



## COUNCIL AGM

**Minutes of the Annual Council Meeting of Broadland District Council, held on 27 May 2021 at 7pm at Octagon Barn, The Octagon, Hospital Road, Little Plumstead**

**Committee Members Present:** Councillors: S C Beadle, N J Brennan, D J Britcher, S J Catchpole, S M Clancy, B Cook, J K Copplestone, A D Crotch, J J Emsell, J F Fisher, R Foulger, S C Gurney, N J Harpley, D Harrison, S I Holland, N C Karimi-Ghovanlou, K S Kelly, K E Lawrence, J Leggett, K G Leggett, T M Mancini-Boyle, I N Moncur, M L Murrell, J A Neesam, G K Nurden, G Peck, S M Prutton, S Riley, D Roper, D M Thomas, K A Vincent, S A Vincent, J M Ward, F Whymark

**Officers in Attendance:** The Managing Director, the Director Place, the Director Resources, the Director People & Communities, the Chief of Staff (Monitoring Officer), the Assistant Director Finance (Section 151 Officer) and the Committee Officer (DM).

**Also attending** Dr Chris Bushby, CEO of Big C and Mr David Moar, founder of the charity, Mrs Foulger, the press and a member of the public.

### 1 PERSONAL TRIBUTE

The Chairman, Cllr K Vincent, invited members to pay tribute to Mrs C Bannock, former Councillor for Taverham from 2000 to 2019 who had passed away recently. She also made reference to the recent passing of His Royal Highness The Prince Philip, Duke of Edinburgh and to all those residents of the district who had sadly lost their lives as a result of Coronavirus. Members stood for a minutes' silence and reflection.

### 2 PRESENTATION BY THE CHAIRMAN OF THE COUNCIL TO HER CHOSEN CHARITY - BIG C

The Chairman spoke of the reasons why she had chosen Big C as her charity for her term as Chairman of the Council. Big C was very close to her heart as she had lost family members and her friends and family had been affected by cancer. She was delighted that Dr C Bushby, CEO of Big C and Mr D Moar, founder of the charity were in attendance, and she presented them with a cheque for £3583.

She had been privileged to organise events during her term of officer to raise these funds to help towards the cost of the new Cancer Support Centre on Dereham Road, Norwich.

Dr Bushby thanked the Chairman for the generous donation and expressed his sincere appreciation of the efforts of the Chairman and others in raising funds for the charity which enabled them to continue to provide direct and indirect support to thousands of people and families. The Charity was now heading to its 42<sup>nd</sup> year and like many others had faced a difficult year due to COVID. Having planned for a projected deficit of £1.5m, with the help and support of the people of Norfolk, fundraisers, government funding and grants, and supporting organisations, the charity had managed to end the year with a profit of £30k. The Chairman's donation would be utilised for the development of the new Support Centre which was due for completion in December 2021. The facility would serve the greater Norwich area and would provide a community based support centre away from the hospital to support patients and their families. Plans were in place to continue to expand Big C's support to ensure access to its services by all residents of Norfolk wherever they lived.

### **3 APPOINTMENT OF CHAIRMAN**

The Chairman invited nominations for the position of Chairman of the Council for 2021/22. Cllr Foulger was proposed and seconded and it was

#### **RESOLVED**

to appoint Cllr Foulger as Chairman of the Council for 2021/22.

Cllr Foulger was then invested with the Chain of Office and signed the Declaration of Acceptance of Office.

Cllr Foulger thanked members for electing him and stated it was a privilege to serve as Chairman of the Council. Since his first election to the Council 19 years ago, he had served in a number of difference capacities, sat on a range of committees and outside organisations and had been a member of Cabinet. The Council had experienced great success during that time including winning a national award in the 2010/11 Clean Britain Awards. As a representative on the A47 alliance, he had worked towards securing improvements to the A47 which would bring significant economic benefits. As Chairman he hoped to continue to support the Council to maintain its reputation as a very efficient Council and to continue to support the provision of vital services and he made reference to the successful delivery of affordable homes. He thanked staff for continuing to provide excellent services. He advised Council that his chosen charity for the year would be the East Anglian Air Ambulance.

On behalf of the Council, Cllr Foulger thanked Cllr K Vincent for her term as Chairman of the Council. He commended her on her professionalism in adapting to the need to conduct council meetings remotely during the pandemic which had enabled council business to continue to be transacted. He stated that both members and officers had appreciated her efforts. He commended her work with

the community during her term of office and her warm, approachable manner. He made particular reference to the Community at Heart Awards and her support for this event. He wished her continued success in the future.

Cllr K Vincent thanked the Chairman and stated that it had been a privilege to serve the Council for what had turned out to be a remarkable 2 years, and a period which had proven to be an enormous challenge for all. Her first year had been traditional, with the opportunity to attend a large number of amazing civic and community events. She had the pleasure of meeting many inspirational people who she was honoured to say had shaped her life and she was very grateful to them. Her last year had been very different with the cancellation of all civic events but work had continued albeit in a very different way. The Community at Heart awards had been successfully delivered by a virtual ceremony online and the Council had the pleasure of launching the COVID Heroes campaign. She thanked members for giving her the opportunity to serve as Chairman and thanked her consort, Cllr S Vincent, and the civic team for all their support. She also thanked the residents of Broadland and its communities for the warm welcome they had always given her. She wished the Chairman of the Council a very successful year.

#### **4 APPOINTMENT OF VICE-CHAIRMAN**

The Chairman invited nominations for the position of Vice-Chairman of the Council for 2021/22. Cllr Fisher was proposed and seconded and it was

#### **RESOLVED**

to appoint Cllr Fisher as Vice-Chairman of the Council for 2021/22.

Cllr Fisher signed the Declaration of Acceptance of Office.

#### **5 DECLARATIONS OF INTEREST**

No declarations were received.

#### **6 APOLOGIES FOR ABSENCE**

Apologies for absence were received from Cllrs A D Adams, P E Bulman, L H Hemsall, D King, S Lawn, I J Mackie, N C Shaw, L A Starling and J L Thomas.

Reference was made to the recent spell of ill health of Cllr A Adams and members wished him a speedy and full recovery.

#### **7 MINUTES**

The minutes of the meeting held on 25 February 2021 were agreed as a correct record.

#### **8 MATTERS ARISING**

No matters were raised.

## **9 ANNOUNCEMENTS**

Members noted the civic engagements undertaken by the outgoing Chairman of the Council since the last meeting.

The Chairman announced that he and his wife had been early recipients of the COVID vaccine and stressed that it continued to be vital for everyone to take up their vaccinations when offered.

The Managing Director congratulated the Chairman on his appointment and wished him a successful year. He thanked Cllr K Vincent for her hard work during her term of office.

## **10 ELECTION OF LEADER**

The Chairman invited nominations for the position of Leader of the Council for 2021/22. Cllr S Vincent was proposed and seconded and it was:

### **RESOLVED**

to appoint Cllr S Vincent as Leader of the Council for 2021/22.

The Leader thanked members for his appointment and stated it was an honour to be re-elected. He then advised the Council of his Cabinet appointments for 2021/22 as follows:

Cllr S Vincent	Policy
Cllr T Mancini-Boyle	Finance and Deputy Leader
Cllr J Copplestone	Economic Development
Cllr J Emsell	Transformation and Organisational Development
Cllr S Lawn	Planning
Cllr J Leggett	Environmental Excellence
Cllr F Wymark	Housing and Wellbeing

The Leader thanked Cllr Hemsall for her hard work in the role as Planning Portfolio Holder and wished her every success with her forthcoming role at the County Council.

## **11 MONITORING OFFICER REPORT**

Members considered the report of the Monitoring Officer. The Leader of the Council outlined the main proposals contained in the report and made reference to a number of changes to the appointments to Committees and Chairman/Vice-Chairmen in the report as listed below. He drew attention to the appointment of Chairman of the Overview and Scrutiny Committee and that, following a review

of proposals put forward in the report, it had been concluded that chairmanship of this committee would continue to be best served by a member not part of the majority group. Representatives of the Liberal Democrat Group welcomed this proposal and the continued proportionality of the appointments to committees.

**Changes to the proposals contained in the report:**

- Appeals Panel - Cllr Clancy to replace Cllr Adams
- *Appeals Panel - Vice-Chairman to be confirmed*
- Joint Appointment Panel – Cllr J Leggett to replace Cllr Clancy
- Licensing and Regulatory – Cllr Bulman to replace Cllr Adams
- Economic Success Policy Development Panel – add Cllr Catchpole
- Place Shaping Policy Development Panel – Cllr K Leggett to replace Cllr Adams
- Place Shaping Policy Development Panel – Chairman to be Cllr Ward (not Cllr Adams) and Vice-Chairman to be Cllr Moncur (not Cllr Ward)
- Overview and Scrutiny Committee - Chairman to be Cllr Riley (not Cllr Murrell) and Vice-Chairman to be Cllr Murrell (not Cllr King)

**RESOLVED**

to approve:

1. the delegation of responsibilities, Cabinet portfolio and Cabinet Policy Committees as included in section 2 of the report as follows:

<b>Cabinet Portfolio</b>	<b>Corresponding Policy Panel / Committee</b>
Leader	
Economic Development	Economic Success Policy Development Panel
Environmental Excellence	Environmental Excellence Policy Development Panel
Finance	Audit Committee
Housing and Wellbeing	Wellbeing Policy Development Panel
Planning	Place Shaping Policy Development Panel
Transformation and Organisational Development	Service Improvement and Efficiency Committee

2. The changes to the scheme of substitutes as set out in section 3.6 of the report as follows:
  - for the Policy Development Panels, substitutes can be anyone from the same political group, rather than named substitutes, the rule over Executive Members still applies.

- substitutes for the Licensing and Regulatory Hearings (sub committee) and the Appeals Panel (sub committee) are allowed but are only drawn from the wider membership of each full committee.
  - substitutes can be anyone from the same political group, rather than no substitutes for the Electoral Arrangements Committee.
  - no substitutes continue to be the case for Emergency Committee, Standards Committee and Time and Task Limited Panels.
3. The appointment of Ms R Goodall and Mrs M Temple as co-opted parish and town council members of the Standards Committee and the related constitutional update as outlined in section 3.7 of this report as follows:

*Part 2 Articles of the Constitution – Article 9 – The Standards Committee – 9.2 (3) – to replace “elected by ballot” with “elected through acceptable nomination”.*

4. The allocation of seats on Council Committees and appointment to these seats as advised by Group Leaders and set out in Appendix 1 attached to the signed copy of these minutes subject to the changes highlighted above;
5. The appointment of Chairman and Vice-Chairman as set out in Appendix 2 attached to the signed copy of these minutes, subject to the changes highlighted above;
6. The appointments for Broadland Growth Limited, namely the Leader, the Portfolio Holder for Planning and the Managing Director. The Portfolio Holder for Finance will be the Shareholder representative;
7. The amendments to the constitution as outlined in section 4 of the report – copy attached at Appendix 3 to the signed copy of these minutes;
8. That the Monitoring Officer makes the consequential changes to the Constitution as a result of this report.

## **12 APPOINTMENTS TO OUTSIDE ORGANISATIONS**

Council received the schedule of nominations to represent the Council on outside organisations for 2021/22.

The Chairman drew members' attention to recent misleading media reports concerning the future of Greater Anglia and that the company would continue to operate services up to 2023 which was when the current franchise contract was due to be reviewed.

### **RESOLVED**

to approve the appointments to outside organisations for 2021/22, as attached at Appendix 4 to the signed copy of these minutes.

## **13 APPOINTMENT OF MEMBER CHAMPION**

The Chairman invited members to endorse the appointment recommended by the Member Development Panel of Cllr K Kelly as the Member Champion for the Armed Forces.

**RESOLVED**

to endorse the appointment recommended by the Member Development Panel of Cllr K Kelly as the Member Champion for the Armed Forces.

Cllr Kelly thanked members for his appointment. The Armed Forces was very close to his heart with several generations of his family having served. He stated that Norfolk was privileged to have many exceptional armed forces veterans and he was passionate about supporting them.

**14 SCHEME OF DELEGATION**

Council was invited to agree the Scheme of Delegation as set out in Part Three of the Constitution.

**RESOLVED**

to confirm the Scheme of Delegation, as set out in Part Three of the Constitution.

**15 COUNCIL MEETINGS FOR 2021/22**

Council was invited to approve the dates for Council meetings for 2021/21 in accordance with the constitution.

**RESOLVED**

to approve the following dates for Council meetings: 22 July 2021, 30 September 2021, 9 December 2021, 20 January 2022, 24 February 2022, 31 March 2022 and 26 May 2022.

**16 QUESTIONS FROM THE PUBLIC**

It was noted that there had been no questions from the public.

**17 PUBLIC SPEAKING**

It was noted that there had been no requests for public speaking.

**18 OVERVIEW AND SCRUTINY COMMITTEE**

The minutes of the Overview and Scrutiny Committee meetings held on 9 March, 30 March and 13 April 2021 were received.

*Minute no: 250 – Overview and Scrutiny Committee Annual Report 2020/21*

The Chairman of the Overview and Scrutiny Committee invited Council to note the Annual Report. He commented that 2020/21 had been an extraordinary year with many changes to the way of working. The Overview and Scrutiny Committee had maintained its work programme and he thanked all those involved for their hard work and for the efforts of all to ensure the Council continued to be a top performing Council. He paid tribute to Cllr Adams who, as Vice-Chairman, had provided exceptional support to him and the committee over a number of years and he wished him a speedy recovery.

### **RESOLVED**

to note the Annual Report of the Overview and Scrutiny Committee for 2020/21.

## **19 CABINET**

The minutes of the Cabinet meetings held on 16 March and 20 April 2021 were received.

### **Recommendations arising from the 20 April 2021 meeting**

*Minute no: 227 - Endorsement of the Norfolk Strategic Planning Framework Update*

The Leader invited Council to endorse the update to the Norfolk Strategic Planning Framework and remain a signatory to the document. The Framework set out the way in which the Councils in Norfolk would work together and work with other agencies to satisfy the duty to cooperate in delivering strategic planning.

### **RESOLVED**

to endorse the update to the Norfolk Strategic Planning Framework (copy attached at appendix 5 to the signed copy of these minutes) and remain a signatory to the document.

*Minute no: 229 – Review of Policies*

The Portfolio Holder for Finance invited Council to consider adopting the Counter Fraud, Corruption and Bribery Policy, the Anti-Money Laundering Policy and the Whistleblowing Policy. The Audit Committee had been involved in the review of these Policies and she thanked the Chairman and members of that committee for their work.

### **RESOLVED**

to adopt the Counter Fraud, Corruption and Bribery Policy, the Anti-Money Laundering Policy and the Whistleblowing Policy (copies of the Policies attached at appendix 6 of the signed copy of these minutes).



*Minute no: 230 – Plumstead Road: Proposed Compulsory Purchase Order to Enable a New Roundabout*

The Leader invited Council to agree to proceed with a s278 agreement/compulsory purchase order to secure the construction of the proposed roundabout; the junction formed a key piece of infrastructure in facilitating the proper planning of the area. It was sited at the point where the proposed inner link road crossed the Plumstead Road and the inner link road was a key part of the growth strategy for the north east of Norwich as it connected areas between the Broadland Business Park and the Norwich Airport.

**RESOLVED**

1. that officers continue to engage with the respective landowners with the intention that they sign the s.278 agreement to enable the construction of the proposed roundabout at Plumstead Road; and
2. that, in parallel with the ongoing engagement with the landowners, all appropriate steps as set out in this report are taken to secure the necessary land via a compulsory purchase order to enable the roundabout at Plumstead Road to be delivered. In the event that the s.278 agreement is signed to the satisfaction of Broadland District Council and Norfolk County Council as Highway Authority the action being taken to secure a compulsory purchase order will cease.

**20 AUDIT COMMITTEE**

The minutes of the Audit Committee meeting held on 11 March 2021 were received.

*Minute no 69: Annual Report of the Audit Committee*

The Chairman of the Audit Committee invited Council to approve the Audit Committee Annual report and drew attention to some of the key areas of work, including the detailed investigations in to the accounts, the risk management policy and the strategic risk register.

**RESOLVED**

to approve the Audit Committee Annual report.

**21 PLANNING COMMITTEE**

The decisions of the Planning Committee meetings held on 24 February, 24 March and 21 April 2021 were received.

**22 OUTSIDE ORGANISATIONS – FEEDBACK FROM REPRESENTATIVES**

Members received and noted the feedback from Members on Outside Bodies.

**23 QUESTIONS FROM MEMBERS**

The following question was raised:

Question from Cllr D Roper to the Leader

*An accommodation review is highlighted as a next step in the collaboration project in the “our collaboration” document recently circulated to members.*

*Will the leader please give an outline of how the review will be conducted and in particular when and how elected members will be involved both in the review itself and how any final decisions are made.*

Response by the Leader:

The Leader made reference to the recently published collaboration document which summarised the position so far with progression of collaboration and the benefits for the two councils and their residents.

Currently the majority of the one team was accommodated in two primary office sites at Thorpe Lodge and South Norfolk House. Both spaces were currently significantly underutilised as a consequence of Covid-19, with the Government’s directive to work from home where possible and the need to make the offices Covid safe. As a result of Covid, staff had adopted new working practices and technology and the opportunity to work from home had proved popular with many staff.

The annual revenue cost of running both buildings was £1.2 m per annum. The aspiration was to bring the office based teams into a single, modern work space to further embed the one team culture.

A Business Case was being commissioned from an independent supplier which would consider a full range of options, including:

- Do Nothing
- Move to a single office – Thorpe Lodge
- Move to a single office – South Norfolk House
- Lease a new office space
- Buy a new office
- Develop a new site
- Share Office Space with a partner e.g. Norfolk County Council
- Any other options the supplier considers would be appropriate

The contract tender for this piece of work would be sent out shortly with a commencement date of 5 July. The contract would be to deliver the business

case and recommendations by the end of August and to present the business case at a number of informal & formal meetings & committees.

At the same time another piece of work was being undertaken to develop the hub & spoke model base to consider how the two Councils continued to offer a local and accessible service offer to customers.

With regard to member involvement, a number of engagement events with members and other stakeholders was proposed to take into consideration their requirements going forward. This information would feed into the business case and the recommendation. Members would also be engaged around the development of the hub and spoke model.

The Business Case would be presented to both Cabinets for a decision on how to proceed and to Council if there were budgetary implications.

Supplementary Question from Cllr D Roper to the Leader:

*As a member led authority, it is important to ensure member sign off for the proposals and there appeared to be no member sign off of the aspiration to seek a new office, specifically for the tender for the work.*

The Leader responded that the aspiration for a single work space was good practice and served to support motivation of the work force to facilitate interaction. A detailed specification was being drawn up and would be submitted through due process. It included a complete review of the requirement for desk space which would be talked through with members to inform the tender document.

## 24 MOTIONS

*The following Motion was considered by Council:*

Proposer: Cllr T Mancini-Boyle, Seconder Cllr J Leggett

*The Leader of the Council notes:*

*While such extreme occurrences recently reported with the murder of Sarah Everard in Clapham are thankfully rare, it has brought the issue of street harassment into sharp focus. Women, and other groups will share the anxiety of not being able to walk alone without concern for their safety.*

- *Street harassment is a form of harassment, primarily sexual harassment that consists of unwanted sexualised comments, provocative gestures, honking, being whistled at, indecent exposures, stalking, persistent sexual advances and touching by strangers, in public areas such streets, shopping malls and public transport.*

- *Street harassment does not only include actions or comments that have a sexual connotation but can also frequently include homophobic and transphobic slurs, and verbal abuse referencing race, religion, class and disability.*

*Whilst predominantly affecting women, many people will have experienced street harassment at some point in their lives and will use avoidance tactics such as crossing the road, circumventing public spaces and even not going out alone.*

*The Government's Crime and Justice Taskforce has said it will take immediate steps following the recent high profile recent event to give further reassurance to women. Among them is an additional £25m for better lighting, CCTV and a pilot-scheme which would see plain-clothes officers in pubs and clubs. This is to be welcomed.*

*This council proposes that:*

- *The remit of the Community Safety Champion is extended to explicitly cover Safer Streets and to .....*
  - *work in partnership with Norfolk Police to create a successful bid from the Safer Streets Fund (note: updated at the meeting by the proposer to remove reference to Safer Streets Fund and replace with "any potential sources of funding"*
  - *work closely with Public Protection Partners, Norfolk Police and Town Centre managers to challenge and eradicate street harassment in our district*
  - *seek to develop better public awareness of what constitutes street harassment and unacceptable behaviours*
  - *work with our two Broadland MP's to seek further powers for our police forces to take appropriate action where street harassment is witnessed or reported*

Cllr Mancini-Boyle invited members to support the motion, subject to a minor amendment (shown in the motion above) to reflect the fact that the window for submitting bids for the Safer Streets Fund had now passed.

In seconding the Motion, Cllr J Leggett stated that, whilst there were low levels of crime in Broadland, there was more to be done to make the streets safer and discourage street harassment. The victims of street harassment tended to be women but it also affected all vulnerable people. The Motion would seek to secure measures to improve the situation by way of improved lighting and CCTV and by working with the Police to ensure there was a process for dealing with these crimes.

There was much support for the Motion and suggestions to widen/modify the motion to reflect other concerns regarding online harassment, the need for education, highlighting men as being the main perpetrators and women as the main victims and the inclusion of reference to “girls” as well as women as the victims.

An amendment was proposed by Cllr Harpley, duly seconded, that the motion be amended to reflect additional concerns raised. Upon being put to the vote, however, the amendment was lost.

Cllr Mancini-Boyle referred members to the fact that this was a motion focused on street harassment but she did agree to a minor amendment to the motion to include the suggestion that “and girls” be added to the Motion when reference was made to women.

In response to a suggestion, the Portfolio Holder for Housing and Wellbeing undertook to look at options for inclusion of the issue of education in relation to street harassment on the work programme for the Wellbeing Policy Development Panel.

### **RESOLVED**

to support the motion as set out above subject to:

- an amendment to the reference to funding underlined above;
- reference to “women” being extended to include “and girls”.

(The meeting concluded at 8:50pm)

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Chairman