

Minutes of a meeting of the **Cabinet** held at Thorpe Lodge, 1 Yarmouth Road, Thorpe St Andrew, Norwich on **Tuesday 10 March 2020** at **6.00pm** when there were present:

Mr S A Vincent – Policy (Chairman)

Portfolio holders:

Mrs J K Copplestone	Economic Development
Mr J J Emsell	Transformation and Organisational Development
Mrs L H Hemsall	Planning
Mrs J Leggett	Environmental Excellence
Mrs T M Mancini-Boyle	Finance
Mr F Whymark	Housing and Wellbeing

Mr T Adams, Mrs S Catchpole, Mr M Murrell, Mr S Riley and Mrs K Vincent also attended the meeting for its duration.

Also in attendance were the Managing Director, Director Place, Director Resources, Assistant Director Governance and Business Support (Monitoring Officer), Assistant Director Planning, Assistant Director Individuals and Families, Business Support and Promotion Team Manager, Infrastructure Delivery Officer and the Committee Officer (JO).

87 DECLARATIONS OF INTEREST UNDER PROCEDURAL RULE NO 8

Member	Minute No & Heading	Nature of Interest
Mr Whymark	94 – Bure Valley Railway and Path	Non-pecuniary interest, the Bure Valley Railway was located in the Member's Ward

88 MINUTES

The Minutes of the meeting held on 11 February 2020 were confirmed and signed by the Chairman as a correct record.

89 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.

90 OVERVIEW AND SCRUTINY COMMITTEE

The Chairman of the Overview and Scrutiny Committee advised Members on the views expressed by the Committee when it reviewed the Cabinet Agenda on 3 March 2020, as each item was considered.

91 COMMUNITY LOTTERY

The Assistant Director Individuals and Families introduced the report, which proposed establishing a Community Lottery to facilitate fund raising for local good causes.

The proposed scheme would provide a framework for 'incentivised giving', whereby local voluntary and community organisations could sign up to take part in the lottery and for each £1 ticket sold they would receive 50p for specific good causes.

Community Lotteries were considered to be low risk in respect to problem gambling, as there was no 'instant gratification', due to the midnight deadline and payment was via pre-arranged sign-up and online non-cash methods

It was suggested that the Assistant Director for Individuals and Families and the Assistant Director of Finance be nominated as Personal Management Licence Holders and that the scheme be called the Community at Heart Lottery.

Setting up the Lottery would cost approximately £7,300, with ongoing annual costs of around £1,042 for a Gambling Commission Licence and Lotteries Council membership.

The Business Support and Promotion Team Manager advised the meeting that it would be a very simple process for community organisations to sign up to the Lottery, which would help to fund their ongoing costs as well as being a useful means of engaging with local community groups.

Members noted that the Overview and Scrutiny Committee had recommended that a 12 month break clause be inserted into the contract, but considered this to be unnecessary as the scheme would need to be run for at least two years before a thorough assessment could be made of it.

The Portfolio Holder for Economic Development advised the meeting that the scheme would be an excellent opportunity to support local communities and commended the proposal to call it the Community at Heart Lottery.

RESOLVED

- (1) To establish a Community Lottery for the purpose of raising funds to support good causes that benefit our residents;
- (2) To approve the procurement of an External Lottery Manager to run the operational side of the Lottery;
- (3) To authorise the Assistant Director of Individuals and Families, in consultation with the Portfolio Holder for Economic Development and Economic Development team to establish criteria for determining which good causes can participate in the Lottery, and apply those criteria;
- (4) To nominate the Assistant Director of Individuals and Families and Assistant Director of Finance as the personal licence holder for the Lottery and authorises them to apply for the personal licence and delegate the running of the Lottery to them; and

Reasons for decision

To establish a Community Lottery to raise funds for good causes in the District.

92 DEVELOPMENT MANAGEMENT CHARGING FOR PRE-APPLICATION ADVICE

The report proposed the introduction of a range of charges for pre-application planning advice from 1 April 2020 and to monitor and review the charging schedule after a period of 12 months.

The Feasibility Study had identified that the pre-application service was an area that had the potential to generate income, as Broadland was one of the only planning authorities in Norfolk that did not charge for pre-application advice.

The Place Shaping Panel had considered a proposal to introduce charging for the full range of pre-application services, including householder enquiries and from small housing developments and small commercial developments. However, following further discussions with the Portfolio Holder for Planning and to strike a balance between recovering officer costs and supporting households and small businesses, the proposed charging schedule has been amended, to provide free advice for householder enquiries and residential development of 1-2 dwellings. The charge for major proposals (51 dwellings or more and for 10,000sq.m or more) had also been increased.

It was conservatively estimated that the service could generate additional revenue for the Council of £184,725 phased over four years.

The Chairman of the Overview and Scrutiny Committee informed the meeting that there had been considerable debate about this matter at the Committee and some Members had considered that parish and town councils should also receive free advice, as they were already charging a parish precept.

In response, Cabinet were reminded that the charge for parish and town councils, charities and voluntary groups would only apply to larger developments and that advice for smaller developments would remain free.

The Portfolio Holder for Economic Development thanked the Portfolio Holder for Planning and the Assistant Director for Planning for protecting small businesses from the charges.

The Portfolio Holder for Transformation and Organisational Development noted that the charge of up to £400 for residential developments of up to nine dwellings was very little in comparison with other development costs.

Cabinet were informed that advice in respect of trees would also be included in the free category. Members, were also reassured that monitoring to assess if the charges were discouraging customers would also be carried out over the initial 12 month period.

RECOMMENDED TO COUNCIL

- (1) To introduce charging for pre-application advice as outlined in the proposed charging schedule, from 1 April 2020; and
- (2) To review the charging schedule after 12 months.

Reasons for decision

To introduce charges for pre-application advice.

93 PUBLIC SECTOR EQUALITY DUTY ANNUAL UPDATE

The report set out the activities that the Council had undertaken over the last year, which demonstrated its compliance with its Public Sector Equality Duty, as required by the Equality Act 2010.

The report was a joint one with South Norfolk Council, which set out the shared equality objectives of the Councils, which were: being inclusive

employers, having inclusive services and an increased awareness of protected characteristics and equality issues.

The report included a snapshot of the population by age and ethnicity across the Districts and provided details of the age profile of Members and representation by gender.

The report also set out the work undertaken to have a positive impact on staff and customers in relation to the shared equality objectives.

It was requested that more narrative be added to the staff turnover and ethnicity sections and that it be confirmed if paragraph titles were statutory or could be amended. The Assistant Director Governance and Business Support confirmed that she would address these issues before publication of the report.

In response to a query, the Managing Director confirmed that although there was a Single Officer Team, with aligned terms and conditions, the employment of staff was allocated equally across both authorities.

The Leader commended the report and thanked the Policy Partnership Officers for their hard work in putting it together.

RESOLVED

To approve the Public Sector Equality Duty Annual Update for publication, as amended.

Reasons for decision

The report is a factual account.

94 BURE VALLEY RAILWAY AND PATH

The Director of Place informed the meeting that the report provided a comprehensive update to Members on the Bure Valley Railway and Path and sought endorsement for amendments to associated maintenance and management budgets.

In June 2017 the Council had resolved to transfer the asset to the Bure Valley Railway Ltd. However, the implementation of the resolution had been delayed for legal reasons and in August 2019 the Council agreed to sign a Public Service Cooperation Agreement with Norfolk County Council for a 10-year period to enable £1.2m of funding from an Interreg Visitor Economy fund

to be drawn down as investment in the asset. In September 2019 it was resolved to retain the asset and enter into negotiations regarding the future relationship with the BVR Ltd.

As the Council intended to retain the asset, a series of works were required across the site to bring it back up to pre-sale-negotiation standards and address the series of dilapidations that had occurred over the last five years whilst the 'bare-minimum' approach was adopted. This was also the reason that a rent review was not carried out in 2016. The next rent review would take place in September 2021, when much of the maintenance would have been carried out, including replacement of the nine mile length of outer-fencing.

It was, therefore, proposed to separate budgets for the BVR/BVP and Marriotts Way, which had previously been combined. This would simplify the process for awarding maintenance contracts and budget forecasts.

Approval of additional funding for the replacement of the outer fencing was also sought, as was approval of the £18,005 overspend for the 2019-2020 maintenance budget.

Members were asked to note that maintenance costs in 2021/22 would be higher due to a requirement for rabbit control fencing.

Cabinet was also informed that the Managing Director and the Director of Place had had a very productive meeting with the Chief Executive of BVR Ltd, to discuss the ongoing relationship and to brief him on the contents of the Cabinet report.

The Portfolio Holder for Economic Development advised the meeting that Bure Valley Railway was celebrating its 30th anniversary this year and suggested that the Council should mark this milestone and acknowledge its social benefits.

It was confirmed that a visit for Members was being arranged to the Bure Valley Railway to give them greater insight and understanding into the tourist attraction.

It was requested that recommendation four be amended to include consultation with the Portfolio Holder for Finance.

RESOLVED

- (1) To agree to separate budgets for the BVR/BVP and Marriott's Way and to increase the annual budget allowance for the BVR/BVP to £29,000 per annum, as contained within 4.6 of this report;

- (2) To agree to a separate budget and allowance of £9,000 per annum for the Marriott's Way, as contained within section 4.7 of this report;
- (3) To reallocate the £30,000 per annum rental income from the BVR Ltd into the asset to cover all annual maintenance costs for the site. Under this proposal any under spends could also be allocated into the reserve for 'large-capital' items;
- (4) To approve the additional funding required to make good the outer-fence along the Bure Valley Railway line and to delegate the procurement strategy for these works to the Director of Place in consultation with the Portfolio Holder for Economic Development and the Portfolio Holder for Finance;
- (5) To approve the annual overspend, as outlined in 4.19 of this report, incurred in the period 2019-2020 on the combined BVR/BVP and Marriott's Way budget.

Reasons for decision

To approve ongoing budgets for the retention of the BVR/BVP.

95 EXCLUSION OF THE 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.

96 INSURANCE PROCUREMENT

The report explored the options available to the Council for procuring insurance cover, which expires on 31 May 2020.

Following discussion it was:

RESOLVED

- (1) To agree the terms of the Local Government Mutual's offer to the Council; and

- (2) To delegate to the Director of Resources in consultation with the Portfolio Holder for Finance authority to enter into all necessary legal agreements and applications necessary to give effect to this decision.

Reasons for decision

To procure insurance cover for the Council.

The meeting closed at 6.59pm