

Overview and Scrutiny Committee



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8th January 2019

A meeting of the **Overview and Scrutiny Committee** of North Norfolk District Council will be held in the **Council Chamber** at the Council Offices, Holt Road, Cromer on **Wednesday 16th January 2019 at 9.30am.**

At the discretion of the Chairman, a short break will be taken after the meeting has been running for approximately one and a half hours.

Members of the public who wish to ask a question or speak on an agenda item are requested to notify 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 must 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.

Please note that Committee members will be given priority to speak during the debate of agenda items

Emma Denny
Democratic Services Manager

To: Mr P Bütikofer, Mrs A Claussen-Reynolds, Ms. P Grove-Jones, Mrs J English, Ms V Gay, Mr S Hester, Mr M Knowles, Mr R Reynolds, Mr N Smith, Mr B Smith, Mr B Hannah and Mr N Pearce.

All other Members of the Council for information.

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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AGENDA

1. TO RECEIVE APOLOGIES FOR ABSENCE

2. SUBSTITUTES

3. PUBLIC QUESTIONS & STATEMENTS

To receive questions / statements from the public, if any.

4. MINUTES

(Page 6)

To approve as a correct record, the minutes of the meeting of the Overview and Scrutiny Committee held on 12th December 2018.

5. 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.

6. DECLARATIONS OF INTEREST

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.

7. PETITIONS FROM MEMBERS OF THE PUBLIC

To consider any petitions received from members of the public.

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

To consider any requests made by non-executive Members of the Council, and notified to the Democratic Services Manager with seven clear working days' notice, to include an item on the agenda of the Overview and Scrutiny Committee.

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

None received.

10. COMMUNICATIONS TEAM UPDATE ON CORPORATE BRANDING PROJECT (Page 15)

Following a request from the Committee, this item is intended to inform and update the Committee on the branding project, including an assessment of the impact on the Communications Team of undertaking this work, such as the resources required to implement this project and the impact on overall service delivery and performance.

Cabinet Member(s): Ward(s) affected:
All

Contact Officer, telephone number and email:

Ed Foss Ed.Foss@north-norfolk.gov.uk 01263 516059

Louise Cowell Louise.Cowell@north-norfolk.gov.uk 01263 516202

11. REVIEW OF POLLING PLACES

(Page 18)

Summary: Section 17 of The Electoral Registration & Administration Act 2013 requires local authorities to undertake periodic reviews of polling districts and polling places in their areas every five years. The next compulsory review needs to be undertaken in the 16-month period from 1st October 2018 – ie by end of January 2020.

Conclusions: Assuming any proposed amendments to the polling districts, polling places and polling stations are agreed by the District Council at its meeting of 27th February 2019; it would be proposed that the new arrangements be implemented with effect from the Electoral Registers published from 1st March 2019 and any new polling stations used from the elections to be held on 2nd May 2019 and thereafter.

Recommendations: **The Overview and Scrutiny Committee is invited to comment on the consultation undertaken by the Electoral Services Team on the Review of Polling Districts and Places 2018 and particularly comment on those four polling districts where there have been some objections received to the proposals made.**

Cabinet Member(s): Sarah Bütikofer
Ward(s) affected: All

Contact Officer, telephone number and email:
Steve Blatch Steve.Blatch@north-norfolk.gov.uk 01263 516232
Robert Henry Robert.Henry@north-norfolk.gov.uk 01263 516327

12. REVIEW OF BASE BUDGET 2019/20 AND PROJECTIONS FOR 2020/21 AND 2021/22 (Appx A p. 42) (Appx B p. 43) (Appx C p. 47) (Appx D p. 49) (Appx E p. 51)

(Page 27)

Summary: This report presents for consideration the draft 2019/20 budget. It is being provided to the Overview and Scrutiny Committee for initial consideration and discussion ahead of the final budget papers being presented to Cabinet and Full Council in February 2019.

Options considered: The budget for the forthcoming financial year must be set annually. Whilst there are options around the individual budgets presented for approval i.e. what is included in the budget for 2019/20, these will be considered in more detail in February.

Conclusions: The Council's budget is set for approval each year; it is presented to Cabinet and then considered by Overview and Scrutiny Committee before recommendations are made to Full Council each February. The report currently presented provides a **draft** of the 2019/20 budget position for consideration and discussion by the Overview and Scrutiny Committee. The draft budget to date has been produced based on a number of assumptions as detailed within the main body of the report and now reflects the provisional finance settlement announced on 13 December 2018. The report is for information and discussion.

Recommendations: **It is recommended that the Overview and Scrutiny Committee note the contents of the report and the ongoing work to support the preparation of the 2019/20 budget and make any recommendations to Cabinet as required.**

Reasons for Recommendations: N/A

LIST OF BACKGROUND PAPERS AS REQUIRED BY LAW

(Papers relied on to write the report and which do not contain exempt information)

Outturn Report 2017/18, Medium Term Financial Strategy 2019/20 – 2022/23, 2018/19 budget monitoring reports.

Cabinet Member(s): Cllr Eric Seward Ward(s) affected All

Contact Officer, telephone number and email:
Duncan Ellis duncan.ellis@north-norfolk.gov.uk 01263 516330

13. SHERINGHAM PRIMARY SCHOOL PARKING TASK AND FINISH GROUP (Page 52)

Summary: Following a Councillor Call for Action in December 2018 regarding traffic issues around Sheringham Primary School, the Overview & Scrutiny Committee agreed to establish a Task and Finish Group to review the problems which included anti-social behaviour, poor parking practices, excessive speed and general bad driving.

Conclusions: It was agreed that other primary schools in the District were likely to have similar issues. Once the review of issues relating to Sheringham is complete, consideration could be given to widening the recommendations to primary schools across the District.

Recommendations: **1. To approve the Terms of Reference (attached)**
2. To delegate appointments to the Task and Finish Group to Group Leaders

Cabinet Member(s): Ward(s) affected:
Sheringham

Contact Officer, telephone number and email:
Emma Denny Emma.Denny@north-norfolk.gov.uk 01263 516010

14. MARKET TOWNS INITIATIVE WORKING GROUP

To receive an update from the Market Towns Initiative Working Group on progress to date.

WORK PROGRAMMES

15. THE CABINET WORK PROGRAMME

(Page 58)

To note the upcoming Cabinet Work Programme.

16. OVERVIEW & SCRUTINY WORK PROGRAMME AND UPDATE

(Page 60)

To receive an update from the Scrutiny Officer on progress made with topics on its agreed work programme, training updates and to receive any further information which Members may have requested at a previous meeting.

17. EXCLUSION OF THE 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 items of business on the grounds that they involve the likely disclosure of exempt information as defined in paragraph _ of Part I of Schedule 12A (as amended) to the Act.”

18. TO CONSIDER ANY EXEMPT MATTERS ARISING FROM CONSIDERATION OF THE PUBLIC BUSINESS OF THE AGENDA

OVERVIEW AND SCRUTINY

Minutes of a meeting of the Overview and Scrutiny Committee held on 12 December 2018 in the Council Chamber, North Norfolk District Council, Holt Road, Cromer at 9.30 am.

Members Present:

Committee: Cllr S Hester (Chairman)

Cllr V Gay	Cllr B Smith
Cllr R Shepherd (S)	Cllr P Grove-Jones
Cllr M Knowles	Cllr P Bütikofer
Cllr N Pearce	Cllr B Hannah
	Cllr N Smith

Officers in Attendance: The Chief Technical Accountant, the Planning Policy Manager, the Corporate Director (SB), the Head of Legal Services, and the Democratic Services & Governance Officer (Scrutiny) and the Policy and Performance Management Officer.

Members in Attendance: Cllr J Rest, Cllr R Price, Cllr J Oliver, Cllr S Arnold, Cllr A Fitch-Tillett, Cllr E Seward (portfolio holder for Finance, Revenues & Benefits) and Cllr S Bütikofer (Leader).

79. APOLOGIES

Apologies were received from Cllr J English, Cllr A Claussen-Reynolds and Cllr R Reynolds.

80. SUBSTITUTES

Cllr R Shepherd for Cllr J English.

81. PUBLIC QUESTIONS & STATEMENTS

None received.

82. MINUTES

The minutes of the Overview and Scrutiny Committee held on 14th November 2018 were agreed as an accurate record and signed by the Chairman.

83. ITEMS OF URGENT BUSINESS

None received.

84. DECLARATIONS OF INTEREST

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

85. PETITIONS FROM MEMBERS OF THE PUBLIC

None received.

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

None received.

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

None received.

88. ONLINE SCAMS UPDATE

The Police and Crime Commissioner for Norfolk; Lorne Green, was in attendance at the meeting joined by Norfolk Constabulary Cyber Security Advisor; Will Hewlett-Case, in order to provide an update on online scams within the district. They were also joined by Superintendent Chris Harvey, and inspectors Ed Brown and Teresa Futter for the Crime and Disorder update.

Questions and Discussion

The PCC began the update and stated that policing had changed substantially in recent years, with modern technology severely increasing the risk to children and vulnerable adults. He informed the Committee that digitally enabled criminality was increasing, with cases of the major defrauding of businesses becoming more common, it was clear that no one was immune from the dangers of online scams. As a result, it was stated that a business crime strategy was incoming.

The Committee was informed that up to £8m had been lost to cybercrime in Norfolk, and it was suggested that in most cases individuals often failed to report crimes so the amount could be far higher. The PCC stated that scams were often disproportionately aimed at vulnerable older people and it was therefore a priority to offer support to victims. He informed Members that he had used the Action Fraud helpline himself in order to test the service, and found that his call was answered in twelve and a half minutes by a call centre based in London. He reported that when required, victims were referred to their local county's victim support services.

The PCC informed Members that he held the title of Scambassador in order to help raise awareness of the dangers to the public from all types of scams in accordance with Operation Bodyguard, another project aimed at safeguarding the victims of scams and tackling fraud. Inspector Ed Brown informed Members that the operation had been established in Kings Lynn in 2017, and looked at referrals from the Action Fraud service in combination with data from Social Services to determine who was vulnerable and at risk in society. He added that the Constabulary were looking to progress the scheme in the new year and improve contact with victims. The PCC informed Members that he would increase funding of the scheme to cover the whole county, and would employ a new officer to manage the service. He then informed Members of the Norfolk Against Scams Partnership, whose aim was to make Norfolk a scam free county by raising awareness, issuing warnings and supporting the victims of scams.

Cllr S Arnold stated that she had been targeted by phone scammers, and asked what was being done to inform the public of how to deal with these types of scams. Superintendent Chris Harvey replied he personally received similar calls and emails, and always informed Members of the public to completely ignore suspicious messages. The PCC added that data was being used for crime mapping, and it was clear that most scams were originating from outside of the UK. The Superintendent agreed that most appeared to be originating from

overseas, and informed Members that Norfolk Constabulary were investing in technology to improve their crime mapping capabilities.

Cllr B Hannah suggested that businesses should do more to help fight scams. The Superintendent agreed and stated that businesses were trying, but he would like to see more support in this respect. Cllr V Gay raised similar concerns and stated that this type of crime was making people more distrustful and fragmenting society. The PCC stated that he would provide more funding to help spread the message about how the police were fighting scams. The Superintendent agreed and stated that he would speak to his Engagement Officer to help get the message out and increase confidence in the police and what they were doing to fight scams. Cllr R Shepherd stated that most of his nuisance and scam calls were dealt with through his telephone provider via a call screening service and advised others to do the same.

Cllr P Grove-Jones raised concerns that in cases where vulnerable individuals had been scammed, they were often too embarrassed to inform the police. She stated that she had personally received an unpleasant scam call and had been very impressed with the response from police. The Superintendent informed Members that there were two dedicated victim support Officers based at NNDC and encouraged Members to inform the public that they could be contacted at the help hub.

Cllr N Pearce asked how long it would take for Norfolk Constabulary to identify patterns in online scamming activities. The Superintendent replied that it was a difficult process and didn't happen often, but people impersonating Police Officers were often caught quickly. The Chairman suggested that scams appeared to be becoming more sophisticated, and asked if the district was moving in a general direction in terms of prevalence and prevention. The Superintendent replied that all types of scams were increasing, and it was crucial to get the message out to ignore suspicious calls and emails. The PCC and Superintendent stated that they would bring together their media teams to help spread the message as widely as possible in Norfolk. Cllr S Bütikofer added that Councillors were invited to join the Scambassador programme to help raise awareness of the issue.

Cllr S Arnold asked whether it would be helpful for people to forward suspected scam emails to the police. The Superintendent replied that it would be helpful if the public forwarded any scam emails to the companies and or organisations that the scammers were pretending to be.

89. CRIME AND DISORDER UPDATE

Superintendent Chris Harvey introduced the update and stated that there were 82 crimes per 1000 people in the UK, which fell to 70 per 1000 in the East, 61 per 1000 in Norfolk, and just 30 per 1000 in North Norfolk. It was suggested on the basis of these figures, that North Norfolk was still a very safe part of the country and this year had been a very quiet summer in terms of theft. The superintendent then informed Members that he had invested in teams that sought to stop crime on the roads, and stated that two couples had been caught by this team in the past year. He added that the North Sea helped to isolate the region, and reassured the Committee that there were no Heroin or Crack dealers in the district, which allowed the force to focus on alcohol related issues instead. The Superintendent stated that there was still work to be done, especially around assaults, which often occurred in existing relationships and remained the number one demand for police time, with up to five domestic abuse calls per day. On other issues, it was stated that suspicious circumstances reporting had been used to good effect, with the information supplied being used to stop crime in several circumstances. Finally, it was stated that there was one burglary reported every three days in the district, and one vehicle theft per week.

Questions and Discussion

Cllr P Grove-Jones informed the Committee that since losing its PCSOs, Stalham had seen a spike in crime. She then praised the work of the replacement Officer that was regularly visiting Stalham. The Superintendent stated that he was glad to hear that the Officer was regularly visiting Stalham, then acknowledged the spike in crime following the loss of PCSOs in the area, but informed the Committee that this issue had been resolved quickly.

Cllr J Rest commended the Police Officers in attendance for the low crime rate in North Norfolk, then raised the issue of knife crime and suggested that it was alarming to hear that armed police were being used to tackle the issue in London. The PCC replied that most knife crime incidents took place within the criminal community, and informed Members that Operation Gravity had led to the arrest of up to 800 people in connection with knife crime. He added that partnerships were important and the police must continue to work with Social Services to limit the causes of crime. The PCC then responded to earlier comments on the loss of PCSOs and stated that this was a regret of the service, but more Officers with full powers were in greater need. He stated that another one of his aims was to educate young people about the perils of knife crime, and a film had been made that he was using to tour schools throughout the county.

Cllr E Seward raised a question on North Walsham, he stated that the Town Council had paid for and improved the CCTV provision in the town which was frequently used by police, but due to the equipment being located in the town hall the police were not able to access the system at night. He added that the Town Council had offered to give the equipment to the police to keep at the station, and asked why there had been a delay in taking up the offer and whether it could be resolved. Inspector Futter replied that Norfolk Constabulary were currently looking at CCTV across the County, and didn't want to be seen as giving preference to a single station. Cllr E Seward stated that after the loss of PCSOs, North Walsham had a significant need for good CCTV. The PCC asked how many other communities had made similar requests. The Superintendent replied that unfortunately resources were not available at present to fund increased CCTV provision across the district, but he was looking at other ways this could be addressed. Inspector Futter reassured Members that she was keen to improve CCTV access and provision in North Walsham when possible.

Cllr P Bütikofer stated that as a youth magistrate, he often encountered young offenders that were unaware that being caught with a knife twice carried a mandatory six-month sentence, and asked if anything could be done to improve awareness of the issue. The Superintendent replied that Officers were currently visiting all schools to educate children on the perils of knife crime and would make sure that this was noted.

The Chairman raised an issue regarding marine crime, and asked what more could be done to help tackle this issue. The Superintendent informed the Committee that a new boat would soon be procured that would greatly improve capabilities for tackling offshore crime. The Chairman then raised the issue of speeding and stated that he understood that many were receptive to the idea of a blanket 40mph speed limit north of the A148. The PCC informed the Chairman that the police did not set speed limits, however the Superintendent stated that he would communicate the message to the Highways Agency, and look at the possibility of community speed watch groups issuing fines. The PCC then informed Members that the Safety Camera Partnership's aim was to use speeding fine revenues to fund road safety initiatives, and there had been a recent investment in smaller speed-camera vans to cover the more rural areas of the county. He then added that tram line and KSI data was used to determine where speed cameras were needed to improve safety. Cllr R Price stated that the Ingham speed-watch team were ready to start and asked where the data they collected would go. The Superintendent replied that Norfolk Constabulary and County Council would

collate this information and use it to inform future operations, but admitted that more could be done with it.

Cllr B Hannah raised the issue of minor road accidents and asked if the police logged these less serious cases. The Superintendent replied that they would be sent to the Traffic Justice Team and logged as a crime.

The Chairman asked whether police bodycams had been successful. The Superintendent replied that they had been extremely successful and had helped to convict people that had assaulted Police Officers.

90. COUNCILLOR CALL FOR ACTION

As the appointed champion of the Councillor Call for Action, Cllr J Oliver introduced the item and outlined the issue with her original statement 'regarding the serious situation caused for residents living in and around the vicinity of the Primary School in Sheringham by parking issues resulting from school traffic'. She then informed the Committee that the provision had only been used once previously since its introduction in 2007 to bring matters of concern to the Committee. Cllr J Oliver informed Members that she had received a number of emails from residents relating to the issue and read out several of the concerns that included: residents not being able to leave their homes during certain times, parents with pushchairs having to walk in the road with pavements blocked by cars, no access for emergency vehicles, and aggressive behaviour from parents collecting or dropping off their children.

Before hearing from members of the public, the Chairman outlined the options of the Committee so that they could begin to consider how to best resolve the issue. These options included:

1. If the matter is simple, to resolve it forthwith.
2. To request Officers to prepare a report for the next meeting.
3. To request the Member submitting the call for action to provide further evidence or information to a future meeting.
4. To set-up a task and finish group to investigate and report back to the Committee.
5. To make recommendations to the Council or Cabinet as appropriate.
6. To decide to take no further action upon the request, for stated reasons.

Cllr R Shepherd expressed his support for the CCfA, and informed Members that the school was built 37 years ago for 400 pupils, however today there were currently over 580 which had caused a substantial increase in parental traffic. He then suggested some possible solutions that included: creating a turning point in the schools playing field, creating a through road, or setting up a task and finish group to look at the issue in more detail.

Mr Ineke was the first public speaker, his statement was outlined as follows: A resident of the affected area for twenty years, in agreement with the comments made by Cllr J Oliver and Cllr R Shepherd. The speaker stated that he had received verbal abuse from members of the public and felt that the situation was an accident waiting to happen, with parents and children being forced to walk in the road, together with a complete lack of access for emergency vehicles. He then stated that he supported the formation of a task and finish group to review the issue and expressed his willingness to participate in such a group.

Ms Bailey was the second public speaker, her statement was outlined as follows: As a Sheringham local raised in the town, Ms Bailey stated that she had lived in the area in the vicinity of the school since 1993. It was stated that the parking was disgusting and dangerous, and that the school had not helped to alleviate the situation with staff themselves

often parking on the surrounding streets. It was stated that buses caused significant congestion when struggling to get past parked cars to reach the school, and high school children were at risk of being hit by cars as there was inadequate space to walk on the pavement. Finally, she stated that she had also received abuse from members of the public parking in the area, and invited Councillors to visit the site.

Ms Bastow was the third public speaker, her statement was outlined as follows: The speaker lives directly opposite the Primary School sought to reiterate all previous points made about the dangers that the parking has caused. She stated that she had windows broken and litter thrown onto her property. In addition, she stated that her children had received abuse at school, as well as receiving verbal abuse herself. Finally, it was stated that she was often unable to access her own property and that she had to carefully time when she could leave her property.

The Chairman invited the first public speaker, Mr Ineke to make a final statement. The speaker replied that he had spoken to the school's Headmaster and all relevant authorities and had not managed to achieve anything.

Questions and Discussion

Cllr S Bütikofer was given the opportunity to respond to the statements, and stated that she completely understood the frustrations felt by local residents and welcomed the opportunity to visit the site herself. She added that since hearing about the issue, she had written to the school, local police and Highways Agency herself to see if anything could be done to help resolve the matter. She then stated that the issue was likely a Highways concern, but stated that she would ensure that the District Council did not ignore the problem.

At the request of the Chairman, the Head of Legal Services confirmed that it would be possible for the Committee to form a task and finish group, with members of the public able to attend to observe and give evidence, but they could not be voting members of the group.

Cllr B Hannah stated that all would sympathise with this issue, then informed the Committee that numerous schemes had already been tried, and whilst he felt that it was a County Council issue, he hoped that NNDC could do something to help. He stated that there were potential solutions, such as opening up the grass area to create a through road to Childs Way, but warned that these could cost a considerable amount of money. Cllr B Hannah then stated that with Cllr J Oliver being a County Councillor and Vice Chair of the Children's Services Committee, he was unsure why she had not taken the issue to NCC, but encouraged NNDC to do what it could regardless.

Cllr B Smith stated that the issue was predominant throughout the district, and suggested that it might be possible to address the issue via a scrutiny in a day session. He then suggested that all the relevant authorities could be invited to attend the session, but overall, people must be encouraged to walk their children to school instead of using their cars. Cllr V Gay added that she was horrified to hear of aggressive behaviour, but knew of similar issues taking place at schools in her ward which had since been resolved, but was unsure if the problems had returned. She then suggested that the Council must use its voice to lobby the relevant authorities to take action.

Cllr M Knowles thanked the members of the public for their statements, then stated that this particular issue was horrendous, and supported the formation of a task and finish group to begin to address the issue with representation from other authorities such as the local police and NCC.

The Corporate Director (SB) agreed that the situation was severe and had taken on board the fact that the issue was a district-wide problem. He then noted that the problem occurred across all generations and took on-board the suggestion for a scrutiny in a day session. He expressed that it was unfortunate that the police representatives had just left, as they could have been asked to issue tickets, which might have helped to resolve the problem. It was suggested that Members needed to manage their expectations of what might be achievable, as allowing areas such as the playing field to be opened up for parking could cause other serious issues, and as such a decision should not be taken lightly. The Corporate Director (SB) then stated that whether the issue was addressed in a scrutiny in a day session or a task and finish group, it would ultimately end up as a matter of enforcement. Cllr P Grove-Jones agreed and stated that enforcement was the only way to resolve the issue. Cllr B Hannah added that it was crucial that those affected by the problems report the issues to the police.

Cllr E Seward informed Members that he was on the NCC Planning Committee that dealt with new schools, and noted that most objections were made in reference to parking issues. He added that whilst it was not a policy he was comfortable with, schools were not required to provide parking for staff. It was stated that North Walsham had suffered similar issues in terms of school parking arrangements that had caused aggressive behaviour. Cllr E Seward then stated that any task and finish group must include representatives from the NCC Planning Department, Children's Services and local police.

At the discretion of the Chairman, members of the public were allowed to make a final response to the Committee. It was stated that an immediate solution to the parking issues could be to use the 70 free parking spaces available at the nearby community centre, and that police and traffic wardens had attended the site but no tickets were issued.

The Chairman informed Members that in accordance with the rules of the CCfA, the Committee would have to make a decision from those outlined previously. It was proposed and seconded that the most suitable course for action would be to form a task and finish group to carefully review the issue.

RESOLVED

To set-up a politically balanced Task & Finish Group with input from the Highways Authority, Police and local residents to consider parking issues around schools in the district, using Sheringham Primary School as the basis for a review.

91. RAPID REVIEW OF THE LOCAL PLAN – UPDATE

The Planning Policy Manager introduced the update and stated that the purpose of the process was to scrutinise the high level risks of the Local Plan. He stated that the key messages from the review were to improve the quality of engagement, allow more flexibility on development in the countryside, and to note the Committee's concerns on the announcement of the housing target.

Questions and Discussion

The Planning Policy Manager informed Members that the deadline for a decision on whether to publish the draft plan for consultation before or after next year's election was approaching, with a decision needed by the end of January. Cllr V Gay stated that she felt it was important that the draft Local Plan should not be rushed and the process should be educational. She then asked what was happening with the Cabinet recommendation on conservation areas. The Planning Policy Manager replied that the Major Projects Manager was working on this programme and was scheduled to look at the issue.

The Chairman asked for confirmation of the housing target of 540 dwellings per annum. The Planning Policy Manager replied that the figure would assess need, and that the target would have to take other figures into account such as the number of second homes in the district and the number of people in care homes, for which three beds counted as one dwelling. He added that it was preferable to set a higher target, as it was easier to reduce the target than increase the number of dwellings available should the target increase, but noted that there was a balance to be struck. The Chairman then asked if there was any support for introducing a policy similar to the St Ives Principal to moderate second home ownership in the district. The Planning Policy Manager replied that there could be no planning controls over second home ownership of existing dwellings, and that such a principal would only put controls on new housing stock. As a result, such restrictions would only apply to 10% of homes in the district and would still leave 90% uncontrolled. Moreover, to implement this policy would require the Council to explain to the Planning Inspector why the policy had been introduced. For these reasons, the Planning Policy Manager explained to the Committee that the Planning Policy and Build Heritage Working Party had been ambivalent to such a policy. Cllr V Gay asked what reason St Ives had given to persuade the Planning Inspector of the need for such a policy. The Planning Policy Manager stated that he was not fully aware of the reasons given, but stated that it was his understanding that the reasons were based on subjective evidence of the impact of second homes in the area.

Cllr P Bütikofer suggested that many affordable homes were being bought by property investors and asked if anything could be done to limit this. The Planning Policy Manager informed the Committee that this was not possible with genuine affordable homes, but had been the case with less expensive homes on the housing market, in which case the market was being distorted by buy-to-let purchases that raised rents above the cost of mortgages. He then stated that unfortunately, planning policy was not the correct tool to address this issue, and whilst it was less of a problem than second homes, the Council must continue to ensure that affordable housing is sold to those in need.

92. MANAGING PERFORMANCE QUARTER 2 – 2018/19

As the relevant portfolio holder, Cllr E Seward was in attendance to answer any questions on the Report.

Questions and Discussion

Cllr V Gay asked how the tourism figures for the district were measured. The Policy and Performance Management Officer replied that she would send the full report that the data was taken from to Members. Cllr M Knowles stated that he agreed with the request and was also curious about how the figures were calculated, as he suggested that holiday homes such as static caravans might affect them. Cllr P Grove-Jones stated that she was interested to know why day visitors did not spend as much as overnight visitors, but noted that overall it was only necessary to know the economic health of the district. Cllr M Knowles agreed and suggested that the general trend was important as opposed to specific figures. The Chairman requested that Visit North Norfolk were invited to update the Committee in the new year.

Cllr P Bütikofer asked how the reduction in empty homes included in the report had been achieved. The Policy and Performance Management Officer stated that the enforcement board had applied all means available to bring properties back into use. Cllr P Grove-Jones added that the Development Committee received a quarterly report on this issue, and stated that CPOs were being used more often. The Chairman asked who would be the new portfolio holder for housing, and was informed that it would be Cllr K Ward.

RESOLVED

The note the Report.

93. TREASURY MANAGEMENT HALF YEARLY REPORT 2018/19

As the relevant portfolio holder, Cllr E Seward was in attendance to answer any questions on the Report.

Questions and Discussion

There were no questions on the content of the report.

RESOLVED

To note the report.

94. MARKET TOWNS INITIATIVE WORKING GROUP

The Chair of the MTI Working Group gave a brief update and noted that whilst the first round of funding had been awarded, a substantial amount remained in three of the towns, which would remain ring fenced for the second round of funding. Cllr P Grove-Jones and Cllr V Gay thanked the Chair of the Working Group and the Democratic Services and Governance Officer for sending the MTI report to Committee Members prior to Cabinet.

95. THE CABINET WORK PROGRAMME

The Democratic Services and Governance Officer gave a summary of the upcoming items on the Cabinet Work Programme.

96. OVERVIEW AND SCRUTINY WORK PROGRAMME AND UPDATE

The Democratic Services and Governance Officer updated the Committee on items on the agenda in January. It was agreed that the Recycling Rapid Review would be deferred until a new Committee Chair was appointed following the Council's recent change in administration.

The Democratic Services and Governance Officer then reminded Members that Draft Budget Scrutiny Training would take place at 2.00pm in the Committee Room.

The meeting ended at 12.37pm

Chairman

Communications Team update for Overview and Scrutiny Committee

Introduction

At a meeting of Overview and Scrutiny Committee in September 2018, Members requested an update on the corporate rebranding project, including an assessment of the impact on the Communications Team of undertaking this work, such as the resources required to implement this project and the impact on overall service delivery and performance.

Service delivery and performance

The communications strategy 2015-2019 underpins the team's diverse range of activities which include the production of news releases, website and intranet content, social media management, reactive and proactive liaison with local, regional and national media, advice and information for Members, managing film and photography requests, project management and contribution to event management.

The team has played an integral part in the successful delivery of the ongoing Digital Transformation programme, supporting IT colleagues to improve customer service for both internal and external customers. This has included promoting the development of web-enabled forms (such as the garden waste service) and thus increasing online customer transactions and improving ease of access. Self-serve access to council services is promoted extensively and has included an upturn in bookings for the Council's dual use sports centres and countryside activities as a result. The Communication Managers are also responsible for the Performance and Policy Officer and thus, the effective use and development of the Council's performance management framework and, as part of the Digital Transformation programme, are supporting the delivery of a new Management Information System (InPhase).

Corporate rebranding project

The corporate rebranding project was first put forward as a concept by the Heads of Paid Service in 2017, particularly the need for the Council to respond to developments in digital media where the Council's presence needed to be strengthened. An external agency was commissioned to create an initial brief. This brief was presented to the Heads of Paid Service, the joint Communications Managers and, subsequently, the Group Leaders of the three political parties.

It was agreed to proceed with the rebranding project, which included a refreshed and digitally compatible logo, a new colour palette designed to represent the district, including its built heritage and landscape, with a consistent, accessible appearance and a strapline 'A better place' created to help tell the story of the council's work, its responsibilities and achievements.

The strengthening of the Council's 'brand' and its identity supports how:

- People understand what we do and how much we do
- We increase our presence across the district, this includes making greater representation of our assets
- We want to celebrate being a good council and for our residents, visitors and businesses to recognise that North Norfolk is a better place to live, work, visit and so on.

The introduction of the new identity, underpinned by a corporate style guide, is ensuring:

- Consistency
- Professionalism – an identity we can be proud of

- Our logo is turned into a brand that people can relate to
- Improvement to the image of NNDC

The phased roll out of the refreshed corporate identity is progressing well with all newly created materials produced reflecting a strong, professional and consistent corporate image. For the first time, the Council has a set of branding guidelines that ensure the correct application of our corporate identity across print, digital media and signage, and where we are represented as partners by other organisations. Examples of immediate introduction of the refreshed corporate identity include strengthening the representation of the Council's ownership of Cromer Pier using the branding work in conjunction with a refresh of the Pier's own identity; and Public Space Protection Order signage around the district created in response to a change in the regulatory framework regarding anti-social behaviour.

In the medium term, the branding now also covers letter headers, social media imagery, information boards both internal to the council headquarters and externally, in digital spaces, in recruitment material, council office reception information boards and for awards ceremonies including the Big Society Fund Awards, the North Norfolk Business Awards and the Staff Achievement Awards.

In the longer term, the new branding will be used to ensure that we project a positive image for the District Council and that we are represented appropriately. This will include both the Council's own [projects and ones in which we are a key partner.

The work needed to complete the rebranding project was, as previously mentioned, initially worked up by an external agency at cost of £12,000. Since the agreement to proceed with the rebranding, both internal and external professional designers have been used to create the wide range of materials referred to above within existing service budgets, with design requests managed by the Communications Managers accordingly.

Wider communications activities

The operational output of the Communications Team has seen significant increases across all areas of service delivery including the issue of many more media statements and releases sent year on year.

In the last year the team has successfully planned, advised and created materials for Greenbuild, the first (and the forthcoming second) North Norfolk Business Awards, the 2018 Big Society Fund Awards and the 2018 Staff Achievement Awards.

The last year has seen the team develop a close and effective working relationship with the national BBC, resulting in a range of high profile appearances for Cromer and the district on a national stage.

Cromer and Cromer Pier were the stars of the show as the central feature for the BBC's primetime Christmas 'ident' launched on 1 December. Following the success of the Antiques Roadshow filming in May, the Communications Team managed the request and subsequent permission for the filming to take place in the town early in October and the end result has attracted national coverage from news agencies including the Independent, the Sun and the Mirror and the BBC's own Breakfast show. Eight million people tuned in to see the launch of the ident, which then featured as the BBC's most watched online video for 24 hours. The ident was featured on the BBC throughout December. Cromer will again feature on national TV as the Antiques Roadshow, filmed in the town in May, will air in the New Year, with yet more positive coverage for North Norfolk. The team again handled the initial communications with, and recce visit of the production team to

Cromer; and played a key part in the national Blue Flag Awards presentation and subsequent promotion of the six blue flag awards – both in May 2018.

The Communications Team has ensured the success and/or planning of several new projects in the last year, including #OurDay, a celebration of local authority staff; #NorfolkDay, an Archant/BBC project held last (and next) July to celebrate the county; the 'Mammoth' Marathon planned for 2020; and the Go Go Hares trail.

The delivery of three major capital projects is being supported by the team; the Sandscaping project at Bacton and the two leisure projects in Sheringham and Cromer respectively. Additionally, the team is creating a media protocol to cover the forthcoming Leisure Management contract between the Council and the agreed contractor, Everyone Active following the successful communication management of the new Pier management contract with Openwide. The protocol will be developed to help maximise the PR opportunities and community engagement activity during the development of the new Leisure facilities in the district, and subsequent promotion of the facilities and their offer pre and post opening.

Reaching audiences using the Council's digital channels is continuing to grow with engagement rates increasing for both Twitter and Facebook. The team has recently launched an Instagram account, which as a photo sharing platform, is increasing the opportunity to promote North Norfolk as 'A better place' through sharing content and that of account users from across the District. It will be used as another channel to promote Council events, activities and good news stories featuring our location, such as winning Blue and Green Flag awards and to engage people in the development of new facilities such as Sheringham Leisure Centre. In utilising each of these social media channels for proactive campaigns, reactive work and engaging with users, the team has grown its Twitter reach by 6% and Facebook by 10% in the last six months, and since September, its Instagram reach has grown by 240%.

Concluding, the corporate rebranding project and the work that has been undertaken to progressively implement it has placed North Norfolk District Council a strong position in terms of its reputation. It has enabled the Communications Team to communicate with confidence with a strong voice for North Norfolk, enabling people to be informed and involved, aware of and use our services. Furthermore, the project has been delivered in a year of significant increase in demand and subsequent output together with the successful delivery of key corporate projects.

Ed Foss and Louise Cowell
January 2019

North Norfolk District Council - Review of Polling District and Places 2018

- Summary:** Section 17 of The Electoral Registration & Administration Act 2013 requires local authorities to undertake periodic reviews of polling districts and polling places in their areas every five years. The next compulsory review needs to be undertaken in the 16-month period from 1st October 2018 – ie by end of January 2020.
- Conclusions:** Assuming any proposed amendments to the polling districts, polling places and polling stations are agreed by the District Council at its meeting of 27th February 2019; it would be proposed that the new arrangements be implemented with effect from the Electoral Registers published from 1st March 2019 and any new polling stations used from the elections to be held on 2nd May 2019 and thereafter.
- Recommendations:** **The Overview and Scrutiny Committee is invited to comment on the consultation undertaken by the Electoral Services Team on the Review of Polling Districts and Places 2018 and particularly comment on those four polling districts where there have been some objections received to the proposals made.**

1.0 Background:-

- 1.1 Section 17 of The Electoral Registration & Administration Act 2013 requires local authorities to undertake periodic reviews of polling districts and polling places in their areas every five years. The next compulsory review needs to be undertaken in the 16-month period from 1st October 2018 – ie by end of January 2020.
- 1.2 Taken with the recent electoral review of North Norfolk District Council, where the Local Government Boundary Commission for England (LGBCE) has recommended new ward boundaries across the area (and new parish ward boundaries in the towns of Cromer, Fakenham, North Walsham and Sheringham) which have been approved by Parliament; it

is considered appropriate for the District Council to undertake a review of polling districts and places early in the period specified in legislation so that new arrangements can be put in place for the local government elections (ie to the District Council and Town and Parish Council) in May 2019.

- 1.3 The Council's Elections Team prepared a report of the review and schedule of proposals which was approved as the basis for consultation by Cabinet at its meeting of 29th October 2018. The proposals were therefore the subject of formal consultation in the period November and December 2018.

2.0 Context:-

- 2.1 The North Norfolk District has 138 polling districts in its area – largely made up of individual parish areas and a number of parish ward areas within larger settlements.

Of these 138 polling districts:-

- 29 are within the Broadland Parliamentary Constituency Area (within the current North Norfolk District ward areas of Astley, Lancaster North, Lancaster South, The Raynhams, Walsingham, Wensum); and
- 109 are within the North Norfolk Parliamentary Constituency Area

- 2.2 In undertaking a review of polling districts, places and stations, the Council has sought to ensure that:

- electors have such reasonable facilities for voting as are practicable in the circumstances;
- as far as reasonable and practicable, that polling places are accessible to all electors, including those with disabilities.

3.0 Draft proposals:-

- 3.1 The draft proposals issued for consultation involved no change to the majority (114) of polling districts, places and stations in the District.

- 3.3 Of the remaining 24 polling districts, some changes were proposed, summarised as follows:-

- 8 proposed no change to the polling district or polling place, but made alternative proposals for the polling station based on a range of factors including accessibility, more suitable new building, or cost
- 10 proposed minor changes to polling district boundaries (all in towns to reflect new district and parish ward boundaries) but with no changes to the location of polling stations for the majority of electors in those areas
- 6 proposed changes to polling district boundaries (all in towns to reflect the new district and parish ward boundaries) and alternative locations for polling stations based on a combination of the new ward boundaries, accessibility and more suitable buildings.

4.0 Consultation responses:-

- 4.1 Consultation on the review, including locations where no change to Polling Districts, Places and Polling Stations were proposed; was undertaken by the Electoral Services Team writing to all local town and Parish Councils in the District, writing to all District and County Councillors for the North Norfolk District Council area and local political party agents. Details of the review and consultation process were also displayed on the Council's website and a report on the consultation carried in local media. Comments on the proposals were invited to be made by 31st December 2018.
- 4.2 The consultation process, saw six comments received, as follows:-
- No comments were received in respect of any Polling Districts, Places or Stations in areas where no change was proposed
 - Two comments were received supporting proposals – these were from Mundesley Parish Council and a local member in North Walsham supporting the proposal to use a temporary polling station facility at the Victory Pool and Fitness Centre to serve the North Walsham West Polling District;
 - Four comments were received – one in respect of each proposal, for alternative polling stations to serve the East and West Beckham, Matlaske, Ludham and Wells-next-the-Sea Polling Districts.
- 4.3 A schedule detailing the full proposals is attached as an Appendix to this report for completeness. The text in the final column in black font describes proposals where there are no changes to existing polling place / station arrangements; text in green font is where there is either support for or no comments have been received through the consultation to the proposals made; and text in red font indicates those communities from where objections have been received to the draft proposals issued for consultation.
- 4.4 The Overview and Scrutiny Committee is therefore invited to comment on the final proposals, hopefully feeling able to indicate its support for the majority of proposals as indicated in the black and green font; and to express thoughts / comments on the proposals and comments made in red font.
- 5.0 Adoption of any revised proposals:-**
- 5.1 Following discussion by the Overview and Scrutiny Committee, it would be proposed that a final report on the proposals is discussed by Cabinet at its meeting of the 4th February and thereafter seek endorsement of Full Council at its meeting of 27th February 2019. It would then be proposed that the new arrangements be implemented with effect from the Electoral Registers published from 1st March 2019 and any new polling stations used from the elections to be held on 2nd May 2019 and thereafter.
- 6.0 Financial Implications and Risks:-**
- 6.1 There are no direct financial issues raised by this report.
- 7.0 Sustainability**
- 7.1 There are no sustainability issues raised by this report.
- 8.0 Equality and Diversity**
- 8.1 Legislation requires all polling stations to be accessible for all people wishing to exercise the right to cast their vote in person. The District Council gives this issue detailed

consideration in the planning and conduct of elections in the District and has made efforts to improve the understanding and training of polling staff in meeting the needs of all voters. Given the rural nature of the North Norfolk District and that some venues used as polling stations are old and serve small communities some venues do have limitations regarding their accessibility – ie unsurfaced car parks and paths, stepped accesses into buildings etc. Officers have therefore given careful to the issue of increased accessibility in the conduct of this review and in a small number of locations has proposed changes to the use of a building as a polling station based on the ease of accessibility.

9.0 Section 17 Crime and Disorder considerations

9.1 This report does not raise any issues relating to Crime and Disorder.

NORTH NORFOLK DISTRICT COUNCIL - POLLING DISTRICT AND POLLING PLACES REVIEW 2018						
New Polling District Code	Current Polling District Code	New Electoral Ward	Polling District	Polling Place	Current Polling Station	Formal Proposals recommended for adoption
BA1	KG1	Bacton	Parish of Bacton	As polling district	Bacton-on-Sea Village Hall, Coast Road, Bacton	No change
BA2	MF1	Bacton	Parish of Paston	As polling district	Bacton-on-Sea Village Hall, Coast Road, Bacton	No change - No suitable public building for polling station in Paston polling district
BA3	LG4	Bacton	Parish of Walcott	As polling district	Walcott Village Hall, Coast Road, Walcott	No change
BA4	NP4	Bacton	Parish of Witton with Ridlington	As polling district	Witton & Ridlington Village Hall, Stonebridge Road, Witton	No change
BE1	KM1	Beeston Regis and The Runtons	Parish of Beeston Regis	As polling district	West Runton Scout HQ, Cromer Road, Beeston Regis	No change
BE2	MJ1	Beeston Regis and The Runtons	East Runton ward of the Parish of Runton	As polling district	East Runton Village Hall, Lower Common, East Runton	No change
BE3	MK4	Beeston Regis and The Runtons	West Runton ward of the Parish of Runton	As polling district	West Runton Church Hall, Station Road, West Runton	No change
BR1	UG1	Briston	Parish of Briston	As polling district	The Copeman Centre, Hall Street, Briston	No change
C01	UD1	Coastal	Parish of Blakeney	As polling district	Blakeney Village Hall, Langham Road, Blakeney	No change
C02	KS4	Coastal	Parish of Cley-next-the-Sea	As polling district	Cley Village Hall, The Fairstead, Cley next the Sea	No change
C03	LU1	Coastal	Parish of Kelling	As polling district	The Barn, Beck House, The Street, Kelling	No change
C04	UX1	Coastal	Parish of Morston	As polling district	Morston Village Hall, Quay Lane, The Street, Morston	No change
C05	MM4	Coastal	Parish of Salthouse	As polling district	British Columbia Hall, Cross Street, Salthouse	No change
C06	UC1	Coastal	Parish of Stiffkey	As polling district	Stiffkey Village Hall, Church Street, Stiffkey	No change
C07	VM4	Coastal	Parish of Wiveton	As polling district	Wiveton Parish Room, The Street, Wiveton	No change
C08	NM1	Coastal	Parish of Weybourne	As polling district	Weybourne Village Hall, Beach Lane, Weybourne	No change
CT1	KV1	Cromer Town	Part of Cromer Town ward of Parish of Cromer	As polling district	Cromer Community Centre, Garden Street, Cromer	No change
CT2	KV2	Cromer Town	Part of Cromer Town ward of Parish of Cromer	As polling district	Bullen Joinery Office, Central Road, Cromer	Proposed use of Cromer Methodist Church, West Street, Cromer as the polling place / station for the Cromer Town CT2 Polling District - in place of the Bullen Joinery Office, Central Road, Cromer. The Methodist Church has on-site parking and better access arrangements into and within the building. Historically access into the Methodist Church as a polling station was compromised by the lack of a pavement on Hall Road, but road improvements outside of the church has made access easier for voters.
CT3	Majority of area KW2	Cromer Town	Part of Cromer Town ward of Parish of Cromer	As polling district	Merchants Place, Church Street, Cromer (for areas off Roughton Road / Norwich Road)	New ward boundary with the Norwich Road and Roughton Road areas currently in the Suffield Park ward becoming part of the "new" enlarged Cromer Town ward - new polling district reference CT3. Continue to use Merchants Place as the polling station for the CT3 polling district which is just outside polling district boundary. No change in polling station for majority of voters.
ER1	KA4	Erpingham	Parish of Alby with Thwaite	As polling district	Aldborough Community Centre, The Green, Aldborough	No change - No suitable public building for polling station in Alby with Thwaite polling district
ER2	KB4	Erpingham	Parish of Aldborough	As polling district	Aldborough Community Centre, The Green, Aldborough	No change
ER3	KT4	Erpingham	Parish of Colby	As polling district	Banningham & Colby Jubilee Hall, Colby Road, Banningham	No change
ER4	KZ4	Erpingham	Parish of Erpingham	As polling district	Erpingham with Calthorpe Village Hall, The Street, Erpingham	No change
ER5	LE4	Erpingham	Parish of Hanworth	As polling district	Hanworth Village Hall, The Common, Hanworth	No change
ER6	LS4	Erpingham	Parish of Ingworth	As polling district	Ingworth Reading Room, The Street, Ingworth	No change
ER7	LT4	Erpingham	Parish of Itteringham	As polling district	Bure Valley Community Centre, The Street, Itteringham	No change
ER8	NB4	Erpingham	Parish of Sustead	As polling district	Sustead Village Hall, Aylmerton Road, Sustead	No change
ER9	NN4	Erpingham	Parish of Wickmere	As polling district	Wickmere Village Hall, Regent Street, Wickmere	No change
GR1	KE4	Gresham	Parish of Aylmerton	As polling district	Aylmerton Village Hall, Church Road, Aylmerton	No change
GR2	KF4	Gresham	Parish of Baconsthorpe	As polling district	Baconsthorpe Village Hall, School Lane, Baconsthorpe	No change
GR3	KN1	Gresham	Parish of Bodham	As polling district	Bodham Village Hall, The Street, Bodham	No change

NORTH NORFOLK DISTRICT COUNCIL - POLLING DISTRICT AND POLLING PLACES REVIEW 2018						
New Polling District Code	Current Polling District Code	New Electoral Ward	Polling District	Polling Place	Current Polling Station	Formal Proposals recommended for adoption
GR4	KL4	Gresham	Parish of East Beckham	As polling district	The Wheatsheaf Public House, Church Road, West Beckham	Very small electorate (approx. 30 voters) in the East Beckham parish and polling district, with The Wheatsheaf Public House in West Beckham being very expensive compared to average hire charge for a polling station, but no other public building believed to be available in East or West Beckham parishes. Only one objection received to proposal for voters from East Beckham to use Bodham Village Hall as polling station on grounds that voters from East Beckham should not be disadvantaged on grounds of cost. Proposed use of Bodham Village Hall, The Street, Bodham to be the polling station for the East Beckham Polling District (GR4).
GR5	LD1	Gresham	Parish of Gresham	As polling district	Gresham Village Hall, Cromer Road, Gresham	No change
GR6	LH4	Gresham	Parish of Hempstead	As polling district	Hempstead Village Hall, The Street, Hempstead	No change
GR7	KH4	Gresham	Parish of Little Barningham	As polling district	Lt Barningham Village Hall, The Street, Little Barningham	No change
GR8	LZ4	Gresham	Parish of Matlaske	As polling district	The Stables Room, Barningham Hall, Matlaske	This polling station is some distance from Matlaske village and has very poor accessibility into and within the building. Small electorate (approx 130) in the Matlaske parish and polling district. Strong objection from Matlaske Parish Council to proposed change of polling station to premises outside of Matlaske parish on grounds of distance, need for personal transport and modest facilities at Little Barningham Village Hall with no off-street parking. No objections from the owner of The Stables to the proposed alternative polling station. Proposed use of Little Barningham Village Hall, The Street, Little Barningham to be the polling station for the Matlaske Polling District (GR8).
GR9	KH5	Gresham	Parish of Plumstead	As polling district	Baconsthorpe Village Hall, School Lane, Baconsthorpe	No change
GR10	KL5	Gresham	Parish of West Beckham	As polling district	The Wheatsheaf Public House, Church Road, West Beckham	Small electorate (approx 200) in the West Beckham parish and polling district, with The Wheatsheaf Public House in West Beckham being very expensive compared to average hire charge for a polling station, but no other public building believed to be available in East or West Beckham parishes. Only one objection received to proposal for voters from West Beckham to use Bodham Village Hall as polling station on grounds that voters from West Beckham should not be disadvantaged on grounds of cost. Proposed use of Bodham Village Hall, The Street, Bodham to be the polling station for West Beckham Polling District (GR10).
HA1	ML5	Happisburgh	Parish of Brumstead	As polling district	East Ruston Village Hall, School Road, East Ruston	No change - No suitable public building for polling station in Brumstead polling district
HA2	ML4	Happisburgh	Parish of East Ruston	As polling district	East Ruston Village Hall, School Road, East Ruston	No change
HA3	LF1	Happisburgh	Parish of Happisburgh	As polling district	Wenn Evans Centre, Blacksmiths Lane, Happisburgh	No change
HA4	LL4	Happisburgh	Parish of Honing	As polling district	Honing & Crostwright Village Hall, The Street, Honing	No change
HA5	LR4	Happisburgh	Parish of Ingham	As polling district	Ingham Village Hall, Mill Road, Ingham	No change
HA6	LW4	Happisburgh	Parish of Lessingham	As polling district	Lessingham Village Hall, School Road, Lessingham	No change
HI1	LJ1	Hickling	Parish of Hickling	As polling district	Hickling Barn, Tate Loke, Hickling	No change
HI2	LN4	Hickling	Parish of Horsey	As polling district	School Room, Horsey Methodist Church, All Saints Lane, Horsey	No change
HI3	MG1	Hickling	Parish of Potter Heigham	As polling district	Potter Heigham Village Hall, School Road, Potter Heigham	No change
HI4	MP4	Hickling	Parish of Sea Palling with Waxham	As polling district	Sea Palling and Waxham Village Hall, Waxham Road, Sea Palling	No change
H01	LK1	Holt	Parish of Holt	As polling district	Station 1, Holt Community Centre, Kerridge Way, Holt Station 2, Holt Community Centre, Kerridge Way, Holt	No change
H02	KP1	Holt	Parish of High Kelling	As polling district	High Kelling Village Hall, Avenue Road, High Kelling	No change
H03	LX4	Holt	Parish of Letheringsett and Glandford	As polling district	Letheringsett Village Hall, Holt Road, Letheringsett	No change
HT1	KD4	Hoveton and Tunstead	Parish of Ashmanhaugh	As polling district	The Preston Room, Neatishead Road, Ashmanhaugh	No change
HT2	KJ1	Hoveton and Tunstead	Parish of Barton Turf	As polling district	St Michael and All Angels Church, Church Road, Barton Turf	No change
HT3	KX4	Hoveton and Tunstead	Parish of Dilham	As polling district	Dilham Village Hall, The Street, Dilham	No change
HT4	LQ1	Hoveton and Tunstead	Parish of Hoveton	As polling district	Hoveton Village Hall, Stalham Road, Hoveton	No change
HT5	KK4	Hoveton and Tunstead	Parish of Neatishead	As polling district	The New Victory Hall, The Street, Neatishead	No change
HT6	MW4	Hoveton and Tunstead	Parish of Sloley	As polling district	Sloley Methodist Chapel, Frankfort, Sloley	No change
HT7	MX4	Hoveton and Tunstead	Parish of Smallburgh	As polling district	Smallburgh Village Hall, Yarmouth Road, Smallburgh	No change

NORTH NORFOLK DISTRICT COUNCIL - POLLING DISTRICT AND POLLING PLACES REVIEW 2018						
New Polling District Code	Current Polling District Code	New Electoral Ward	Polling District	Polling Place	Current Polling Station	Formal Proposals recommended for adoption
HT8	NK1	Hoveton and Tunstead	Parish of Tunstead	As polling district	Tunstead Primary School, Market Street, Tunstead	No change
LN1	Formerly part of UJ1 and a small part of UJ2	Lancaster North	North Parish ward in the Parish of Fakenham	As polling district	Fakenham Rugby Club, Seppings Road, Fakenham	No change of polling station location, but move to single station due to reduced number of voters in the Lancaster North ward area based on revised ward boundary
LS1	Formerly UJ2 and part of UJ1	Lancaster South	South Parish ward in the Parish of Fakenham	As polling district	Station 1, Fakenham Community Centre, Oak Street, Fakenham Station 2, Fakenham Community Centre, Oak Street, Fakenham	No change of polling station location, but change of polling station venue for some voters due to revised ward boundary for the Lancaster South ward
MU1	MA1	Mundesley	Parish of Mundesley	As polling district	Church Rooms, 19 Cromer Road, Mundesley, NR11 8BE	Proposed use of Coronation Hall, 26 Cromer Road, Mundesley as the polling place / station for the Mundesley MA1 Polling District. - in place of the Church Rooms, Cromer Road, Mundesley. This is because of the size of electorate and numbers of voters registered to vote in person exceeding 1750 voters; therefore propose operating two polling stations to serve the Mundesley ward in the same polling place. The Coronation Hall is a larger building able to accommodate two polling stations in the same hall, has parking available and has better accessibility for people with mobility issues than the Church Rooms. This proposal has been supported by Mundesley Parish Council.
NWE1	Formerly part of MC1 and MC2	North Walsham East	East Parish ward in the Parish of North Walsham	As polling district	Station 1, North Walsham Community Centre, New Road, North Walsham Station 2, North Walsham Community Centre, New Road, North Walsham	No change of polling station location, but change of polling station venue for some voters due to revised ward boundaries for the North Walsham East ward
NWX1	Parts of MC1 and MC2	North Walsham Market Cross	North Walsham Town Centre East parish ward in the Parish of North Walsham	As polling district	Station 1 Church Hall At Sacred Heart RC Church, Kings Arms Street, North Walsham	No change of polling station location, but change of polling station venue for some voters due to the formation of the new North Walsham Market Cross ward
NWX2	Majority of MD2	North Walsham Market Cross	North Walsham Town Centre West parish ward in the Parish of North Walsham	As polling district	Station 2 Church Hall At Sacred Heart RC Church, Kings Arms Street, North Walsham	No change of polling station location, but change of polling station venue for some voters due to the formation of the new North Walsham Market Cross ward
NWW1	Formerly MD1	North Walsham West	North Walsham West parish ward in the Parish of North Walsham	As polling district	Millfield School, Recreation Road, North Walsham	Proposed use of temporary polling station in car park of Victory Pool and Fitness Centre, Station Road, North Walsham as the polling place / station for the North Walsham West (NWW1) Polling District. - in place of Millfield School, North Walsham which is costly to operate in providing separate access for voters and has limited parking for voters in a congested residential area, particularly at the beginning and end of the school day. The Victory Pool and Fitness Centre site is in a more accessible and less congested part of the polling district, allowing easier access for the majority of voters. Limited number of suitable alternative public buildings or places in Polling District to accommodate polling place / station. Proposed use of temporary polling station at the Victory Pool and Fitness Centre supported by a local (North Walsham) District Councillor.
NWW2	Formerly part of MC2	North Walsham West	North Walsham North parish ward in the Parish of North Walsham	As polling district	St Johns Ambulance Hall, Providence Place, North Walsham	Propose no change of polling station venue to serve the new North Walsham North parish ward area - ie the area of Mundesley Road, Lynfield estate area which moves from the (current) North Walsham North District ward to the extended boundary of the North Walsham West ward. However, this polling station is just outside the boundary of the new North Walsham North Parish polling district as there is no suitable public building within the polling district which is a predominately residential area.
PO1	MB1	Poppyland	Parish of Northrepps	As polling district	Northrepps Village Hall, School Lane, Northrepps	No change
PO2	ME1	Poppyland	Parish of Overstrand	As polling district	The Parish Hall, The Londs, High Street, Overstrand	No change
PO3	MU4	Poppyland	Parish of Sidestrand	As polling district	Sidestrand Reading Room, Cromer Road, Sidestrand	No change
PO4	NH1	Poppyland	Parish of Trimmingham	As polling district	Pilgrim Shelter, Loop Road, Trimmingham, NR11 8EQ	Propose use of Trimmingham Village Hall, Cromer Road, Trimmingham, NR11 8HY as the polling place / station for the Trimmingham Polling District (PO4) - the new Village Hall has replaced the now disused Pilgrim Shelter as Trimmingham's public building.

NORTH NORFOLK DISTRICT COUNCIL - POLLING DISTRICT AND POLLING PLACES REVIEW 2018						
New Polling District Code	Current Polling District Code	New Electoral Ward	Polling District	Polling Place	Current Polling Station	Formal Proposals recommended for adoption
PR1	UM4	Priory	Part of the Parish of Gunthorpe (north of the A148 road)	As polling district	Bale Village Hall, Sharrington Road, Bale	No change
PR2	UB4	Priory	Parish of Binham	As polling district	Binham Memorial Hall, Westgate, Warham Road, Binham	No change
PR3	UK1	Priory	Parish of Field Dalling & Saxlingham	As polling district	Field Dalling & Saxlingham Village Hall, 84 Holt Road, Field Dalling	No change
PR4	UN4	Priory	Part of the Parish of Gunthorpe (south of the A148 road)	As polling district	Gunthorpe Village Institute, Swanton Road, Gunthorpe	No change
PR5	US1	Priory	Parish of Hindringham	As polling district	Hindringham Village Hall, The Street, Hindringham	No change
PR6	UV1	Priory	Parish of Langham	As polling district	Langham Parish Room, Binham Road, Langham	No change
PR7	VG4	Priory	Parish of Thursford	As polling district	Thursford Methodist Chapel, Clarks Lane, Thursford	No change
PR8	VJ1	Priory	Parish of Warham	As polling district	Warham Reading Room, The Street, Warham	No change
PR9	VL1	Priory	Parish of Wighton	As polling district	Wighton Village Recreation Hut, Buddells Lane, Wighton	No change
R01	LA4	Roughton	Parish of Felbrigg	As polling district	Felbrigg Village Hall, The Green, Felbrigg	No change
R02	LC4	Roughton	Parish of Gimingham	As polling district	Gimingham Village Hall, Church Street, Gimingham	No change
R03	MH4	Roughton	Parish of Roughton	As polling district	Roughton Village Hall, Felbrigg Road, Roughton	No change
R04	MY1	Roughton	Parish of Southrepps	As polling district	Southrepps Village Hall, Chapel Street, Southrepps	No change
R05	NG4	Roughton	Parish of Thorpe Market	As polling district	Thorpe Market Village Hall, Cromer Road, Thorpe Market	No change
SN1	Formerly the majority of MR1	Sheringham North	North Parish ward in the Parish of Sheringham	As polling district	St Josephs Parish Hall, Cromer Road, Sheringham, NR26 8RT	Proposed use of St Andrews Methodist Church Hall, Cromer Road, Sheringham, NR26 8SA as the polling place / station for the Sheringham North SN1 Polling District. - in place of the St Joseph's Parish Hall. This is because the St Andrew's Methodist Church Hall is within the boundary of the new Sheringham North ward. It is not considered to be any detriment to local voters as the St Andrew's Methodist Church Hall is still on Cromer road within the town and therefore accessible to all voters from the Sheringham North ward. Move to single station due to reduced number of voters in the Sheringham North ward area based on revised ward boundary.
SS1	Formerly majority of MS1 and part of MR1	Sheringham South	South Parish ward in the Parish of Sheringham	As polling district	Station 1, Sheringham Community Centre, Holway Road, Sheringham Station 2, Sheringham Community Centre, Holway Road, Sheringham	No change of polling station location, but change of polling station venue for some voters due to revised ward boundary for the Sheringham South ward
SS2	MT4	Sheringham South	Parish of Upper Sheringham	As polling district	Upper Sheringham Village Hall, Church Close, Upper Sheringham	No change
STB1	LM1	St Benet	Parish of Horning	As polling district	Horning Village Hall, Mill Hill, Horning	No change
STB2	LY1	St Benet	Parish of Ludham	As polling district	Ludham Methodist Church Hall, Catfield Road, Ludham	Propose change of polling station to Ludham Village Hall, Norwich Road, Ludham, NR29 5PB, which has good off-road parking and is more accessible for people with limited mobility than the Ludham Methodist Church Hall. Proposal not supported by Ludham Parish Council on the basis that the Methodist Church is located in the centre of the village and therefore accessible to a larger number of voters on foot or mobility scooter; whereas the Village Hall is considered to be some distance from the majority of voters requiring access by car.
STA1	KR1	Stalham	Parish of Catfield	As polling district	Catfield Village Hall, The Street, Catfield	No change
STA2	KQ1	Stalham	Parish of Stalham	As polling district	Stalham Town Hall, High Street, Stalham	No change to polling station location - but due to growing electorate in Stalham and number of voters registered to vote in person exceeding 1750 voters propose operating two polling stations to serve the Stalham polling district moving forward - both at Stalham Town Hall.
STA3	NC1	Stalham	Parish of Sutton	As polling district	Sutton Village Hall, New Road, Sutton	No change
ST1	UL1	Stibbard	Parish of Fulmodeston	As polling district	Old School Hall, Barney Road, Fulmodeston	No change
ST2	UY1	Stibbard	Great parish ward of Parish of Ryburgh	As polling district	Great Ryburgh Memorial Hall, 32 Fakenham Road, Great Ryburgh	No change
ST3	UR1	Stibbard	Parish of Hindolveston	As polling district	Hindolveston Village Hall, The Street, Hindolveston	No change
ST4	UU1	Stibbard	Parish of Kettlestone	As polling district	Kettlestone Village Hall, The Street, Kettlestone	No change
ST5	UY2	Stibbard	Little parish ward of Parish of Ryburgh	As polling district	Great Ryburgh Memorial Hall, 32 Fakenham Road, Great Ryburgh	No change - Very small electorate in this polling district and no suitable public building for polling station in East parish ward polling district of Ryburgh parish
ST6	VD4	Stibbard	Parish of Stibbard	As polling district	Stibbard Village Hall, Guist Road, Stibbard	No change

NORTH NORFOLK DISTRICT COUNCIL - POLLING DISTRICT AND POLLING PLACES REVIEW 2018						
New Polling District Code	Current Polling District Code	New Electoral Ward	Polling District	Polling Place	Current Polling Station	Formal Proposals recommended for adoption
ST7	VE4	Stibbard	Parish of Swanton Novers	As polling district	Swanton Novers Village Hall, St Giles Road, Swanton Novers	No change
ST8	UR2	Stibbard	Parish of Thurning	As polling district	Hindolveston Village Hall, The Street, Hindolveston	No change
ST9	VN4	Stibbard	Parish of Wood Norton	As polling district	Wood Norton Village Hall, Stibbard Road, Wood Norton	No change
STO1	UE4	Stody	Parish of Briningham	As polling district	Briningham Village Hall, Dereham Road, Briningham	No change
STO2	UF4	Stody	Parish of Brinton	As polling district	Sharrington Village Hall, The Street, Sharrington	No change
STO3	KU4	Stody	Parish of Corpusty and Saxthorpe	As polling district	Corpusty and Saxthorpe Village Hall, Heydon Road, Corpusty	No change
STO4	KY4	Stody	Parish of Edgefield	As polling district	Edgefield Village Hall, The Green, Edgefield	No change
STO5	UW1	Stody	Parish of Melton Constable	As polling district	Melton Constable Country Club, Briston Road, Melton Constable	No change
STO6	MZ4	Stody	Parish of Stody	As polling district	Hunworth & Stody Village Room, King Street, Hunworth	No change
STO7	NF4	Stody	Parish of Thornage	As polling district	The Vestry, All Saints Church, The Street, Thornage	No change
SP1	Formerly KW1 and parts of KW2	Suffield Park	Suffield Park parish ward in the Parish of Cromer	As polling district	St Martin`s Hall, Mill Road, Cromer	No change of polling station location, but some change of polling venue for some electors due to revised ward boundary
RA1	UH4	The Raynhams	Parish of Dunton	As polling district	Hempton Memorial Hall, The Green, Hempton	No change - No suitable public building for polling station in Dunton polling district
RA2	UP4	The Raynhams	Parish of Helhoughton	As polling district	Helhoughton Village Hall, The Street, Helhoughton	No change
RA3	UQ1	The Raynhams	Parish of Hempton	As polling district	Hempton Memorial Hall, The Green, Hempton	No change
RA4	UQ2	The Raynhams	Parish of Pudding Norton	As polling district	Hempton Memorial Hall, The Green, Hempton	No change - No suitable public building for polling station in Pudding Norton polling district
RA5	UZ1	The Raynhams	Parish of Raynham	As polling district	West Raynham Village Hall, The Street, West Raynham	No change
RA6	VF1	The Raynhams	Parish of Tattersett	As polling district	Green Park Rural Centre, Chapel Road, Wicken Green	No change
TR1	KC4	Trunch	Parish of Antingham	As polling district	Antingham Village Hall, Antingham	No change
TR2	LB1	Trunch	Parish of Felmingham	As polling district	Felmingham Village Hall, Aylsham Road, Felmingham	No change
TR3	LV4	Trunch	Parish of Knapton	As polling district	Knapton Village Hall, Church Close, Knapton	No change
TR4	NA4	Trunch	Parish of Suffield	As polling district	Suffield Village Hall, Rectory Road, Suffield	No change
TR5	ND4	Trunch	Parish of Swafield	As polling district	Swafield Village Hall, The Street, Swafield	No change
TR6	NJ1	Trunch	Parish of Trunch	As polling district	Trunch Village Hall, Knapton Road, Trunch	No change
WA1	UA4	Walsingham	Parish of Barsham	As polling district	Barsham & Houghton Village Hall, Lime Kiln Lane, East Barsham	No change
WA2	VB1	Walsingham	Parish of Great Snoring	As polling district	Great Snoring Social Club, Walsingham Road, Great Snoring	No change
WA3	VH2	Walsingham	Parish of Great Walsingham	As polling district	Walsingham Village Hall, Wells Road, Walsingham	No change
WA4	VC4	Walsingham	Parish of Little Snoring	As polling district	Little Snoring Community Room, Stevens Road, Little Snoring	No change
WA5	VH1	Walsingham	Parish of Little Walsingham	As polling district	Walsingham Village Hall, Wells Road, Walsingham	No change
WA6	VA1	Walsingham	Parish of Sculthorpe	As polling district	Sculthorpe Village Hall, Moor Lane, Sculthorpe	No change
WH1	UT4	Wells with Holkham	Parish of Holkham	As polling district	The Victoria Residents Lounge, Park Road, Holkham	No change
WH2	VK1	Wells with Holkham	Parish of Wells-next-the-Sea	As polling district	Wells Methodist Church, Theatre Road, Wells	Proposed change of polling station venue to The Maltings, Staithe Street, Wells, NR23 1AN, which has better access for people with limited mobility, including limited on-site parking. Proposal not supported by Wells-next-the-Sea Town Council on the basis that there are significant concerns about vehicular access and parking close to The Maltings. View expressed that despite on-street parking restrictions on Theatre Road, that it is easier for vehicles to stop outside of the Methodist Church or for voters to park at the nearby Stearmans Yard car park whilst voting.
WO1	MN1	Worstead	Parish of Scottow	As polling district	Battle of Britain Memorial Hall, Lamas Road, Badersfield, Scottow	No change
WO2	MV4	Worstead	Parish of Skeyton	As polling district	Skeyton Village Hall, Felmingham Road, Skeyton	No change
WO3	NE4	Worstead	Parish of Swanton Abbott	As polling district	Swanton Abbott Village Hall, The Street, Swanton Abbott	No change
WO4	NL4	Worstead	Parish of Westwick	As polling district	Swanton Abbott Village Hall, The Street, Swanton Abbott	No change
WO5	NQ4	Worstead	Parish of Worstead	As polling district	Queen Elizabeth Hall, Ruin Road, Worstead, North Walsham	No change

DRAFT - 2019/20 BUDGET REVIEW

Summary: This report presents for consideration the draft 2019/20 budget. It is being provided to the Overview and Scrutiny Committee for initial consideration and discussion ahead of the final budget papers being presented to Cabinet and Full Council in February 2019.

Options considered: The budget for the forthcoming financial year must be set annually. Whilst there are options around the individual budgets presented for approval i.e. what is included in the budget for 2019/20, these will be considered in more detail in February.

Conclusions: The Council’s budget is set for approval each year; it is presented to Cabinet and then considered by Overview and Scrutiny Committee before recommendations are made to Full Council each February. The report currently presented provides a **draft** of the 2019/20 budget position for consideration and discussion by the Overview and Scrutiny Committee. The draft budget to date has been produced based on a number of assumptions as detailed within the main body of the report and now reflects the provisional finance settlement announced on 13 December 2018. The report is for information and discussion.

Recommendations: **It is recommended that the Overview and Scrutiny Committee note the contents of the report and the ongoing work to support the preparation of the 2019/20 budget and make any recommendations to Cabinet as required.**

Reasons for Recommendations: N/A

LIST OF BACKGROUND PAPERS AS REQUIRED BY LAW

(Papers relied on to write the report and which do not contain exempt information)

Outturn Report 2017/18, Medium Term Financial Strategy 2019/20 – 2022/23, 2018/19 budget monitoring reports.

Cabinet Member(s): Cllr Eric Seward	Ward(s) affected All
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Executive summary

This report presents an **initial high level draft** of the 2019/20 revenue budget for consideration and discussion by the Overview and Scrutiny Committee. Members should treat the figures as **draft and provisional** at the present time ahead of the final budget papers being presented to Cabinet and Full Council in February but this report provides an early indication of the forecast position for next year.

The budget for the forthcoming financial year must be set annually. Whilst there are options around the individual budgets presented for approval i.e. what is included in the budget for 2019/20, these will be considered in more detail in February.

The Council's budget is set for approval each year; it is presented to Cabinet and then considered by Overview and Scrutiny Committee before recommendations are made to Full Council each February. The draft budget to date has been produced based on a number of assumptions as detailed within the main body of the paper but does not reflect the provisional finance settlement announced on 13 December 2018.

This paper has been informed by the 2018/19 Base Budget, the 2017/18 Outturn Report, the 2018/19 budget monitoring reports and the Medium Term Financial Strategy 2019/20 – 2022/23.

The table below shows the movements as reported as part of the updated Medium Term Financial Strategy (MTFS) and the draft budget forecasts as they currently stand at the start of January.

	2018/19 Base Budget	2019/20 Projection	2020/21 Projection	2021/22 Projection
	£	£	£	£
(Surplus)/Deficit forecast Feb 2018	(843,441)	1,565,599	2,128,739	2,111,233
Revised Funding	-	393,584	319,798	497,387
Revised Budget Pressures	-	(500,000)	(500,000)	(500,000)
Revised Income and savings	-	(724,454)	(373,500)	(356,000)
Revised (Surplus)/Deficit Oct 2018	(843,441)	319,332	1,595,545	1,969,421
Revised (Surplus)/Deficit Jan 2019	(843,441)	(224,253)	1,650,481	1,838,576
Variance	-	(543,585)	54,936	(130,845)

As can be seen from the table above there has been a significant improvement in the previous position of c£543k in the current forecast for 2019/20 with a projected surplus now of around **(£224k)**. In the main this is as a result of better than anticipated Provisional Settlement announcement in respect of the New Homes Bonus (c£394k) and the Rural Services Delivery Grant (c£96k) which is discussed in more detail within the main report.

A summary of the General Fund is provided at Appendix A and Appendix B contains a high level variance analysis of the budget movements between the 2018/19 base budget and the current forecasts for 2019. This also includes an analysis of the movements at the Net Cost of Service Level with further explanations of the more significant variances.

The report provides a high level budget position for Overview and Scrutiny Committee to consider ahead of the full detailed budget papers being present to Cabinet in February.

1 Introduction

- 1.1 This report presents an **initial draft** of the 2019/20 revenue budget for consideration and discussion by the Overview and Scrutiny Committee and includes a high level General Fund Summary along with an updated position in terms of reserve movements. Members should treat the figures as **draft and provisional** at the present time as there is still a further month before the budgets will be finalised but this report provides an early indication of the forecast position for next year.
- 1.2 An updated Capital Programme has also been included covering the periods 2018/19 to 2021/22 which takes account of anticipated slippage of schemes between financial years. The new proposed capital scheme bids which will be considered for approval as part of the main budget setting process in February are also included as a separate Appendix.
- 1.3 The final budget report in February 2019 will go through the following process;
- Cabinet 4 February
 - Overview & Scrutiny 13 February
 - Full Council 13 February (additional budget meeting)
 - Cabinet 25 February (additional – if required)
 - Full Council 27 February (additional – if required)
- 1.4 The timetable outlined above has been designed to ensure the Council can comply with the Constitution and has time to consider any alternative budget proposals.

2 Medium Term Financial Strategy (MTFS)

- 2.1 The Medium Term Financial Strategy (MTFS) covering the period 2019/20 to 2022/23 was presented to Members for pre-scrutiny in October 2018 and approved by Full Council in November. At that time the forecast budget gap for next year (2019/20) was around £320k rising to £2.1m by 2022/23.
- 2.2 This was in the context of national pressures, local pressures, inflation, funding changes, income streams and savings. A full copy of the final MTFS can be found within the Full Council agenda papers [here](#).

3 Revenue Account Base Budget

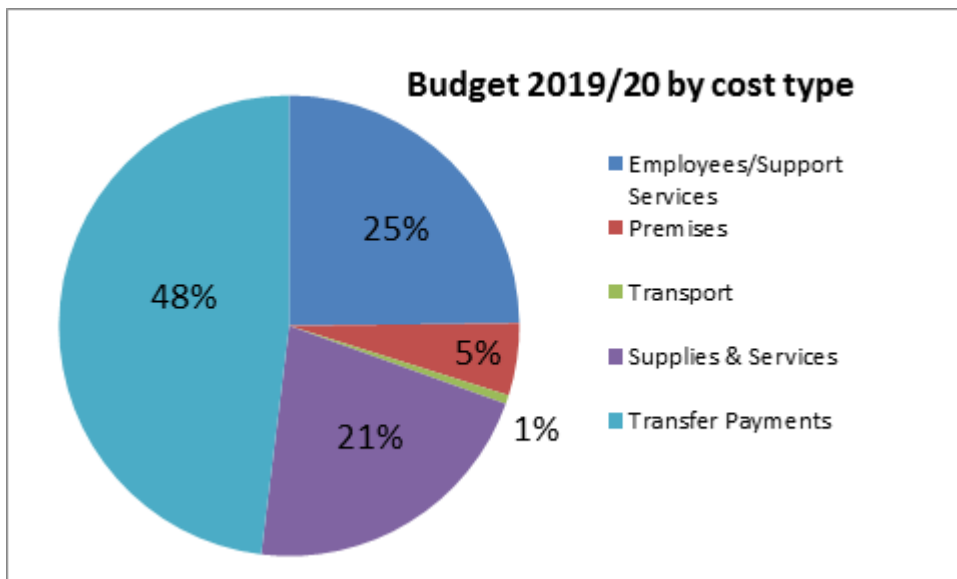
- 3.1 The current forecast budget surplus for 2019/20 is (£224k) as shown in Table 1 below. The following assumptions have been used to prepare the draft General Fund budget (for details see the General Fund Summary contained within Appendix A).
- 3.2 Any additional revenue growth bids for things such as staffing or extended service provision will be considered in more detail in February and are not considered as part of this report.
- 3.3 Appendix B provides a variance analysis (Table 1) compared with the 2018/19 base budget while Table 2 provides a summary of the main movements in Net Cost of Services across the standard expenditure headings, with notional charges being shown separately. Appendix B also contains a high level variance analysis based on the movements within the Net Cost of Services excluding notional charges.

Table 1 – Current Forecast 2019/20

	£000
Total District amount to be met from Government Grant & Local Taxation (excl parish precepts)	12,614
Less:	
Revenue Support Grant*	(88)
Business Rates Retained & S31 Grant	(4,814)
New Homes Bonus	(1,211)
Rural Services Delivery Grant*	(484)
District call on Collection Fund – excluding Parish Precepts	(6,241)
Current projected surplus	(224)

*The figures for the Revenue Support Grant, Business Rates and Rural Services Delivery Grant are all included as one separate figure within the General Fund Summary (App A) of £5.386m but are split out here for clarity

- 3.4 The chart below highlights how the budget costs contained within the Net Cost of Services are split over the main subjective budget headings.



Assumptions

- 3.5 The revenue budget for 2019/20 makes a number of assumptions, the more significant ones are as follows:
- a) **Council Tax** – The draft budget currently assumes a **Council Tax increase** for the district element of Council Tax in 2019/20 and is based on the tax base of 40,621 (39,844 for 2018/19). This would mean that the district element of the council tax would increase by £4.95 from £143.82 to £148.77 (£138.87 to £143.82 for 2018/19). **This is however a decision for Full Council in February and will be decided at the time the budget is set.**

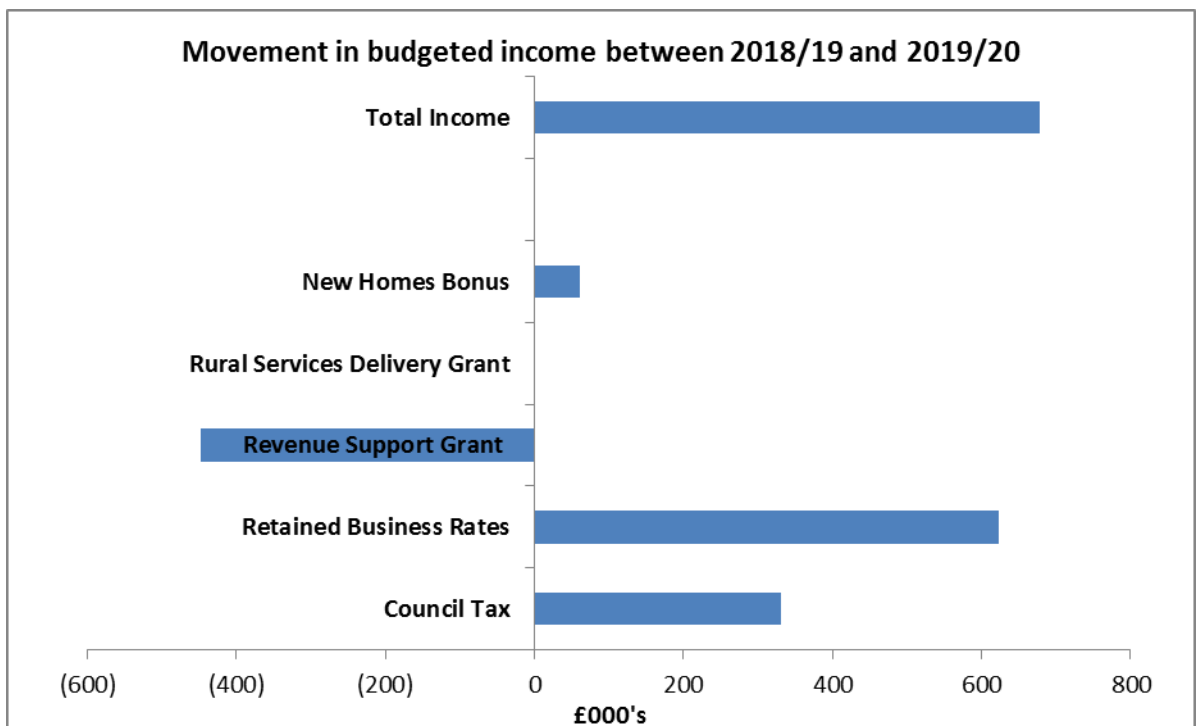
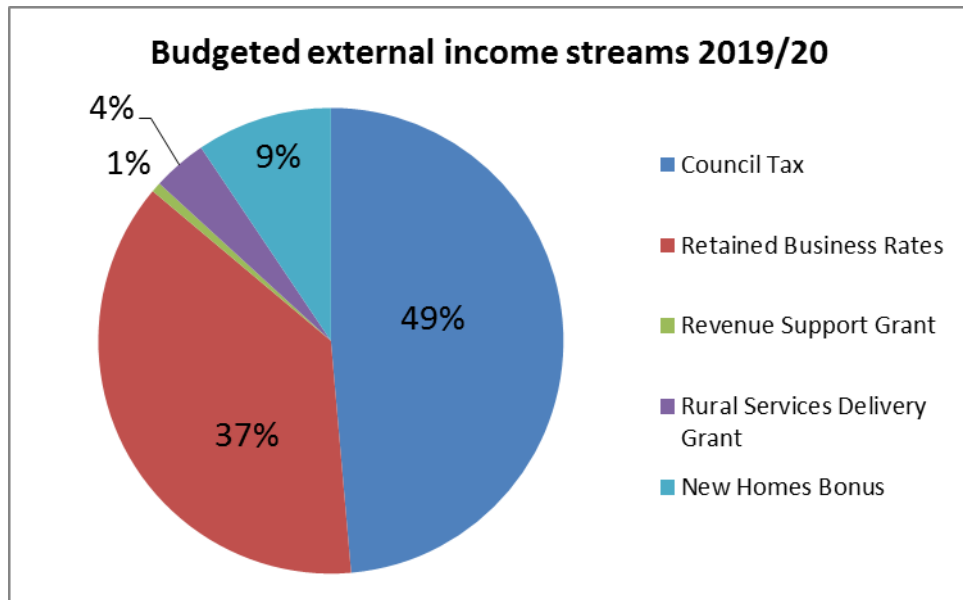
- b) **Employee budgets** – The budget has now been updated to take account of the national pay review and annual increments. As a guide a 0.5% sensitivity to the pay award equates to approximately £53k per annum. An allowance has been made to reflect vacancy savings of 2% as in previous years and where annual increments are due these have continued to be factored into the budget.
- c) **Fees and Charges** – The impact of the fees and charges approved by Full Council on 19 December has now been factored in to the budget forecasts.
- d) **Contract inflation** – The largest of the Council's contracts is the waste contract. The new contractor prices have been included in the 2019/20 budget for all waste, cleansing and grounds maintenance services as per the price agreed for the one year contract extension. At the present time within the budget forecasts we are assuming that the new waste contract, due to be let from April 2020 in conjunction with Kings Lynn and West Norfolk Borough Council and Breckland District Council, will be at the same level as the current agreement for next year plus inflation. No savings have been assumed at this point which may arise as part of the joint procurement being undertaken, although it is hoped that significant economies of scales can be achieved through undertaking a joint procurement and that ultimately this will result in a lower contract cost. Until the final tender prices are received however the extent of any potential savings will not be known.

A report was presented to Cabinet on 3 December in relation to the new leisure contract which comes in to operation from 1 April 2019. The re-tendering of this contract has resulted in significant savings but these have already been allocated as part of the business case for the Splash rebuild to cover borrowing requirements.

- f) **Investment income** – The net interest receivable is currently forecast to be £1.3m for 2019/20. This includes income derived from Treasury investments and loans to Housing Associations under the Local Investment Strategy. The Council ensures that priority is given to security and portfolio liquidity when investing treasury management funds in line with the CIPFA Treasury Management Code. The average investment rate anticipated in the forward year is 3.5% (based on forecast available balances of £38.4m) compared with the budgeted rate of 3.3% for the current estimates for 2018/19 (based on forecast available balances of £35.1m). As at period 8 (November) the average return was 2.41% although this was based on actual cash balances of £44.9m. This has had the effect of bringing the overall average level of return down as this additional cash has had to be invested overnight at low levels of return. If these short-term investments are removed the actual return is 3.14%. It is intended that further Investments will be made in pooled funds with a reduction in money market funds for day to day liquidity given the current ready availability of short term borrowing for this purpose in order to maximise the return on the Council's investment portfolio.
- e) **Big Society Fund/Second Homes Funding** –The budget assumes the continuation of the Big Society Fund (now called the Communities Fund) and related costs and grant scheme funded by the second homes income which was previously returned to districts, although this arrangement stopped in 2018/19. This budget set aside for 2019/20 of £240k is funded from the Communities Fund reserve. The continuation of this funding from the reserve is however a decision for Full Council in February.
- f) **Splash and the North Norfolk Community Sports Hub** – the revenue impacts and associated borrowing costs of these two new schemes have now been built into the future year's forecasts based on current capital spending assumptions.

4 Income Streams

4.1 The assumptions in relation to Council tax are outlined above and business rates and the New Homes Bonus are considered in more detail below. The first chart below highlights the relative proportions of each of the various external income streams (excluding fees and charges which are contained with the services). The second chart highlights how these are forecast to change between the current financial year and next year.



Business Rates

- 4.2 Since the 2013/14 financial year, local government has been able to retain 50% of the growth in the local business rates income to support services. As part of a manifesto commitment, the Government had pledged to allow Councils more control locally over their finances, and as part of this began to plan for an eventual system of 100% local retention of business rates growth. In exchange for this, Councils would have to forgo certain grants received from Central Government.
- 4.3 Following the snap General Election in 2017 and a period of uncertainty around the new Business Rates Retention Scheme, MHCLG have now confirmed a local 75% share from April 2020. A small number of authorities will pilot this scheme in 2019-20. As Members will be aware North Norfolk District Council applied to be a pilot authority as part of the Norfolk Business Rates Pool, as it is forecast that the pilot would bring significant financial benefit to the district. The decision regarding the success of this application was announced alongside the Provisional settlement on 13 December and the excellent news is that the Norfolk wide pilot application was successful! This will mean the existing Business Rates Pool will be dissolved, and the Pilot will form in its place.
- 4.4 A countywide meeting of Section 151 officers has been arranged for the morning of the 10 January to discuss how and when the additional income from the pilot is to be recognised as it would seem sensible to have a consistent approach across the county although this may not be possible. As such no additional income is as yet included as a direct result of the pilot, this will be updated once the NNDR1 figures (formal government submission reflecting the anticipated business rates to be collected in 2019/20) are finalised later this month. A verbal update in relation to the current position will be provided at the meeting.
- 4.5 The income from the current system is shared on the basis of 50% being returned to Central Government, 40% being retained by NNDC with 10% going to the County. However, while technically NNDC's share is projected to be around £12.7m, after the tariff payment is made the net income to NNDC reduces to around £4.6m for 2019/20. The Chart below shows the anticipated funding for the Council from the Business Rates Retention Scheme.

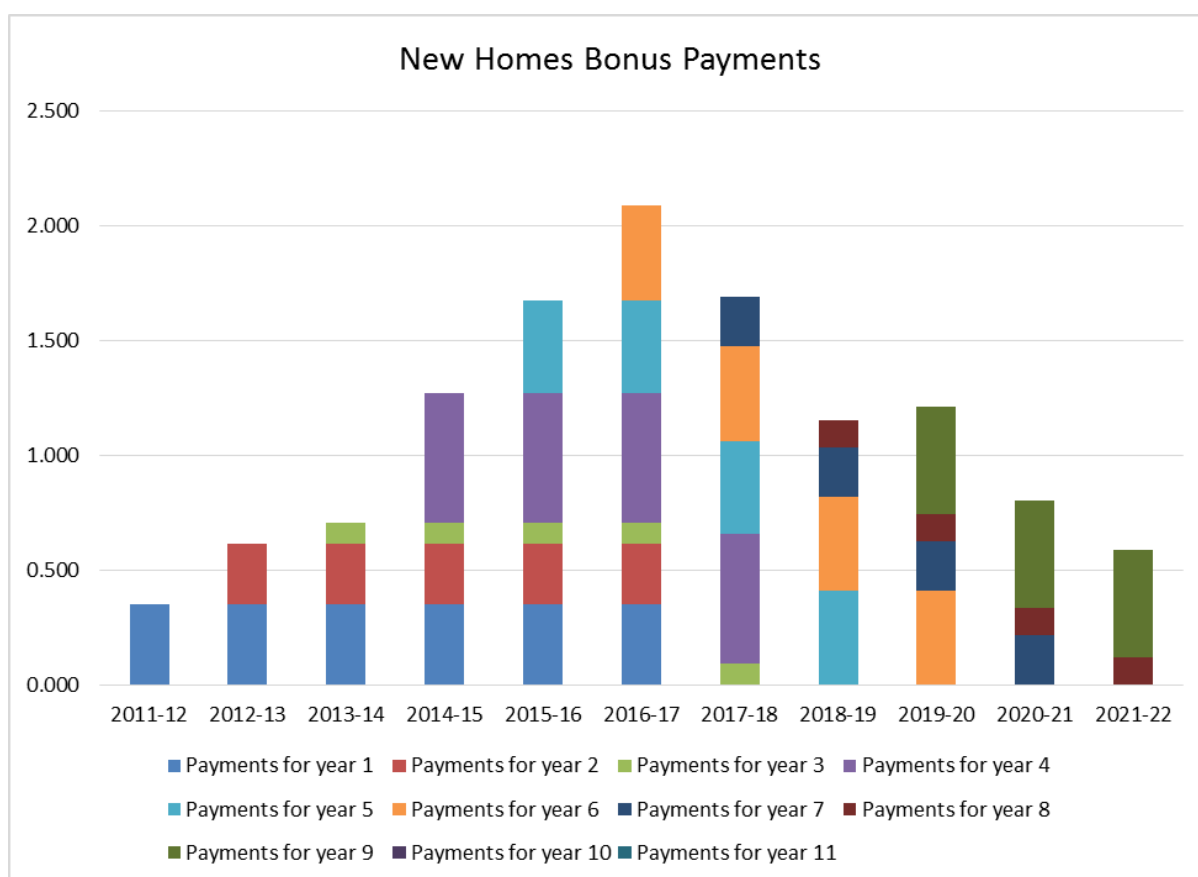
New Homes Bonus (NHB)

- 4.6 The New Homes Bonus was introduced in 2011/12 to incentivise and reward Councils and Communities that build new homes in their area. The bonus was originally paid as an un-ringfenced grant for six years and was paid based on the net additional¹ homes plus an additional supplement of £350 per affordable dwelling. The payment is then split between local authority tiers: 80% to the lower tier (NNDC) and 20% to the upper tier (NCC).
- 4.7 Since its initial introduction the payment mechanism has undergone two fundamental changes which have significantly impacted on the income received by NNDC.
- 4.8 The first was the transition from payments rolled up over a 6 year period up to 2016/17 (for which the Council received £2.1m) to 5 years in 2017/18 to the new 'floor' of 4 years from 2018/19 onwards. The second was in 2017/18 when a national baseline of 0.4% (based on property numbers within the district) was introduced. For

¹ Net additional homes as recorded on the council tax base return (submitted October annually) takes into growth in property numbers, demolitions and movement in empty properties.

the current financial year this equates to 192 properties which is supposed to represent 'normal growth' and it is now only properties which exceed this baseline that attract the bonus.

- 4.9 The combined effect of these two changes is forecast to see income decrease from the highest point in 2016/17 of £2.1m to only £0.3m in 2021/22.
- 4.10 Although it had been anticipated that the 0.4% baseline might increase as part of the Provisional Settlement announcement (our earlier forecasts had assumed a 0.6% baseline) this turned out not to be the case and the baseline has been frozen again next year at the 0.4% level which is good news and has resulted in a £394k adjustment to the previous forecast. The current forecasts of growth in the District anticipate a 0.67% increase in dwellings and this income has now been factored in to the budget.
- 4.11 The Government intends to consult further in the coming months on future changes to the distribution of NHB, to ensure additional housing growth is rewarded, rather than what could be seen as normal growth and there is a very strong possibility it will disappear altogether in the very near future.
- 4.12 The chart below shows the forecast payments to the Council for NHB. The provisional allocation of NHB for 2019/20 for NNDC is £1.2m and is based on the council tax data return submitted in October 2018.

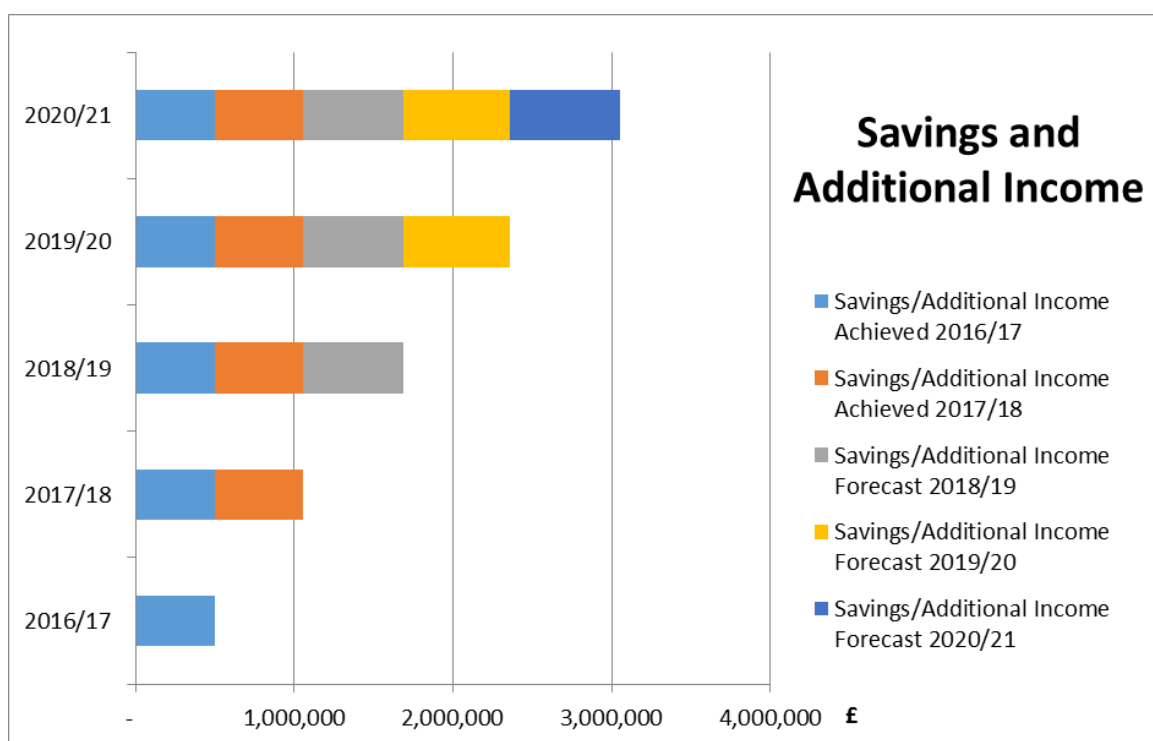


5 Savings and Additional Income 2019/20 onwards

- 5.1 The financial strategy provided an update in relation to a number of work streams and priorities to be delivered over the length of the medium term financial strategy as

previously approved as part of the budget process. No separate savings exercise has been undertaken as part of the 2019/20 budget process, however budget managers were asked to review the assumptions incorporated in savings forecasts during the 2018/19 process.

- 5.2 Budget workshops have also been held with the three political groups to initially discuss ideas for next year and beyond and a similar workshop has been held with Management Team. The Extended Managers group will also be involved in a similar process over the coming months.
- 5.3 Total savings and additional income of £677,470 have been factored into the budget for 2019/20 (£710,065 2018/19), increasing to £694,138 in 2020/21 onwards. Where applicable the timing of the savings has been profiled over the next four years and some will be subject to more detailed work including project appraisals. The table below summaries the savings included in the budget and projections according to the work stream.



- 5.4 The key savings workstreams are as follows;

Property Investment and Asset Commercialisation

Opportunities for investment in property, whether direct or indirect, are being considered to achieve either a direct income stream from the asset or improved returns on investment.

Digital Transformation

Building upon the Business Transformation project that commenced in 2014 savings from Phase 2 continue to be identified from changes to service delivery from the implementation of new technology and changes to business processes.

Commercialisation, shared Services, collaboration and selling services

Creating efficiencies through shared services continues to be a priority for central government. Identifying such opportunities must therefore continue at a local level, ensuring that realistic and deliverable benefits can be achieved. This could include joint procurement opportunities such as the new waste contract, shared service delivery where appropriate and selling services via arrangements such as East Law.

New opportunities

Given the current uncertainties around issues such as Brexit and changes to the Local Government funding mechanisms it will be essential to identify new opportunities to either increase income, increase efficiency through the redesign of services, explore new partnership models for service delivery etc and this will be one of the main challenges over the medium term. While the Council's reserves do provide some level of comfort over the short term and could be used to address budget deficits this is not a sustainable financial strategy for the medium to long term.

6 Reserves

6.1 The current position and forecast on the General and Earmarked Reserves is attached at Appendix C. The statement provides the latest proposals for use of reserves in the current financial year along with the budgeted movements in 2019/20, and proposed movements in the following three financial years. The current recommended minimum balance on the general reserve is £1.85 million.

6.2 The Council holds a number of 'useable' reserves both for revenue and capital purposes which fall within one of the following categories:

- General Reserve
- Earmarked Reserves
- Capital Receipts Reserve

The *General Reserve* is held for two main purposes:

- to provide a working balance to help cushion the impact of uneven cashflows and avoid temporary borrowing
- a contingency to help cushion the impact of unexpected events or emergencies

6.3 As part of setting the budget each year the adequacy of all reserves is assessed along with the optimum level of general reserve that an authority should hold. The optimum level of the general reserve takes into account a risk assessment of the budget and the context within which it has been prepared.

6.4 *Earmarked Reserves* provide a means of building up funds to meet known or predicted liabilities and are typically used to set aside sums for major schemes, such as capital developments or asset purchases, or to fund restructurings. A number of contingency reserves are also held by the Council to reduce the impact on Council Tax payers of future uncertain events such as business rate appeals or clawback of benefit subsidy.

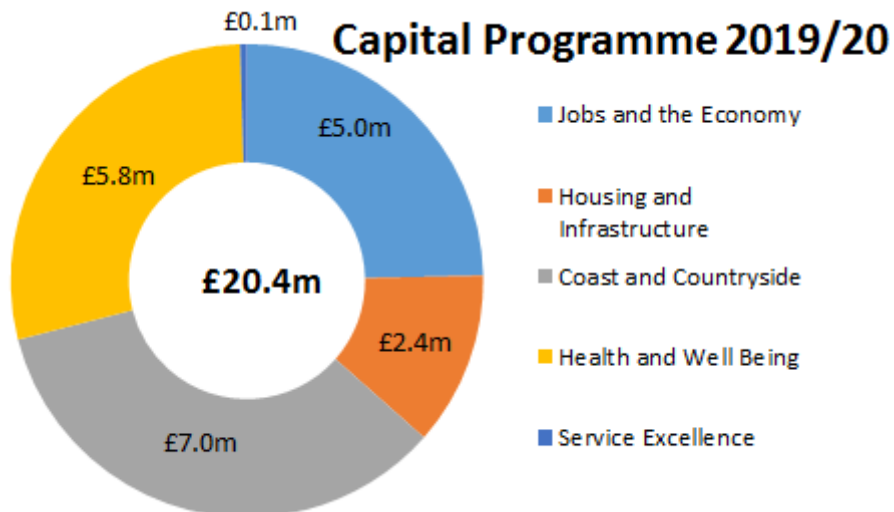
- 6.5 All reserves, general and earmarked, will be reviewed over the coming months as part of setting the budget for 2019/20, with a view that where commitments have not been identified and funds or reserve balances are no longer required these are re-allocated to specific reserves to address other requirements as applicable.
- 6.6 Use of reserves to balance a budget provides only a short term solution as the funds can only be used once. They can however be used to smooth the impact of funding gaps over the short to medium term and to allow for planning and implementing projects and work streams that will deliver a longer term financial benefit through reduced costs and/or additional income.
- 6.7 Similarly, reserves can be used to fund one-off costs for projects that will deliver a longer-term benefit. For example the use of the Restructuring and Invest to Save reserve to fund one-off restructuring costs, where a restructuring will deliver a longer term saving for a service and for some of the implementation and project costs for the Business Transformation programme that will deliver future savings. The use of reserves in this way will be considered as part of the full business case for individual project proposals, taking into account the payback period of the project along with indirect financial implications, for example, reduced balances available for investment and the associated loss of investment income.
- 6.8 The *Capital receipts Reserve* consists of capital receipts from the disposal of assets and land and is used to fund the capital programme. Capital receipts can not ordinarily be used to fund revenue expenditure.
- 6.9 The current draft budget predicts a fall in the levels of Reserves held from £20.7m to £13.4m by April 2023.

7 Capital

- 7.1 The capital programme shows what the Council intends to spend on purchasing new assets and improving its existing ones over the next three years. As capital expenditure is incurred, a source of finance must be identified. This can be done through capital receipts, grants and other revenue resources or alternatively through borrowing.
- 7.2 Any expenditure that is financed through borrowing increases the Council's 'Capital Financing Requirement' (CFR). Each year a revenue charge (one that impacts on the bottom line of the budget) called the Minimum Revenue Provision (MRP) is made to reflect the funding of the CFR by the taxpayer, it is required to be set aside to cover the repayment of debt caused by the need to borrow for capital purposes. As the need to borrow increases, the CFR and MRP also increase. If the Council has sufficient cash resources to meet the expenditure, it will not be necessary to borrow externally and cash balances can be used to cover the expenditure. This is referred to as 'internal borrowing' and attracts an MRP charge in the same way that external borrowing does.
- 7.3 Any new projects included in the programme in the future will need to be financed by MRP if no capital resources such as capital grants or capital receipts from future asset sales are available. Alternatively existing revenue reserves could be used to finance these projects through a revenue contribution to capital (RCCO) which would avoid the need to make an MRP charge.
- 7.4 Future external borrowing is assumed to finance a portion of the Sheringham Leisure Centre replacement project and could also be used to finance future capital projects.

Short-term borrowing rates are currently very low, meaning it may be preferable to undertaking long-term borrowing at the current time.

7.5 An updated capital programme can be found at Appendix D which shows slippage in schemes to future years. The new proposed capital bids can be found within Appendix E and will be discussed and considered as part of the budget setting process in February 2019.



10 Future Projections 2019/20 to 2022/23

- 10.1 The provisional Local Government Finance Settlement announcement covered a four year period from 2016/17 through to 2019/20. While agreeing to a four year settlement does provide some element of certainty around future funding from Revenue Support Grant and other areas there is an overriding caveat that the figures are potentially subject to change as evidenced last year through the reduction of the New Homes Bonus.
- 10.2 The forecast financial projections included at Appendix A make assumptions around spending forecasts but have now been updated following receipt of the provisional settlement figures for the final year of the agreement (2019/20), which, along with the excellent news regarding the business rates pilot and freezing of the New Homes Bonus baseline, also saw an additional £96k allocated in respect of the Rural Services Delivery Grant. The assumptions around council tax funding reflect a year on year £4.95 increase in council tax in line with the current referendum principles although it should be noted that any decision regarding increases to council tax will be made annually in line with the budget setting process.
- 10.3 After allowing for these assumptions the overall position shows a forecast surplus **based on this current draft budget of (£224k)** in 2019/20 increasing to around £2m in future years.

11 Financial Implications and Risks

- 11.1 The following outlines the main risks faced by the authority in the medium to long term and not only in relation to the 2019/20 budget.
- 11.2 **Future Funding** – There is a continued shift from central government support from Revenue Support Grant to local funding from retained business rate (Baseline Funding), and Council Tax. Revenue Support Grant will be completely removed from 2020/21. The outcome of the Fair Funding Review and Localisation of Business Rates are as yet still unknown and will undoubtedly have a significant impact on future funding, the full extent of which is not clear at the present time. Further consultation documents relating to both of these topics were issued alongside the Provisional Settlement on 13 December and officers will be preparing responses for the deadline on Thursday 21 February.
- 11.3 **New Homes Bonus (NHB)** – The Provisional Settlement announcement was welcomed in that the 0.4% baseline wasn't increased further as had previously been feared. However the Government intends to consult further in the coming months on future changes to the distribution of NHB, to ensure additional housing growth is rewarded, rather than what could be seen as normal growth and there is a very strong possibility it will disappear altogether in the very near future.
- 11.4 **Business Rates** – The risk of funding fluctuations from business rates continues to be a prevalent feature of the funding of local authorities. The impact of appeals only exacerbates this risk and therefore the Council has continued to maintain an earmarked reserve to cushion the impact of these fluctuations. Whilst the risk is shared between Districts, County and Central Government in the proportionate shares i.e. 40:10:50, the impact can be over

a number of years where there is a deficit to be covered from the collection of business rate income.

Factors that will lead to the fluctuations include for example, economic downturn leading to business closures and reducing the income from business rates, reduced income from the outcome of successful rateable value appeals, including the impact of back dated appeals, reduced income as schools transfer to academy status etc.

There is still uncertainty around the localisation of business rates and further consultation has now been issued as mentioned above.

- 11.5 **Savings** – Details of the savings that have been factored into the 2019/20 budget and future projections are included within the detail of the report. Delivery of the savings at the levels budgeted is vital to delivery of the overall budget and future financial position. It is critical that the delivery of these savings is closely monitored by CLT and Cabinet as part of the on-going budget monitoring process.
- 11.6 **Income** – Income from a number of demand led services remains a financial risk that cannot be fully influenced by the Council. Whilst estimates have been based on previous actuals and knowledge of the service delivery, income levels need to be closely monitored, for example for planning and car park income. It is for reasons such as this that a factor in determining the recommended general reserve balance includes an amount for the more significant demand led income budgets. Car park income is currently also forming part of the consultation in relation to the Fair Funding review, the final inclusion of which would negatively impact the Council, although at present it is still under consultation.
- 11.7 **Investment Returns** – Interest rates continue to be low and the delivery of investment returns is problematic with the choice of counterparty and period of exposure needing to be weighed on a daily basis in line with the treasury management strategy. Changes in profiled capital expenditure, economic forecasts, money markets and the stock market, as well as the government's triple A rating can all impact on these returns.
- 11.8 **Second Homes** – While the 2018/19 assumed that Norfolk County Council returned 12.5% of their share of the second homes council tax to the districts this was the last year of that arrangement. This has been used to fund the Council's Big Society Fund (BSF) Grant scheme and related expenditure. This will need to be funded from the Communities Fund reserve if it is to continue from 2019/20 onwards although as there is no longer any income being received to finance the scheme using the reserve is not sustainable moving forward.
- 11.9 **Pay** – The budget assumes an inflationary increase of 2% for pay in future years, however this is subject to agreement externally and therefore any deviation from this presents a risk, although some of this will be mitigated through the allowance for staff turnover and if necessary by the one-off use of reserves.
- 11.10 **Waste contract** – A one year extension has now been agreed with Kier and these costs have been built into the 2019/20 draft budget. While savings are anticipated from the future joint waste procurement currently being

undertaken no savings have been assumed in future years at the present time.

11.11 **Devolution/Unitary status** – As the devolution deal has been rejected locally no further work is ongoing in respect of this and no changes have been factored in to the budget or future year projections as a result. The Unitary issue will undoubtedly be discussed further again in the future now that devolution is no longer on the agenda and officers and Members will keep a watching brief in respect of this but again at present no budgetary impact is being assumed.

11.12 **Brexit/world politics** – It is impossible to predict what impact factors such as Brexit and wider world politics and decisions might have on the national and local economy in terms of things such as investment returns, inflation, work force costs etc. Officers will continue to monitor the position but the potential impact of any unexpected changes could potentially be covered through the use of reserves.

12 Sustainability

12.1 There are no sustainability issues as a direct consequence of this report.

13 Equality and Diversity

13.1 The Council is required to consider the equality duty in its decision-making and this includes the budget process. As part of any savings or investments the Council must consider how it can:

- Eliminate unlawful discrimination, harassment and victimisation;
- Advance equality of opportunity between different groups; and
- Foster good relations between different groups by tackling prejudice and promoting understanding.

13.2 Following the savings exercise undertaken in 2016/17 there have been no further submissions for 2019/20 and therefore no equality issues potentially affecting the proposals at present.

14 Section 17 Crime and Disorder considerations

14.1 There are no crime and disorder considerations as a direct consequence of the report.

General Fund Summary 2019/20 Base Budget

2017/18 Actuals	Service Area	2018/19		2019/20 Base Budget	2020/21 Projection	2021/22 Projection	2022/23 Projection
		Base Budget	Updated Base Budget				
£		£	£	£	£	£	£
360,658	Corporate Leadership Team/Corporate	316,213	325,223	440,608	276,168	280,134	284,146
2,986,912	Community & Economic Development	2,648,580	2,926,015	3,811,316	3,060,562	2,970,329	2,950,944
1,429,514	Customer Services & ICT	1,549,267	2,288,762	1,721,564	1,796,113	1,851,677	1,914,157
3,659,448	Environmental Health	3,761,582	3,756,682	4,536,023	4,567,606	4,661,500	4,744,821
3,677,960	Finance and Assets	3,023,686	2,600,669	4,305,907	3,087,636	3,104,689	3,152,209
672,638	Legal and Democratic Services	591,003	625,531	561,997	559,983	569,490	579,363
1,935,759	Planning	2,061,807	2,157,613	2,234,605	2,130,689	2,182,671	2,239,015
0	Service Savings to be Identified (DT)	0	0	(83,750)	(167,500)	(335,000)	(335,000)
14,722,889	Net Cost of Services	13,952,138	14,680,495	17,528,270	15,311,257	15,285,490	15,529,655
2,079,492	Parish Precepts (Estimate from 2020/21 onwards)	2,210,812	2,210,812	2,321,490	2,420,382	2,523,481	2,630,456
(2,438,206)	Capital Charges	(1,344,248)	(1,344,248)	(1,308,233)	(1,125,477)	(1,049,430)	(1,049,430)
(270,890)	Refcus	0	0	(1,425,000)	0	0	0
(931,664)	Interest Receivable	(1,147,384)	(1,147,384)	(1,330,685)	(1,271,437)	(1,242,159)	(1,262,811)
0	External Interest Paid	3,500	3,500	10,000	131,327	127,283	123,237
1,339,404	Revenue Financing for Capital:	1,491,407	1,812,568	3,911,249	1,325,000	240,000	0
0	Minimum Revenue Provision	0	0	0	0	144,000	144,000
(852,553)	IAS 19 Pension Adjustment	251,249	251,249	252,210	257,254	262,399	267,647
13,648,472	Net Operating Expenditure	15,417,474	16,466,992	19,959,301	17,048,306	16,291,064	16,382,754
	Contributions to/(from) Earmarked Reserves:						
1,135,804	Capital Projects Reserve	(747,964)	(1,231,031)	(786,249)	0	0	0
357,548	Asset Management	(3,443)	(208,150)	0	0	0	0
(134,267)	Benefits	(12,838)	(31,588)	(12,838)	(12,838)	(12,838)	(12,838)
0	Broadband	0	0	(1,000,000)	0	0	0
(11,997)	Building Control	0	0	0	0	0	0
(20,376)	Business Rates Reserve	(18,000)	(61,843)	(38,241)	(24,747)	(18,000)	(18,000)
0	Coast Protection	(20,000)	(20,000)	(42,302)	0	0	0
(48,450)	Common Training	0	0	0	0	0	0
396,956	Communities	168,234	90,533	(242,000)	(242,000)	(242,000)	(242,000)
(12,837)	Economic Development & Tourism	(10,000)	(20,000)	(10,000)	(10,000)	0	0
40,000	Elections	40,000	40,000	(120,000)	40,000	40,000	40,000
93,439	Enforcement Board	0	(23,492)	0	0	0	0
15,000	Environmental Health	0	(40,000)	(40,000)	0	0	0
95,436	Grants	(8,792)	(120,805)	(44,416)	(14,655)	(14,655)	(14,655)
21,029	Grassed Area Deposits						
(20,141)	Housing	(14,247)	(243,417)	(97,999)	(111,073)	(21,126)	0
40,781	Land Charges	0	0	0	0	0	0
(15,785)	Legal	0	(933)	0	0	0	0
171,977	New Homes Bonus Reserve	(1,680,944)	(1,299,319)	(596,558)	0	0	0
(4,281)	Organisational Development	(4,649)	(4,649)	(78,246)	(11,078)	0	0
(63,210)	Pathfinder	0	0	(40,076)	0	0	0
(112,310)	Planning Revenue	18,330	18,330	0	50,000	50,000	50,000
0	Property Investment Fund	2,000,000	2,000,000	(1,000,000)	(1,000,000)	0	0
(143,565)	Restructuring/Invest to save	(582,939)	(566,182)	(849,072)	(325,000)	(240,000)	0
(456)	Sports Facilities	0	0	0	0	0	0
(66,068)	Treasury (Property) Reserve	0	0	0	0	0	0
(135,287)	Contribution to/(from) the General Reserve	(60,000)	(264,224)	(26,690)	0	0	0
15,227,412	Amount to be met from Government Grant and Local Taxpayers	14,480,222	14,480,222	14,934,614	15,386,915	15,832,445	16,185,261
(2,079,492)	Collection Fund – Parishes	(2,210,812)	(2,210,812)	(2,321,490)	(2,420,382)	(2,523,481)	(2,630,456)
(5,543,247)	Collection Fund – District	(5,909,655)	(5,909,655)	(6,240,604)	(6,321,120)	(6,604,004)	(6,891,838)
(4,585,583)	Retained Business Rates	(4,190,773)	(4,190,773)	(5,385,617)	(4,512,000)	(4,521,000)	(4,610,000)
(936,035)	Revenue Support Grant	(535,619)	(535,619)	0	0	0	0
(1,694,843)	New Homes bonus	(1,149,592)	(1,149,592)	(1,211,156)	(482,932)	(345,384)	(304,370)
(388,212)	Rural Services Delivery Grant	(483,771)	(483,771)	0	0	0	0
(15,227,412)	Income from Government Grant and Taxpayers	(14,480,222)	(14,480,222)	(15,158,867)	(13,736,434)	(13,993,869)	(14,436,664)
(0)	(Surplus)/Deficit	0	0	(224,253)	1,650,481	1,838,576	1,748,597

Subjective variance analysis - 2018/19 Base to 2019/20 Base

Table 1 – Variance of 2018/19 to 2019/20 Base Budget			
	2018/19 Base Budget	2019/20 Base Budget	Variance
	£000	£000	£000
Net cost of services (incl. Parishes)	16,163	19,850	3,687
Non service expenditure/ income	(1,683)	(4,915)	(3,232)
Net budget requirement	14,480	14,935	455
Funded by:			
Local Taxpayers – Parishes	(2,211)	(2,321)	(110)
Local Taxpayers - District Council	(5,910)	(6,241)	(331)
Retained Business Rates	(4,191)	(5,386)	(1,195)
Revenue Support Grant	(536)	0	536
Rural Services Delivery Grant	(484)	0	484
New Homes Bonus	(1,150)	(1,211)	(62)
Total Income	(14,480)	(15,159)	(679)
(Surplus)/Deficit	0	(224)	(224)

Non-Service Expenditure and Income includes the adjustments for notional items that are required to be charged within Net Cost of Services, for example, International Accounting Standard 19 (IAS19) pension costs and capital charges.

Table 2 provides a summary of the main movements in Net Cost of Services across the standard expenditure headings, with notional charges being shown separately.

Table 2 - Variance 2018/19 to 2019/20 Base Budgets (excl. notional charges)

	2018/19 Base Budget	2019/20 Base Budget	Variance	Percentage Movement
	£000	£000	£000	%
Employees/Support Services	11,534	12,140	606	5.25
Premises	2,534	2,482	(52)	(2.06)
Transport	299	305	6	2.00
Supplies & Services	9,249	10,475	1,226	13.25
Transfer Payments	25,896	23,514	(2,382)	(9.20)
Income (External)	(36,654)	(33,869)	2,785	(7.60)
Total Direct Costs and Income	12,859	15,047	2,188	17.02
Notional Charges:				
Capital Charges	1,344	1,308	(36)	(2.68)
IAS19 Notional Charges	(251)	(252)	(1)	0.38
Reffcus	0	1,425	1,425	142,500
Total Notional Charges	1,093	2,481	1,388	126.99
Total Net Costs	13,952	17,528	3,576	25.63

The following provides a high level summary of the more significant variances.

Employee £607,314

- £371,182 Pay award
- £92,000 Increase in pensions deficit funding
- £72,141 Staffing funding from grants including Social Prescribing and Homeless Prevention posts funded by grants received from Norfolk County Council
- £196,840 Staffing funded from Reserves, Including Digital Transformation and Coast Protection
- £157,556 Agreed growth including Planning Staffing funded from Reserves in previous years, Digital Transformation posts agreed as part of the 2018/19 Base Budget process
- (£159,970) Staff costs transferred under new leisure contract
- (£46,139) Sports Hubs and Clubs staffing
- (£76,296) Other minor savings

Premises (£52,228)

- (£137,871) Kier contract grounds maintenance
- £44,123 Inflation - mainly NNDR
- (£48,880) Maintenance budgets transferred to fund new operatives posts
- £22,442 Premises insurance (fire/general) and factory units
- £21,943 Car Parks repairs and maintenance
- £15,000 Tree safety work
- £11,802 Electricity (mainly at Parklands)
- £19,213 Other minor variances

Supplies and Services £1,225,691

- £911,228 Kier waste and cleansing contract (budget adjustment for one year extension)
- £128,675 NEWS contract
- £160,000 District Elections funded from Reserves
- £12,630 Commercial waste disposal
- £56,804 Local Plan Review movement in professional fees funded from reserves
- £16,669 Sports Clubs & Hubs – In house costs including equipment
- £19,000 Sporting Centre of Excellence Contribution funded from General Reserve
- £30,000 Marketing – Media and communications - one-off branding exercise part funded from staff savings
- (£20,000) Management fee (profit share) – Cromer Pier Theatre
- £23,444 Computers – general growth software and support costs
- (£40,526) Members costs to reflect a reduced number of Members
- (£12,669) Sports Hubs and Clubs
- (£59,564) Other minor variances

Transfer payments (£2,382,442)

- (£2,502,245) Benefit Subsidy in line with reduction in benefit payments made, this is offset by a reduction in benefit subsidy made
- £119,803 Introduction of new way of accounting for service charges

Income £2,785,328

- £2,502,245 Benefit subsidy based on rent allowance payments mid-year estimate 2018/19
- £27,844 Benefits and Council Tax Admin Grants
- (£60,430) Fee Income – Garden bins, Food Hygiene re-visits, Private Water Sampling, Personnel Services, Sports Clubs & Hubs
- (£26,918) Recycling credit income
- (£39,288) Other recoverable income – recharges at Parklands for electricity, Homelessness; Cleansing & Licensing
- £119,302 Non recurring grant income – Homelessness, Sports Clubs & Hubs and Physical activities
- £317,003 Local Authority Grant Income – 2nd Homes and Housing
- (£71,725) Additional rental income – Grove Lane, Other Lettings and Chalets
- £11,025 Loss of one-off income on car park rental
- £20,300 Sales at Sports Centres (now forms part of new Leisure contract)
- (£14,030) Other minor variances

Reserves Statement 2019/20 Onwards

Reserve	Purpose and Use of Reserve	Balance 01/04/18	Current Updated Budgeted Movement 2018/19	Balance 01/04/19	Budgeted Transfers in 2019/20	Budgeted Transfers (out) 2019/20	Budgeted Movement 2019/20	Balance 01/04/20	Budgeted Movement 2020/21	Balance 01/04/21	Budgeted Movement 2021/22	Balance 01/04/22	Budgeted Movement 2022/23	Balance 01/04/23
		£	£	£	£	£	£	£	£	£	£	£	£	£
General Fund - General Reserve	A working balance and contingency, current recommended balance is £1.85 million.	2,196,488	(264,224)	1,932,264	0	(26,690)	(26,690)	1,905,574	0	1,905,574	0	1,905,574	0	1,905,574
Earmarked Reserves:														
Capital Projects	To provide funding for capital developments and purchase of major assets. This includes the VAT Shelter Receipt.	3,449,782	(1,231,031)	2,218,751	0	(786,249)	(786,249)	1,432,502	0	1,432,502	0	1,432,502	0	1,432,502
Asset Management	To support improvements to our existing assets as identified through the Asset Management Plan.	858,440	(208,150)	650,290	0	0	0	650,290	0	650,290	0	650,290	0	650,290
Benefits	To be used to mitigate any claw back by the Department of Works and Pensions following final subsidy determination. Timing of the use will depend on audited subsidy claims.	1,295,357	(31,588)	1,263,769	0	(12,838)	(12,838)	1,250,931	(12,838)	1,238,093	(12,838)	1,225,255	(12,838)	1,212,417
Broadband	Earmarks £1million for superfast broad band in North Norfolk. (600k was transferred from the BSF reserve and £400k from NHB reserve)	1,000,000	0	1,000,000	0	(1,000,000)	(1,000,000)	0	0	0	0	0	0	0
Building Control	Building Control surplus ring-fenced to cover any future deficits in the service.	159,783	0	159,783	0	0	0	159,783	0	159,783	0	159,783	0	159,783
Business Rates	To be used for the support of local businesses and to mitigate impact of final claims and appeals in relation to business rates retention scheme.	2,506,669	(61,843)	2,444,826	0	(38,241)	(38,241)	2,406,585	(24,747)	2,381,838	(18,000)	2,363,838	(18,000)	2,345,838
Coast Protection	To support the ongoing coast protection maintenance programme and carry forward funding between financial years.	202,516	(20,000)	182,516	0	(42,302)	(42,302)	140,214	0	140,214	0	140,214	0	140,214
Communities	To support projects that communities identify where they will make a difference to the economic and social wellbeing of the area. Funded by a proportion of NCC element of second homes council tax.	1,594,135	90,533	1,684,668	0	(242,000)	(242,000)	1,442,668	(242,000)	1,200,668	(242,000)	958,668	(242,000)	716,668
Economic Development and Regeneration	Earmarked from previous underspends within Economic Development and Regeneration Budgets along with funding earmarked for Learning for Everyone.	120,621	(20,000)	100,621	0	(10,000)	(10,000)	90,621	(10,000)	80,621	0	80,621	0	80,621
Election Reserve	Established to meet costs associated with district council elections, to smooth the impact between financial years.	83,000	40,000	123,000	40,000	(160,000)	(120,000)	3,000	40,000	43,000	40,000	83,000	40,000	123,000
Enforcement Works	Established to meet costs associated with district council enforcement works including buildings at risk .	197,113	(23,492)	173,621	0	0	0	173,621	0	173,621	0	173,621	0	173,621
Environmental Health	Earmarking of previous underspends and additional income to meet Environmental Health initiatives.	294,389	(40,000)	254,389	0	(40,000)	(40,000)	214,389	0	214,389	0	214,389	0	214,389

Reserves Statement 2019/20 Onwards

Reserve	Purpose and Use of Reserve	Balance	Current	Balance	Budgeted	Budgeted	Budgeted	Balance	Budgeted	Balance	Budgeted	Balance	Budgeted	Balance
		01/04/18	Updated Budgeted Movement 2018/19	01/04/19	Transfers in 2019/20	Transfers (out) 2019/20	Movement 2019/20	01/04/20	Movement 2020/21	01/04/21	Movement 2021/22	01/04/22	Movement 2022/23	01/04/23
		£	£	£	£	£	£	£	£	£	£	£	£	£
Grants	Revenue Grants received and due to timing issues not used in the year.	534,788	(120,805)	413,983	0	(44,416)	(44,416)	369,567	(14,655)	354,912	(14,655)	340,257	(14,655)	325,602
Housing	Previously earmarked for stock condition survey and housing needs assessment. The balance of the Housing Community Grant funding received in 2016/17.	2,500,602	(243,417)	2,257,185	52,783	(150,782)	(97,999)	2,159,186	(111,073)	2,048,113	(21,126)	2,026,987	0	2,026,987
Land Charges	To mitigate the impact of potential income reductions.	273,950	0	273,950	0	0	0	273,950	0	273,950	0	273,950	0	273,950
Legal	One off funding for Compulsory Purchase Order (CPO) work and East Law Surplus.	128,389	(933)	127,456	0	0	0	127,456	0	127,456	0	127,456	0	127,456
LSVT Reserve	To meet the cost of successful warranty claims not covered by bonds and insurance following the housing stock transfer.	435,000	0	435,000	0	0	0	435,000	0	435,000	0	435,000	0	435,000
New Homes Bonus (NHB)	Established for supporting communities with future growth and development and Plan review*	2,006,417	(1,299,319)	707,098	0	(596,558)	(596,558)	110,540	0	110,540	0	110,540	0	110,540
Organisational Development	To provide funding for organisation development to create capacity within the organisation, including the provision and support for apprenticeships and internships.	340,847	(4,649)	336,198	0	(78,246)	(78,246)	257,952	(11,078)	246,874	0	246,874	0	246,874
Pathfinder	To help Coastal Communities adapt to coastal changes.	143,168	0	143,168	0	(40,076)	(40,076)	103,092	0	103,092	0	103,092	0	103,092
Planning	Additional Planning income earmarked for Planning initiatives including Plan Review.	56,354	18,330	74,684	50,000	(50,000)	0	74,684	50,000	124,684	50,000	174,684	50,000	224,684
Property Investment Fund	To provide funding for the acquisition and development of new land and property assets	0	2,000,000	2,000,000	0	(1,000,000)	(1,000,000)	1,000,000	(1,000,000)	0	0	0	0	0
Restructuring & Invest to Save Proposals	To fund one-off redundancy and pension strain costs and invest to save initiatives. Transfers from this reserve will be allocated against business cases as they are approved. Timing of the use of this reserve will depend on when business cases are approved.	2,290,514	(566,182)	1,724,332	0	(849,072)	(849,072)	875,260	(325,000)	550,260	(240,000)	310,260	0	310,260
Sports Hall Equipment & Sports Facilities	To support renewals for sports hall equipment. Amount transferred in the year represents over or under achievement of income target.	12,193	0	12,193	0	0	0	12,193	0	12,193	0	12,193	0	12,193
Total Reserves		22,680,514	(1,986,770)	20,693,744	142,783	(5,167,470)	(5,024,687)	15,669,057	(1,661,391)	14,007,666	(458,619)	13,549,047	(197,493)	13,351,554

GENERAL FUND CAPITAL PROGRAMME - 2019/20

<u>Scheme</u>	Scheme Total Current Estimate £	Pre 31/3/18 Actual Expenditure £	Current Budget 2018/19 £	Actual Expenditure 2018/19 As at end P7	Updated Budget 2019/20 £	Updated Budget 2020/21 £	Updated Budget 2021/22 £
Jobs and the Economy							
Rocket House	77,084	37,334	0	0	39,750	0	0
Walsingham Public Convenience	47,000	1,627	45,373	37,261	0	0	0
Egmere Business Zone	2,255,000	160,828	250,000	500	1,844,172	0	0
Better Broadband for Norfolk	1,000,000	0	0	0	1,000,000	0	0
Holt Tourist Information Centre	100,000	0	0	0	100,000	0	0
Car Park Refurbishment	197,827	66,859	100,968	22,220	0	0	0
Local Property Investment Fund	2,000,000	0	0	0	1,000,000	1,000,000	0
Purchase of New Car Park Vehicles	60,000	0	0	0	60,000	0	0
Deep History Coast	500,000	1,863	100,000	78,466	398,137	0	0
Fair Meadow House Improvements	25,000	0	25,000	2,140	0	0	0
Collectors Cabin	25,000	0	0	0	25,000	0	0
Grove Lane Depot Refurb	232,450	0	116,225	1,500	116,225	0	0
Lifeguard Hut	25,000	0	25,000	0	0	0	0
Bacton Car Park	30,000	0	30,000	0	0	0	0
Public Convenience Improvements	600,000	0	150,000	0	450,000	0	0
	7,174,361	268,511	842,566	142,087	5,033,284	1,000,000	0
Housing and Infrastructure							
Disabled Facilities Grants	Annual programme	0	1,126,532	426,062	1,000,000	1,000,000	1,000,000
Parkland Improvements	100,000	12,996	1,011	1,011	85,993	0	0
Compulsory Purchase of Long Term Empty Properties	630,000	1,642	328,358	0	300,000	0	0
Shannoeks Hotel	490,000	63,751	0	0	426,249	0	0
Laundry Loke - Victory Housing	100,000	0	80,000	0	0	20,000	0
Community Housing Fund	2,198,262	187,500	2,010,762	112,500	0	0	0
Provision of Temporary Accomodation	610,000	0	0	0	610,000	0	0
Fakenham Extra Care	212,500	0	212,500	0	0	0	0
	4,128,262	265,889	3,759,163	539,574	2,422,242	1,020,000	1,000,000
Coast and Countryside							
Gypsy and Traveller Short Stay Stopping Facilities	1,417,533	1,308,790	40,000	0	40,000	28,743	0
Cromer Pier Structural Works - Phase 2	1,378,549	1,322,330	56,219	38,585	0	0	0
Cromer Pier and West Prom Refurbishment Project	1,465,000	1,089,805	30,000	19,263	0	0	0
Refurbishment Works to the Seaside Shelters	149,501	141,299	8,202	3,407	0	0	0
Cromer Coast Protection Scheme 982 and SEA	8,822,000	5,305,389	0	0	3,516,611	0	0
Coastal Erosion Assistance	90,000	17,203	72,797	24,033	0	0	0
Coastal Adaptations	410	0	410	0	0	0	0
Mundesley - Refurbishment of Coastal Defences	2,221,000	44,528	1,258	1,258	3,175,214	0	0
Ostend Targeted Rock Placement and Coastal Adaptation	55,000	219	0	0	54,781	0	0
Cromer Pier - External and Roofing Improvements to Pavilion Theatre	275,000	3,260	271,740	11,747	0	0	0

Cromer Pier Steelworks	400,000	0	400,000	0	0	0	0
Beach Access	201,514	142,540	58,974	39,957	0	0	0
Bacton and Walcott Coastal Management Scheme	500,000	0	250,000	177,797	250,000	0	0
Countryside Tractors	29,495	0	29,495	0	0	0	0
Ranger Vehicles	51,490	25,320	26,170	0	0	0	0
	17,056,492	9,400,683	1,245,265	316,048	7,036,606	28,743	0

Health and Well Being							
Splash Roof Repairs	63,120	9,866	0	0	28,254	25,000	0
Steelwork Protection to Victory Pool and Fakenham Gym	27,500	33	27,467	0	0	0	0
Fakenham Gym	62,500	0	62,500	0	0	0	0
Splash Leisure Centre Reprovision	10,667,000	11,490	1,988,510	364,464	4,333,500	4,333,500	0
North Norfolk Sports Hub, Cromer	3,181,000	14,974	1,700,526	234,809	1,465,500	0	0
	14,001,120	36,363	3,779,003	599,272	5,827,254	4,358,500	0

Service Excellence							
e-Financials Financial Management System Software Upgrade	47,505	34,080	13,425	7,446	0	0	0
Administrative Buildings	385,570	239,309	101,261	141,852	0	0	0
Planning System (Scanning of Old Files) - Business Transformation Programme	120,619	120,619	0	32,658	0	0	0
Council Chamber and Committee Room Improvements	89,000	72,858	16,142	0	0	0	0
Environmental Health IT System Procurement	150,000	70,178	79,822	1,500	0	0	0
Document and Records Management System	60,000	29,507	30,493	5,700	0	0	0
Purchase of Bins	326,216	194,675	91,541	34,845	40,000	0	0
Customer Contact Centre	60,000	51,832	8,168	11,068	0	0	0
User IT Hardware Refresh	135,000	0	55,000	32,660	55,000	55,000	55,000
Aerial Photography	15,000	0	15,000	0	0	0	0
Server Replacement	80,000	0	80,000	0	0	0	0
Back Scanning of Files	200,000	53,029	146,971	47,686	0	0	0
Housing Options System	20,000	650	19,350	0	0	0	0
Management Information Systems	50,000	26,675	23,325	34,944	0	0	0
	1,738,910	893,412	680,498	350,359	95,000	55,000	55,000
	44,099,145	10,864,858	10,306,495	1,947,341	20,414,386	6,462,243	1,055,000

Capital Programme Financing

Grants		1,299,561		9,890,325	1,028,743	1,000,000
Other Contributions		0		450,000	0	0
Asset Management Reserve		0		1,000,000	0	0
Capital Project Reserve		703,073		786,249	0	0
Other Reserves		2,184,087		1,450,000	1,000,000	0
Capital Receipts		6,119,774		6,837,812	100,000	55,000
Internal / External Borrowing		0		0	4,333,500	0
TOTAL FINANCING		10,306,495		20,414,386	6,462,243	1,055,000

CAPITAL BIDS - 2019/20 to 2022/23 SUMMARY

Ref. (Bid Forms)	Bid Title/Brief Description	Perm or One off	Prepared by	Total Estimated Project Costs	Estimated Costs				Funding Already Identified	Total Funding Requested as part of Capital Budget	Annual Revenue Costs / (Income)	Comments
					2019/20	2020/21	2021/22	2022/23				
Customer Services and IT												
CS01	Members IT refresh	O	Sean Kelly	65,000	50,000	5,000	5,000	5,000	0	65,000	0	To provide all new Members plus Democratic Services staff IT to replace end of life equipment following te election in May 2019.
Finance and Assets												
PR01	Cornish Way	O	Renata Garfoot	170,000	170,000	0	0	0	0	170,000	0	The Council owns 10 terraced industrial units at Cornish Way, North Walsham that are let and produce income to help fund other Council services. The units are generally in satisfactory condition, however they have asbestos roofs which contain roof lights which leak and we have received a number of tenant complaints. Some of the properties also fall short of the Minimum Energy Efficiency Standards now required, which means the Council will not be able to let these if they become vacant. The Minimum Energy Efficiency Standards will affect the ability to renew leases to existing tenants. The project would be to undertake a condition survey and specifically investigate repairing/replacement of the roof lights and replacement of the asbestos roofs (if required) in conjunction with seeking to improve the energy performance of the buildings to E or above so that they comply with the regulations and the Council can generate income from rents generated to support Council services. The Asset Management Plan and supporting documents seeks to generate income from certain assets so that the income can be used to help fund council services. Without addressing these issues the Council will be unable to let these units and generate income and therefore they will become a liability to the Council. The Council has a legal obligation with the lease as the Landlord to maintain the external parts. There is a statutory requirement to comply with the Minimum Energy Efficiency Standards and there are penalties for non compliance. An alternative option is not to do the improvements, however this will result in tenant dissatisfaction and may result in tenants finding other alternative accommodation. There is a risk therefore of loss of income from lost rent due to this and also from not being able to legally let the units. As an alternative option the Council could sell the non compliant buildings and remove the liability but that is not recommended.
PR02	Fair Meadow House (Annexe)	O	Renata Garfoot	55,000	55,000	0	0	0	0	55,000	(17,000)	This proposal identifies an opportunity to convert the annex building at Fair Meadow House into additional holiday letting accomodation (subject to planning/other consent(s)). The annex has the potential to convert into a 1-2 bedroomed self contained cottage with parking and garden. This redevelopment would attract a different group of guests to Fair Meadow House (which sleeps up to 8) as its likley to be attractive to singles, couples, or small families. It would therefore complement Fair Meadow House, rather than be in competition, by providing seperate accomodation for say grandparents, related families or let separatly to different guests. The rental income generated would be used to support Council services. The Asset Management Plan and supporting documents, seeks to optimise income from land and property assets. This funding would assist in maximising income from the site, by utilising vacant buildings and creating opportunity to let the property more widely to different target groups.
PR03	Fakenham Connect, Crinkle Crankle Wall	O	Renata Garfoot	100,000	100,000	0	0	0	0	100,000	(1,000)	The Council is responsible for a grade II listed boundary wall and other non listed walls at Fakenham Connect, under its lease. The serpentine (crinkle crankle wall) wall was constructed around 1800 and requires significant maintenance as parts are badly deteriorated and there is a need to ensure the wall is in satisfactory condition and remains safe. Repairs were carried out in 1999 and in 2005 by the Head Leasor as part of the lease arrangements with the Council. Due to the wall construction type and as its listed status all bricks will need to be handmade to replicate existings sizes and textures.The Council has an obligation under its lease and in terms of health and safety to repair the wall. The wall is also a boundary for an adjoining residential property. Capital expenditure for major improvements can not typically be recovered through a service charge. Where major improvements will be required Landlords typically create a sinking fund to recover the costs of such improvements. Unfortunately there is no sinking fund available to use for the repairs to the wall. Further advice will be sought to establish if any of the cost can be reclaimed through the service charge (cost of operating the building) to the tenants. The works will need to be undertaken during spring and summer as the lime mortar used in this work will require certain weather and temperature conditions.
Environmental Health												
EH01	Wheeled Bins	O	Scott Martin	200,000	20,000	60,000	60,000	60,000	0	200,000	0	Collection of waste is a statutory function. Commercial and garden waste services have both undergone significant growth and in order to maintain this, investment in additional containers is required. Most domestic wheeled bins are now 14 years old and are seeing increasing rates of failure as they age and there is therefore a need to replace. Without wheeled bins, we would not be able to collect waste as per the current policy and service set-up
				130,000	130,000	0	0	0	0	130,000	0	

Total Capital Project Bids	720,000	525,000	65,000	65,000	65,000	0	720,000	(18,000)
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Total New Capital Funding Required	720,000	To be funded from NNDC Resources										
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Annual Revenue Implications:												
Revenue Income		(9,000)	(18,000)	(18,000)	(18,000)							
Investment Income												
Reduction and Minimum Revenue Provision												
Total Estimated Revenue Impact		(9,000)	(18,000)	(18,000)	(18,000)							

SHERINGHAM PRIMARY SCHOOL – REVIEW OF TRAFFIC PROBLEMS

Summary: Following a Councillor Call for Action in December 2018 regarding traffic issues around Sheringham Primary School, the Overview & Scrutiny Committee agreed to establish a Task and Finish Group to review the problems which included anti-social behaviour, poor parking practices, excessive speed and general bad driving.

Conclusions: It was agreed that other primary schools in the District were likely to have similar issues. Once the review of issues relating to Sheringham is complete, consideration could be given to widening the recommendations to primary schools across the District.

Recommendations:
 1. To approve the Terms of Reference (attached)
 2. To delegate appointments to the Task and Finish Group to Group Leaders

Cabinet Member(s)	Ward(s) affected Sheringham
Contact Officer, telephone number and email: Emma Denny, 01263 516010	

1. Introduction

At a meeting of the Overview & Scrutiny Committee on 12 December 2018 the establishment of a Task and Finish Group for a review of traffic issues around Sheringham Primary School was agreed (Minutes extract attached at **Appendix A**)

The resolution stated:

‘To set-up a Task & Finish Group with input from the school, Highways Authority, Police and local residents to consider parking issues around schools in the district, using Sheringham Primary School as the basis for a review’

In order to facilitate a thorough review that enables local residents, representatives from the school, the police and the Highways Authority to have input into the process, it is suggested that all interested parties are invited to attend meetings and participate in the review process.

Due to the concerns raised, it is anticipated that the first meeting should take place as soon as possible.

2. The review overview

The proposed Terms of Reference are attached at **Appendix B**.

3. Outcomes

Members acknowledged that other schools across the District could be affected by similar issues. However, it was agreed that the problems at Sheringham Primary School were of particular concern and that it could be used as the basis for the review, with any recommendations being shared with other schools across the District.

4. Conclusion

As the District Council is not the authority with statutory responsibility for highways or enforcement for traffic offences, any recommendations arising from the review would need to be made to external bodies. It was acknowledged that this limited the Council's capacity to implement changes but it was agreed that the problem was of sufficient concern to local residents to warrant a review and that this would enable the Overview & Scrutiny Committee to express its concerns to the relevant bodies and support any proposed changes.

5. Implications and Risks

Minimal as the Council is not the statutory authority for highways or schools.

6. Financial Implications and Risks

None

7. Sustainability

Not applicable

8. Equality and Diversity

Not applicable

9. Section 17 Crime and Disorder considerations

COUNCILLOR CALL FOR ACTION

As the appointed champion of the Councillor Call for Action, Cllr J Oliver introduced the item and outlined the issue with her original statement 'regarding the serious situation caused for residents living in and around the vicinity of the Primary School in Sheringham by parking issues resulting from school traffic'. She then informed the Committee that the provision had only been used once previously since its introduction in 2007 to bring matters of concern to the Committee. Cllr J Oliver informed Members that she had received a number of emails from residents relating to the issue and read out several of the concerns that included: residents not being able to leave their homes during certain times, parents with pushchairs having to walk in the road with pavements blocked by cars, no access for emergency vehicles, and aggressive behaviour from parents collecting or dropping off their children.

Before hearing from members of the public, the Chairman outlined the options of the Committee so that they could begin to consider how to best resolve the issue. These options included:

1. If the matter is simple, to resolve it forthwith.
2. To request Officers to prepare a report for the next meeting.
3. To request the Member submitting the call for action to provide further evidence or information to a future meeting.
4. To set-up a task and finish group to investigate and report back to the Committee.
5. To make recommendations to the Council or Cabinet as appropriate.
6. To decide to take no further action upon the request, for stated reasons.

Cllr R Shepherd expressed his support for the CCfA, and informed Members that the school was built 37 years ago for 400 pupils, however today there were currently over 580 which had caused a substantial increase in parental traffic. He then suggested some possible solutions that included: creating a turning point in the schools playing field, creating a through road, or setting up a task and finish group to look at the issue in more detail.

Mr Ineke was the first public speaker, his statement was outlined as follows: A resident of the affected area for twenty years, in agreement with the comments made by Cllr J Oliver and Cllr R Shepherd. The speaker stated that he had received verbal abuse from members of the public and felt that the situation was an accident waiting to happen, with parents and children being forced to walk in the road, together with a complete lack of access for emergency vehicles. He then stated that he supported the formation of a task and finish group to review the issue and expressed his willingness to participate in such a group.

Ms Bailey was the second public speaker, her statement was outlined as follows: As a Sheringham local raised in the town, Ms Bailey stated that she had lived in the area in the vicinity of the school since 1993. It was stated that the parking was disgusting and dangerous, and that the school had not helped to alleviate the situation with staff themselves often parking on the surrounding streets. It was stated that buses caused significant congestion when struggling to get past parked cars to reach the school, and high school children were at risk of being hit by cars as there was inadequate space to walk on the pavement. Finally, she stated that she had also received abuse from members of the public parking in the area, and invited Councillors to visit the site.

Ms Bastow was the third public speaker, her statement was outlined as follows: The speaker lives directly opposite the Primary School sought to reiterate all previous points made about the dangers that the parking has caused. She stated that she had windows

broken and litter thrown onto her property. In addition, she stated that her children had received abuse at school, as well as receiving verbal abuse herself. Finally, it was stated that she was often unable to access her own property and that she had to carefully time when she could leave her property.

The Chairman invited the first public speaker, Mr Ineke to make a final statement. The speaker replied that he had spoken to the school's Headmaster and all relevant authorities and had not managed to achieve anything.

Questions and Discussion

Cllr S Bütikofer was given the opportunity to respond to the statements, and stated that she completely understood the frustrations felt by local residents and welcomed the opportunity to visit the site herself. She added that since hearing about the issue, she had written to the school, local police and Highways Agency herself to see if anything could be done to help resolve the matter. She then stated that the issue was likely a Highways concern, but stated that she would ensure that the District Council did not ignore the problem.

At the request of the Chairman, the Head of Legal Services confirmed that it would be possible for the Committee to form a task and finish group, with members of the public able to attend to observe and give evidence, but they could not be voting members of the group.

Cllr B Hannah stated that all would sympathise with this issue, then informed the Committee that numerous schemes had already been tried, and whilst he felt that it was a County Council issue, he hoped that NNDC could do something to help. He stated that there were potential solutions, such as opening up the grass area to create a through road to Childs Way, but warned that these could cost a considerable amount of money. Cllr B Hannah then stated that with Cllr J Oliver being a County Councillor and Vice Chair of the Children's Services Committee, he was unsure why she had not taken the issue to NCC, but encouraged NNDC to do what it could regardless.

Cllr B Smith stated that the issue was predominant throughout the district, and suggested that it might be possible to address the issue via a scrutiny in a day session. He then suggested that all the relevant authorities could be invited to attend the session, but overall, people must be encouraged to walk their children to school instead of using their cars. Cllr V Gay added that she was horrified to hear of aggressive behaviour, but knew of similar issues taking place at schools in her ward which had since been resolved, but was unsure if the problems had returned. She then suggested that the Council must use its voice to lobby the relevant authorities to take action.

Cllr M Knowles thanked the members of the public for their statements, then stated that this particular issue was horrendous, and supported the formation of a task and finish group to begin to address the issue with representation from other authorities such as the local police and NCC.

The Corporate Director (SB) agreed that the situation was severe and had taken on board the fact that the issue was a district-wide problem. He then noted that the problem occurred across all generations and took on-board the suggestion for a scrutiny in a day session. He expressed that it was unfortunate that the police representatives had just left, as they could have been asked to issue tickets, which might have helped to resolve the problem. It was suggested that Members needed to manage their expectations of what might be achievable, as allowing areas such as the playing field to be opened up for parking could cause other serious issues, and as such a decision should not be taken

lightly. The Corporate Director (SB) then stated that whether the issue was addressed in a scrutiny in a day session or a task and finish group, it would ultimately end up as a matter of enforcement. Cllr P Grove-Jones agreed and stated that enforcement was the only way to resolve the issue. Cllr B Hannah added that it was crucial that those affected by the problems report the issues to the police.

Cllr E Seward informed Members that he was on the NCC Planning Committee that dealt with new schools, and noted that most objections were made in reference to parking issues. He added that whilst it was not a policy he was comfortable with, schools were not required to provide parking for staff. It was stated that North Walsham had suffered similar issues in terms of school parking arrangements that had caused aggressive behaviour. Cllr E Seward then stated that any task and finish group must include representatives from the NCC Planning Department, Children's Services and local police.

At the discretion of the Chairman, members of the public were allowed to make a final response to the Committee. It was stated that an immediate solution to the parking issues could be to use the 70 free parking spaces available at the nearby community centre, and that police and traffic wardens had attended the site but no tickets were issued.

The Chairman informed Members that in accordance with the rules of the CCfA, the Committee would have to make a decision from those outlined previously. It was proposed and seconded that the most suitable course for action would be to form a task and finish group to carefully review the issue.

RESOLVED

To set-up a Task & Finish Group with input from the Highways Authority, Police, school and local residents to consider parking issues around schools in the district, using Sheringham Primary School as the basis for a review

Sheringham Primary School Traffic - Task & Finish Group

Membership	<p>Membership will consist of a politically balanced panel of 5 members. The Chairperson shall be a member of the Overview & Scrutiny Committee. Delegation shall be given to the Group Leaders to make appointments to the Task and Finish Group.</p> <p>Members of the public, representatives from the school, Highways authority, Childrens Services and the Police will be invited to attend meetings to give evidence as required.</p> <p>The Scrutiny Officer will provide support to the Task and Finish Group, as will other officers (when requested) in line with the Council's constitution and legislative provisions.</p>
Purpose	<p>Sheringham Primary School Traffic Task & Finish Group</p> <ul style="list-style-type: none"> • To examine traffic, access and other issues (including anti-social behaviour) reportedly causing problems at Sheringham Primary School • To explore with other authorities what the Council can do to mitigate such problems • On conclusion of the review a report will be made to the Overview & Scrutiny Committee with recommendations based on the Group's findings
Administration	<p>Timetable of meetings Agenda preparation Minutes Recommendations</p>
Meetings	<p>As and when required – initially at least once a month.</p>

North Norfolk District Council
 Cabinet Work Programme
 For the Period 01 January 2019 to 31 March 2019

Decision Maker(s)	Meeting Date	Subject & Summary	Cabinet Member(s)	Lead Officer	Status / additional comments
February 2019					
Scrutiny	16 Jan 2019	2019/20 Base Budget and Projections for 2020/21 to 2021/23	Eric Seward	Duncan Ellis <i>Head of Finance & Assets</i> 01263 516330	
Cabinet Council	04 Feb 2019				
	13/27 Feb 2019				
Cabinet	04 Feb 2019	Treasury Strategy 2019/20	Eric Seward	Lucy Hume <i>Chief Technical Accountant</i>	
Scrutiny	13 Feb 2019				
Council	13/ 27 Feb 2019				
Cabinet	04 Feb 2018	Enforcement Update	Sarah Bütikofer Karen Ward	Nick Baker <i>Head of Paid Service</i> 01263 516221	
Scrutiny	13 Feb 2018				
Cabinet	04 Feb 2018	Digital Transformation Update	Sarah Bütikofer	Nick Baker <i>Head of Paid Service</i> 01263 516221	
Scrutiny	13 Feb 2018				
Cabinet	04 Feb 2018	Local Plan Consultation	Karen Ward	Mark Ashwell 01263 516325	
Cabinet	04 Feb 2018	Sports Hubs	Hilary Cox	Rob Young 01263 516162	



Key Decision – a decision which is likely to incur expenditure or savings of £100,000 or more, or affect two or more wards. (NNDC Constitution, p9 s12.2b)

* Schedule 12A of the Local Government Act 1972 (As amended by the Local Authorities (Access to Information) (Exempt Information) (England) Order 2006)

North Norfolk District Council
Cabinet Work Programme
For the Period 01 January 2019 to 31 March 2019

March 2019					
Cabinet	04 Mar 2019	Managing Performance Q3	Eric Seward	Helen Thomas <i>Policy & Performance Management Officer</i> 01263 516214	
Scrutiny	13 Mar 2019				
Cabinet	04 Mar 2019	Budget Monitoring Period 10	Eric Seward	Duncan Ellis <i>Head of Finance & Assets</i> 01263 516243	
Scrutiny	13 Mar 2019				
TBC					
Cabinet		Car Park order – North Walsham	Sarah Butikofer	Karl Read <i>Leisure & Locality Services Manager</i> 01263 516002	
		Big Society Fund – review of future options		Robert Young	
		Deep History Coast		Robert Young	
		Unauthorised encampment protocol		Steve Hems	



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OVERVIEW AND SCRUTINY COMMITTEE WORK PROGRAMME 2018/2019 Annual Work Programme

January 2019				
Scrutiny	Communications Team – update on Corporate Branding Project			
		Louise Cowell / Ed Foss	To inform and update the committee on the branding project, including an assessment of the impact on the Communications Team of undertaking this work, such as the resources required to implement this project and the impact on overall service delivery and performance	Requested by the Committee
Full Council	Review of Polling Places			
		Steve Blatch Sarah Bütikofer	To review and comment on the review of polling places across the district as part of a periodic review process.	Periodic
Full Council	Review of Base Budget 2019/20 and projections for 2020/21 and 2021/22			
		Eric Seward Duncan Ellis	To review the draft budget and consider recommendations for future budgets	Annual
Scrutiny	School parking Task & Finish Group			
		Emma Denny	To agree the terms of reference for the Task & Finish Group and establish the Member selection process.	Requested by the Committee
February 2019				
Scrutiny	Visit North Norfolk/Tourism Update			
		Stuart Quick Nigel Dixon	For representatives to provide an update to the Committee on tourism in the district.	Requested by the Committee
Scrutiny	Digital Transformation Update			
		Sarah Bütikofer Sean Kelly	To provide an update on the progress of the digital transformation strategy	Cyclical - Six monthly
Cabinet Report	Treasury Strategy 2019/20			
		Eric Seward Duncan Ellis	To outline the treasury management strategy	Annual
Scrutiny	Update on Broadband (briefing paper)			
		Karen O’Kane	To provide an update on the broadband provision across the district	Cyclical – Six monthly
March 2019				
	Managing Performance Q3			
		Helen Thomas Sarah Bütikofer	To review the performance of the Council	Cyclical - Quarterly

	Budget Monitoring Period 10	Duncan Ellis Eric Seward		Cyclical
Scrutiny	Mental Health update – to include a presentation on the work of the Early Help Hub	Sonia Shuter	To provide an update on mental health services and provision across the district (mental health professional to attend)	6 months (March 2018)
Cabinet report	Enforcement Board Update	Nick Baker Sarah Bütikofer	To provide an update on the activity of the enforcement board	Cyclical
Scrutiny	Leisure Services – Written Update	Karl Read Hillary Cox		Committee to confirm
Scrutiny	Market Towns Initiative – process review	Matt Stembrowicz	For the Committee to review the process of the MTI fund	
April				
	Annual Action Plan	Helen Thomas		Annual
Scrutiny	Review of public transport provision in the District		To provide an update on the public transport provision in the district	Annual update
Cabinet report	North Norfolk Big Society Fund Annual Update	Sarah Bütikofer? Sonia Shuter	To provide an annual update to the Committee on the work of the BSF	Annual

TBC				
Scrutiny	Recycling Rapid Review	Nigel Lloyd Steve Hems Scott Martin	To carry-out a high level review into the recycling services of NNDC	TBC
Scrutiny	Waste Update	Nigel Lloyd Scott Martin	To provide an update on the current waste contract/service	Cyclical - Six monthly
Scrutiny	Housing Rapid Review – scoping Session	Nicola Turner(?) Karen Ward	Date TBC	TBC
Scrutiny	Housing Strategy Update – to include links to local plan	Nicola Turner(?) Karen Ward	Date TBC	TBC