

# Council



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20th March 2018

A meeting of the **North Norfolk District Council** will be held in the **Council Chamber** at the Council Offices, Holt Road, Cromer on **Wednesday 28 March at 6.00 p.m.**

Members of the public who wish to ask a question or make a statement item are requested to submit a copy to the committee clerk 24 hours in advance of the meeting and arrive at least 15 minutes before the start of the meeting. This is to allow time for the Committee Chair to rearrange the order of items on the agenda for the convenience of members of the public. Further information on the procedure for public speaking can be obtained from Democratic Services, Tel: 01263 516010, Email: [democraticservices@north-norfolk.gov.uk](mailto:democraticservices@north-norfolk.gov.uk)

Anyone attending this meeting may take photographs, film or audio-record the proceedings and report on the meeting. Anyone wishing to do so should inform the Chairman. If you are a member of the public and you wish to speak on an item on the agenda, please be aware that you may be filmed or photographed.

**Emma Denny**  
**Democratic Services Manager**

To: 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

**Corporate Directors:** Nick Baker and Steve Blatch  
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## A G E N D A

**1. PRAYER**

Led by Reverend Philip Blamire, Rector of the Weybourne Group of Parishes.

**2. PRESENTATION OF AWARD**

To present the 'Apprentice of the Year' award to Hollie Beattie

**3. CHAIRMAN'S COMMUNICATIONS**

To receive the Chairman's communications, if any.

**4. 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.

**5. APOLOGIES FOR ABSENCE**

To receive apologies for absence, if any.

**6. MINUTES**

(attached – page 7)  
(Minutes Appendix 1 – p.26) (Minutes Appendix A – p.27)  
(Minutes Appendix B – p.29)

To confirm the minutes of the meeting of the Council held on 21 February 2018.

**7. 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.

**8. PUBLIC QUESTIONS / STATEMENTS**

To receive any public questions and/or statements

**9. REVIEW OF POLITICAL BALANCE AND APPOINTMENT OF COMMITTEES, SUB COMMITTEES, WORKING PARTIES AND PANELS**

(page 30)  
(Appendix A – p.34) (Appendix B – to follow)

Summary: Following further changes to the membership of the political groups at North Norfolk District Council, the Council is required to review the allocation of seats on committees, sub committees and working parties to reflect the political balance of the Council, in accordance with Section 15 of the Local Government and Housing Act 1989 and regulations made thereunder.

Conclusions: Following a change in the political balance it is necessary to review the allocation of seats on committees, sub-committees, working parties and panels.

Recommendations: **1. That Council approves the revised political balance calculation as per section 2.4 of this report**

2. That Council approves the allocation of seats to political groups as shown at Appendix A
3. That Council approves the appointment of each committee, sub-committee, working party and panel as set out in Appendix B (to follow)
4. That delegation is given to the Group Leaders to make any subsequent appointments to committees, sub-committees, working parties and panels (in line with the political balance).
5. That Cabinet is requested to increase the number of seats on Planning Policy & Built Heritage Working Party from 11 to 12.

**10. APPOINTMENT TO THE EMPLOYMENT COMMITTEE**

To appoint members to the Employment Committee for the recruitment of a Head of Service position. *(please note that this is not a public committee)*

Recommendations:

1. That delegation is given to the Group Leaders to appoint a member to the Committee (one member for each group)
2. That Standing Order 5.2 (Chapter 10, Officer Employment Procedure Rules p.165 of the Constitution) is suspended so that a prompt offer can be made to the preferred candidate.

**11. RECOMMENDATIONS FROM CABINET – 12 March 2018**

- a) **AGENDA ITEM 12: ASSET MANAGEMENT PLAN AND SUPPORTING DOCUMENTS** (electronic only)

**RECOMMENDATIONS to Council:**

1. Asset Management Plan as the basis for the strategic framework for asset management (Appendix A – Cabinet Agenda 12 March 2018).
2. The amendments to the Constitution as highlighted within (Appendix G - Cabinet Agenda 12 March 2018).
3. £2m allocated as a local property capital fund for acquisitions as described in the Acquisition Policy (Appendix C - Cabinet Agenda 12 March 2018)

**RECOMMENDATIONS FROM THE OVERVIEW & SCRUTINY COMMITTEE**

The Overview & Scrutiny Committee will consider this recommendation at their meeting on 21 March 2018. The Chairman will provide an oral update at the meeting.

**12. FURTHER RECOMMENDATIONS FROM THE OVERVIEW & SCRUTINY COMMITTEE 21 MARCH 2018**

To consider any further recommendations from the Overview & Scrutiny Committee meeting held on 21 March 2018.

*Please note this meeting took place after the Council agenda was published and the Chairman of the Overview & Scrutiny Committee will provide an oral update at the meeting if any recommendations are made.*

**13. PAY REPORT COVERING THE PAY POLICY STATEMENT 2018/19** (page 35)  
(Statement – p.38)

Summary: Section 38 of the Localism Act 2011 (“the Act”) requires the Council to produce an annual pay policy statement (“the statement”) for the start of each financial year. The attached statement is drawn up in compliance with the Act to cover the period 2018/19. It is a legal requirement that Full Council formally signs off this statement and the responsibility cannot be devolved to any other person or committee.

Options considered: There are no options to consider as part of this paper.

Conclusions: The attached statement sets out current remuneration arrangements for officers.

Recommendations: To adopt the attached Pay Policy Statement and to publish the statement for 2018/19 on the Council’s website.

Reasons for Recommendations: To comply with the requirements of the Localism Act.

Cabinet member(s): Cllr J Lee  
Ward member(s): All  
Contact Officer: Duncan Ellis  
telephone: 01263 516330  
and e-mail: [Duncan.ellis@north-norfolk.gov.uk](mailto:Duncan.ellis@north-norfolk.gov.uk)

**14. COMMUNITY SPORTS HUB FUNDING** (page 49)

Summary: This report requests additional capital funding for the Community Sports Hub, which was approved for progression by Full Council in December 2017.

Potential additional indoor space has come forward as part of the design process, which will increase revenue for the Sports Hub. However, additional capital release is subject to Full council Approval.

Options considered: To proceed with a smaller building at a lower cost. This is not the preferred option as it will not maximise the opportunities for the facility going forward.

Conclusions: The additional capital investment represents good value to the Council in terms of maximising the opportunity presented by the facility.

Recommendations: **That Council authorises the release of £250k to fund additional capital required for the proposed Community Sports Hub, making the total Capital budget £3,181,000.**

**As with the original budget, that delegated authority is given to the Head of Finance and Assets to adjust the financing outlined above to maximise the value for the tax payer**

Reasons for Recommendations: To enhance the Community Sports Hub scheme to make best use of the footprint of the new building, the Council’s leisure and construction consultants were asked to review the

options and have provided revised financial estimates. On the basis of these, the additional capital will allow a good return on investment from additional revenue arising from the increased floor space in the building.

Cabinet member(s): Cllrs B Palmer & R Price  
Ward member(s) All  
Contact Officer Nick Baker  
telephone 01263 516221  
and e-mail: [nick.baker@north-norfolk.gov.uk](mailto:nick.baker@north-norfolk.gov.uk)

**15. 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 – 05 February 2018
- 2) Development Committee – 25 January 2018
- 3) Overview & Scrutiny Committee – 17 January 2018
- 4) Licensing & Appeals Committee – 22 January 2018

**16. 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 & Housing– Cllr Sue Arnold (page 55)
- 2) Coastal issues – Cllr H Cox (page 59)
- 3) Economic Development, Business & Tourism – Cllr N Dixon (page 61)
- 4) Asset Commercialisation – Cllr R Price (page 64)
- 5) Leisure, Culture, Health & Wellbeing – Cllr B Palmer (page 67)
- 6) Finance – Cllr W Northam (page 69)

**17. QUESTIONS RECEIVED FROM MEMBERS**

None received

**18. OPPOSITION BUSINESS**

None received

**19. NOTICE(S) OF MOTION**

The following motion has been proposed by Cllr A Claussen-Reynolds, seconded by Cllr M Prior:

‘As members of the Council are aware the environment, and the saving thereof, is a high priority of mine, as I know it is for many others. I therefore believe that NNDC should lead by example and ban single use plastics.

As a nation we need to ‘Refuse, reuse and reduce’

Refuse - single use plastics

Reuse - choose reusable containers

Reduce - plastic pollution.

There are 9 good reasons to refuse

1. Enters the food chain
2. Made from fossil fuels
3. Massive carbon footprint
4. Will be there for hundreds of years
5. Only a small percentage recycled
6. Pollutes our oceans and waterways
7. Can leach toxins into food and drink
8. Kills marine animals and birds
9. Can cause hormone disruption

We use plastic cups at the Council for all of our water dispensers. We have plastic cutlery in the canteen and there are possibly other single use plastics for example plastic plates.

Whilst I appreciate that paper cups may not be the perfect solution and economically may not be beneficial, I do sincerely believe that this is the preferred option. We do not need plastic cutlery; it is a convenience we can, and should, live without. Likewise plastic plates.

The Government has announced a review into cutting plastic use. Indeed 41 MPs Have backed #giveupplasticforlent#

I am asking all members to back me on this motion to ban single use plastics and show the people of North Norfolk that NNDC Is leading the way and will do all we can to protect our beautiful part of the County and beyond!

## **20. 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.”

## **21. 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 February 2018 at the Council Offices, Holt Road, Cromer at 6.00 pm.**

**Members Present:**

Mrs S Arnold	Mr S Hester	Mr J Punchard
Mr D Baker	Mr M Knowles	Mr J Rest
Dr P Bütikofer	Mr J Lee	Mr R Reynolds
Mrs S Bütikofer	Mr N Lloyd	Mr P Rice
Mrs A Claussen-Reynolds	Mrs B McGoun	Mr E Seward
Mr N Coppack	Mrs M Millership	Mr R Shepherd
Mrs H Cox	Mrs A Moore	Mr B Smith
Ms J English	Mr P W Moore	Mr D Smith
Mrs A Fitch-Tillett	Mr W J Northam	Mr N Smith
Mr T FitzPatrick	Mrs J Oliver	Mr R Stevens
Mr V FitzPatrick	Ms B Palmer	Mrs V Uprichard
Ms V Gay	Mr N Pearce	Mrs L Walker
Mrs A Green	Mr S Penfold	Ms K Ward
Mrs P Grove-Jones	Mrs G Perry-Warnes	Mr A Yiasimi
Mr B Hannah	Mr R Price	Mr D Young
	Mrs M Prior	

**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

**84. PRAYERS**

The Chairman invited Reverend Canon Paul Thomas, Scarrowbeck Benefice to lead prayers.

**85. CHAIRMANS ANNOUNCEMENTS**

The Chairman congratulated Mr S Penfold on his recent success in the Worstead by-election and welcomed him to the District Council.

**86. TO RECEIVE DECLARATIONS OF INTERESTS FROM MEMBERS**

None received

**87. APOLOGIES FOR ABSENCE**

Mr N Dixon and Mr S Shaw

**88. MINUTES**

The minutes of the meeting held on 20 December 2017 were approved as a correct record and signed by the Chairman.

**89. ITEMS OF URGENT BUSINESS**

None

**90. PUBLIC QUESTIONS OR STATEMENTS**

Two public questions had been received. Mrs R Lewis, who was present, had submitted the following:

'The Liberal Democrats are proposing a large charge on all residents to fund a few police officers in a few towns which won't help anyone living elsewhere. This is additional to the PCC's precept which residents also pay, and which is about to increase.

No one mentioned this further charge in any manifesto and none of the residents have been consulted. How is it reasonable for the Council to impose this charge on all of North Norfolk's residents when we live in such a safe area, when policing is not a Council issue and when the Council's own services will be adversely affected as a result?

The Chairman invited Mrs S Butikofer to respond.

Mrs Butikofer said that she welcomed the opportunity to respond to Mrs Lewis. She said that there had been a misunderstanding about the motion that had been submitted in relation to police funding and she confirmed that this was not currently being pursued but would be reviewed in 12 months once it was clearer how the 2020 proposals were working.

Mrs Butikofer then explained that the motion had been based upon a request to use some of the Council's large reserves to fund police beat officers. She said that no current beat officer stayed in their home area, meaning that they would have to be available to all residents of the District. The proposals would not have involved a cost to residents as suggested by Mrs Lewis as they would have been funded from the Council's large reserves – currently £21m. She added that her Group had consulted with residents during the campaign for the recent by-election in Worstead as well as undertaking a survey. The outcome of the by-election indicated that the proposals were supported. Mrs Butikofer concluded by saying that it was wrong to suggest that there was little to no crime in North Norfolk. She referred to a recent report to the Police and Crime Panel that showed a significant increase in sexual offences, drug offences and violence.

Mrs R Lewis was advised that she could respond for up to one minute to Mrs Butikofer.

Mrs Lewis asked whether the plans had been withdrawn because it was clear that people were opposed to the proposals. Mrs Butikofer replied that this was not the case and that online polls could be easily manipulated.

The Chairman thanked Mrs Lewis for her question advised Members that Mr Huish, who had submitted a question, was not present. He read out Mr Huish's question:

'Why does the Council take people to court for council tax arrears when they are not in arrears?'



The Chairman invited Mr S Blatch (Head of Paid Service) to respond (attached at Minutes Appendix 1)

## **91. LEADER'S ANNOUNCEMENTS**

The Leader, Mr T FitzPatrick, began by referring to the recent announcement by Oyster Yachts regarding redundancies for their staff. He said that the Council had run a support day for all those affected which had been received very positively by the workforce, with over 60 people attending. He then referred to the recent District Council's Network conference which had shown that District Council's were going from strength to strength. In addition there was lots of positive information coming forward from the Ministry of Housing, Communities and Local Government and the Rural Services Network continued to push for further funding.

Mr FitzPatrick then announced that he was resigning as Leader of North Norfolk District Council with immediate effect. He thanked the staff for all their support and said that he was proud that there had been no increase in council tax during his time as Leader.

The Chairman thanked Mr FitzPatrick and informed Council that there was a requirement to elect a new Leader. He asked for nominations. It was proposed by Mr W Northam and seconded by Mr N Coppack that Mr J Lee be nominated as Leader.

### **AGREED**

That Mr J Lee be elected as Leader of the Council.

Mr Lee thanked all those Members who had supported him and said that he hoped to win over those that did not feel they could vote for him. He thanked Mr FitzPatrick for his time as Leader. He said that he had been an excellent Leader who had invested a huge amount of time and effort into the role which meant that the Council was in a much stronger position than it had been five and a half years ago.

Mr Lee said that he hoped that the whole Chamber would come together now. The Council was one of the best in the country and the staff were outstanding and they did not deserve to have elected members who were constantly 'squabbling'. He also asked that the Press reported more fairly in future. Mr Lee concluded by saying that he believed that all Members stood for election as they had a desire to serve North Norfolk and that it was time for them to get on with the job now.

## **92. APPOINTMENTS**

The Chairman said that there were several appointments:

1. To appoint one representative and one substitute to the Norfolk Health Overview & Scrutiny Committee. It was proposed by Mrs K Ward, seconded by Mr S Hester and

### **RESOLVED that**

Council gives delegation to the Overview & Scrutiny Committee to make appointments to the Norfolk Health Overview & Scrutiny Committee.

2. To appoint two member of the Conservative Group to the Overview & Scrutiny Committee in place of Mr G Williams and Mr N Smith.

It was proposed by Mr J Lee, seconded by Mr T FitzPatrick and

### **RESOLVED that**

Mrs H Cox and Mr R Shepherd be appointed to the Overview and Scrutiny committee and Mr R Stevens be appointed as a substitute in place of Mr R Shepherd.

3. To appoint a member of the Conservative Group to replace Mr N Smith on the Planning Policy and Built Heritage Working Party

It was proposed by Mr J Lee, seconded by Mrs S Arnold and

**RESOLVED that**

Ms M Prior be appointed to the Planning Policy and Built Heritage Working Party

4. It was proposed by Mr N Coppack, seconded by Mr J Rest and

**RESOLVED that**

Mr N Smith be appointed to the Joint Staff Consultative Committee in place of Mrs G Perry-Warnes

**93. RECOMMENDATIONS FROM CABINET – 05 FEBRUARY 2018**

**a) AGENDA ITEM 12: DIGITAL TRANSFORMATION UPDATE**

Mr J Lee introduced this item. He reiterated the importance of the Digital Transformation Programme and asked Council to approve the recommendations.

It was proposed by Mr J Lee, seconded by Mr W Northam and

**RESOLVED to approve, as part of the 2018/19 Budget**

- a) the establishment of a Programme budget of £940,000 as detailed in the report to be funded from the Invest to Save reserve
- b) the necessary growth in the IT service budget of £119,000 to fund the additional permanent posts identified in Section 5.1.2 of the report.

**b) AGENDA ITEM 13: TREASURY MANAGEMENT**

Mr W Northam, Portfolio Holder for Finance, introduced this item. He explained that the statement set out details of the Council's Treasury Management activities and presented a strategy for the prudent investment of the Council's surplus funds, as well as external borrowing.

Alternative investment and debt options were continuously appraised by the Council's treasury advisors, Arlingclose and all appropriate options were included within this Strategy.

The preparation of the Strategy Statement was necessary to comply with the Chartered Institute of Public Finance and Accountancy's Code of Practice for Treasury Management in Public Services.

Mrs K Ward, Chairman of the Overview & Scrutiny Committee confirmed that the Committee has supported the recommendations at their meeting on 14 February 2018.

It was proposed by Mr W Northam, seconded by Mr V FitzPatrick and

## **RESOLVED**

**To approve the Treasury Management Strategy Statement.**

### **c) AGENDA ITEM 14: CAPITAL STRATEGY**

Mr W Northam, Portfolio Holder for Finance, introduced this item. He explained that the report set out the Council's Capital Strategy for the year 2018-19 and the Council's approach to the deployment of capital resources in meeting the NNDC's overall aims and objectives while providing the strategic framework for the effective management and monitoring of the capital programme.

It was proposed by Mr W Northam, seconded by Mrs A Claussen-Reynolds and

## **RESOLVED**

**To approve the Capital Strategy and Prudential Indicators for 2018-19.**

### **d) AGENDA ITEM 16: RATE RELIEF POLICY**

Mr W Northam, Portfolio Holder for Finance introduced this item. He explained that the policy had been updated to reflect the extended schemes announced by the government and the revised 2017/18 and the new 2018/19 Local Discretionary Revaluation Scheme with guidelines as to how the schemes were to be implemented and the financial implications on the authority.

It was proposed by Mr W Northam, seconded by Mr T FitzPatrick and

## **RESOLVED that**

**The Rate Relief Policy is revised as indicated in Appendix A, B and C.**

## **94. RECOMMENDATIONS FROM THE OVERVIEW & SCRUTINY COMMITTEE 14 FEBRUARY 2018**

Ms K Ward, Chairman of the Overview & Scrutiny Committee, informed Members that the Committee had briefly discussed the Asset Management Plan ahead of further revisions being made before it was presented to Cabinet in March 2018. She said that the committee had resolved to express their concerns about the democratic deficit in the current document and recommended that the proposed revisions reflected these concerns as well as ongoing oversight of the implementation of the new Asset Management Plan. In addition, the Committee had agreed that the £2m property fund outlined in the Budget report should not be spent until the governance process had been agreed by Council.

## **95. RECOMMENDATIONS FROM THE GOVERNANCE, RISK AND AUDIT COMMITTEE 05 DECEMBER 2017**

Mr J Rest, Chairman of the Governance, Risk & Audit Committee, introduced this item. He said that he wished to propose the following amendment to the recommendation:

'That the Committee notes the proposed purpose and terms of reference for the Governance, Risk and Audit Committee and that these are put forward to Council for approval and adoption subject to any amendments'

Mr Rest said that the terms of reference had been reviewed to ensure that best practice was followed and that the committee had the authority to approve the Statement of Accounts. This

was necessary to ensure that the new earlier deadline for closing the accounts could be reached.

It was proposed by Mr J Rest, seconded by Mr M Knowles and

**RESOLVED to**

Approve the revised Terms of Reference for the Governance, Risk and Audit Committee.

**96. BUDGET AND COUNCIL TAX SETTING 2018/19**

The Chairman invited the Chief Financial Officer to explain the robustness of the estimates and the adequacy of the reserves, as required to do by statute. The Chief Financial Officer said that a holistic approach had been taken, which considered the general reserve, earmarked reserves and also the identified risks in relation to the revenue and capital budgets presented. Following this assessment, in the opinion of the Chief Financial Officer, the overall budgeted level of both the General Reserve and the Earmarked Reserves were considered to be adequate in the short term.

The Chairman then invited the Portfolio Holder for Finance, Mr W Northam, to introduce the Budget for 2018/19. Mr Northam said that the overall forecast was that the budget for 2018/19 was balanced but that there would be a deficit from 2019/20 onwards. Therefore, for the first time in seven years, an increase in council tax was proposed. Mr Northam highlighted several financial risks facing the authority which were relevant at both service and corporate levels. In order that these risks were managed, a number of key areas within the budget needed to be closely monitored in the coming financial year, these included the waste contract which was due for renewal in 2019 and for which a one year extension was being negotiated, the impact of national pay negotiations which could add up to 6% on employee costs, the re-provision of Splash and the development of the Sports Hub and the associated revenue impacts and borrowing costs. He said that the Government's four year settlement announcement had been welcomed as it allowed some certainty when forward planning, however, there were still some changes that could impact such as the New Homes Bonus changes introduced last year.

Mr Northam explained that the proposed increase in council tax would help reduce the deficit and it was assumed that there would be a further increase next year. He welcomed the additional funding that was available to tackle homelessness but drew Members attention to the loss of the second homes council tax income. 2019/20 would be the last year that this income was returned to the Districts and the County Council had indicated that they were considering making grants based on satisfactory business cases being presented going forwards.

Mr Northam then outlined the current status of the Council's reserves. He explained that the earmarked reserves were estimated to total just over £17million by the end of the 2018/19 financial year. The main components of this total were the Capital Projects Reserve, Broadband Reserve, Business Rates Reserve, Communities Reserve, New Homes Bonus Reserve and the Restructuring/Invest to Save Reserve. As in previous years, reviewing of the reserves was well established within the financial planning and budget setting process.

Mr Northam thanked Cabinet and the Finance Team for their support and said that he was proud to propose the Budget for 2018/19.

Mr J Lee seconded the proposals and reserved his right to speak at the end of the debate.

The Chairman then invited the Leader of the Opposition to respond to the Budget proposals. Mrs S Butikofer began by congratulating Mr Lee on his election as Leader. She said that she was delighted that the amendments proposed by her Group had been accepted. The Council

had faced a budget designed to create a surplus but now there was a budget that supported the vulnerable. She said that the Market Towns Initiative had been put forward by the Administration but her Group was keen to ensure that real funding was provided to four towns – all central hubs away from the coast that needed to be vibrant focal points.

Mrs Butikofer went on to say that local community bus enterprises were under threat and she was pleased to see that £45k was ring-fenced to support them. However, it was important that local rail initiatives such as the Bittern Line were also included.

Finally she welcomed the Homelessness and Rough Sleeper funding which would tackle a growing problem. She said that she was happy to recommend the Budget for 2018/19 and thanked the new Leader for his collaborative approach.

The Chairman then invited the Leader of the Independent Group, MR N Coppack, to respond to the Budget proposals. Mr Coppack congratulated Mr Lee on his election as Leader and thanked Mr Northam for all his hard work. He said that he was very pleased to see the increase in funding for the Market Towns Initiative and he welcomed the additional support for the Local Plan. He said that

The Chairman invited Members to speak:

1. Mrs K Ward, Chairman of Overview & Scrutiny Committee, said that the Committee had agreed that the £2m allocated for the asset management programme could be retained in the Budget following confirmation that it could not be spent until the framework for the management of the programme was in place.
2. Mr R Price spoke about homelessness in the District. He said that the additional government funding was welcomed and he thanked the Housing Team for working hard to meet the deadline of 3<sup>rd</sup> April 2018. To ensure that there was sufficient support in place, several posts were now out to recruitment, including two housing options officer posts, one housing administration officer post and a housing options support worker. He said that the biggest increases in homelessness were in Norwich and King's Lynn. The Housing Team was aware of 5 people in the District, two of which were entrenched and resistant to support. He concluded by saying that 46% of rough sleepers regularly attended Accident and Emergency departments and that there was an estimated cost of £26000 pa, per rough sleeper, to the state.

Mr J Lee said that he was happy to second the Budget proposals. He thanked Mr W Northam and the Finance team for all their hard work.

The Chairman then outlined the voting procedure. A recorded vote would be taken in two parts: Recommendations 1-11, and then recommendation 12. (Minutes Appendix A)

It was proposed by Mr W Northam, seconded by Mr J Lee and

## **RESOLVED**

That having considered the Chief Financial Officer's report on the robustness of the estimates and the adequacy of the proposed financial reserves, the following be approved:

- 1) The 2018/19 revenue budget as outlined at Appendix A within this report;
- 2) The surplus of £843,441 be allocated to the Invest to Save Reserve;
- 3) The statement of and movement on the reserves as detailed at Appendix C within this report;
- 4) To allocate a budget of £400,000 for the Market Town Initiative for Fakenham, Holt, North Walsham and Stalham to support environmental improvements and regeneration initiatives in these towns subject to the necessary governance arrangements being

agreed (to be overseen by a politically balanced Task and Finish group established by Overview and Scrutiny) for the allocation and spending of funds. To be funded from the New Homes Bonus reserve.

- 5) That £45,559 is ring-fenced from the Big Society Fund to support community/public transport initiatives.
- 6) That a £2m Property Investment Fund be established with any spend being dependent on agreement of the Asset Management Plan. To be funded from the New Homes Bonus reserve (£1m) and the Invest to Save reserve (£1m).
- 7) That £940k is provided for Phase 2 of the Digital Transformation programme. To be funded from the Invest to Save reserve.
- 8) That the grant funding from Norfolk County Council for Homelessness and Rough Sleeper funding (£55,824) and the Social Prescribing funding (£86,700) are included within the budget and matched against anticipated expenditure of the same amount
- 9) The updated Capital Programme and financing for 2017/18 to 2019/20 (as detailed at Appendix E within the 2018/19 Budget Report - February 2018 Cabinet Agenda);
- 10) The new capital bids (as detailed at section 8.6 within the 2018/19 Budget Report - February 2018 Cabinet Agenda);
- 11) That Members note the current financial projections for the period 2019/20 to 2021/22;

The Chairman then asked the Chief Financial Officer to outline the different elements of the Council tax recommendations. He said that the figures used in the report were based on the assumption that there would be a £4.95 increase for North Norfolk District Council (excluding town and parish council precepts), £74.79 for Norfolk County Council, and a £11.97 increase for the Norfolk Police & Crime Commissioner.

He then explained that section 4.5 of the report set out the statutory calculations for the council tax bases. Section 4.6 gave details of the parish precepts, and section 4.7 provided details of the County Council and Norfolk Police and Crime Commissioner's precepts. A recorded vote was taken for recommendations 13 and 14 and is attached at Minutes Appendix B.

It was proposed by Mr W Northam, seconded by Mr J Lee and

**RESOLVED**

- 13) That Members undertake the Council Tax and statutory calculations set out at section 4, and set the Council Tax for 2018/19;

This reflects the recommended Council Tax increase of £4.95 for the District element for an average Band D property.

That it be **NOTED** that at its meeting on 19 December 2017, Full Council calculated the following Council Tax bases for the year 2018/19 in accordance with regulations made under Section 31B of the Local Government Finance Act 1992 as amended: -

- a) for the whole Council area as 39,844 (Item T in the formula in Section 31B of the Local Government Finance Act 1992) being calculated by the Council, in accordance with Regulation 3 of The Local Authorities (Calculation of Council Tax Base) (England) Regulations 2012, as its Council Tax base for the year;

b)

PART OF THE COUNCIL'S AREA	COUNCIL TAX BASE	PART OF THE COUNCIL'S AREA	COUNCIL TAX BASE
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<b>PART OF THE COUNCIL'S AREA</b>	<b>COUNCIL TAX BASE</b>	<b>PART OF THE COUNCIL'S AREA</b>	<b>COUNCIL TAX BASE</b>
Alby with Thwaite	94.04	Little Barningham	40.60
Aldborough	219.60	Little Snoring	229.11
Antingham	121.05	Ludham	492.45
Ashmanhaugh	65.94	Matlaske	63.02
Aylmerton	205.65	Melton Constable	199.56
Baconsthorpe	84.47	Morston	56.22
Bacton	532.98	Mundesley	1,169.23
Barsham	100.32	Neatishead	238.77
Barton Turf	244.81	North Walsham	3,895.12
Beckham East/West	109.63	Northrepps	388.24
Beeston Regis	389.84	Overstrand	443.81
Binham	167.13	Paston	91.63
Blakeney	542.40	Plumstead	48.76
Bodham	166.65	Potter Heigham	423.09
Briningham	66.57	Pudding Norton	75.60
Brinton	124.07	Raynham	158.51
Briston	852.77	Roughton	342.95
Brumstead	25.42	Runton	704.98
Catfield	319.90	Ryburgh	230.60
Cley	313.75	Salthouse	108.04
Colby	186.91	Scottow	289.01
Corpusty and Saxthorpe	277.10	Sculthorpe	274.71
Cromer	3,012.17	Sea Palling	213.39
Dilham	143.09	Sheringham	3,101.42
Dunton	53.59	Sidestrand	52.64
East Ruston	187.79	Skeyton	87.15
Edgefield	179.48	Sloley	91.91
Erpingham	236.96	Smallburgh	187.40
Fakenham	2,472.14	Southrepps	320.09
Felbrigg	69.98	Stalham	1,150.10
Felmingham	191.94	Stibbard	134.93
Field Dalling	145.26	Stiffkey	134.75
Fulmodestone	181.56	Stody	91.25
Gimingham	151.79	Suffield	58.20
Great Snoring	85.37	Sustead	93.29
Gresham	169.53	Sutton	390.24
Gunthorpe	146.23	Swafeld	111.72
Hanworth	98.32	Swanton Abbott	143.86
Happisburgh	309.93	Swanton Novers	85.15
Helhoughton	148.06	Tattersett	277.65
Hempstead	75.39	Thornage	97.36
Hempton	182.34	Thorpe Market	112.88
Hickling	410.50	Thurning	30.56
High Kelling	281.16	Thursford	110.14
Hindolveston	205.81	Trimingham	135.27
Hindringham	233.10	Trunch	348.48
Holkham	86.20	Tunstead	255.66
Holt	1,571.22	Upper Sheringham	104.09
Honing	119.82	Walcott	226.13
Horning	612.11	Walsingham	346.93
Horse	29.34	Warham	77.68

PART OF THE COUNCIL'S AREA	COUNCIL TAX BASE	PART OF THE COUNCIL'S AREA	COUNCIL TAX BASE
Hoveton	809.70	Wells-next-the-Sea	1,140.94
Ingham	147.43	Westwick	30.64
Ingworth	41.30	Weybourne	343.73
Itteringham	58.05	Wickmere	59.27
Kelling	98.27	Wighton	109.19
Kettlestone	96.98	Witton	128.53
Knapton	146.49	Wiveton	86.29
Langham	221.04	Wood Norton	104.12
Lessingham	237.46	Worstead	316.79
Letheringsett with Glandford	132.27		

being the amounts calculated by the Council, in accordance with Regulation 6 of The Local Authorities (Calculation of Council Tax Base) (England) Regulations 2012, as the amounts of its Council Tax base for the year for dwellings in those parts of its area to which special items (parish precepts) may relate.

4.6 That the following amounts be now **CALCULATED** by the Council for the year 2018/19 in accordance with Sections 31A to 36 of the Local Government Finance Act 1992 and the relevant regulations and directions as follows:-

- a) £54,590,539 being the aggregate of the amounts which the Council estimates for the expenditure items set out in Section 31A(2) of the Act.
- b) £46,649,363 being the aggregate of the amounts which the Council estimates for the income items set out in Section 31A(3) of the Act.
- c) £7,941,176 being the amount by which the aggregate at (a) above exceeds the aggregate at (b) above, calculated by the Council, in accordance with Section 31A(4) of the Act, as its Council Tax requirement for the year.
- d) £199.31 being the amount at (c) above divided by the amount at 4.5(a) above, calculated by the Council, in accordance with Section 31B(1) of the Act, as the basic amount of its Council Tax for the year (including Parish precepts).
- e) £2,210,812 being the aggregate amount of all special items (Parish precepts) referred to in Section 34(1) of the Act.
- f) £143.82 being the amount at (d) above less the result given by dividing the amount at (e) above by the amount at 4.5 (a) above, calculated by the Council, in accordance with Section 34(2) of the Act, as the basic amount of its Council Tax for the year for dwellings in those parts of its area to which no special item (Parish precept) relates.
- g)

PART OF THE COUNCIL'S AREA	BASIC AMOUNT £	PART OF THE COUNCIL'S AREA	BASIC AMOUNT £
Alby with Thwaite	175.72	Little Barningham	164.95
Aldborough and Thurgarton	180.24	Little Snoring	180.48
Antingham	165.57	Ludham	162.40
Ashmanhaugh	199.93	Matlaske	150.16



<b>PART OF THE COUNCIL'S AREA</b>	<b>BASIC AMOUNT £</b>	<b>PART OF THE COUNCIL'S AREA</b>	<b>BASIC AMOUNT £</b>
Aylmerton	178.34	Melton Constable	207.71
Baconsthorpe	199.52	Morston	161.60
Bacton	171.93	Mundesley	189.14
Barsham	162.75	Neatishead	176.48
Barton Turf	169.06	North Walsham	234.99
Beckham East/West	173.92	Northrepps	182.54
Beeston Regis	173.40	Overstrand	209.16
Binham	170.74	Paston	202.26
Blakeney	213.87	Plumstead	195.09
Bodham	191.82	Potter Heigham	172.49
Brinton	167.99	Pudding Norton	209.95
Briston	193.62	Raynham	177.28
Catfield	178.58	Roughton	166.26
Cley	172.50	Runton (East & West)	165.09
Colby	223.82	Ryburgh	180.68
Corpusty and Saxthorpe	205.15	Salthouse	190.09
Cromer	230.55	Scottow	192.26
Dilham	171.64	Sculthorpe	171.32
East Ruston	170.44	Sea Palling	208.99
Edgefield	171.67	Sheringham	238.51
Erpingham	178.57	Sidestrand	169.97
Fakenham	211.71	Skeyton	156.01
Felbrigg	188.11	Sloley	172.97
Felmingham	151.63	Smallburgh	173.43
Field Dalling	166.53	Southrepps	186.20
Fulmodeston	174.22	Stalham	215.98
Gimingham	185.63	Stibbard	184.67
Great Snoring	184.81	Stiffkey	179.03
Gresham	184.69	Stody	173.73
Gunthorpe	160.91	Suffield	166.38
Hanworth	166.50	Sustead	173.08
Happisburgh	155.91	Sutton	180.95
Helhoughton	173.87	Swafield	191.48
Hempstead	171.67	Swanton Abbott	181.00
Hempton	254.60	Swanton Novers	230.91
Hickling	165.02	Tattersett	155.32
High Kelling	165.16	Thornage	159.53
Hindolveston	183.17	Thorpe Market	191.39
Hindringham	174.70	Thursford	175.59
Holkham	178.62	Trimingham	207.63
Holt	211.98	Trunch	192.60
Honing	160.51	Tunstead	165.33
Horning	170.60	Upper Sheringham	195.36
Horsey	178.58	Walcott	177.77
Hoveton	201.98	Walsingham	204.92
Ingham	152.63	Warham	208.18
Ingworth	207.86	Wells-next-the-Sea	208.40
Itteringham	186.88	Weybourne	187.45
Kelling	176.75	Wickmere	202.87

PART OF THE COUNCIL'S AREA	BASIC AMOUNT £	PART OF THE COUNCIL'S AREA	BASIC AMOUNT £
Kettlestone	180.94	Wighton	180.45
Knapton	173.86	Witton	160.92
Langham	175.05	Wiveton	190.17
Lessingham	157.47	Wood Norton	171.86
Letheringsett with Glandford	158.94	Worstead	169.79

being the amounts given by adding to the amount at 4.6(f) above to the amounts of the special item or items relating to dwellings in those parts of the Council's area mentioned above divided in each case by the amount at 4.5(b) above, calculated by the Council, in accordance with Section 34(3) of the Act, as the basic amounts of its Council Tax for the year for dwellings in those parts of its area to which one or more special items relate.

h)

PART OF THE COUNCIL'S AREA	VALUATION BANDS							
	A	B	C	D	E	F	G	H
	£	£	£	£	£	£	£	£
Alby with Thwaite	117.14	136.67	156.19	175.72	214.77	253.81	292.86	351.44
Aldborough and Thurgarton	120.16	140.19	160.22	180.24	220.30	260.36	300.41	360.49
Antingham	110.38	128.78	147.18	165.57	202.37	239.17	275.96	331.15
Ashmanhaugh	133.28	155.50	177.71	199.93	244.36	288.79	333.21	399.86
Aylmerton	118.89	138.71	158.52	178.34	217.97	257.60	297.24	356.68
Baconsthorpe	133.01	155.18	177.35	199.52	243.85	288.19	332.53	399.04
Bacton	114.62	133.72	152.83	171.93	210.14	248.35	286.55	343.87
Barsham	108.50	126.59	144.67	162.75	198.92	235.09	271.26	325.51
Barton Turf	112.70	131.49	150.27	169.06	206.63	244.20	281.77	338.12
Beckham East/West	115.94	135.27	154.59	173.92	212.57	251.21	289.86	347.84
Beeston Regis	115.60	134.87	154.13	173.40	211.94	250.47	289.01	346.81
Binham	113.83	132.80	151.77	170.74	208.68	246.63	284.57	341.49
Blakeney	142.58	166.35	190.11	213.87	261.40	308.93	356.46	427.75
Bodham	127.88	149.19	170.51	191.82	234.45	277.08	319.70	383.64
Brinton	111.99	130.66	149.33	167.99	205.33	242.66	279.99	335.99
Briston	129.08	150.59	172.11	193.62	236.65	279.68	322.71	387.25
Catfield	119.05	138.89	158.73	178.58	218.26	257.95	297.63	357.16
Cley	115.00	134.17	153.33	172.50	210.83	249.17	287.50	345.01
Colby	149.21	174.08	198.95	223.82	273.55	323.29	373.03	447.64
Corpusty and Saxthorpe	136.76	159.56	182.35	205.15	250.74	296.33	341.91	410.30
Cromer	153.70	179.31	204.93	230.55	281.78	333.02	384.25	461.10
Dilham	114.43	133.50	152.57	171.64	209.79	247.93	286.08	343.29
East Ruston	113.63	132.56	151.50	170.44	208.32	246.19	284.07	340.89
Edgefield	114.45	133.52	152.60	171.67	209.82	247.97	286.13	343.35
Erpingham	119.05	138.89	158.73	178.57	218.26	257.94	297.62	357.15
Fakenham	141.14	164.66	188.18	211.71	258.75	305.80	352.85	423.42
Felbrigg	125.41	146.31	167.21	188.11	229.92	271.72	313.53	376.23
Felmingham	101.08	117.93	134.78	151.63	185.33	219.02	252.72	303.26
Field Dalling	111.02	129.52	148.03	166.53	203.54	240.55	277.56	333.07

PART OF THE COUNCIL'S AREA	VALUATION BANDS							
	A	B	C	D	E	F	G	H
	£	£	£	£	£	£	£	£
Fulmodeston	116.14	135.50	154.86	174.22	212.93	251.65	290.37	348.44
Gimingham	123.75	144.38	165.00	185.63	226.88	268.13	309.39	371.26
Great Snoring	123.21	143.74	164.28	184.81	225.88	266.95	308.03	369.63
Gresham	123.13	143.65	164.17	184.69	225.74	266.78	307.82	369.39
Gunthorpe	107.27	125.15	143.03	160.91	196.67	232.43	268.19	321.83
Hanworth	111.00	129.50	148.00	166.50	203.50	240.50	277.50	333.00
Happisburgh	103.94	121.27	138.59	155.91	190.56	225.21	259.86	311.83
Helhoughton	115.91	135.23	154.55	173.87	212.51	251.15	289.79	347.75
Hempstead	114.45	133.52	152.60	171.67	209.82	247.97	286.12	343.35
Hempton	169.73	198.02	226.31	254.60	311.18	367.75	424.33	509.20
Hickling	110.01	128.34	146.68	165.02	201.69	238.36	275.03	330.04
High Kelling	110.10	128.45	146.80	165.16	201.86	238.56	275.26	330.32
Hindolveston	122.11	142.47	162.82	183.17	223.88	264.58	305.29	366.35
Hindringham	116.47	135.88	155.29	174.70	213.53	252.35	291.18	349.41
Holkham	119.08	138.92	158.77	178.62	218.31	258.01	297.70	357.24
Holt	141.32	164.87	188.42	211.98	259.09	306.19	353.30	423.96
Honing	107.00	124.84	142.67	160.51	196.18	231.85	267.51	321.02
Horning	113.73	132.69	151.64	170.60	208.51	246.43	284.34	341.21
Horsey	119.05	138.89	158.74	178.58	218.27	257.95	297.64	357.16
Hoveton	134.65	157.09	179.54	201.98	246.86	291.75	336.63	403.96
Ingham	101.75	118.71	135.67	152.63	186.55	220.47	254.39	305.27
Ingworth	138.57	161.67	184.76	207.86	254.05	300.24	346.43	415.72
Itteringham	124.59	145.35	166.12	186.88	228.41	269.94	311.47	373.77
Kelling	117.83	137.47	157.11	176.75	216.03	255.31	294.59	353.51
Kettlestone	120.62	140.73	160.83	180.94	221.15	261.35	301.56	361.88
Knapton	115.91	135.23	154.55	173.86	212.50	251.14	289.78	347.73
Langham	116.70	136.15	155.60	175.05	213.95	252.85	291.75	350.10
Lessingham	104.98	122.47	139.97	157.47	192.46	227.46	262.45	314.94
Letheringsett with Glandford	105.96	123.62	141.28	158.94	194.26	229.58	264.90	317.88
Little Barningham	109.96	128.29	146.62	164.95	201.60	238.26	274.92	329.90
Little Snoring	120.32	140.37	160.42	180.48	220.59	260.69	300.80	360.96
Ludham	108.26	126.31	144.35	162.40	198.49	234.58	270.67	324.80
Matlaske	100.11	116.79	133.48	150.16	183.53	216.90	250.27	300.33
Melton Constable	138.47	161.55	184.63	207.71	253.86	300.02	346.18	415.42
Morston	107.73	125.69	143.65	161.60	197.51	233.43	269.34	323.21
Mundesley	126.09	147.11	168.13	189.14	231.18	273.21	315.24	378.29
Neatishead	117.65	137.26	156.87	176.48	215.70	254.92	294.14	352.97
North Walsham	156.66	182.77	208.88	234.99	287.21	339.44	391.66	469.99
Northrepps	121.69	141.98	162.26	182.54	223.11	263.68	304.24	365.09
Overstrand	139.44	162.68	185.92	209.16	255.64	302.12	348.60	418.32
Paston	134.84	157.31	179.78	202.26	247.20	292.15	337.10	404.52
Plumstead	130.06	151.73	173.41	195.09	238.44	281.79	325.15	390.18
Potter Heigham	114.99	134.16	153.33	172.49	210.83	249.16	287.49	344.99
Pudding Norton	139.97	163.30	186.62	209.95	256.61	303.27	349.92	419.91
Raynham	118.18	137.88	157.58	177.28	216.67	256.07	295.46	354.56
Roughton	110.84	129.32	147.79	166.26	203.21	240.16	277.11	332.53
Runton	110.06	128.40	146.75	165.09	201.78	238.47	275.16	330.19

PART OF THE COUNCIL'S AREA	VALUATION BANDS							
	A	B	C	D	E	F	G	H
	£	£	£	£	£	£	£	£
Ryburgh	120.45	140.52	160.60	180.68	220.83	260.98	301.13	361.36
Salthouse	126.73	147.85	168.97	190.09	232.34	274.58	316.83	380.19
Scottow	128.17	149.53	170.89	192.26	234.98	277.71	320.43	384.52
Sculthorpe	114.21	133.25	152.28	171.32	209.39	247.46	285.54	342.65
Sea Palling	139.33	162.55	185.77	208.99	255.44	301.88	348.32	417.99
Sheringham	159.01	185.51	212.01	238.51	291.52	344.52	397.53	477.03
Sidestrand	113.31	132.20	151.09	169.97	207.75	245.52	283.29	339.95
Skeyton	104.01	121.34	138.68	156.01	190.68	225.35	260.02	312.03
Sloley	115.31	134.53	153.75	172.97	211.41	249.85	288.29	345.95
Smallburgh	115.62	134.89	154.16	173.43	211.97	250.51	289.05	346.87
Southrepps	124.13	144.82	165.51	186.20	227.57	268.95	310.33	372.40
Stalham	143.99	167.99	191.98	215.98	263.98	311.98	359.97	431.97
Stibbard	123.11	143.63	164.15	184.67	225.70	266.74	307.78	369.34
Stiffkey	119.35	139.24	159.14	179.03	218.81	258.60	298.38	358.06
Stody	115.82	135.12	154.43	173.73	212.34	250.95	289.56	347.47
Suffield	110.92	129.40	147.89	166.38	203.35	240.32	277.30	332.76
Sustead	115.38	134.62	153.85	173.08	211.54	250.00	288.47	346.16
Sutton	120.63	140.73	160.84	180.95	221.16	261.37	301.58	361.90
Swafield	127.65	148.93	170.20	191.48	234.03	276.58	319.13	382.96
Swanton Abbott	120.67	140.78	160.89	181.00	221.23	261.45	301.68	362.01
Swanton Novers	153.94	179.59	205.25	230.91	282.22	333.54	384.85	461.82
Tattersett	103.54	120.80	138.06	155.32	189.83	224.35	258.87	310.64
Thornage	106.35	124.08	141.80	159.53	194.98	230.43	265.89	319.06
Thorpe Market	127.59	148.86	170.12	191.39	233.92	276.45	318.98	382.78
Thursford	117.06	136.57	156.08	175.59	214.61	253.64	292.66	351.19
Trimingham	138.42	161.49	184.56	207.63	253.77	299.91	346.05	415.26
Trunch	128.40	149.80	171.20	192.60	235.40	278.20	321.00	385.20
Tunstead	110.22	128.59	146.96	165.33	202.07	238.81	275.55	330.66
Upper Sheringham	130.24	151.94	173.65	195.36	238.77	282.18	325.60	390.72
Walcott	118.51	138.27	158.02	177.77	217.28	256.79	296.29	355.55
Walsingham	136.61	159.38	182.15	204.92	250.46	296.00	341.54	409.85
Warham	138.79	161.92	185.05	208.18	254.45	300.71	346.97	416.37
Wells-next-the-Sea	138.93	162.09	185.24	208.40	254.71	301.02	347.33	416.80
Weybourne	124.97	145.80	166.63	187.45	229.11	270.77	312.43	374.91
Wickmere	135.24	157.78	180.33	202.87	247.95	293.03	338.11	405.74
Wighton	120.30	140.35	160.40	180.45	220.55	260.65	300.75	360.90
Witton	107.28	125.16	143.04	160.92	196.68	232.44	268.20	321.84
Wiveton	126.78	147.91	169.04	190.17	232.43	274.69	316.95	380.35
Wood Norton	114.57	133.67	152.76	171.86	210.05	248.24	286.44	343.72
Worstead	113.19	132.06	150.92	169.79	207.52	245.26	282.99	339.59
All Other Parts of the Council's Area	95.88	111.86	127.84	143.82	175.78	207.74	239.70	287.64

being the amounts given by multiplying (as appropriate) the amounts at 4.6(f) or 4.6(g) above by the number which, in the proportion set out in Section 5(1) of the Act, is applicable to dwellings listed in a particular valuation band divided by the number which in that proportion is applicable to dwellings listed in valuation Band D, calculated by the Council, in accordance

with Section 36(1) of the Act, as the amounts to be taken into account for the year in respect of categories of dwellings listed in different valuation bands.

- 4.7 That it be **NOTED** that for the year 2018/19 the Norfolk County Council and the Office of the Police & Crime Commissioner for Norfolk have stated the following amounts in precepts issued to the Council, in accordance with Section 40 of the Local Government Finance Act 1992, for each of the categories of dwellings shown below:-

	VALUATION BANDS							
	A	B	C	D	E	F	G	H
	£	£	£	£	£	£	£	£
Norfolk County Council	881.82	1,028.79	1,175.76	1,322.73	1,616.67	1,910.61	2,204.55	2,645.46
Norfolk Police and Crime Commissioner	152.76	178.22	203.68	229.14	280.06	330.98	381.90	458.28

- 4.8 That, having calculated the aggregate in each case of the amounts at 4.6(h) and 4.7 above, the Council, in accordance with Section 30 and 36 of the Local Government Finance Act 1992, **HEREBY SETS** the following amounts as the amounts of Council Tax for the year 2018/19 for each of the categories of dwellings shown below:-

PART OF THE COUNCIL'S AREA	VALUATION BANDS							
	A	B	C	D	E	F	G	H
	£	£	£	£	£	£	£	£
Alby with Thwaite	1,151.72	1,343.68	1,535.63	1,727.59	2,111.50	2,495.40	2,879.31	3,455.18
Aldborough and Thurgarton	1,154.74	1,347.20	1,539.66	1,732.11	2,117.03	2,501.95	2,886.86	3,464.23
Antingham	1,144.96	1,335.79	1,526.62	1,717.44	2,099.10	2,480.76	2,862.41	3,434.89
Ashmanhaugh	1,167.86	1,362.51	1,557.15	1,751.80	2,141.09	2,530.38	2,919.66	3,503.60
Aylmerton	1,153.47	1,345.72	1,537.96	1,730.21	2,114.70	2,499.19	2,883.69	3,460.42
Baconsthorpe	1,167.59	1,362.19	1,556.79	1,751.39	2,140.58	2,529.78	2,918.98	3,502.78
Bacton	1,149.20	1,340.73	1,532.27	1,723.80	2,106.87	2,489.94	2,873.00	3,447.61
Barsham	1,143.08	1,333.60	1,524.11	1,714.62	2,095.65	2,476.68	2,857.71	3,429.25
Barton Turf	1,147.28	1,338.50	1,529.71	1,720.93	2,103.36	2,485.79	2,868.22	3,441.86
Beckham East/West	1,150.52	1,342.28	1,534.03	1,725.79	2,109.30	2,492.80	2,876.31	3,451.58
Beeston Regis	1,150.18	1,341.88	1,533.57	1,725.27	2,108.67	2,492.06	2,875.46	3,450.55
Binham	1,148.41	1,339.81	1,531.21	1,722.61	2,105.41	2,488.22	2,871.02	3,445.23
Blakeney	1,177.16	1,373.36	1,569.55	1,765.74	2,158.13	2,550.52	2,942.91	3,531.49
Bodham	1,162.46	1,356.20	1,549.95	1,743.69	2,131.18	2,518.67	2,906.15	3,487.38
Brinton	1,146.57	1,337.67	1,528.77	1,719.86	2,102.06	2,484.25	2,866.44	3,439.73
Briston	1,163.66	1,357.60	1,551.55	1,745.49	2,133.38	2,521.27	2,909.16	3,490.99

PART OF THE COUNCIL'S AREA	VALUATION BANDS							
	A	B	C	D	E	F	G	H
	£	£	£	£	£	£	£	£
Catfield	1,153.63	1,345.90	1,538.17	1,730.45	2,114.99	2,499.54	2,884.08	3,460.90
Cley	1,149.58	1,341.18	1,532.77	1,724.37	2,107.56	2,490.76	2,873.95	3,448.75
Colby	1,183.79	1,381.09	1,578.39	1,775.69	2,170.28	2,564.88	2,959.48	3,551.38
Corpusty and Saxthorpe	1,171.34	1,366.57	1,561.79	1,757.02	2,147.47	2,537.92	2,928.36	3,514.04
Cromer	1,188.28	1,386.32	1,584.37	1,782.42	2,178.51	2,574.61	2,970.70	3,564.84
Dilham	1,149.01	1,340.51	1,532.01	1,723.51	2,106.52	2,489.52	2,872.53	3,447.03
East Ruston	1,148.21	1,339.57	1,530.94	1,722.31	2,105.05	2,487.78	2,870.52	3,444.63
Edgefield	1,149.03	1,340.53	1,532.04	1,723.54	2,106.55	2,489.56	2,872.58	3,447.09
Erpingham	1,153.63	1,345.90	1,538.17	1,730.44	2,114.99	2,499.53	2,884.07	3,460.89
Fakenham	1,175.72	1,371.67	1,567.62	1,763.58	2,155.48	2,547.39	2,939.30	3,527.16
Felbrigg	1,159.99	1,353.32	1,546.65	1,739.98	2,126.65	2,513.31	2,899.98	3,479.97
Felmingham	1,135.66	1,324.94	1,514.22	1,703.50	2,082.06	2,460.61	2,839.17	3,407.00
Field Dalling	1,145.60	1,336.53	1,527.47	1,718.40	2,100.27	2,482.14	2,864.01	3,436.81
Fulmodeston	1,150.72	1,342.51	1,534.30	1,726.09	2,109.66	2,493.24	2,876.82	3,452.18
Gimingham	1,158.33	1,351.39	1,544.44	1,737.50	2,123.61	2,509.72	2,895.84	3,475.00
Great Snoring	1,157.79	1,350.75	1,543.72	1,736.68	2,122.61	2,508.54	2,894.48	3,473.37
Gresham	1,157.71	1,350.66	1,543.61	1,736.56	2,122.47	2,508.37	2,894.27	3,473.13
Gunthorpe	1,141.85	1,332.16	1,522.47	1,712.78	2,093.40	2,474.02	2,854.64	3,425.57
Hanworth	1,145.58	1,336.51	1,527.44	1,718.37	2,100.23	2,482.09	2,863.95	3,436.74
Happisburgh	1,138.52	1,328.28	1,518.03	1,707.78	2,087.29	2,466.80	2,846.31	3,415.57
Helhoughton	1,150.49	1,342.24	1,533.99	1,725.74	2,109.24	2,492.74	2,876.24	3,451.49
Hempstead	1,149.03	1,340.53	1,532.04	1,723.54	2,106.55	2,489.56	2,872.57	3,447.09
Hempton	1,204.31	1,405.03	1,605.75	1,806.47	2,207.91	2,609.34	3,010.78	3,612.94
Hickling	1,144.59	1,335.35	1,526.12	1,716.89	2,098.42	2,479.95	2,861.48	3,433.78
High Kelling	1,144.68	1,335.46	1,526.24	1,717.03	2,098.59	2,480.15	2,861.71	3,434.06
Hindolveston	1,156.69	1,349.48	1,542.26	1,735.04	2,120.61	2,506.17	2,891.74	3,470.09
Hindringham	1,151.05	1,342.89	1,534.73	1,726.57	2,110.26	2,493.94	2,877.63	3,453.15
Holkham	1,153.66	1,345.93	1,538.21	1,730.49	2,115.04	2,499.60	2,884.15	3,460.98
Holt	1,175.90	1,371.88	1,567.86	1,763.85	2,155.82	2,547.78	2,939.75	3,527.70
Honing	1,141.58	1,331.85	1,522.11	1,712.38	2,092.91	2,473.44	2,853.96	3,424.76
Horning	1,148.31	1,339.70	1,531.08	1,722.47	2,105.24	2,488.02	2,870.79	3,444.95
Horse	1,153.63	1,345.90	1,538.18	1,730.45	2,115.00	2,499.54	2,884.09	3,460.90
Hoveton	1,169.23	1,364.10	1,558.98	1,753.85	2,143.59	2,533.34	2,923.08	3,507.70
Ingham	1,136.33	1,325.72	1,515.11	1,704.50	2,083.28	2,462.06	2,840.84	3,409.01
Ingworth	1,173.15	1,368.68	1,564.20	1,759.73	2,150.78	2,541.83	2,932.88	3,519.46
Itteringham	1,159.17	1,352.36	1,545.56	1,738.75	2,125.14	2,511.53	2,897.92	3,477.51
Kelling	1,152.41	1,344.48	1,536.55	1,728.62	2,112.76	2,496.90	2,881.04	3,457.25
Kettlestone	1,155.20	1,347.74	1,540.27	1,732.81	2,117.88	2,502.94	2,888.01	3,465.62
Knapton	1,150.49	1,342.24	1,533.99	1,725.73	2,109.23	2,492.73	2,876.23	3,451.47
Langham	1,151.28	1,343.16	1,535.04	1,726.92	2,110.68	2,494.44	2,878.20	3,453.84
Lessingham	1,139.56	1,329.48	1,519.41	1,709.34	2,089.19	2,469.05	2,848.90	3,418.68
Letheringsett with Glandford	1,140.54	1,330.63	1,520.72	1,710.81	2,090.99	2,471.17	2,851.35	3,421.62
Little Barningham	1,144.54	1,335.30	1,526.06	1,716.82	2,098.33	2,479.85	2,861.37	3,433.64
Little Snoring	1,154.90	1,347.38	1,539.86	1,732.35	2,117.32	2,502.28	2,887.25	3,464.70
Ludham	1,142.84	1,333.32	1,523.79	1,714.27	2,095.22	2,476.17	2,857.12	3,428.54

PART OF THE COUNCIL'S AREA	VALUATION BANDS							
	A	B	C	D	E	F	G	H
	£	£	£	£	£	£	£	£
Matlaske	1,134.69	1,323.80	1,512.92	1,702.03	2,080.26	2,458.49	2,836.72	3,404.07
Melton Constable	1,173.05	1,368.56	1,564.07	1,759.58	2,150.59	2,541.61	2,932.63	3,519.16
Morston	1,142.31	1,332.70	1,523.09	1,713.47	2,094.24	2,475.02	2,855.79	3,426.95
Mundesley	1,160.67	1,354.12	1,547.57	1,741.01	2,127.91	2,514.80	2,901.69	3,482.03
Neatishead	1,152.23	1,344.27	1,536.31	1,728.35	2,112.43	2,496.51	2,880.59	3,456.71
North Walsham	1,191.24	1,389.78	1,588.32	1,786.86	2,183.94	2,581.03	2,978.11	3,573.73
Northrepps	1,156.27	1,348.99	1,541.70	1,734.41	2,119.84	2,505.27	2,890.69	3,468.83
Overstrand	1,174.02	1,369.69	1,565.36	1,761.03	2,152.37	2,543.71	2,935.05	3,522.06
Paston	1,169.42	1,364.32	1,559.22	1,754.13	2,143.93	2,533.74	2,923.55	3,508.26
Plumstead	1,164.64	1,358.74	1,552.85	1,746.96	2,135.17	2,523.38	2,911.60	3,493.92
Potter Heigham	1,149.57	1,341.17	1,532.77	1,724.36	2,107.56	2,490.75	2,873.94	3,448.73
Pudding Norton	1,174.55	1,370.31	1,566.06	1,761.82	2,153.34	2,544.86	2,936.37	3,523.65
Raynham	1,152.76	1,344.89	1,537.02	1,729.15	2,113.40	2,497.66	2,881.91	3,458.30
Roughton	1,145.42	1,336.33	1,527.23	1,718.13	2,099.94	2,481.75	2,863.56	3,436.27
Runton	1,144.64	1,335.41	1,526.19	1,716.96	2,098.51	2,480.06	2,861.61	3,433.93
Ryburgh	1,155.03	1,347.53	1,540.04	1,732.55	2,117.56	2,502.57	2,887.58	3,465.10
Salthouse	1,161.31	1,354.86	1,548.41	1,741.96	2,129.07	2,516.17	2,903.28	3,483.93
Scottow	1,162.75	1,356.54	1,550.33	1,744.13	2,131.71	2,519.30	2,906.88	3,488.26
Sculthorpe	1,148.79	1,340.26	1,531.72	1,723.19	2,106.12	2,489.05	2,871.99	3,446.39
Sea Palling	1,173.91	1,369.56	1,565.21	1,760.86	2,152.17	2,543.47	2,934.77	3,521.73
Sheringham	1,193.59	1,392.52	1,591.45	1,790.38	2,188.25	2,586.11	2,983.98	3,580.77
Sidestrand	1,147.89	1,339.21	1,530.53	1,721.84	2,104.48	2,487.11	2,869.74	3,443.69
Skeyton	1,138.59	1,328.35	1,518.12	1,707.88	2,087.41	2,466.94	2,846.47	3,415.77
Sloley	1,149.89	1,341.54	1,533.19	1,724.84	2,108.14	2,491.44	2,874.74	3,449.69
Smallburgh	1,150.20	1,341.90	1,533.60	1,725.30	2,108.70	2,492.10	2,875.50	3,450.61
Southrepps	1,158.71	1,351.83	1,544.95	1,738.07	2,124.30	2,510.54	2,896.78	3,476.14
Stalham	1,178.57	1,375.00	1,571.42	1,767.85	2,160.71	2,553.57	2,946.42	3,535.71
Stibbard	1,157.69	1,350.64	1,543.59	1,736.54	2,122.43	2,508.33	2,894.23	3,473.08
Stiffkey	1,153.93	1,346.25	1,538.58	1,730.90	2,115.54	2,500.19	2,884.83	3,461.80
Stody	1,150.40	1,342.13	1,533.87	1,725.60	2,109.07	2,492.54	2,876.01	3,451.21
Suffield	1,145.50	1,336.41	1,527.33	1,718.25	2,100.08	2,481.91	2,863.75	3,436.50
Sustead	1,149.96	1,341.63	1,533.29	1,724.95	2,108.27	2,491.59	2,874.92	3,449.90
Sutton	1,155.21	1,347.74	1,540.28	1,732.82	2,117.89	2,502.96	2,888.03	3,465.64
Swafield	1,162.23	1,355.94	1,549.64	1,743.35	2,130.76	2,518.17	2,905.58	3,486.70
Swanton Abbott	1,155.25	1,347.79	1,540.33	1,732.87	2,117.96	2,503.04	2,888.13	3,465.75
Swanton Novers	1,188.52	1,386.60	1,584.69	1,782.78	2,178.95	2,575.13	2,971.30	3,565.56
Tattersett	1,138.12	1,327.81	1,517.50	1,707.19	2,086.56	2,465.94	2,845.32	3,414.38
Thornage	1,140.93	1,331.09	1,521.24	1,711.40	2,091.71	2,472.02	2,852.34	3,422.80
Thorpe Market	1,162.17	1,355.87	1,549.56	1,743.26	2,130.65	2,518.04	2,905.43	3,486.52
Thursford	1,151.64	1,343.58	1,535.52	1,727.46	2,111.34	2,495.23	2,879.11	3,454.93
Trimingham	1,173.00	1,368.50	1,564.00	1,759.50	2,150.50	2,541.50	2,932.50	3,519.00
Trunch	1,162.98	1,356.81	1,550.64	1,744.47	2,132.13	2,519.79	2,907.45	3,488.94
Tunstead	1,144.80	1,335.60	1,526.40	1,717.20	2,098.80	2,480.40	2,862.00	3,434.40
Upper Sheringham	1,164.82	1,358.95	1,553.09	1,747.23	2,135.50	2,523.77	2,912.05	3,494.46
Walcott	1,153.09	1,345.28	1,537.46	1,729.64	2,114.01	2,498.38	2,882.74	3,459.29
Walsingham	1,171.19	1,366.39	1,561.59	1,756.79	2,147.19	2,537.59	2,927.99	3,513.59

PART OF THE COUNCIL'S AREA	VALUATION BANDS							
	A	B	C	D	E	F	G	H
	£	£	£	£	£	£	£	£
Warham	1,173.37	1,368.93	1,564.49	1,760.05	2,151.18	2,542.30	2,933.42	3,520.11
Wells-next-the-Sea	1,173.51	1,369.10	1,564.68	1,760.27	2,151.44	2,542.61	2,933.78	3,520.54
Weybourne	1,159.55	1,352.81	1,546.07	1,739.32	2,125.84	2,512.36	2,898.88	3,478.65
Wickmere	1,169.82	1,364.79	1,559.77	1,754.74	2,144.68	2,534.62	2,924.56	3,509.48
Wighton	1,154.88	1,347.36	1,539.84	1,732.32	2,117.28	2,502.24	2,887.20	3,464.64
Witton	1,141.86	1,332.17	1,522.48	1,712.79	2,093.41	2,474.03	2,854.65	3,425.58
Wiveton	1,161.36	1,354.92	1,548.48	1,742.04	2,129.16	2,516.28	2,903.40	3,484.09
Wood Norton	1,149.15	1,340.68	1,532.20	1,723.73	2,106.78	2,489.83	2,872.89	3,447.46
Worstead	1,147.77	1,339.07	1,530.36	1,721.66	2,104.25	2,486.85	2,869.44	3,443.33
All Other Parts of the Council's Area	1,130.46	1,318.87	1,507.28	1,695.69	2,072.51	2,449.33	2,826.15	3,391.38

#### 4.9 Excessiveness Determination

4.9.1 The Council's basic amount of council tax as calculated in paragraph 4.6 (f) above is 3.6% above the relevant basic amount of council tax for 2017/18, which equates to £4.95 and less than the £5.00 increase which would require a referendum to be held.

4.9.2 The Council has determined that its relevant basic amount of Council Tax for 2018/19 is **not** excessive in accordance with principles approved under Section 52ZB Local Government Finance Act 1992. As the billing authority, the Council has **not** been notified by a major precepting authority that its relevant basic amount of Council Tax for 2018/19 is excessive and that the billing authority is not required to hold a referendum in accordance with Section 52ZK of the Local Government Finance Act 1992.

14) The demand on the Collection Fund for 2018/19 is as follows:

- a. £5,909,655 for District purposes
- b. £2,210,812 for Parish/Town Precepts;

This reflects the recommended Council Tax increase of £4.95 for the District element for an average Band D property.

#### 97. TO RECEIVE THE APPROVED MINUTES OF THE UNDERMENTIONED COMMITTEES

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

- 1) Cabinet – 04 December 2017
- 2) Development Committee – 26 October, 20 December 2017
- 3) Overview & Scrutiny Committee – 08 November, 13 December 2017

#### 98. REPORTS, UPDATES AND BRIEFINGS FROM CABINET

The Chairman asked whether any Cabinet member wished to add a further update to their written report.



- i. Mrs S Arnold, Portfolio Holder for Planning, said that she wished to draw Members' attention to the excellent performance figures for the planning department. She said that dates regarding the Local Plan review were available via the Planning Policy & Built Heritage working Party Agenda. Regarding the Selbrigg Wind Turbine, she said that the Council was appealing against the decision to only allow written representations at the Appeal. It was felt that this disadvantaged local community groups and that an opportunity should be given to them to put across their views in person.
- ii. Mr R Price said that he wished to draw Members' attention to the growing number of affordable homes that were being built across the District. The large number of Disabled Facilities grants that were being processed should also be commended.

The Chairman invited Members to ask questions:

Mr E Seward thanked Mrs Arnold for her informative report. He referred to page 130, he asked whether the Council was making representations regarding the delay in the Government's announcement of a standard methodology for calculating five-year housing supply. Mrs Arnold confirmed that representations had been made but no response had been received so far. Mrs H Cox said that she wished to congratulate everyone involved in making the North Norfolk Business Awards such a success.

**99. QUESTIONS RECEIVED FROM MEMBERS**

None received

**100. NOTICE OF MOTION**

None received

**101. PRIVATE BUSINESS**

None

The meeting concluded at 7.29pm

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Chairman

## **FULL COUNCIL – 21<sup>ST</sup> FEBRUARY 2018**

### **Response to Public Question asked by Mr B Huish to be read by Steve Blatch, Corporate Director and Head of Paid Service**

#### **Question:-**

**“Why does the Council take people to court for council tax arrears when they are not in arrears?”**

#### **Response:-**

North Norfolk District Council does not take customers to court that are not in arrears of Council Tax. We take action against customers who we believe have not paid their Council Tax as required by the law. We have a duty to collect Council Tax in fairness to all council tax payers and our practices mean that we have one of the best records of collection in the country, reflective of our wider reputation of sound financial management.

We issue Council Tax bills to the named occupier(s) of a property in accordance with national legislation and guidance as mainly referred to in The Council Tax (Administration & Enforcement) Regulations 1992 – Statutory Instrument 1992/613. This outlines the Billing Authority’s and taxpayer’s responsibilities from the issue of the demand notice.

Once the liable person (bill payer) has been identified and all relevant discounts, exemptions and reliefs applied, the Council issues a demand notice and provides the option for account holders to make a one-off annual payment or payment by instalments over 10 or 12 months.

The Council has a strong preference for Council Tax accounts in the District to be paid through Direct Debit arrangements, which is the most efficient means of collection by the Council. However, the authority accepts that such an arrangement does not suit all people and allows people to make payments by instalments by cheque, debit / credit card or through a bank or post office.

If a customer does not keep up with regular payments, the balance of the annual bill becomes payable immediately. If this is not paid after the sending of a Reminder Notice and Final Demand a Court Summons is issued. These processes are largely automated but allow for difficult cases to be reviewed at all stages.

Where a person’s circumstances change which alter the Council Tax liability after a bill has been issued, the bill can be adjusted and/or a refund will be issued.

The Council follows good practice in terms of debt recovery and can include methods such as Attachment of Earnings, Attachment of Benefit, Enforcement Agents and Charging Orders.

Whilst clearly it is not appropriate to discuss individual accounts in a public meeting, the authority is prepared to meet further with Mr Huish if there are outstanding issues with respect to his account.

**COUNCIL**  
**RECORDED VOTE FORM**

**Agenda item: Budget setting 2018/19 – Recommendations 1-11**

**Date: 21 February 2018**

	For	Against	Abst		For	Against	Abst
Arnold, S	X			Northam, W J	X		
Baker, D	X			Oliver, J	X		
Bütikofer, P	X			Palmer, B	X		
Bütikofer, S	X			Pearce, N	X		
Claussen-Reynolds, A	X			Penfold, S	X		
Coppack, N	X			Perry-Warnes, G	X		
Cox, H	X			Price, R	X		
Dixon, N				Prior, M	X		
English, J	X			Punchard, J	X		
Fitch-Tillett, A	X			Rest, J	X		
FitzPatrick, T	X			Reynolds, R	X		
FitzPatrick, V	X			Rice, P	X		
Gay, V R	X			Seward, E	X		
Green, A R	X			<del>Shaw, S</del>			
Grove-Jones, P	X			Shepherd, R	X		
Hannah, B J	X			Smith, B	X		
Hester, S	X			Smith, D	X		
Knowles, M	X			Smith, N	X		
Lee, J H A	X			Stevens, R	X		
Lloyd, N	X			Uprichard, V			X
McGoun, B M	X			Walker, L	X		
Millership, M	X			Ward, K	X		
Moore, A	X			Yiasimi, A	X		
Moore, P W	X			Young, D	X		

**COUNCIL**  
**RECORDED VOTE FORM**

**Agenda item: Budget setting 2018/19 – Recommendation 12**

**Date: 21 February 2018**

	For	Against	Abst		For	Against	Abst
Arnold, S	X			Northam, W J	X		
Baker, D	X			Oliver, J	X		
Bütikofer, P	X			Palmer, B	X		
Bütikofer, S	X			Pearce, N	X		
Claussen-Reynolds, A	X			Penfold, S	X		
Coppack, N	X			Perry-Warnes, G	X		
Cox, H	X			Price, R	X		
Dixon, N				Prior, M	X		
English, J	X			Punchard, J	X		
Fitch-Tillett, A	X			Rest, J	X		
FitzPatrick, T	X			Reynolds, R	X		
FitzPatrick, V	X			Rice, P	X		
Gay, V R	X			Seward, E	X		
Green, A R	X			<del>Shaw, S</del>			
Grove-Jones, P	X			Shepherd, R	X		
Hannah, B J	X			Smith, B	X		
Hester, S	X			Smith, D	X		
Knowles, M	X			Smith, N	X		
Lee, J H A	X			Stevens, R	X		
Lloyd, N	X			Uprichard, V			X
McGoun, B M	X			Walker, L	X		
Millership, M	X			Ward, K	X		
Moore, A	X			Yiasimi, A	X		
Moore, P W	X			Young, D	X		

**COUNCIL**  
**RECORDED VOTE FORM**

**Agenda item: Budget 2018/19 – Recommendations 13 & 14 (Council Tax Setting)**

**Date: 21 February 2018**

	For	Against	Abst		For	Against	Abst
Arnold, S	X			Northam, W J	X		
Baker, D	X			Oliver, J	X		
Bütikofer, P	X			Palmer, B	X		
Bütikofer, S	X			Pearce, N	X		
Claussen-Reynolds, A	X			Penfold, S	X		
Coppack, N	X			Perry-Warnes, G	X		
Cox, H	X			Price, R	X		
<del>Dixon, N</del>				Prior, M	X		
English, J	X			Punchard, J	X		
Fitch-Tillett, A	X			Rest, J	X		
FitzPatrick, T	X			Reynolds, R	X		
FitzPatrick, V	X			Rice, P	X		
Gay, V R	X			Seward, E	X		
Green, A R	X			<del>Shaw, S</del>			
Grove-Jones, P	X			Shepherd, R	X		
Hannah, B J	X			Smith, B	X		
Hester, S	X			Smith, D	X		
Knowles, M	X			Smith, N	X		
Lee, J H A	X			Stevens, R	X		
Lloyd, N	X			Uprichard, V			X
McGoun, B M	X			Walker, L	X		
Millership, M	X			Ward, K	X		
Moore, A	X			Yiasimi, A	X		
Moore, P W	X			Young, D	X		

**REVIEW OF POLITICAL BALANCE AND APPOINTMENT TO COMMITTEES, SUB-COMMITTEES, WORKING PARTIES AND PANELS**

**Summary:** Following further changes to the membership of the political groups at North Norfolk District Council, the Council is required to review the allocation of seats on committees, sub committees and working parties to reflect the political balance of the Council, in accordance with Section 15 of the Local Government and Housing Act 1989 and regulations made thereunder.

**Conclusions:** Following a change in the political balance it is necessary to review the allocation of seats on committees, sub-committees, working parties and panels.

- Recommendations:**
- 1. That Council approves the revised political balance calculation as per section 2.4 of this report**
  - 2. That Council approves the allocation of seats to political groups as shown at Appendix A**
  - 3. That Council approves the appointment of each committee, sub-committee, working party and panel as set out in Appendix B (to follow)**
  - 4. That delegation is given to the Group Leaders to make any subsequent appointments to committees, sub-committees, working parties and panels (in line with the political balance).**
  - 5. That Cabinet is requested to increase the number of seats on Planning Policy & Built Heritage Working Party from 11 to 12.**

Contact Officer(s), telephone number and email:  
Steve Blatch, Head of Paid Service, 01263 516232, [steve.blatch@north-norfolk.gov.uk](mailto:steve.blatch@north-norfolk.gov.uk); Nick Baker, Head of Paid Service, 01263 516221, [nick.baker@north-norfolk.gov.uk](mailto:nick.baker@north-norfolk.gov.uk)

**1. Introduction**

1.1 Since the last review of the political balance of the Council in November 2017, there have been further changes to the political groups. As a result of these changes, it is necessary to review the political balance again and determine

the allocation of seats on committees to ensure that they reflect the revised balance.

- 1.2 Council's duty is to determine the allocation of seats to be filled by appointments by the authority, except the Cabinet. The purpose is to ensure that there is proportionality across all formal activities of the Council, reflecting the overall political composition. It affects all formally constituted committees, sub-committees, working parties and panels which discharge functions on behalf of the authority.

## 2. Background

- 2.1 On 22<sup>nd</sup> December 2017, a member resigned as a District Councillor, triggering a by-election which took place on 15 February 2018. On 4<sup>th</sup> January 2018, a member resigned from the Conservative Group and joined the Independent Group, increasing their membership. The Council is now in 'no overall control' (NOC) with the composition as follows: Conservatives (22 Members), Liberal Democrats (18 Members) and Independent (8 Members).

- 2.2 Section 15(1) of the Local Government & Housing Act 1989 requires the Council to review the representation of the different political groups on committees and sub-committees:

- at, or as soon as practicable after the Annual Meeting of the Council or,
- where notice is received of a change in the composition of political groups

- 2.3 The Heads of Paid Service have a duty, whenever such a review takes place, to submit a report to the Council showing what the allocation of seats, in their opinion, best meet the requirements of the above Act.

### 2.4 Political Composition

The political composition of the Council is outlined below:

Group	No. of members	%
Conservative	22	45.8
Liberal Democrat	18	37.5
Independent	8	16.6
<b>Total</b>	<b>48</b>	<b>99.9%</b>

- 2.5 The Council needs to approve the allocation of seats to the political groups on those committees which are required by law to be politically balanced.

- 2.6 The obligation to ensure that there is proportionality in the political composition of the Council's committees extends only to proportionate representation of members of political groups and does not require non-grouped members to be represented.

- 2.7 In carrying out any review, the Council is obliged to adopt the following principles and to give effect to them 'so far as is reasonably practicable':

- a) That not all seats on the Council are allocated to the same political group
- b) That the majority of the seats on the Council are allocated to a particular group if the number of persons belonging to that group is a majority of the authority's membership
- c) Subject to the above, that the number of seats on ordinary committees of the Council which are allocated to each political group, have the same proportion to the total of all the seats on the ordinary committees of that authority as is borne by the number of members of that group to the membership of the authority and
- d) Subject to a) and c) above, that the number of the seats on the Council which are allocated to each group have the same proportion to the number of all the seats on that Council as is borne by the number of members of that group to the membership of the Council.
- e) It is proposed that, going forward, delegation should be given to the Group Leaders to make any changes required to appointments to committees, sub-committees, working parties and panels (that cannot wait until a meeting of council) as long as they are in accordance with the political balance. Group Leaders will inform the Democratic Services Manager of any changes and Members will be informed via the Members' Bulletin. In addition, and to ensure they changes are recorded formally, an update will be provided to the next meeting of Full Council.

### **3. Entitlement to Places**

The table at Appendix A shows those Committees that are required to be politically balanced and provides the entitlement to places of each group. Generally, the approach taken has been to round up percentages where they are above 0.5%, however, this has not been possible if it increases the number of seats on a committee and in such instances it is suggested that the Groups negotiate the allocation of seats on individual committees to ensure that the overall allocation is reflected. According to NNDC's Constitution, Chapter 5 section 6.2 'Working Parties shall in law be Committees of the Council' and consequently the political balance rules will also apply to working parties – unless they are Cabinet sub-committees. Cabinet sub-committees are not required to be politically balanced but it is the practice at NNDC that they are and for this reason they are included in the table (marked with an asterisk)

### **4. Conclusion**

Council is asked to allocate seats and substitutes to political groups in accordance with the political balance rules and appoint the new membership as applicable.

### **5. Implications and Risks**

In line with the relevant legislation, the Council must review the political balance and allocation of seats following the formation of a new political group. There is no alternative.

### **6. Financial Implications and Risks**

There are no financial implications arising from this report.

### **7. Sustainability**

There no sustainability issues arising from this report.



**8. Equality and Diversity**

An Equality Impact Assessment has not been completed because there are no service, policy or organisational changes being proposed.

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

There are no Crime and Disorder implications arising from this report.

		Conservative		Liberal Democrat		Independent		TOTAL
Members		22		18		8		48
Expressed as %		45.8%		37.5%		16.6%		99.99%
Committee	No. of Seats Currently	Entitled Places (exact)	Entitled Places (rounded)	Entitled Places (exact)	Entitled Places (rounded)	Entitled Places (exact)	Entitled Places (rounded)	
Licensing Committee	15	6.88	7	5.63	6	2.50	2	15
Development Committee	14	6.42	7	5.25	5	2.33	2	14
Overview & Scrutiny	12	5.50	5	4.50	5	2.00	2	12
* Policy & Built Heritage WP **	11	5.04	5	4.93	5	1.83	2	12
Standards Committee	7	3.21	4	2.48	2	1.02	1	7
*Big Society Fund Grants Panel	7	3.21	3	2.48	3	1.02	1	7
*Member Development Group	6	2.75	3	2.25	2	1.00	1	6
Governance, Risk & Audit Committee	6	2.75	3	2.25	2	1.00	1	6
Constitution Working Party	5	2.29	2	1.88	2	0.83	1	5
*Joint Staff Consultative Committee	5	2.29	2	1.88	2	0.83	1	5
* Council Tax Support Working Party	5	2.29	2	1.88	2	0.83	1	5
<b>TOTAL</b>	<b>93</b>	<b>42.63</b>	<b>43</b>	<b>35.41</b>	<b>36</b>	<b>15.19</b>	<b>15</b>	<b>94</b>

*\*Please note that all of the committees marked with an asterisk \* are Cabinet sub-committees and therefore they are not required to be politically balanced – however, it is the practice at NNDC that they are politically balanced.*

*\*\* This committee currently has 11 members. It is proposed (subject to agreement by Cabinet that it is increased to 12) however, the calculations shown above reflect 11 members*

**PAY POLICY STATEMENT 2018/19**

Summary: Section 38 of the Localism Act 2011 (“the Act”) requires the Council to produce an annual pay policy statement (“the statement”) for the start of each financial year. The attached statement is drawn up in compliance with the Act to cover the period 2018/19. It is a legal requirement that Full Council formally signs off this statement and the responsibility cannot be devolved to any other person or committee.

Options considered: There are no options to consider as part of this paper.

Conclusions: The attached statement sets out current remuneration arrangements for officers.

Recommendations: To adopt the attached Pay Policy Statement and to publish the statement for 2018/19 on the Council’s website.

Reasons for Recommendations: To comply with the requirements of the Localism Act.

Cabinet Member(s)	Ward(s) affected
Cllr John Lee	N/A
Contact Officer, telephone number and email:	
Duncan Ellis, Head of Finance and Asset Management - duncan.ellis@north-norfolk.gov.uk	

**1. Introduction**

**Pay Policy Statement 2018/19**

1.1 Section 38 (1) of the Localism Act 2011 (“the Act”) requires English and Welsh local authorities to produce a pay policy statement (“the statement”) for each financial year. The first statement went to Full Council on 22 February 2012 to cover the period 2012/13.

## **2. The Statement**

### **2.1 The statement must set out:**

- A local authority's policy on the level and elements of remuneration for each chief officer
- A local authority's policy on the remuneration of its lowest-paid employees (together with its definition of "lowest-paid employees" and its reasons for adopting that definition)
- A local authority's policy on the relationship between the remuneration of its chief officers and other officers
- A local authority's policy on other specific aspects of chief officers' remuneration: remuneration on recruitment, increases and additions to remuneration, use of performance related pay and bonuses, termination payments, and transparency.

### **2.2 With regard to the process for approving the statement, it must:-**

- Be approved formally by Full Council and cannot be delegated to any sub- committee. This includes any amendments in each financial year
- Be approved by the end of March each year
- Be published on the authority's website and in any other manner that the Council thinks appropriate as soon as it is reasonably practicable after it is approved or amended
- Be complied with when the authority sets the terms and conditions for a Chief Officer.

### **2.3 For the purpose of the statement the term 'Chief Officer' in a local authority context is defined as set out in the Local Government and Housing Act 1989 as:**

- The Head of Paid Service
- The Monitoring Officer
- A statutory Chief Officer and non-statutory Chief Officer (section 2 of that Act)
- A deputy Chief Officer (section 2 of that Act)

### **2.4 This definition of Chief Officer is wider than that contained within the Constitution where the term 'chief officer' indicates the senior posts which sit on Corporate Leadership Team i.e. the Chief Executive and Directors.**

## **3 Living Wage Supplement**

### **3.1 The Council has paid the Foundation Living Wage as a supplement to affected posts since 1<sup>st</sup> January 2015 and the Joint Staff Consultative Committee recommended reviewing this payment on an annual basis. The pay policy has been amended at section 3.1.**

## **4. Travel Policy**

### **4.1 The Travel Policy wording has been reviewed and updated. This is shown at Appendix D.**

## **5. Conclusion**

- 5.1 The statement meets the statutory requirements of the Localism Act and it is therefore recommended that the statement be approved.

## **6. Financial Implications and Risks**

- 6.1 There are no increased risks as a result of setting and publishing the Pay Policy Statement. The report and the statement outline arrangements for 2018/19. These are subject to the outcome of the national pay deal (see 6.2).
- 6.2 The National Employers have offered a final two year pay deal to Unions, the outcome of which we are awaiting. The offer takes into account that a new pay spine has been proposed that will absorb the impact of the National Living wage.
- 6.3 The offer means that in year one (from 1 April 2018) all staff on SCPs 6-19 inclusive would see their pay increase by between 3.7% and 9.1%. All staff on SCP20 and above would receive an increase of 2.0%.
- 6.4 In year two (from 1 April 2019) the Employers have proposed that a new pay spine be introduced that would see staff on current SCPs 6-28 inclusive receiving pay increases of between 2.3% and 7.3%. All staff on current SCP 29 and above would receive an increase of 2.0%.
- 6.5 As we already apply the National Living Wage, the overall impact of 2% increase has been budgeted for in 2018/19.

## **7. Equality and Diversity**

- 7.1 The Equality act 2010 places requirements upon all public sector bodies to ensure that its policies and procedures promote equality, this document supports that requirement.

## **8. Implications and Risks**

- 8.1 There is a risk that the Council does not comply with the requirements of the Localism Act if the Pay Policy is not approved by Full Council by the end of March 2018.

## **9. Sustainability**

- 9.1 There are no sustainability issues as a direct result of this report.

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

- 10.1 There are no crime and disorder issues as a direct result of this report.

## **PAY POLICY STATEMENT 2018/19**

### **1. Context**

- 1.1 This policy statement has been produced in accordance with Sections 38 to 43 of the Localism Act 2011 ("the Act"), which, from 2012 onwards, requires all local authorities to publish an annual statement of their policy for the relevant financial year in relation to:
- The remuneration of their most senior employees which the Act defines as:  
The Head of Paid Service (Chief Executive),  
The Monitoring Officer,  
The Chief Officers (or Directors), and  
The Deputy Chief Officers (i.e. managers who report directly to a Chief Officer);
  - The remuneration of their lowest-paid employees; and
  - The relationship between the remuneration of their most senior employees and that of other employees.
- 1.2 The Secretary of State has produced guidance on the provisions in the Act relating to transparency and accountability in local pay, which local authorities must have regard to in preparing and approving their annual pay policy statements. This Pay Policy Statement takes full account of this guidance as well as the provisions of the Act.
- 1.3 The policy statement also refers to information which the Council already publishes under other legislation:
- Information on the level of remuneration paid to senior managers, as required by the Accounts and Audit (England) Regulations 2011 (Statutory Instrument 2011/817).
  - Policy on the exercise of its discretions over payments upon termination of employment under the Local Government Pension Scheme, as required by Regulation 66 of the Local Government Pension Scheme (Administration) Regulations 2008
  - Policy on the exercise of its discretions over payments upon termination of employment under the Local Government (Early Termination of Employment) (Discretionary Compensation) (England and Wales) Regulations 2006, as required by Regulation 7 of those regulations.
- 1.4 This Pay Policy Statement must be reviewed on an annual basis and a new version of the policy will be submitted to Full Council for approval by 31 March immediately preceding the financial year to which it relates.
- 1.5 The Pay Policy statement can also be amended during the course of the financial year, but only by a resolution of the Full Council. If it is amended during the year to which it relates, the revised version of the statement must be published as soon as possible after the amendment is approved by Full Council.
- 1.6 This policy statement was considered by Full Council on 28 March 2018. It is available on the Council's website. The Council's website also includes

separately published data on salary information relating to Senior Officers and this can be viewed on our website.

1.7 For the purpose of the pay policy statement the term 'Chief Officer' in a local authority context is defined as set out in the Local Government and Housing Act 1989:

- a) The Head of Paid Service (i.e. the Chief Executive) as designated under section 4 of that Act;
- b) The Monitoring Officer designated under section 5(1) of that Act;
- c) A statutory Chief Officer and non-statutory Chief Officer under section 2 of that Act;
- d) A deputy Chief Officer mentioned in section 2 of that Act.

## **2. Remunerating Chief Officers/Deputy Chief Officers**

2.1 The remuneration for Chief Officers/Deputy Chief Officers within the Council can be found at Appendices A and B.

## **3. Remunerating the Lowest Paid in the Workforce**

3.1 The Council applies terms and conditions of employment that have been negotiated and agreed through appropriate collective bargaining mechanisms (national or local) or as a consequence of Council decisions, these are then incorporated into contracts of employment. The lowest pay point in use by the Council for employees on the council's pay scale is spinal column point (SCP) 9. This relates to an annual salary of £15,375 (full time equivalent (FTE) and can be expressed as an hourly rate of pay of £7.97 as at 1 April 2017. Employees on this pay point are defined as our lowest paid employees. This pay point and salary has been determined by the National Joint Council (NJC). Full Council agreed to pay a Living Wage supplement for SCP's 9 - 12 for 2017 (excluding apprentices). This means that the lowest pay in use by the Council is an annual salary of £16,881.25 and an hourly rate of £8.75. See Appendix C for pay scales for staff on grades 5-12. Continuation of the Living Wage supplement will be reviewed and determined annually.

3.2 The Council employs a number of apprentices and the salary for these staff complies with the National Minimum Wage.

## **4. The Relationship between Chief Officer Remuneration and that of other employees**

4.1 The highest paid salary point in the Council is that of the two Corporate Directors and Head of Paid Service at £98,621 as at 1 April 2017 (inclusive of the Head of Paid Service supplement). The median for Chief Officers is £62,183 and for non-Chief Officers is £26,076. This gives a ratio of 1: 2.38. The Council does not have a policy on maintaining, reaching or applying a specific pay multiple. However the Council is conscious that remuneration at all levels needs to be adequate to secure and retain high quality employees but not be seen as excessive.

## **5. Other Aspects of Chief Officer Remuneration**

5.1 Other aspects of Chief Officer remuneration are appropriate to be covered by this policy statement. These other aspects are defined as remuneration on recruitment, pay increases, additions to pay, performance related pay, earn back, enhancements of pension entitlements and termination payments. These elements are shown in Appendix A.

## **6. Pay Awards**

- 6.1 Pay awards are determined nationally in accordance with the Joint Negotiating Committee (JNC) for Chief Executives, the Joint Negotiating Committee (JNC) for Chief/Deputy Chief Officers and the National Joint Committee (NJC) for staff paid under the national spinal column points covered by internal grades 5-12.

## **7. Tax Avoidance**

- 7.1 The Council is committed to tackling all forms of tax avoidance and therefore encourages the direct employment of staff and pays them via the payroll system. In a few circumstances where it is more appropriate to engage people on a self-employed basis, the Council will utilise the procurement policy and the Employment Status for Tax guidelines to ensure that the correct employment status is identified before being engaged. When a need arises for an 'interim' appointment, the Council may consider the use of an agency.

## **8. Re-engagement of ex North Norfolk District Council staff within the scope of this policy**

- 8.1 All permanent / fixed term posts are advertised in accordance with the council's recruitment practices and procedures and appointment is made on merit. Interim management appointments are made in accordance with the council's procurement policy.

## **9. Review**

- 9.1 The Localism Act 2011 requires relevant authorities to prepare a Pay Policy Statement for each subsequent financial year. The next statement will be submitted to Full Council for approval by 31 March 2019.
- 9.2 As necessary, the Council may by resolution amend the pay policy statement at times other than that of the prescribed annual statement.



**Appendix A – Other aspects of Chief Officer Remuneration as at 1 April 2017 \***

<b>Post</b>	<b>Salary grade</b>	<b>Expenses / car allowances</b>	<b>Bonuses / PRP / Earn Back</b>	<b>Honoraria / Acting Up</b>	<b>Market/Salary Supplements</b>	<b>Election Fees</b>	<b>Severance Arrangements</b>
Corporate Directors x 2 Head of Paid Service (jointly held)	2	Travel and other expenses are reimbursed through normal Council procedures. Car allowances are paid in accordance with the rates set out in Council's Travel Policy (see Appendix D)	The current terms and conditions of employment does not provide for any of the above elements	Honoraria and acting up payments do not apply	Joint Head of Paid Service supplement of £15,898 per annum, pro rata	Returning Officer fees for national elections are set by Central Government. Local election fees are paid in accordance with a scale of fees which is based on national election rates and agreed locally. Election fees are paid separately.	The Council's normal policies regarding redundancy and early/flexible retirement apply to the postholder
Head of Finance/s151 Officer	4	As above	As above	Could be applied where appropriate on authorisation of Corporate Leadership Team	£4644 per annum, pro rata (s151 responsibilities)	As above (where applicable)	As above
Monitoring Officer	4	As above	As above	As above	£4644 per annum, pro rata	As above (where applicable)	As above
Head of Planning	4	As above	As above	As above	£4644 per annum, pro rata (specialist delegated responsibilities)	As above (where applicable)	As above

*N.B. 1 April 2018 figures will be subject to the outcome of the national pay negotiations*

<b>Aspect of Chief Officer Remuneration</b>	<b>Council Policy</b>
Recruitment and Retention	<p>All posts in the Council are evaluated using the Council's job evaluation scheme. Each grade comprises a range of pay points (spinal column points). Employees will receive an annual increment (and in some cases, 6 months after starting work with the Council), subject to the top of their grade not being exceeded.</p> <p>The post will be advertised and appointed to at the appropriate approved salary for the post in question and individuals will be placed on the appropriate SCP within the pay grade for the post that they are appointed to.</p> <p>The rules regarding appointment to a Chief Officer role are set out in the Constitution.</p> <p>Where the Council is unable to recruit to a post at its designated grade, it will consider the use of temporary market supplements or 'Golden Hello's'. Golden Hello's are re-payable in whole or in part in certain circumstances should the officer leave before an agreed period has been served.</p> <p>In areas of skills shortages (locally or nationally) the Council will consider the use of retention payments. Access to appropriate elements of the Council's relocation scheme may also be granted in line with the policy when new starters move to the area.</p> <p>All staff are covered by the Council's appraisal scheme.</p> <p>The above applies to all employees.</p>
Pay Increases	<p>The Council will apply any pay increases that are agreed by the relevant national negotiating bodies. The Council will also apply any pay increases that are as a result of Council decisions to significantly increase the duties and responsibilities of the post in question beyond the normal flexing of duties and responsibilities that are expected in senior posts.</p> <p>This applies to all employees.</p>
Additions to Pay	<p>The Council would not make additional payments beyond those specified in the terms and conditions of employment and this policy statement.</p> <p>This applies to all employees.</p>
Professional Subscriptions	<p>These are payable where they are required for the post and should be limited to one subscription per Officer.</p> <p>This applies to all employees.</p>
Employee Assistance Programme (EAP)	<p>Access to the EAP scheme is available to all employees and elected members.</p>
Contract for Services	<p>Where the Council remains unable to appoint Chief Officers on recruitment, or there is a need to provide interim support to cover for a vacant substantive Chief Officer post, the Council may, where necessary, consider engaging individuals under 'contracts for service'. These will be sourced through a relevant procurement process ensuring the Council is able to demonstrate value for money from competition in securing the relevant service.</p>
Redundancy and payments on termination	<p>The Council has a single policy which applies to all employees.</p> <p>Where termination of employment is subject to a settlement agreement that agreement may include a negotiated payment in exchange for which the employee undertakes not to pursue claims against the Council. This is always subject to the completion of a business case and appropriate authorisation as laid out in the above policy.</p>
Pension contribution rates	<p>Staff who opt to join the Local Government Pension Scheme (LGPS) pay current contribution rates between 5.5% to 12.5%. The employer contribution rate is currently 14.5% and this is the same rate for all staff.</p>

**Appendix B\***

**Salary grades for Chief Officers and Deputy Chief Officers (1 April 2017)**

*N.B. 1 April 2018 figures will be subject to the outcome of the national pay negotiations*

Grade	SCP	Annual Salary	Monthly Amount	Hrly Rate	Wkly Rate
<b>4</b>	331	£48,283.00	£4,023.58	£25.0264	£925.98
	332	£49,542.00	£4,128.50	£25.6789	£950.12
	333	£50,809.00	£4,234.08	£26.3357	£974.42
	334	£54,945.00	£4,578.75	£28.4795	£1,053.74
	320	£56,243.00	£4,686.92	£29.1522	£1,078.63

<b>3</b>	321	£57,975.00	£4,831.25	£30.0500	£1,111.85
	322	£59,589.00	£4,965.75	£30.8866	£1,142.80
	323	£65,414.00	£5,451.17	£33.9058	£1,254.51
	324	£66,888.00	£5,574.00	£34.6698	£1,282.78
	310	£69,209.00	£5,767.42	£35.8729	£1,327.30

<b>2</b>	311	£70,953.00	£5,912.75	£36.7768	£1,360.74
	312	£76,280.00	£6,356.67	£39.5379	£1,462.90
	313	£78,238.00	£6,519.83	£40.5528	£1,500.45
	314	£80,438.00	£6,703.17	£41.6932	£1,542.65
	315	£82,723.00	£6,893.58	£42.8775	£1,586.47

<b>1</b>	300	£101,636.00	£8,469.67	£52.6806	£1,949.18
	301	£103,812.00	£8,651.00	£53.8085	£1,990.91

Appendix C\*  
Salary grades 5-12

*N.B. 1 April 2018 figures will be subject to the outcome of the national pay negotiations*

**Effective Date:** 01 Nov 2017

**Reason for Change:** Increase in Living Wage, as per the Annual Pay Policy

Grade	SCP	Salary	Hrly Rate	Wkly Rate
Grade 12	9	15,375	7.9693	294.86
	10	15,613	8.0926	299.43
	11	15,807	8.1932	303.15
	12	16,123	8.3570	309.21
	13	16,491	8.5477	316.26
Grade 11	14	16,781	8.6980	321.83
	15	17,072	8.8489	327.41
	16	17,419	9.0287	334.06
	17	17,772	9.2117	340.83
	18	18,070	9.3662	346.55
Grade 10	19	18,746	9.7165	359.51
	20	19,430	10.0711	372.63
	21	20,138	10.4381	386.21
	22	20,661	10.7091	396.24
Grade 9	23	21,268	11.0238	407.88
	24	21,962	11.3835	421.19
	25	22,658	11.7442	434.54
	26	23,398	12.1278	448.73
	27	24,174	12.5300	463.61
28		<b>Not used</b>		
Grade 8	29	25,951	13.4511	497.69
	30	26,822	13.9026	514.40
	31	27,668	14.3411	530.62
	32	28,485	14.7645	546.29
	33	29,323	15.1989	562.36
34		<b>Not used</b>		
Grade 7	35	30,785	15.9567	590.40
	36	31,601	16.3796	606.05
	37	32,486	16.8384	623.02
	38	33,437	17.3313	641.26
	39	34,538	17.9020	662.37
Grade 6	40	35,444	18.3716	679.75
	41	36,379	18.8562	697.68
	42	37,306	19.3367	715.46
	43	38,237	19.8193	733.31

LIVING WAGE
<b>£8.75 per hour</b>

to be paid as a salary supplement to any employee on SCP12 or below

APPRENTICE RATES	
Under 18's	<b>£7,814.00</b>
18 - 20	<b>£10,804.00</b>
21 - 24	<b>£13,602.00</b>
25 +	<b>£14,470.00</b>

	44	<b>39,177</b>	20.3065	751.34
	45	<b>Not used</b>		
<b>Grade 5</b>	46	<b>41,025</b>	21.2643	786.78
	47	<b>41,967</b>	21.7526	804.85
	48	<b>42,899</b>	22.2357	822.72
	49	<b>Not used</b>		
	50	<b>44,745</b>	23.1925	858.12
	51	<b>45,747</b>	23.7119	877.34

*\*1 April 2018 figures will be subject to the outcome of the national pay negotiations*

## Appendix 1

### TRAVEL POLICY

#### INTRODUCTION

The purpose of this policy is to set out North Norfolk District Council's (NNDC) policy on travel arrangements that employees are eligible to claim in reimbursement for journeys made in carrying out their duties.

#### GENERAL TRAVEL PRINCIPLES

Employees will be required to ensure that:

- the choice of travel mode should always be the most cost effective to the Authority, taking into account both claim costs and staff time
- they ensure that journeys are planned to do the least number of miles possible, through good route planning and car sharing
- a full record of their journey is kept including the reason for travelling and the names of official passengers carried
- they do not use their own vehicle on journeys where there is room in the car of another officer making the same journey on the same business. In this situation, an essential car user should drive in preference to a casual user, if possible
- they have included and maintain in their policy of insurance a clause indemnifying the Authority against all third party claims (including those concerning passengers) arising out of the use of the vehicle on official business
- all claims must be submitted electronically through MyView within 3 months of the journey
- VAT receipts are should be obtained and scanned to file for the line manager to review
- they are familiar with and comply with the Driver Policy and Handbook

Mobile workers can claim from their first and last visits in both mileage and time. In addition if their first/last journey exceeds normal home to work mileage, the excess mileage can be claimed.

Examples:

- Sandy lives in North Walsham and is based at Cromer which is 10 miles from her home, she is asked to visit a site in Hickling on her way to work. North Walsham to Hickling is 14 miles and Hickling to Cromer 22 miles total journey 36 miles. Her claim will be from her first visit in Hickling to Cromer – 22 miles - plus 4 excess miles – total 26 miles.
- Ken lives in Roughton which is 4 miles from his base at Cromer. He has to travel to a meeting in Cambridge. The total return journey from his home to Cambridge is 175 miles. His claim will be for 167 miles (Total miles 175 less normal commuting 8).
- Jim lives in Norwich and is based in Cromer and normally has a journey of 25 miles to work. He is required to visit Fakenham area office for a meeting on his way into work before continuing his journey to Cromer later in the day. His total journey is 47 miles. His claim will be for 22 miles (first visit in Fakenham to Cromer).
- Jane lives in Gresham and is based in Cromer, which is 5 miles from her home. She has to visit a site in Felbrigg one morning and travels direct from home to Felbrigg 3 miles away before continuing to the Cromer Office a journey of 2 miles. Her claim will be from her first visit in Felbrigg to Cromer, 2 miles.

## **CAR ALLOWANCES**

NNDC recognises that employees will be required to use their own motor vehicle for the efficient performance of their duties and that it is appropriate to reimburse for additional authorised expenditure.

All employees are designated as casual users unless their post attracts an essential car user allowance.

## **ESSENTIAL USER ALLOWANCES**

Essential users are those whose duties are of such a nature that it is essential for them to have a motor car at their disposal whenever required. If the employee uses a private car in carrying out those official duties then they shall be entitled to receive the lump sum allowance and mileage rates set out in this policy.

- Heads of Service may, in consultation with HR, offer post holders (upon appointment to role) an essential car user allowance dependent on the following criteria:
  - Where the role is customer facing and demands the use of a vehicle and demands regular, short notice, reactive response to deliver to customers the standard of service expected; or
  - Where inadequate or no public transport is available and the employee frequently and regularly has no option but to use their car and it is not reasonably practicable to use a pool or hire car/van; or
  - Where there is a demonstrable and serious risk to personal safety if the employee's car is not available as part of their normal duties; or
  - A vehicle will need to be always available; or
  - The employee is required to carry heavy equipment on a frequent and regular basis and it is not reasonably practicable to cycle, use public transport or a pool car.
- Essential car user eligibility will be reviewed annually by HR in liaison with Heads of Service. UNISON will be consulted if it is proposed that an essential car user allowance is withdrawn.
- Employees not fitting the criteria in that period will be issued with one calendar month's notice of the allowance ceasing.
- If an employee wishes to appeal against the decision to withdraw their allowance they must do so in writing to the Corporate Directors/Head of Paid Service within 10 days of their notice being issued. The eligibility will be reviewed and the decision will be confirmed by the Director in consultation with HR and UNISON. The Director's decision will be final.
- The Essential Car User Allowance is set at £963 per annum. This will be paid monthly and is subject to tax and national insurance deductions.
- Staff on maternity leave will continue to receive the essential car user allowance.
- For staff on long term sickness absence, the essential car user lump sum payments will be paid at 100% for the remainder of the month in which the absence commenced, and for a further 3 months thereafter. For the following three months, payment will be reduced to 50%. The payments will cease after the 3 months at 50%. This is in line with the Green Book provisions. The payments will be reinstated upon the return to work.

- Where a role has changed and no longer requires an essential user allowance, one calendar month's notice will be given to the post-holder, at which point the allowance will cease.
- In cases of secondment, any essential car user allowance will cease where the new role does not qualify for the allowance. The allowance will normally be re-instated once the employee returns to their substantive role.
- In cases of extended absence such as career breaks or sabbaticals, the essential car user allowance will cease for the period of absence.
- Drivers are able to claim for additional business passengers at the rate detailed in the Travel Policy.
- Staff who are not designated as essential users will automatically be considered as casual users.

### **CASUAL USER ALLOWANCES**

Casual users are those for whom it is desirable that a car should be made available when required and as such are eligible to receive the appropriate mileage rate set out in this policy.

### **ALLOWANCES AND MILEAGE RATES (Essential and Casual User)**

#### **Casual User Rate**

Mileage:-

Per mile first 10,000 52.2p

Per mile after 10,000 25p

#### **Essential User**

Lump sum £963 per annum (paid pro-rata on a monthly basis)

Mileage:-

Per mile first 10,000 45p

Per mile after 10,000 25p

#### **Other rates (per mile)**

Motorcycle	24p
Cycle	20p
Car sharing	5p (per mile not per passenger)

### **CAR LOAN SCHEME**

Employees may apply to the Authority for a loan to purchase a vehicle.

Details of the scheme can be obtained from the Payroll Officer.

### **MILEAGE CLAIMS**

All claims must be submitted via My View within 3 months of undertaking the journey/expenditure. All claims are to be authorised by the appropriate authorised line manager. VAT receipts should be obtained and scanned to file for the line manager to review.



**Failure to submit a claim within 3 months of undertaking the journey would mean that, except under exceptional circumstances, the claim would not be met.**

## **OTHER ALLOWANCES**

### **SUBSISTENCE**

Subsistence will be paid to employees who necessarily incur additional expense in the course of their work. Reimbursement will be on the actual cost incurred up to the maximum amount shown below. This is subject to producing a receipt which shows the actual cost of the meal. Maximums are:-

Breakfast	-	£6.88 (Where work/travel commences before 7.30 am)
Lunch	-	£9.50 (When away for entire lunch period 12.00 - 14.00)
Tea	-	£3.76
Evening meal	-	£11.77 (When work/absence extends beyond 7.30 pm)

### **OVERNIGHT ALLOWANCES**

Overnight	-	£3.63
Max per week	-	£14.55

Any exceptions to the above (subsistence and overnight allowances) would need to be agreed in advance with the HR Manager.

## **RELEVANT POLICIES**

**Driver Policy and Handbook** - employees are required to comply with the requirements of this policy.

## **MONITORING**

This policy, allowances and rates will be reviewed, updated if appropriate and published on an annual basis by the HR Manager in line with the national agreement or as required by the Authority.

**Last updated: 22 March 2017 (effective 1 April 2017)**

## **Community Sports Hub Funding**

- Summary: This report requests additional capital funding for the Community Sports Hub, which was approved for progression by Full Council in December 2017.
- Potential additional indoor space has come forward as part of the design process, which will increase revenue for the Sports Hub. However, additional capital release is subject to Full council Approval.
- Options considered: To proceed with a smaller building at a lower cost. This is not the preferred option as it will not maximise the opportunities for the facility going forward.
- Conclusions: The additional capital investment represents good value to the Council in terms of maximising the opportunity presented by the facility.
- Recommendations: **That Council authorises the release of £250k to fund additional capital required for the proposed Community Sports Hub, making the total Capital budget £3,181,000.**
- As with the original budget, that delegated authority is given to the Head of Finance and Assets to adjust the financing outlined above to maximise the value for the tax payer**
- Reasons for Recommendations: To enhance the Community Sports Hub scheme to make best use of the footprint of the new building, the Council's leisure and construction consultants were asked to review the options and have provided revised financial estimates. On the basis of these, the additional capital will allow a good return on investment from additional revenue arising from the increased floor space in the building.

## **Community Sports Hub Funding**

### **1. Introduction**

Full Council approved the Community Sports Hub project and associated capital budget at its meeting in December 2017. The project will improve tennis facilities at various locations across the district and would see the construction of a new building by the Council to accommodate three indoor tennis courts at the Cromer Academy site, along with a gym and ancillary facilities.

The new facility would bring together the Cromer dual-use sports centre and the adjacent Cromer Lawn Tennis Association Courts to form a more cohesive Community Sports Hub. Whilst the Tennis Association would still exist independently, the administration of both the existing and the new tennis courts, gym and the dual use sports facility would be combined in the ancillary building attached to the indoor courts.

The project would see a land exchange between the Council and Academy, which would see the loss of two outdoor courts on the Tennis Association leased site, to replace other sports facilities at the Academy.

The project was based on the findings of the Indoor Sports Facilities Study completed in 2015 and sought to take advantage of a newly announced Lawn Tennis Association (LTA) grant funding scheme. A feasibility study and business case were developed by the Council's leisure consultants, FMG, during mid-2017. The business case anticipated a capital cost for the project of £2.7m, with an assumed capital grant of 25% from the LTA. The resulting income from the facility leaves a net revenue impact of c£18k per annum.

### **2. Progress to Date**

Since the Council decision in December, good progress has been made and officers have now appointed all of the necessary external consultancy support for the project. Work has concentrated on site surveys and moving the design forward with a view to laying a Planning Application in early May.

In addition, the grant application for the LTA funding scheme was placed in late February and this included the improvement works for other four tennis sites, at Fakenham, Wells (where two sites are being considered) and North Walsham.

Positive discussions have been held with both the Academy and the Tennis Association, with draft legal documents now being produced to allow the necessary changes to leases and land ownership.

It is anticipated that the designs will be subjected to Public Consultation in mid-April and that, assuming the Planning Application is successful, initial demolition and other preparatory work on site would commence in August, during the Academy's summer holidays, as this would need to be completed before Academy students returned in September.

### **3. Key Design Changes**

The initial feasibility designs for the new building included a reception, changing facilities and a small flexible studio space, with a roof terrace having views across the grass tennis courts. Whilst the business case and therefore capital budget, was based on that indicative scheme, following further discussion with local stakeholders and the Member/Officer Project Board, it is considered desirable to enhance the scheme to make better use of the footprint of the new building.

Losing the proposed roof terrace and incorporating further studio space within the ancillary building will providing a more useful flexible space than the terrace and will consequently drive significant additional revenue from more users.

Our consultants were therefore asked to review the options and consequently provided revised drawings and cost estimates on 2nd March. They predict an increased capital cost of £225-£250k (inclusive of an allowance for design reserve and contingency). It is anticipated that the revised design would almost certainly be supported by the LTA, as the additional revenue received would help to sustain the facility for tennis activity.

### **4. Financial Implications and Risks**

#### **4.1 Financial Implications**

Delegated authority was given to officers to proceed with the project but limited the capital budget to that anticipated in the report. As the original delegation was from Council, authority is now sought to increase the Capital budget for this scheme by a further £250,000 and a recommendation to that effect is attached to this report.

The annual revenue impact of providing that increase in capital is estimated at £8,250. However, the increased annual income arising from the additional facility use is estimated at £37,000. Even taking a very prudent view of annual income, at say, £20,000, would see the overall viability of the scheme greatly improved.

#### **4.2 Risks**

The risk of either the building cost rising, or the predicted income being lower is real. However, our consultants have advised they have considered a contingency with the cost advised, and officers have assumed far less revenue than actually predicted.

The other risk is one of timing. Whilst it is recognised that this request for additional capital funding comes only four months after the original report was approved, the increased capital figures were not received until 2<sup>nd</sup> March. It was important to bring the recommendation to this meeting of Full Council, as the next meeting is not until 30th May. This would delay the Planning Application by a month, which in turn, would mean that the initial work on the

project cannot then be completed in the summer holidays, with significant knock-on delays.

**5. Sustainability, Equality and Diversity, and Section 17 Considerations**

There are no relevant issues arising from this report.

## CABINET MEMBERS REPORT TO COUNCIL

28<sup>th</sup> March 2018

### **COUNCILLOR SUE ARNOLD - CABINET MEMBER FOR PLANNING**

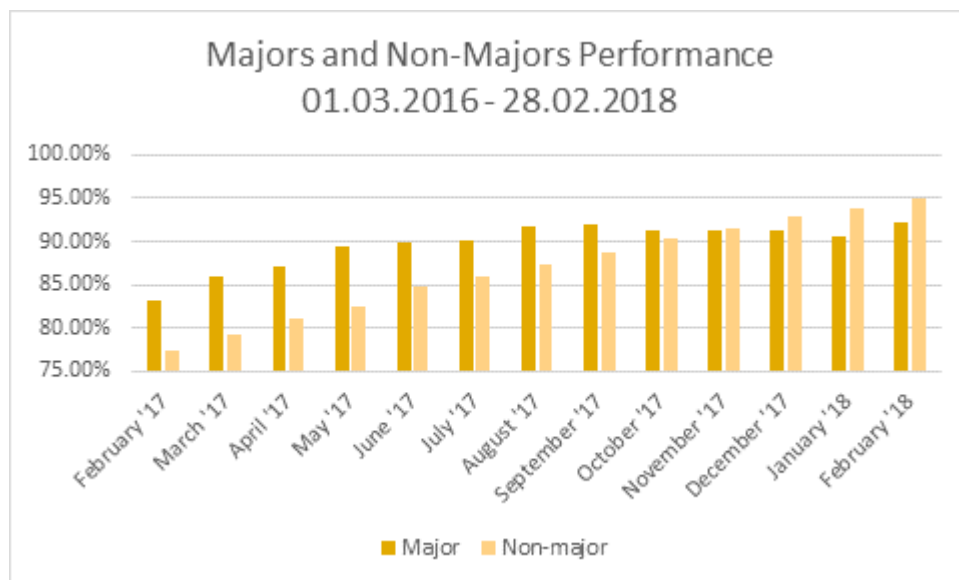
For the period February to March 2018

#### **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 figures for majors is 92.1% (Government target is 60%) and for non-major 95.0%(Government target is 70%). Graph below demonstrates the continuous improvement.

Yellow-major development, light yellow – non major development



##### **Development Management**

The Householder Team Leader position has been made a permanent post. This has been advertised and Liz Starling has secured the position. The Householder Team have collectively determined 364 applications over the last 8 months and 100% of these having been determined within the statutory 8 week period or an agreed extension of time, with the later accounting for 12% of these decisions. This has had a huge influence on the overall performance of Development Management.

The Householder team are also funding the way with working with less

paper. This has provided successful and will not be rolled out across the rest of the Development Management teams (excluding Major Projects).

### **Local Plan Review**

Work is progress well, including the identification of sites for the inclusion within the first draft of the Local Plan. Members are encouraged to attend the Planning Policy and Built Heritage working group and engage with the process.

### **Conservation, Design & Landscape**

The Council have appointed Land Use Consultants (LUC) to produce a new Landscape Character Assessment and Landscape Sensitivity Study document. This will not only inform the formulation of new development management policies in the upcoming Local Plan but will also help guide and manage development so that it does not harm the very special qualities of the area which makes it so unique and attractive to residents and visitors alike. The landscape sensitivity study will help identify the sensitivities of the landscape to accommodate renewable and low carbon energy and associated infrastructure of varying scales which will again aid in the formulation of policy decisions.

This project is a joint initiative by Conservation, Design and Landscape and Planning Policy and will be led by Cathy Batchelar (Landscape Officer). The project is designed to fit with the new Local Plan timetable for consultation and a report is planned to come before Planning Policy and Built Heritage Working Party in August 2018.

### **Vattenfall – Vanguard & Boreas Offshore wind farms.**

The recent positive news that Vattenfall will be utilising direct current (DC) transmission rather than alternating current (AC) in their Vanguard and Boreas windfarm schemes has dramatically reduced the likelihood of these schemes have a significant impact across the proposed cable route through North Norfolk. The effective collaboration of Officers in bringing together the issues and for Cabinet in endorsing and reinforcing the calls for action by Vattenfall have likely played a significant part in Vattenfall's decision to commit to high voltage DC technology. The Cabinet Sub-Committee will continue to press hard to ensure that positive benefits for North Norfolk can be maximised. The Development Consent Order application is expected in June 2018.

### **Enforcement Appeals**

The teams are dealing with more work in relation to Enforcement Appeals. Most notably the decision to enforce against the unlawful operations at Beeches Farm Tunstead has been appealed by the land owner and will be debated at a Public Inquiry in September 2018. In addition to this, there are 6 related written representation appeals from individual tenants.

### **Building Control fees**

New schedule of fees will be introduced from the 1 April 2018, details will be displayed on the Council's website.

### **Award winning Apprentice**

Building Control Apprentice, Hollie Beattie was nominated for and selected as the winner of the 'Intermediate Professional Studies Apprentice of the Year' category at the Eastern and Otley Apprentice Awards.

I am sure you will all join me in congratulating Hollie for her well-deserved success. Hollie has been an excellent addition to our Building Control team and proven the benefits of the Apprenticeship scheme

## **2 Forthcoming Activities and Developments.**

## **3 Meetings attended**

Development Committee meetings  
Portfolio Holder meetings  
Planning Policy and Built Heritage working Party  
Appointed member of the Cabinet to sub group re Vattenfall – first meeting planned for 1 March has been rearranged due to weather conditions.



## **CABINET MEMBERS REPORT TO COUNCIL**

**28<sup>th</sup> March 2018**

### **COUNCILLOR ARNOLD - CABINET MEMBER FOR HOUSING**

For the period February 2018 to March 2018

#### **1 Progress on Portfolio Matters.**

##### Community Housing Fund:

The Community Housing team continue to engage with parishes within the target area for the Community Housing Fund to promote the opportunities which a community led housing scheme can offer communities.

##### Affordable Housing Delivery

In February, six new rented homes at Sheringham were completed and one shared equity home at Cromer was sold, taking the total number of new affordable homes provided across North Norfolk to 85. Unless the recent cold weather delays the completion of affordable homes on sites at Bodham, Trunch, Great Ryburgh and Fakenham, it is expected that by the end of March, a total of 118 affordable homes will have been completed in 2017/18.

The Integrated Housing Adaptations Team are working hard to approve Disabled Facility Grants with 127 grants totalling £928,815 approved by the end of February. In addition, 13 grants were completed in February, bringing the total number of grants completed to the end of February to 113.

## **CABINET MEMBERS REPORT TO COUNCIL**

**28<sup>th</sup> March 2018**

### **COUNCILLOR H COX - CABINET MEMBER FOR COAST**

For the period February to March 2018

#### **1 Progress on Portfolio Matters.**

##### **Bacton to Walcott Coastal Management Scheme – Sandscaping**

- Progression with set up of Local Liaison Group.
- Progression with Environmental Impact Assessment
- Windblown sand risk investigation completed
- Draft Outline Business Case for Environment Agency Grant in Aid received and reviewed.
- Procurement route confirmed via Environment Agency Water Environment Framework and tender preparation begun.
- Programme updated, earliest and target implementation most likely to be spring 2019.
- Approach to secure future functioning of terminal surface water outfalls underway
- Meeting completed/planned with Bacton Terminal Operators outside Development Agreement
- Post construction monitoring arrangements under consideration

##### **Mundesley Coastal Management Scheme**

- Updated draft of Outline Business Case for Environment Agency Grant in Aid received for review.
- Mundesley Local Liaison Group meeting arranged
- Bid finalised for potential Anglian Water contribution for Mundesley scheme.

##### **Adaptation**

- Capital receipt received following the sale of NNDC's share in Pathfinder roll back development site
- Ongoing work with planning policy team to update coast related planning policies through Local Plan Review
- Development of draft 'Statement of Common Ground' regarding the coast between Norfolk and Suffolk coastal planning authorities.

##### **Sheringham West sea wall refurbishment**

- Construction was completed during March for the installation of lower cliff scour protection and sea wall slap replacement works

##### **Cromer Coast Protection Scheme – Phase 2**

- Further consideration of scheme options
- Initial approach to consider potential contribution from Anglian Water

### **Maintenance/Revenue Schemes**

- Parish Partnership Scheme between NCC, Bacton Parish Council and NNDC to provide overtopping flood alleviation at Beach Road completed.
- Walcott Flood Alleviation extended scheme (NCC and NNDC) progressing with anticipated implantation in new financial year.
- Ongoing monitoring of erosion at Happisburgh following losses due to weather and beach loss. Liaison with Happisburgh Parish Council regarding the recutting of the beach access ramp and rollback of rock sill. Continuing low beach levels and inclement weather have prevented planned works although there is commitment to recut the ramp once conditions improve.
- 10 year Marine License applications for works below mean high water outside existing exemptions submitted to Marine Management Organisation, including the rollback of Happisburgh rock sill.
- Ongoing works to timber structures including ramps at Walcott Gap, Cable Gap and revetments.
- Refurbishment of Beach Road Sheringham Ramp underway.
- Preparation of tender for East Runton ramp extension underway.

### **Coastal Partnership East**

- Delivery of presentations to National Flood and Coast Conference
- National and local input coastal protection aspects of Fair Funding Review.

## **2 Forthcoming Activities and Developments.**

- Coastal Forum – 28 March
- Mundesley Coastal Management Scheme Local Liaison Group – 27 March
- Coastal Partnership East Board – 23 April
- Bacton to Walcott Sandscaping Scheme Local Liaison Group – tbc
- Cromer Coastal Management Scheme local member's discussion - tbc

## **3 Meetings attended**

- Cllr. Cox - Coastal Portfolio Briefing session – 16 March
- Cllr. Lee - Visit by Sir James Bevan, CEO Environment Agency for briefing session on the Bacton Walcott Sandscaping Scheme and other local coastal matters – 9 February

## **CABINET MEMBERS REPORT TO COUNCIL**

**28<sup>th</sup> March 2018**

### **COUNCILLOR - CABINET MEMBER FOR ECONOMIC DEVELOPMENT, BUSINESS AND TOURISM**

For the period February to March 2018

#### **1 Progress on Portfolio Matters**

##### **Business Support**

The Economic Growth Team proactively works with the business community; providing support for business growth plans and helping to overcome any barriers to growth. This financial year to date, the team has engaged **524** business via business events and has had 'meaningful' engagement with a further **208** businesses. Typically, this might include support for businesses in respect of planned projects (e.g. sites/premises/extensions), assisting with recruitment needs (including apprenticeships, skills need etc.), supporting new start-ups and site visits with our larger employers.

The team actively promotes the take-up of grant funding, which historically has been low in the District. However, the team is now actively managing a 'pipeline' of business funding applications. Particular focus is being placed on the LEADER rural support grant. This financial year has seen a total of **£365,325.82** grants to support projects within the District.

##### **Recruitment Support Day**

Following the tragic news of the decision to close the Oyster Yachts factory at Hoveton, NNDC co-ordinated a Recruitment Support Day on 21 February to provide practical support to the former employees. This offer of support was further extended to the employees of other impacted businesses that were within the supply chain of Oyster. A range of partner organisations provided 1-2-1 advice and guidance, including DWP, ACAS, Broadland DC and NWES. Some local businesses and recruitment agencies were also present. A total of 56 individuals were supported on the day, some of whom successfully went on to secure job interviews and employment offers.

##### **The Business Marketing Conference**

Sixty four business people attended a Marketing Conference at Northrepps Country Hotel on 22 February. Supported by NNDC and hosted by the business support agency Genix, this popular event provided information about simple and cost-effective ways to increase market awareness and sales for businesses and their

brand. This event is one of two planned business growth seminars for this year which forms part of NNDC's business engagement support. Genix are also the delivery partner for the monthly business networking events.

## **2 Forthcoming Activities and Developments**

### **'Grow Your Own' Apprenticeship Event**

The opportunities available for businesses that want to nurture fresh talent will be outlined at a free apprenticeships workshop to be hosted by North Norfolk District Council. This free event will be held at the **Atrium, North Walsham**, on Wednesday, **25 April** (4pm-6pm). Apprenticeships can play a key role in helping a business grow, as well as improving the overall skills level across the district. Training providers will be presenting and on-hand to give information on a range of qualifications, including business administration, digital marketing, construction skills and food production. Attendees will also be able to learn about the funding opportunities available to them.

Those wishing to book a place at this event are encouraged to **email [economic.growth@north-norfolk.gov.uk](mailto:economic.growth@north-norfolk.gov.uk) or call 01263 516331.**

### **Coffee Means Business**

Commissioned by NNDC, Coffee Means Business is a monthly networking event hosted by Genix. These events, held at various venues across the District, provide the opportunity for local business to meet like-minded people, hear interesting presentations and learn more about local business support activities.

The next event is on **20 March** (9:30am-11:30am) at the **Scarborough Hill Hotel in North Walsham**. Details at: [www.genix.org.uk](http://www.genix.org.uk) or call **0800 096 3013**.

### **Bid Writing Workshop**

On **18 April** (1:30pm-4pm)) NNDC will be delivering a workshop for businesses and community groups who require practical guidance on writing grant applications and funding bids. This workshop will provide tips, tools and techniques to support bid writers and help to identify which organisations could be approached for funds.

Places for this workshop can be booked by **emailing [grants@north-norfolk.gov.uk](mailto:grants@north-norfolk.gov.uk) or calling 01263 516009**

### **Tourism Marketing**

- With the support of NNDC, Visit North Norfolk is developing a campaign for this year entitled 'North Norfolk, Naturally'. It will involve new video clips for aimed at positioning north Norfolk as an all year-round destination. The campaign strategy is summarised as follows.
  - Showcase north Norfolk raising awareness of the USPs of the destination as a short break / holiday destination for specific targeted groups,
  - Films to grab attention with an informal film style and 'point of view' shots to tie into current 'authenticity' trend, suitable for social media.

- Use films to target specific audience interests and demographics (e.g. experience seekers, families, walkers, nature enthusiasts) – there's something for everyone – and use targeted channels to promote the films to the relevant audiences.
- Use cost-effective marketing channels with a direct benefit of driving traffic to the VNN website to inspire, enthuse and excite people (new and engaged audiences) about north Norfolk's visitor opportunities before passing them on to the member listings
- Social media (ads on Instagram, Twitter and FB), Google remarketing and e-communications.

<b>3</b>	<b>Meetings attended</b>

## CABINET MEMBERS REPORT TO COUNCIL

28<sup>th</sup> March 2018

### **COUNCILLOR RICHARD PRICE - CABINET MEMBER FOR ASSET COMMERCIALISATION**

For the period to March 2018.

#### **1 Progress on Portfolio Matters.**

**Asset Management Plan (AMP)** - a draft update of the Council's AMP was provided to the Overview and Scrutiny Committee meeting of 13 December for initial discussion along with the updated Asset Management Plan documents and associated policies. This was also supported with a draft update of the Council's Capital Strategy. The Council's Capital Strategy was subsequently approved by Full Council at the meeting of 21 February 2018. At this meeting a £2m Property Investment Fund was also provisionally agreed to help support the Council's asset commercialisation activities. The updated AMP has now been considered by Cabinet and hopefully will then be approved by Full Council in March.

**Beach Road, Wells** – the six meetings programmed for the Working Group have now been completed with the last one being held on 10 January 2018. 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. A Cabinet report will be progressed over the coming months to discuss the site following this initial consultation process, supported by further work by Gleeds.

**Grove Lane, Holt** – the Estates team are currently in negotiations with a potential tenant who is interested in leasing the site and making improvements to the building in exchange for a rent free period although the exact details of this deal are yet to be finalised and should form the basis of a report to Cabinet over the coming months.

**Splash** – reports on this site have now been considered by Overview and Scrutiny and Cabinet, including consideration of options for further enabling development in terms of a potential hotel development on part of the site. The decision regarding the funding of £10.7m for this new development was agreed at the Full Council meeting in December. Pygott and Crone, part of the Gleeds consortium, are the land agents and are currently supporting with the marketing of part of the Splash site for the potential hotel development.

**Cromer Sports Hub** – as with the Splash development above, reports on the

Cromer development have now also been considered by Overview and Scrutiny and Cabinet. The decision regarding the funding of £2.9m for this new development was agreed at the Full Council meeting in December.

**Egmere** – Revised Heads of Terms had been put forward to the Board of the Walsingham estate for their consideration last week. These have been accepted in principles subject to a couple of minor amendments and it is hoped that these can be agreed and signed off over the next couple of weeks so that the construction contracts can be let.

**North Lodge Park** – I will be supporting the ongoing discussions in relation to this site with officers and also members of Cromer Town Council and the Friends of North Lodge Park voluntary organisations to see how we might be able to progress developments in a mutually beneficial way.

**Sutton Mill** – this scheme is currently on hold as the organisation that was looking to purchase the site is having difficulty raising all of the additional funding. The Council is supporting in terms of exploring additional grant funding opportunities.

**Car Parks** - The Council has now installed its new 'cashless' payments system across the Council's car parks. This allows our customers to pay for their parking via a smartphone app (or via the phone or website). Early signs are that it is proving very popular, and will indeed be a welcome addition to payment options in the busier holiday months.

#### **Proposed investment by J D Wetherspoon in North Walsham**

J D Wetherspoon's interest in purchasing the former North Walsham council offices site for one of their pub / restaurants was announced in October 2014, since which time the District Council has taken steps to facilitate the relocation of North Walsham Town Council, North Norfolk Community Transport and the Citizens Advice Bureau from the council offices site to allow the unencumbered freehold sale of the property to Wetherspoon.

North Walsham Town Council moved out of the New Road premises in September 2016 and as part of the legal process in the sale of the property to J D Wetherspoon the company's solicitor asked that the site be secured, this being done in December 2016. Subsequently in February 2017 there was a claim from a commercial property fronting Church Street that they had rights of access over the council offices site for the disposal of rubbish; a claim which was not substantiated and was withdrawn in May 2017 following which the legal process of sale to Wetherspoon started again with the company advising the Council that they had Board approval for the purchase and development of the site in July 2017.

Then in October 2017, some three years after the Wetherspoon's plan was announced in the town, an application was made to Norfolk County Council asking that a public footpath to be designated across the council offices site (and the adjoining Cedar Court social housing development) between Hall



Lane and New Road. There is no such record of such a footpath in the Council's Deeds for the council offices site and no footpath is marked on the Definitive Map.

Acknowledging that the process of registering a footpath can be a lengthy process, which could place doubt over the Wetherspoon investment, officers of the Council sought a meeting with representatives of J D Wetherspoon to discuss the possible implications of the registration of the footpath across the council offices site and to establish whether the footpath could be accommodated within Wetherspoon's proposals. This meeting took place on 24<sup>th</sup> January 2018, at which time the company stated that it felt that a pedestrian access could be accommodated through the site via a proposed service yard and delivery access. It was therefore suggested that the company would progress the preparation of a detailed planning application for their proposed development, to include a diversion of any pedestrian route through the site by means of Section 257 of the Town and Country Planning Act (1990). This would allow objectors to and supporters of the proposed investment to understand the full detail of the proposed development through the statutory planning application process.

The District Council therefore understands that J D Wetherspoon is in the process of preparing detailed applications for planning, Listed Building and licensing consents for their proposed investment, whilst at the same time the conveyancing process to facilitate the conditional sale of the property to the company continues.

## **CABINET MEMBERS REPORT TO COUNCIL**

**28<sup>th</sup> March 2018**

### **COUNCILLOR PALMER - CABINET MEMBER FOR LEISURE, CULTURE, HEALTH & CUSTOMER SERVICES**

For the period February 2018 to March 2018

#### **1 Progress on Portfolio Matters.**

##### **Leisure**

Progress is being made on the procurement of the forthcoming leisure Management Contract with a well-attended and mutually beneficial bidder engagement day held on 13 March.

Plans for the proposed new Sheringham Leisure Centre will be shared with interested parties at the Splash Leisure Centre on 22 March and feedback will help inform the final scheme before a planning application is submitted later this year.

Plans for the Community Sports Hub are coming along according to plan and a funding application to the LTA has been submitted.

Attendance at the sports and leisure facilities in the District continues to be strong and both the Sporting Centre of Excellence and the Sheringham Parkrun continue to encourage active participation in at all levels of physical activity.

##### **Culture**

Applications for Arts Funding Grants for the Open Studies events and Paston Footprints events were considered in March.

The Council/ Orchestras Live sponsored concert at St Peter's Church, Sheringham saw the London Mozart Players perform to a large and very appreciative audience on 9 March. This concert featured young musicians from local schools and subsequent feedback was excellent.

##### **Health**

Norfolk County Council have awarded funding to provide a new 'Social Prescribing' service across North Norfolk. The funding will allow the service to operate for two years. In addition, Public Health has awarded the Council funding in 2017/18 and 2018/19 for a new health and wellbeing service. Both services will complement each other and will be based in the Early Help Hub. Recruitment of the new 'Living Well' officers, who will deliver these new services is now underway. These new Council services will also complement

the forthcoming Norfolk County Council Social Isolation and Loneliness Service.

**2 Forthcoming Activities and Developments.**

The next Council/Orchestras Live sponsored concert is the city of London Symphonia performing at St Catherine's Church Ludham on 21 April. This will be followed by orchestral events and topical community events based on the Paston 600 project (about which more information will be provided shortly).

**3 Meetings Attended and Meetings Scheduled**

Leisure Contract Board meetings  
Splash Project Board  
Cromer Tennis Hub Board

## CABINET MEMBERS REPORT TO COUNCIL

28<sup>th</sup> March 2018

### **COUNCILLOR WYNDHAM NORTHAM - CABINET MEMBER FOR FINANCE**

For the period to March 2018

#### **1 Progress on Portfolio Matters.**

**2018/19 Budget** – the budget for 2018/19 was approved by Full Council on 21<sup>st</sup> February 2018 along with the council tax levels for the forthcoming financial year.

**2017/18 Budget Monitoring** - the next budget monitoring report (period 10) for 2017/18 was presented to Cabinet and Overview and Scrutiny earlier this month and covers the first 10 months of the year from April through until the end of January.

**Fair Funding review** – the Council’s response to the Fair Funding review was submitted earlier this month and both officers and Members will continue to monitor the developments in this area as central government continue to debate local government finances and modelling over the coming months. The fair funding review will set new baseline funding allocations for local authorities by delivering an up-to-date assessment of their relative needs and resources, using the best available evidence. Central government are considering a wide range of options for developing an updated funding formula by looking again at the factors that drive costs for local authorities. This initial consultation focused specifically on potential approaches that have been identified to measure the relative needs of local authorities.

**Internal audit** - I am pleased to be able to report that since my last update the Council has received another substantial assurance, this time for the Risk Management audit. This is the highest level of assurance which can be achieved.

#### **2 Forthcoming Activities and Developments.**

**Medium Term Financial Strategy** – The MTFs will be presented to Members during later in the autumn and will consider the financial challenges facing the Council over the next 4 years. This work will be used to inform the budget preparation for 2019/20.

**Outturn report 2017/18** – The finance team are currently running through a number of year end processes as the current 2017/18 financial year ends on 31 March. The outturn report for the year will be presented to committee during June and will provide the final budget position for the 2017/18 financial year.

**Final accounts 2017/18** – Alongside the preparations for the outturn report and year end closedown the finance team and various other sections will be working over the coming months on the preparation of the 2017/18 final accounts. The accounts must be approved by the end of July this year which is 2 months earlier than last year and authority for the sign off process (now to be undertaken by the Governance, Risk and Audit Committee) was agreed by Full Council at the last meeting.

### **3 Meetings Attended and Meetings Scheduled**

Nothing further to report.