

## **CABINET**

**Minutes of the meeting of the Cabinet held on Monday 03 December 2018 at the Council Offices, Holt Road, Cromer at 10.00 am**

**Members Present:**

Mrs S Bütikofer	Mr N Lloyd
Mrs H Cox	Mr E Seward
Mr N Dixon	Ms K Ward
Mrs A Fitch-Tillett	

**Also attending:**

Mrs S Arnold	Mr N Pearce
Mrs A Claussen-Reynolds	Mr R Price
Ms V Gay	Mr R Reynolds
Mrs P Grove-Jones	Mr R Shepherd
Mr B Hannah	Mr B Smith
Mr M Knowles	

**Officers in Attendance:**

The Heads of Paid Service, the Monitoring Officer, the Head of Finance and Asset Management, the Policy & Performance Manager and the Democratic Services Manager

**Press:** Present

**78. APOLOGIES FOR ABSENCE**

None

**79. MINUTES**

The minutes of the meeting held on 29th October 2018 were approved as a correct record and signed by the Chairman.

**80. PUBLIC QUESTIONS**

None.

**81. ITEMS OF URGENT BUSINESS**

None

**82. DECLARATIONS OF INTEREST**

Cllr N Lloyd declared an interest in Agenda Item 13: North Walsham Artificial Grass Pitch. He said that he was a Governor at North Walsham High School.

### **83. MEMBERS QUESTIONS**

No questions were submitted prior to the meeting but the Chairman confirmed that Members could ask questions as each item arose.

Cllr A Claussen-Reynolds said that she would like to ask Cllr Lloyd, Portfolio Holder for Environment, a question regarding the recent announcement that the Council's waste contractor, Kier, had announced a rescue rights issue. She asked for an update on Kier's capital position. The Monitoring Officer advised Members that they could only ask questions on items of business on the agenda – as outlined in the Standing Orders. She said that general questions and answers to Cabinet Members could be raised at meetings of Full Council. Given the importance of the issue raised, the Leader asked the Head of Paid Service (NB) to respond. He said that he was not aware of the issue raised by Cllr Claussen-Reynolds but that he would look into it and consider the impact for NNDC and the waste contract. A written response would be sent to all Members by the end of the week.

Cllr S Arnold queried the advice regarding members' questions. She said that it should be made clearer on the agenda that they should only relate to agenda items.

Cllr R Price referred to the Cabinet decision on the Egmore Business Zone. He asked why the review of the business case was being progressed and what the acceptable minimum return would be for the new administration. He asked for a written response on the cost of the review of the business case.

### **84. OVERVIEW & SCRUTINY COMMITTEE MATTERS**

None

### **85. RECOMMENDATIONS FROM CABINET WORKING PARTIES**

None

### **86. FEES AND CHARGES 2019/20**

Cllr E Seward, Portfolio Holder for Finance, introduced this item. He explained that the fees and charges would be used to inform the income budgets for 2019/20.

It was proposed by Cllr Seward, seconded by Cllr H Cox and

#### **RESOLVED**

To agree and recommend to Full Council:

- a) The fees and charges from 1 April 2019 as included in Appendix A.
- b) That Delegated Authority be given to the Section 151 Officer, in consultation with the Portfolio Holder for Finance and relevant Heads of Service, to agree those fees and charges not included within Appendix A as required as outlined within the report

#### **Reasons for the decision:**

To approve the fees and charges as set out in the report that will be used to inform the 2019/20 budget process.

**87. HALF YEARLY TREASURY UPDATE 2018/19**

Cllr E Seward, Portfolio Holder for Finance, introduced this item. He explained that the report set out the treasury management activities undertaken during the first half of the 2018/19 financial year compared with the Treasury Management Strategy for the year.

It was proposed by Cllr Seward, seconded by Cllr K Ward and

**RESOLVED to recommend to Council**

That the Treasury Management Half Yearly Report 2018/19 is approved.

**Reasons for the decision:**

Approval by Council demonstrates compliance with the Codes.

**88. DETERMINATION OF COUNCIL TAX DISCOUNTS**

Cllr E Seward, Portfolio Holder for Finance, introduced this item. He outlined the proposed changes to the premium for long term empty properties which would be set at 100%. He also explained that it was proposed to award a local discount of 100% for eligible cases of care leavers under section 13A of the Local Government Finance Act 1992. Both changes were welcomed.

He then referred to the options under recommendation 2. He explained that Class A properties were those that were not an individual's sole or main residence and which had a seasonal planning prohibition preventing occupation for a continuous period of at least 28 days. Class B properties were second homes with no restrictions with regard to occupation. In 2017 the discount for Class A properties was reduced to 10%, generating several complaints from owners of properties which were built before 1948 which despite being deemed incapable of year-round occupation, were not entitled to a Council Tax exemption for this period. They were concerned about the fairness of paying a 90% charge for a property they were not able to occupy all year. Two options were being put forward – to retain the current discount for Class A properties (as agreed in 2017) or to reduce it to 35% for those properties built before 1948.

It was proposed by Cllr Seward, seconded by Cllr N Lloyd and

**RESOLVED**

*Recommendation 1*

- (a) The discounts for the year 2019/20 and beyond are set at the levels indicated in the table at paragraph 2.1.
- (b) The premium for long term empty properties (those that have been empty for a consecutive period longer than 24 months) is set at 100% of the Council Tax charge for that dwelling.
- (c) To award a local discount of 100% for eligible cases of care leavers under section 13A of the Local Government Finance Act 1992 (as amended) as set out in paragraph 2.2.

*Recommendation 2*

- (a) those dwellings that are specifically identified under regulation 6 of the Council Tax (Prescribed Classes of Dwellings)(England) Regulations 2003 will retain the 50% discount and;
- (b) those dwellings described or geographically defined at Appendix A which in the reasonable opinion of the Head of Finance and Asset Management are judged not to be structurally capable of occupation all year round and were built before the restrictions of seasonal usage were introduced by the Town and Country Planning Act 1947, will be entitled to a 35% discount.

**Reasons for recommendations:**

In accordance with the relevant legislation these determinations shall be published in at least one newspaper circulating in North Norfolk before the end of the period of 21 days beginning with the date of the determinations.

To set appropriate council tax discounts which will apply in 2019/20 in accordance with the legal requirements and to raise additional council tax revenue.

**89. MANAGING PERFORMANCE Q2 2018/19**

Cllr E Seward, Deputy Leader, introduced this item. He explained that the purpose of the report was to give a second quarter progress report of the performance of the Council. More specifically it reported on the delivery of the Annual Action Plan 2018/19 and progress against targets. It gave an overview, identified any issues that may affect delivery of the plan and the action being taken to address these issues.

Cllr A Claussen-Reynolds referred to page 79, indicator J010 'number of employed and self-employed people (annual)' and asked how the Administration were aiming to slow the reduction in the downwards trend. It was agreed that a written response would be provided.

**AGREED to**

Note the report, welcome the progress being made and endorse the actions being taken by management where there were areas of concern.

**90. NORTH WALSHAM ARTIFICIAL GRASS PITCH**

Cllr H Cox, Portfolio Holder for Leisure introduced this item. She explained that the report updated Members on the need for an artificial grass pitch (AGP) in North Walsham and identified the costs entailed, along with a potential funding and project management opportunity, in order to progress construction. The Football Foundation was willing to fund up to 60% of the project and there was also an opportunity to increase user fees and available hours to further improve the revenue position.

Cllr A Fitch-Tillett said she was pleased to see such an exciting project in North Walsham and welcomed and the promotion of the 'This Girl Can' campaign.

It was proposed by Mrs H Cox, seconded by Mrs A Fitch-Tillett and

**RESOLVED to recommend to Council:**

- 1) Approves a capital budget of £860,000 for this project, with the NNDC contribution of £374,000 to be funded by borrowing.

- 2) Provides delegation for the s151 Officer to be able to amend financing sources for this budget so long as these remain with the budget framework approved above.
- 3) Give authority for the inclusion of any ongoing revenue costs to be built in to the budget.
- 4) Provides delegated authority to the Joint Head of Paid Service (NB) to appoint the FA and its appointed consortium to provide the professional services required to design, and oversee the project on the Council's behalf.
- 5) Provides delegated authority to the Joint Head of Paid Service (NB) to appoint any other professional consultants as required to form the project team with officers and other stakeholders.
- 6) Provides delegated authority to the Joint Head of Paid Service (NB) to agree any lease or other property related arrangements (including the Dual Use agreement) to enable the scheme to progress.
- 7) Subject to the necessary business plan, funding package and approvals being forthcoming, delegates to the Joint Head of Paid Service (NB), and s151 Officer, approval of the construction contract from within the FA Framework.
- 8) Waives financial standing orders for the appointment of the FA in 4) and 7) above, on the basis that the FA have the necessary expertise and existing framework contracts, the use of which are a condition of their grant funding.

**Reasons for the decision:**

To provide the necessary budget for the project to proceed and for the necessary professional support and construction contract to be procured to complete the project.

**91. LEISURE MANAGEMENT CONTRACT**

Cllr H Cox, Portfolio Holder for Leisure introduced this item. She explained that the report advised members on the progress towards a new Leisure Management Contract to run the Council's three leisure centres at Cromer, North Walsham and Fakenham as well as three Dual Use Sports Centres at Stalham, North Walsham and Cromer. The report also recommended the budget provision for the initial fit out of the new Sheringham Leisure Centre which would be financially advantageous for the Council as opposed to the new contractor paying for the fit out directly. She concluded by saying that the contract had been subjected to a thorough and compliant procurement process, with Officer/Member Board involvement throughout and advice from the Council's external consultants, FMG.

It was proposed by Cllr H Cox, seconded by Cllr A Fitch-Tillett and

**RESOLVED**

- 1) That Cabinet confirms the Award of the Leisure Management Contract to Bidder X as per the Confidential Appendix; this to be finalised by officers after the necessary standstill period.

**To recommend to Council:**

- 2) That Cabinet recommends to Full Council to fund the up front, capital investment costs of £1.013m for the initial fit out of the new Sheringham Leisure Centre, as described in the confidential appendix.

**Reason for the decision:**

- 1) To complete the contract procurement process.

- 2) To provide the most financially advantageous option for this part of the build project, and management contract.

## 92. MARKET TOWNS INITIATIVE

The Leader, Cllr S Bütikofer, introduced this item. She explained that this was a cross-party initiative focussed on the district's inland market towns. A considerable number of bids had been received and those that had not been successful would receive an explanation outlining the reasons why. As all of the funding had not been allocated a further round of funding would be opened. Cllr Bütikofer said that the criteria set out in the prospectus had been applied when considering each application. She then outlined the successful bids for each town:

### **Fakenham:**

#### Fakenham Town Council (A)

The application sought funding for a regenerative project that would provide a facelift for rundown shop fronts and signage in the town centre.

Agreed to recommend funding of £24,341.67.

#### Fakenham Town Council (B)

The application sought funding to design and print a heritage guide with a map and information about the town, to be used by residents and visitors.

Agreed to recommend funding of £2,525.

#### Active Fakenham

The application sought funding to coordinate, resource and market a large number of events in the town centre.

Agreed to recommend funding of £35,550.

### **Holt:**

#### The Holt Society

The application sought funding to design and print a pamphlet and five notice boards to provide information on the Holt Owl Trail to residents and visitors.

Agreed to recommend funding of £7,210.

#### Love Holt

The application sought funding to implement a major marketing campaign for the town designed to increase visitors and trade.

Agreed to recommend funding of £26,000.

#### Holt Town Council

The application sought funding for four separate projects including an accessible 'Yellow Brick Route', a Holt park and ride scheme, creating a Shirehall Plain culture space and a Fish Hill/Star Plain amenity space.

Agreed to recommend funding of £17,514 in support of elements of the proposal that were considered to align most closely with the purposes of the fund but not those proposing to remove car parking from the town centre (due to the impacts of the scheme on parking and traffic management, or evidence of community support).

## **North Walsham**

### Regenerate North Walsham and North Walsham Town Council

The application sought funding to implement three major improvement projects split between improving St Nicholas Court, the town centre and attracting more visitors to the town.

Agreed to recommend funding of £99,575.

The Leader commended North Walsham on their excellent bid which had involved two groups working together on three regeneration projects that would benefit the town centre. Consequently they had been allocated the full amount of funding requested.

## **Stalham**

### Stalham Town Council

The application sought funding to improve the tourism offer of the town with an aim to attract more visitors by making improvements to the Staithe and its connection to the town centre via improvements to signage.

Agreed to recommend funding of £32,204.70, towards the elements of the proposed scheme that were considered to align most closely with the purposes of the fund.

### Stalham Area Business Forum

The application sought funding to implement multiple regenerative projects in the town centre including new signage, aesthetic improvements, external power supplies and a guide to the town's shops.

Agreed to recommend funding of £22,171.25 towards the elements of the proposed scheme that were considered to align most closely with the purposes of the fund.

The Leader concluded by saying that the Market Towns Initiative Working Group had awarded a total of £266,869.72 across the four towns. The second round would be allocating the remaining funds to the three towns where there was still funding available.

- 1) Cllr V Gay said that she wished to express her gratitude to everyone involved in the North Walsham bid.
- 2) Cllr R Reynolds said that he welcomed the funding for Fakenham. He asked for clarification on the total amounts awarded to each town.
- 3) Cllr N Dixon, Portfolio Holder for Economic Development, thanked all the bidders for their time and effort. He said that feedback was available for the unsuccessful bidders. He said that the North Walsham bid deserved particular commendation for its high quality and concluded by saying that this had been a good opportunity

to include local people in the improvement of the economic wellbeing of their town.

The Leader thanked the Market Towns Initiative Working Group for their hard work and support.

It was proposed by Cllr S Bütikofer, seconded by Cllr N Dixon and

### **RESOLVED**

- (1) That Cabinet approve the MTI Working Group's recommendations to award £266,869.72 of funding across all eligible/approved applications outlined in the report.
- (2) That Cabinet request the MTI Working Group to continue to monitor the outcomes of any/all applications that receive approval.
- (3) That a second round of applications be operated to award any remaining funds, in accordance with the MTI prospectus.
- (4) Delegated authority be given to The Head of Economic and Community Development to draft suitable conditions in respect of the approved applications and to issue the grant decision letters accordingly.

### **93. EXCLUSION OF PRESS AND PUBLIC**

That under Section 100A(4) of the Local Government Act 1972 the press and public be excluded from the meeting for the following item of business on the grounds that they involve the likely disclosure of exempt information as defined in paragraphs 3 of Part I of Schedule 12A (as amended) to the Act.

### **94. PRIVATE BUSINESS**

None

The meeting ended at 10.25 am.

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Chairman