

# Council



**Please contact:** Emma Denny

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**Please Direct Dial on:** 01263 516010

13<sup>th</sup> July 2021

A meeting of the **Council** of North Norfolk District Council will be held in the Council Chamber - Council Offices on **Wednesday, 21 July 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

Members of the public who wish to ask a question or speak on an agenda item are requested to notify Democratic Services 24 hours in advance of the meeting and arrive at least 15 minutes before the start of the meeting. It will not be possible to accommodate requests after that time. This is to allow time for the Committee Chair to rearrange the order of items on the agenda for the convenience of members of the public. Further information on the procedure for public speaking can be obtained from Democratic Services, Tel:01263 516010, Email:[Emma.Denny@north-norfolk.gov.uk](mailto:Emma.Denny@north-norfolk.gov.uk).

The meeting will be live-streamed: [NNDC eDemocracy - YouTube](#)

Anyone attending this meeting may take photographs, film or audio-record the proceedings and report on the meeting. Anyone wishing to do so should inform the Chairman. If you are a member of the public and you wish to speak on an item on the agenda, please be aware that you may be filmed or photographed.

**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, Dr V Holliday, 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 E Vardy, Mr A Varley, Ms L Withington and Mr A Yiasimi



**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

**Tel** 01263 513811 **Fax** 01263 515042 **Minicom** 01263 516005

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## A G E N D A

### 1. PRESENTATION ON THE CHAIRMAN'S NOMINATED CHARITY

To receive a short presentation from Emyr Gough, Group Manager, Fire & Rescue Service on the work of the Firefighters' Charity.

### 2. APOLOGIES FOR ABSENCE

To receive apologies for absence, if any.

### 3. MINUTES

1 - 8

To confirm the minutes of the Annual General Meeting of the Council held on 26<sup>th</sup> May 2021

### 4. ITEMS OF URGENT BUSINESS

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

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

9 - 10

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

### 6. CHAIRMAN'S COMMUNICATIONS

To receive the Chairman's communications, if any.

### 7. LEADER'S ANNOUNCEMENTS

To receive any announcements from the Leader.

### 8. PUBLIC QUESTIONS AND STATEMENTS

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

### 9. PORTFOLIO REPORTS

11 - 44

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)*

**10. RECOMMENDATIONS FROM CABINET 07 JUNE AND 05 JULY 2021** 45 - 98

**CABINET 07 JUNE 2021:**

**AGENDA ITEM 12: NORTH NORFOLK DISTRICT COUNCIL EQUALITY, DIVERSITY AND INCLUSION POLICY 2021**

**RESOLVED**

1. To recommend to Full Council the formal adoption of its Equality Objectives and the Equality, Diversity and Inclusion Policy 2021
2. That an annual report to be produced and reported to the relevant committees

*The Overview & Scrutiny Committee supported the recommendations at their meeting on 16 June 2021.*

**CABINET 05 July 2021:**

**AGENDA ITEM 8: HOUSING STRATEGY 2021-2025**

**RESOLVED**

To recommend that Full Council adopts the Housing Strategy and Action Plan 2021-2025.

**AGENDA ITEM 9: COMMUNITY RENEWAL FUND (CRF) MATCH FUNDING**

To recommend to Full Council the establishment of new capital budgets for the North Walsham and Fakenham schemes of £800k each, with each scheme being funded through the CRF bid (£600k) and the balance (£200k) as match funding from the Council.

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

**11. RECOMMENDATIONS FROM THE OVERVIEW & SCRUTINY COMMITTEE 16 JUNE 2021** 99 - 106

**Agenda item 12: OVERVIEW & SCRUTINY ANNUAL REPORT 2019/20 & 2020/21**

**RESOLVED:**

To recommend that Council notes the report, affirms the work of the Overview & Scrutiny Committee and considers the following concerns raised within the report:

- Additional Committee substitutes required to adequately address the number of apologies given.
- Late submission of reports has caused ongoing volatility in the

- Work Programme.
- Better communication on business planning required to maintain Work Programme stability

**12. RECOMMENDATIONS FROM THE EMPLOYMENT & APPEALS COMMITTEE 20 OCTOBER 2020 AND 21 APRIL 2021** 107 - 114

Summary: This report to Council seeks to conclude the recruitment processes for the Director of Place and Climate Change, and the Director of Communities. The Employment and Appeals Committee (EAC) confirms its recommendation to full council to appoint these two officers.

Options considered: N/A

Conclusions: To support the Authority in delivering its corporate objectives; whilst driving ownership, accountability and change through the authority, the Chief Executive Officer needs to complete the management reorganisation that was approved by Council on 23<sup>rd</sup> September 2020.

Recommendations: To approve the appointment of the Director of Place & Climate Change and Director of Communities

Reasons for Recommendations: Sound management and leadership of the council.

**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)*

North Norfolk District Council Constitution
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Cabinet Member(s)	Ward(s) affected N/A
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Contact Officer, telephone number and email: James Claxton, 01263 516352 and [james.claxton@north-norfolk.gov.uk](mailto:james.claxton@north-norfolk.gov.uk)

13. **RECOMMENDATIONS FROM THE CONSTITUTION WORKING PARTY 13 APRIL AND 28 JUNE 2021** 115 - 152

**CONSTITUTION WORKING PARTY 13 APRIL 2021**

**Agenda item 5: Review of Protocol on Member / Officer Relations**

**RESOLVED:**

To recommend that, following any further amendments by Standards Committee, Council approves the revised Member /Officer Protocol.

*(Standards Committee considered this item at their meeting on 27<sup>th</sup> April 2021 and supported approval subject to some changes which are reflected in the attached version).*

**Agenda item 8: Dispute Resolution Process – Full Delegation to Chief Officers**

**RESOLVED:**

To recommend to Full Council that the Constitution be updated to include a dispute resolution procedure in the event of any disagreement between a Chief Officer and Elected Member, following consultation about use of delegated powers.

**CONSTITUTION WORKING PARTY 28 JUNE 2021**

**Agenda Item 5: Review of Portfolio Holder Reports to Council**

**RESOLVED:**

**To recommend to Council:**

1. That the Council agenda be amended to include the following two separate standing agenda items:
  - a. Presentation of Portfolio reports
  - b. Questions to Portfolio Holders (limited to 30 minutes)
2. That a review be undertaken in 6 months

**Agenda item 6: Contract Standing Orders (Procurement) Exemptions**

**RESOLVED:**

**To recommend to Full Council the following;**

- a. The updates and amendments to the Exemption Form as contained within Appendix 2 of the report
- b. That the Section 151 Officer is a required signatory on the Contract Procurement Exemption form.
- c. The updates and amendments to the Constitution as contained within Appendix 3 of the report
- d. That the Constitution states that the contract cannot

commence until the exemption form has been satisfactorily completed, with the exception of an emergency situation, when the form must be completed as soon as practical and that this is included in the Constitution

- e. That a standing item for the reporting of contract procurement exemptions is added to the Governance, Risk & Audit Committee agenda
- f. To publish the contract procurement exemptions on the Council's website on a quarterly basis.

**14. RECOMMENDATIONS FROM STANDARDS COMMITTEE 27 APRIL 2021** 153 - 180

Agenda Item 8: Adoption of New Model Code of Councillor Conduct:

**RESOLVED:**

**To recommend to Full Council that the Model Code of Conduct be adopted**

*The Constitution Working Party considered this item at their meeting on 4<sup>th</sup> February 2021 and recommended its approval to Standards Committee.*

**15. PROGRAMME OF COMMUNITY GOVERNANCE REVIEWS - CONSIDERATION OF PROPOSALS FOLLOWING STAGE ONE CONSULTATION** 181 - 188

Summary: In mid-February 2021, the programme of Community Governance Reviews was started with the Notice of Review being published. This signalled the commencement of the initial stage of consultation with relevant stakeholders regarding the proposed changes to existing parish boundaries.

The deadline for the stage one consultation was on 30<sup>th</sup> April and received 73 responses across the various separate reviews.

Conclusions: This report now details the Draft recommendations to be considered by Full Council to be approved for further consultation

Recommendations: **To approve the draft recommendations proposed and authorise the second stage consultation which will run to 31<sup>st</sup> October 2021 when the final recommendations would be prepared for consideration once again by Full Council on 15<sup>th</sup> December 2021**

Cabinet Member(s) Cllr S Butikofer	Ward(s) affected
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Contact Officer, telephone number and email:  
Rob Henry, Senior Elections Officer

Please note the consultation responses can be accessed via the 'Library' on the NNDC website: [Home | Library folder - Full Council \(north-norfolk.gov.uk\)](http://north-norfolk.gov.uk)

## 16. QUESTIONS RECEIVED FROM MEMBERS

None Received.

## 17. OPPOSITION BUSINESS

The following item of Opposition Business has been proposed by Cllr C Cushing, seconded by Cllr N Dixon:

'The Council AGM has traditionally been a ceremonial affair. At the AGM held on 26th May 2021 the Leader of the Council broke this convention by choosing to politicise the event by delivering a long mid-term report stating the perceived achievements of the Liberal Democrat Administration since they took over control of the council. As there was no opportunity for the Opposition to respond to this at the meeting, we seek to rebalance that report and set the record straight.

The Conservative Opposition therefore makes the following recommendations:

That Full Council:

1. Resolves that the Annual General Meeting should be limited to ceremonial matters and that no political statements will be allowed.

That the Leader and Cabinet:

2. Demonstrate some dynamism, creative thinking and leadership to tackle North Norfolk's immediate and long term needs.
3. Deliver competent governance with clear deliverables and measurable outcomes.
4. Govern in an open and transparent manner.

We therefore propose that the Leader reports back to the next meeting of Full Council, setting out with clear timescales, how the above matters will be addressed.'

## 18. NOTICE(S) OF MOTION

The following Notice of Motion has been proposed by Cllr J Toye, seconded by Cllr J Rest:

*'North Norfolk District Council believes that planning works best when developers and the local community work together to shape local areas*

*and deliver necessary new homes; and therefore calls on our local MPs – Duncan Baker and Jerome Mayhew and the Government to protect the right of communities to object to individual planning applications.’*

**19. 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.”

**20. PRIVATE BUSINESS**