

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

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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:

Steve Blatch, Chief Executive  
Tel: 01263 516232  
Email: [Steve.blatch@north-norfolk.gov.uk](mailto:Steve.blatch@north-norfolk.gov.uk)

**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:  
Nicky Debbage, Housing Strategy & Delivery Manager,  
01263 516027, nicky.debbage@north-norfolk.gov.uk

**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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Contact Officer, telephone number and email:  
Renata Garfoot, Asset Strategy Manager. T: 01263 516086  
E: Renata.Garfoot@North-Norfolk.gov.uk

**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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Contact Officers, telephone numbers and emails:

Will Cross, Surveyor ,

Tel: 01263 516258 Email: [William.cross@north-norfolk.gov.uk](mailto:William.cross@north-norfolk.gov.uk)

Milo Creasey Trainee Estates Surveyor,

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Neil Turvey Strategic Surveyor, [Neil.turvey@north-norfolk.gov.uk](mailto:Neil.turvey@north-norfolk.gov.uk)

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**

## CABINET

Minutes of the meeting of the Cabinet held on Monday, 28 February 2022 at the Council Chamber - Council Offices at 10.00 am

### Committee

#### Members Present:

Mrs W Fredericks  
Ms V Gay  
Mr N Lloyd  
Miss L Shires  
Mr T Adams

Mrs A Fitch-Tillett  
Mr R Kershaw  
Mr E Seward (Chairman)  
Mr J Toye

#### Members also attending:

C Cushing  
N Dixon  
J Rest

#### Officers in Attendance:

Chief Executive, Democratic Services Manager, Director for Resources/Section 151 Officer, Democratic Services and Governance Officer - Scrutiny, Director for Communities, Assistant Director for Finance, Assets, Legal & Monitoring Officer and Leisure & Locality Services Manager

Cllr E Seward chaired the meeting as Cllr Adams had another engagement that may require him to leave before the end of the meeting.

### 209 MINUTES

The minutes of the meeting held on 31<sup>st</sup> January 2022 were agreed as a correct record and signed by the Chairman.

### 209 MINUTES

The minutes of the meeting held on 31<sup>st</sup> January 2022 were agreed as a correct record and signed by the Chairman.

### 210 PUBLIC QUESTIONS AND STATEMENTS

None.

### 211 DECLARATIONS OF INTEREST

Cllr W Fredericks and Cllr L Shires declared a non-pecuniary interest in Agenda item 10: Leisure Contract – Proposed Renegotiation, as members of the Victory Swimming and Fitness Centre, North Walsham.

### 212 ITEMS OF URGENT BUSINESS

The Leader, Cllr T Adams, said that in recognition of the escalating situation in Ukraine, it was proposed that Cromer Pier would be lit up in the colours of the Ukrainian flag within the coming days.

It was proposed by Cllr T Adams, seconded by Cllr J Toye and

RESOLVED

To illuminate Cromer Pier in support of the people of Ukraine

### **213 MEMBERS' QUESTIONS**

The Chairman advised members that they could ask questions during the meeting as matters arose.

### **214 RECOMMENDATIONS FROM OVERVIEW & SCRUTINY COMMITTEE**

The Chairman of the Overview & Scrutiny Committee, Cllr N Dixon, informed Cabinet that there were no recommendations to report from the 9<sup>th</sup> February meeting.

### **215 RECOMMENDATIONS FROM CABINET WORKING PARTIES**

Resolved to receive the minutes of the meeting of the Cabinet Working Party for Projects held on 19 January 2022.

### **216 MUNDESLEY AND CROMER PHASE 2 COASTAL MANAGEMENT SCHEMES**

Cllr A Fitch-Tillett, Portfolio Holder for Coast, introduced this item. She explained that it provided an update regarding the development and progress of the Cromer Phase 2 and Mundesley Coastal Management Scheme. Phase 1 of the Cromer Coastal Protection Scheme was completed in 2013 and incorporated repairs following the 2013 storm surge. It sought to better protect 748 properties at risk from coastal erosion. The Mundesley scheme was granted technical and funding approval in 2018. Funding for this scheme was under the more recent Partnership Funding and therefore it included Environment Agency Funds, North Norfolk District Council capital allocation alongside contributions from Anglian Water and Mundesley Parish Council. This scheme sought to better protect from erosion risk 510 residential properties.

Cllr Fitch-Tillett drew members' attention to Recommendation C. She said that the Local Government SCAPE framework had been selected as the delivery mechanism for the construction of the scheme. This was currently being used effectively at the Lowestoft Flood Risk Management Scheme, which was being delivered by the Coastal Partnership East team.

Cllr W Fredericks, Local Member for Mundesley, seconded the proposals. She thanked officers for their hard work and the funding partners.

The Leader and Local Member for Cromer, Cllr T Adams, praised the level of engagement undertaken with third parties and said that it demonstrated the Council's commitment to shoreline management.

The Chairman invited members to speak:

Cllr N Dixon asked whether the proposals were intended to review or reaffirm the current scheme. He said that the rationale behind the decision was not clear.

Cllr A Fitch-Tillett replied that the Cromer scheme had been approved some time

ago. This report was bringing it together with the Mundesley scheme as that had not yet had Cabinet approval. She added that recommendations b, c and d were unique to the scheme for which approval was now sought.

The Coastal Manager confirmed that the report sought to reaffirm the existing scheme and to expedite it via appropriate delegation. He added that the Environment Agency was keen to see delivery of the scheme.

Cllr C Cushing sought clarification of the timescale for the project, referencing recent press reports regarding erosion issues at Mundesley. Cllr Fitch-Tillett said that it was anticipated to start in the Autumn to ensure that there was no disruption during the main tourist season. She said that the issues with the slip at Mundesley were caused by groundwater rather than the sea. The Chairman added that there were also issues around consent from strategic partners and agencies to resolve before the works could commence.

It was proposed by Cllr A Fitch-Tillett, seconded by Cllr W Fredericks and

RESOLVED to

- a) Support the continued approach of the Mundesley and Cromer Phase 2 Coastal Management Schemes.
- b) Support of the appointment of Mott MacDonald to complete detailed design and consenting via the Dynamic Purchasing System and additional scope identified to complete the supporting Environmental Impact Assessments.
- c) Approve construction via the Local Authority SCAPE framework.
- d) Approve the submission of applications for consents and licences
- e) Delegate to Director of Place and Climate Change with Portfolio Holder consultation to approve quotations, tenders, funding applications, access agreements and contractual appointments/variations to allow for timely progression of the schemes

Reason for the decision:

To enable continued and timely progression for the Mundesley and Cromer Phase 2 Coastal Management Schemes.

## **217 LEISURE CONTRACT - PROPOSED RENEGOTIATION**

Cllr V Gay, Portfolio Holder for Leisure, introduced this item. She explained that the Council had been negotiating with its leisure management contractor, SLM regarding the future financial position of the leisure management contract between the two parties. Since the onset of the pandemic in March 2020, the Council had been providing financial support to SLM on an open book basis. Lockdown closures meant that a significant amount of income was lost and the recovery back to pre-Covid performance was still ongoing. Cllr Gay said that a 5 year extension of the contract was proposed. She concluded by referring members to section 3.1 of the report which set out how the Council would benefit from any surpluses in future years.

The Chairman invited members to speak:

Cllr J Rest referred to page 41, section 4.1 of the report and the reference to market demand being 'highly uncertain'. He asked whether the situation was too high risk. Cllr Gay replied that she agreed that the situation across the general leisure sector was uncertain but that in North Norfolk the outlook was very favourable. The Leisure and Locality Services Manager added that the contract negotiations had been extremely cautious. He said that two local facilities had recently closed which had boosted sales of membership to Council leisure centres.

Cllr N Dixon sought clarification regarding Option 2 and whether this would make a 15 year contract and if this was the case, would there be an opportunity to make any changes. Cllr Gay replied that this was not particularly lengthy for this type of contract. The Leisure & Locality Services Manager added that the contract was actually 12 years as it was essentially starting again after Covid, and would give the contractor an additional 5 years on the contract to help them recoup some of the losses incurred during the pandemic. He confirmed that there were opportunities for break clauses. He concluded that the contractor had agreed to take a reduced amount of profit out of the contract.

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

**RESOLVED**

That Cabinet agrees to a 5-year extension of the leisure contract

Reason for the decision:

To transfer the financial risk back to the operator with an improved financial reward over the length of the contract.

## **218 BUDGET MONITORING REPORT 2021/22 - PERIOD 10**

Cllr E Seward, Portfolio Holder for Finance, introduced this item. He began by drawing members' attention to the current forecast full year underspend of £414,439. He said that this was due to higher than anticipated car parking income and savings generated within the waste collection and disposal service.

The Director for Resources highlighted the variances to the budget set out within the report. He said that the Council had received £10m from the Government in the form of Covid grants which had resulted in a year to date underspend of almost £9m. The Council had received considerably more than anticipated early in the pandemic and had held the money in a reserve in anticipation of a request from Central Government to repay it. This had now been received. However, retaining the money for a lengthy period of time had helped with the Council's cashflow position in the last year.

Cllr Seward referred to the savings achieved on waste collection and asked for more detail. The Director for Communities explained that the bulk of it was down to the billing contract with the contractor, Serco. There had been an issue with the fixed core billing and invoices were not received from the waste contractor for a long time. This had now been resolved but there was no an issue with the variable monthly billing. Several factors were still being discussed and awaiting resolution. In response to Cllr Seward's query as to whether he was confident regarding the forecast £150k saving, the Director for Communities confirmed that he was.

Cllr Seward then asked about paragraph 5.4 and sought additional information on the reference to the Government's 'Sales, Fees and Charges Compensation scheme' and the investigation into the unexpected increased payment of £141,787. The Director for Resources replied that it was an income scheme based on a number of projections and there was an element that the Council had to cover itself. The Council had submitted a claim under the scheme and received £141k more than expected. Rather than assume this was correct, a request had been made to central government to check if it was correct. The outcome was still awaited.

Cllr C Cushing referred to page 49 and the industrial units at Hornbeam Road, North Walsham. He asked about the projected loss of £45k in rental income. Cllr Seward replied that it was due to the units not being leased during the current financial year, however, he was pleased to say that all three units were now about to be let at a good return.

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

RESOLVED to

Note the contents of the report and the current budget monitoring representation.

Reason for the decision:

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

## **219 MANAGING PERFORMANCE QUARTER 3 2021/2022**

The Chairman invited the Chief Executive to introduce this item. He began by saying that Council services had continued to operate during the third quarter of 2021/22, despite rising levels of Covid infections. The uncertainty caused by the spread of the new variant had impacted on many hospitality businesses at a critical time of year and saw the Government announce further grant support for the sector which resulted in an increased number of calls to Customer Services. Environmental Health, Economic Growth and the Revenues Teams. He drew members' attention to the changes that would be made to the report from quarter three onwards, including the incorporation of the Delivery Plan revisions agreed in late 2021 and the provision of benchmarking data for comparison with similar councils, following a request from Overview and Scrutiny Committee.

The Chairman invited members to speak:

Cllr C Cushing referred to page 99 which provided an overview of 'Local homes for Local need'. He said the amount of incomplete information suggested that there was very little being done in this area. The Portfolio Holder for Housing, Cllr W Fredericks, replied that most of the actions being undertaken related to the current quarter rather than quarter 3. She referred Cllr Cushing to page 149 for a list of actions that had already been completed under this theme. The Chief Executive added that it was a dynamic system of reporting and following the adoption of the new housing strategy in 2021, it had been updated to reflect the new objectives. A similar approach had been taken for the climate change dashboard. Previous progress in these areas had been banked and was still available to access.

The Policy and Performance Manager explained that most of the new objectives were in grey. Start dates had been allocated but had not yet commenced. She

added that all planned activity was now included within the report and appendices.

Cllr J Toye said that he found the inclusion of benchmarking data to be very helpful.

It was proposed by Cllr T Adams, seconded by Cllr N Lloyd and

RESOLVED to

Note the report and endorse the actions being taken by the Corporate Leadership Team detailed in Appendix A.

Reason for the decision:

To ensure the objectives of the Council are achieved.

## **220 NNDC TOWN & PARISH COUNCIL ENGAGEMENT FORUM**

The Chairman invited the Democratic Services Manager to introduce this item. She explained that several meetings had been held since 2019 on an informal basis and it was proposed that the process for engagement should now be formalised and supported by agreed terms of reference. Following feedback from town and parish council clerks, it was suggested that meetings were held on a quarterly basis via Zoom.

Cllr V Gay said that the forum was a good way of engaging with the town and parish councils and she was supportive of the proposals.

Cllr N Dixon asked whether there were any examples of success for similar projects at other local authorities. The Democratic Services Manager replied that she had looked at several models across the country and based the terms of reference on those which were well established. She said that she would provide details in writing to Cllr Dixon. Cllr Dixon asked if examples of forums that had been successful for a number of years could also be provided.

Cllr C Cushing asked whether minutes would be taken at the forum meetings. The Democratic Services Manager confirmed that they would. She added that NNDC members were welcome to attend the meetings.

The Chief Executive said that the proposals built on the previous forums that had been held and provided a practical way forwards for engaging with 121 town and parish councils across a large geography. He said that the Council needed to be more responsive and the opportunity to hold the meetings remotely would allow more clerks to engage and the relationship to develop. He referred to the Local Plan Regulation 19 consultation and said that the forum would be a good conduit for clear consistent messaging on key areas such as this.

It was proposed by Cllr L Shires, seconded by Cllr J Toye and

RESOLVED

That Cabinet approves the establishment of a quarterly engagement forum with town and parish council representatives

To approve the terms of reference set out at Appendix A

Reason for the decision:



To support engagement with local communities, including town and parish councils, as set out in the Corporate Plan 2019 – 2023.

**221 EXCLUSION OF PRESS AND PUBLIC**

**222 PRIVATE BUSINESS**

The meeting ended at 10.48am.

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Chairman

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## Registering interests

Within 28 days of becoming a member or your re-election or re-appointment to office you must register with the Monitoring Officer the interests which fall within the categories set out in **Table 1 (Disclosable Pecuniary Interests)** which are as described in "The Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012". You should also register details of your other personal interests which fall within the categories set out in **Table 2 (Other Registerable Interests)**.

**"Disclosable Pecuniary Interest"** means an interest of yourself, or of your partner if you are aware of your partner's interest, within the descriptions set out in Table 1 below.

**"Partner"** means a spouse or civil partner, or a person with whom you are living as husband or wife, or a person with whom you are living as if you are civil partners.

1. You must ensure that your register of interests is kept up-to-date and within 28 days of becoming aware of any new interest, or of any change to a registered interest, notify the Monitoring Officer.
2. A 'sensitive interest' is as an interest which, if disclosed, could lead to the councillor, or a person connected with the councillor, being subject to violence or intimidation.
3. Where you have a 'sensitive interest' you must notify the Monitoring Officer with the reasons why you believe it is a sensitive interest. If the Monitoring Officer agrees they will withhold the interest from the public register.

## Non participation in case of disclosable pecuniary interest

4. Where a matter arises at a meeting which directly relates to one of your Disclosable Pecuniary Interests as set out in **Table 1**, you must disclose the interest, not participate in any discussion or vote on the matter and must not remain in the room unless you have been granted a dispensation. If it is a 'sensitive interest', you do not have to disclose the nature of the interest, just that you have an interest. Dispensation may be granted in limited circumstances, to enable you to participate and vote on a matter in which you have a disclosable pecuniary interest.
5. Where you have a disclosable pecuniary interest on a matter to be considered or is being considered by you as a Cabinet member in exercise of your executive function, you must notify the Monitoring Officer of the interest and must not take any steps or further steps in the matter apart from arranging for someone else to deal with it

## Disclosure of Other Registerable Interests

6. Where a matter arises at a meeting which **directly relates** to one of your Other Registerable Interests (as set out in **Table 2**), you must disclose the interest. You may speak on the matter only if members of the public are also allowed to speak at the meeting but otherwise must not take part in any discussion or vote on the matter and must not remain in the room unless you have been granted a dispensation. If it is a 'sensitive interest', you do not have to disclose the nature of the interest.

## Disclosure of Non-Registerable Interests

7. Where a matter arises at a meeting which **directly relates** to your financial interest or well-being (and is not a Disclosable Pecuniary Interest set out in Table 1) or a financial interest or well-being of a relative or close associate, you must disclose the interest. You may speak on the matter only if members of the public are also allowed to speak at the meeting. Otherwise you must not take part in any discussion or vote on the matter and must not remain in the room unless you have been granted a dispensation. If it is a 'sensitive interest', you do not have to disclose the nature of the interest.
8. Where a matter arises at a meeting which **affects** –
  - a. your own financial interest or well-being;
  - b. a financial interest or well-being of a relative, close associate; or
  - c. a body included in those you need to disclose under Other Registrable Interests as set out in **Table 2**

you must disclose the interest. In order to determine whether you can remain in the meeting after disclosing your interest the following test should be applied

9. Where a matter **affects** your financial interest or well-being:
  - a. to a greater extent than it affects the financial interests of the majority of inhabitants of the ward affected by the decision and;
  - b. a reasonable member of the public knowing all the facts would believe that it would affect your view of the wider public interest

You may speak on the matter only if members of the public are also allowed to speak at the meeting. Otherwise you must not take part in any discussion or vote on the matter and must not remain in the room unless you have been granted a dispensation.

If it is a 'sensitive interest', you do not have to disclose the nature of the interest.

10. Where you have a personal interest in any business of your authority and you have made an executive decision in relation to that business, you must make sure that any written statement of that decision records the existence and nature of your interest.

**Table 1: Disclosable Pecuniary Interests**

This table sets out the explanation of Disclosable Pecuniary Interests as set out in the [Relevant Authorities \(Disclosable Pecuniary Interests\) Regulations 2012](#).

<b>Subject</b>	<b>Description</b>
<b>Employment, office, trade, profession or vocation</b>	Any employment, office, trade, profession or vocation carried on for profit or gain. [Any unpaid directorship.]
<b>Sponsorship</b>	Any payment or provision of any other financial benefit (other than from the council) made to the councillor during the previous 12-month period for expenses incurred by him/her in carrying out his/her duties as a councillor, or towards his/her election expenses. This includes any payment or financial benefit from a trade union within the meaning of the Trade Union and Labour Relations (Consolidation) Act 1992.
<b>Contracts</b>	Any contract made between the councillor or his/her spouse or civil partner or the person with whom the

	<p>councillor is living as if they were spouses/civil partners (or a firm in which such person is a partner, or an incorporated body of which such person is a director* or a body that such person has a beneficial interest in the securities of*) and the council —</p> <p>(a) under which goods or services are to be provided or works are to be executed; and</p> <p>(b) which has not been fully discharged.</p>
<b>Land and Property</b>	<p>Any beneficial interest in land which is within the area of the council.</p> <p>'Land' excludes an easement, servitude, interest or right in or over land which does not give the councillor or his/her spouse or civil partner or the person with whom the councillor is living as if they were spouses/civil partners (alone or jointly with another) a right to occupy or to receive income.</p>
<b>Licenses</b>	<p>Any licence (alone or jointly with others) to occupy land in the area of the council for a month or longer</p>
<b>Corporate tenancies</b>	<p>Any tenancy where (to the councillor's knowledge)—</p> <p>(a) the landlord is the council; and</p> <p>(b) the tenant is a body that the councillor, or his/her spouse or civil partner or the person with whom the councillor is living as if they were spouses/civil partners is a partner of or a director* of or has a beneficial interest in the securities* of.</p>
<b>Securities</b>	<p>Any beneficial interest in securities* of a body where—</p> <p>(a) that body (to the councillor's knowledge) has a place of business or land in the area of the council; and</p> <p>(b) either—</p> <p>(i) the total nominal value of the securities* exceeds £25,000 or one hundredth of the total issued share capital of that body; or</p> <p>(ii) if the share capital of that body is of more than one class, the total nominal value of the shares of any one class in which the councillor, or his/her spouse or civil partner or the person with whom the councillor is living as if they were</p>

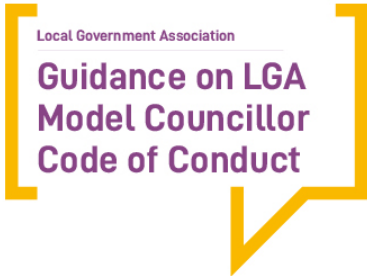
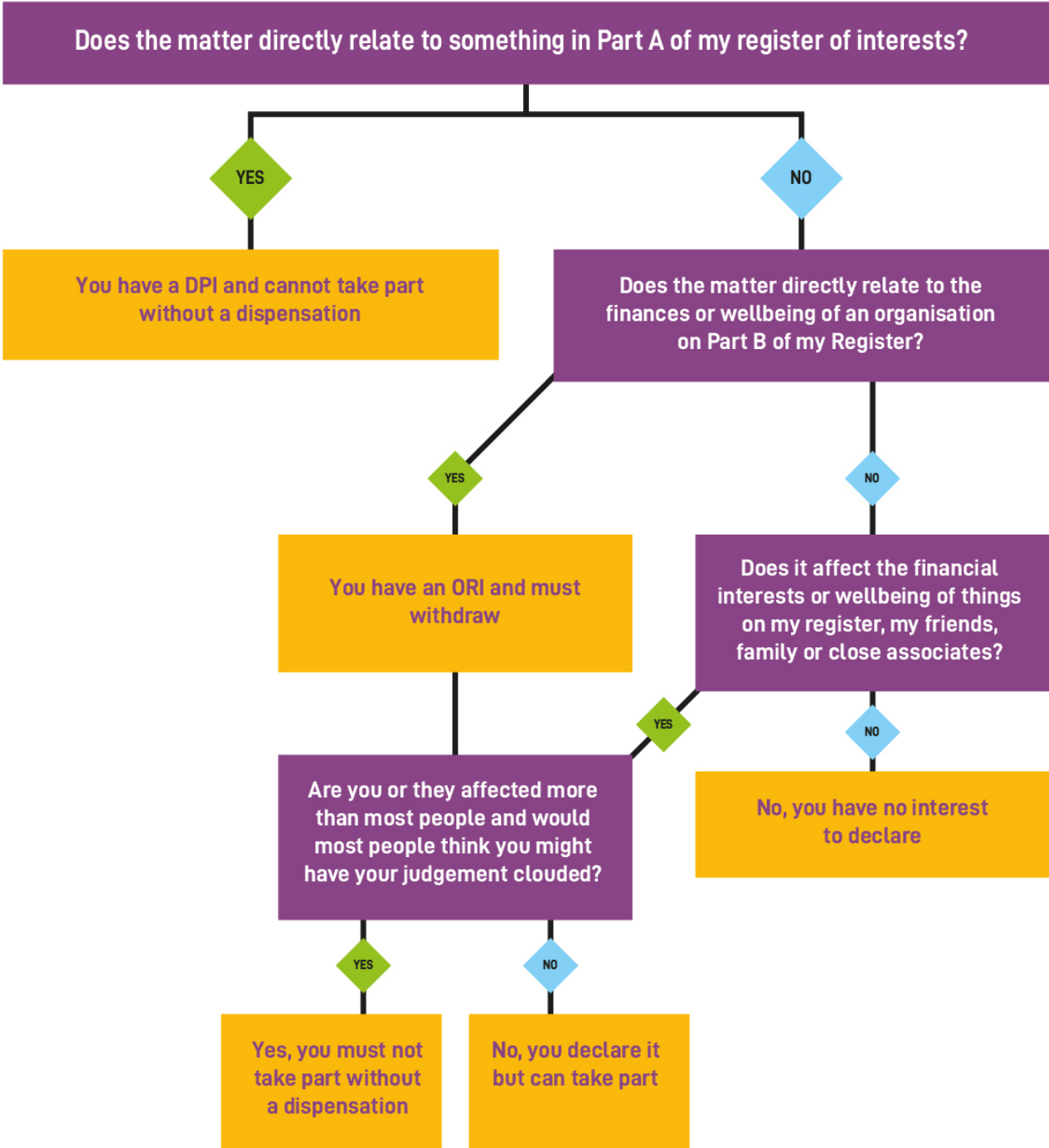
	spouses/civil partners has a beneficial interest exceeds one hundredth of the total issued share capital of that class.
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\* 'director' includes a member of the committee of management of an industrial and provident society.

\* 'securities' means shares, debentures, debenture stock, loan stock, bonds, units of a collective investment scheme within the meaning of the Financial Services and Markets Act 2000 and other securities of any description, other than money deposited with a building society.

**Table 2: Other Registrable Interests**

<p>You have a personal interest in any business of your authority where it relates to or is likely to affect:</p> <ul style="list-style-type: none"> <li>a) any body of which you are in general control or management and to which you are nominated or appointed by your authority</li> <li>b) any body <ul style="list-style-type: none"> <li>(i) exercising functions of a public nature</li> <li>(ii) any body directed to charitable purposes or</li> <li>(iii) one of whose principal purposes includes the influence of public opinion or policy (including any political party or trade union)</li> </ul> </li> </ul>
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## **Proposed recruitment of Ukrainian Community Support Officer position**

**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 quite large numbers of women, children and older people from the Ukraine come 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 Community Support Officer post within its People Services service 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:

Steve Blatch, Chief Executive  
Tel: 01263 516232  
Email:- [Steve.blatch@north-norfolk.gov.uk](mailto:Steve.blatch@north-norfolk.gov.uk)

## 1.0 Background

- 1.1 The conflict situation in Ukraine has developed rapidly over the past month, with the humanitarian impact of many hundreds of thousands of people leaving the country, largely travelling west into Europe, being of a huge scale over the past three weeks – the largest migration of people in Europe since the Second World War with over 3 million people understood to have left Ukraine in the past three weeks.
- 1.2 In response to this pressing situation, the UK Government announced on the 14<sup>th</sup> March that an uncapped number of Ukrainian nationals would be granted permission to come to the UK, initially for a period of up to three years, under a national Homes for Ukraine programme. In the first 48 hours following the announcement of the programme where UK households are being asked if they have space to accommodate Ukrainian refugees in their homes, initially for six months, over 125,000 people had registered offers of accommodation on the Government website.
- 1.3 Whilst the exact details of the programme are still being worked through, Government has stated that it will be looking to local authorities to assist in the successful delivery of support for Ukrainian refugees through undertaking assessment of property offers and supporting refugees settle in their areas and access health, education, language and other public support, as well as for those who are able, to access employment. Initially it is believed that many of the refugees will be women, children and older people – with most men aged 18 – 60 remaining in Ukraine to support defence of the country and provision of critical public services and infrastructure.
- 1.4 At the present time it is not understood how many Ukrainian refugees might come to North Norfolk but we believe this might potentially be several hundred such that we should make some dedicated provision of a support resource, with Ukrainian / Russian language skills as well as English to provide assistance to refugees and providers of accommodation access public services and secure longer-term accommodation. We believe that this can be best achieved locally through the recruitment of a Community Support Officer post within the Council's People Services service grouping.
- 1.5 Estimated costs of an initial twelve-month appointment would be circa £50,000 and it would be hoped that this expenditure could be met through Government support for local authorities providing a response to the refugee crisis. However, we believe we need to put in place this support now and are therefore proposing that we meet this cost from the Council's Delivery Plan Reserve alongside the authority continuing to work with the County Council, other local authorities, third sector organisations and some local businesses all of whom are responding positively to the Government's call to support the Ukrainian community in this time of desperate need.

**2.0. Risks and Implications for Council:-**

- 2.1 The proposal made above for the authority to recruit a Ukrainian Community Support Officer is considered to be a measured and appropriate response to what is a rapidly developing situation. Whilst management capacity can be redirected to participate in county level partnership discussions and programmes, the authority lacks any dedicated and specialist resource, including a resource with the necessary language skills and cultural understanding to provide support to refugees coming to North Norfolk in terms of providing even basic assistance to settle here such as accessing health, education, benefits, housing and employment advice. The proposal therefore seeks to provide a dedicated resource within the Council's People Services service grouping to extend a warm welcome to North Norfolk of this displaced and vulnerable community so they can be supported in rebuilding their lives at what is a time of considerable uncertainty for them often having left partners, husbands and fathers, and perhaps elderly relatives, in Ukraine. As the numbers of Ukrainian refugees coming to North Norfolk is understood it would also be hoped that the Community Support Officer could promote the establishment of local networks which would link Ukrainian families settling in different parts of the District and indeed Norfolk together, reducing their sense of isolation and allowing them to retain some of their cultural links and identity at a time when they will also be making new friendships and connections in settling in the UK.

**3. Financial Implications:**

- 3.1 Estimated costs of an initial twelve-month appointment would be up to £60,000. Initially it would be proposed to meet these costs from the Council's Delivery Plan Reserve but officers would be asked to establish whether these costs could be claimed from Government through the support it has pledged to local authorities providing a response to the refugee crisis.

**4. Legal issues**

- 4.1 There are no specific legal issues raised by this report at this time.

**5. Conclusions**

- 5.1 In response to what is a rapidly developing humanitarian situation where large numbers of Ukrainian refugees are expected to be accommodated in the UK in the coming weeks, the Council proposes to establish a post of a Ukrainian Community Support Officer to provide support and assistance to refugees coming to North Norfolk and to their hosts providing refuge and accommodation in terms of providing advice on accessing health care, education, housing, benefits and employment – making their settlement in North Norfolk as positive an experience as possible at what is otherwise a desperate and worrying time in their lives. The costs to the Council are considered minimal given the positive benefits and outcomes which it would be expected would be realised through such a post.

**10. Recommendation:**

**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.**

## NNDC Youth Council

**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
Contact Officer, telephone number and email: Emma Denny, <a href="mailto:emma.denny@north-norfolk.gov.uk">emma.denny@north-norfolk.gov.uk</a> ; 01263 516010	

## **1. Introduction**

- 1.1 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’
- 1.2 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.
- 1.3 Having previously engaged with schools on a debating competition, it is imperative that we offer them something that clearly benefits their students and which requires very little administration from their end. If the schools are not interested and uptake is low, then the Youth Council will struggle from the outset and will probably fail within a relatively short period of time.
- 1.4 Whilst undertaking research into existing youth councils across the country, it became clear that the national organisation, the British Youth Council (BYC) had provided the initial support for establishing many of them – including Breckland District Council’s youth council which is very successful. To ensure that the Council uses the best model of youth council / advisory board for North Norfolk, and so that it engages young people and continues to thrive and develop in the long-term, it is suggested that BYC provide support to NNDC in the first year of the project. There is a one off cost for this service (see Appendix 1).
- 1.5 It is also proposed that NNDC becomes a member of the British Youth Council. This provides additional benefits, particularly for the members of the NNDC Youth Council who will have access to national events and awards schemes. There is an annual cost of £70 for this

## **2. Youth Councils – an overview**

- 2.1 A youth council is a democratic organisation created, run and developed by young people for young people. Their role is to represent the views of young people at a local level, giving young people the opportunity to have a voice, discuss relevant issues, engage with decision makers and contribute towards improving the lives of other young people in their local communities.
- 2.2 The membership of a youth council should be inclusive and diverse, whilst maintaining some form of formal structure. Approaching local schools and colleges is a good starting point but other youth groups should be considered – particularly those that cater for harder to reach young people. This will ensure that it is representative and its activities reflect the interests of as many groups as possible.

Existing models of Youth Council – key points

### 2.3 Models of youth councils / advisory boards:

- Most models are set up through a register of interest/application process, or democratically elected.
- Multifaceted application process written/audio/video ensuring accessibility
- Successful youth councils tend to have a budget, and budgetary responsibility.
- It is important to outline clear expectations, a formal structure, and boundaries in the decision making process
- A viable link and engagement with Full Council, and Council meetings, as well as, joint ventures and projects
- Website/social Media to promote the Youth Council and projects

### 2.4 Size and Membership:

- Schools/young person groups/young people living or studying in the area/Advertising to reach all young people in the district
- 11 – 18 year olds
- 12 – 20 members
- Sub-groups for key projects
- Two year term
- 2 officers, 2 elected members providing support
- Single point of contact for questions / support

### 2.5 Meetings:

- Hybrid – mainly online since the pandemic, usually in the evenings
- Feeding into Full Council – as required, including presentations on the projects the Youth Council has been working on
- Agendas and minutes, roles to cover these can be elected to (with support provided by Democratic Services)
- Engagement with external events – through the British Youth Council
- Opportunities for partnership working, including with neighbouring youth councils on national or county-wide issues

## 3. The British Youth Council

3.1 The British Youth Council is the National Youth Council of the UK. A youth-led charity, it supports young people to get involved in their communities and democracy locally, nationally and internationally – including making a difference as campaigners, decision-makers and leaders. A guidance note produced by BYC on running an effective youth council is attached at Appendix 3.

3.2 BYC runs a number of youth-led networks and programmes - including the UK Youth Parliament, Young Mayor Network, Local Youth Council Network, League of Young Voters, NHS Youth Forum, National Scrutiny Group and Youth Select Committee

3.3 BYC offers a consultancy service. As the experts in this sector, with a good

record of establishing successful youth councils across the country, they would be ideally placed to support NNDC's youth council.

BYC provides the following:

- i. Reviews of existing youth participation structures in your area
- ii. Facilitating links between an advisory groups, schools councils and youth councils: *'We can develop links between existing support structures so that meaningful information flows between these groups. We will ensure that there are opportunities for consultation and active involvement in decision-making which will support the citizenship curriculum'*.
- iii. Development of a rolling advisory group or forum: *'Would you like to develop a continuous stream of information to and from young people? We can help you set up a group to provide continuity during the roll out and development of your project, as well as create a pool of young people to engage in future activities. We have experience of developing advisory groups and can provide a range of different support levels, from developmental advice, through training in participation'*.

3.4 Following a discussion with BYC about the provision of support, they have sent through a proposal (Appendix 1). They will work with the Council on the best model, recruitment and maximising engagement and participation. There will be quarterly check-ins with them to help with any challenges or issues that we may have. There is also the option of training provision, for members of the Youth Council and the officers and elected members providing support to it. Providing this, would be attractive to schools as it gives their students an opportunity to learn new skills at no additional cost to them.

#### **4. Corporate Plan Objectives**

4.1 The establishment of a youth council is set out in the Corporate Plan under the Customer Focus theme. It is part of a broader agenda of engaging with the wider community, alongside the establishment of a Town & Parish Council Forum, which is in the process of being formalised. The Corporate Plan states that the Council will seek to 'improve democratic engagement and participation by people of all ages, but particularly through working with schools and colleges'.

#### **4. Medium Term Financial Strategy**

This proposal does not directly link to the MTFs.

#### **5. Financial and Resource Implications**

There is a cost implication to commissioning the British Youth Council to provide support. It is suggested that this is covered by the Delivery Plan Reserve, which was set aside for delivery of the Corporate Plan.

#### **6. Legal Implications**

The Youth Council will need to be properly constituted with agreed terms of reference setting out the membership, lines of reporting etc. These can be drawn up following input from BYC regarding size, model etc and agreed by Full Council.



**7. Risks**

The main risk is reputational. The Youth Council could fail due to lack of engagement from schools.

**8. Sustainability**

**9. Climate / Carbon impact**

Travel will be minimized by holding meetings of the Forum remotely.

**10. Equality and Diversity**

The Council will ensure that the Youth Council reflects the Equality, Diversity and Inclusion Policy

**11. Section 17 Crime and Disorder considerations**

None.

**12. Conclusion and Recommendations**

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.

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## **Consultancy – what the British Youth Council can offer**

“Youth Council - Option 2 – Advise & guidance on running a Youth Council (Virtual or face to face)

Option 2 would entail:

- Introduction meeting & Advice and guidance on running a Youth Council – Exploring the strategic set up, recruitment, safeguarding, encouraging Youth Social Action and Youth participation within the council. (2.0 full days)
- Resources and activity sheets for meetings to deliver a Youth Council internally
- Check in quarterly (Full Days – Half a day with staff / Half a day with Youth Board) 4 full day over 12 months – 1 each quarter.
- 1 x meeting for advise & Guidance Evaluation (half a day session + evaluation report written up with next steps)
- Youth Voice Award for up to 20 Young people.

Due to BYC not hosting the youth forum BYC would have no direct affiliation with BYC apart from advice and guidance and MUST BE considered employees of the contractor

**Base Price:** £6,800

In terms of a worker leading on this, we have various different consultants that are at senior level who would be happy to take something like this on, but in particular we have a consultant called Zoe Cumberland who is just fantastic and has set up quite few Youth Councils at different levels, county, district and parish.

### **Training:**

Training has not yet been updated on our website yet but are current programmes are here: <https://www.byc.org.uk/training> you can see prices etc here.

Our new training packages which will be realised soon and will be accredited by ASDAN and briefly laid out below:

1. **Stage 1** – A – Z – Team Work – *This explores your groups identity, Team vs Group, group structure and how to recruit and retain young people.*
2. **Stage 2** – Wider Picture - *Explores the direction your group would like to go, the wider picture and where they fit, group resources (Fundraising, research, presenting, campaigning), how to measure targets that are set.*
3. **Stage 3** – Putting your point across – *This explores visioning & advocating for themselves and other young people, skills needed for campaigning, creating a campaign, influencing decision makers.*
4. **Stage 4** – Next Steps – *Explores volunteering, education, employment and next steps to get into civic life.*
5. **Bespoke Option:** - This can be mix and match to suit the needs of your young people with 4 being picked for a full day and 2 being picked for half a day. **Topics include:** Personal development: Confidence, leadership, research, meeting skills, public speaking, Debating. Group Development: Campaigning, peer mentoring, decision making.

Each full day training has four one hour sessions in them including icebreakers, breaks, lunch and recaps.

Training time can vary to suit the needs of your young people but is predominantly 6 hours 10am - 4pm. Training can be done virtually and face to face and are kept engaging with various learning activities throughout the day.

Training is cheaper when you are part of our membership -

<https://www.byc.org.uk/members/apply-for-membership> Membership for a LA is around £70 a year. But more information can be found on the link attached. Our membership manager is called Sarah Goffery – Emailed attached: [Sarah.Godfrey@byc.org.uk](mailto:Sarah.Godfrey@byc.org.uk) . Our membership comes with various of benefits, with access to our AGMs and much more. “

## Breckland Youth Council

- Formation:** Established in 2009 following consultation with all secondary schools and higher education establishments in the District NCC Children's Services, Connexions, Pupil referral units and extended school advisors, existing youth councils and town councils
- Size:** 15 young people – 3 youth councillors from each market town area
- Age range:** 11 – 19 years old, those living or studying in Breckland
- How is it formed:** Democratically elected (20% of young people in the District participated in the voting process)
- Meetings:** Monthly
- Budget:** £10,000 pa
- Joint working:** Yes with the Breckland Youth Advisory Board on a programme of mental health support
- Decision making:** The Youth Council is divided into three sub-groups made up of 5 members (supported by 2 officers and 1 District member)

### **Sub groups:**

#### **Green Agenda / local pride**

- After school skills workshop – basic mechanics
- Energy Saving Monitors
- Job Centre signs in schools
- Disused shop front improvements

#### **Participatory Budgeting**

- Promoting the PB Funding to peers, schools and groups
- Writing a press release for the funding
- Attend training to learn how to assess applications/Shortlist applications
- Hold a presentation evening
- Allocate the £10,000 funding

#### **ASB 3.2.7**

- Plan and organise an Under 18's event for February 2010
- Work in partnership with Kiss FM and other statutory and voluntary agencies
- Promote and run event

Examples of projects worked on by Breckland Youth Council to date:

- Each youth councillor has been given the opportunity to work towards an ASDAN Award in community involvement and volunteering <https://www.asdan.org.uk/>
- Pride in Breckland Awards
- Toftwood Youth Street Brief
- Town and Parish Council Forum
- Youth Engagement: A Rural Approach Conference
- Watton Carnival
- Housing Interviews
- Dereham Youth Event
- Thetford Youth Festival
- Participatory Budgeting Training
- CAG Meeting
- Teambuilding at Eaton Vale
- Norfolk and Norwich University Hospital survey
- Pride in Breckland campaign
- Designing a logo for the Breckland Youth Council
- Workshop with Active Citizenship Youth Worker from NCC

### **Broadland Youth Advisory Board**

No formal Youth Council in place, but the District Council works with the Broadland YAB and 'Young Commissioners' from the PCC and representatives have attended Council meetings to present reports and respond to questions.

They have also contributed to the following:

- Policy development to address bullying
- Support in designing projects/ using funding from Public Health
- Work with Leeway to support young people affected by domestic violence.
- YAB advising on communication how to use social media to support/promote youth focused projects and how it be effective.

## Waveney Youth Council

<b>Formation:</b>	Established in 2009
<b>Size:</b>	Membership of the youth council is open to all young people and it prides itself on being an equal opportunities group Currently there are representatives from 13 schools, colleges and youth groups
<b>Age range:</b>	Not specified
<b>How is it formed:</b>	Not specified
<b>Meetings:</b>	Held once every half term with venues rotating across the Waveney area. The Annual General Meeting (AGM), takes place in November/December each year. Officers will hold their position on the Youth Council for 1 year, with re-elections taking place at each AGM. Officers can be re-elected to the same role for a maximum of 2 consecutive years. The meetings will not be used for political purposes or be aligned to any political party.
<b>Budget:</b>	Not specified
<b>Joint working:</b>	Yes – with <ul style="list-style-type: none"><li>- Waveney District Council</li><li>- Suffolk County Council</li><li>- Police</li><li>- Health Providers</li><li>- MP for Waveney</li><li>- UK Youth Parliament</li><li>- Lowestoft Rising</li><li>- Lowestoft Vision</li><li>- Access Community Trust</li><li>- The Suffolk Assembly of Youth (SAY)</li><li>- Community Action Suffolk.</li></ul>

**Decision making:** The Waveney Youth Council has its own Constitution: [Waveney Youth Council Constitution \(eastsuffolk.gov.uk\)](http://eastsuffolk.gov.uk)

### Examples of projects:

- Taking a lead on events to mark the annual [National Youth Take Over Days](#)
- Looking at current PSHE provision in schools and seeing where potential changes could be made to meet the needs of young people
- Working with appropriate organisations to address issues in schools with academic attainment, low aspirations and work preparation

- Working with UK Youth Parliament to give young people a voice at a local and National level
- Shadowing the MP for Waveney as he meets local people, organisations and businesses
- Worked with the District Council to organise and deliver an anniversary event as part of Holocaust Memorial Day
- Assisting the District Council with the development of local projects to improve the area (East of England Park, local play area developments)
- Being involved in consultation around budget setting for the District and County Councils
- Forming part of the consultation and campaigning around cheaper transport for young people in Suffolk
- The Chair of the WYC presenting Councillors



## Proposed 2022/23 programme of Section 106 Commuted Sums to support delivery of affordable homes in North Norfolk

- 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
Contact Officer, telephone number and email: Nicky Debbage, Housing Strategy & Delivery Manager, 01263 516027, nicky.debbage@north-norfolk.gov.uk	

## **1. Background - Section 106 commuted sums held by North Norfolk District Council**

- 1.1 The council seeks developers to provide, as part of a market housing development, affordable homes on-site wherever possible. This ensures that affordable homes are delivered, integrated into market developments and that they are made available to Registered Providers at a price that is viable as affordable homes. However, occasionally there are reasons why on-site provision would not be appropriate and instead developers make a financial contribution, a s106 contribution or 'commuted sum', in lieu of the on-site provision of affordable homes. The other circumstance in which s106 receipt may be received is via uplift clauses. This is for large scale developments where delivery of on-site affordable homes is demonstrated not to be viable at the time of Planning, but a review mechanism is included in the section 106 agreement. This review mechanism allows us to reassess viability based on actual costs and sales values and, where a profit above that expected in the original viability is achieved, to receive some of this 'excess' profit in s106 commuted sums.
- 1.2 The level of s106 commuted sums currently held by NNDC are £2,348,306. Details of s106 monies are set out in Appendix A to this report. These receipts were received in lieu of on-site provision of affordable housing and can only be used to help deliver affordable housing. In some cases the s106 includes a requirement for the receipts to be spent within 10 years or they should be returned to the developer. This includes some receipts from 2014, so plans to use s106 receipts to help deliver new affordable homes are needed. A budget of £500k for this activity was established in the 2021/22 capital programme but no grants were given in 2021/22.
- 1.3 This reports now proposes to roll forward the 2021/22 budget of £500k and sets out specific recommendations to use £700k of the s106 receipts in 2022/23 as detailed below (and summarised in the table at paragraph 11 below).
- 1.4 In addition to the allocations recommended in this report, there is a long standing commitment to use the £46k of s106 receipts generated from a development in Salthouse to support an Exception scheme due to be delivered by Broadland in Salthouse. That 'in principle' allocation, together with the £700k recommended in this report, will leave £1,602,306 of s106 receipts to be used in future years.

## **2. Grant Support for Affordable Housing**

- 2.1 Delivering affordable homes viably is always a challenge for Registered Providers (RP), arguably that position has worsened in the last two years with rapidly increasing material and labour costs. The schemes outlined in this report are largely funded by borrowing by the RP against the future rental income from properties. Additionally, all of the schemes have been awarded Homes England grant funding. Homes England grant rates vary between schemes but typically general needs rented homes receive grant rates of around £45-60k per home, extra care attracts higher grant rates (around £70k per home), and whilst shared ownership homes attract a lower grant rate (around £45k per home) this is relatively generous (after taking into account capital receipts from sales of shares). Borrowing and grant combined are very

unlikely to cover the build costs of units and other forms of subsidy are required, RPs generally subsidise new homes from capital receipts (from sales of other assets or revenue surpluses from other homes). However, only so much 'internal' subsidy is possible and abnormal costs can threaten viability and mean developments may not go ahead.

- 2.2 North Norfolk is an especially challenging area to deliver affordable homes. Costs in the district are high, due to the rural location and a lack of developers / builders. Some additional costs are often associated with developing smaller rural sites, such as additional infrastructure, and economies of scale are not possible on these sites. There is an additional challenge in the East of the district where costs are no lower but sales values (in the case of shared ownership homes) are relatively low and so are market rents (which are used as the benchmark to set affordable rents against). In all parts of the district the Local Housing Allowance levels (which are set by government as the maximum level to which housing benefit can be paid and which we use as the maximum rent that can be charged by an RP) are low.
- 2.3 The schemes below all require relatively small amounts of additional grant funding to ensure they are delivered and to give RPs confidence to continue to develop in the challenging environment in North Norfolk.

#### **Extra Care Housing – Stalham**

- 2.4 The Council recognises the importance of appropriate quality homes for older residents. The Corporate Plan includes an objective to support delivery of 500 units of Housing-with-Care / Extra Care Housing. Norfolk County Council also support the provision of Extra Care and have developed a Living Well strategy and a capital budget of £30m to support delivery of new Extra Care Housing (or "Independent Living") to secure nomination rights to 1,000 affordable rented units by 2028.
- 2.5 Extra Care Housing is an expensive product to develop as schemes involve many additional features (and costs); both within individual homes to ensure lifetime adaptability, and also more communal areas/services to provide quality of life for residents. The care provided on site is paid for separately – either via Social Services or from fee paying customers. However, the other housing features in an extra care scheme must also be funded. If the higher costs of extra care housing were paid for by residents (through rents and service charges) the schemes would not be affordable. Therefore high levels of initial grant funding are needed to ensure homes are affordable to future residents.
- 2.6 The recent Housing21 extra care scheme at Fakenham relied on grant funding from Homes England, Norfolk County and NNDC (we have contributed £215k plus a further £90k for dementia enhancements). The Meadow Walk scheme in Fakenham delivered 66 flats, 30 Affordable Rent and 36 shared ownership.
- 2.7 In partnership with the same developer as Fakenham, Housing21 are bringing forward an extra care scheme in Stalham. The scheme, recently approved at Development Committee, is for 61 flats – 43 x 1-bed and 18 x 2-bed. All the flats will be rented and will be let at Social Rent (lower than Affordable Rent and the most affordable). The scheme should be on site later in 2022 and complete in 2023
- 2.8 It is recommended that £300k of s106 funds be granted to Housing21 in 2022/23 to deliver this 100% affordable development (grant of £4,918 per home)

### **General Needs Affordable Homes in Stalham**

- 2.9 Alongside the Extra Care scheme in Stalham, the remainder of the site will be developed for general needs affordable homes for Flagship. This will provide a mix of 40 affordable homes – 28 for Affordable Rent and 12 Shared Ownership. The development provides a range of property sizes which reflect local need (to rent: 9 x 1-bed, 11 x 2-bed, 4 x 3-bed, 4 x 4-bed; and shared ownership: 4 x 2-bed, 8 x 3-bed).
- 2.10 In particular the provision of 4-bed homes on this development is welcomed. These homes are in high need and very limited supply, they are difficult for providers to develop viably due to high build costs versus relatively low rents. There are also some cost challenges with this development including significant infrastructure requirements, including a lengthy access road to homes at the rear of the site. This development should also be on site in 2022 and complete in 2023.
- 2.11 It is recommended that £100k of s106 funds be granted to Flagship in 2022/23 to deliver this 100% affordable development (grant of £2,500 per home)

### **Exception Housing Scheme in Warham**

- 2.12 This Exception Housing Scheme, on land east of Stiffkey Road in Warham, was originally planned as a Homes for Wells development. The scheme already has Planning Permission and is for 12 Affordable Rent homes. Homes for Wells had already had NNDC funding agreed to help deliver this scheme (a loan of £25k for pre-development costs and a further grant of £75k for development costs had been agreed – both from the Community Housing Fund). Flagship has now taken on this development from Homes for Wells who were unable to progress the scheme. Homes for Wells have repaid the pre-development loan now sale of the site to Flagship has taken place
- 2.13 The scheme will still use Homes for Wells local allocations policy (as this was part of the Planning Permission) but as the development is no longer community-led, Community Housing Funding is not appropriate. The recommended £100k of s106 grant is £8,333 per home, this is a higher grant level than other schemes but reflects the higher costs of this scheme associated with use of modular construction. Whilst there are no s106 commuted sums arising from developments in Warham, there are older s106 monies from Langham or receipts from a recent shared equity sale in Wells that could now be used on this scheme.
- 2.14 It is recommended that £100k of s106 funds be granted to Flagship in 2022/23 to deliver this 100% affordable development (grant of £8,333 per home)

### **Exceptions Housing Scheme in Walcott**

- 2.15 This Exception Housing Scheme, on Ostend Road, Walcott, has Planning Permission for 16 affordable rent homes (plus 2 market homes). The homes proposed will be very energy efficient – built using Passivhaus principles. Originally the scheme was to be developed by a small independent builder and purchased by Flagship, However, Flagship will now deliver the scheme themselves and plan to submit an application to vary the scheme, taking away the market units to deliver a 100% affordable scheme and possibly increasing the number of homes from 18 to 20-23.

- 2.16 The high energy standards of the proposed homes means their cost is higher than standard homes and means they are unviable for Flagship without extra support. S106 monies can be used to provide top-up funding to Flagship to ensure to secure the affordable housing units. The level of s106 top up grant requested of £200k was £12,500 per home, a higher grant level reflecting the higher costs of this scheme associated with Passivhaus standards. However, if the number of units are increased to 23, this gives a unit grant rate of £8,696.
- 2.17 It is recommended that £200k of s106 funds be granted to Flagship in 2022/23 to deliver this 100% affordable development (grant of £12,500 – 8,696 per home, depending on final numbers)

### **3. Corporate Plan Objectives**

The proposals in this report will help to ensure delivery of around 140 affordable homes which help to deliver the Corporate Plan objective “Local Homes for Local Need”. Specifically, action 1.2.2a (under the theme “Increasing the Supply of Housing – Supporting Delivery by Others) is to “use s106 commuted sums to provide top-up funding for affordable housing for schemes which would otherwise not be viable”.

### **4. Medium Term Financial Strategy**

The s106 monies are held by NNDC in lieu of on-site provision of affordable homes and are ‘earmarked’ or ‘ring-fenced’ funds that can only be used for this purpose – not to support any other NNDC activity. Additionally, some of the receipts have time limits on when they must be used by from the date of their receipt, and failure to use them in-time could mean they must be returned to the developer. Therefore, plans to spend these receipts to deliver affordable homes represents effective financial planning.

### **5. Financial and Resource Implications**

A budget of £500k to support enabling activity, financed by s106 monies, was included in the 2021/22 Capital Programme. This report recommends that this is rolled forward and added to the £300k in the 2022/23 programme and used to provide £700k grant to Registered Providers in 2022/23 – as set out in paragraph 11. Conclusion and Recommendations below

### **6. Legal Implications**

Section 106 of the Town and Country Planning Act 1990 (as amended), allows the Planning Authority to apply obligations as a mechanism to make a development proposal acceptable in planning terms. Securing affordable housing is one of those obligations and can be in the form of commuted sums in lieu of on-site provision of affordable homes. These s106 commuted sums can then only be used for the purpose for which they were provided. In some cases the s106 monies have conditions relating to when and where the funds must be used. Typically the wording requires that the monies are used within 10 years of receipt and best endeavours to use in the arising parish, then the surrounding areas, then anywhere in NNDC.

### **7. Risks**

The key risks and mitigations associated with this report are:

- The specified developments do not go ahead - mitigated by using funding at key stages in the development process, i.e. post Planning permission being granted
- The use of the s106 monies leaves limited funding to support future affordable housing delivery – mitigated as the recommendations in this report total £700k, leaving £1,602,306 of existing s106 monies available.
- The risk of not planning appropriate use of the s106 monies is that no use is identified within the timescales set in the s106 agreement and the money has to be repaid.

## 8. Sustainability

This report supports the delivery of affordable homes by Registered Providers. Homes developed by Registered Providers generally exceed Building Regulations standards and the standard of most market homes in terms of energy efficiency and space standards. Additionally, in the case of some of the specified developments, energy standards will be higher with the use of modular construction or Passivhaus principles. Ensuring that homes have affordable rents and low energy costs helps Registered Providers ensure the sustainability of tenancies.

## 9. Equality and Diversity

No direct implications in this report

## 10. Section 17 Crime and Disorder considerations

No direct implications in this report

## 11. Conclusion and Recommendations

The proposals in this report help deliver the Corporate Plan objective “Local Homes for Local Need”. The report recommends the use of £700k of the existing s106 monies held specifically to deliver affordable homes. In total the s106 enabling grant provision being recommended is as follows:

Scheme	Year	2022/23 (£,000s)
Extra Care Stalham		300
General needs Stalham		100
Warham		100
Walcott		200
<b>TOTAL</b>		<b>700</b>

## Appendix A

### Source of Section 106 Affordable Housing funds held by NNDC

<b>Scheme</b>	<b>Date</b>	<b>£</b>
Wood Farm Barns, Helhoughton	2014	£15,000
Former Langham Glass site, Langham	2014	£500,000
Jonas Farm Barns, Roughton	2016	£69,250
McCarthy & Stone scheme, Holt Road, Cromer	2016	£3,801
Swan Homes - Pyes Close, Blakeney	2017-18	£150,000
Bard Hill Barns, Salthouse*	2018	£46,000
Norwich Road, North Walsham (uplift clause)	2019	£689,560
NNDC receipt from sale of shared equity home, Wells	2020	£91,800
Three sites in Holt (uplift clause)	2021	£721,645
<b>TOTAL</b>		<b>£2,348,306.</b>

\*In principal agreement was previously given to use these s106 monies to support a Broadland Housing exception scheme in Salthouse.

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## **Hornbeam Road Car Park, North Walsham**

**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
-------------------------------------	---------------------------------

## 1. Introduction

1.1 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. The site lies immediately to the west of the Norwich to Sheringham railway line, adjacent to Platform 2 on North Walsham Railway station, which serves trains travelling from Norwich towards Cromer and Sheringham.

## 2. Background

2.1 As a former employment site (long-term brownfield site) the potential of the former HL Foods site to accommodate new development, which was well-related to the town centre and many services and amenities, was recognised and consent therefore granted in 2014 for a mixed use redevelopment scheme. However, the eastern part of the site lies within a Health and Safety Executive designated restricted zone of development because of its close proximity to the British Pipeline Agency gas condensate storage facility and railfreight terminal, where tanker freight trains collect condensate by-product from the Bacton Gas Terminal site, for onward use in chemical and paint production, two or three times a week.

2.2 The eastern part of the former HL Foods site was not able to accommodate residential development and this part of the site has therefore accommodated commercial units and a 50 space public car park, which is intended to serve anticipated increasing numbers of rail passengers into the future as North Walsham sees further large-scale population growth through the new Local Plan. In this respect the provision of the car park as part of the Hopkins Homes wider development is seen as good planning as it is 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.

- 2.3 The car park was completed during 2018/19 and thereafter responsibility passed from the developers, Hopkins Homes, to the District Council. At this time discussions took place between officers and members about the future charging and management regime which would apply to the car park, with there being an acknowledgement 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.
- 2.4 The discussions reflected corporate policy that charging for parking would be made at the Hornbeam Road car park (i.e. the authority did not provide “free” parking anywhere in the District) as the Council incurred costs of provision, maintenance, management and insurance of car parks, but that charges should be at a level that they didn’t deter use by rail passengers and potentially students attending Paston College which it was felt the car park might also be attractive to. Elsewhere on the rail network nationally operators generated significant income from station parking and it was recognised that as part of the Council’s need to broaden its income base through a Commercialisation Strategy this offered a potential future source of new income for the authority even if in the short-term receipts were small and would grow over time.
- 2.5 Whilst these discussions were progressed during 2019 against a wider proposed review of car parking charges levied by the Council to better reflect the principle of the user pays and seeking to strike a balance between the charges paid by local residents and Council Tax payers relative to tourists, and the need to consult on a new or revised Car Park Order; events were somewhat overtaken by the COVID pandemic meaning that with national lockdowns rail passenger numbers nationally and locally reduced significantly.
- 2.6 In this respect the car park has remained fenced off and not available for use until early February of this year when it has been used two or three days a week for the mobile COVID testing facility. Whilst it is anticipated that this operation will end at the end of this month as part of the national withdrawal of testing facilities, questions have been asked by local residents and businesses which have established on the estate – Westover Vets, Screwfix etc as to the future opening of the car park given that some of their customers are now understood to be parking on the highway. It is therefore reasonable to assume that there is increasing public expectation that the car park should not remain closed once the COVID testing operation ends.
- 2.7 This then presents some challenge to the Council in the short-term as 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. Officers accept that use of the car park might initially be slow but corporate policy confirms charges should be introduced as the Council does not operate free parking. Officer advice therefore is that some charging policy needs to be agreed for the car park.

### **3. North Walsham Heritage Action Zone Project**

- 3.1 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. 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.

#### **4. Conclusion and Recommendation**

Cabinet therefore propose 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.

## Staircasing of shared equity property – Ashburton Close, Wells-next-the-Sea

**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.

### LIST OF BACKGROUND PAPERS AS REQUIRED BY LAW

*(Papers relied on to write the report, which do not contain exempt information and which are not published elsewhere)*

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Cabinet Member(s) Cllr E Seward	Ward(s) affected Wells-next-the-Sea
Contact Officer, telephone number and email: Renata Garfoot, Asset Strategy Manager. T: 01263 516086 E: Renata.Garfoot@North-Norfolk.gov.uk	

## **1. Introduction**

- 1.1 At the 3<sup>rd</sup> March 2014 Cabinet meeting, a report was presented regarding affordable housing provision within S106 planning agreements. It highlighted that there were provisions within these agreements where the Council could acquire shared equity dwellings and affordable dwellings for rent at nil cost.
- 1.2 The report included a range of affordable housing ownership options for the Council to consider and approval was gained to take ownership of the freehold and unsold share of shared equity dwellings along with affordable rent dwellings if they were offered to the Council.
- 1.3 The Council currently has 33 shared equity properties in its ownership in Cromer, Sheringham and Wells-next-the-Sea. It holds a range of equity stakes within these properties.
- 1.4 This report seeks Cabinet approval for the lease of one property to be staircased which will result in the leaseholder acquiring the remaining percentage.

## **2. The Proposal**

- 2.1 The property is a modern shared equity home in Wells-next-the-Sea.
- 2.2 Lease dated 16<sup>th</sup> December 2016 for a term of 125 years.
- 2.3 The premium paid by the Leaseholder in 2016 was £135,150.30 which was a 69% share of the market value. The Councils share is 31% which was acquired for £1.
- 2.4 There is a staircasing provision in the lease which gives the Leaseholder the right after a 5 year period to serve notice on the Council to staircase the lease and acquire the remaining percentage.
- 2.5 The leaseholder of the property gave notice to the Council (December 2021) confirming they wished to fully staircase and acquire the property outright.
- 2.6 As part of the requirements of the lease an independent market valuation was undertaken by an RICS accredited valuer. They assessed the current market value of the property, which on the 5th January 2022 was £330,000.
- 2.7 With the equity share of the property being 69% this equates to the leaseholders share being valued at £227,700 resulting in the remaining "portioned percentage" of 31% being the Councils share valued at £102,300.

## **3. Corporate Plan Objectives**

- 3.1 This proposal supports the Councils Corporate Plan objective; Local Homes for Local Need.

## **4. Medium Term Financial Strategy**

4.1 An independent valuation of the property has been undertaken and gives a total 100% market value of £330,000.

4.2 The proportioned percentage due to the Council as a capital receipt will be £102,300

#### **5. Financial and Resource Implications**

5.1 There will be a small level of transactions costs incurred which will be offset by the capital receipt. Estates and Eastlaw resources are required to complete the proposal.

#### **6. Legal Implications**

6.1 There is a lease in place that details how staircasing is to be completed and Eastlaw are advising and acting for the Council with this transaction.

#### **7. Risks**

7.1 There is a risk that the transaction does not complete, for example if the Leaseholder wishes to remain with the current shared equity lease arrangement.

#### **8. Sustainability**

8.1 No direct impact caused by this transaction.

#### **9. Climate / Carbon impact**

9.1 No direct impact caused by this transaction.

#### **10. Equality and Diversity**

10.1 No direct impact caused by this transaction.

#### **11. Section 17 Crime and Disorder considerations**

11.1 No direct impact caused by this transaction.

#### **12. Conclusion and Recommendations**

12.1 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.

12.2 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.

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## 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.

**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.

Options considered: **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.

Recommendations: To approve the lease terms as stated in appendix A and C.

### LIST OF BACKGROUND PAPERS AS REQUIRED BY LAW

*(Papers relied on to write the report, which do not contain exempt information and which are not published elsewhere)*

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Cabinet Member(s) Cllr. E Seward	Ward(s) affected North Walsham
Contact Officer, telephone number and email: Will Cross, Surveyor Tel: 01263 516258 Email: William.cross@north-norfolk.gov.uk Milo Creasey Trainee Estates Surveyor, Milo.creasey@north-norfolk.gov.uk 01263 516089 Neil Turvey Strategic Surveyor. Neil.turvey@north-norfolk.gov.uk 01263 516124	

#### 1. Introduction

- 1.1 **The Art Deco Block, Cromer Promenade** has been vacant since 2013 following damage to the building sustained during a storm surge. It was previously used as a Café and prior to this used as public conveniences.
- 1.2 The Art Deco Block was marketed on the open market with the intention of generating an income from the asset. Proposals were sought for investment into the building, which requires renovation prior to use. The property was first marketed at the start of August, for a period of around two months. During this period, some viewings had been conducted and a steady level of interest received.
- 1.3 **The Blue Sky Café** has been let to the existing tenant for just over 15 years.
- 1.4 The tenant has approached the Council to renew their existing ground lease, the building of which is the tenant's. The tenant has refurbished the café and built an extension following planning approval, work is now complete on the building and a revised lease is now required to reflect the extension.

#### 2. Lease Proposal

- 2.1 **The Art Deco Block, Cromer Promenade** A lease proposal has been received from a local community group for a lease term of 15 years. The terms of this proposal can be found in the exempt appendix A.

- 2.2 The proposed use is for an art gallery, for sale of art and community workshops.
- 2.3 The lease proposed reflects a rent in reference to the level of investment made in to the property by the tenant. The tenant is responsible for the maintenance liability for the interior of the property. The Landlord is responsible for the exterior of the property as part of the wider chalet block. The proposed use is also subject to planning for change of use of the building.
- 2.2 **The Blue Sky Café:** Suitable terms have been agreed with the existing tenant of the Blue Sky Café for an additional 12-year period. The terms of this proposal can be found in the exempt Appendix C.
- 2.3 The existing use is a café, which will be the same for the renewed lease.
- 2.4 The rent has been reviewed and there has been an increase from the previous rent, due to increased market rents since the last review date. The tenant will continue to take full responsibility for the whole of the building reducing the maintenance liability on the Council.
- 2.5 The proposals are subject to contract.
- 2.6 Initial due diligence suggests that the tenants are of good covenant strength and financial stability to meet the lease obligations.

### **3. Corporate Plan Objectives**

- 3.1 These lease proposals align with the following key corporate priorities as contained within the current Corporate Plan;
- 3.2 Boosting Business Sustainability and Growth – by providing business premises to a local business and community group, with the benefit of providing continued employment opportunities to the local economy.
- 3.3 Financial Sustainability and Growth – generating a rental income and financial return that is used to support Council services. In terms of the Art Deco bringing this vacant building back in to use reduces the Councils maintenance liabilities.
- 3.4 Quality of Life- providing a community art space and a community asset to Cromer for the public to enjoy.

### **4. Medium Term Financial Strategy**

- 4.1 The proposals contribute to the Council's medium term financial strategy, by incremental rental growth throughout the period of the terms of the lease proposals. We anticipate that the rental income will grow by incremental rent reviews throughout the term of these long leases, dependent on market conditions at that point in time.
- 4.2 **The Art Deco Block, Cromer Promenade:** will receive a rental income, which will help to contribute to the Council's income stream to provide essential services.

- 4.3 **The Blue Sky Café:** The increased floor area and the revised market rent reflects a rental increase of the café. Which will help to contribute to the Council's income stream to provide essential services.

## 5. Financial and Resource Implications

- 5.1 Financial information regarding the proposals can be found in the exempt Appendices A and C.

- 5.2 **The Art Deco Block, Cromer Promenade:** The gross financial return for this proposal is 5.50%, based on property value and average rent across the term. The Council's cost associated with this lease proposal will be minimal as the tenant is responsible for internal repair costs and all decoration; we anticipate a net return of circa 4.10%. Subject to no major external repairs to the building.

- 5.3 **The Blue Sky Café:** The gross financial return for this proposal is 11%, based on property value and average rent across the term. The Council's costs associated with this lease proposal will be minimal as the tenant is responsible for all repairs and maintenance; we anticipate a net return of circa 9.50%. This is based on an assumed increase of the last asset valuation conducted, due to the now completed extension of the building.

## 6. Legal Implications

- 6.1 The lease is subject to contract  
6.2 Eastlaw will act for NNDC for the lease transactions.

## 7. Risks

- 7.1 Typical property investment risks, including the lease not completing, tenant defaults on rental payments, dilapidations may occur, however these can be mitigated with active asset management.  
7.2 **The Art Deco Block, Cromer Promenade:** The current lease proposal requires a change of use and planning consent may not be granted.  
7.3 Costs may increase over the period of the proposed refurbishment of the block, deeming potentially unviable for the tenant.

## 8. Sustainability

- 8.1 The lettings of the premises provides financial sustainability to the Council.

## 9. Climate / Carbon impact

- 9.1 The tenants will be required to obtain an Energy Performance Certificate upon completion of their proposed works.

## 10. Equality and Diversity

- 10.1 There are no direct equality and diversity implications with this proposal.

## 11. Section 17 Crime and Disorder considerations

- 11.1 There are no Section 17 implications with this proposal.

## 12. Conclusion and Recommendations

- 12.1 **The Art Deco Block, Cromer Promenade:** Having marketed the Art Deco Block to let, Officers have gained a lease proposal from a community group.  
12.2 Officers support the proposed use of the property, which would bring the property back in to use as an art gallery. This use is seen as complementary to those existing on the promenade and as an attraction in its own right.

- 12.3 **The Blue Sky Café:** Officers support the renewal of the existing agreement of this property. Suitable terms have been agreed with the existing tenant, which are considered best value in the current market. Due to the lease being a protected tenancy NNDC are obliged to agree to a renewal in the absence of any known legal grounds to terminate the agreement.
- 12.4 The proposed and existing tenants are deemed to be of a good covenant strength and the rental terms negotiated, represent good market rental offers. The proposals provide a good level of return in accordance with the Asset Management Plan.
- 12.5 On this basis, it is officer's recommendation to approve the lease terms as described in the exempt Appendix A and C.

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