,820.72	3,254.68	3,905.62
Swanton Abbott	1,296.84	1,512.98	1,729.12	1,945.26	2,377.54	2,809.82	3,242.10	3,890.52
Swanton Novers	1,334.06	1,556.41	1,778.75	2,001.10	2,445.79	2,890.48	3,335.17	4,002.20
Tattersett	1,277.39	1,490.29	1,703.19	1,916.09	2,341.89	2,767.69	3,193.49	3,832.18
Thornage	1,288.08	1,502.76	1,717.44	1,932.12	2,361.49	2,790.85	3,220.21	3,864.25
Thorpe Market	1,303.18	1,520.37	1,737.57	1,954.77	2,389.16	2,823.55	3,257.95	3,909.54
Thursford	1,295.42	1,511.32	1,727.23	1,943.13	2,374.94	2,806.75	3,238.56	3,886.27
Trimingham	1,322.87	1,543.35	1,763.82	1,984.30	2,425.26	2,866.22	3,307.18	3,968.61
Trunch	1,307.88	1,525.86	1,743.84	1,961.82	2,397.78	2,833.74	3,269.70	3,923.64
Tunstead	1,286.34	1,500.73	1,715.12	1,929.52	2,358.30	2,787.08	3,215.86	3,859.04
Upper Sheringham	1,301.78	1,518.75	1,735.71	1,952.68	2,386.60	2,820.53	3,254.46	3,905.36
Walcott	1,295.83	1,511.81	1,727.78	1,943.75	2,375.70	2,807.64	3,239.59	3,887.51
Walsingham	1,314.13	1,533.15	1,752.18	1,971.20	2,409.24	2,847.29	3,285.33	3,942.40
Warham	1,312.81	1,531.62	1,750.42	1,969.22	2,406.83	2,844.44	3,282.04	3,938.45
Wells-next-the-Sea	1,316.51	1,535.93	1,755.34	1,974.76	2,413.60	2,852.44	3,291.28	3,949.53
Weybourne	1,307.15	1,525.01	1,742.87	1,960.73	2,396.45	2,832.17	3,267.89	3,921.47

Wickmere	1,309.79	1,528.09	1,746.39	1,964.69	2,401.29	2,837.89	3,274.49	3,929.38
Wighton	1,294.15	1,509.84	1,725.54	1,941.23	2,372.61	2,804.00	3,235.38	3,882.46
Witton	1,287.82	1,502.46	1,717.10	1,931.74	2,361.01	2,790.29	3,219.56	3,863.48
Wiveton	1,302.50	1,519.59	1,736.67	1,953.76	2,387.93	2,822.10	3,256.26	3,907.52
Wood Norton	1,288.68	1,503.46	1,718.24	1,933.02	2,362.58	2,792.14	3,221.70	3,866.04
Worstead	1,287.23	1,501.77	1,716.30	1,930.84	2,359.92	2,789.00	3,218.08	3,861.69
All Other Parts of the Council's Area	1,269.78	1,481.41	1,693.04	1,904.67	2,327.93	2,751.19	3,174.45	3,809.34

The Chairman informed Members that a recorded vote would now be taken on recommendation 9.

It was proposed by Cllr E Seward, seconded by Cllr A Fitch-Tillett and

RESOLVED unanimously (37 in favour) to approve

9) The Policy Framework for the Earmarked Reserves and the General Reserve 2021/22 to 2024/25 (Appendix B within the report);

14 RECOMMENDATIONS FROM THE OVERVIEW & SCRUTINY COMMITTEE 10 FEBRUARY 2021

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

15 RECOMMENDATIONS FROM THE CONSTITUTION WORKING PARTY 04 FEBRUARY 2021

The Chairman of the Constitution Working Party, Cllr V Gay, introduced this item. She explained that after a year of holding remote meetings due to the pandemic, it was felt that a review was due to address some of the minor issues that had arisen.

It was proposed by Cllr V Gay, seconded by Cllr P Grove-Jones and

RESOLVED unanimously

To approve the revised Remote Meetings Protocol.

16 RECOMMENDATION FROM LICENSING & APPEALS COMMITTEE 23 NOVEMBER 2020

The Portfolio Holder for Environmental Services, Cllr N Lloyd, introduced this item. He explained that the revised Hackney Carriage and Private Hire Policy and Handbook was presented for approval following an extensive period of engagement and consultation with Taxi trade representatives. He thanked officers for their patience and diligence through this process and the Chairman of Licensing & Appeals Committee, Cllr P Butikofer, for chairing the sessions with the trade

representatives.

Cllr P Butikofer, Chairman of the Licensing & Appeals Committee, thanked the Licensing Officer for her support and hard work. He said that the resulting document would provide residents with the full confidence in the local taxi industry.

Cllr A Yiasimi reiterated Cllr Butikofer's comments and thanked him for chairing the working group sessions so well.

It was proposed by Cllr N Lloyd, seconded by Cllr P Butikofer and

RESOLVED unanimously

To approve the Hackney Carriage and Private Hire Policy and Handbook, with implementation from 1st April 2021.

17 PAY POLICY STATEMENT 2021/22

The Deputy Leader, Cllr E Seward, introduced this item. He explained that there was a statutory requirement for the Council to produce an annual pay policy statement.

It was proposed by Cllr E Seward, seconded by Cllr P Grove-Jones and

RESOLVED unanimously

To adopt the Pay Policy Statement and to publish the statement for 2021/22 on the Council's website.

18 TEMPORARY APPOINTMENTS TO A PARISH COUNCIL

The Chief Executive and Returning Officer introduced this item. He explained that the parish council for Briningham was currently inquorate and the District Council was requested to make temporary appointments to ensure that it could continue to function lawfully until such time that the requisite number of vacancies could be filled. He said that a concern had been raised that there was no formal procedure in place for dealing with such matters and he said that he would work with the Monitoring Officer to put a protocol in place to avoid the need for bringing future instances back to Council each time.

The Chairman invited Cllr A Brown, local member for Briningham to speak. He said that it was important that residents could continue to have a functioning parish council until 6th May when an election could take place. He said that he was willing to chair the parish council and wished to propose that the County Councillor for Briningham and District Cllr, John Toye were also appointed on a temporary basis.

Cllr Cushing said that as it fell within the remit of the District Council to make temporary appointments to a parish council, then only district councillors should be appointed. He added that the member for a neighbouring ward would be the most appropriate representative rather than the County Councillor.

He proposed the following amendment:

That Cllr J Stenton should be appointed in place of Mr S Aquarone (NCC).

Cllr N Pearce seconded the amendment.

When put to the vote, the amendment was supported by 21 votes in favour, 11 against and 5 abstentions.

The Chairman then advised Members that the amendment would become part of the substantive motion.

It was proposed by Cllr A Brown, seconded by Cllr J Toye and

RESOLVED

That District Councillor Andrew Brown (Study local ward member) District Councillor Jolanda Stenton (Briston ward) and District Councillor John Toye (Erpingham ward), be appointed to serve as temporary members of Briningham Parish Council until 6 May 2021, when an election (unless uncontested) will be held.

The Monitoring Officer be authorised to make the necessary order to give effect to the temporary appointments.

19 PORTFOLIO REPORTS

In the Leader's absence, Cllr E Seward presented her written report. No questions were raised.

Cllr A Fitch-Tillett, Portfolio Holder for Coast, introduced her report. She said that it was a very busy time for the Coastal team. She apologised for her meetings being omitted from the report.

Cllr V Gay, Portfolio Holder for Leisure, Wellbeing & Culture introduced her report. She said that following support for the Motion on developing health and social care skills at the December meeting of Council, work was underway to implement some of the proposals. She then said that she was delighted to be able to inform Members that the Council had just been notified that it was to be awarded £200k of funding in support of the leisure service. She thanked everyone who had worked hard to support this payment.

Cllr W Fredericks asked Cllr Gay if there had been any progress regarding the scheduling of a briefing for Members on the social prescribing service. Cllr Gay confirmed that Members would be advised of a date for this by the end of the week.

Cllr G Hayman, Portfolio Holder for Housing and Benefits, introduced his report. He drew attention to the number of applications for support for self-isolation claims. This indicated that people took the matter very seriously.

Cllr R Kershaw, Portfolio Holder for Sustainable Growth. He said that guidance had now been received regarding the payments for the next round of grant funding to businesses. The allocation was £8.277m and £7.4m would be paid in the first tranche to businesses that had already received grants and were entitled to a new one for this period. He then referred to the next phase of the additional restrictions grant, the Council would be paying out £1.3m.

Cllr N Dixon asked Cllr Kershaw to tell Members what contact the Council had had with businesses based at Scottow Enterprise Park to gain an understanding of how they were coping with the impact of the pandemic, what their needs were to help them recover and prosper in future and were there any emerging patterns and common themes. Cllr Kershaw replied that the Economic Growth team had been in regular contact with businesses at Scottow. Grants had been paid out and help provided regarding planning issues. All businesses across the District had been recently surveyed regarding their needs moving forwards.

Cllr S Penfold added that as local member, he confirmed that the Council had provided a lot of support to local businesses at Scottow.

Cllr N Lloyd, Portfolio Holder for Environmental Services, Climate Change and Environment presented his written report. He said that unfortunately several improvement notices had been issued to takeaway outlets regarding non-compliance with Covid regulations. He informed Members that the Council's waste contractor, Serco, had been catching up with refuse collection following the recent bad weather.

Cllr J Rest asked about the signage relating to electric vehicle charging points in Fakenham as nothing was in place yet. Cllr Lloyd replied that he was happy to take up this matter. The charging points had only just gone live which was why the signage was not yet in place.

Cllr J Punchard thanked officers for the helpful communication with residents and businesses following the recent period of bad weather and the impact of this on waste collection.

Cllr G Mancini-Boyle said that he felt that communication with Members and residents regarding bin collection during the bad weather could have been much better co-ordinated. Guidance issued on the website was confusing and at times conflicting. He then referred to recycling credits and asked whether the Council had undertaken any research into contamination levels so that a programme of education could be put in place to assist people with recycling and the potential for food waste collection in the future. Cllr Lloyd said that he disagreed with the view regarding communication on bin collection during the recent bad weather. He said that it was extremely dangerous for large waste vehicles to be accessing many un-gritted residential roads during very cold, icy weather. He felt the messages were very clear. He agreed with the point regarding recycling contamination, which was relatively high. Some areas of the District had been targeted recently to look at waste quantification and assess the levels of contamination. There was more work to do and he accepted that and he continued to push hard on improving this area.

Cllr S Penfold asked for an update on the progress of the Council's Environmental Charter. Cllr Lloyd that two new members of staff had been employed and a draft charter had been prepared for consultation with members and then the public. It was hoped that the final version would be published at the beginning of June.

Cllr Kershaw said that he agreed with the approach that had been taken regarding the suspension of waste collection during bad weather. He felt the communication around this had been timely and informative.

Cllr G Perry-Warnes asked for an update on the work that the Covid wardens were doing. Cllr Lloyd replied that they had been going out later in the evening dealing

with any issues. They were often accompanied by NNDC officers and the Police. This approach was very effective as demonstrated in the fall in infection rates.

Cllr Seward, Portfolio Holder for Finance, introduced his report and invited questions. None were raised.

Cllr L Shires, Portfolio Holder for Organisational Resources, introduced her report and invited questions. Cllr Cushing made reference to the increased number of NNDC staff working from home. He asked whether there would be a review of this as restrictions eased and whether consideration would be given to implementing home-working on a permanent basis to reduce the use of office resources and the environmental impact. Cllr Shires replied that she felt that this was a human resources issue rather than property related. The Chief Executive informed Members that there had been a staff group of managers overseeing the working from home policy and procedures as well as the 'return to work' policy. He added that there were several public sector tenants based in the building whose needs would also need to be taken into consideration moving forwards. He added that not all staff felt that working from home on a long-term basis was beneficial to their health and wellbeing and this would need to be considered too.

Cllr J Stenton asked what level of digital security was in place for officers working from home on their own devices, specifically could they save any sensitive documents on their own drives. The Head of IT assured Members that two modes were offered. Most officers had a council device and connected securely over a virtual private network (VPN). The remaining few used a remote working solution which effectively created a remote working solution which created a virtual PC which existed within a virtual security wall.

Cllr T FitzPatrick commented on the reference in Cllr Shires report to the ongoing rollout of 'obsolete' mobile phones. He suggested that this may be an error and was in fact a replacement programme. He asked Cllr Shires what had been done regarding the specification of these phones and their purpose and whether any consideration had been given to 'bring your own device' as many neighbouring authorities had adopted this approach. Cllr Shires thanked Cllr FitzPatrick for his question. She said that she didn't have the technical information to hand regarding the specification of the phones that were being rolled out and she was not able to advise on whether work was being undertaken on a 'bring your own device' scheme. She said that the Head of IT could provide a response now or she could provide a written response within 7 days. Cllr FitzPatrick said that a written reply would be acceptable.

Cllr A Brown said that he was pleased to see that progress on the new Uniform system was on track and that teething problems had been addressed. He asked whether it was on track to have updates and amendments by the end of April as agreed. Cllr Shires replied that the programme was on track and she had not been advised to the contrary. The Head of IT confirmed this. He said that officers had requested a delay after the initial 'go live' date as it was the financial year-end and workload in some service areas was heavy.

Cllr J Toye, Portfolio Holder for Planning and Enforcement introduced his report and invited questions. Cllr P Heinrich said that very robust standards for new housing had been agreed at the last meeting of the Planning Policy & Built Heritage Working Party. He asked whether standards for agreeing home office space and good broadband connections could be included in future housing developments. Cllr Toye said that sustainability standards were at the highest level that they could be and this

was to be welcomed. Regarding space standards, these were as good as they could be within the current framework and requirements but work would continue on this to achieve the best outcome possible.

74 QUESTIONS RECEIVED FROM MEMBERS

None received.

75 OPPOSITION BUSINESS

None received.

76 NOTICE(S) OF MOTION

None received.

77 EXCLUSION OF PRESS AND PUBLIC

78 PRIVATE BUSINESS

The meeting ended at 9.10 pm.

Chairman

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COUNCIL
RECORDED VOTE FORM

Agenda item: 13 - Amendment

Date: 24 February 2021

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

recorded votes form

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COUNCIL
RECORDED VOTE FORM

Agenda item: 13 – substantive budget 1-8 (as amended)

Date: 24 February 2021

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

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COUNCIL
RECORDED VOTE FORM

Agenda item: 13 – recommendations 10-11

Date: 24 February 2021

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

recorded votes form

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COUNCIL
RECORDED VOTE FORM

Agenda item: 13 – recommendation 9

Date: 24 February 2021

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

recorded votes form

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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.

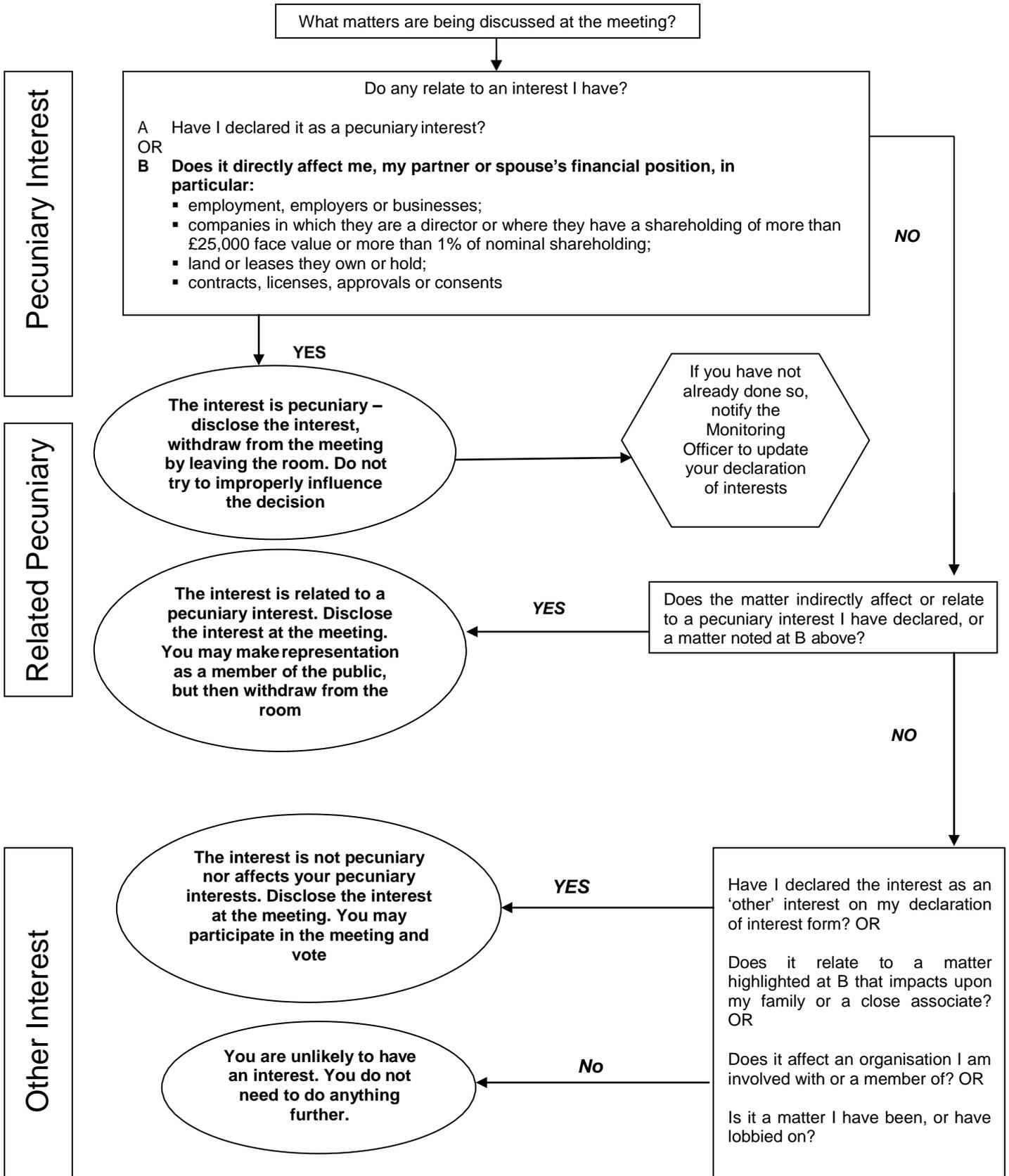
FOR GUIDANCE REFER TO THE FLOWCHART OVERLEAF

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



CABINET MEMBERS REPORT TO COUNCIL

28 April 2021

COUNCILLOR A FITCH-TILLET- CABINET MEMBER FOR COAST
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For the period February to April 2021

1 Progress on Portfolio Matters.

Innovative Resilience Fund - Progress Update

A consortium of East Suffolk Council (ESC), North Norfolk District Council (NNDC) and Great Yarmouth Borough Council (GYBC) has made a successful bid to Defra's 'Innovative Resilience Fund' to deliver the Norfolk & Suffolk Coast Transition Programme. Our bid proposed an £8M, 6-year programme to deliver coastal adaptation across 8 communities on the Norfolk and Suffolk coast.

Defra will make £40k available for the development of the final business case to unlock the grant. As the project has successfully cleared the competitive stage and close support will be provided with the development of the business case, the final funding approval stage is hoped to be straightforward. We are optimistic of the bid's ultimate success.

Our programme will offer a complete suite of planning, engagement, technical, financial and policy tools to support the sustainable transition of coastal communities in Norfolk and Suffolk, establishing methodologies which could be applied to the rest of the UK coast. Tangible, measurable and sustainable changes will be delivered in pilot locations. This will enable them to physically adapt to climate and coastal change now and for future generations.

The programme will be implemented in four core pilot locations across the Norfolk and Suffolk coast, plus four additional 'twin' locations. The work will be delivered in close collaboration with communities, alongside a multi-sector and national group of partner organisations with a proven track record of delivering tangible change within their sectors.

Cromer Phase 2 and Mundesley Coast Protection Scheme – Progress Update

The Mundesley and Cromer (phase 2) Coastal Management Schemes are multi-million (approx. £6M) coastal management schemes and are part of the NNDC and Coastal Partnership East (CPE) Capital Programme and the Environment Agency (EA) Flood Coast and Erosion Risk Management Programme. Both schemes are substantially funded by the EA with allocations for 2021-2023.

In order to deliver the schemes and generate the benefits of reduced coastal erosion risks, the scheme is progressing with detailed design, environmental assessment, consenting, contract and tender development. In order to seek time and financial efficiencies the schemes were tendered together.

A tender process was completed utilising the CPE Dynamic Purchasing System (DPS). This is an OJEU compliant system and has been used previously by NNDC to procure coastal management services. Following the tender evaluation process, Mott MacDonald have been appointed as consultants to work with us to move these essential elements of the schemes forward.

UEA Secondment Research Associate

CPE, with funding from the Environment Agency, is now benefitting from the secondment, on a two day per week basis over a six-month period, of Dr Sophie Day from the University of East Anglia. She will seek to:

- a) Review existing scientific information and tools for assessing and understanding the likely evolution of coastal erosion over time, under different climate change scenarios
- b) Capture the key needs of coastal managers in planning adaptively for vulnerable frontages (with a focus on erosive frontages)
- c) Identify key gaps and opportunities for developing existing science and tools (where relevant linking these to existing/potential policy mechanisms and community engagement approaches) to support more adaptive coastal management practice for eroding sections of coast.

This work will help build the evidence base needed to assist with decision making in light of climate change, broaden coastal knowledge and develop research opportunities, whilst also supporting Shoreline Management Plan refresh actions and delivery of the IRF OBC (see above).

National FCERM Strategy & LGA Coastal Special Interest Group

CPE staff have drafted the work plans for three of the national LGA SIG working groups with our national colleagues from around the coast, these include the topic areas of Adaptation, Flood and Coastal Erosion Risk Management funding and Beach Safety. Key actions are to lobby for a national coastal minister and for a review of the Coast Protection Act (CPA).

Key staff attended the Coastal Group Network discussion on strategic asset management – and CPE were namechecked on the development of an asset monitoring collector app and discussion on the need to have better evidence on the real cost of coastal maintenance revenue.

Sandscaping

The Sandscaping scheme is being monitored in line with the approved Monitoring and Integrity Management Plan. This baseline monitoring is currently being intensified with additional bathymetric surveys (seabed) and LIDAR (beach).

Following the sand placement, it is expected that the beach profile will change and beach levels will continue to fluctuate and over time reduce. It is important to remember that the beach extends below the low water mark, and this part of the beach is essential in breaking waves and absorbing energy from the sea.

Analysis of the data capture up to November 2020 shows that the scheme is performing as modelled.

During this second winter, following the sand placement, there have been two more significant windblown sand events following periods of higher winds. Further

assessment is being completed with regard to these events and any further actions that may be considered to reduce the impact of such events in the future.

Sea Defence Maintenance

Works have included but are not limited to:

- Repairs to groynes at Cromer
- Temporary closure of Happisburgh ramp
- Removal of hazardous pill box at Kelling
- Removal of debris from Clifton Way beach access, Overstrand
- Repairs to pedestrian steps at Groyne 2a Cromer
- Removal of concrete debris
- Assistance with clearing windblown sand

2 Forthcoming Activities and Developments.

Response to 'FloodRe' Consultation

The CPE team are preparing a response to the current consultation on the FloodRe scheme. This scheme collects a levy on all home insurance nationally and uses this to re-insure insurance companies so that they can offer affordable home insurance to properties at flood risk. Without this scheme many properties would not be financially viable to insure. The consultation response will seek to highlight the potential for the FloodRe scheme to be expanded to other wider forms of risk, such as erosion risk which is also not currently insurable. This aligns with the current 'Coastal Loss Innovative Funding and Finance' project currently being led by the team.

3 Meetings attended – All Virtual

- All NNDC Committees appointed to: Development Committees, Governance Risk and Audit Committee (for information as substitute), Cabinet, North Norfolk Coastal Forum – in The Chair, Environmental Charter Workshop, Planning Policy and Built Heritage Working Party (Observer), Scrutiny Training, Scrutiny (Observer), Social Prescribing Workshop,
- Northrepps, Overstrand (By email), Trimmingham and Sidestrand Parish Councils
- Water Resources East Conference.
- CLIFF Steering Group.
- Norfolk Coast Partnership Core Management Group.
- Norfolk Coast Partnership Reopening The Coast Task and Finish Group.
- Wash and North Norfolk Marine Partnership Management Group, followed by Stakeholder Group.

- LGA Coastal SIG – presenting update on Adaptation Working Party.
- East Marine Plan Workshop and Briefing.

CABINET MEMBERS REPORT TO COUNCIL

28 April 2021

COUNCILLOR V GAY - CABINET MEMBER FOR LEISURE & WELLBEING

For the period February to April 2021

1 Progress on Portfolio Matters

Leisure Centres:

Throughout this latest lockdown our new leisure centre has taken shape and we are on course for a summer opening. In accordance with the Government's Covid roadmap, Fakenham Sports & Fitness Centre, Victory Swim & Fitness Centre and the gym at Cromer Academy will be reopening on Monday 12 April.

The demolition of the Splash leisure centre is now complete.

Pier Pavilion Theatre

The pier operator is planning to provide a normal Summer Show on the Pier this year. Whilst there are still some unknowns concerning Government restrictions, our Pier operator is planning an opening night for Saturday 17 July.

Beaches

The RNLI Lifeguards will be providing a full complement of beach patrols at our Blue Flag beaches. Patrols commence at Sheringham West, Cromer East, Mundesley and Sea Palling on Saturday 1 May. Patrols will then commence at Sheringham East, West Runton, East Runton and Cromer West on Saturday 3 July. News regarding this year's blue flag application issued on 14th May 2021.

Woodlands

Our woodlands have been extremely popular lately. At Holt Country Park our countryside team is renovating the sensory garden. The team is also working toward Whitsun activities and the return of volunteering at the country park.

Markets
Only essential stalls have been operating at our markets at Cromer and Sheringham due to Covid guidelines. All of the other traders will return from Wednesday 14 April at Sheringham, and Friday 16 April at Cromer.

2 Forthcoming Activities and Developments.
We are imminently expecting a visit from the Green Flag judges. The Green Flag process is a demanding one as North Norfolk must demonstrate not only that it has maintained standards at its Green Flag sites, but that it has also improved standards. Every year we are required to do better than the year before.
3 Meetings attended
On April 1st Cllr. Kershaw and I took part in a very inspiring tour of The Reef at Sheringham. I have also attended Overview and Scrutiny meetings in March and April in order to report to the Committee about the progress of the construction project for The Reef.

CABINET MEMBERS REPORT TO COUNCIL

April 2021

COUNCILLOR V GAY - CABINET MEMBER FOR WELLBEING & CULTURE

For the period February 2021 – April 2021

1 Progress on Portfolio Matters.

Health & Wellbeing:

Business as usual activity

Grants

Arts & Culture Fund – Three grant applications were received in the last quarter. Two applications were awarded funding totalling £5,718.17. One application was refused as it did not sufficiently meet the aim and outcome of the Fund. The closing date for the next grant round is 25th June. Monitoring of existing projects has identified that due to Covid 19, some projects have been cancelled, and others postponed or delivered virtually. It is anticipated that applications to the Fund will increase as lockdown restrictions lift.

Community Transport Fund – one grant application was received in the last quarter and was awarded funding of £2,000. The closing date for the next grant round is 25th June. Monitoring of existing project has identified that the majority of Community Transport schemes have currently suspended or reduced service due to Covid 19 and still have funding available from previous grant awards.

North Norfolk Sustainable Communities Fund (NNSCF) - The Panel met on 15th March 2021 to consider nine applications. The Panel recommended that six projects totalling £48, 653 were approved, one was deferred and two refused. One application was received to the Under £1,000 NNSCF. This was approved and an award of £995 was made.

Existing projects and new applications are being asked to complete an additional document identifying the impact of Covid 19 on the organisation, community and project.

The closing date for the next round is Monday 10th May, eligible applications will be presented to the Panel on 7th June.

Social Prescribing

The Council had a contract to deliver Social Prescribing services in North Norfolk on behalf of Norfolk County Council (NCC) and two Primary Care Networks (PCNs) in North Norfolk. The NCC contract end on 31st March 2021, the PCN contract which employs two Social Prescribers runs until

January 2022.

NNDC recognised the value and benefit of Social Prescribing and has allocated funding to contribute towards the continuation of the previously funded NCC service. This has enabled two of the three NCC posts to be funded by NNDC on a permanent basis. Funding has also been secured to enable the temporary extension of the third post until 31st March 2022. As a result of the investment by NNDC there will be some changes to the service to ensure it meets objectives in the Corporate Plan and community needs. This will include the ability for self referrals to be made by residents. It is anticipated a duty line will be established to triage enquiries. Information about Social Prescribing will be included on the NNDC website along with an electronic referral form and phone contact details.

A recent presentation to Members highlighted the support offered by Social Prescribing and the benefit to both residents, NNDC and other organisations.

It is anticipated that opening the Social Prescribing service or self referrals will enable support to be offered before a situation escalates therefore reducing complex and lengthy input from statutory services including NNDC and avoiding potential legal costs e.g. debt recovery.

The Social Prescribing Service continues to respond to direct requests for support from residents impacted by Covid 19.

Information, Advice & Guidance

The Council has historically awarded a grant to Norfolk Citizens Advice (Norfolk CA) towards the provision of an Information, Advice & Advocacy (IAA) service in North Norfolk. Following a review of the service and with agreement from Norfolk CA Cabinet recently approved the following recommendation:

To award a conditional grant of £55,000 to Norfolk CA towards for the provision of generic IAA services in North Norfolk. 2. 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.

Covid 19 related activity

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

NNDC have also recently started to deliver an Enhanced Contact Tracing service. This service is for the contacts of people who have tested positive for Covid 19 and as a result should be self isolating. Daily data reports are received from Public Health. Covid Support officers initially try to contact people by phone to check if they need food, medication or other support to enable them to self-isolate. Face to face visits are carried out if a person cannot be contacted. Requests for emergency food or medication support are fulfilled by NNDC. Referrals for financial or long term support are referred to Social Prescribing or other services including the Norfolk Assistance Scheme as appropriate.

Shielding has now officially ended but NNDC continues to work with NCC and Third Sector organisations to support Clinically Extremely Vulnerable residents and those experiencing financial hardship or requiring other support due to the impact of Covid 19.

Culture:

Members will perhaps know that Sheringham Little Theatre and Openwide (both of which are supported by North Norfolk District Council) have been successful in their bids to the Culture Recovery Fund.

In addition, the Council has awarded a grant to North Norfolk Open Studios to help to enable a trail of artists' studios this May. Together with Norfolk Museums Service, we are also working to create an art installation for Norfolk's Experience Initiative.

Our community arts grants have been described elsewhere in this report.

2 Forthcoming Activities and Developments.

Health & Wellbeing:

Developing Skills in Health and Social Care

Following a Motion at Full Council in December 2020, it was proposed by Cllr D Baker, seconded by Cllr C Cushing and RESOLVED unanimously that

1. NNDC states publicly its support for and commitment to the 'Developing skills in health and social care' project. This to include seeking financial help from Norfolk County Council and or Central Government, to enable North Norfolk District Council to be actively involved on an ongoing basis in supporting those who work in Health and Social Care.

2. A Cabinet member is identified as the member who will take responsibility for supporting this valuable project and championing the project at a senior strategic level. This Cabinet member will report to Full Council regularly on progress.

3. A member of staff is named as lead officer on supporting this project and who will work closely with members of the DSHSC project team, and project partners, to:

(a) promote this excellent initiative and promote links to wider initiatives across North Norfolk,

(b) collate information on the implementation of the project in North Norfolk,
(c) help to address any barriers to individuals joining the scheme, including lobbying for this project to include our unpaid carers.

Link to report previously submitted to Portfolio Holder. Cllr Gay to be identified Cabinet Member and Sonia Shuter named officer.
(meeting re employer tick friendly scheme to be re arranged)

[H:\Developing Skills in Health and Social Care.docx](#)

Culture:

April 29th - Experience Art Trail Workshop

May - There will be an announcement about the bid to Heritage England's cultural programme (this is an element of North Walsham's Heritage Action Zone project) early in May.

3 Meetings attended

I have received regular updates on cultural projects.

- Norfolk Health and Well Being Board meeting on March 10th
- Three member briefings on Housing
- A meeting with the Chairman of the Norfolk and Waveney Health Partnership on March 22nd
- A member briefing on Social Prescribing on March 24th

CABINET MEMBERS REPORT TO COUNCIL

28th April 2021

COUNCILLOR GREG HAYMAN - CABINET MEMBER FOR HOUSING & BENEFITS

For the period – February – April 2021

1 Progress on Portfolio Matters.

Benefits

The Benefits Team continue to assist households in need of financial support. The live caseload is continuing to increase. We currently have 8164 households claiming financial support, compared to 7756 households at the same time in 2020, and 7936 households in 2019.

Test & Trace Support Payment

The number of Test & Trace Support Payment applications has started to slow down. The table below shows the number of applications received over the last quarter. This may suggest a reflection of National Lockdown measures and the roll out of the vaccination program.

Month received	Number of standard applications	Number of discretionary applications
January 2021	62	52
February 2021	12	18
March 2021	8	5

From 8th March 2021, the scheme has been extended to include parents and guardians who are not legally required to self-isolate, but who need to take time off work to look after a child or young person who is self-isolating. The council web pages and application form are being updated to reflect these changes.

Council Tax Hardship Fund

The Council Tax Hardship scheme was introduced by the DHSC on 1st April 2020, as additional financial support for working age households in receipt of Council Tax Support (CTS). The scheme offered households an additional payment towards their Council Tax bill of up to £150.

Under the scheme we were allocated £723,824. The scheme ended on 31st March 2021 and we have spent £538,322 of the fund. The remaining fund will not be clawed back by the DHSC and it is for councils to decide how best to utilise any underspends. The Benefit Manager will be pulling together data and suggested options, which will be put forward for further consideration.

Our recommendation at this stage would be for any underspend to be distributed throughout 2021/22 using the same principles as those provided by DHSC where working age families in receipt of CTS will benefit from an additional sum towards their Council Tax bill for 2021/22.

Housing

Temporary Housing

There are currently 40+ households in Temporary Accommodation, this includes the 12 rough sleepers currently accommodated (see below).

Following the Council's successful bid to secure £140,000 from the Government's Next Steps Accommodation Programme to help provide four homes for single rough sleepers or people at a risk of rough sleeping, purchasing these homes is progressing well. We have completed the purchase of three 1-bed properties and checks and minor works are now being carried out on these with the first tenants moving in April 2021. The fourth property should complete by the end of April 2021.

Cabinet also agreed to the repurposing of £500k Disabled Facilities Grant budget to purchase accessible temporary accommodation units. Two ex-Flagship bungalows are currently being considered for purchase

New Affordable Homes

Housing Associations working in North Norfolk District have delivered 108 new affordable homes this financial year – 56 for affordable rent and 52 for shared ownership. The number is lower than previously forecast as a number of schemes will now complete in 2021/22.

The Flagship development at Laundry Loke completed in March 2021 and provides 43 new homes (32 affordable rent and 11 shared ownership).

The building of Housing 21's Fakenham Extra Care Housing scheme of 66 flats (30 affordable rent and 36 shared ownership) also completed in March. However, works to fit out the interior of the scheme are ongoing so it has not been included in the outturn figures for 2020/21. Occupation will be phased to ensure individual needs are catered for from May 2021. Other sites are being considered for further Extra Care housing developments.

Cabinet in February agreed the use of £900k of section 106 commuted to support the delivery of new affordable homes. One of the schemes which the money is intended to support, the Exception Housing scheme in Walcott, recently achieved planning permission.

Housing Strategy

Four workshops were held in February and March 2021 with a range of stakeholders attending to help develop the Council's new housing strategy. The workshops looked at four themes: 1. Increasing the supply of new housing, 2. Improving housing stock condition in the private sector, 3. Making better use of public sector housing, 4. Supporting vulnerable residents. The outcomes of these workshops, together with the Council's agreed objectives, are now being collated into the first draft of a strategy which is to be shared with members.

Housing Options Team

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

As at 31 March 2021 there were 2928 households on the housing list of whom 426 were on the Housing Register (highest priority) broken down as follows:

- 7 Priority Card.
- 245 Band 1
- 146 Band 2.

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

Live Cases, as at 16 April 2021, breakdown into:

- Final Duties accepted: 16
- Prevention duty accepted: 14
- Relief Duty accepted: 20
- Triage (mixture of new cases, rough sleepers, being supported): 50

The team continue to work with and support rough sleepers. As at 16 April 2021 there were 12 known rough sleepers, of whom we are providing accommodation for 9 and 3 are still sleeping rough. Received notification of 2 new RS these will need to be verified before counted.

Integrated Housing Adaptations Team (IHAT)

The IHAT had a budget of just under £1.2 million in 20/21 to provide adaptations to help people remain in their homes. The IHAT provide a range of adaptations including level access showers and stair-lifts. A further £160,757 was allocated to the Council in December 2020.

In 2020/21 the team approved 83 grants at a value of £790,000 and completed 87 with a total spend of £764,000. £422,000 of approved grant is taken forward into 2021/22.

In the recent Spending Review the Government announced that the national DFG budget would increase from £505m to £573m a 13.5% uplift. The Council expects to receive £1,354,615 in 2021/22.

Domestic abuse

The Domestic Abuse Bill (which is due to be enacted in the coming weeks) introduces new responsibilities for the upper tier authority in the assessment of the need for support for survivors of domestic abuse in specific accommodation. The upper tier authority is then responsible for commissioning support in accordance with

identified needs. Once enacted Councils will be responsible for undertaking a needs assessment and producing a strategy to meet the identified needs. The upper tier authority is required to set up a Board of key strategic partners to oversee this work. The district Housing Authority has a duty to co-operate with the upper tier authority in meeting this statutory obligation and will be a stakeholder represented on the Board.

As part of the work of the Norfolk Community Safety Partnership a proposal to pool funding across the county to jointly procure a single domestic abuse service with a long term contract was agreed. This procurement is being led by the Office for the Police and Crime Commissioner. The procurement will be overseen by a Board comprised of funders of such services. North Norfolk District Council does not currently directly fund any domestic abuse services and therefore does not have any specific funding that can be contributed to the pooled fund. The procurement process is due to commence in the next few weeks. It is not proposed that the procurement of support services will be included in the joint procurement being led by the OPCCN at this point but this may be incorporated at some point in the future.

CABINET MEMBERS REPORT TO COUNCIL

28 April 2021

COUNCILLOR RICHARD KERSHAW - CABINET MEMBER FOR SUSTAINABLE GROWTH

For the period February to April 2021

1 Progress on Portfolio Matters.

Business as usual activity Engagement with businesses

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

Lockdown Support Grants

Following the national restrictions in November/December, the Government committed to providing further grant funding which would again be delivered by Local Authorities. The subsequent tier changes in December, and the announcement of further national restrictions from January onwards, has resulted in a wide a range of grants being delivered by the Council, including:

- LRSG (Closed) Addendum Grant for 5/11/20-2/12/20.
- LRSG (Closed) Tier 2 Grant for 2/12/20-26/12/20
- LRSG (Open) Tier 2 Grant for 2/12/20-26/12/20
- LRSG (Closed) Tier 4 Grant for 26/12/20-05/01/20.
- Christmas Support Payments (Wet-Led Pubs).
- LRSG (3rd national lockdown 6 weeks payment) 05/01/21 to 15/02/21.
- Closed Business Lockdown (Top up Payment).
- LRSG (4th national lockdown 6 weeks plus 2 days payment) 16/02/21 to 31/03/21.
- Additional Restrictions Grant (for those unable to access LRSG)

The Council has now awarded Additional Restrictions Grants (ARG) under two phases (covering Nov/Dec and January to March). Work to conclude the next phase is presently being undertaken. Local Authorities have recently been advised that the full allocation (Circa £3m for NNDC) must be fully defrayed by 30 June in order for them to be able to draw down the top-up funding that was announced in the Spring budget. For NNDC this amounts to

an additional £760,411.

North Walsham Town Centre Heritage Action Zone

A number of key activities have commenced including:

- a condition survey on The Cedars. Further professional reports are now being undertaken, including an energy assessment to inform the approach to restoring the buildings;
- the inaugural stakeholder engagement workshop on 20 April;
- the formulation of a community engagement plan (including the development of a virtual community engagement platform);
- the appointment of design consultants to support the town centre place-making, presently undertaking preliminary research and identifying priority works

Visitor Economy

The Council has continued to maintain a good relationship with Visit North Norfolk throughout the pandemic and collaboration on messaging has been central to the response and recovery stages. This has helped keep the sector informed and encouraged and foster greater collaboration and support for collective action. The Council has also liaised closely with NALEP and NCC over the recovery of the visitor economy sector.

The announcement of the third lockdown created a natural hiatus in the immediate promotion of north Norfolk, in accordance with national restrictions; however, a 'North Norfolk Uncovered' campaign will now start in April. For the first couple of months this will also carry the Visit Britain theme, 'Escape the Everyday' so we can tie into the national marketing platform.

We envisage a strong uplift in 'staycation' visits to the District and will engage with partners to ensure tourism messaging is appropriate in order to balance the interests of local businesses with those of local communities and the environment. The Coastal Code is one means of encouraging appropriate behaviour of visitors to our coastline.

2 Forthcoming Activities and Developments.

Key activities:

- Delivery of the next phase of the ARG scheme to further support local businesses
- Development of grants/package of wider business support (funded through the ARG top up fund)
- Continue to support the North Norfolk Kickstart Gateway programme to help 16-24yrs old into employment

- Create the content and develop the North Walsham HAZ virtual platform to support community engagement
- Support the HAZ Stakeholder Workshop programme

Events:

**North Walsham 'Big Bash Event
5-8 May**

The HAZ programme will feature in an event organised by the North Walsham Think Carer Network. The Big Bash will showcase many exciting developments happening within North Walsham. Participants will be able to take part in live chats, ask questions about activities within the town, join virtual tours, participate in quizzes, competitions, undertake wellbeing and fun sessions, as well as learning new skills and finding out about community groups and services.

Details about the event can be found on Facebook (@NWbigbash2021) or email northwalshamcommunitycontact@gmail.com

Breaking through the Glass Ceiling - SUNA Masterclass (Delivered by New Anglia Growth Hub)

Fri, 30 April 2021

09:30am – 12:30pm

This workshop is to get owners re-engaged and generate the energy and focus to drive the business forward.

How Investment Ready is YOUR Business - SUNA Masterclass Innovate UK EDGE (Delivered by Emma Douglas-Beet, Innovation Growth Specialist at Innovate UK EDGE)

Thu, 13 May 2021

14:30pm – 15:30pm

This workshop is suitable for any business who is looking to grow and wanting to acquire additional funding for innovative ideas. It will provide businesses with a sound understanding of the different types of funding available and provide guidance as how to make your investment opportunity stand out from the crowd.

Using Social Media to Target your Customers Online

Tue, 18 May 2021

10:00am – 12:00pm

This workshop will show businesses how to build profitable social media campaigns to engage customers and increase sales

Details on how to register for these events can be found [here](#)

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CABINET MEMBERS REPORT TO COUNCIL

28 April 2021

COUNCILLOR N LLOYD - CABINET MEMBER FOR ENVIRONMENTAL SERVICES, CLIMATE CHANGE AND ENVIRONMENT.

For the period February to April 2021

1 Progress on Portfolio Matters.

The Commercial and Public Protection team have been busy focusing on getting through the huge backlog of food, licensing and health and safety visits that have been delayed due to their involvement in the Council's response to the Covid-19 pandemic. As a priority they are working through the higher risk business activities and are also undertaking new business inspections to support the local economy and start-ups. In 2020/21 we have received 203 new food business registrations.

A Senior Public Protection Officer has passed the Level 3 Pet Care Industry approved Animal Licensing Qualification. There is now a requirement for officers to become competent under the new animal licensing requirements.

Two licensing sub committees have been held during this period.

The Team continue to play an active in the North Norfolk Safety Advisory Group, working with external partners to offer safety advice to event organisers within the district. This has been particularly busy in the lead up to the summer season.

The Environmental Services team continue with the mobilisation and management of the Serco contract. They assisted with the "go live" of new contact centre operations, following the start of Breckland and Kings Lynn and West Norfolk contracts. The team continue to further develop IT solutions relating to the contract.

In March the Direct Debit renewals for approximately 18,000 garden bin customers were processed, this resulted in the Council receiving around £930,000 in payments. Unfortunately, an error with some of the data did generate contact from brown bin subscribers but these have been effectively managed within the service.

The end of the financial year generated some work for Environmental Services ensuring that all contracts were rolled over and customer requirements are now place 2021/2022

The Council was awarded £14,000 from the WRAP 'Binrastructure' funding bid to purchase new litter bins.

Bank holiday leaflets were delivered covering Easter, May and August.

The team continue to make progress with 're-wilding' project an approach to managing our land with wildflowers instead of regular grass cutting.

A new community fridge has opened in Sheringham; the team have supported this project.

Alongside the normal response to enquiries and providing planning consultation response the Environmental Protection team have been busy preparing the renewal of the Public Space Protection Orders. These relate to dog fouling and dog restrictions in certain areas of the District, particularly the beaches. This has involved a wide reaching consultation process.

Several Abatement Notices for noise nuisance have been served under the Environmental Protection Act 1990 in Holt and Hoveton. Officer's will continue to monitor for breaches of these notices and take the appropriate enforcement action.

There has been a steady stream of complaints relating to private sector housing properties over the winter months. These range from heating breakdowns, damp and mould growth. Officers have also been preparing for the introduction of the electrical safety standards in the private sector regulations 2020. These new regulations require that landlords have property electrics checked at least every 5 years by a properly qualified person. The electrics must meet standards and landlords must give their tenants proof of this. The team have been communicating this with landlords and preparing the relevant procedure.

The Environmental Protection team have arranged two Public Health Act funerals during this period.

The Civil Contingencies team continue to manage the North Norfolk Safety Advisory Group (SAG), as previously mentioned this has been particularly busy in the lead up to the summer and the extra guidance required to ensure that Covid control measures have been considered. The Covid-19 response and planning generally continues to dominate this service area. The team have attended and contributed to the newly formed Norfolk Strategic Flooding alliance.

Although in recent months the levels of Covid-19 cases have remained low throughout the district, the Environmental Health Team continue to contribute widely the Council's Covid-19 response. Through business advice and guidance, the civil contingencies response, enhanced contact tracing and the corporate health and safety function.

NNDC currently has 8 Covid Support Officers and 1 Covid Support

Coordinator located within the EH department funded through the Control Outbreak Management Fund. Step 2 of the Governments Road Map which included the reopening of hospitality and non-essential retail has gone well in the District. The EHOs and Covid Support Officers have been undertaking increased patrols and businesses have welcomed their support and advice.

Queries about marquees and outdoor shelters for outdoor spaces so businesses have been signposted to new information on our website and monitoring the presence of tables and chairs that may require pavement licensing.

Pop-up camp sites and caravan sites have been a topic for intervention and attention to ensure that the right Covid measures are in place and that new operators are aware of their legal duties. Business support packs have been given out and face-face engagement undertaken by the Covid Support Officers

Environmental Charter

The Environmental Charter is an important step in the Council's approach to dealing with the Climate Change Emergency. Born out of public and stakeholder proposals garnered at the Council's 'Environment Forum', the Environmental Charter is a public facing document which sets out NNDC's path towards environmental excellence and a net-zero carbon emissions future. The Environmental Charter has now reached its final draft stage and will be presented to Overview and Scrutiny on 21st April, prior to it being presented to the Environment Forum on Friday 23rd April.

The draft Environmental Charter is based on evidence and views contributed at engagement events and has been formulated with the input of a wide range of officers and members, through a series of workshops.

Over 90 staff and members attended internal workshops on the Environmental Charter.

Environment Forum

The Environment Forum is being held on the 23rd April 2021. There are currently over 50 delegates attending the online webinar/forum in which the Environmental Charter will be shared, together with a question and answer session.

After the Environment Forum questionnaires will be sent out to all delegates to seek their views on the emerging draft Environmental Charter. These views will be fed back into the existing document and amendments will be made accordingly prior to the final document being presented to Cabinet in May 2021.

Baseline Carbon emissions data

The baseline carbon emission data for NNDC is being completed by the Carbon Trust and the final report is expected at the end of April 2021. Initial queries relating to the original data set have been resolved.

Once the baseline information is completed an Action Plan will be put in place which will set out the steps that NNDC need to take in order to reach a net-zero carbon

emission position by 2030.

Liftshare/Mobilityways

The Council will be developing a partnership to help to reduce commuter emissions, and therefore NNDC's carbon footprint. This work will sit alongside the emerging 'new ways of working' policy that is being developed in collaboration with HR.

Greenbuild

Due to the ongoing threat posed by COVID-19 there are ongoing discussions regarding a 'live' Greenbuild event in September 2021, with other options being explored, including a series of online webinars, workshops and another Environment Forum event.

Tree-planting

NNDC's tree planting project is progressing well. There are currently 20,000 trees in the ground with an additional 40,000 trees worth of projects in the pipeline. Officers are currently in discussion with some major stakeholders about the potential of delivering a series of large-scale projects and the outcome of these will be known by the next planting season (October 2021).

2 Forthcoming Activities and Developments.

A Covid Safe Business Award is being developed by the Service and the ambition is to launch this in time for the 17th May for the Step 3 roadmap.

The Environmental Health Team will continue to support the Councils Covid-19 response during the busy summer season ahead.

The Environment Forum is being held on the 23rd April 2021

3 Meetings attended

Attended the launch event with leaders from Breckland and Kings Lynn Councils to mark their waste collection contracts with Serco going live on March 29th.

Joint waste contract meeting with Serco management and representatives from Breckland and KL Councils.

CABINET MEMBERS REPORT TO COUNCIL

28 April 2021

COUNCILLOR E SEWARD - CABINET MEMBER FOR FINANCE & ASSETS

For the period February to April 2021

1 Progress on Portfolio Matters.

Finance

Business rates NHS appeal – further to previous updates regarding the ongoing NHS business rate appeal case I am delighted to inform you that the appellants have sort the Courts permission to withdraw the appeal and, as all parties had consented, the appeal be dismissed. This is excellent news for the authority and means we no longer have to worry about making any backdated business rates relief payments to the NHS. As part of the 2020/21 year-end closedown process the authority will review its levels of provisions in light of this decision.

COVID 19 – Economic Development, Revenues, Finance and IT teams continue to work together on eligibility criteria and distribution of local business grants. The Council has now paid nearly £120m in business grant support across the various grant streams.

Property Services

Melbourne slope (former public convenience) - We have a temporary marketing board up on the building and have been using Breckland Council's Rightmove account to reach a wider market. There has been a good level of interest, with approximately 12 viewings having taken place. We have asked for expressions of interest to be with us by end April/early May following which an initial review will take place including a summary of the interest and recommendations.

Mundesley café – the lease renewal has been completed and the lease assignment is in progress.

Team resourcing – the Estates Team is now back up to a full complement of staff following a successful recruitment process into both the Surveyor and Strategic Surveyor roles which will provide more resilience within the team and enable us to address some of the outstanding case work.

2 Forthcoming Activities and Developments.

Upcoming Reports – a number of finance reports are due to be considered by Cabinet over the following months;

- 2020/21 Outturn report – this report will cover the Council's financial performance for the previous financial year (including the impact of Covid-19) and forms part of the closedown of the 2020/21 accounts.
- Treasury management annual report – this report provides Members with an update on the treasury performance for the previous year.
- Debt management annual report – this report provides Members with an update regarding the Council's debt management performance for the previous financial year.

2020/21 Accounts – the finance team are busy preparing the 2020/21 accounts the drafts of which are due to be completed by the end of July. These accounts are due to be signed off by the Governance, Risk and Audit Committee (GRAC) in December.

3 Meetings attended

Nothing further to report.

CABINET MEMBERS REPORT TO COUNCIL

24 February 2021

COUNCILLOR L SHIRES - CABINET MEMBER FOR CUSTOMER SERVICES

For the period to April 28th 2021

1 Progress on Portfolio Matters.

Reprographics:

The new printer was installed on the 22 March in the Print room, the printer has embedded in well and the print quality is as expected.

The print room is seeing large demand of printing due to the replenishment of signage in respect of the re-opening of the District and in preparation for the Elections printing for May

Digital Mail Room:

The North Norfolk Visitor Centres retail element and informational service has reopened following the lifting of restrictions on 12 April 2021. The TIC service provides an important role helping to support the building up of the local economy in the tourism and hospitality sectors. The Discovery end of the centre remains closed in line with current government guidelines – we will be monitoring the guidelines longer term and will look forward to welcoming all visitors to the whole centre as soon as we are able to.

The sale of council car park season tickets over the last year notably moved to online sales due to the pandemic and the Digital Mailroom has supported this by issuing car park passes to customers through the post. A number of customers have sent compliments and provided positive feedback on their experiences of purchasing and receiving their car park passes as the majority have been mailed on the same day as their online purchase.

The team have received positive compliments from other services for the support they have provided by completing office based functions allowing back office staff to continue working from home.

Customer Services:

The team has managed the seasonal peak demand as a result of the issue of council tax bills to every household in North Norfolk and the local elections.

The team is supporting customers with their applications for the new Re-Start Business Grants.

The team have been assisting the NHS by contacting patients and booking appointments for them to receive their Covid-19 vaccination.

To support the continued recovery efforts of the Covid pandemic, and the lifting of restrictions on 12 April NNDC is providing face to face appointments by a pre-arrangement only. Operating this way ensures we minimise risk and allow for our customers and our staff's continued safety. In anticipation of increasing customer demand for face to face appointments the team have scheduled a greater office based presence which will be managed in line with demand and our covid secure measures.

CABINET MEMBERS REPORT TO COUNCIL

19th April 2021

COUNCILLOR LUCY SHIRES CABINET MEMBER FOR ORGANISATIONAL RESOURCES

For the period February 2021 to April 2021

1 Progress on Portfolio Matters.

Implementation of the infrastructure to support Microsoft 365 continues. This will align all elements of the Council's systems in preparation for roll out of the user improvements to email and office Applications and the sharing of information within NNDC.

The transition to cloud based email with its improved access and capacity for storage of email will be complete by August 2021.

The end of year IT activities to support HR, Finance and Revenues and Benefits has been completed successfully.

The IT teams support for Covid 19 related grants and payments continues.

The Planning System updates work has continued and the work is currently being undertaken to complete the updates to the system.

Work continues to integrate the NNDC Mobile application with the Customer Relationship Management system. Although this has taken longer than anticipated due to problems with third party software. When this is complete the Application will be made available to volunteers to complete the testing before it is launched on the relevant "App Stores" to make it available to users of Android and Apple mobile devices.

The Council has successfully undertaken its annual security assessment to allow connection to the Public Sector Network. This included work to remove the last few Windows 7 PC's/Laptops left in the Council.

Recent work on the Council's website has significantly improved its Accessibility. The Council's website is now just outside the top 30 of all Council sites. Further work will continue to improve this rating further.

In addition, the Council's web access security systems have been upgraded to maintain the security and performance of the Council's IT infrastructure.

The Environment website framework has been provided to allow content to be curated and published by Officers. Additional functionality will be added as it is developed.

A free to access online mapping system is being developed to allow Parish & Town Councils, and other partners, to view and print maps of the district for their local use.

2 Forthcoming Activities and Developments.

Works to complete the enhanced back up and Business Continuity infrastructure linking data between Cromer and Fakenham in near real time synchronisation will be completed in May/June and subsequently tested.

Further webforms will be rolled out allowing members of the public to access facilities provided by the new Waste Management Contract including the booking of bulky waste collections.

The roll out of the Environmental Health service upgrade will continue.

The project to replace the Council's financial management IT system will commence.

The implementation and testing of the upgraded Planning system will be completed. Further modules including on-site Building Control application and Section 106 management system will be implemented.

IT will be providing support for the electoral process for the May 6th Elections.

3 Meetings attended

Norfolk Office of Data Analytics – Cross Norfolk data sharing/management initiative.

CABINET MEMBERS REPORT TO COUNCIL

April 2021

COUNCILLOR JOHN TOYE - CABINET MEMBER FOR PLANNING AND ENFORCEMENT

For the period February 2021 to April 2021

1 Progress on Portfolio Matters.

General Situation

Performance

All the information in numerical terms is now available to everyone on Inphase. The Inphase figures are regularly reviewed through committees, the main indicators of 2 year averages still remain good despite high workloads. This is a testament to the hard work of officers in the planning department.

Staffing Levels

Although we lost Sarah Ashurst on promotion and there has been some internal movement generally speaking staff levels are near to being at full established levels. The departure of Sarah has given the opportunity for the department to carry out an evaluation of staffing and distribution. Any re arrangements will be done within current budgets and is about ensuring skill levels across the organisation match delivery requirements. All areas continue to have high workloads.

Development Management Performance

Currently in the **non Major** applications officers currently have in excess of 35 applications per officer with some as high as the mid 40's. It is possible that there is a covid effect as people have spent more time in their houses and decided to make changes and additions. Despite still working remotely and adapting to the still relatively new Uniform system officer continue to deliver decisions on time and of a good quality. This is reflected in the performance figures and low level of decisions being overturned on appeal.

Year on Year comparisons for March,
Applications received up from 245 to 358.
Officers should be congratulated for keeping the number of applications decided also up from 286 to 371 in step to prevent any potential backlogs.

The **Majors** team have been working on bringing previous approved complex applications like Fakenham to conclusion so that the first phases of these applications can begin.

They have been prioritising affordable housing projects and it was pleasing to see the Walcott exceptions site delivered at a recent development committee as these were also houses being built to passivhouse standards.

The Majors team along with conservation and design environmental health and costal continue to be involved with the time consuming work of offshore windfarms this is important in delivering the views of the District Council into these and other national infrastructure projects.

Planning Policy & neighbourhood planning

Excellent progress continues to be made through the Planning Policy and Built Heritage Working Party (PPBHWP) to move the new local plan to regulation 19. It is still expected to have the final version of the Plan ready for consultation in the first half of 2022.

Assistance with developing local plans by parish councils has been on going with consultations and reviews.

Duty to cooperate has been the subject of recent PPBHWP with work on shared recreational mitigation schemes being the subject at the next duty to co-operate meeting.

Conservation Design & Landscape

With the high level of applications in development teams this reflects in workload levels for the Conservation, design and Landscape teams.

In addition to consultations for applications they have been working on the Recreation mitigation and carrying out Conservation area appraisals and consultations.

Current Conservation appraisals it is hoped will come to the May PPBHWP after consultation

Building Control

Workload and applications remain buoyant; fee income remains stable.

Completion inspections are being reintroduced from 6th April.

Peter Hazelwood (assistant BCO post) is confirmed to start 3rd May (Bank Holiday so first day May 4th), our contractor support terminates on 23 April.

The surveying team are completing early stage Covid vaccinations which will assist with inspections.

The surveying team are considering future working practices with potential for “hybrid” working potentially offering the best service delivery.

Land Charges Searches

It is notable that land searches since January of this year have doubled each month with February processing almost 3 times the amount of official and March almost 3 times the personal searches.

Digital transformation

Uniform has started to settle down with the odd system glitch occurring but the majority of issues has been resolved and it is believed that people are now getting the correct notifications with the correct information links.

Uniform is programmed for updates in May, most significantly is a 4 day period from 4th to 7th May where systems will be unavailable. All information on shutdowns and upgrades through May will be communicated to those affected.

Enforcement

The Combined Enforcement Team of 2.5 people remains very busy with planning enforcement and council tax/business rates property inspections for the revenues service. There around 290 live cases and although 260 or so will be closed down during the year this shows that there are number of more complex and therefore resource intensive cases. Currently we are advised to expect appeals to take 12 months

The Compulsory Purchase of The Shannoeks Hotel has been granted by the planning inspector and demolition is due to start on the 26th April. Site clearance is to be completed no later than 1 June 2021. The adjacent NNDC car park is to be leased under license to the developer as site compound for the period of the demolition. The site is to be screened by hoarding once demolition is completed. Under the agreement development is scheduled to start no later than June 2022 with all works to be completed on site no later than June 2023. The development is to proceed on the basis of the "Huddies" planning permission, i.e. the NNDC car park being for local car parking post development.

2 Forthcoming Activities and Developments.

Planning Policy & Build Heritage Working Party
Development Committee

3 Meetings attended

Planning Policy & Build Heritage Working party
Development Committee. Norfolk Strategic Planning Forum
Parish council meetings By Zoom. Planning Team meetings and 1:1's

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Additional Restrictions Grant

- Summary: This report sets out the current financial position of the COVID Additional Restrictions Grant (ARG) and the actions the Council plans to undertake to commit the remainder of the District's allocation which is intended to support businesses and the local economy.
- Options considered: The Council is obliged to use the ARG fund to support local businesses, particularly those who have not been able to benefit from the mandatory grant schemes. The Government has advised that this should predominantly take the form of discretionary grants. However, the fund also allows the Council to use funding to deliver wider business support to which a range of options, including those outlined within this report, are possible. The Council could choose to focus the remaining allocation solely on providing grants. However it is recognised, particularly as national restrictions are eased, that businesses would additionally benefit from a broad offering of non-financial support to assist their recovery process, enable them to embed Covid-safe practices and measures and to support resilience.
- Conclusions: The Covid-19 pandemic has taken a considerable toll on local businesses. Whilst some businesses have either been able to trade to some extent – because they are non-customer facing, through diversification or via e-commerce channels – many have been heavily impacted and continue to struggle to meet their ongoing fixed costs and recoup their losses. Whilst the mandatory schemes have played a significant role in helping some businesses, there are many others who have *slipped between the cracks*. The ARG scheme, and the wider support it can offer, provides an opportunity for the Council to address the support needs of some of those businesses who have not been able to access such schemes and for the Council to provide a wider range of assistance to help the local economy to bounce back.
- Recommendations: It is recommended that:
- Full Council note the content of the report and the progress to date in committing the ARG allocation to support local businesses;
 - given the time constraints, that delegation is provided to the Director of Resources, in consultation with the Cabinet Member for Sustainable Growth, to:

1. establish the terms and processes to commit the remaining ARG fund by 30 June 2021, and;
2. develop a programme of business support using the anticipated ARG top-up funds that the District will benefit from following the full dissemination of the current fund.

Reasons for

Recommendations: To ensure the funding is fully defrayed within the timescales determined by the Government.

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 Portfolio Holder for Sustainable Growth	Ward(s) affected All
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Contact Officer, telephone number and email: Stuart Quick (Economic Growth Manager), 01263 516263, stuart.quick@north-norfolk.gov.uk
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1. Background

- 1.1 The Covid-19 pandemic has had an unprecedented impact on trading conditions. Restrictions imposed on businesses to control the spread of Covid-19 have had a significantly negative effect on the national and local economy. In April 2020, the UK experienced a 25% contraction in GDP, the largest fall the country has ever experienced. Whilst the economy did partially recover during the second half of the year, most businesses were unable to recoup earlier losses and any traction made to return to pre-pandemic levels was reversed following the return of national restrictions in November, ultimately leading to further tightened measures in January.
- 1.2 As a result of the severe impact of Covid-19 restrictions, the Government introduced a plethora of Covid business grant schemes. These schemes are being allocated to businesses via Local Authorities. Within North Norfolk, the Council has now distributed approaching £100m in grants.
- 1.3 Following the imposition of national restrictions on 5 November, the Government established a new discretionary fund called the Additional Restrictions Grant (ARG). This scheme was introduced to complement the Local Restriction Grant (and its subsequent incarnations), with a particular emphasis placed on helping those businesses who may not have been able to

benefit from the LRSG fund, which is essentially aimed at businesses subject to non-domestic business rates.

- 1.4 Local Authorities are permitted to have full discretion as to how this is spent, but are advised that this money should predominantly take the form of discretionary funding. It can also be used to fund wider business support activities. Councils were initially advised that this money will need to be fully defrayed by 30 March 2022.
- 1.5 Following an additional top-up in January, NNDC has received a total ARG allocation of £3,028,013. To date, excluding pending applications, the Council has awarded 702 Additional Restrictions Grants for a total sum of £1,534,000. In addition to this, a further £22,578.22 has been provided to Norfolk County Council, which alongside contributions from six other Norfolk authorities, has supported the 'Go Digital' programme. This scheme has provided 1-2-1 professional support to businesses seeking support with digital tools eg e-commerce, social media, adapting to agile working etc. It is hoped that this well received scheme will be supported through further funding, possibly from other sources.
- 1.6 An additional £25k has been earmarked to support Visit North Norfolk (VNN) toward their replacement web contract. As the District's Destination Marketing Organisation, VNN have continued to play an integral role in supporting the local visitor economy and ensuring that both businesses and the public are informed and receiving appropriate messages. It is envisaged that the district will experience a strong uplift in 'staycation' visits this year and VNN will help the Council to engage with partners to ensure that tourism messaging is appropriate, balancing the interests of local businesses with those of local communities and the environment.
- 1.7 At the Spring Budget on 3 March 2021 the Chancellor Exchequer announced that Local Authorities would receive an additional top-up to the their ARG allocation. This was recently confirmed as £760,411 for North Norfolk. However, in order to qualify for this money, Councils will need to have fully defrayed (not just committed) all of their current allocation. Consideration is now being given to how we can draw down this additional money for the benefit of the District's business community.

2. Current Position

- 2.1 Based on the total amount defrayed, the present pipeline of payments, pending cases and outstanding commitments, it is estimated that the current position of the ARG fund is circa £1.65-1.7m and therefore there is an remaining fund of approximately £1.4m. As outlined, in order for the District to benefit from the top up funding, the Council will need to have expended the current balance no later than 30 June 2021. The Council will then need to fully defray the remaining fund no later than 30 March 2022 or return any unspent allocation to the Government.
- 2.2 It is proposed that Council consider the remaining and anticipated top-up funding within two broad phases: a 'Rescue Phase' and a 'Recovery Phase'

3. Rescue Phase

3.1 During the *Rescue* Phase (through to no later than 30 June 2021) the Council will concentrate on defraying the remaining initial funding allocation. The focus will be on providing continued support to new and existing applicants to assist them as national restrictions ease, recognising that many businesses will initially be limited in their ability to trade normally and some will not be able to open at all during the early stages.

3.2 Overview

- A further round of grant payments to cover the 3-month period to June.
- £25k to Visit North Norfolk to support the local visitor economy – particularly encouraging visitors to explore quieter parts of the District so as to spread the benefits of Recovery more widely
- £22,578.22 to the Go Digital programme (committed)
- £250,000 ring-fenced to provide an Outdoor Education Sector Support Grant, assessed via an application process and a nominated panel.

3.3 The Outdoor Education Sector Support Grant is intended to support residential outdoor education centres operating within the North Norfolk district. It is recognised that this important sector to the local economy is uniquely challenged as it relies almost entirely upon school bookings and it is clear that these have been unable to take place over the past 15 months and will be slow to resume to their previous levels of business once allowed to reopen. Moreover, it is further acknowledged that these businesses play a particularly important role in supporting the education, welfare and well-being needs of young people, many of whom will have been heavily impacted by the national restrictions in terms of their physical and mental well-being. The survival of these organisations is therefore vital to supporting the UK recovery process and the impact of this grant scheme should be measured in terms of its broader benefits (health, well-being, local employment, supply chains etc).

4. The Recovery Phase

4.1 During the *Recovery* Phase (through to no later than 30 March 2022) the Council will concentrate on defraying the top-up fund allocation (£760,411). The focus will be on providing a suite of business support initiatives to help businesses to recover. The full details of this will need to be worked up, but options could include:

- A Business Recovery Grant - to fund projects and initiatives that support diversification, fund growth opportunities etc. This could support a range of potential needs, including but not limited to:
 - Costs of adapting operational models, premises and working practices in order to meet Covid-secure requirements;
 - Support the development of recovery plans;
 - Adaptations to business models to attract new customers or visitors;
 - Digital transformation;
 - New product development or diversification;

- Marketing support or support with certification costs to enter a new market;
 - Specialist external support to meet a defined need;
 - Support the purchase of professional advice e.g., accountancy, HR, legal etc
- Business Support Staff resource – to provide 1-2-1 support and advice; to support business planning/applications into the Business Recovery Grant;
 - Start up support (or funding towards extending existing schemes);
 - Digital skills and professional advice;
 - Support for town centres, working with local business groups and Chambers to support town centre revitalisation;
 - Supporting possibly existing or emerging programmes.

5. Conclusion

- 5.1 The ARG fund, and the wider support of the Economic Growth Team, will play an important role in supporting the recovery of the local economy in North Norfolk and in helping businesses to respond to the challenges that they will face over the coming months and years. In order to do this, Officers will need to continue respond quickly to emerging guidance from the Government and be sufficiently empowered to develop a programme of support to meet the critical needs of businesses as they seek to recover from the pandemic.

6. Financial Implications and Risks

- 6.1 Any funding scheme will include inherent risks about the way in which the funding is used. However, the Council is well versed in the operation and administration of grant funding schemes and has the resources and procedures in place to ensure that standards of propriety are maintained and that the funds are properly accounted for and audited.

7. Sustainability

- 7.1 Environmental sustainability will be covered within the prospectus and application process for any future grants. Projects or initiatives will be expected to incorporate measures that minimise their impact upon the environment

8. Equality and Diversity

- 8.1 No direct implications arising from this report.

9. Section 17 Crime and Disorder considerations

- 9.1 No direct implications arising from this report.

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Preparations for managing anticipated increased visitor numbers – Summer 2021

- Summary:** With continued uncertainty about the opportunities for people to take overseas holidays this summer due to the ongoing COVID pandemic, it is expected that demand for staycation holidays in the UK will be strong; such that tourist destinations, such as North Norfolk, will need to make some contingency arrangements to manage larger numbers of staying and day visitors to the district than might be the case in a more “normal” year. This report details the consideration the District Council is giving to the management of larger numbers of visitors to the District during the summer of 2021.
- Options considered:** Do nothing and potentially see overcrowded seaside resort locations where a lack of parking, overcrowded beaches and town / village centres mean that visitors do not have a positive experience of the District and may not make repeat visits in future years.
- Conclusions:** That the Council seeks to take a number of actions as detailed in the report to accommodate larger numbers of visitors to the District during this summer as part of the District’s Recovery from the COVID pandemic in a way which seeks to minimise transmission of the virus, protects local residents and visitors, supports local businesses and economic recovery in the short, medium and longer terms.
- Recommendations:** Council is asked to note the report and actions proposed to accommodate large numbers of visitors to the District this summer, including:-
- Provision of advanced road signage promoting the large capacity of the Runton Road Car Park in Cromer, including the overflow “Carnival” field;
 - Proposed provision of chargeable weekend and Bank Holiday parking at the District Council’s Holt Road offices in Cromer;
 - Exploring the operation of a Park and Ride service to serve Sheringham in conjunction with a private landowner in the A148 corridor to the south of the town, with a frequent bus service to the town centre (to operate throughout July and August);
 - Exploring the provision of a food court area from which to serve takeaway food / street food by local businesses from the vacant former tennis court area of North Lodge Park, with additional

- seating and bins in the park to reduce queues and congestion in the town centre
- Refreshing our social distancing measures and signage as appropriate
- With Visit North Norfolk promote less busy parts of the District for visitors to explore to “avoid the crowds” through social media and other campaigns
- Review the provision and servicing of litter bins and public toilets in main visitor locations in the District to manage larger visitor numbers
- Provision of a composting toilet at the Beach Road car park in Weybourne in response to increased numbers of visitors to this car park.

Reason for Recommendations:- To ensure the Council makes appropriate advance planning arrangements to accommodate larger numbers of visitors to the District’s principal coastal resorts over the 2021 summer.

Cabinet Member(s): Cllr Richard Kershaw	Ward(s) affected:- All, but particularly coastal wards and wards in The Broads area
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Contact Officer, telephone number and email:
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1. Introduction

- 1.1 With continued uncertainty about the opportunities for people to take overseas holidays this summer due to the ongoing COVID pandemic, it is expected that demand for staycation holidays in the UK will be strong; such that tourist destinations, such as North Norfolk, will need to make some contingency arrangements to manage larger numbers of staying and day visitors to the district than might be the case in a more “normal” year.
- 1.2 This report details the consideration the District Council is giving to the management of larger numbers of visitors to the District during the summer of 2021.

2. Key issues

- 2.1 As the UK emerges from long periods of national lockdown and uncertainty remains about overseas travel, demand for UK holidays is strong, with all types of accommodation in the District reporting very high levels of bookings throughout the whole of the summer.
- 2.2 The Council can therefore anticipate long periods of the summer having large numbers of visitors, perhaps as many people as might be seen during the week of the Cromer Carnival in a more “normal” year. This will create pressures particularly on our coastal communities in terms of the availability of parking,

servicing of public toilets, emptying litter bins, managing queues outside of takeaway premises etc.

- 2.3 Planning a positive response to this opportunity / challenge will seek to provide visitors with a positive experience of the District, hopefully encouraging further visits in future, providing opportunities for local businesses and employment and supporting the District's economy recover from the uncertainties of the prolonged COVID restrictions and lockdown; whilst also respecting some of our residents hesitancy around seeing large numbers of visitors return to the District.

3. Proposed response

- 3.1 A key issue for the Council in accommodating additional visitors to the District will be the provision and management of car parking. Many of the District Council's coastal car parks already operate close to capacity in the peak summer weeks of July and August, such that the identification and provision of additional parking sites might be required – particularly in Cromer, Sheringham and Wells. The Council has therefore assessed the potential to provide additional parking in these towns and has developed the following proposals:-

- In Cromer, as the town's Carnival is not going to be staged this year because of the uncertainties around COVID, social distancing measures etc, opportunity exists to accommodate large numbers of cars, motor homes etc for daily parking on the Runton Road Car Park site, including the overspill Carnival Field and it is therefore proposed that we look at additional directional signage on main approach roads into the town directing vehicles to that car park, where it is believed capacity would exist on most days. Consideration is also being given to whether additional ticket machines can be installed on the car park and provision of additional signage promoting payment by phone to manage queues at payment machines.
- Further, it is suggested that the car park at the Council's Holt Road offices be made available for weekend and Bank Holiday parking with charges levied at the Resort charging tariff, with a ticket machine installed for weekend and Bank Holiday charging periods.
- At Sheringham, opportunities to secure additional parking close to the town centre and seafront are severely constrained such that consideration is being given to working with a private landowner in the A148 corridor to the south of the town and a local bus company to provide a Park and Ride facility for the town – piloted during the week of the 29th May (Spring Bank Holiday week) and then in the July / August period (dates to be confirmed) possibly between the hours of 10:00 – 19:00.
- In Wells discussions are being held with the Wensum Trust about whether additional parking could be secured on either the Alderman Peel High School and/or Wells Primary School sites for the school summer holiday periods.
- Further details of each of these proposals will be confirmed and promoted in the coming days and weeks as final arrangements are made.

- 3.2 As queues have built, particularly outside of takeaway premises on narrow pavements in Cromer, in recent days and based on experience of last summer,

thought is being given to operating a “food court” on the former tennis courts in North Lodge Park from which takeaway food / street food by local businesses could be served with additional seating and bins in the park. The Council has already granted a licence to The Gangway business to serve alcohol in part of the park, initially on Friday and Saturday evenings recognising the demand for outdoor service as part of the current Roadmap arrangements. Discussions are therefore taking place with the Chamber of Trade about how such a food court arrangement might operate with priority given to local businesses.

- 3.3 The Council is refreshing its social distancing and “You are Welcome” signage across the District to reinforce the Hands, Face, Space, Fresh Air messages, which it is believed will continue to be advice throughout the summer period in attempting to minimise transmission in the months ahead alongside the ongoing roll-out of the vaccine programme to younger age groups some of which are unlikely to receive both vaccines before the end of the summer, such that caution of crowded indoor spaces will need to be maintained.
- 3.4 With Visit North Norfolk the Council will promote less busy parts of the District for visitors to explore to “avoid the crowds” through social media and other campaigns. Whilst it is anticipated that the District’s main coastal resorts and some coastal villages will be very busy, if not crowded, at times this summer with large numbers of staycation holidaymakers and day visitors, there are quieter parts of the District where people can explore, picnic etc and where they too will be welcomed by local pubs, cafes and restaurants. Essentially North Norfolk has lots of space for people to enjoy and explore away from the crowds and an opportunity exists to promote these places too for visitors this summer.
- 3.5 Given the large number of visitors anticipated and many people expected to bring picnics or purchase takeaway food to eat and enjoy outdoors, the Council is reviewing the provision and servicing of litter bins in main visitor locations in the District so as to maintain a clean and tidy environment upon which the Council has a strong record. Similarly, we will review the frequency of servicing public toilets in response to higher levels of use in conjunction with our contracting partner, Serco.
- 3.6 Finally, the Council is proposing to provide a composting toilet at the Beach Road car park in Weybourne in response to increased numbers of visitors to this car park where the lack of utilities mean provision of a traditional toilet block would be very costly to provide.

4. Corporate Plan Objectives

- 4.1 All of the above actions support the Council’s Corporate Plan objectives of supporting the local economy, quality of life, maintaining an improving our local environment and the Council’s financial sustainability alongside the need for the Council to support and promote the Recovery of our economy from COVID.

5. Medium Term Financial Strategy

- 5.1 These proposals sit outside of the Council’s Medium Term Financial Strategy but can be resourced by the Council from funding received from the Government through the Welcome Back Fund and Controlling Outbreak

Management Fund programmes; so shouldn't require financing from the Council's base budget or have long –term implications on the Council's budget.

6. Financial and Resource Implications

- 6.1 The Council will incur additional costs in managing large numbers of visitors to the District over the summer months through expenditure on increased street and beach cleaning, emptying of bins, cleansing of public toilets etc such that making advance preparations to respond to increased visitor numbers is good practice.
- 6.2 Some of the costs of the measures outlined in the report can be met from external Government funding through the Welcome Back Fund and Controlling Outbreak Management Fund programmes and it would be anticipated that additional income will be earned by the Council from car parking charges, albeit that additional costs will also be incurred in the management of car parks, employment of COVID Support Officers and Foreshore Inspectors to provide a safe welcome to visitors during which it is believed that some COVID-secure measures will continue to operate.
- 6.3 It is believed that the costs of the additional measures proposed can however be met through the grant funding programmes detailed and additional car park income generated through the additional measures proposed, with no costs having to be met from the Council's base budget.

7. Legal Implications

- 7.1 Consideration will be given to the legal implications of the proposals, but in the main the measures proposed are on Council owned land. Where third party land is proposed for parking relevant contracts ./ partnership agreements will be put in place to ensure that both the Council's and the third party providers interests are clearly outlined and understood in advance.

8. Impact on Climate Change

- 8.1 None directly – whilst a larger number of staycation holidaymakers will result in fewer airmiles in a national context, some environmental pressures might be increased locally through high numbers of visitors to North Norfolk, which the proposals outlined in this report seek to address.

9. Equality and Diversity

- 9.1 This report does not raise any specific equality and diversity issues.

10. Section 17 Crime and Disorder considerations

- 10.1 Not applicable

11. Recommendation

Council is asked to note the report and actions proposed to accommodate large numbers of visitors to the District this summer, including:-

- **Provision of advanced road signage promoting the large capacity of the Runton Road Car Park in Cromer, including the overflow “Carnival” field;**
- **Proposed provision of chargeable weekend and Bank Holiday parking at the District Council’s Holt Road offices in Cromer;**
- **Operation of a Park and Ride service to serve Sheringham in conjunction with a private landowner in the A148 corridor to the south of the town, with a frequent bus service to the town centre (to operate throughout July and August);**
- **Exploring the provision of a food court area from which to serve takeaway food / street food by local businesses from the vacant former tennis court area of North Lodge Park, with additional seating and bins in the park to reduce queues and congestion in the town centre**
- **Refreshing our social distancing measures and signage as appropriate**
- **Review the provision and servicing of litter bins and public toilets in main visitor locations in the District to manage larger visitor numbers**
- **Provision of a composting toilet at the Beach Road car park in Weybourne in response to increased numbers of visitors to this car park.**