

COUNCIL

Minutes of a meeting of North Norfolk District Council held on 27 June 2018 at the Council Offices, Holt Road, Cromer at 6.00 pm.

Members Present:

Mrs S Arnold	Mr M Knowles	Mr E Seward
Mr D Baker	Mr J Lee	Mr R Shepherd
Dr P Butikofer	Mrs B McGoun	Mr B Smith
Mrs S Butikofer	Mrs A Moore	Mr N Smith
Mrs A Claussen-Reynolds	Mr W J Northam	Mr R Stevens
Mr N Coppack	Mrs J Oliver	Mrs V Uprichard
Mrs H Cox	Mr N Pearce	Ms L Walker
Mr N Dixon	Mr S Penfold	Mrs K Ward
Mr T FitzPatrick	Mr R Price	Mr D Young
Ms V R Gay	Mrs M Prior	
Mrs A Green	Mr J Punchard	
Mrs P Grove-Jones	Mr J Rest	
Mr B Hannah	Mr R Reynolds	

Officers in Attendance: The Corporate Director (NB), the Monitoring Officer, the Head of Finance & Assets, the Communications and Marketing Manager and the Democratic Services Manager

Press: Not present

13. PRAYERS

The Chairman invited Reverend Cartwright, Beeston Hall School, to lead prayers

14. CHAIRMAN'S COMMUNICATIONS

The Chairman began by saying that Reverend Cartwright had kindly agreed to act as his chaplain for his civic year and that he very much looked forward to working with him.

The Chairman then advised Members that he had arranged for glasses to be placed in the Members' Room for use during meetings. This would minimise the number of plastic cups being used as the Council moved towards eradicating their use completely.

He then spoke about the recent death of Cliff Jordan, Leader of Norfolk County Council, saying that he had become leader of the County Conservative group in March 2015 before becoming council leader in May the following year. Mr Jordan had been a very committed councillor, serving on Breckland District Council from May 1991 until May 2015, and was leader of that authority from 1998 to 2005. The Chairman informed Members that Mr Jordan's funeral would take place on 6th July.

He then spoke of Mr Roy Haynes death, just a few hours before his wife Audrey. Mr Haynes was a former NNDC councillor. He had been deputy leader of the Council as well as Chairman

of the Health & Works Committee. Mr Haynes' commitment to helping his local community was renowned and he would be missed. Condolences from Members would be passed onto Mr Haynes' family.

Moving onto happier news, the Chairman congratulated Cllr Hilary Cox on her recent MBE for services to local government and the community of North Norfolk. He spoke about Cllr Cox's time as Mayor of Cromer, her establishment of the Crab and Lobster festival and her ongoing involvement with the Sea Scouts. He said the Council was delighted to see her efforts recognised.

The Chairman then outlined recent civic events that he had attended including the civic service for Norfolk County Council which had begun with a street procession. The service itself had been very moving and he had met representatives from his nominated charity, EACH and the Dean of Norwich, who had agreed to lead prayers at a future Council meeting. He had also attended the civic reception and airshow at Great Yarmouth and then the civic service for the Mayor of North Walsham Town Council – both very enjoyable events.

15. TO RECEIVE DECLARATIONS OF INTERESTS FROM MEMBERS

None received

16. APOLOGIES FOR ABSENCE

Ms J English, Mrs A Fitch-Tillett, Mr V FitzPatrick, Mrs M Millership, Mr P W Moore, Ms B Palmer, Mrs G Perry-Warnes, Mr P Rice, Mr D Smith, Mrs L Walker and Mr G Williams.

17. MINUTES

The minutes of the meeting held on 30th May 2018 were approved as a correct record and signed by the Chairman, subject to the following amendment: Mr R Stevens was present at the meeting.

18. ITEMS OF URGENT BUSINESS

None

19. PUBLIC QUESTIONS OR STATEMENTS

Mr R Gibson had submitted the following statement:

'Some ten years ago I raised issue with the District Council, over the out-right purchase of the land in question. This was also notified to the Council Leader at the time – my views were found not to be acceptable.

Councillor Tom Moore was paying £100.00 per acre for his farm land at this time, when I advised him of the site rental being £15,000.00 p.a. (this land being less than an acre), he was horrified. He took issue with the Councillors concerned, only to be told "this is not our money ", he was not amused by their comments.

To date, the land-owner has received £150,000.00 for this rental term. This sum is now likely to rise following review, at the expense of the North Norfolk rate -payers.

Council, I urge you to unpick the bad judgement of past administrations, otherwise this excessive charge will be hung like a 'mill-stone' around the rate-payers necks for ever, together with – likewise – the Cromer site.'

The Chairman invited Cllr R Price, Portfolio Holder for Asset Commercialisation to respond. Mr Price read out the following statement:

'North Norfolk District Council operates two Short Stay Stopping Place facilities for Gypsies and Travellers – one adjacent to the District Council's offices at Cromer and the second on the A148 road to the north-east of Fakenham.

These facilities were developed in 2008 in response to an historic pattern of unauthorised encampments in the District where Gypsies and Travellers occupied common land, public car parks and stopped up lay-bys, resulting in local community tensions and costs to the District Council in going through legal processes to secure the removal of Gypsies and Travellers from such land and associated costs of site clearance etc.

The facilities at Cromer and Fakenham were funded through capital grants from Central Government on land leased from local landowners. The sites for these facilities were identified through an extensive community consultation process and the District Council was advised on the leasehold terms for the land by the District Valuer. The valuation advice reflected the special use of the land and did not reflect traditional agricultural values.

It is now some ten years since the facilities at Cromer and Fakenham were provided and they have proved to be of significant value to the local council tax payer and local communities in that with the exception of the high-profile event last August when a large group of travellers occupied the Runton Road car park site in Cromer; the provision of the Short Stay Stopping Place facilities has allowed both the District Council and local police to effectively manage Gypsy and Traveller visits to the area at minimal cost to local people.

The current leases on the two Stopping Place facilities come to an end during 2018 and officers have obtained advice as to the options available to the Council in seeking to retain the facilities moving forward. A confidential report in this respect was therefore presented to the Council's Cabinet at its meeting of 14th June 2018.

This report laid out a number of options for the authority including:-

- withdrawing from the provision of these facilities which was rejected because to do so would mean that there was no effective means of the authority managing unauthorised encampments in the District in the future;
- purchasing the sites outright, although neither landowner was willing to sell the land required for the facilities; or
- the authority continuing to lease the land required for the facilities.

Again the District Council received valuation advice as to the freehold and leasehold options available to the Council, and, as the two landowners were unwilling to consider the sale of the land to the Council, Cabinet agreed to extend the current leases for a further ten years recognising the capital investment previously made in the provision of these facilities with Government funding.

In comparison to the uncertainty and costs which would otherwise be faced by local communities and the District Council in managing unauthorised encampments in the District, it is believed that the continued lease of the land for the two sites represents good value for money for local council tax payers. This position will however be kept under ongoing review.'

The Chairman invited Mr Gibson to reply. He said that it was 'shameful' that the Council had to pay for the sites and that they should have been purchased when they were established.

20. PORTFOLIO UPDATES

The Chairman invited each Portfolio to introduce their reports:

1. Cllr J Lee, Leader of the Council, said that he had nothing further to add to his report. Cllr S Bütikofer asked for clarification on the reference to a new committee system. The Democratic Services Manager explained that this was a software system for managing the organisation of committee meetings.
2. Cllr S Arnold, Portfolio Holder for Planning and Planning Policy, said that her portfolio areas were very busy at the moment. She informed Members that a new Head of Planning had been appointed and that he would start working at NNDC on 23rd July 2018. Cllr D Young asked about an historical audit recommendation insuring that s106 procedures were robust. He pointed out that this was a recommendation from 2011 and he asked when it would be addressed. Cllr Arnold replied that the number of outstanding s106 agreements was falling and that some were currently with applicants and solicitors. The Head of Legal added that processes were being put in place to formally record s106 procedures and guidance was also being issued to officers. She said that a written update could be provided.
3. Cllr B Palmer was not present. Cllr S Bütikofer referred to the figures on page 24 of the update for Customer Services. She said that the percentage of face to face enquiries seemed high at 62.7% and she requested data for previous years so that a comparison could be made. It was agreed that a written response would be provided.
4. Cllr R Price said that he had nothing further to add to his written update.
5. Cllr H Cox said that it was a very busy time for Environmental Services who were going through a business process review and overseeing the transition of garden waste payments to online, with letters having gone out to householder encouraging them to move to electronic payment. She referred to the recent success of the Antiques Roadshow in Cromer and commented on the role that NNDC staff had played in supporting it. Cllr Cox then informed Members that the Bagot goats on the cliffs at Cromer may be moved if the ground remained dry but that they would be returned once it was safe to do so. She concluded her update on environmental health by saying that the community fridge in Fakenham was the most successful in Norfolk. Cllr Cox then spoke about her coastal portfolio, commenting on the success of the Blue Flag launch event and informing Members of the re-cutting of the Happisburgh ramp to enable access for residents and visitors. Cllr A Claussen-Reynolds said that the community fridge in Fakenham had only been installed in November 2017 and its success was down to the support and hard work of the First Focus Manager, April Simnor.
6. Cllr N Dixon said that he had nothing further to add to his report.
7. Cllr Northam had nothing further to add to his report. He extended his thanks to the Finance Team for their continued support and hard work.

21. RECOMMENDATIONS FROM CABINET 05 JUNE 2017

a) 2017/18 OUTTURN REPORT (PERIOD 12 BUDGET MONITORING REPORT)

The Portfolio Holder for Finance, Mr W Northam, introduced this item. He explained that the report presented the outturn position for the 2017/18 financial year and included a General Fund underspend of just over £249,000 and a transfer from the Collection Fund in relation to Business Rates of £745,000 giving an overall General Fund surplus of just over £994,000. Details were included within the report of the more significant year-end variances compared to the current budget for 2017/18. The report also made recommendations for contributions to reserves as applicable for future spending commitments. An update to the current capital programme was also included.

Whilst there were options available for earmarking the underspend in the year, the report made recommendations that provided funding for ongoing commitments and future projects.

The final position allowed for £501,386 of budget and grant underspends to be rolled forward within Earmarked Reserves to fund ongoing and identified commitments for which no budget

had been allocated in 2018/19. The position as reported would be used to inform the production of the statutory accounts which will then be subject to audit by the Council's external auditors Ernst and Young.

Members were invited to speak:

Mr E Seward said that the report had been discussed in depth at Overview and Scrutiny Committee and that he wanted to bring two issues to the attention of Council. Firstly, the surplus of £2m. He said that Members would hear about the projected financial deficit when the Medium Term Financial Strategy (MTFS) came forward for consideration in the Autumn. However, it should be noted that the Outturn report covered what had actually happened and back in 2016 it was forecast that the Council would have a surplus of just £200k at this stage, when the reality was £2m. He went on to say that in 2016 there was also a forecast deficit of £1m but that he was sceptical of such predictions as historically they did not materialise.

He then said that the Council was carrying reserves of £21.7m. He acknowledged that reserves were needed and earmarked reserves were set aside for specific projects. However, in 2011 the reserves were at £4.1m and he wondered why they had grown so large.

Mr Northam replied that the Council monitored the reserves closely and had a responsibility to ensure that the earmarked reserves were used for their allocated purpose.

Mr J Lee said that he was pleased to second the recommendations.

The Chairman of the Overview & Scrutiny Committee, Cllr K Ward said that the Overview & Scrutiny Committee had supported the recommendations.

RESOLVED to approve

- a) The provisional outturn position for the general fund revenue account for 2017/18;
- b) The transfers to and from reserves as detailed within the report (and appendix C) along with the corresponding updates to the 2018/19 budget;
- c) Transfer part of the surplus of £994,259 to the Capital Projects Reserve to support the capital programme;
- d) The financing of the 2017/18 capital programme as detailed within the report and at Appendix D;
- e) The balance on the General Reserve of £2.196 million;
- f) The updated capital programme for 2018/19 to 2021/22 and the associated financing of the schemes as outlined within the report and detailed at Appendix E.

b) TREASURY MANAGEMENT ANNUAL REPORT 2017/18

The Portfolio Holder for Finance, Mr W Northam, introduced this item. He explained that it set out the Treasury Management activities actually undertaken during 2017/18 compared with the Treasury Management Strategy for the year. Treasury activities for the year had been carried out in accordance with the CIPFA Code and the Council's Treasury Strategy. Cllr Northam thanked the Chief Technical Accountant and her team for their work.

Cllr J Lee seconded the proposal.

Members were advised that the Overview & Scrutiny Committee had supported the recommendations.

RESOLVED that

The Treasury Management Annual Report and Prudential Indicators for 2017/18 be approved.

c) DEBT RECOVERY 2017/18

The item was introduced by the Portfolio Holder, Cllr W Northam. He informed Council that it was an annual report detailing the Council's collection performance and debt management arrangements for 2017/2018. Cllr Northam explained that writing off bad debts was a necessary function of any organisation collecting money. The Council was committed to ensuring that debt write offs were kept to a minimum by taking all reasonable steps to collect monies due. There would be situations where the debt recovery process failed to recover some or all of the debt and would need to be considered for write off. The Council viewed such cases very much as exceptions and the report identified those debts.

The report summarised the Council's three main income streams and the level of debt associated with each, for the last four financial years. Write-offs for Council Tax, Business Rates and Sundry Income were lower than in the previous year. He concluded by saying that the Council was in the top tier for collection rates and he commended the staff on their continued hard work.

Cllr H Cox MBE seconded the proposal.

Members were advised that the Overview & Scrutiny Committee had supported the recommendations. The Committee had raised concerns about the use of enforcement agents but had been reassured that they were only used as a matter of last resort.

RESOLVED

To approve the annual report giving details of the Council's write-offs in accordance with the Council's Debt Write-Off Policy and performance in relation to revenues collection.

d) REVIEW OF POLLING DISTRICTS, POLLING PLACES AND POLLING STATIONS

The report was introduced by Cllr J Lee, Portfolio Holder for Electoral Services He explained that the Representation of the People Act 1983 placed a duty on the Council to divide the District into polling districts and to designate polling places for each polling district. The Council also had a duty to keep those arrangements under review. Consequently, the report, outlined the process for undertaking statutory review of polling districts, places and stations and proposed a timetable.

Cllr R Price seconded the proposals.

RESOLVED

To agree to the proposed timetable for the statutory review of polling districts, places and stations.

22. RECOMMENDATIONS FROM THE OVERVIEW & SCRUTINY COMMITTEE 20 JUNE 2018

There were no further recommendations from the Overview and Scrutiny Committee meeting held on 20 June 2018. However, the Chairman informed Council that the Committee had agreed to establish an Asset Management Working Group to provide democratic oversight of the Council's Asset Management Plan. Delegation had been given to the Group Leaders to appoint members to a politically balanced working group.

23. OVERVIEW & SCRUTINY COMMITTEE ANNUAL REVIEW 2017/18

The Chairman of Overview & Scrutiny Committee, Cllr K Ward, introduced this item. She explained that this was a statutory report outlining the work of the committee during the previous year, highlighting upcoming topics and signposting members of the public to information on requesting items for the committee to consider. She thanked Democratic Services for their help in collating the content. She concluded by saying that once the report was received by Council it would be published on the Council's website.

Cllr S Bütikofer seconded the proposal.

RESOLVED

To receive the Overview and Scrutiny Committee Annual Review 2017-18

24. RECOMMENDATIONS FROM COUNCIL TAX SUPPORT WORKING PARTY 01 JUNE 2018

The Chairman of the Council Tax Support Working Party, Cllr W Northam, introduced this item. He thanked the members of the Working Party for their input. He explained that they had met to review the Council Tax Support Scheme for 2019/20 and had agreed unanimously that it should remain unchanged.

Mr D Young queried the status of the minutes. The Democratic Services Manager confirmed that they were draft and had been included to provide context for the Working Group's decision.

Mr M Knowles seconded the proposal.

RESOLVED

That the Council Tax Support Scheme for North Norfolk should remain unchanged for 2019/20.

25. RECOMMENDATIONS FROM THE CONSTITUTION WORKING PARTY 01 MAY 2018

The Chairman of the Constitution Working Party, Cllr V Gay, introduced this item. She explained that the Working Party had reviewed the format of Portfolio Holder reports to Council and suggested that they were dealt with earlier in the agenda to reflect their value to members.

Mrs H Cox seconded the proposal.

RESOLVED

1. To retain Portfolio Holder Reports but to rename them "Portfolio Reports".
2. To take the reports after the Public Questions item on the Full Council agenda.
3. To set a time limit of one hour for reports and questions.

26. RECOMMENDATIONS FROM GOVERNANCE, RISK & AUDIT COMMITTEE

Cllr J Rest, Chairman of the Governance, Risk and Audit Committee, introduced this item. He explained that the report aimed to give all Members a fuller understanding of the role of the committee and highlight the key issues considered during 2017/18. Mr Rest concluded by thanking Mrs M Howard for her support to the committee over the last year and wished her all the best for the future.

RESOLVED

To receive the Governance Risk and Audit Committee Annual Report 2017/18

27. TO RECEIVE THE APPROVED MINUTES OF THE UNDERMENTIONED COMMITTEES

The minutes of the meetings below were noted as a correct record;

- 1) Cabinet – 16 April 2018
- 2) Development Committee – 19 April, 17 May 2018
- 3) Overview & Scrutiny Committee – 25 April 2018

28. QUESTIONS RECEIVED FROM MEMBERS

None received

29. OPPOSITION BUSINESS

None received

30. NOTICE OF MOTION

The following Notice of Motion had been submitted by Cllr N Lloyd, seconded by Mr E Seward:

'In the light of the adverse environmental impact that is resulting from the introduction of household DIY waste charges at recycling centres this Council asks Norfolk County Council to reconsider its decision to introduce such charges and withdraw them'

The Chairman invited Cllr Lloyd to introduce the motion. Cllr Lloyd began by saying that everyone would have read recent press reports on fly-tipping. He said his fellow Group members were aware of incidents in Kelling, Cromer, Holt, Sharrington, Field Dalling and Wood Norton as well as the issue of increased waste being left outside the recycling centres out of hours. He concluded by saying that the charging seemed to arbitrary and did not reflect the amount of waste disposed of.

Cllr E Seward said that he seconded the motion and reserved his right to speak.

The Chairman asked the Portfolio Holder for Environmental Services, Cllr H Cox MBE to respond.

Cllr Cox referred Members to the written information on fly-tipping circulated during the meeting. She said that the illegal disposal of waste was unacceptable whatever its source and that Members were right to be concerned about fly tipping which was a blight on the district. She went on to say that NNDC had a zero tolerance approach to fly tipping and a strong history of successful enforcement against those who committed such offences. The levels of fly tipping being reported within the District were relatively low compared across Norfolk and nationally. She explained that Norfolk County Council had introduced charges for some categories of waste disposal at its Household Waste Recycling Centres (HWRC) on the 1st April, removing a previous concession to dispose of a small amount of "DIY" waste per week which had been in place since 2001. The County Council had a budget deficit and had made these changes in preference to closing HWRC sites or reducing hours further.

Cllr Cox said that analysis of the figures for fly tipping levels, for North Norfolk, over the last two years showed an upward trend in numbers reported. This trend pre-dated the introduction of charges for DIY waste and reflected the national trend. As the number of fly tips could vary considerably from month to month, this made direct comparison of Aprils and Mays fly tip numbers, with the same months in previous years, unreliable as an indication of the impact the introduction of charges has had.

Cllr Cox said that in order to appropriately assess whether the introduction of charges for DIY waste had impacted on the number of fly tips within the district, it was necessary to look at the trend over time and officers had advised that this needed to be a minimum of six months. She added that officers had analysed the type of waste that was fly tipped since the charges were introduced and the majority was not the type of waste for which charges had been introduced and would typically be accepted from householders for free in unlimited quantities at Household Waste Recycling Centres. She concluded by saying that it was not possible to state that the introduction of charges for DIY waste had had any impact on the level of fly tipping within North Norfolk and she felt that it would therefore not be appropriate, at this stage, to ask Norfolk County Council to withdraw these charges. However, she had asked officers to closely monitor the number of fly tipping incidents occurring by month and, should this suggest the introduction of charges had led to a greater level, then this should be dealt with through the Norfolk Waste Partnership Board.

Members were invited to speak:

1. Cllr S Penfold queried whether the figures in the circulated report were collated by the County Council or NNDC. The Head of Paid Service (NB) said that they were compiled by NNDC as the authority responsible for dealing with fly-tipping.
2. Cllr J Punchard said that the whole county was likely to be affected if there was a problem with increased fly-tipping and he reminded members that the recycling centre in his ward of Fakenham waste adjacent to the Borough of Kings Lynn and West Norfolk.

Cllr E Seward thanked Cllr Cox for her response. He said that he believed the new charges discouraged people from visiting recycling centres as demonstrated by a 12% drop in numbers during May 2018. This had wider implications as it would result in a reduction in tonnage collected thus reducing recycling credits. This was exacerbated by the clean-up costs for fly-tipping which had increased by 65% between April 2017 and April 2018. He went on to say that the public were not happy with the new charges as demonstrated by a petition that had received over 6000 signatures. Cllr Seward said that despite being a county councillor he had never previously heard the claim that the charges were introduced to prevent closure of the recycling centres. The anticipated income of £280k was less than 1% of the County Council's capital budget and he queried whether it was worthwhile.

Cllr Seward then said that reports of fly-tipping did not always reflect what actually happened and he wondered where all of the waste was going if it was not going to the recycling centres. He concluded by saying that decision to impose charges was legally dubious as it concerned the definition of construction and demolition waste versus household waste – and common sense dictated that it would not be helpful to waste another 6 months waiting to see the impact of increased fly-tipping.

The Chairman said that he would allow the Leader, Cllr J Lee to speak. Cllr Lee said that he had previously expressed his dislike for the charges but that Cllr Seward was a county councillor and he would be better making the same points at the County Council rather than at NNDC.

Cllr Lloyd concluded the debate by urging Members to support the motion.

Cllr S Bütikofer requested a recorded vote (attached Minutes Appendix A)

RESOLVED

Not to support the motion (16 votes to 15)

31. EXCLUSION OF PRESS AND PUBLIC

RESOLVED

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 3 of Part I of Schedule 12A (as amended) to the Act.

32. PRIVATE BUSINESS

LEASE OF LAND AT CROMER AND FAKENHAM FOR GYPSY AND TRAVELLER SHORT STAY STOPPING PLACE

The report was introduced by Mr R Price, Portfolio Holder for Property and Asset Commercialisation.

The Council operated two Gypsy and Traveller Short Stay Stopping Places at Cromer and Fakenham. These sites were leased for a 10-year term, which were both to expire in 2018.

This paper considered three options; renewing the leases, terminating the lease and freehold acquisition of the land. Details regarding these options could be found in paragraph 7.

Both sites were a valued resource in reducing the costs of managing unauthorised Gypsy and Traveller encampments across the district. It was therefore proposed to seek to retain both sites for future use.

Having had initial discussions with both landowners regarding the future use of these sites, it was proposed to take forward Option 1 as described in item 7.2 of the report.

Members were invited to speak:

1. Cllr E Seward said that in light of the earlier public question it was important to remember that the current leases had been funded by a government grant.
2. Cllr J Oliver commented that following the problem with incursions during August 2017 it would be a good idea to make the case to Government for further funding. The Head of Paid Service (NB) agreed.
3. Cllr J Punchard said that as a retained firefighter he had often been called out to deal with travellers' fires before the sites were in place, however, he did have concerns about the cost of the sites.
4. Cllr B Hannah acknowledged that the sites were expensive but he believed that the cost of moving on unauthorized encampments outweighed this. He referred to previous problems in Sheringham and Cromer
5. Cllr J Rest said that the Fakenham site was in his ward. He had not supported the site initially but felt that it had demonstrated its worth. However, he felt that the renewal of the lease had been left very late and that the process should have started 3 or 4 years ago.
6. Cllr D Young agreed, saying that he did not doubt the importance of the sites but that the process of renewing the leases should have started much earlier.
7. Cllr R Reynolds said that he felt that the Fakenham site was important to the town and surrounding areas but that he too had concerns about the cost implications.
8. Cllr N Dixon said that he had already expressed his concerns and that he was uncomfortable with the decision before him.
9. Cllr T FitzPatrick said that the Fakenham site was vital for dealing with traveller incursions in his ward of Walsingham – particularly during August. He believed that a permanent solution should be found. He reiterated Cllr Oliver's earlier comments about pushing the

Government for more funding reminding Members that the Secretary of State had agreed to look at any proposals following the incursions last summer.

10. Cllr A Claussen-Reynolds said the Fakenham site was vital. She repeated her challenge regarding the numbers using the Fakenham site. The Head of Paid Service said that the figures had been checked and they were correct.

It was proposed by Mr R Price, seconded by Mrs S Arnold and

RESOLVED

- a) **That Delegated Authority is given to the Corporate Director and Joint Head of Paid Service (Steve Blatch) in consultation with the Portfolio Holder for Assets (Cllr Richard Price) to finalise lease renewals for both the Cromer and Fakenham sites to be negotiated on the same terms as the existing leases.**
- b) **An annual revenue budget provision to be established to cover the lease costs over the life of the new lease agreements as outlined in paragraph 12.3, to be reviewed annually, including an annual R&M budget of £1,000 per site.**
- c) **A sum of £10,000 for works to be funded from the Asset Management Reserve.**

The meeting concluded at 7.19pm

Chairman