

# Cabinet



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Friday, 18 March 2022

A meeting of the **Cabinet** of North Norfolk District Council will be held in the Council Chamber - Council Offices on **Monday, 28 March 2022 at 10.00 am.**

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

Members of the public who wish to ask a question or speak on an agenda item are requested to arrive at least 15 minutes before the start of the meeting. 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).

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:** Mrs W Fredericks, Mrs A Fitch-Tillett, Ms V Gay, Mr R Kershaw, Mr N Lloyd, Mr E Seward, Miss L Shires, Mr J Toye and Mr T Adams

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



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

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

**1. TO RECEIVE APOLOGIES FOR ABSENCE**

**2. MINUTES**

1 - 8

To approve, as a correct record, the minutes of the meeting of the Cabinet held on 28 February 2022.

**3. PUBLIC QUESTIONS AND STATEMENTS**

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

**4. ITEMS OF URGENT BUSINESS**

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

**5. DECLARATIONS OF INTEREST**

9 - 14

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

**6. MEMBERS' QUESTIONS**

To receive oral questions from Members, if any

**7. RECOMMENDATIONS FROM OVERVIEW & SCRUTINY COMMITTEE**

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

**8. PROPOSED RECRUITMENT OF UKRAINIAN COMMUNITY SUPPORT OFFICER POSITION**

15  
-  
18

Summary

With the Government announcing the ability for large numbers of Ukrainian refugees to come to the UK through the UK Family Scheme and the Homes for Ukraine Programme, it is believed that we could see large numbers of women, children and older people coming to North Norfolk in the coming weeks. In order to provide a warm welcome to North Norfolk to the refugee families and support local people who have offered to provide accommodation through the Homes for Ukraine Scheme to assist them in accessing health, education, language support and employment locally, the Council Proposes

creating a Ukrainian Support Officer post within its People Services area who is able to speak Ukrainian/Russian and provide a cultural link and support for this new community in North Norfolk.

**Conclusions:**

Cabinet propose appointing a Ukrainian Community Support Officer, initially for twelve months, to support Ukrainian refugees accommodated in North Norfolk at this time of crisis in their country.

The Cabinet would hope the costs of such a post can be met in due course through Government funding pledged to local authorities to provide a strong and supportive response to the national refugee programme, but for now is proposing to meet the costs from a Council Reserve.

**Recommendations:**

Cabinet is therefore recommended to:-

**Agree to the Council recruiting a Ukrainian Community Support Officer post on the Council's establishment, initially for a period of twelve months, with the costs being met through the Council's Delivery Plan Reserve in the immediate term, and with officers asked to establish if such costs can be claimed back from Government funding to local authorities supporting the national refugee programme in the coming months.**

**Reason for Recommendation:**

To provide a timely response and support to the arrival of Ukrainian refugees into North Norfolk as part of the UK's Homes for Ukraine programme.

Cabinet member(s):  
Cllr Tim Adams, Leader of the Council

Ward(s) affected: All

Contact Officer, telephone number, and e-mail:

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**9. NNDC YOUTH COUNCIL**

19 - 30

**Summary:**

The Corporate Plan 2019 – 2023 sets out an ambition of 'improving democratic engagement and participation by people of all ages, but particularly through working with schools and colleges'. For the past two years,

educational establishments have focussed on managing the impact of the pandemic on the curriculum and their students and it was felt that the establishment of a new youth council would not be a priority for them and so the project was put on hold. With the pandemic starting to ease, it is now proposed that this should be progressed, with the aim of establishing a youth council from Spring 2022 – broadly in line with the municipal year.

- Options considered:
1. That the Council sets up the Youth Council and engages with schools and youth organisations, using existing staff resources and with no external support or guidance.
  2. That the Council engages the support of an established organisation, with experience and knowledge in this sector to assist with the setting up of the Youth Council

Conclusions: To optimise the success of the Youth Council by putting the best model in place and working with schools to encourage engagement from the outset, it is proposed that we commission the British Youth Council to provide support. As the experts in this field who have helped establish many successful youth councils across the country, they are best placed to advise on how to establish and maintain a successful youth council.

- Recommendations:
- 1. That the British Youth Council provides support to assist in the establishment of a Youth Council**
  - 2. That £10,000 is allocated from the Delivery Plan Reserve to cover the cost of this service together with the provision of training members of the youth council, officers and elected members.**

Reasons for Recommendations: To deliver the Corporate Plan objective of improving engagement with young people across the District.

Cabinet Member(s) Cllr L Shires	Ward(s) affected All
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Contact Officer, telephone number and email: [Emma Denny, emma.denny@north-norfolk.gov.uk](mailto:emma.denny@north-norfolk.gov.uk); 01263 516010

**10. PROPOSED 2022/23 PROGRAMME OF SECTION106 COMMUTED SUMS TO SUPPORT DELIVERY OF AFFORDABLE HOMES IN NORTH NORFOLK**

31 - 38

**Summary:** Cabinet in February 2021 agreed to the establishment of an annual budget in the Capital Programme to provide grants, using section 106 capital receipts held by the council, to support Registered Providers to deliver new affordable homes. A budget of £500k in 2021/22 and £300k per annum 2022/23 - 2024/25 was established. No grants have been made in 2021/22 so this budget can be rolled forward.

This report now details the programme of grants for 2022/23 and seeks support to provide grant to four affordable housing schemes totalling £700k, which will provide 130+ affordable homes (an average of under £5,400 grant funding per home).

**Options considered:** The section 106 monies held can only be used to fund delivery of affordable homes. The option of retaining the monies for alternative future affordable housing schemes is rejected as this runs the risk of some of the current proposed affordable housing schemes not going ahead. Additionally, as some section 106 receipts have a time limit on their use, not using them risks needing to repay them.

**Conclusions:** The proposals in this report help deliver the Corporate Plan objective “Local Homes for Local Need” and will help deliver good quality, energy efficient, affordable homes.

**Recommendations:** **That Cabinet support the granting of £700k of existing s106 monies in 2022/23 to support Registered Providers deliver four new affordable housing schemes as detailed in the report.**

**Reasons for Recommendations:** To provide support to £700k grant funding to help deliver affordable homes

**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)*

<i>Use of s106 Commuted Sums to support delivery of affordable homes in North Norfolk - Cabinet 23/2/21</i>
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Cabinet Member(s) Cllr Wendy Fredericks	Ward(s) affected: Stalham, Priory, Bacton
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Contact Officer, telephone number and email:  
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## 11. HORNBEAM ROAD CAR PARK, NORTH WALSHAM

39 - 42

**Summary:** The provision of a new car park at Hornbeam Road, North Walsham has been secured as part of the wider mixed use development of the former HL Foods factory site by Hopkins Homes. It was intended as an infrastructure investment to support the future growth of the town in the medium to longer-terms, rather than be a facility which would be heavily used in the short-term. Following completion during 2018-19, responsibility passed from the developers, Hopkins Homes, to the District Council and it was agreed that a different charging regime would need to be agreed beyond the Standard, Resort and Coastal classifications used by the authority as per adopted Council policy and the agreed Car Park Order.

The new Car Park Order will not be operational until early July and no formal decisions have yet been taken about the charging regime to be applied at the Hornbeam Road Car Park such that they can be included in the Car Park Order. Cabinet however has considered the impact of the place-making works to be taken forward in North Walsham Market Place during this summer under the Heritage Action Zone project which is going to restrict access to some areas of the town centre for residential and commercial property owners, which in terms of project management it is considered would be made easier if some alternative long-stay free parking could be provided in the town in support of these works.

**Options considered:** To keep the car park closed until the Car Park Order comes into effect in July 2021. This option is not preferable as car parking in the town will be limited due to the place-making works.

To use the Hornbeam Road car park as a free long-term car park for the duration of the place-making works, to provide additional parking and to assess demand for the car park ahead of introducing a charging structure.

**Conclusions:** Cabinet has considered the impact of the place-making works to be taken forward in North Walsham Market Place during the summer of 2022

under the Heritage Action Zone project which is going to restrict access to some areas of the town centre for residential and commercial property owners, which in terms of project management it is considered would be made easier if some alternative long-stay free parking could be provided in the town in support of these works. Cabinet consider that the Hornbeam Road Car Park could meet this need at no significant cost to the Council (given that the car park hasn't existed / been operated until now) and that an initial six-month period of use without charges would be helpful in establishing and understanding future levels of demand.

**Recommendations: That the Hornbeam Road Car Park, North Walsham is operated on a without charge basis for a period of 9 months from 1<sup>st</sup> April 2022, during which time a longer term charging and management strategy will be developed for this car park asset**

Reasons for Recommendations: To provide alternative, free parking to minimise the impact of the place-making works on parking provision in North Walsham, during which time a longer term charging and management strategy will be developed for this car park asset.

Cabinet Member(s) Cllr R Kershaw	Ward(s) affected: North Walsham
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**12. STAIRCASING OF SHARED EQUITY PROPERTY - ASHBURTON CLOSE, WELLS-NEXT-THE-SEA**

43 - 46

Summary: The Council is the freeholder of a number of shared equity properties which it acquired through provisions of S106 agreements. The leaseholder of the property can after a 5 year period serve notice on the Council to staircase the lease. The Council has received notice in relation to a property at Ashburton Close, Wells-next-the-Sea and this report provides information and seeks approval regarding the staircasing proposal.

Options considered: No alternative options are available.

Conclusions: The Leaseholder of the property has the legal right within the lease to be able to staircase after a 5 year period. They have served notice on the Council as the freeholder of their intention to fully staircase the lease and

acquire the remaining percentage so that they own the property outright.

Having had an independent valuation undertaken Officers seek approval from Cabinet to complete the transaction which will result in the Council received a capital receipt of £102,300.

**Recommendations: Officers seek authority from Cabinet to complete the transaction as outlined in section 2 of the report.**

Reasons for Recommendations: The Council is bound by the terms within the lease that allows the leaseholder to staircase the lease.

Cabinet Member(s) Cllr E Seward	Ward(s) affected Wells-next-the-Sea
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**13. PROPERTY TRANSACTION : LEASE PROPOSALS AT THE BLUE SKY CAFÉ AND ART DECO BUILDING** 47 - 70

**Lease Proposals at (A) Art Deco Building and (B) Blue Sky, Cromer**

Summary: **The Art Deco Block:** The Council has marketed the vacant property, Art Deco Building on Cromer promenade. A local community group has made a bid for a lease of the site and terms have been agreed in principle.

Options considered: **The Blue Sky Café:** The tenant of the Blue Sky Café has approached the Council to renew their ground lease, the lease is a protected tenancy and therefore suitable terms have been negotiated with the existing tenant.

**The Art Deco Block:** The alternative option would be not to accept the lease proposal from the local community group and continue to market the building. However the property was advertised on the open market and no viable commercial operators found.

**The Blue Sky Café:** The alternative option considered would be to refuse the grounds for renewal of the café. However, we are bound



by the existing lease terms and to be released from the existing agreement would provide costly and we do not have grounds to do so.

Conclusions:

**The Art Deco Block:** Having marketed the Art Deco building, Officers have gained a lease proposal from a local community group to rent the building the community group will renovate the existing building at their own cost.

**The Blue Sky Café:** The existing tenant of the Blue Sky Café has approached the Council, to renew their ground lease. Acceptable terms have been negotiated with the tenant.

**Recommendations:** It is recommended that Cabinet should resolve:

- A. To approve the lease terms as described in Appendix A and C
- B. Should there be any further negotiations to the offer made, to delegate to the s151 officer, in consultation with the portfolio holder, the ability to vary the terms of the lease and a rental value not exceeding a 10% variation the original lease proposal.

Reasons for Recommendations: Principally to support the financial sustainability and growth of the Council by leasing the premises and generating rental income that is used to support Council services.

Cabinet Member(s) Cllr. E Seward	Ward(s) affected North Walsham
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01263 516124

**14. EXCLUSION OF PRESS AND PUBLIC**

To pass the following resolution:

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

**15. PRIVATE BUSINESS**