

Minutes of a meeting of the **Cabinet** held at Thorpe Lodge, 1 Yarmouth Road, Thorpe St Andrew, Norwich on **Tuesday 5 June 2018** at **9.00 am** when there were present:

Mr A J Proctor – Policy

Portfolio holders:

Mr S M Clancy	Economic Development
Mr J F Fisher	Environmental Excellence
Mr R R Foulger	Communities and Housing
Mrs T M Mancini-Boyle	Finance

Mrs Bannock, Mr Emsell, Mr Kular and Mr Leggett also attended the meeting for its duration.

Also in attendance were the Chief Executive, Deputy Chief Executive, Head of Democratic Services and Monitoring Officer, Head of Corporate Resources, Head of Head of Economic Development, Head of Finance and Revenue Services, Economic Development (Partnerships & Growth) Manager, Local Taxation Manager and the Committee Officer (JO).

The Chairman had recently been elected Leader of Norfolk County Council. He advised the meeting that it was his intention to remain as Chairman of Cabinet and Leader of Broadland District Council until a new Leader was elected.

1 APOLOGY FOR ABSENCE

An apology for absence was received from Mr Vincent.

2 MINUTES

The Minutes of the meeting held on 10 April 2018 were confirmed as a correct record and signed by the Chairman.

3 REPRESENTATIONS FROM NON CABINET MEMBERS

The Chairman agreed that, at his discretion, all non-Cabinet Members in attendance be allowed to join the debate at the relevant point of the proceedings on request.

4 OVERVIEW AND SCRUTINY COMMITTEE

Cabinet received the Minutes of the meeting of the Overview and Scrutiny Committee held on 22 May 2018.

The Vice-Chairman of the Overview and Scrutiny Committee advised Members on the views expressed by the Committee when it reviewed the Cabinet Agenda on 29 May 2018, as each item was considered.

5 ECONOMIC SUCCESS PANEL

Cabinet received the Minutes of the meeting of the Economic Success Panel held on 4 April 2018.

The Portfolio Holder for Economic Development advised the meeting that the Food Enterprise Zone was being actively promoted as a centre of excellence and a focus of growth in the district. The Repton 200 festival, launched on 23 March in Aylsham, had been very successful and the Economic Development Manager was to be commended for her hard work in support of the promotion of this celebration of Humphry Repton's life.

The Portfolio Holder for Economic Development advised the meeting that car-parking arrangements across the district were subject to ongoing discussions with the County Council. He emphasised that car parking should be designed to maximise the use of town centres in Broadland and to encourage economic growth. Broadband coverage was improving across the district, but there remained too many areas with poor mobile phone reception.

6 SERVICE IMPROVEMENT AND EFFICIENCY COMMITTEE

Cabinet received the Minutes of the meeting of the Service Improvement and Efficiency Committee held on 23 April 2018.

7 PLACE SHAPING PANEL

Cabinet received the Minutes of the meeting of the Place Shaping Panel held on 3 May 2018.

The Portfolio Holder for Communities and Housing advised the meeting that the revised National Planning Policy Framework included a number of changes including; no longer requiring affordable housing on sites with fewer than ten units.

8 BROADLAND BUSINESS PLAN 2019

The Council's current Business Plan ran from 2015 to 2019 and was in need of review and revision for the four municipal years commencing May 2019. The report proposed a number of potential stakeholder and resident engagement activities for consideration to inform this work

Suggestions for engagement to develop the new Business Plan covered three areas, these were:

- Repeating the face-to-face meetings held in 2014 between the Chief Executive / Leader and 15 major stakeholders across the district. These meetings had worked well and generated constructive feedback on the Council's performance and future plans.
- Holding workshops with external facilitation. These had been held in 2014 and had generated a number of useful suggestions that had been incorporated into the Business Plan. This support had cost £2,600.
- Conducting a residents' survey. In 2014, a response rate of 29 percent had been achieved at a cost of £10,300 for an Ipsos Mori postal survey. Alternatively an online questionnaire could be created at a much lower cost.

The indicative costs of the above activities would range between £3,000 and £18,000.

The Vice-Chairman of the Overview and Scrutiny Committee advised the meeting that the Committee had had mixed views on whether a residents' survey should be conducted internally or externally.

Members noted the potential costs of the engagement activities, but considered them a worthwhile expense, as they would provide a comprehensive range of responses to inform the Council's Business Plan for the next four years. The work should be completed by February 2019.

RESOLVED

that engagement activities for the Broadland Business Plan 2019/23 should comprise:

- (1) holding face to face meetings between the Chief Executive / Leader and major stakeholders across the district;
- (2) conducting externally facilitated stakeholder workshops and
- (3) commissioning a market research company to carry out a residents' survey.

Reasons for decision

To undertake engagement activities for the Council's new Business Plan.

9 NON-DOMESTIC RATE BUSINESS GROWTH DISCOUNT SCHEME

The report asked Cabinet to consider the adoption of a discretionary Business Rate Discount Policy to help attract new businesses into the district and assist existing businesses to expand.

The proposed Policy would allow Business Rates to be reduced in full or in part for a period of up to 12 months. The discount would complement the Council's existing training and Business Support initiatives and increase the appeal of the district to businesses, as well as stimulating inward investment. South Norfolk Council and Waveney District Council offered similar discount schemes.

As Broadland was part of the Business Rates Pool, the cost to the Council of allowing the discounts proposed would currently be 20 percent of the total amount awarded and with a wide element of discretion, the Council would be able to limit its exposure to cost.

The Portfolio Holder for Finance suggested amending the recommendation, so that the decision on allowing a discount be delegated to the Head of Finance and Revenue Services and the Head of Economic Development in consultation with their relevant Portfolio Holders. The proposed Policy would also need to be amended to confirm that the Chief Executive in consultation with the Leader would consider appeals against the refusal of a discount.

RECOMMENDED TO COUNCIL

- (1) to adopt the Policy (as attached at Appendix 1 to these Minutes) to implement a Non-Domestic Rate Business Growth Discount Scheme. The scheme would delegate authority to make decisions in individual cases to the Head of Finance and Revenue Services and the Head of Economic Development in consultation with the relevant Portfolio Holders and
- (2) to require that any appeal decision would be made by the Chief Executive in consultation with the Leader (Policy).

Reasons for decision

To adopt a Policy for a Business Rate Discount Scheme.

10 NORWICH WESTERN LINK – PUBLIC CONSULTATION

The report proposed a response from Broadland to the Norfolk County Council consultation on transport issues to the west of Norwich.

The development of a Norwich Western Link, to connect the new Broadland Northway from the A1067 to the A47 west of Norwich, was one of Norfolk County Council's top infrastructure priorities and Broadland had previously gone on record as strongly supporting the project.

Cabinet was advised that a Development Consent Order would be required for the project, which would need an evidence base showing that consultation on the scheme had been undertaken.

RESOLVED

- (1) to agree the Council's Norwich Western Link consultation response; and
- (2) to submit a further letter to the County Council reaffirming Broadland's strong support for the Norwich Western Link project.

Reasons for decision

To respond to a public consultation.

11 EXECUTIVE APPOINTMENTS TO OUTSIDE ORGANISATIONS FOR 2018-19

RESOLVED

to agree the Cabinet appointments to outside organisations for the new municipal year (as attached at Appendix 2 to the signed copy of these Minutes).

Reasons for decision

The report was a factual account.

The meeting closed at 9.27 am