

## **CABINET**

**Minutes of a meeting of the Cabinet of South Norfolk District Council held at South Norfolk House, Long Stratton on Monday 10 December 2018 at 9.00am.**

### **Members Present:**

**Cabinet:** Councillors: J Fuller (Chairman), Y Bendle, K Kiddie and L Neal

**Apologies:** Councillors: M Edney and K Mason Billig

**Non-Appointed** Councillors: M Gray, T Lewis and G Minshull

**Officers in Attendance:** The Chief Executive (S Dinneen), the Director of Communities and Wellbeing (J Sutterby), the Director of Growth and Business Development (D Lorimer), the Head of Business Transformation (H Ralph), the Head of Early Help (M Pursehouse), the Head of Health and Leisure Services (S Goddard), the Commercial Property Manager (D Seaton), the Communities Manager (K Gallagher), the Early Help Hub Manager (L Pickering), the Operational Economic Development Manager (D Disney), the Policy and Transformation Officer (S Carey) and the Senior Governance Officer (E Goddard)

### **2677 MINUTES**

The minutes of the meeting of the Cabinet held on 5 November 2018 were confirmed as a correct record and signed by the Chairman.

### **2678 CONSERVATION AREA APPRAISALS AND BOUNDARY AMENDMENTS FOR BRAMERTON, BROCKDISH, SAXLINGHAM GREEN, SAXLINGHAM NETHERGATE AND SHOTESHAM CONSERVATION AREAS**

Members considered the report of the Senior Conservation and Design Officer, which proposed amended conservation area boundaries, appraisals and management guidelines for Bramerton, Brockdish, Saxlingham Green, Saxlingham Nethergate and Shotesham conservation areas.

Cllr L Neal commended the report to members, explaining that officers had worked with the relevant parish councils, and had taken in to account all comments received as part of the consultation process.

The Senior Conservation and Design Officer presented his report, drawing members' attention to all the proposed changes.

Cabinet was advised that, with regard to the recommendations for Shotesham, Saxlingham Nethergate Parish Council had recently requested a deferral, due to the proposals to omit land around Smockmill Common. However, officers were satisfied that the current proposals were sufficient to ensure that the main areas of historic value in Shotesham, remained within the conservation area.

Members agreed with the proposals, however suggested that a number of small amendments were required to the Appraisals and Management Guidelines to correct minor typographical errors and formatting.

It was

**RESOLVED: TO RECOMMEND THAT COUNCIL:**

- 1) Approves and adopts the amended conservation area boundaries for Bramerton, Brockdish, Saxlingham Green, Saxlingham Nethergate and Shotesham Conservation Areas.
- 2) Approves and adopts the conservation area appraisals and conservation management guidelines for the conservation areas of Bramerton, Brockdish, Saxlingham Green, Saxlingham Nethergate and Shotesham, subject to minor amendments.

**The Reason for the Decision**

To support the preservation and enhancement of conservation areas.

**Other Options Considered**

None

**2679 MEMBER-LED FUNDING**

Members considered the report of the Communities Manager, which informed Cabinet of proposed amendments to the current member-led funding schemes.

Cllr K Kiddie, introduced the report, explaining that the current schemes had been in place for a number of years, and had been successful in funding many worthwhile projects. He advised members that the Scrutiny Committee had reviewed the schemes at its meeting on 21 November, and members' attention was drawn to its recommendations, detailed at paragraph 2.3 of the report.

The Communities Manager explained that the current schemes had worked well, but that change was required to provide more focus on the Council's priorities, with good governance and maximum benefit to residents. The proposed changes provided a review of the ground rules, an introduction of restrictions of funding to

town and parish councils, the proper utilisation of funding, and the provision of more support for members from the Communities Team.

Members noted that there had been some issues with underspends on the member ward budget, and with the Community Action Fund (CAF) being consistently over-subscribed, officers had originally proposed that the member ward fund allocation be reduced from £1000, to £500, with the remaining funds being re-allocated to the CAF. However, this proposal had been unanimously rejected by the Scrutiny Committee, and officers had since decided to withdraw that recommendation.

Attention was then drawn to the recommendation from the Scrutiny Committee, that any underspends less than £10,000, be rolled over in to the next financial year. The Communities Manager explained that this was against current Council policy, whereby at the end of the financial year, all underspends would be absorbed as a saving. Cabinet agreed that the current policy should stand, with underspends of over £10,000 being re-allocated to the CAF budget. In response to a query, the Communities Manager confirmed that applications that had not proved successful at the first meeting of the CAF, might be eligible for reconsideration at any second meeting, if the application had met the required criteria.

Cabinet welcomed the proposals, in particular the revised ground rules, and the improved governance arrangements. In response to a request from the Chairman, officers agreed to amend the ground rules further, to provide clarification regarding the pooling of funding, and where members wished to fund projects outside of their own wards.

It was then

**RESOLVED: To**

1. Approve the revisions to the current member ward funding scheme as outlined in paragraph 4.1 of the report, subject to further clarification within the ground rules regarding members who wish to fund projects outside of their own wards;
2. Continue with the current policy, that any underspend is transferred to the Community Action Fund budget, but if less than £10,000, this is absorbed as a saving at the end of the year.

**The Reason for the Decision**

To ensure good governance, that the projects funded are in line with the Council's priorities, and that there is maximum benefit to residents.

**Other Options Considered**

That underspends be rolled over to the member ward budget the following year.

**2680 SOUTH NORFOLK EARLY HELP APPROACH**

Members considered the report of the Head of Early Help, which sought to review the South Norfolk early help approach, and to look at the future of early help within the District.

Cllr Y Bendle commended the report to members, explaining that the early help provision had been in place for some time and had worked well, but needed to continue to evolve to ensure that it remained efficient and focussed on areas which had the greatest impact on residents. She advised members that evaluating the outcomes of the early help approach was difficult, but officers were finding ways of measuring outcomes, and she drew attention to the comparative data (para 3.14), which demonstrated how the early help preventative approach was keeping homelessness low.

The Head of Early Help provided an overview of the service, explaining that through partnership working and coordination of support, a holistic approach to the early help provision had been achieved. He drew attention to the future challenges facing the service and the projects proposed for 2019.

Members noted how the early help provision was funded, and the additional resource that had been brought in to the District to support early help. The Communities Manager explained that the Council made an additional contribution of £120,766 to fund non-statutory early help (not £164,535 as indicated in paragraph 3.7 of the report).

Turning to savings and outcomes, the Head of Early Help explained that due to the early help preventative approach, the demand on statutory housing functions was lower than in other districts. Members noted that the Council averaged 90 people less per year in temporary accommodation, when compared with figures in other Norfolk authorities. This equated to a £148,132 saving in monetary terms.

During discussion, members queried whether there was scope to extend the opening hours of the service, and the Head of Early Help explained that some services were already provided on a Saturday, but that the possibility of extending this further would be explored. In response to a query regarding the recent report by the Care Quality Commission concerning the failings of the Norfolk and Suffolk Mental Health Trust, the Chief Executive confirmed that the Trust was a supportive partner of the Hub, however was currently focussed on its own priorities. She stressed that the new Chief Executive for the Trust was very supportive of the preventative approach, so she was hopeful that there would be a shift in focus. The Director of Communities and Wellbeing added that the Hub tended to deal with more lower level mental health issues, and therefore the failings of the Trust had little impact.

The Chairman welcomed the data on statutory housing functions and homelessness but felt that more evidence of measurable outcomes and savings needed to be found, and that this should be fed in to the budget report in February. The Chief Executive explained that the Council was currently using the nationally recognised "Manchester Model", to measure outcomes, and that the Local

Government Association (LGA) was currently undertaking some work in this area and would be using the work of the early help hub in its case studies.

It was

**RESOLVED:** To:

1. Endorse the Early Help approach in the five-year medium term forward plan.
2. Endorse the projects proposed to take forward in 2019.
3. Provide more evidence of measurable budget savings, to feed in to the budget setting report in February.

**The Reason for the Decision**

To continue to deliver services and influence partners to offer the support needed to all residents.

**Other Options Considered**

To scale back on the Council's discretionary contribution.

**2681 USER TARIFFS FOR ELECTRIC VEHICLE CHARGING POINTS**

Members considered the report of the Operational Economic Development Manager which proposed user tariffs for the network of Council Electric Vehicle Charging Points, in South Norfolk.

Following a brief introduction from the portfolio holder, Cllr L Neal, the Operational Economic Development Manager, presented his report, explaining that the proposed system would allow dual tariffs to suit daytime shopper and visitor use and also a lower night time rate for local residents and permit holders.

Members noted that the tariffs and conditions would be clearly communicated to users with appropriate painted bay colours and clear signage. With regard to future maintenance, it was proposed that a reserve be created from any initial surplus realised from the service, during the three-year contract phase.

The Chairman reminded members that a bid had been submitted to the Office for Low Emission Vehicles (OLEV), for grant funding for up to 75% of the total of the £67,852 cost. In response to a query, the Operational Economic Development Manager informed members that charging points would also be made available in the Council's Leisure Centre car parks.

It was then

**RESOLVED: To:**

1. Approve the tariffs and charges as set out in the report;
2. Delegate the decision on the final wording of the signage to the Director of Growth and Business Development.
3. Approve the setting up of a reserve for future maintenance of the network.

**The Reason for the Decision**

To encourage the use and purchase of Electric Vehicles, and to introduce a tariff that allows for a cost neutral service.

**Other Options Considered**

Different tariff rates as detailed in the report.

**2682 SOUTH NORFOLK RESPONSE TO NORFOLK COUNTY COUNCIL BUDGET CONSULTATION 2019/2020**

Members considered the report of the Policy and Transformation Officer, which summarised the main proposals in Norfolk County Council's budget consultation for 2019/20, and presented Cabinet with a proposed response.

The Policy and Transformation Officer presented her report, outlining the salient points of the consultation and the key areas of the proposed response.

During discussion, the Chairman suggested that the response should emphasise further the point regarding prevention work and how this had helped to reduce the demand on adult social care and primary health services. Officers agreed that examples of average savings made could be included.

In response to a query regarding the proposed reduction in Children's Centres, the Policy and Transformation Officer explained that this had been subject to a separate consultation from Norfolk County Council.

**RESOLVED:**

1. To note the letter from the Leader of South Norfolk Council to the Leader of Norfolk County Council, as outlined at Appendix A of the report.
2. That the letter emphasises further the point regarding prevention, to include examples of average savings made.

**The Reason for the Decision**

To continue to support collaborative working with Norfolk County Council to deliver on key savings.

## **Other Options Considered**

Not to submit a response

### **2683 2019-20 COUNCIL TAX SUPPORT SCHEME**

Members noted that the report regarding the 2019/20 Council Tax Support Scheme is deferred to the February meeting of the Cabinet, to allow for the necessary period of consultation to end, and to tie in with the report concerning council tax discounts for care leavers.

### **2684 CABINET CORE AGENDA**

Members noted the latest version of the Cabinet Core Agenda.

### **2685 EXCLUSION OF THE PUBLIC AND PRESS**

It was

**RESOLVED:** To exclude the public and press from the meeting under Section 100A of the Local Government Act 1972 for the following items of business on the grounds that it involves the likely disclosure of exempt information as defined in paragraph 3 of Part 1 of Schedule 12A to the Act (as amended)

### **2686 LEISURE PRICING PROPOSALS FOR FUTURE DELIVERY**

Members considered the *exempt* report of the Head of Health and Leisure Services, which proposed a new pricing structure for the Council's leisure provision.

The Head of Health and Leisure Services presented his report, explaining that a review of the pricing structure was required to ensure that prices remained relevant, competitive and commercially viable.

Members noted that a review of the local leisure market had taken place, and officers believed that the proposals would ensure continued parity, consistency and fairness, whilst assisting with the ongoing reduction of the Leisure Service subsidy.

Cabinet agreed with the proposals but suggested that further incentives be added to encourage casual users to buy multiple activity sessions.

It was

**RESOLVED:** To agree to implement the proposed pricing structure for core prices as outlined in paragraph 4.1 and appendix 2 of the report, with the addition of further incentives to encourage regular casual users to buy multiple activity sessions.

**The Reason for the Decision**

To ensure that the service remains relevant, competitive and commercially viable.

**Other Options Considered**

No change to prices or a phased increase.

**2687 PROPOSED SALE OF COMMERCIAL PROPERTY**

Members considered the *exempt* report of the Commercial Property Manager, which sought Cabinet approval for the sale of a Council owned commercial property.

The Commercial Property Manager outlined the key points, and updated Cabinet on the issues that had arisen since writing the report.

After brief discussion, it was

**RESOLVED:** To agree to the sale of the property, as outlined in the report, the final terms to be delegated to the Chief Executive, in consultation with the portfolio holder for Growth and Resources.

**The Reason for the Decision**

To assist a successful local business to grow, whilst making a capital gain for the Council.

**Other Options Considered**

Not to sell, and to let the property short-term.

(The meeting concluded at 10:25 am)

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Chairman