

# Public Document Pack

## COUNCIL

**Minutes of the meeting of the Council held on Wednesday, 25 September 2019 in the Council Chamber - Council Offices, Holt Road, Cromer, NR27 9EN at 6.00 pm**

**Members Present:**

Mr T Adams	Mr D Baker
Ms P Bevan Jones	Mr D Birch
Dr P Butikofer	Mrs S Bütikofer
Mr C Cushing	Mr N Dixon
Mr P Fisher	Mrs A Fitch-Tillett
Mr T FitzPatrick	Mr V FitzPatrick
Mrs W Fredericks	Ms V Gay
Mr G Hayman	Mr C Heinink
Mr P Heinrich	Mr N Housden
Mr R Kershaw	Mr N Lloyd
Mr N Pearce	Mr S Penfold
Mrs G Perry-Warnes	Mr J Rest
Mr E Seward	Miss L Shires
Mrs J Stenton	Dr C Stockton
Mr J Toye	Mr A Varley
Ms K Ward	

**Also in attendance:**

### 18 PRAYER

The Chairman invited Reverend Philip Blamire, Rural Dean for Holt and Rector for Weybourne Benefice, to lead prayers

### 19 CHAIRMAN'S COMMUNICATIONS

The Chairman outlined several events that he had attended in his capacity as Chairman, including;

- An inter-Council cycle ride for Norfolk Day on 26<sup>th</sup> July
- The presentation of the Environment Award to the Felbeck Trust at Greenbuild on 8<sup>th</sup> September
- Battle of Britain commemorative event at County Hall, Norwich on 13 September
- 1940s weekend at Sheringham and Holt on 14 September
- Battle of Britain closing event, Norwich Cathedral, 15 September
- Celebration of sandscaping project, 20 September

The Chairman then reminded Members that he was holding his civic reception on Friday 27<sup>th</sup> September. There would be two guest speakers and an auction of 22 lots – to raise money for his nominated charities. Although places were limited there were a few spaces left and he encouraged any Members who were interested in attending to speak to one of the Corporate PAs.

The Chairman then invited the Leader to update Members.

Cllr Bütikofer began by thanking staff for their hard work in ensuring Greenbuild was

another success. She said that they had built on the work of the Environment Forum and asked the public to vote and prioritise key environmental initiatives. The response had been very good.

She then spoke about the sandscaping project which had been completed on time and on budget. She thanked Cllr Fitch-Tillett and the Coastal Manager for their hard work.

The Leader updated Members on several projects including the Electric Vehicle rollout scheme for which the funding had now been approved. The appraisal of the Cedar House site had been completed and there were new options to consider. She then said that she was pleased to announce that the Council had secured an offer of up to £975,000 from Historic England to provide funding to create a High Streets Heritage Action Zone (HSHAZ) in North Walsham. She thanked the Head of Economic & Community Development and his team for their efforts in securing this money. She said that it should be acknowledged that the Market Towns Initiative had helped seed the funding for this project.

Cllr Bütikofer concluded by informing Members that Cllr K Ward had stepped down from Cabinet as she was now a prospective parliamentary candidate for North Norfolk.

## **20 TO RECEIVE DECLARATIONS OF INTERESTS FROM MEMBERS**

None received.

## **21 APOLOGIES FOR ABSENCE**

Apologies had been received from Cllrs H Blathwayt, A Brown, P Grove-Jones, B Hannah, G Mancini-Boyle, M Millership, J Punchard, E Spagnola, J Toye, and A Yiasimi

## **22 MINUTES**

The minutes of the meeting held on 24 July 2019 were approved as a correct record and signed by the Chairman.

## **23 ITEMS OF URGENT BUSINESS**

None.

## **24 PUBLIC QUESTIONS/STATEMENTS**

None received.

## **25 PORTFOLIO REPORTS**

1. Cllr A Brown, Portfolio Holder for Planning and Housing, said that a detailed written report had been provided to Members on his portfolio areas. He advised them that the figures (page 15) regarding the Housing options Register and the transfer register were the wrong way around. He concluded by informing Members that a new Homelessness and Rough Sleepers Strategy would be coming forward shortly.
2. The Leader, Cllr S Butikofer, drew Members' attention to the improved figures regarding the Benefits team processing of changes of circumstance.

The target was 14 days and current performance was at 7 days. She was also pleased to inform members that the target for processing new benefits claims was 20 days and performance was now at 15 days. This reduction in the time taken to process new claims was due to a change in process, with one Benefits Officer taking responsibility for a claim from end to end. Moving onto Freedom of Information requests, the Leader said that response times were currently at 97% (national target of 90%) and this was despite an increase nationally in FOI requests. She concluded by advising Members that work had started on the Tourist Information Centre in Cromer.

3. Cllr A Fitch-Tillett, Portfolio Holder for Coast, said that the recent celebration marking the end of the sandscaping scheme had been very impressive and she thanked the Coastal Partnership East team and the Coastal Manager for their hard work. She said that she welcomed the recruitment of new members of staff to the CPE team, including a Coastal Engineer apprentice. Cllr Fitch-Tillett concluded her update by highlighting the recent Norfolk Coast Partnership Dark Skies Festival which had taken place on 22 September.
4. Cllr V Gay, Portfolio Holder for Culture and Wellbeing, began her update by saying that the Sheringham Little Theatre had enjoyed an excellent summer with almost 100% attendance. She then drew Members' attention to the excellent work that the Early Help Hub was doing. She informed members that she had attended meetings of the Health & Wellbeing Board and the Sustainability & Transformation Board – both of which tied in with social prescribing and the wellness agenda. Cllr Gay concluded by saying that she was hoping to bring the Motor Neurone Disease Charter to the next meeting of Council.
5. Cllr G Hayman, Portfolio Holder for Commercialisation and Assets, drew Members' attention to the public convenience improvement programme, with several refurbishment projects having now been completed. He then referred to the refurbishment of the North Norfolk Information Centre in Cromer, which was being supported by funding from the Rural Development Programme for England (RDPE). The new centre would include a discovery centre to showcase the Deep History Coast and a Changing Places facility. The information centre would be located in Merchants Place, Cromer whilst the work was ongoing. Cllr V FitzPatrick referred to the public convenience improvement programme and said that when he was member for Priors ward there had been discussions about the placing of electric vehicle charging points during the rebuild of the Stearmans Yard car park. He sought reassurance that these would be additional to the charging points already planned and that they would not be subsumed into the new programme. Cllr Hayman said that he would provide a written response.
6. Cllr R Kershaw, Portfolio Holder for Economic and Career Development, said that he welcomed the agreement in principle from Historic England to provide funding to create a High Streets Heritage Action Zone in North Walsham. He added that the work on the precinct funded by the Council's Market Towns Initiative (MTI) was now underway. Cllr Kershaw said that he was delighted to inform Members that the Mammoth Marathon had been fully subscribed within 2 days of its launch. He concluded by saying that on 17 July NNDC, in collaboration with new Anglia Advances Manufacturing and Engineering (NAAME) had held the inaugural North Norfolk Manufacturing group event, with over 40 companies attending. The next session was planned for 15 October at Paston College.
7. Cllr N Lloyd, Portfolio Holder for Environment, said that he was pleased to inform Members that a new community fridge had been launched in North Walsham. He then referred to the Environment Forum which had taken

plane in North Walsham in August – the first of its type in Norfolk. A public drop-in session was held in the afternoon followed by a workshop in the evening session. The event was very well attended, views and opinions were gathered from attendees. These views would shape the development of an environmental charter for NNDC. Once again Greenbuild had been a huge success with around 7500 visitors attending over the two days of the 5<sup>th</sup> and 6<sup>th</sup> September. He thanked all the staff who were involved in the planning, set up and running of the event. Another successful climate change consultation occurred over both days of Greenbuild and around 750 trees were given away to attendees.

8. Cllr E Seward, Portfolio Holder for Finance, said that the Government's spending round announcements for 2020/21 confirmed that the situation would stay largely the same, with the Fair Funding Review, Business Rates Review and business rates reset all deferred by 12 months. He said, looking ahead the Council would continue to remain cautious, assessing income streams and potential savings to ensure the provision of services.

## **26 RECOMMENDATIONS FROM CABINET 09 SEPTEMBER 2019**

### **Agenda item 8: Budget Monitoring Report 2019/20 – Period 4**

The Portfolio Holder for Finance, Cllr E Seward, outlined the recommendation and proposed its acceptance. Cllr N Dixon, said that it would be beneficial if Members could be provided with an outline of how much money had been spent on the Pier over the last 15 years and projections for the next 10 years. Cllr Seward said that he would provide a written response.

Cllr Dixon confirmed that the recommendation had been supported by the Overview & Scrutiny Committee at their meeting on 18 September.

It was proposed by Cllr Seward, seconded by Cllr J Rest and

#### **RESOLVED to**

Release £468,954 from capital receipts to fund the ongoing maintenance works to Cromer Pier following receipt of the storm surge insurance payment

### **Agenda item 9: Electric Vehicle Charge Points – Council Car Parks**

Cllr N Lloyd, Portfolio Holder for Environment, introduced this item. He said that it was widely accepted that electric vehicles would be the transport of choice in the future and that the charge points would pay for themselves within a few years. Cllr Rest sought clarification that they would be self-funding within 2 years. Cllr Lloyd replied that conservative estimates predicted it would be about 4.5 years before they paid for themselves. Cllr C Cushing asked whether consideration had been given to installing EV charging points at the Connect building in Fakenham. Cllr Lloyd replied that the OLEV funding only applied to Council car parks and 3 phase electricity was needed – which was reflected in the report. He said that he would consider all options moving forward.

It was proposed by Cllr N Lloyd, seconded by Cllr R Kershaw and

#### **RESOLVED to**

Approve a capital budget of £248,600 to fund the EVC installation project as

described in the report. This is to be funded from capital reserves and OLEV grant from Government as described in the report.

**27 RECOMMENDATIONS FROM THE OVERVIEW & SCRUTINY COMMITTEE 18 SEPTEMBER 2019**

Cllr N Dixon, Chairman of the Overview and Scrutiny Committee, confirmed that the recommendations had been covered under previous agenda items.

**28 RECOMMENDATIONS FROM THE CONSTITUTION WORKING PARTY 17 SEPTEMBER 2019**

The Chairman of the Constitution Working Party, Cllr V Gay, introduced this item. She explained that there were two sets of recommendations – both procedural and both agreed unanimously. It was proposed by Cllr V Gay, seconded by Cllr N Housden and

RESOLVED to:

Update the Contract Procedure Rules are to reflect the following:

1. Updates and changes in legislation, including thresholds, definitions and procedures.
2. Future proofing to ensure references to any EU legislation will be deemed incorporated into these rules if it is incorporated into UK law post Brexit.
3. Recommendations and requirements proposed by the Auditors following an audit in 2018 and the outcome of that.

RESOLVED that

1. That the constitution be amended to require that amendments to the Council's proposed Budget are to be sent in writing to the Councils Section 151 Officer (or in his or her absence, the Deputy Section 151 Officer) by 5pm two clear working days before the scheduled meeting at which the Council's Budget is to be set. This will allow proposals to be costed by the finance team before they are debated by Members, to allow the financial consequences to be taken into consideration during the debate. Any proposals will be kept confidential until announced at the meeting as required.

2. It is proposed that the requirement for amendments proposed at Full Council to be reconsidered by Cabinet be removed, as this presents a risk to the Council that a legal budget may not be set in the timeframe prescribed by the relevant legislation.

**29 QUESTIONS RECEIVED FROM MEMBERS**

Cllr D Baker referred to the Budget Monitoring report (agenda item 9) and asked why, given the current underspend of £613k, was there a projected overspend by the end of the year. Cllr E Seward, Portfolio Holder for Finance, replied that the underspend had occurred because spending in some areas was not happening as quickly as forecast. However, this would catch up as the year went on resulting in the predicted overspend.

**30 OPPOSITION BUSINESS**

None received.

**31 NOTICE(S) OF MOTION**

None received.

**32 EXCLUSION OF PRESS AND PUBLIC**

**33 PRIVATE BUSINESS**

The meeting ended at 6.51 pm.

---

Chairman