

## OVERVIEW AND SCRUTINY

**Minutes of a meeting of the Overview and Scrutiny Committee held on 23 May 2018 in the Council Chamber, North Norfolk District Council, Holt Road, Cromer at 9.30 am.**

### Members Present:

**Committee:** Cllr K Ward (Chairman)

Cllr S Bütikofer	Cllr M Knowles
Cllr A Claussen-Reynolds	Cllr J Rest
Cllr N Coppack	Cllr R Reynolds
Cllr J English	Cllr E Seward
Cllr A Fitch-Tillett	Cllr B Smith
Cllr V Gay	

**Officers in Attendance:** The Corporate Director (SB), the Head of Legal and Democratic Services, the Democratic Services Manager, the Democratic Services Officer (Scrutiny) and the Democratic Services Officer.

**Members in Attendance:** Cllr S Arnold (Portfolio Holder for Housing, Planning and Planning Policy), Cllr R Price (Portfolio Holder for Property and Asset Commercialisation), Cllr B Hannah, Cllr P Grove-Jones, Cllr D Young, Cllr N Lloyd, Cllr N Pearce and Cllr R Shepherd.

### 162. INTRODUCTION

The Chairman introduced the newly appointed Democratic Services Officer (Scrutiny), Matthew Stembrowicz.

### 163. APOLOGIES

Apologies were received from Cllr S Hester and Cllr N Smith.

### 164. SUBSTITUTES

Cllr N Coppack for Cllr S Hester and Cllr A Fitch-Tillett for Cllr N Smith.

### 165. PUBLIC QUESTIONS

No public questions were received.

### 166. MINUTES

The minutes of the Overview and Scrutiny Committee held on 25 April 2018 were accepted as an accurate record and signed by the Chairman.

**167. ITEMS OF URGENT BUSINESS**

None

**168. DECLARATIONS OF INTEREST**

To be taken, if necessary, at the appropriate item on the Agenda.

**169. PETITIONS FROM MEMBERS OF THE PUBLIC**

None

**170. CONSIDERATION OF ANY MATTER REFERRED TO THE COMMITTEE BY A MEMBER**

No items were submitted for consideration before the agenda was published. The following item was raised at the meeting by the Chairman:

Concerns had been raised that several recent Section 157 housing stock disposals had been used for second homes. This should be included in the Scrutiny in a Day review on Housing, programmed for September 2018.

**RESOLVED**

**To include Section 157 disposals in the Housing – Scrutiny in a Day review.**

**171. RESPONSES OF THE COUNCIL OR THE CABINET TO THE COMMITTEE'S REPORTS OR RECOMMENDATIONS**

On 25 April, the Committee made recommendations to Cabinet in relation to the Annual Action Plan.

The recommendations were that the Plan should include the following:

1. Clear outcome-based targets, where appropriate.
2. Outcome-related results for areas that are "ambitions" rather than numerical targets.
3. Clarity about previous performance.
4. A narrative report attached to explain significant variances.
5. Benchmark figures (when an authority of similar size and location is providing the same service)

The next Cabinet meeting would take place on 11th June and the response would be provided to the next meeting of Overview & Scrutiny Committee on 20th June.

**172. MARKET TOWNS INITIATIVE**

The Market Towns Initiative Working Group had held its first meeting on 02 May 2018. The draft minutes were brought for the Committee to note, and to receive an update from the Chairman of the Working Group on progress to date.

Questions and Discussion

- a) The Chairman of the Working Group, Cllr S Bütikofer, said that there had been a

discussion about the money coming in two tranches (£30,000 and £70,000). She asked for feedback from Members about whether the money should be granted in two phases or one and if applications for small projects could be blocking larger ones later. Mr E Seward told the Committee that North Walsham had a favoured project which could not move forward if it was constrained to a limit of £30,000.

- b) The Corporate Director (SB) told Members that the funding allocation of £30,000 per town had never been approved formally or set aside. A decision had been made to increase the total funding available to £400,000. Indicatively each town would have a 25% share.
- c) Cllr R Reynolds said that allocations had already been made to Fakenham and that the town should be supported to access the second tranche. However, it was believed that the work in Fakenham had originated from the Highfield Road project. Cllr Reynolds asked for clarity. The Corporate Director (SB) confirmed that the Market Town Group in Fakenham had developed from the decision of Cabinet on 30 October 2017 to retain the Highfield Road Car Park as a public car park and to engage with the town council to benefit the town centre. The Fakenham group had met monthly since November 2017 and were focussed on the town centre economy. They had submitted a plan, supported by the Project Enabler, for a town trail which met the criteria.
- d) Cllr M Knowles said that a Fakenham group had been working for some time and that the Working Group should have regard for this. The Chairman asked if this was precluding any community groups and that the Council should ensure that everyone knew about it. Cllr R Price said that he understood the Fakenham group was a well-balanced team looking for additional sources of funding. The Chairman was assured that the funding criteria included reaching out to other groups and that all projects would be submitted to the Working Group for consideration.
- e) In response to a question from Cllr V Gay, it was explained that the reference to Head of Economic Development in the minutes referred to Rob Young.
- f) Cllr Gay affirmed the strapline “supporting our inland towns” as coastal towns tended to be able to access more funding.
- g) In response to a further question from Cllr Gay, it was confirmed that there would be ongoing scrutiny of the projects. Cllr Gay asked that this could be written into the terms of reference.
- h) Cllr P Grove-Jones expressed concern that nothing was known in Stalham about the initiative. Cllr M Prior said that, as a local Member for Holt, she had received no information. The Democratic Services Manager explained that an event for town councils and other community groups was being planned for 02 July. Members were welcome to attend. The next meeting of the Market Towns Initiative Working Group was scheduled for 04 June. The Group had only met once and was still working on its terms of reference. It was recognised that some towns already had plans in the pipeline. The Head of Legal and Democratic Services had met with Fakenham and North Walsham to brief local Members. She would also meet with Holt and Stalham. It was important to remember that the existing work at Fakenham had arisen from the Highfield Road decision in October 2017. The Market Towns Initiative had been agreed by Cabinet in April 2018. The Overview and Scrutiny Working Group had been set up later that month and had already met. Progress was being made. However, it was important that proper processes were followed. Local Members, at this stage,

could have initial conversations with their town councils. It was not the intention of the scheme to disengage anyone from the process. The Chairman pointed out that each area was likely to have different ideas for their projects.

- i) Cllr V Gay thanked officers for the clarifications they had provided. One of the stipulations of the Overview and Scrutiny Committee had been that meetings of the Working Group were open to all Members. There would be a public launch for all community groups.
- j) In response to a question from Mr E Seward, it was confirmed that the public launch would be in July. Following this there would be information about the application process which would start in September. Cllr Bütikofer had circulated a timeline to Members of the Overview and Scrutiny Committee. The Democratic Services Manager would ensure it was sent to all local Members.

#### **RESOLVED**

**To receive the draft minutes of the Market Towns Initiative Working Group and progress to date.**

#### **173. BEACH HUTS AND CHALETS TASK & FINISH GROUP**

The Chairman of the Group, Cllr M Knowles, reported that the work was making good progress and was on track, although more complex than originally perceived. A site visit had taken place on 16 May and the programmed agenda was moving forward. Other Members, especially local Members, were welcome to attend but it was essential to adhere to the programme if the work was to be completed on schedule. Cllr A Fitch-Tillett asked that minutes should be circulated to local Members.

Cllr R Price thanked officers for joining the site visit. As Portfolio Holder, he was pleased to see how things were progressing. It was exciting but there were also some challenges.

Cllr A Claussen-Reynolds asked if the supply of electricity to some chalets was part of the review. The Democratic Services Manager said she would check this with the Property, Project and Programme Manager.

#### **RESOLVED**

**To note the draft minutes of the Beach Huts and Chalets Task and Finish Group and progress to date.**

#### **174. THE CABINET WORK PROGRAMME**

The Financial Penalty Policy and Waste Contract Arrangements would now go to Cabinet in July.

#### **RESOLVED**

**To note the upcoming Cabinet Work Programme.**

#### **175. OVERVIEW AND SCRUTINY WORK PROGRAMME AND UPDATE**

- a) Three Scrutiny in a Day reviews – Local Plan, Housing and Recycling – had been

agreed by the Committee in April and had been programmed in for July, September and November respectively.

- b) There would be a 2-hour session for Overview and Scrutiny Committee Members with David McGrath on 04 June. He would use the Local Plan as a basis. The Scrutiny in a Day session would be all day on 04 July. The Democratic Services Manager and the Democratic Services Officer (Scrutiny) would work on this.
- c) The Committee agreed to receive the Debt Management Annual Report and the Treasury Management Annual Report as update items in June.
- d) Responding to a question from Mr R Reynolds, the Democratic Services Manager explained that the demonstration of electronic devices would take place at the Member Development Group on 05 June. Members could try the devices and make input.
- e) The Democratic Services Manager would circulate all upcoming dates to Members, including local Members.
- f) Mrs A Claussen-Reynolds reported that the recommendation of the Norfolk Health Overview and Scrutiny Committee to the Clinical Commissioning Groups and Norfolk and Suffolk Foundation Trust that the local NHS should reimburse travel costs for families of service users who were placed in out-of-area beds due to unavailability of local beds had not been accepted.

## **RESOLVED**

- 1. To note the Overview and Scrutiny Committee Work Programme.**
- 2. To circulate dates to Members, including local Members.**

The meeting ended at 10.30 am

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Chairman