

Council



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22nd May 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 30 May 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

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

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A G E N D A

1. PRAYER

Led by Reverend Dr Peter Herbert, Curator of Cromer Church.

2. APOLOGIES FOR ABSENCE

To receive apologies for absence, if any.

3. TO RECEIVE DECLARATIONS OF INTERESTS FROM MEMBERS

Members are asked at this stage to declare any interests that they may have in any of the following items on the agenda. The Code of Conduct for Members requires that declarations include the nature of the interest and whether it is a disclosable pecuniary interest.

4. OUTGOING CHAIRMAN'S COMMUNICATIONS AND ANNOUNCEMENTS

To receive Chairman's communications and announcements.

5. MINUTES

(attached – page 4)

To confirm the minutes of the meeting of the Council held on 28 March 2018.

6. ITEMS OF URGENT BUSINESS

To determine any other items of business which the Chairman decides should be considered as a matter of urgency pursuant to Section 100B (4)(b) of the Local Government Act 1972.

7. ELECTION OF CHAIRMAN

To elect the Chairman of the Council for the ensuing year

8. ELECTION OF VICE-CHAIRMAN

To elect the Vice-Chairman of the Council for the ensuing year.

9. VOTE OF THANKS TO THE RETIRING CHAIRMAN AND CONSORT AND VICE-CHAIRMAN AND CONSORT

10. APPOINTMENT OF MEMBERS AND SUBSTITUTES TO COMMITTEES, SUB COMMITTEES, WORKING PARTIES AND PANELS (Appendix A – p.13)

To agree the proportional allocation of seats (in line with the political balance of the Council as approved on 28th March 2018)

AGENDA NOTE:

If the Council is to approve alternative arrangements for appointments to a Committee other than those required by law on political balance, it must be without any member voting against them.

Council will recall that there is no substitution permitted on Cabinet. Members are also reminded of the need for Committee Members or Substitutes on the Development and Licensing Committees to have undertaken the necessary training.

The Chairman of the Overview and Scrutiny Committee will normally be drawn from the main opposition group and the Vice – Chairman from the ruling group. Cabinet

Members and the Chairman of the Governance, Risk and Audit Committee cannot sit or substitute on the Overview and Scrutiny Committee.

Decision:

To recommend Council appoints Members and substitutes to Committees, sub-committees, working parties and panels for 2018/19 (attached at page 13)

11. APPOINTMENT OF CHAIRMEN AND VICE-CHAIRMEN

Decision:

1. To appoint Chairmen and Vice-chairmen to Committees for 2018/19
2. To note the appointment of Chairmen and Vice-chairmen of executive sub-committee and working parties

Nominations from the Groups will be circulated on separate sheets ahead of the meeting. Group nominations will be taken en bloc.

Please note Chairmen and Vice-Chairmen of Executive sub-committees and working parties are not Council appointments and are therefore provided for noting only.

12. APPOINTMENT OF MEMBERS TO OUTSIDE BODIES (Appendix B – p. 18)

Decision:

To note the Executive appointments to Outside Bodies (attached separately)
To agree the Council appointments to Outside Bodies (Appendix B)

Please note some appointments to outside bodies are Executive not Council appointments and are therefore provided for noting only.

13. 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.”

14. 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 28 March 2018 at the Council Offices, Holt Road, Cromer at 6.00 pm.

Members Present:

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

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

Press: not present

102. PRAYERS

The Chairman invited Reverend Philip Blamire, Rector of the Weybourne Group of Parishes to lead prayers.

103. PRESENTATION OF AWARD

The Chairman congratulated Hollie Beattie, Business Admin Apprentice for Building Control on receiving two awards at the Eastern and Otley Apprentice Awards: Winner of the 'Intermediate Professional Studies Apprentice of the Year' category and overall winner of the 'Apprentice of the Year' award.

The Chairman said that this was an outstanding achievement and he was delighted to present her with both awards.

104. CHAIRMANS ANNOUNCEMENTS

The Chairman began by thanking the Corporate PA team for hosting the recent 'dress down day' at the Council Offices in support of the Chairman's charity, Nelson's Journey.

He then outlined the recent events that he had attended as Chairman:

9th March - Mozart Players concert in Sheringham
12th March – Commonwealth Day – raising of the flag
14th March – opening of Bakers and Larners new food hall
22nd March – Splash consultation event
23rd March – South Norfolk District Council – Chairman’s Reception at the Lotus Factory

He concluded by informing Members of the recent death of former councillor Vi Bensley. He said that he would pass on the Council’s condolences to her family.

105. TO RECEIVE DECLARATIONS OF INTERESTS FROM MEMBERS

None received

106. APOLOGIES FOR ABSENCE

Mr S Hester, Mrs B McGoun, Mrs J Oliver, Mrs G Perry-Warnes, Mr J Punchard and Mr P Rice.

107. MINUTES

Mrs S Bütikofer asked that the response that she had provided to a member of the public in relation to funding for the police was attached as an appendix to the minutes.

The minutes of the meeting held on 21 February 2018 were approved as a correct record and signed by the Chairman.

108. ITEMS OF URGENT BUSINESS

None

109. PUBLIC QUESTIONS OR STATEMENTS

The following question had been submitted by a member of the public on behalf of Mundesley Chalet Owners Association Ltd:

‘It is shown that Britons holidaying in the United Kingdom boost the British economy by £13bn. It is proven that the “Staycation” is contributing heavily to the Coastal towns of Britain, proving vital to the local economy.

Whilst appreciating the need to protect housing stock from second home ownership, the Council has removed 80% of the discount on Caravans and Chalets with seasonal restrictions in the area, properties clearly unable to be used as second homes. These owners contribute massively to the economy, employing tradesmen and spending in the local economy. On top of this they place no burden on the education and adult social care services, the largest areas of local authority spending, that they pay for.

The increase on our site amounts to a virtual doubling of the Council Tax, whilst leaving seasonal restrictions in place on length of occupancy.

We would therefore request the justification of this increase on seasonally restricted properties, and an explanation of the fairness of this to our owners who feel that they are seen as a group of people unable to vote locally, so a soft target for this outrageous increase in Council tax.’

As there were no members of the public in attendance at the meeting, the Head of Paid Service (SB) said that a written response would be provided (attached at Appendix 2).

110. REVIEW OF POLITICAL BALANCE AND APPOINTMENT OF COMMITTEES, SUB COMMITTEES, WORKING PARTIES & PANELS

The Chairman advised Members that there were five recommendations. He asked the Group Leaders whether they wished to make any further appointments.

Mrs S Bütikofer, Leader of the Liberal Democrat Group said that she wanted to make the following nominations:

1. Mr N Pearce to be appointed to the Licensing & Appeals Committee
2. Ms K Ward to be removed from the Planning Policy & Built Heritage Working Party
3. Mrs S Bütikofer and Mr N Pearce to be appointed to the Planning Policy & Built Heritage Working Party
4. Mr S Penfold to be appointed to the Big Society Fund Grants Panel
5. Mr P W Moore to be appointed as a substitute to the Big Society Fund Grants Panel
6. Ms L Walker and Dr P Bütikofer to be appointed as substitutes for the Development Committee

Mr N Coppack, Leader of the Independent Group, said that he wished to make the following nomination:

1. Mr N Smith to be appointed to the Overview & Scrutiny Committee

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

- 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.**
- 6. To make the additional appointments as set out above.**

111. APPOINTMENTS TO THE EMPLOYMENT COMMITTEE

The Chairman explained that the Employment Committee was convened for appointments to senior posts. It was not a public committee.

It was proposed by Mr J Lee, seconded by Ms K Ward and

RESOLVED

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.

112. RECOMMENDATIONS FROM CABINET – 12 MARCH 2018

a) AGENDA ITEM 12: ASSET MANAGEMENT PLAN AND SUPPORTING DOCUMENTS

Mr R Price, Portfolio Holder for Assets introduced this item. He said that it had been well discussed at Cabinet and Overview and Scrutiny Committee and he was pleased to propose the recommendations.

The Chairman invited the Chairman of Overview and Scrutiny Committee to speak. She said that the Committee had had the opportunity to scrutinise the Asset Management Plan in depth and was fully supportive of establishing a working party to oversee its implementation.

It was proposed by Mr R Price, seconded by Mr J Lee and

RESOLVED to approve

1. The 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. That £2m is allocated as a local property capital fund for acquisitions as described in the Acquisition Policy (Appendix C - Cabinet Agenda 12 March 2018)

113. FURTHER RECOMMENDATIONS FROM OVERVIEW & SCRUTINY COMMITTEE

Ms K Ward, Chairman of Overview & Scrutiny Committee informed Members that there were no further recommendations to Council from the meeting held on 21 March 2018. She said that she wished to update Council on the appointment to the Norfolk Health Overview & Scrutiny Committee and confirmed that Mrs A Claussen-Reynolds had been appointed with Mr M Knowles as a substitute.

114. PAY REPORT COVERING THE PAY POLICY STATEMENT 2018/19

The Leader, Mr J Lee, introduced this item. He explained that there was a statutory requirement for the Council to publish an annual pay policy statement for the start of each financial year.

It was proposed by Mr J Lee, seconded by Mr J Rest and

RESOLVED to

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

115. COMMUNITY SPORTS HUB FUNDING

Mr R Price, Portfolio Holder for Assets, introduced this item. He said that the proposals before Council were very positive as there was the potential for additional indoor space which would increase revenue for the sports hub. This could be achieved by losing the proposed roof terrace and incorporating further studio space within the ancillary building, thus creating a more flexible space. These changes would require an increased capital cost of £225 – 250K. Mr Price concluded by saying that the proposals would result in a revenue impact of £8k a year and that £37k income a year was anticipated as a result of the changes. He added that

the proposals had been considered by the Member/Officer Board where they had been discussed at length. He thanked Mr B Hannah, Mr J Rest and Mr N Pearce for their support.

Mr B Hannah, local member for Sheringham North and member of the project board said that the proposals could have a positive impact across North Norfolk and he requested that all schools should be able to access this wonderful facility and that young people across the District should be involved in using the Community Sports Hub as much as possible.

It was proposed by Mr R Price, seconded by Mr B Hannah and

RESOLVED

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

116. TO RECEIVE THE APPROVED MINUTES OF THE UNDERMENTIONED COMMITTEES

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

- 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

117. 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 was sorry to see the Head of Planning leaving the Authority in June and she wished her all the best for the future. She went on to highlight the performance targets in her portfolio update and said that they should be lauded. She then asked the Head of Legal to update members on the situation regarding the appeals for Sculthorpe and Bodham. The Head of Legal explained that Sculthorpe would be coming back for determination. There was just one point in relation to the school and the Council felt confident that this could be challenged. Regarding the Selbrigg Wind Turbine (Bodham), she said that the Planning Inspector had declined to bring the latest appeal back to North Norfolk. Community groups were objecting strongly and the Council had given consent to a judicial review of the Inspector's decision and to request that it was brought back to NNDC. Mrs Arnold thanked the Head of Legal and concluded her portfolio update by referring to the delivery of affordable housing. It was hoped that 118 would have been completed by the end of March 2018, however, due to bad weather, 6 houses were not quite finished.
- ii. Mr W Northam, Portfolio Holder for Finance, said that he was very proud of the work of the Finance Team. He referred to the recent setting of the Budget for 2018/19 and the fact that council tax had only just been raised for the first time in 8 years. He then referred to the recent internal audit for risk management. This had received the highest rating, continuing the upwards trend.
- iii. Mrs H Cox, Portfolio Holder for Coastal Issues, Environment and Licensing, said that as she had only recently been appointed to Cabinet, she was still taking a great deal of information on board and she thanked officers and members for their

support. She referred to the huge amount of ongoing work on coastal issues as highlighted in her written report.

- iv. Mr N Dixon, Portfolio Holder for Economic Development, Business and Tourism, highlighted the recent recruitment support day for those affected by the closure of the Oyster Yachts factory. He said that it had been well attended and he thanked the Economic Development team for their support. He added that it was hoped that the Oyster Yachts site could continue and there was lots of support being offered to potential bidders.
- v. Mr R Price, Portfolio Holder for Assets updated Members on Grove Lane, Holt. He said that negotiations with a potential tenant were progressing well. He then spoke about the new cashless payments system that had been introduced across the Council's car parks, allowing customers to pay via a smartphone app. Early signs indicated that it was proving popular. In conclusion, Mr Price said that he was intending to meet with North Walsham members soon to discuss progress with the Wetherspoons site in the town.

The Chairman invited Members to ask questions:

- a. Mrs A Claussen-Reynolds asked why there was no portfolio holder update for environmental services.
- b. Ms V Gay asked Ms B Palmer about social prescribing and how much was allocated to North Norfolk for this. Ms Palmer replied that she was very supportive of social prescribing and that she would provide a written response.
- c. Mr D Smith asked Mr R Price whether he could provide an update on the likelihood of a hotel being built on the Splash leisure site at Sheringham. Mr Price replied that there was a lot of public interest in such a proposal. However, the first phase of building the new pool needed to be completed first. The Head of Service (NB) added that the Council was currently concentrating on the design of the pool and that this had a knock-on effect on the timing of subsequent projects. There was already on offer on the table from one hotel chain and there was a meeting scheduled with another for the following week. Housing was also a possibility but a hotel was preferred.
- d. Mr S Penfold asked Mrs Arnold about homelessness in the District. The written update referred to 5 homeless people and he wondered whether this included rough sleepers. Mrs Arnold replied that there were 4 rough sleepers now and they were all being supported by the Housing Team. Regarding homelessness, a written report outlining current figures would be provided.
- e. Mr N Pearce asked Mrs Arnold about affordable housing and the outstanding number waiting to be completed. Mrs Arnold said that there were more in the pipeline (a written response would outline the details) and that the housing in Great Ryburgh had already been allocated.

118. QUESTIONS RECEIVED FROM MEMBERS

None received

119. NOTICE OF MOTION

The Chairman asked Mrs A Claussen-Reynolds to introduce the motion. She said that she wished to propose the following alteration to her motion:

“That NNDC reviews its use of Single Use Plastics and phase out use within the NNDC building (and also Fakenham office) as quickly as it is reasonably practical.”

Mrs Claussen-Reynolds then made the following supporting statement:

‘Single Use Plastics. We use once and throw away.

Whilst I appreciate we use recyclable plastic cups, this is not the issue. The issue is Single Use Plastics, disposal of and where many end up.
The public and media are turning against Single Use Plastic and NNDC must lead the way on this issue.

Whilst I appreciate we have a formal contract with Cooleraid which runs for 3 years for the water dispensers and water boilers. These dispensers are a mix of plumbed in and water bottles. However all the dispensers are using recyclable cups but these are still Single Use Plastics.

Cities across the globe as far apart as San Francisco and Bundanoon in New South Wales Australia have made giant steps in addressing this problem.
In this Country several Councils including Bristol, Fareham, Brighton, Chester and Ards & North Down in Ireland. Norwich City committed end of 2017 to ban Single Use Plastics. The UK Foreign Office have also put a ban to be completed by the end of this year 2018.

We have 7 blue flags for our superb beaches. We must do all we can to stop the estimated 8 Million metric tonnes of plastic waste that makes its way into the world oceans each year, according to latest scientific research. This figure likely to rise significantly. Once in our oceans plastic waste injures and kills fish, birds and other marine life.

Marine plastic pollution has impacted at least 267 species worldwide including 86% of our sea turtle species. The impact including ingestion, starvation and infection.
This ingress by micro-plastics via marine life entering our own food chain.

I have been advised by our financial team that the banning of Single Use Plastics would not have a financial impact on NNDC.
There will be a cost. At the moment the cost of plastic cups £300 for 30,000 the annual use of Single Use Plastic Cups, a large number indeed to be released to waste sites.

If the Single Use Plastic cups were replaced with biodegradable paper recycling cups that cost would possibly rise to £1950, but there is a cheaper option of just paper cups not necessarily recyclable but that is not the issue here. The issue is to remove the Single Use Plastic from use at NNDC.

However, can we really put a figure on protecting our future?
For the last year up to February we used 30,000 cups!

We need to work together on this.
it is a step in the right direction
It is leadership
it is the right thing to do for the sake of our future generations.
it does show that NNDC cares about the future and environment.

We must lead the way and encourage others to follow.'

Mrs Claussen-Reynolds concluded by proposing the motion and said if it was supported she reserved her right to address the Chairman of Overview & Scrutiny Committee.

Ms M Prior seconded the alteration and urged all Members to support it.

The Chairman invited Members to speak:

- i. Mrs H Cox, Portfolio Holder for Environmental Services, said that she was fully supportive and that more should be done to get rid of unrecyclable plastics. She

acknowledged that this was an issue which Mrs Claussen-Reynolds, her predecessor, had been working on for some time.

- ii. Mr R Price asked whether officers could look at including a clause in concession licences to prohibit the use of single use plastics and whether consideration could be given to including water fountains in future community projects.

Mrs S Bütikofer said that no-one would disagree with the sentiment of the motion and everyone understood the impact single use plastics had on the countryside and environment. She said that she was pleased to see the alteration to include a timeline but that it still did not state what the Council was planning to do after the proposals were adopted and that the motion could be turned into an action plan that was more strategic and defined so everyone was clear on what was being achieved. She therefore proposed the following amendment:

‘Whilst at the same time developing a strategy and educational programme to encourage businesses, restaurants and bars to phase out SUP glasses, bottles, cutlery and straws, encouraging the use of reusable or deposit scheme cups across the district’.

Mr E Seward seconded the amendment.

Mrs A Claussen-Reynolds said that she did not accept the amendment. She felt that her request for the Overview and Scrutiny Committee to look at other single use plastics with the aim of forming a working party which would review contractor’s use of SUPs indicated that there was a strategy in place.

Mrs H Cox agreed, saying that she supported Mrs Claussen-Reynolds proposal to refer the issue to the Overview and Scrutiny Committee.

Mr J Lee made reference to large scale events such as the Cromer Carnival which had to use plastic cups. He felt that such changes should be done voluntarily and not be imposed.

Mr T FitzPatrick said that whilst he applauded the sentiment of the amendment, he felt that the original motion was succinct and showed that the Council was leading by example. People would not take notice if something was put forward that was not achievable. A step by step approach was necessary.

Ms M Prior agreed. She said that the original motion was quantifiable and achievable and that the amendment stretched it too far.

Mr E Seward, in seconding the amendment, said that it was being misread. It was simply being proposed that a strategy was out in place to develop an education programme that would encourage people to change their use of SUPs.

On being put to the vote the amendment was carried (22 in favour, 16 against)

A vote was then taken on the substantive motion and it was unanimously

RESOLVED

‘That NNDC should lead by example and review the use of single use plastics at the Council Office (including the Fakenham office) and phase out as quickly as reasonably practical, whilst at the same time developing a strategy and educational programme to encourage businesses, restaurants and bars to phase out single use plastic glasses, bottles, cutlery and straws, encouraging the use of reusable or deposit scheme cups across the District.’

120. PRIVATE BUSINESS

None

The meeting concluded at 7.10 pm

Chairman

APPOINTMENT OF MEMBERS ON COMMITTEES (May 2018)

Scrutiny Committee 12 seats	Conservative (5)	Liberal Democrat (5)	Independent (2)
(politically balanced)	Jenny English	Sarah Butikofer	Simon Hester
	Mike Knowles	Virginia Gay	Norman Smith
	Roy Reynolds	Eric Seward	
	Annie Claussen-Reynolds	Karen Ward	
	Barry Smith	Nigel Lloyd	
<i>Substitutes</i>			
	<i>Robert Stevens Jeremy Punchard Richard Shepherd</i>	<i>Brian Hannah Nigel Pearce David Young</i>	<i>Angie Fitch-Tillett</i>
Development Committee 14 seats	Conservative (7)	Liberal Democrat (5)	Independent (2)
(politically balanced)	Sue Arnold	Pauline Grove-Jones	Angie Fitch-Tillett
	Richard Shepherd	Brian Hannah	Ann Green
	Barry Smith	Nigel Lloyd	
	Maggie Prior	Nigel Pearce	
	Roy Reynolds	Vivienne Uprichard	
	Annie Claussen-Reynolds		
	Simon Shaw		

Substitutes			
	<i>Duncan Baker Jenny English Tom FitzPatrick Vincent FitzPatrick Mike Knowles Judy Oliver Becky Palmer Jeremy Punchard Paul Rice</i>	<i>Sarah Butikofer Barbara McGoun Eric Seward Karen Ward Andreas Yiasimi Pierre Bütikofer Lee Walker</i>	<i>Nick Coppack Simon Hester Georgie Perry-Warnes John Rest Doug Smith</i>
Governance, Risk and Audit Committee (6 seats)	Conservative (3)	Liberal Democrat (2)	Independent (1)
(politically balanced)	Duncan Baker	Virginia Gay	John Rest
	Vincent FitzPatrick	David Young	
	Mike Knowles		
Substitutes			
	<i>Roy Reynolds</i>	<i>Sarah Butikofer Peter Moore</i>	<i>Angie Fitch-Tillett</i>
Licensing & Appeals Committee (15 seats)	Conservative (7)	Liberal Democrat (6)	Independent (2)
(politically balanced) (no substitutes)	Annie Claussen-Reynolds	Pierre Bütikofer	Simon Hester
	Mike Knowles	Pauline Grove-Jones	John Rest
	Roy Reynolds	Marion Millership	
	Paul Rice	Peter Moore	
	Simon Shaw	Vivienne Uprichard	
	Richard Shepherd	Nigel Pearce	

	Barry Smith		
Standards Committee (7 seats)	Conservative (4)	Liberal Democrat (2)	Independent (1)
(politically balanced)	Duncan Baker	Peter Moore	Georgie Perry-Warnes
	Maggie Prior	Brian Hannah	
	Richard Shepherd		
	Robert Stevens		
Substitutes			
	<i>Jenny English Roy Reynolds</i>	<i>Sarah Bütikofer Vivienne Uprichard</i>	<i>Nick Coppack</i>
Joint Staff Consultative Committee (5 seats)	Conservative (2)	Liberal Democrat (2)	Independent (1)
(politically balanced)	Jenny English	Pauline Grove-Jones	Norman Smith
	Tom FitzPatrick	Peter Moore	
Substitutes			
	<i>Judy Oliver</i>		<i>Nick Coppack</i>

APPOINTMENT OF MEMBERS ON WORKING PARTIES, FORUMS AND PANELS

Planning Policy and Built Heritage (12) *Executive sub-committee	Conservative (5)	Liberal Democrat (5)	Independent (2)
(politically balanced) <i>No substitutes</i>	Sue Arnold	Virginia Gay	Angie Fitch-Tillett
	Maggie Prior	Pauline Grove-Jones	Ann Green
	Jeremy Punchard	Vivienne Uprichard	
	Roy Reynolds	Nigel Pearce	
	Simon Shaw	Sarah Bütikofer	
Member Development Group (6 seats) no substitutes *Executive sub-committee	Conservative (3)	Liberal Democrat (2)	Independent (1)
(politically balanced)	Becky Palmer	Barbara McGoun	Georgie Perry-Warnes
	Jenny English	Marion Millership	
	Maggie Prior		
Council Tax Support Working Party (5 seats) *Executive sub-committee	Conservative (2)	Liberal Democrat (2)	Independent (1)
(politically balanced)	Mike Knowles	Sarah Bütikofer	Angie Fitch-Tillett
	Wyndham Northam	David Young	

Big Society Fund Grants Panel (7 seats) *Executive sub-committee	Conservative (3)	Liberal Democrat (3)	Independent (1)
(politically balanced)	John Lee	Nigel Lloyd	Nick Coppack
	Tom FitzPatrick	Pauline Grove-Jones	
	Jenny English	Saul Penfold	
<i>Substitutes</i>			
	<i>Becky Palmer</i>	<i>Vivienne Uprichard</i>	<i>Georgie Perry-Warnes</i>
	<i>Roy Reynolds</i>	<i>Peter Moore</i>	
	<i>Hilary Cox</i>		
Constitution Working Party (5)	Conservative (2)	Liberal Democrat (2)	Independent (1)
	Hilary Cox	Virginia Gay	Angie Fitch-Tillett
	Judy Oliver	Ann Moore	
<i>Substitutes</i>			
			<i>John Rest</i>

COUNCIL APPOINTED REPRESENTATIVES ON OUTSIDE BODIES

Appointments to Outside Bodies are made by Council where the appointment relates to a non-Executive function.

Some Outside Bodies have particular requirements for membership under their constitutions and some have expressed a preference for local members.

Members may find it helpful to note that the criteria for appointments to Outside Bodies, which appears on page 39 on the Constitution;

“The following criteria will be applied when selecting members for appointments to Outside Bodies:

- *Is the appointment relevant to any Council responsibilities (Portfolio, Chairmanship, for example)?*
- *Does the appointee bring skills and experience to the appointment? Does the appointee have the time and resources to devote to the role?*
- *Does the appointee have a low likelihood of conflicts of interest?*
- *Has there been any expression of preference / approval from the outside body?*
- *What is the term of appointment – long or short term and is the appointee able to commit to this length of term?”*

Organisation <i>Please note some outside bodies may have specific requirements which are indicated below in red</i>	Number of reps (subs in brackets)	Member(s) & Substitute(s) where required	Appointing Body
Bacton Gas Terminal Environmental Liaison Committee Open to any Member	5	Mrs H Cox Mr W J Northam Mr R Price Mr B Smith Mrs L Walker	Council
Broads Authority Open to any member but ward members in the Broads area are preferred	1	Mr P Rice	Council
Broads Internal Drainage Board Open to any member but ward members in the Broads area are preferred	8	Mr R Stevens Mrs A M Fitch-Tillett Mrs P Grove-Jones	Council

Appendix B

Organisation <i>Please note some outside bodies may have specific requirements which are indicated below in red</i>	Number of reps (subs in brackets)	Member(s) & Substitute(s) where required	Appointing Body
		Mr W J Northam	
		Mr N Pearce	
		Mr R Price	
		Mr P Rice	
		Mrs L Walker	
Fakenham Community Campus Trust Ltd Open to any member but local member preferred	1	Mr J Punchard	Council
Happisburgh Lighthouse Trust Open to any member but local member preferred	1	Mrs L Walker	Council
HMP Bure Liaison Committee Open to any member	3	Mr S Shaw	Council
		Mr R Shepherd	
		Mr D Baker	
		(Mr V Fitz Patrick)	
		(Mr M Knowles)	
		(Mrs H Cox)	
Norfolk Records Committee Open to any member	1	Mrs A Claussen-Reynolds	Council
Norfolk Rivers Internal Drainage Board Open to any member	5	Mr V FitzPatrick	Council
		Mr R Stevens	
		Mrs J Oliver	
		Mr R Reynolds	

Appendix B

Organisation <i>Please note some outside bodies may have specific requirements which are indicated below in red</i>	Number of reps (subs in brackets)	Member(s) & Substitute(s) where required	Appointing Body
		Mr P W Moore	
Sheringham Shoal Community Fund Grant Assessment Panel Open to any member but local member preferred	1	Mr T FitzPatrick	Council
Wells Harbour Users' Advisory Committee Open to any member but local member preferred	1	Mr V FitzPatrick	Council
Joint Committees & Panels			
Norfolk County Community Safety Partnership Scrutiny Panel Open to any member	1 (1)	Mr P Rice <hr/> (Mr R Price)	Council