

Minutes of a meeting of the **Cabinet** held at Thorpe Lodge, 1 Yarmouth Road, Thorpe St Andrew, Norwich on **Tuesday 25 September 2018** at **9.00am** when there were present:

Mr S A Vincent – Policy (Chairman)

Portfolio holders:

Mrs J K Copplestone	Economic Development
Mr J F Fisher	Environmental Excellence
Mr R R Foulger	Housing and Wellbeing
Mrs T M Mancini-Boyle	Finance
Mr I N Moncur	Planning
Mr G Peck	Transformation and Organisational Development

Mrs Bannock also attended the meeting for its duration.

Also in attendance were the Chief Executive, Deputy Chief Executive, Head of Planning, Economic Development Manager, Private Sector Housing Manager, Environmental Protection Manager (Special Projects), Housing Enabler and the Committee Officer (JO).

36 MINUTES

The Minutes of the meeting held on 28 August 2018 were confirmed as a correct record and signed by the Chairman.

37 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.

38 OVERVIEW AND SCRUTINY COMMITTEE

Cabinet received the Minutes of the meeting of the Overview and Scrutiny Committee held on 11 September 2018.

39 SERVICE IMPROVEMENT AND EFFICIENCY COMMITTEE

Cabinet received the Minutes of the meeting of the Service Improvement and Efficiency Committee held on 10 September 2018.

40 COMMUNITY GRANTS PROGRAMME REVIEW 2017/18

The report reviewed the operation of the Community Grants Programme in 2017/18 and proposed options for the future implementation of the programme.

The Economic Development Manager drew Members' attention to two errors in the report; a £5,000 grant for Reedham Parish Council in Appendix 2 was incorrectly listed twice. This reduced the number of Community Capital Grants for 2017/18, as detailed in paragraph 3.6, to four at a cost of £15,700.

Since October 2017, the Norfolk Community Foundation (NCF) had delivered the Council grants scheme very effectively. However, it was not proposed that this funding would be added to and it was envisaged that by the end of March 2019 these funds would be mostly allocated to projects. Currently balances being held by the NCF for Community Activities and Small Grants was £37,375 and £27,003 for Community Capital Grants. It was proposed that the scheme remained 'live' with the NCF until all the budgets were spent. Other Service Level Delivery Agreements would continue to be funded, but from different sources.

At South Norfolk Council a scheme operated that allowed Members £1,000 each to allocate to community projects within their Wards. Members had suggested that a similar scheme could be adopted at Broadland. Should Members wish to proceed with a scheme similar to the South Norfolk scheme, a growth bid would be included in the budgets for the 2019/20 financial year. It was proposed that initially the scheme could start with a sum of £500 per annum per Member, which would require a growth bid to the base budget of £23,500. If approved, guidelines and criteria for the scheme would be drawn up for consideration and development through the Economic Success Panel.

It was emphasised that although joint working would be done with South Norfolk, the scheme would be shaped to the requirements of Broadland and its residents.

The scheme would be administered by the Community Project Officer who would ensure that Members received support in promoting community engagement work in their Wards.

RECOMMENDED TO COUNCIL

- (1) to note the performance of the Community Grants Programme in 2017/18;
- (2) to allow the NCF to continue to operate a 'live' Community Grants programme until the current budgets were exhausted (likely to be some time in 2019/20);
- (3) to bid for base budget growth of £23,500 to fund a Members' grants scheme to be implemented from June 2019;
- (4) Subject to (3) above, to work in collaboration with South Norfolk Council to provide guidelines and criteria for a Members' grants scheme which would be overseen by the Communications and Engagement Manager.

Reasons for decision

To establish a Members' Grant scheme.

41 ESTABLISHMENT OF A GROWTH DELIVERY TEAM

The report proposed the establishment of a permanent, dedicated Growth Delivery Team consisting of three officers to work with existing teams, partners and consultants to accelerate and promote quality development in the delivery of strategic sites and add value to the new and existing communities in Broadland and South Norfolk.

Local authorities were now seen as key players in housing delivery and could be rewarded for being proactive with funding opportunities and Government support, whereas less ambitious authorities could face a potential reduction in their regulatory leverage.

The delivery of new jobs was also important for both councils and three of the strategic sites, which would be the initial focus of the Growth Delivery Team, (Rackheath, Long Stratton and Beeston Park) included a significant amount of employment land. An economic development function would, therefore, be an integral part of the team's role and purpose. Other work streams could be passed on to the team as it became established.

A further core function of the team would be to secure funding and/or deliver crucial upfront infrastructure costs to support delivery of strategic sites.

The estimated cost of the team was £150,000 – £200,000, with a consultancy budget of £100,000 per annum; with the cost split initially at 55 percent South Norfolk and 45 percent Broadland.

A bid of £150,000 to the Norfolk Business Rates Pool had been submitted to help fund the first year and the Growth Delivery Team should help to bring in additional income to both councils, which could offset the costs in the longer term.

Members requested that they receive six monthly updates on the activities of the team.

In response to a suggestion, the Head of Planning confirmed that a knowledge of both planning and economic development would be a prerequisite for the team.

RESOLVED

to

- (1) agree to the establishment of the Growth Delivery Team and the appointment of the three new posts; and
- (2) delegate authority to the respective Chief Executives to agree any interim reporting arrangements; and
- (3) to note that in agreeing these arrangements the Chief Executive had consulted the Leader.

Reasons for decision

To accelerate growth in homes and employment in the District.

42 HOUSES IN MULTIPLE OCCUPATION LICENSING

The report proposed the adoption of amenity and facility standards for licenced houses in multiple occupation (HMO) in order to meet the Council's statutory duty to licence all HMOs, with five or more people residing in the property, from 1 October 2018.

Broadland District Council currently had one HMO that required a Licence, but the amendment to the definition of an HMO could increase this number to 50.

To ensure consistency the Private Sector Housing Team had developed standards in respect of room sizes, occupancy levels, fire safety, amenities, facilities, refuse arrangements and the management of a HMO.

The standards had been consulted upon with the National Landlords Association, the Eastern Landlords' Association and the Fire Authority and had been amended to reflect their comments. Neighbouring local authorities' standards had also been considered to ensure consistency across district boundaries.

A programme of communication to alert landlords of their responsibility to request an application should their property fit the new requirement would be initiated and licensing would commence from 1 October 2018.

The new licensing procedure would significantly increase the workload of the Private Sector Housing Team, which was currently reduced due to the long-term sickness of an Environmental Health Officer. Therefore, a recruitment procedure had been initiated to appoint an Environmental Health Officer on a one year contract.

In response to a query, the Private Sector Housing Manager confirmed that a proportionate approach would be taken to enforcement, which would ensure that landlords were given an appropriate period of time to apply for a licence before any action was taken against them.

RECOMMENDED TO COUNCIL

to adopt the standards detailed in 'Amenity and facility standards for Licensed Houses in Multiple Occupation' (attached at Appendix 1 to the signed copy of these Minutes) as part of the Council's House in Multiple Occupancy licensing procedure.

Reasons for decision

To provide a consistent approach to the standards required to obtain a licence for Houses in Multiple Occupation in the District.

43 TREASURY MANAGEMENT PERFORMANCE FOR 2017/18

The report summarised treasury management activity during 2017/18, including the outturn of the Prudential Indicators for the year.

The Council's investments as at 31 March 2018 were as follows:

Counterparty	£(m)	Interest Rates
Investec	10.34	Return varies, dependent on the performance of the underlying fund
Payden & Rygel	3.13	
Public Sector Deposit Fund	1.00	
Certificates of Deposit	2.00	0.47%
Banks	9.00	0.72% to 0.98%
Instant access deposits with banks	7.30	0.35% to 0.40%
Total	32.76	

The Council's Investec funds were invested with an 80:20 split between Short Dated Bonds and Target Dated Funds, however, due to poor performance, the Short Dated Bond had been closed and moved to a Diversified Income Fund.

The Council also had an investment of £1m with the Public Sector Deposit Fund, but would be moving this investment back to bank deposits shortly. These, as well as some other movements from external funds, should increase the investment income of the Council. The situation would be monitored and reviewed regularly.

Actual capital expenditure during the year was £1,181,660, against a revised budget of £2,143,200. The main reason for the reduced total capital expenditure compared to base budget was a zero-spend against a budget of £560,000 for contributions to a Norfolk countywide Broadband improvement initiative.

The Portfolio Holder for Economic Development advised the meeting that the Broadband Improvement Initiative was match funded and this money would be required eventually.

The report confirmed that the Prudential Indicators set for 2017/18 had been complied with in full and that none had reached a level that indicated any cause for concern.

Treasury advisors had submitted options for the Council's investments, which were included as exempt appendices for information only.

RESOLVED

to note the outcome in respect of 2017/18 treasury management activities.

Reasons for decision

The report was a factual account.

44 EXCLUSION OF PRESS AND PUBLIC

RESOLVED

to exclude the Press and public from the meeting for the remaining business because otherwise, information which was exempt information by virtue of Paragraph 3 of Part I of Schedule 12A of the Local Government Act 1972, as amended by the Local Government (Access to Information) (Variation) Order 2006 would be disclosed to them.

45 LAND AT SALHOUSE ROAD, PANXWORTH

The report set out the potential options for the use or disposal of Council owned land at Salhouse Road, Panxworth.

The land at Salhouse Road was a small green field site of 0.34ha that had been in local authority ownership since 1956. The parish was classified as countryside within the Joint Core Strategy and as such had no settlement limit. The site was removed from any larger settlement and some distance from services and therefore would be deemed unsustainable.

Analysis of the current housing list data was unable to demonstrate an established local housing need within the parish and therefore it could not be considered an exceptions site for the delivery of affordable housing. Moreover, Norfolk County Highways had concerns over site access and would be likely to object to any proposed development above three dwellings at the site.

The Council also had a five year housing land supply in rural parishes, which would make it unlikely that an application for open market or custom build housing would be supported. Only very significant material considerations could outweigh planning policy in this case, such as an exceptional design development.

Members recognised that affordable housing was not a viable proposition for the site, but suggested that it could be developed for market housing by Broadland Growth Ltd, if it was of exceptional design, which would maximise the return on this asset for the Council.

RESOLVED

to request that Broadland Growth Ltd explore developing the site to an exceptional design standard for up to three dwellings.

Reasons for decision

To maximise the value of a Council asset.

46 FOOTWAY LIGHTING PROVISION

The report considered the Council's options in respect of footway lighting provision in the District.

The Council had taken legal advice from more than one source regarding its future responsibility for footway lighting and it had been confirmed that a Section 98 (5) Highways Act 1980 Notice could be served on the County Council confirming that Broadland wished to relinquish its responsibility as a lighting authority.

A requirement of the Section 98 (5) Highways Act was that the Council must give Notice within the first nine months of the calendar year, therefore the Notice would need to come into effect before 30 September 2018. If Members agreed to the proposal it would be necessary to make the decision not subject to the 'call in' period to meet this deadline.

RECOMMENDED TO COUNCIL

to endorse the following decision:

- (1) to agree to serve a Section 98 (5) Highways Act 1980 Notice on the Highways Authority (NCC) by 30 September 2018 with the intention to cease responsibility for lighting provision from 1 April 2019, including any new lighting installed in the future; and
- (2) to agree that the decision is not subject to the normal call in period due to the requirement to serve the Notice within the first nine months of the calendar year; and
- (3) if the service of the notice is ineffective, to give approval to extend the current lighting contract for six months to allow for the procurement process.

Reasons for decision

To relinquish the Council's responsibility as a Lighting Authority.

The meeting closed at 9.57am.