

Council



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12 September 2017

A meeting of the **North Norfolk District Council** will be held in the **Council Chamber** at the Council Offices, Holt Road, Cromer on **Wednesday 20th September 2017 at 6.00 p.m.**

Emma Denny
Democratic Services Manager

To: All Members of the Council
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

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A G E N D A

1. PRAYER

Led by Reverend David Head, Church of the Holy Trinity, West Runton

2. CHAIRMAN'S COMMUNICATIONS

To receive the Chairman's communications, if any.

3. TO RECEIVE DECLARATIONS OF INTERESTS FROM MEMBERS

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.

4. APOLOGIES FOR ABSENCE

To receive apologies for absence, if any.

5. MINUTES

(attached – page 5)

To confirm the minutes of the meeting of the Council held on 21 June 2017.

6. 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.

7. PUBLIC QUESTIONS

To consider any questions received from members of the public.

8. APPOINTMENTS

To consider any appointments, if any

9. RECOMMENDATIONS FROM GOVERNANCE, RISK & AUDIT COMMITTEE – 05 SEPTEMBER 2017

(Covering report page 11)

a) AGENDA ITEM 07: 2016/17 STATEMENT OF ACCOUNTS

RECOMMENDATION to Council:

To approve the Statement of Accounts for 2016/17

Agenda note: The Statement of Accounts is available electronically. Hard copies can be obtained from Democratic Services on request.

10. RECOMMENDATIONS FROM THE OVERVIEW & SCRUTINY COMMITTEE 13 SEPTEMBER 2017

To consider any recommendations from the Overview & Scrutiny Committee meeting held on 13th September 2017.

11. TO RECEIVE THE APPROVED MINUTES OF THE UNDERMENTIONED COMMITTEES

Members are requested to note that the minutes of the undermentioned committees have been approved. Copies of all the minutes are available on the Council's website or from Democratic Services.

- 1) Cabinet – 03 July 2017
- 2) Development Committee – 11 May, 08 June, 06 July, 03 August 2017
- 3) Governance, Risk & Audit Committee – 06 June 2017
- 4) Overview & Scrutiny Committee – 17 May, 14 June 2017

12. REPORTS, UPDATES & BRIEFINGS FROM THE CABINET OR MEMBERS OF THE CABINET

To receive reports from Cabinet members on their portfolios.

Members are reminded that they may ask questions of the Cabinet member on their reports and portfolio areas but should note that it is not a debate.

- 1) Planning & Planning Policy – Cllr Sue Arnold (page 13)
- 2) Legal Services & Democratic Services – Cllr Judy Oliver (page 16)
- 3) Finance – Cllr Wyndham Northam (page 18)
- 4) Community Engagement & Liaison – Cllr Becky Palmer (page 20)
- 5) Strategic Housing – Cllr Richard Price (page 21)
- 6) Business, Economic Development and Tourism – Cllr Nigel Dixon (page 22)
- 7) Health & Wellbeing, Leisure and Culture – Cllr Maggie Prior (page 25)
- 8) Coast – Cllr John Lee (page 28)
- 9) Waste & Environmental Services – Cllr A Claussen-Reynolds (page 30)

13. QUESTIONS RECEIVED FROM MEMBERS

The following question has been received from Cllr V Uprichard:

'In view of the concerns raised by BBC Watchdog, where faecal material was found in ice being served in soft drinks I would like to know

1. *Does ice get checked for purity in premises serving iced drinks?*
2. *If not do we need to introduce this as policy?*

For your information, ice was checked at Costa Coffee, Starbucks and Cafe Nero and also fast food outlets such as Kentucky Fried chicken, McDonalds and Burger King. Most samples failed in testing. Many councils have introduced routine testing as a result. As a council concerned with the well-being of thousands of tourists as well as residents I feel that we should take urgent action.'

14. OPPOSITION BUSINESS

None received

15. NOTICE(S) OF MOTION

None

16. EXCLUSION OF PRESS AND PUBLIC

To pass the following resolution – if necessary:

“That under Section 100A(4) of the Local Government Act 1972 the press and public be excluded from the meeting for the following item(s) of business on the grounds that they involve the likely disclosure of exempt information as defined in paragraph(s) _ of Part 1 of Schedule 12A (as amended) to the Act.”

17. PRIVATE BUSINESS

Circulation:

All Members of the Council.

Members of the Management Team and other appropriate Officers.

Press and Public

COUNCIL

Minutes of a meeting of North Norfolk District Council held on 21 June 2017 at the Council Offices, Holt Road, Cromer at 6.00 pm.

Members Present:

Mrs S Arnold	Mr S Hester	Mr E Seward
Mr D Baker	Mr M Knowles	Mr S Shaw
Mr P Butikofer	Mr J Lee	Mr R Shepherd
Mrs S Butikofer	Mrs B McGoun	Mr B Smith
Mrs A Claussen-Reynolds	Mrs M Millership	Mr D Smith
Mrs H Cox	Mr W J Northam	Mr R Stevens
Mr N Dixon	Mrs J Oliver	Mrs V Uprichard
Mrs J English	Mrs G Perry-Warnes	Mrs K Ward
Mrs A Fitch-Tillett	Mr R Price	Mr A Yiasimi
Mr T FitzPatrick	Mrs M Prior	Mr D Young
Ms V R Gay	Mr J Punchard	
Mrs A Green	Mr J Rest	
Mrs P Grove-Jones	Mr R Reynolds	
Mr B Hannah		

Officers in Attendance: The Corporate Directors, the Monitoring Officer, the Head of Finance & Assets, the Media & Campaigns Officer and the Democratic Services Manager

Press: Present

22. PRAYERS

The Chairman invited Pastor Ian Savory, Lighthouse Community Church, Sheringham, to lead prayers. He began by asking Members to observe a minutes silence to remember the victims of the recent devastating fire at Grenfell Tower, Kensington.

23. CHAIRMAN'S COMMUNICATIONS

The Chairman began by commending the firefighters for their outstanding work in tackling the recent fire at Grenfell Tower in London. He said that all of the emergency services and volunteers involved should be praised.

The Chairman then spoke about his recent engagements. He said that he had visited Beeston Hall school on 25 May and been impressed by their drive to provide more bursaries. Then, on 1st June, he had been very proud to attend the Royal Garden party at Buckingham Palace which had taken place on a lovely warm day.

Finally, on 9th June, the Chairman attended the Mayor of Thetford's civic reception which had been very enjoyable.

24. TO RECEIVE DECLARATIONS OF INTERESTS FROM MEMBERS

None received

25. APOLOGIES FOR ABSENCE

Mr N Coppack, Mrs A Fitch-Tillett, Mr V FitzPatrick, Mrs A Moore, Mr P W Moore, Ms B Palmer, Mr N Pearce, Mr P Rice, Mr N Smith, Mrs L Walker and Mr G Williams.

26. MINUTES

The minutes of the meeting held on 24th May 2017 were approved as a correct record and signed by the Chairman.

27. ITEMS OF URGENT BUSINESS

None

28. PUBLIC QUESTIONS OR STATEMENTS

None received.

29. APPOINTMENTS

The Leader informed Council that he had provided Democratic Services with a list of appointments to Committees.

The Leader of the Opposition confirmed that she had no changes to make at this time.

RESOLVED

To approve the appointments as notified to Democratic Services.

30. RECOMMENDATIONS FROM CABINET 05 JUNE 2017

a) AGENDA ITEM 10: 2016/17 OUTTURN REPORT (PERIOD 12 BUDGET MONITORING REPORT)

The Portfolio Holder for Finance, Mr W Northam, introduced this item. He said that the report provided a final budget monitoring position for the 2016/17 year and because of good housekeeping the Council was in a good outturn position with a final overall underspend on the revenue account of just over £671,000. This was after allowing transfers to Earmarked reserves for current and known commitments.

There were no major variances. The overall underspend reported showed a General Fund surplus of just over £173,000 with a further transfer from the Collection Fund in relation to Business Rates of £498,000. An underspend on employee costs was attributable to vacant posts and the senior management restructure that occurred midway through the year. There were savings from car parks in terms of the contract and additional income along with external income generated by Eastlaw which had been partly offset by a reduction in planning fees received.

The Council was keen to support the development of an apprenticeship scheme. Therefore the report recommended the transfer of £300,000 from the surplus of the year to the Organisational Development Reserve to support this initiative. The balance was recommended for transfer to the Asset Management Reserve to support the Council's asset commercialisation agenda. The General Reserve would remain above the recommended balance.

Members were invited to speak:

Mr E Seward said that this was a very important report as it stated what the Council had actually done rather than what it hoped to achieve. He said that he was very pleased to see the support for developing an apprenticeship scheme, however, he did have some concerns about the level of the reserves, particularly the General Fund. Mr Seward then drew Members attention to the earmarked reserves and pointed out that in 3 years' time they would be at £18.3m compared to the current level of £20m. He agreed that the Council should be prudent but questioned whether it was a good approach to hold such high reserves.

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.

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

RESOLVED to approve

- a) The provisional outturn position for the general fund revenue account for 2016/17;
- b) The transfers to and from reserves as detailed within the report (and appendix C) along with the corresponding updates to the 2017/18 budget;
- c) Transfer part of the surplus of £300,000 to the Organisational Development Reserve to support the development of the apprenticeship scheme with the balance of £371,399 being transferred to the Asset Management Reserve;
- d) The financing of the 2016/17 capital programme as detailed within the report and at Appendix D;
- e) The balance on the General Reserve of £2.332 million;
- f) The updated capital programme for 2017/18 to 2020/21 and the associated financing of the schemes as outlined within the report and detailed at Appendix E.

b) AGENDA ITEM 11: TREASURY MANAGEMENT ANNUAL REPORT 2016/17

The Portfolio Holder for Finance, Mr W Northam, introduced this item. He explained that it set out the Treasury Management activities actually undertaken during 2016/17 compared with the Treasury Management Strategy for the year. The report had been prepared to ensure the Council complied with the CIPFA Treasury Management and Prudential Codes. Treasury activities for the year had been carried out in accordance with the CIPFA Code and the Council's Treasury Strategy.

Global political events in the last year had resulted in heightened market volatility but the Council's focus, when investing, had always been on security and liquidity rather than rates of interest. Mr Northam commended the prudent work of the Technical Accountant.

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

RESOLVED that

The Treasury Management Annual Report and Prudential Indicators for 2016/17 be approved.

c) AGENDA ITEM 12: DEBT RECOVERY 2016/17

The item was introduced by the portfolio holder, Mr W Northam. He informed Council that it was an annual report detailing the Council's collection performance and debt management arrangements for 2016/2017.

Mr Northam said that the Council took all reasonable steps to collect monies due. The revenues and benefits team had collected 98.7% of Council Tax and 99.36% of NNDR according to year-end figures for 2016/17. The Council Tax figure was the highest percentage collected for the past 10 years and the second highest ever collected by North Norfolk District Council. The NNDR figure was the highest percentage collected for the past nine years and the second highest ever collected by North Norfolk District Council. The figures meant that the Council had beaten its collection targets of 98.5% and 99.2% respectively.

The main reason for debts being written off was because of a debtor going into liquidation or absconding. Mr Northam concluded by commending the staff on their continued hard work.

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

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) AGENDA ITEM 16: DEEP HISTORY COAST PROJECT

The report was introduced by Mr N Dixon – Portfolio Holder for Business and Economic Development and Tourism. He explained that the project envisaged the coast as a 'living landscape museum' and a bid had been submitted to the Coastal Communities Fund (administered by the DCLG) for £2,010,000 to develop and implement it over the next two years. Unfortunately, the funding application was unsuccessful, although there could be an option to make a further application at a later date. Mr Dixon said that all of the partners involved in the project's development had expressed disappointment about the outcome of the funding bid and had shown their continuing support for the project and consideration had been given as to how it could be taken forward on a reduced scale. It was therefore proposed that there was full engagement with the local community through a consultation to gauge the level of support and that £500k was allocated to implement some key elements of the project.

Mrs S Butikofer said that she was supportive of the scheme and was pleased to see that it was being taken forward. She added that showing continued commitment could ensure the future success of the project.

Mr T FitzPatrick said that the Council's ability to fund large scale projects such as this was possible because of money held in reserves.

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

31. RECOMMENDATIONS FROM THE OVERVIEW & SCRUTINY COMMITTEE 14 JUNE 2017

There were no further recommendations from the Overview and Scrutiny Committee meeting held on 14 June 2017.

31. RECOMMENDATIONS FROM GOVERNANCE, RISK & AUDIT COMMITTEE

The Vice-Chairman of the Committee, Mr M Knowles, introduced this item in the absence of the Chairman. He explained that the Council's governance framework comprised the systems and processes, and culture and values by which the authority was directed and controlled and the activities through which it accounts to and engages with the community. The Annual

Governance Statement was a public statement of how the Council achieved this. He explained that after reviewing the Statement, The Committee agreed to update paragraphs 4.2.9 and 4.2.10 as outlined in the minutes of the Governance, Risk & Audit Committee meeting held on 6th June 2017.

RESOLVED

To receive the Annual Governance Statement along with the updated Local Code of Corporate Governance

32. TO RECEIVE THE APPROVED MINUTES OF THE UNDERMENTIONED COMMITTEES

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

- 1) Cabinet – 08 June 2017
- 2) Development Committee – 13 April 2017
- 3) Development Committee – 11 May 2017
- 4) Governance, Risk & Audit Committee – 28 March 2017
- 5) Overview & Scrutiny Committee – 12 April 2017

33. REPORTS, UPDATES AND BRIEFINGS FROM CABINET

The Chairman asked whether any member wished to put a question to the Leader or a member of Cabinet. Mrs G Perry-Warnes said that she wished to ask the following question of the Leader:

‘An article in the Sunday Times entitled ‘ Refugee children hunted in Calais’ makes reference to a claim by the Home Office that the number of child migrants entering Britain under the Dubs scheme has been cut because local councils did not have the capacity to accommodate them. Councils have claimed that they were never consulted. Please can the Leader confirm whether NNDC was consulted – and if so, what the response was? Also, if the Council was asked in the future whether we would take child refugees what would our response be?’

The Leader replied that he had personally taken great interest in the refugee problem. At the end of March, together with the Leader of the Opposition, he had met with the representative of the East of England Migration Partnership to discuss refugee programmes at national level. He said that the Council could only participate in such schemes with the support of Norfolk County Council as they were the first tier authority. He added that Members were aware of some of the problems regarding ‘looked after children’ at County level. Mr FitzPatrick concluded by saying that NNDC had joined with other local authorities to support the repatriation of refugees to larger settlements as rural areas lacked the support required for traumatised children.

Mrs Perry-Warnes replied that refugee children were currently living in such appalling conditions that she did not feel that a rural location was a problem as long as it was a safe place. Mr FitzPatrick said that a structured migration partnership was overseeing this and it was important that it was managed through the proper channels. He added that the East of England was committed to taking in its fair share of refugees.

Mr FitzPatrick then spoke about recent events that he had attended. He said that he was delighted to be at the opening of the new heritage exhibition in St Nicholas’ church, North Walsham which had received a grant from the Big Society Fund.

He had also been very pleased to be asked to present certificates to the students involved in the North Norfolk Sporting Centre of Excellence presentation evening. He said that together with the Portfolio Holder, Ms M Prior, he hoped the Council would congratulate all the

youngsters involved and thank Greshams School, the coaches, the parents and NNDC staff for their support.

34. QUESTIONS RECEIVED FROM MEMBERS

None

35. NOTICE OF MOTION

None

36. PRIVATE BUSINESS

None

The meeting concluded at 6.47 pm.

Chairman

2016/17 STATEMENT OF ACCOUNTS

Summary:	This report presents the Statement of Accounts for 2016/17 for review by the Governance, Risk and Audit Committee prior to recommendation to Full Council for approval. The outturn position was reported to Members in June and has been used to inform the production of the statutory annual accounts for 2016/17.
Options considered:	Not applicable.
Conclusions:	The Statement of Accounts for 2016/17 have been produced in accordance with the Code of Practice on Local authority Accounting. The draft accounts were produced by 31 May (against a deadline of 30 June) and since then have been subject to external audit review.
Recommendations:	Members are asked to consider and review the Statement of Accounts for 2016/17 and recommend their approval to Full Council.
Reasons for Recommendations:	To update Members on the Statutory Accounts position as at 31 st March 2017 and their subsequent external audit review.

2016/17 Statement of Accounts**1 Introduction**

- 1.1 In accordance with current statutory timescales the Council's draft statement of accounts must be produced by 30 June and audited and published by 30 September each year. However the timetables are being brought forward for the 2017/18 accounts to 31 May for production of the draft accounts, with final audited versions to be published by 31 July. It should however be noted that the draft statements were prepared and ready for 31 May this year in preparation for the shortening deadlines next year.
- 1.2 The Outturn report for 2016/17 was presented to Cabinet and Overview and Scrutiny in June 2017. That report provided details of the variances on the revenue account in expenditure and income compared with the updated budget and allowed for a number of underspends to be rolled forward within earmarked reserves to fund ongoing and identified commitments. The report also detailed the year end position in respect of the capital programme and the updated capital programme for 2017/18 and onwards.
- 1.3 The Code of Practice on Local Authority Accounting in the United Kingdom 2016/17 (the Code) prescribes the form of the statutory accounts to be presented and published. Consequently the format is very prescriptive and areas of non compliance are reported by the External Auditors as part of their audit of the accounts (ISA 260 report also included on this agenda). Whereas the outturn report to Cabinet and Overview and Scrutiny provides information on the actual expenditure and income compared to budget, the statement of accounts shows the financial position of the Council and transactions in the year compared to the previous financial year.
- 1.4 There have been minimal changes within the accounts compared to the previous years in terms of reporting requirements. The main change in terms of the actual accounts is the introduction of the new Expenditure and Funding Analysis (EFA) note. This has been positioned at the start of the accounts with the main financial statements as it provides a link from the figures reported in the Strategic Report to the Comprehensive Income and

Expenditure Account (CIES). The EFA shows how annual expenditure is used and funded from resources (government grants, rents council tax and business rates) by local authorities in comparison with those resources consumed or earned by authorities in accordance with generally accepted accounting practices. It also shows how this expenditure is allocated for decision making purposes between the Council's departments.

- 1.5 Since the production of the draft accounts they have been subject to external audit review for which the auditors report (ISA 260) is included as a separate item on this agenda.
- 1.6 As mentioned above the draft accounts were ready this year by 31 May against a deadline of 30 June. Next year the actual deadline for the production of the draft statements will be 31 May with approval and publication moving from 30 September to 31 July. This will reduce the time available for the audit of the statements from 92 days to 61 days and is something the Committee should be aware of. There has already been discussion about having next year's meeting slightly earlier or having a special meeting at the end of July just to consider the sign off of the accounts.

2 Statement of Accounts

- 2.1 A copy of the financial statements has been provided to members as an appendix to this agenda (**Appendix A**). It is an audited version and has been updated for recommendations made by the auditors. The final external audit review process is yet to be finalised and whilst there are not expected to be any significant changes to the accounts now presented, any changes to the statements and notes will be reported verbally at the meeting.
- 2.2. The main focus of Members should be on the financial statements i.e.:
- i) The Expenditure and Funding Analysis (EFA)
 - ii) Comprehensive Income and Expenditure Account
 - iii) The Movement in Reserves Statement
 - iv) Balance Sheet
 - v) Cash Flow Statement
 - vi) Collection Fund
- 2.3. Each of the statements are supported by a number of notes to the accounts. Other key areas to consider at the end of the financial year are the level of reserves, both earmarked and general balances. All balances will be reviewed as part of the update to the revised Medium Term Financial Plan.

3 Conclusion

- 3.1 The Final version of the Statement of Accounts for 2016/17 is presented to the Governance, Risk and Audit Committee for review prior to recommendation to Full Council for approval. The statements have been produced based on the information contained in the outturn report for 2016/17 as reported in June 2017 or where estimates have been replaced by actuals and in accordance with statutory guidance.

4 **Sustainability** – None as a direct consequence from this report.

5 **Equality and Diversity** – None as a direct consequence from this report.

6 **Section 17 Crime and Disorder considerations** – None as a direct consequence from this report.

CABINET MEMBERS REPORT TO COUNCIL

20 September 2017

**COUNCILLOR SUE ARNOLD
CABINET MEMBER FOR PLANNING**

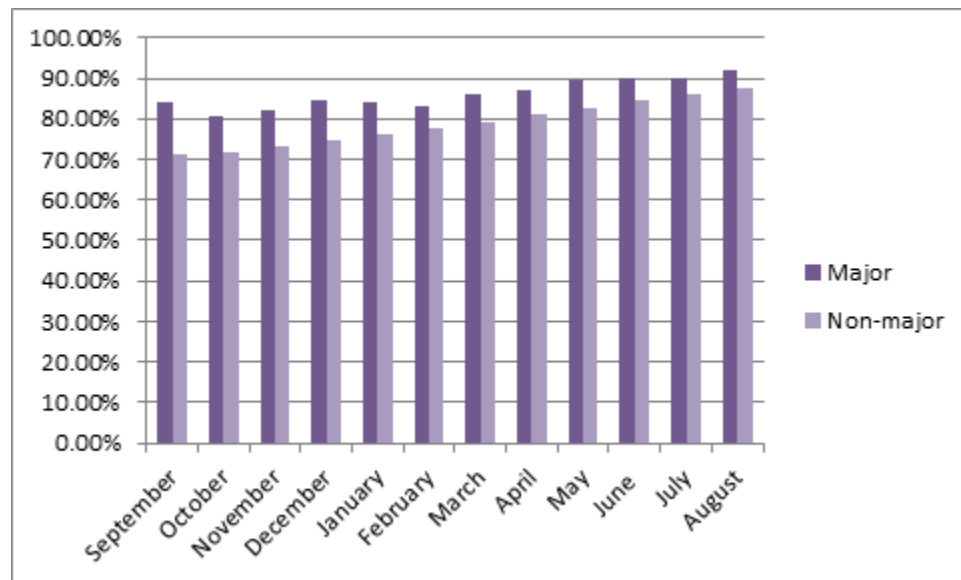
For the period from June to September 2017

1 Progress on Portfolio Matters.

Development Management Performance

Our focus remains firmly on exceeding the Government targets for major and non-major applications. Our last figure for majors is **91.08%** (Government target is 60%) and for non- major **87.40%** (Government target is 70%). Graph below demonstrates the continuous improvement.

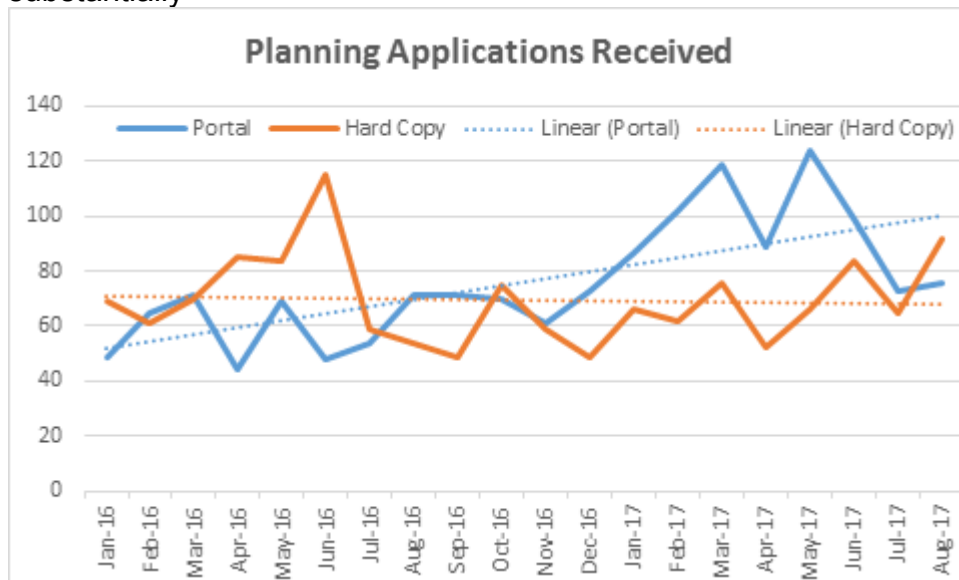
Purple-major development, light purple – non major development



Moving to digital

Comparison of the first 6 months of 2016 with same period in 2017 shows that there has been an increase in the number of Planning Applications being received. The graph below shows that (with the exception of the last 2 months) over the last 12 months the number of Planning Applications submitted in hard copy has remained relatively level whereas the number of

Planning Applications made via the Portal has increased substantially



New Pre-application advice service

You will be aware from earlier bulletins that the Planning Department has introduced a charging structure for the provision of pre-application advice, currently this is only for minor applications but this is due to soon be expanded to also include Trees and Listed buildings in the next couple of months with Major applications following in the New Year.

The pre-application advice service, as well as enabling us to recoup our costs for providing pre-application advice, has enabled us to remove the counter Duty officer service. Customers now receive an appropriate level of advice from Customer Services staff or can decide to purchase formal pre-application advice if further guidance is required. This has freed our specialist Planning staff to focus upon dealing with formal applications. Early indications are suggesting many customers are now simply proceeding to direct submission of planning applications without the need to trouble our staff for extra advice

Local Validation Checklist:

Two workshops were held on the 7th and 12th July to assist Agents in using the New Validation Checklist. This went live on the 17th July and aims to drive the standard of applications, and drive down the number of invalid applications.

Planning Appeals

As reported last time, the Planning Inspector decisions in relation to the Bodham and Selbrigg Wind Turbines were overturned by the High Court. We wait to hear what happens next.

Whilst the Sculthorpe appeal was dismissed, the applicant has lodged a legal

challenge against the Planning Inspector's decision. It will be up to the Planning Inspectorate to defend their decision. The Council has offered its support to the Planning Inspectorate.

Local Plan Review

Work on the Local Plan is progressing, focusing on two main work streams, namely, identifying the potential development sites in the district and devising a sound approach to assess the options for allocation and secondly, commissioning and considering the various evidence documents that are required to prepare the Plan.

A housing capacity study (HELAA) has now been published on our web site.

The Duty to Co-operate

The draft Norfolk Strategic Framework which explains cross boundary planning issues and document where agreements between authorities have been reached is currently out to consultation.

Members should have received a more detailed briefing in the Local Plan Newsletter published on 7 September 2017 and already circulated to Members.

2 Forthcoming Activities and Developments.

Graham Allen Award

This year's award ceremony will take place on 21st September 2017

Building Control

Following on from the recent Regional LABC awards NNDC will be represented with the Pensthorpe Natural Park project for the Best Inclusive Building. The national event will be held in London on 10th November 2017.

Building Control income and workload remains at the levels expected as the year progress. The industry is undergoing some major reviews in relation to fire safety following the Grenfell Fire, although this type of building and construction is not usual within the District.

3 Meetings Attended and Meetings Scheduled

Duty to Co-operate
Development Committee
Portfolio Holder meetings.

CABINET MEMBERS REPORT TO COUNCIL

20th September 2017

COUNCILLOR JUDY OLIVER - CABINET MEMBER FOR ASSET COMMERCIALISATION

For the period July to September 2017

1 Progress on Portfolio Matters.

Beach Road, Wells – since my last update I have attended a further two meetings of the Wells Asset Commercialisation Working Group. The group has been established to enable consultation and discussion in relation to the potential redevelopment of the Wells public conveniences site on Beach Road with representatives from the Town Council.

There are three further meetings scheduled through until the end of November 2017, with a report as to potential options for the site being presented back to Cabinet early in the New Year.

Concessions - Following the successful review of concessions undertaken by the Estates team earlier in the year Officers will be reviewing the Council's assets to identify where there may be further opportunities for additional concessions and implement a marketing strategy including advertising to promote concession opportunities to the wider potential market. This further review will happen later in the year with the release of additional new opportunities for the 2018 season.

Splash - Officers are continuing to work with our advisors to provide a feasibility study for a new swimming pool based facility on the Splash site, and options for additional supporting development. This will enable a detailed proposal to be developed to consider the potential re-provision of the leisure facilities at the site.

Cromer prom – With play area, new toilets and kiosk ** completed in July and has received many positive comments.

Highfield Road car park, Fakenham – The District Council has **a consultation process seeking views from the community in the future use of the site. The closing date for comments is Friday 29 September 2017 and a report outlining future options for the site will be presented to Cabinet ** end of the year.

Legal Services - Eastlaw continues to meet its targets in respect of income generation and this month secured a contract for an additional £60,000 per annum of property related work.

We are due to complete on the purchase of Itteringham Community Shop and Fair Meadow House very shortly. This has been widely reported and commented on and is an excellent example of how the Council, through its Asset Commercialisation Policy has been able to help save this community facility through prudent investment delivering a commercial return. Members of the ICA have asked me to pass on their thanks to the Council for the innovative way in which we have assisted them.

Eastlaw has also expanded with the appointment of two new trainee solicitors.

A key focus for us in the forthcoming months will be work to implement the General Data Protection Regulation across the Council to ensure that the Council is compliant and work will be starting with an information audit of our key risk areas, which will then identify any issues in good time for any remediation action ahead of implementation..

Levels of Freedom of Information requests continue to remain high with the team dealing with 216 requests in quarter 1 of the year, 96% of those were dealt with within the 20 days allowed.

Planning and environment is busy, with case management ongoing with the current appeal on the Sculthorpe decision

Democratic Services - On 11 April 2017 the Local Government Boundary Commission for England published final recommendations for future electoral arrangements in North Norfolk District Council.

The Commission has now completed its review of North Norfolk. The changes proposed must now be implemented by order subject to Parliamentary scrutiny. On 13 July, the North Norfolk (Electoral Changes) Order 2017 was laid in draft in Parliament. This is the legal document which brings into force the recommendations.

The draft order will be laid in Parliament for a period of 40 sitting days. Parliament can either accept or reject our recommendations. If accepted, anticipated to be sometime in November, the new electoral arrangements will come into force at the next scheduled elections for North Norfolk in 2019.

2 Meetings Attended and Meetings Scheduled

Asset Commercialisation - The next meeting of the Wells Asset Commercialisation Working Group is scheduled for 28 September 2017.

CABINET MEMBERS REPORT TO COUNCIL

20th September 2017

COUNCILLOR WYNDHAM NORTHAM - CABINET MEMBER FOR FINANCE

For the period July to September 2017

1 Progress on Portfolio Matters.

Statement of Accounts - Our external auditors Ernst & Young (EY) have now completed their audit of the 2016/17 Statement of Accounts and they are included within this agenda for agreement and approval this evening. As already mentioned they have received an unqualified opinion from the auditors and have required very few changes.

Accountancy Audit – I am pleased to be able to report that Accountancy audit has recently been completed by the internal audit team and that the final report gave a substantial level of assurance which is the highest level that can be achieved.

Investment Rules - The way that local authorities can access financial services will change in January 2018 as a result of the second Markets in Financial Instruments Directive (known as MiFID II Client Categorisation of Local Authorities). Following a consultation last year, rules just published confirm that local authorities can only continue to be classed as professional clients if they have at least a £10m investment balance and staff with relevant experience. Local authorities not meeting the criteria will be reclassified as retail clients, which may mean reduced access to financial services or higher fees and greater administrative burden. Officers will continue to work closely with our treasury Advisors Arlingclose to ensure that any extra burden and cost is kept to an absolute minimum and we are also working closely with CIPFA at the present time who have introduced an online portal to support authorities with this issue.

100% Business Rate Retention - Following the recent Queen's speech the Department for Communities and Local Government (DCLG) have confirmed that there are no plans now to introduce provisions of the Local Government Finance Bill. 100% Business rates Retention is suspended at present with no plans for reintroduction. The DCLG will be in touch shortly with a plan regarding future funding. The Business Rates working group has been suspended. The 100% retention pilots in various areas are however still going on. At the very least it is anticipated that any introduction of the scheme would now slip a number of years and there is a growing view that the whole ideal

will no longer be taken forward which might require a new funding mechanism to be established unless the expectation is that this money can be raised from Council Tax but this is probably unrealistic. A new prospectus for 2018/19 pilots has been produced and central government is keen for pilots to be undertaken in rural areas and also two tier areas so there may be an opportunity to consider a Norfolk wide pilot in further years.

Fair Funding Review - This will continue, with implementation expected in 2020/21. This review will consider a wide range of factors which currently make up the needs assessment formula along with considering the frequency of review which will possibly be every 5 years instead of the current 8. The Government want to move to a simpler formula, possibly allocating cash on a 'per head basis', rather than looking at past spending patterns as is currently done. However, any changes to the 'resources block' of the formula may mean that current and additional needs will be expected to be funded through increases in Council Tax, rather than an increase in Government grant.

Fire Safety Responses Internal and HA – In response to the Grenfell fire tragedy, Officers were asked by Cabinet to review fire risk and fire related issues both internally and with housing providers. This is being considered by the Risk Management Board this month and if considered necessary to the Audit Committee thereafter.

2 Forthcoming Activities and Developments.

2017/18 Budget Monitoring - the first budget monitoring report for 2017/18 was presented to Cabinet and Overview and Scrutiny earlier this month. The period 6 report, covering the first 6 months of the year from April through until the end of September, is due to come to initially to Cabinet on 30 October.

Medium Term Financial Strategy and Budget - The officers in the finance team will be working closely with Heads of Service and Cabinet Members over the coming months to update the Council's Medium Term Financial Strategy (MTFS). This report will be presented later this year and will set the scene for the work to be undertaken in respect of the 2018/19 budget process. This will take account of the issues raised above in respect of 100% rates retention and the Fairer Funding Review to the extent that we have any further clarity at the point in time.

Capital Strategy - An update of the Council's Capital Strategy will also be coming forward later this year to support the update of the Asset Management Plan (AMP).

CABINET MEMBERS REPORT TO COUNCIL

20th September 2017

COUNCILLOR B PALMER - CABINET MEMBER FOR COMMUNITY ENGAGEMENT

For the period July to September 2017

1 Progress on Portfolio Matters.

Contact has been made with the 8 secondary schools in the District about a democratic engagement programme. A positive response has been received from 6 schools so far and it is hoped that the programme will launch with a debating competition.

A separate programme for primary schools is also being rolled out. This will focus on introducing democracy to younger pupils and could include a visit to the Council Chamber and the opportunity to vote on an issue using real ballot boxes.

The Norfolk Association of Local Councils has approached NNDC to discuss how we can work together to improve engagement with parish and town councils. One suggestion is that we work jointly to run a workshop for clerks which will be hosted at the Council offices in late November.

CABINET MEMBERS REPORT TO COUNCIL

20th September 2017

COUNCILLOR R PRICE- CABINET MEMBER FOR STRATEGIC HOUSING

For the period June to September 2017

1 Progress on Portfolio Matters.

Community Housing Fund:

With effect from 4 September, the Community Housing Fund team is fully staffed by two Local Housing Enablers (working on a job share basis) who work exclusively across the target area in North Norfolk and the Community Housing Delivery Officer who works across the North Norfolk, Breckland and Kings Lynn and West Norfolk council areas.

In response to the initial letter which was sent to all parishes in the Community Housing Fund target area and subsequent follow up letters to 20 parishes:

- 9 parish council meetings have been attended or are due to be attended over the next few months to discuss the fund.
- Following attendance at Trimmingham Parish Council to discuss the fund, a follow up meeting was attended to provide more details on the fund and the models of community led housing and as a result a community consultation event is now being arranged.

The Council is still awaiting information on how the Community Housing Fund monies from 2017/18 onwards will be accessed. In the meantime the team continue to engage with parish and town councils to raise awareness of the fund and support the development of community led housing schemes.

Affordable Housing Delivery

By the end of August, 41 affordable dwellings had been provided across North Norfolk. Of these, 20 were provided as the final affordable housing requirement on market sites at Stalham and Wells-next-the-Sea. 9 shared ownership houses for sale on a shared ownership basis have now been completed at Roughton and are available for sale. The remaining 12 homes for rent are an Exception Housing Scheme at Roughton which meets the local housing need of Roughton and the adjoining parishes of Felbrigg, Hanworth, Northrepps, Southrepps, Sustead and Thorpe Market.

CABINET MEMBERS REPORT TO COUNCIL

20th September 2017

COUNCILLOR NIGEL DIXON - CABINET MEMBER FOR BUSINESS & ECONOMIC DEVELOPMENT AND TOURISM

For the period to September 2017

1 Progress on Portfolio Matters.

New Anglia Economic Strategy

The New Anglia LEP has recently drafted an Economic Strategy. This document sets out an ambitious vision for the future of Norfolk and Suffolk; identifying how the area can capitalise on its strengths and explore opportunities in the region. Local Authorities are presently being asked for their endorsement and it is intended that the report will be brought to Cabinet in October.

Deep History Coast

Following the disappointing news regarding the Coastal Communities Fund application, Cabinet has agreed to commit £500,000 from capital reserves in order to maintain momentum with this important project. Options are currently being explored to progress elements of the project.

Tourism

NNDC commissions a 'Volume and Value' report each year which examines the economic impact of tourism within North Norfolk. The 2016 report has recently been received. The figures suggest a positive picture across most of the metrics compared with the previous year (which was itself a strong year). The number and value of spend of day trips has increased, as have the number of overnight trips and their value. The number of tourism jobs has also increased by 1.4% against 2015 figures.

STEM

A Business Case for a North Norfolk STEM Enterprise Centre (linking to young people seeking careers in the Science, Technology, Engineering and Mathematics (STEM) sectors) has recently been prepared. This considered a variety of site options, indicative designs and business models. This is presently being reviewed.

2 Forthcoming Activities and Developments.

New Appointments

Following recent personnel changes, the Economic Growth Team has recently appointed a new Project Enabler and a Business & Skills Support Coordinator. The role of Business Development Officer has also now been filled, following the successful promotion of the previous incumbent to the Economic Growth Manager position.

Sheringham Open Evening Event for Businesses

Sheringham and Cromer Chambers of Trade are hosting an event for local businesses on 26 September, 6-8pm at the Sheringham Golf Club. NNDC will play a lead role in this event, which also includes representation from Norman Lamb MP and the New Anglia Growth Hub. The focus of the meeting is to discuss the future prosperity of the local economy and will conclude with a question and answer session.

CPD Events

A series of targeted Continued Professional Development (CPD) events have been coordinated (one per term) to provide visits by teachers of appropriate subjects to different North Norfolk businesses. Each North Norfolk school will be invited to participate, with the Council offering to fund staffing cover to encourage attendance. A number of businesses have already confirmed that they will participate for the coming academic year. It is proposed that each event is held in the morning and will include:

- A welcome presentation from a business manager / owner;
- an overview of current developments and career options in the industry sector;
- a business-hosted meeting, where possible with an apprentice and/or recent recruits from education; and
- a tour of the business.

A schedule is presently being drawn up. However, the Economic Growth Team welcomes the opportunity to speak to any businesses interested in hosting future events.

New Anglia Growth Hub Business Roadshow Events

The New Anglia Growth Hub provides free guidance and signposting to business support, grants and funding and works collaboratively with NNDC to support business growth.

A series of 'Business Roadshow' events are about to be launched this Autumn and local businesses are encouraged to attend and explore relevant support.

Confirmed events in North Norfolk are:

5 October North Walsham
26 October Fakenham 26/10/17

Further details, including venue and times, are to follow.

Local Flavours

NNDC is sponsoring the 'Local Flavours 2017' event on 27 September at the Norfolk Showground Arena. This is the largest food and drink industry event in Norfolk and supports around 120 producers by providing the opportunity to get in front of hundreds of buyers from the hospitality, catering, retail and tourism industries, including major players from across the UK.

Officers from the Economic Growth and Commercial Teams will have a stand promoting NNDC's support to the hospitality sector. They will be joined by a number of North Norfolk food and drink businesses and first time exhibitors will benefit from a grant from NNDC toward the cost of their stand.

CABINET MEMBERS REPORT TO COUNCIL

20th September 2017

COUNCILLOR M PRIOR - CABINET MEMBER FOR SPORTS & LEISURE AND HEALTH & WELLBEING

For the period up to September 2017

1 Progress on Portfolio Matters.

Sports and Leisure Facilities

The Council's sports and leisure facilities have had a strong summer; with current figures are more than 9,000 visits than at the same point in 2016.

Dual Use Facilities – Holiday Activities

The three dual-use sports facilities have had their best summer holiday activity programme in many years, with an 8% increase over 2016.

Officers are working hard to further improve these numbers with improved childcare arrangements and open days to highlight the variety of sports available.

'Sports Clubs and Hubs' Project

The Sport England Lottery funded project is continuing to perform well through the 18 classes being organised in partnership with the local community, with over 300 individuals participating.

August saw over 1,000 visits at the venues, including Gresham, Holt, Cromer, Hindringham, Kettlestone, Fakenham, Alderman Peel High School (Wells), Edgefield, Sheringham and Weybourne.

The Council has now secured an extension for a fourth year by Sport England, given that the project is delivering well against its targets. The fourth year will focus on providing sustainability to those venues and activities, so the team will be supporting the local communities to assess what is required in order to remain financially sustainable for their local participants.

Figures are still on target to exceed the annual visit number by the end of the financial year

North Norfolk Sporting Centre of Excellence

The Sporting Centre of Excellence programme is now ready to embark on its second year. The team has been working in consultation with the schools in the district to identify young people with the potential to succeed. We are currently inviting over 30 young people to the selection trials week commencing 18th September, and should

these all be successful the programme will now include over 100 individuals.

The second year launch event is being held at Gresham's School on the 16th October, as a way of induction for those new young sports people into the programme. Olympic Gymnast Craig Heap will be the guest speaker, with a view to inspiring those young people to continue participating in sport, with a hope of one day representing Great Britain at the national stage.

Splash

Work is progressing well via the feasibility study to better understand what facility mix should be required in any new leisure centre that is built on the current Splash site.

Pier Management Contract

Procurement of the Pier Management Contract is near completion, and a report will be coming to the 2 October Cabinet meeting to recommend the preferred bidder.

Parkrun

The Sheringham parkrun remains one of the finest examples of sustainable community events, organised in partnership by the Council with local organisations and the voluntary sector.

Numbers continue to grow with the current total of 2,074 registered runners averaging over 127 participants each week. There has been a total of 251 events, 31,999 runs, 159,995 km covered with 5,791 individual runners from 562 clubs taking part!

The event is now nearing its fifth anniversary and the anniversary event is being held on Saturday 4 November.

Blue Flags

Following the success of the six Blue Flag awards for the North Norfolk beaches, the Council has now received confirmation from Keep Britain Tidy that they wish to hold the national Blue Flag Award presentations in May 2018 in Cromer. This is another great boost for the district's local economy and further puts North Norfolk District Council on the map.

Countryside and Parks

Events

Following the successful announcement of the retention of our three Green Flag awards the Countryside team has been delivering some wonderful events at our sites. These include the Massive mini beast hunt, Goblin, Troll and Pixies trail, and natural trail of animals at Holt Country Park. The Fun Day Out, Explore The Woods, with the ranger at Pretty Corner Woods, and Sports Fun and Games at Sadlers Woods.

In addition, the Countryside and Sports teams have organised a series of successful beach events at Sea Palling, Cromer West, West Runton and East Runton. These events will contribute towards the retention of Blue Flags status across our coastline.

2 Forthcoming Activities and Developments.
Member briefing on housing related support and the forthcoming changes to provision on 20 September

CABINET MEMBERS REPORT TO COUNCIL

20th September 2017

COUNCILLOR J LEE - CABINET MEMBER FOR COAST

For the period July to September 2017

1 Progress on Portfolio Matters.

Bacton the Walcott Coastal Management Scheme – Sandscaping

- On 10 July the North Norfolk Coastal Forum completed a visit and previewed the Sandscaping proposal.
- Two public information drop in sessions were held at Walcott (12 July) and Bacton (13 July) to present the Sandscaping proposal and to seek feedback to input into the Environmental Impact Assessment. It is estimated close to 200 people attended over the two days with an overall positive response and comments such as “Make it happen”.
- Launch of a public Just Giving site for public and business contributions towards the scheme. This has had a slow start and would benefit from a local champion.
- The scheme was presented to the North Norfolk Fishing Association to begin discussions with the fishing fraternity.
- Environmental Impact Assessment stakeholder meetings have begun.
- On the 7 September NNDC signed a Development agreement with Shell UK and Perenco UK whereby NNDC became the lead in delivering the Sandscaping Scheme. Over 40 people attended including Bacton Terminal Operators, The Crown Estate, Regional Flood and Coast Committee, Local Enterprise Partnership, Norfolk County Council, Marine Management Organisation and NNDC. Emma Howard Boyd (Chair Environment Agency), Sinead Lynch (UK Country Chair - Shell UK) and Cllr Tom Fitz-Patrick all spoke of the value of the scheme for the terminal, the nation and the villages whilst highlighting that the proposal represents the way forward nationally in delivering projects through innovation, partnership working and sheer hard work.

Mundesley Coastal Management Scheme

- The draft proposed scheme was presented to the Local Liaison Group and Mundesley Parish Council alongside a request to the Parish Council for a contribution towards the scheme.

- A public information drop in is being prepared to share the proposal more widely and will be delivered over the coming month.
- An application for a funding contribution from Anglian Water is being prepared.

Trimingham – Pathfinder Grant

- The final instalment of the Coastal Pathfinder grant for the construction of a new Village Hall outside of the coastal erosion risk zone was made to the newly formed Trimingham Village Hall Trust. Alongside other funding sources this has enabled construction to begin.

Coastal Partnership East

- Following a recruitment process, NNDC and Coastal Partnership East were unable to appoint a Coastal Engineering Manager. The role has been re-presented and re-advertised.
- The first Annual Report for Coastal Partnership East was published.

CABINET MEMBERS REPORT TO COUNCIL

20th September 2017

**COUNCILLOR CLAUSSEN-REYNOLDS - CABINET MEMBER FOR
WASTE AND ENVIRONMENT SERVICES**

For the period June to September 2017

1 Progress on Portfolio Matters.

The Business Process Review activity continues to make good progress with the completion of the 4th review cycle during August. Further review cycles are planned for each month until at least March 2018.

The Environmental Health IT implementation continues to progress. Some of the changes have resulted in additional work for officers but this is a short term issue which will be resolved when the next phase of implementation occurs.

The North Norfolk Safety Advisory Group (NNSAG) have had a busy summer supporting organisers to ensure public events run safely. Generally, events have run without incident, however, the Tom Jones concert at Holkham Hall resulted in local traffic delays. The NNSAG provided additional briefings and the UB40 event at Holkham Estate (27th Aug) passed off without incident.

The large pipes that have found themselves on our beaches have finally been re-floated and have held at anchorage offshore, some have been moved individually to port at Lowestoft and back to Norway. The project is still on going to remove the final 6 or so pipes from the waters near our coastline.

The Out of Hours Duty officer, alongside other officers responded to the unauthorised encampment on the Runton Road car park, serving notices requiring the group to leave. The group left on Sunday afternoon and officers arranged a swift clear up operation. NNDC and Police de-brief has taken place looking at the response around the Cromer disturbances over the weekend in Aug. A draft debrief report with learning points and actions has been created and will be fed into the RMB report.

The Environmental Protection Team had a successful prosecution for fly tipping with a fine of £240 and contribution towards our costs. Further cases are due before court shortly.

The extension of the habitat management area on the cliffs at Cromer has

been very successful with a significant reduction in the scrub vegetation in this area in addition to the goats being a popular tourist attraction. The goats will shortly be moved to their winter grazing.

The waiting list for the Garden Waste Service was removed following the successful variation for the contract. Progress, by Kier, in contacting those on the waiting list was initially quite slow however this has now accelerated significantly and NNDC is offering support to ensure everyone on the waiting list is contacted swiftly.

The Waste and Related Services Contract expires at the end of March 2019. Work on the procurement of a new contract is progressing with a joint procurement exercise with other Councils being undertaken.

2 Forthcoming Activities and Developments.

An Exercise plan has been developed to test the multi-agency emergency response for flooding from a sea surge. The Exercise (Flying Fish II) will take place at Walcott on the 21st October 2017 subject to final confirmation from external partners.

A NNSAG end of main season wash up meeting is taking place at NNDC with partners on 4th October to reflect over the past year's activities, review the terms of reference and look at ways we can improve the process

A Business Continuity for Managers (one-day course) and Managing Emergencies (½ day course) have been booked in and will take place on 13th and 6th October respectively. This will ensure that managers have sufficient knowledge to respond effectively to both internal disruptive events and aid in emergency responses as required.

A Senior Flood Wardens meeting is taking place at NNDC on 18th October.

3 Meetings Attended and Meetings Scheduled

Norfolk Waste Partnership Meeting

Environmental Health Management Team on a monthly basis.

Regular update meetings with Head of Environmental Health and Team Managers