

# Cabinet Agenda

## Members of Cabinet:

Cllr S A Vincent Chairman (Leader)	Policy
Cllr T M Mancini-Boyle (Deputy Leader)	Finance
Cllr J K Copplestone	Economic Development
Cllr J J Emsell	Transformation and Organisational Development
Cllr S Lawn	Planning
Cllr J Leggett	Environmental Excellence
Cllr F Whymark	Housing and Wellbeing

## Date & Time:

Tuesday 21 December 2021 at 6.00pm

## Place:

Council Chamber, Thorpe Lodge, 1 Yarmouth Road, Thorpe St Andrew, Norwich

## Contact:

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## PUBLIC ATTENDANCE:

**This meeting will be live streamed for public viewing via the following link:**

<https://www.youtube.com/channel/UCZciRgwo84-iPyRImsTCIng>

If a member of the public would like to attend to speak on an agenda item, please email your request to [committee.services@broadland.gov.uk](mailto:committee.services@broadland.gov.uk), no later than 5.00pm Thursday 16 December 2021. Please see further guidance on the options for public speaking at page 2 of this agenda.

## **Rules on Public Speaking**

All public speakers are required to register a request to speak at public meetings by the date / time stipulated on the relevant agenda. Requests should be sent to:

[committee.services@broadland.gov.uk](mailto:committee.services@broadland.gov.uk)

Public speaking can take place:

- Through a written representation (which will be read out at the meeting)
- In person at the Council offices

Please note that the Council cannot guarantee the number of places available for public attendance but we will endeavour to meet all requests.

All those attending the meeting in person must, sign in on the QR code for the building and promptly arrive at, and leave the venue. The hand sanitiser provided should be used and social distancing must be observed at all times. Further guidance on what to do on arrival will follow once your public speaking registration has been accepted.

# AGENDA

1. To receive declarations of interest under Procedural Rule no 8 6

2. Apologies for absence

3. Minutes of meeting held on 23 November 2021 8

4. Matters arising therefrom (if any)

5. Public Speaking

To consider representation from the members of the public who have expressed the wish to convey their views on items on this Agenda.

In accordance with the Constitution a period of 3 minutes is allowed per member of the public.

6. Representations from Non-Cabinet Members

To receive the views from non-Cabinet Members on items on this agenda. Members are reminded to advise the Leader if they wish to attend and speak at the meeting.

In accordance with the Constitution a period of 3 minutes is allowed per non-Cabinet Member.

7. Overview and Scrutiny Committee 17

To receive the Minutes of the meeting held on 30 November 2021.

The Cabinet will also be advised of views expressed by the Committee at its meeting on 14 December 2021 in relation to items on this Agenda.

8. Service Improvement and Efficiency Committee 24

To receive the Minutes of the meetings held on 12 November 2021 and 7 December 2021 (**page 206**).

<b>9.</b>	<b>Place Shaping Policy Development Panel</b>	<b>28</b>
	To receive the Minutes of the meeting held on 15 November 2021.	
<b>10.</b>	<b>Environmental Excellence Policy Development Panel</b>	<b>33</b>
	To receive the Minutes of the meeting held on 18 November 2021.	
<b>11.</b>	<b>Economic Success Policy Development Panel</b>	<b>37</b>
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<b>12.</b>	<b>Introduction of District Wide Kerb Side Food Waste Collection Service</b>	<b>40</b>
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<b>16.</b>	<b>Review of Environmental Enforcement Penalties</b>	<b>95</b>
<b>17.</b>	<b>Street Naming and Numbering Policy and Introduction of Fees</b>	<b>105</b>
<b>18.</b>	<b>S106 Agreements Monitoring Fees</b>	<b>122</b>
<b>19.</b>	<b>Forward Plan</b>	<b>132</b>
<b>20.</b>	<b>Exclusion of the Press and Public</b>	
	The Chairman will move that the press and public be excluded from the meeting for the remaining items of business because otherwise, information which is exempt information by virtue of Paragraph 3 of Part 1 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.	
<b>21.</b>	<b>Finance Cash Receipting System Business Case</b>	<b>137</b>

<b>22.</b>	<b>Planning, Regulatory, Housing Standards and Waste Team Services IT Migration</b>	<b>148</b>
<b>23.</b>	<b>Broadland Food Innovation Centre - Dynamic Purchasing System</b>	<b>186</b>
<b>24.</b>	<b>Future Management of Streetlights in Drayton – Drayton Parish Council</b>	<b>193</b>

Trevor Holden  
Managing Director

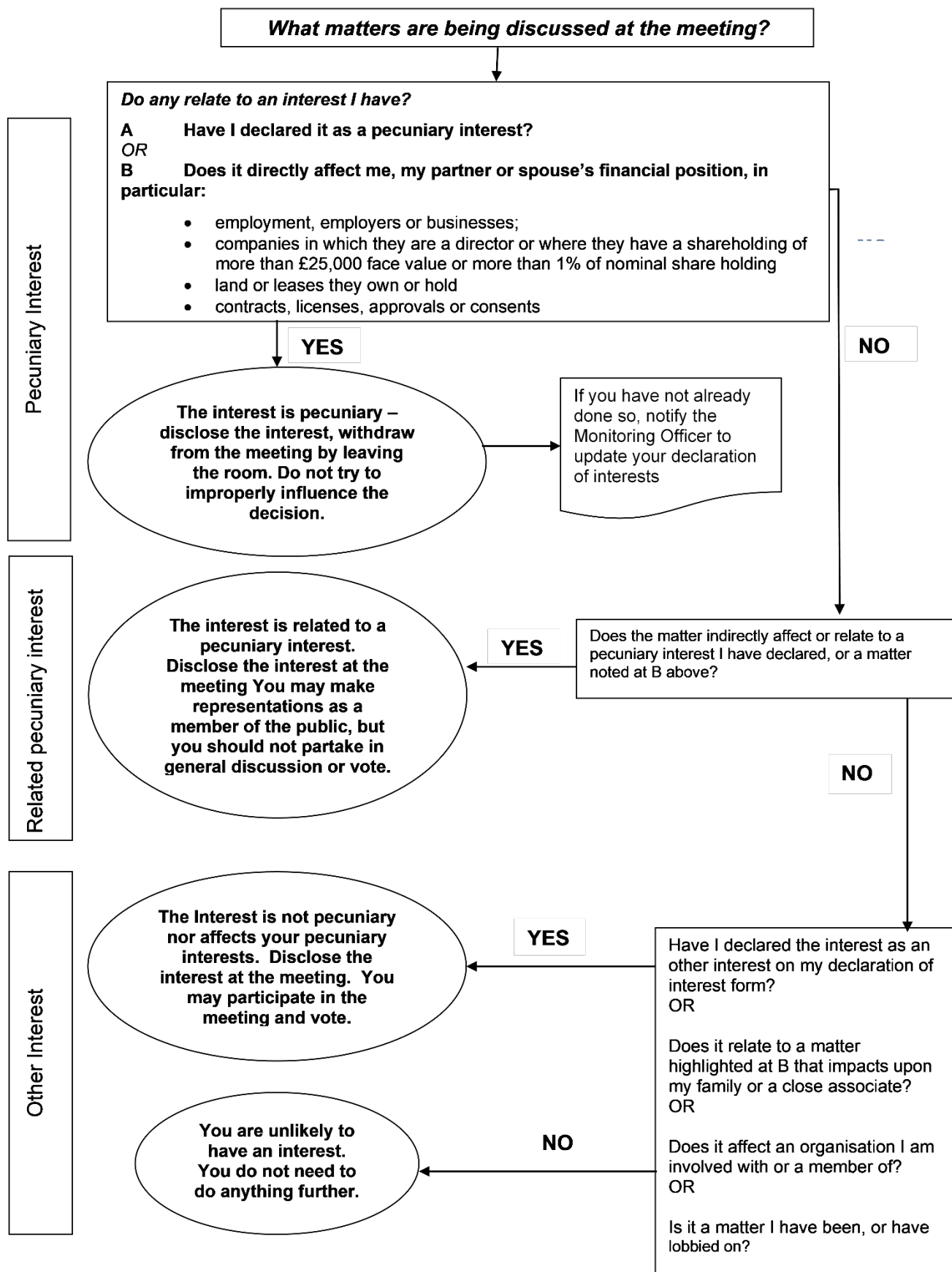
## DECLARATIONS OF INTEREST AT MEETINGS

When declaring an interest at a meeting Members are asked to indicate whether their interest in the matter is pecuniary, or if the matter relates to, or affects a pecuniary interest they have, or if it is another type of interest. Members are required to identify the nature of the interest and the agenda item to which it relates. In the case of other interests, the member may speak and vote. If it is a pecuniary interest, the member must withdraw from the meeting when it is discussed. If it affects or relates to a pecuniary interest the member has, they have the right to make representations to the meeting as a member of the public but must then withdraw from the meeting. Members are also requested when appropriate to make any declarations under the Code of Practice on Planning and Judicial matters.

<p>Have you declared the interest in the register of interests as a pecuniary interest? If Yes, you will need to withdraw from the room when it is discussed.</p>
<p>Does the interest directly:</p> <ol style="list-style-type: none"> <li>1. affect yours, or your spouse / partner's financial position?</li> <li>2. relate to the determining of any approval, consent, licence, permission or registration in relation to you or your spouse / partner?</li> <li>3. Relate to a contract you, or your spouse / partner have with the Council</li> <li>4. Affect land you or your spouse / partner own</li> <li>5. Affect a company that you or your partner own, or have a shareholding in</li> </ol> <p>If the answer is "yes" to any of the above, it is likely to be pecuniary.</p> <p>Please refer to the guidance given on declaring pecuniary interests in the register of interest forms. If you have a pecuniary interest, you will need to inform the meeting and then withdraw from the room when it is discussed. If it has not been previously declared, you will also need to notify the Monitoring Officer within 28 days.</p>
<p>Does the interest indirectly affect or relate any pecuniary interest you have already declared, or an interest you have identified at 1-5 above?</p> <p>If yes, you need to inform the meeting. When it is discussed, you will have the right to make representations to the meeting as a member of the public, but you should not partake in general discussion or vote.</p>
<p>Is the interest not related to any of the above? If so, it is likely to be an other interest. You will need to declare the interest, but may participate in discussion and voting on the item.</p>
<p>Have you made any statements or undertaken any actions that would indicate that you have a closed mind on a matter under discussion? If so, you may be predetermined on the issue; you will need to inform the meeting, and when it is discussed, you will have the right to make representations to the meeting as a member of the public, but must then withdraw from the meeting.</p>

**FOR GUIDANCE REFER TO THE FLOWCHART OVERLEAF.  
PLEASE REFER ANY QUERIES TO THE MONITORING OFFICER IN THE FIRST  
INSTANCE**

## DECLARING INTERESTS FLOWCHART – QUESTIONS TO ASK YOURSELF



# CABINET

**Minutes of a meeting of Cabinet held at Thorpe Lodge, 1 Yarmouth Road, Thorpe St Andrew, Norwich, held on Tuesday 23 November 2021 at 6.00pm.**

<b>Cabinet Members Present:</b>	Councillors: S Vincent (Chairman), T Mancini-Boyle (Vice-Chairman), J Copplestone, J Emsell, S Lawn and J Leggett.
<b>Apologies</b>	Councillor: J Whymark.
<b>Other Members in Attendance:</b>	Councillors: E Laming and M Murrell
<b>Officers in Attendance:</b>	The Managing Director, Director of Resources, Director of Place, Director of People and Communities, Chief of Staff (Monitoring Officer), Assistant Director of Planning, Assistant Director IT/Digital and Transformation, Strategy and Programme Manager, Senior Finance Business Partner, Capital and Treasury Accountant, Growth Delivery Manager, Community Assets Manager and Democratic Services Officers (LA, JO)

The Leader advised members that following the meeting of the Service Improvement and Efficiency Committee on Friday 12 November 2021 it had been concluded that further work was required on the Accommodation Review and, therefore, it had been decided to withdraw the report from today's Cabinet agenda.

## 204 MINUTES

The minutes of the meeting of Cabinet held on 19 October 2021 were agreed as a correct record.

## 205 REPRESENTATIONS FROM NON CABINET MEMBERS

Cllr E Laming asked the following question in relation to the Delivery Plan (to be considered at item 11- Strategic Performance and Finance Report).

*The Vision for our place in the BDC Delivery Plan 2021-2022 states that it will take proactive steps to preserve the natural environment, but mentions nothing specific about the need to reduce CO2 emissions or reach net zero. This need is not mentioned in the delivery measures table which tracks service performance.*



*In the programme of work (H5) there is a brief mention of the need to reduce the Council's carbon footprint but no specific targets or carbon budget.*

*Since climate change is the biggest issue likely to affect Broadland, I would suggest that it should have more of a focus. Would the Council be willing to reconsider its Vision and Strategy in the light of this?*

In response the Portfolio Holder for Environmental Excellence advised the meeting that: *'Cllr Laming's question refers to the Delivery Plan, which was written to cover the current period, up to March 2022. During 2021 the Council had recruited a dedicated member of staff to deliver the Environmental Strategy in which it had committed to reducing its carbon emissions and to achieving Net Zero. A Carbon Audit has been commissioned and this is due to report in January 2022. At the same time, the Council's future office accommodation is under review with a strong environmental theme. The Council's Environmental Strategy sets a target for Net Zero for our estate and, once the Carbon Audit is completed, we will know our starting point for a Decarbonisation Strategy. I expect that this will focus on options, measures and targets for achieving net zero. These would then be incorporated into the business planning process and updated Environmental Strategy as appropriate.'*

## **206 OVERVIEW AND SCRUTINY COMMITTEE**

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 16 November 2021, as each item was considered.

## **207 SERVICE IMPROVEMENT AND EFFICIENCY COMMITTEE**

Cabinet received the Minutes of the meeting of the Service Improvement and Efficiency Committee held on 25 October 2021.

## **208 TREASURY MANAGEMENT QUARTER 2 REPORT 2021/22**

The Capital and Treasury Accountant introduced the report, which set out the Treasury Management activities for the first six months of the financial year 2021/22 and reported on financial indicators.

During the period investments totalled £57.005 million, with interest received on external cash investments during the financial year forecast to be around £380,000. Interest rates remained low, but there were indications that these could rise during 2022.

There had been no need to borrow externally so far this financial year and there had been no breaches of the Council's Prudential Indicators.

The Portfolio Holder for Finance advised the meeting that she was aware that the Overview and Scrutiny Committee had made an additional recommendation regarding a green and ethical approach to treasury management. She reminded Cabinet that the Treasury Management Strategy would be reviewed as part of the budget setting process in the New Year and drew attention to the following paragraph that was already in the current Treasury Management Strategy:

*The Council, in making investments through its treasury management function, supports the ethos of socially responsible investments. We will actively seek to communicate this support to those institutions we invest in as well as those we are considering investing in by:*

- *encouraging those institutions to adopt and publicise policies on socially responsible investments;*
- *requesting those institutions to apply council deposits in a socially responsible manner.*

The Portfolio Holder for Finance confirmed that when the Treasury Management Strategy was next reviewed consideration would be given to making this policy more stringent.

Following a show of hands it was unanimously:

## **RESOLVED**

To

1. Endorse the treasury activity for the first half of the year and note that it complies with the agreed strategy; and
2. Note the 2021/22 prudential indicators for the first six months of the year.

## **Reasons for Decision**

The report was a factual account.

## **209 HOUSEHOLD SUPPORT FUND**

The Director of People and Communities introduced the report, which sought approval to spend Household Support Funding provided by central Government on supporting those households who needed additional financial help this winter.

Members were informed that Norfolk County Council had been awarded £6,696,806 from the fund and had allocated £128,000 to Broadland. The allocation had been weighted by the level of benefit claimants per district.

The Council aimed to take a proactive approach to help vulnerable individuals and families who were most in need of support.

The funding criteria had been set by Government and was limited to support with the costs of:

- Food.
- Energy and water.
- Essentials linked to energy and water.
- Wider essentials. These may include, but were not limited to, support with other bills including broadband or phone bills, clothing, and essential transport-related costs such as repairing a car, buying a bicycle or paying for fuel.

The funding could not be used for mortgage payments or debt advice.

The Leader informed the meeting that the Portfolio Holder for Housing and Wellbeing (who could not attend today's meeting) had made the following comment about the Fund:

*I am pleased that we are proactively working to support our most vulnerable residents.*

*This support is focused upon need and not benefit criteria. With ever increasing food and fuel bills this Fund will ensure no Broadland resident will be cold or hungry this winter.*

In answer to a query, the Director of People and Communities confirmed that the recipients of the Fund would be identified through the Norfolk Vulnerability Hub, which was a database used by partners and voluntary bodies across the county. Using the Hub, ensured access for those most in need, whilst mitigating against the possibility of the Fund being abused.

A key priority would be to ensure the Fund would be spent or committed by 31 March 2022. If this was spent there might be the possibility of accessing more from the overall County pot if funds remained available.

It was confirmed that Household support would commence as soon as the funding was received from the County Council.

## **RESOLVED**

To delegate the spend of the Household Support Fund to the Assistant Director of Individuals and Families in conjunction with the Portfolio Holder for Housing and Wellbeing.

## **Reasons for Decision**

To support the most vulnerable households in the District this winter.

## **210 STRATEGIC PERFORMANCE AND FINANCE REPORT FOR QUARTER 1 AND QUARTER 2**

The Strategy and Programmes Manager introduced the report, which provided an overview of the performance of the Council against the key outcomes set out in the Delivery Plan for 2021/22.

Members were informed that 17 measures were currently meeting the year-end success criteria. Four measures were currently not meeting the year-end target or had missed the target by a narrow margin and had light touch monitoring in place. Three measures had not met the year-end target by a significant amount and close monitoring had been put in place. Three other measures were being baselined to determine a target.

Areas highlighted were:

- Over 1,360 vulnerable residents had been supported by a range of discretionary prevention services during Quarters 1 and 2, well over half of the year-end target of 2,000 for both Broadland and South Norfolk combined.

- In Quarter 1, over £5.7m had been secured from the European Regional Development Fund to deliver the Broadland Food Innovation Centre. In Quarter 2, £675,000 was secured as Broadland's allocation from the Norfolk Business Rates Pool.
- The collection of Business Rates, which was rated red in Quarter 4 20/21 was now amber. However, collection rates were still lower than the historical average pre-pandemic. The Economic Development Team continued to provide ongoing support to businesses in the District.
- Council Tax collection rates were also amber but were slightly ahead of this time last year (Q2 55.36% compared 55.19% 20/21). However, collection continued to be challenging in the aftermath of a very difficult 2020/21.
- The percentage of planning decisions made within statutory timescales – minors/others and householders was red, with 76 percent of planning application decisions in the first two quarters of the year made within statutory timescales. This was below the target of 90 percent and had resulted from a surge in the number of applications being submitted. The Planning Department had put additional resources in place to address this issue.

The Portfolio Holder for Transformation and Organisational Development commended the report, which confirmed that the Council was going in the right direction even during these very difficult times.

The Portfolio Holder for Finance noted the gradual improvement in Council Tax and Business Rates collection and emphasised the work being undertaken by the Council to support and engage with residents and businesses in the District.

In respect of planning decisions made within statutory timescales, the Portfolio Holder for Planning stressed that this was due to the unusual number of applications during the pandemic and that the additional resources put in place would move this measure back on track by Quarter 4.

The Portfolio Holder for Economic Development drew members' attention to the £5.7m in European funding and £675,000 from the Norfolk Business Rates Pool that had been secured in Quarters 1 and 2 that would be used to support economic growth in the District.

Cabinet was informed by the Portfolio Holder for Environmental Excellence that the figures on missed waste bin collection had seen an increase due to an administrative error in how they were recorded. This had since been rectified and the correct figures should be available for the next quarter. She added that hygiene ratings for food businesses were high with 98 percent of businesses in the District rated 'Good' or 'Very Good'.

The Portfolio Holder for Housing and Wellbeing had sent in comments commending the Communities and Housing Team and Early Help Teams for continuing to support Broadland's most vulnerable residents through these very difficult of times. In particular he noted how they were working with partners to provide discretionary services, which were essential during the pandemic. Also of note was the Council's housing offer and the

Housing Allocation Policy, which was to be reviewed to further enhance the level of service provided.

The Leader commended the excellent report, which was well put together and demonstrated the high level of performance being delivered by the Council.

The Managing Director drew members' attention to the high level of staff satisfaction, with 90 percent of staff feeling supported by their line manager and 75 percent of staff survey respondents feeling positive about hybrid working. Staff retention rates were also consistently high and an emphasis was being placed on increasing the number of apprentices and graduate entry roles at the Council, all of which was very positive.

The Senior Finance Business Partner provided the Committee with an overview of the Council's finances over Quarter 2.

The Resources Directorate was forecasting a favourable variance against a budget of £199,000. The reasons for this underspend was due to savings from the corporate contingency budget, the ceasing of the catering service and two IT posts supporting infrastructure work being attributed to the Covid-19 spend.

The Place Directorate was forecasting a favourable variance against budget of £162,000.

The main reasons for this underspend were:

- A change in contractor for street lighting maintenance.
- Increased income received from land charges.
- Favourable variance against budget due to vacancies across a number of services in the first half of the year, which had now being recruited to.

The People and Communities directorate was forecasting a favourable variance of £528,000.

The reasons for this underspend were primarily:

- Waste Procurement fees had not utilised the full budget.
- Recurring savings from the delivery of the Clinical Waste service currently procured through a contract with the County Council's service provider.
- Increased income through the bulky waste service, due to the pandemic.

The actual spend against budget in the Capital Programme was £3,669,000, with an estimated outturn of £14,737,000.

The Portfolio Holder for Finance drew members' attention to the proposals for utilising the one-off pot generated by the underspend. She advised the meeting that further work needed to be undertaken on how these funds should be spent and, therefore, proposed that recommendation 1a. (to agree the proposals for the usage of this year's potential underspends) should be deleted.

This proposal was duly seconded and following a show of hands it was:

## **RESOLVED**

To

1. Note the revenue and capital position; and
2. Note the 2021/22 performance for Quarters 1 and 2 combined; and
3. Note the update of the Delivery Plan for 2021/22.

### **Reasons for Decision**

The report was a factual account.

## **211 UPDATE ON MEMBER IT**

The Chief of Staff introduced the report, which provided an update on the progress to date with the Member IT project, as well as the outcomes from the recent survey. The report also included information about a new electronic committee system and the plan for trialling options for member IT ahead of the May 2023 elections.

During the summer a survey of members was conducted to understand their use of iPads and to identify if any issues remained. Unfortunately only 11 responses were received, which was disappointing, but might indicate that there were only a few members who continued to have any issues with their IT.

Members were asked to note that Cabinet had agreed that a trial would commence in spring 2022 to look at the best IT option that could be adopted from May 2023 and that the new electronic committee system would bring further benefits for Members.

The Portfolio Holder for Transformation and Organisational Development noted that member use of iPads had been successful in making savings in printing and postage and that the introduction of Office365 had further improved the technology.

In response to a request, the Chief of Staff confirmed that officers were looking into producing videos with IT hints and guidance for members. The Committee Services Team would also be trained to assist members with their iPads.

Following a show of hands it was unanimously:

## **RESOLVED**

To accept the report on current IT provision for Members and note the plans for the trial period.

### **Reasons for Decision**

The report was a factual account.

## **212 FORWARD PLAN**

Cabinet noted the Forward Plan.

## **213 EXCLUSION OF PRESS AND PUBLIC**

### **RESOLVED**

That the press and public be excluded from the meeting for the remaining items of business because otherwise, information which is exempt information by virtue of Paragraph 3 of Part 1 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.

## **214 PROPOSAL FOR A SECOND BUILDING AT THE FOOD ENTERPRISE PARK**

The Growth Delivery Manager introduced the exempt report, which proposed building a second building at the Food Enterprise Park.

Members confirmed that they had considered the business case for the proposal and it had been determined that they did not want the Council exposed to the risks involved with the development.

Following a show of hands it was unanimously:

### **RESOLVED**

To not proceed with the project.

### **Reasons for Decision**

To protect the public purse.

## **215 AWARD OF CONTRACT – BURE VALLEY RAILWAY FENCING**

The Community Assets Manager introduced the exempt report, which sought approval for the award of a contract for the replacement of a boundary fence along the Bure Valley Railway (BVR).

Cabinet was advised that, if approved, work would commence early in the New Year.

Following a show of hands it was unanimously:

### **RESOLVED**

To

1. Agree to award the contract for replacement of the boundary fence; and

2. Approve the use of funding allocated capital improvements on the Bure Valley Railway for the purpose of installing a boundary fence.

**Reasons for Decision**

To bring the boundary fence of the Bure Valley Railway up to the required standard.

(The meeting concluded at 6.56pm)

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Chairman



## OVERVIEW AND SCRUTINY COMMITTEE

Minutes of a meeting of the Overview and Scrutiny Committee of Broadland District Council, held at Thorpe Lodge, 1 Yarmouth Road, Thorpe St Andrew, Norwich on Tuesday 30 November 2021 at 10.00 am when there were present:

**Committee Members Present:** Councillor: M L Murrell, (Chairman), A D Adams, S C Beadle, N J Brennan, S J Catchpole, S C Gurney, N J Harpley, S I Holland, K S Kelly, K G Leggett and S M Prutton.

**Other Member in Attendance:** Councillor: J Leggett.

**Officers in Attendance:** Assistant Director Regulatory, Chief of Staff, Communities Manager, Help Hub and Communities Senior Manager, Senior Environmental Management Officer and Democratic Services Officers (LA, JO)

### 70 APOLOGIES FOR ABSENCE

Apologies for absence were received from Cllr Bulman, Cllr Karimi-Ghovanlou, Cllr King, Cllr Nurden, Cllr Riley and Cllr Shaw.

### 71 MINUTES

The minutes of the meeting held on 16 November 2021 were agreed as a correct record.

### 72 MATTERS ARISING

*Minute No: 68 – Award of Contract – Bure Valley Railway Fencing*

In answer to a query, the Chief of Staff confirmed that when tenders were invited a clear specification for the contract was provided.

The Chief of Staff confirmed that she would forward the specification for the Bure Valley Railway Fencing contract to the member who had requested it.

In response to a question it was confirmed that discussions were taking place with the Chairmen of the Service Improvement and Efficiency Committee and the Commercial, Trading and Customer Focus Policy Committee about meetings of the Future Office Project Joint Member Working Group. It was hoped that one or two meetings could be held before the end of the year.

*Minute No: 69 – Proposal for a Second Building at the Food Enterprise Park*

It was confirmed that discussion of this item would be held following the exclusion of the public later in the meeting.

## **73 REVIEW OF THE ENVIRONMENTAL STRATEGY**

The Assistant Director Regulatory introduced the report, which provided the Committee with an update on the delivery of the Environmental Strategy.

In an update to the report the Committee was informed that this was national tree week and that the Council would be bidding for £20,000 to allocate to parish and town councils to plant trees. It was confirmed that tree maintenance would also be part of the bid and that this was in addition to the Tiny Forest project.

The meeting was advised that work was being undertaken to deliver energy efficiency improvements to low-income households, as domestic sources contributed an estimated 26 percent of all carbon emissions across the District.

Key areas being developed to deliver the aims of the Strategy were:

- The Council was exploring how a Community Municipal Investment Fund, or 'Green Bonds', could be commissioned to secure investment in projects such as extending access to existing home energy efficiency programmes to homeowners who were not on low incomes. This could also link well with proposals for a grant scheme for the replacement of domestic gas boilers with newer technologies.
- A Carbon Audit to ascertain the Council's carbon footprint and identify options for reducing energy consumption and carbon emissions was being carried out

- A review of future office accommodation with the environmental performance of buildings and services as one of the key themes was being undertaken.

Review of Environmental Enforcement Penalties report would be going to Cabinet in December.

A member noted that uptake of a Norfolk County Council tree planting scheme had been low and that trees could be costly to maintain for small parishes with limited resources. She also added that not all soils were suitable for tree planting and that in some areas residents had planted trees in unsuitable locations, such as verges, which could damage cables and sewers beneath them.

In response, it was emphasised that the right trees should be planted in the right place and that funding for their maintenance would be available. Members were also informed that officers could provide extensive support and guidance to parish and town councils and would ensure that planting and aftercare plans were in place for local tree planting schemes.

It was also confirmed that there were other means of reducing carbon, such as peat preservation, rewilding and planting hedgerows, which could be combined with tree planting.

The Chairman also noted that much of this work fell under the remit of the Tree Warden Network.

In answer to a query it was confirmed that Green Bonds were required to provide a financial return and would mainly be used for projects such as energy efficient homes, but there were other funding sources that could be used to develop and promote activities such as countryside walks.

The Portfolio Holder for Environmental Excellence reminded members that on top of all the projects being developed through the Action Plan the Council were carrying out a whole range of business as usual activities that contributed to carbon reduction, such as recycling, the Warm Homes project, fly tipping enforcement and planning policy.

Following a show of hands it was unanimously:

## **AGREED**

To note the contents of the report.

## **74 MEMBER WARD GRANT – SPEND REVIEW**

The Communities Manager introduced the report, which was a six monthly update on the member-led grant scheme.

The scheme allocated £500 to each member who in turn could allocate this funding or a portion of it to projects within their ward. The grants were subject to ground rules to ensure that public funds were distributed in a responsible manner and provided an audit trail to ensure transparency in spending public money.

Of the £23,500 per year available, £8,822 had been spent by 17 Members on 16 projects, so far. Eleven Members have spent all of their budget for 2021/22.

All funding needs to be allocated by 1 March 2022 of each year. Any remaining fund would be distributed to organisations agreed by the Help Hub Senior Manager in consultation with the Portfolio Holder for Economic Development.

Key facts about the scheme to date were:

- Approximately 49 percent of allocated funding had been spent on equipment and materials.
- 27 percent had been spent on defibrillators.
- Youth provision made up 51 percent of the funding allocated.
- 18 percent of the funding had been used to replace materials or equipment.
- Around 82 percent of the funding went to 'place shaping' projects, where the funding from the Council had been used to fill a gap in provision where the needs of residents had not been met, or to enable a project to continue, that would have otherwise folded.

The Help Hub and Communities Senior Manager advised the meeting that the Communities Team were able to provide support for members in identifying projects and spending their grants. It was confirmed that a link to the Communities Team web pages would be forwarded to members following the meeting.

The meeting was informed that under the current ground rules there was no mechanism in place for member grants to be held over for the following year, however the Communities Team could help access additional sources of funding if a project exceeded £500. Members were also reminded that they could combine their grant with that of other members if they wanted to fund a larger project.

A member noted that aligning the member grant scheme with the one at South Norfolk, which allocated £1,000 to members had been raised in the past and suggested that the scheme should be reviewed.

In response the Chief of Staff reminded members that the Committee had reviewed the Community Grants Scheme in October 2020. She suggested that instead it might be appropriate to raise this issue at the joint budget meeting with Cabinet in January 2022.

Following a show of hands it was:

### **AGREED**

To note progress with the member-led grant scheme.

## **75 STAFF TURNOVER AT BROADLAND**

The Committee received the report of the Chairman of the Time and Task Panel, which set out the findings of the Time and Task Panel's review of Broadland District Council staff turnover.

A member raised a concern that the table at paragraph 3.4 did not have any dates for leavers or the period that the table covered and it was noted that the leavers in the *Members' Bulletin* did not seem to correspond with the figures in the table. The low rate of exit interviews was also raised as an area of concern. She suggested that the Panel reconvene to look at these matters further.

In response the Chief of Staff informed the Committee that the report was a summary and the original data would have included the dates covered by review. She emphasised that efforts were being made to improve the take up of exit interviews. Members were also reminded that they continued to receive staff retention rates data through the regular Cabinet Performance Reports and that there were other areas that members wished to look at in more detail through Time and Task Panels.

A member suggested contacting those staff who had left the Council without completing an exit interview to enquire as to their reasons for leaving. Another member agreed and said that the figure of 83 percent not giving an interview was very concerning and should be looked into further.

The Chairman noted that although the figure was high, completion of exit interviews was not something that could be enforced. In answer to a question the Chief of Staff confirmed that there had been no redundancies, except for some senior officers, following collaboration and that overall staff numbers had not reduced.

The Chief of Staff confirmed that she would check on the Data Protection issues regarding contacting ex-staff to enquire why they had not completed exit interviews and would liaise with the Chairman regarding the contents of a letter, if it could be sent.

Following a show of hands it was:

**AGREED**

1. To note the content of the report and the conclusions of the Panel; and
2. That the Time and Task Panel continue in order to try to ascertain why 83 percent of staff did not give exit interviews.

In response to a query about contacting officers via the telephone, the Chief of Staff advised the meeting that a Customer Access Strategy Report was going to the 9 December 2021 meeting of Council that would set out the current position on the improvements and actions taken in relation to the Council's telephone system.

**76 PARISH COUNCIL INVOLVEMENT WITH DEVELOPERS AND THE PLANNING AUTHORITY REGARDING THE ALLOCATION OF PUBLIC OPEN SPACE IN NEW DEVELOPMENTS**

A member of the Working Group advised the meeting that members had gone through the guidance note with officers and agreed some amendments with officers. Members had spent much more time on the email that would be sent to developers regarding engagement with parish and town councils. An emphasis had been placed on the Council 'expecting' that developers would engage in this process, in the knowledge that there was no obligation on them to do so. It was stressed that all planning officers should be made aware of the guidance.

Two typographical errors were noted and it was confirmed that they would be amended.

The Committee was informed that, if approved, the Chairman would contact the Clerk and Chairman of Sprowston Town Council to confirm the completion of the work and to thank them for their suggestion.

Following a show of hands it was unanimously:

**AGREED**

To note and approve the guidance note and letter to developers.

## **77 WORK PROGRAMME**

The Chief of Staff took the Committee through the Work Programme. The following items would be going to the 18 January 2022 meeting:

- Housing Allocations Policy
- Engagement in Public Consultations
- Norse Environmental Waste Services
- Joint Meeting with Cabinet for Budget Questions

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

### **RESOLVED**

That the press and public be excluded from the meeting for the remaining items of business because otherwise, information which is exempt information by virtue of Paragraph 3 of Part 1 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.

## **79 MATTERS ARISING**

*Minute No: 69 – Proposal for a Second Building at the Food Enterprise Park*

In answer to a query from a member it was confirmed that the Portfolio Holder for Economic Development would be the best person to consult regarding the decision to not proceed with the project.

(The meeting concluded at 11.18am)

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Chairman

## SERVICE IMPROVEMENT AND EFFICIENCY COMMITTEE

Minutes of a meeting of the Service Improvement and Efficiency Committee of Broadland District Council, held on Friday 12 November 2021 at 1.00pm at South Norfolk House, Cygnet Court, Long Stratton, Norfolk, NR15 2XE.

**Committee Members Present:** Councillors: J Thomas (Chairman), G Nurden (Vice-Chairman), T Adams, S Beadle, P Bulman, S Catchpole, S Clancy, S Holland, K Kelly and S Prutton.

**Cabinet Member Present:** Councillor: J Emsell.

**Other Members in Attendance:** Councillors: S Gurney, K Leggett, S Riley

**Officers in Attendance:** The Managing Director, the Director of Place, the Internal Consultancy Lead – Future Office Accommodation Project and the Democratic Services Officer (JO)

### 44 APOLOGIES FOR ABSENCE

Apologies for absence were received from Cllr Mackie and Cllr Roper.

### 45 MINUTES

The minutes of the meeting held on 25 October 2021 were agreed as a correct record, save for the following amendments:

*Minute No: 40 – Work Programme*

The Chairman wished it recorded that not all members had been invited to tour the Horizon building.



*Minute no: 42 – Committee Management System*

The first sentence of paragraph six was amended to:

The Committee was informed that the Chairman had attended ~~been invited~~ to a demonstration of the committee management systems, which had been quite technical and more related to usage by staff than members.

**46 FUTURE OFFICE ACCOMMODATION PROJECT – APPRAISAL AND BUSINESS CASE**

On the suggestion of the Chairman the Committee agreed that as they had already received a comprehensive briefing on the project earlier today from the consultants there was no need for officers to present the report.

The Chairman, therefore, asked members of the Joint Member Working Group to present their findings and recommendations.

The Vice Chairman of the Working Group referred members to Appendix B of the report, which set out the Working Group's recommendations and the rationale behind them.

He emphasised that Appendix B did not comprise a full report, as the Working Group had not been able to access the level of information required to conduct a due diligence appraisal of the project. Similarly, the timetable for the project was very tight for the Working Group. However, the members had carried out a lot of work outside of meetings.

The Vice Chairman of the Working Group advised the meeting that he had submitted a paper to the 2 November 2021 meeting, which had identified that greater savings would be made by moving the One Team to Thorpe Lodge instead of the Horizon building.

The papers also raised questions over the energy needs and gas usage at both buildings and the possibility of increasing car parking at Thorpe Lodge.

Members were also advised that the Horizon building had an air recirculation system, rather than air heated and drawn in by internal heat exchangers to capture energy, which was recognised as the best, most efficient system and was healthier for staff than recirculating air systems.

The paper concluded that further due diligence must be undertaken to assess the office accommodation project and that Thorpe Lodge could not be ruled out at this stage.

The Chairman noted that members of the Working Group felt that they needed to carry out more work and it was confirmed that it should be

possible to complete this work within three months, as long as the Working Group was provided with sufficient officer support, could meet on a regular basis and receive the information from the various surveys that had been requested.

A member proposed and it was seconded that no decision should be made today regarding the recommendation from the consultants and that the Working Group should carry out a thorough investigation of all the options, as had already been suggested.

The Committee generally agreed with this proposal and a member noted that the project should have started by identifying the accommodation requirements of both Councils and proceeding from there, rather than looking for an existing building first.

Another member of the Working Group emphasised that they had also raised a number of concerns relating to the finance of the project, such as the costs of surveys, solicitors fees and stamp duty, which should have been made available to members at an earlier stage.

It was also suggested that the consultant's brief should have been wider, in order to address some of the concerns raised and especially in respect of financial matters

The Managing Director advised the meeting that the broad financial information was contained within the report to help members with their decision and that it was self-evident that surveys and studies would need to be carried out before a commitment could be made to purchasing a building. He emphasised, however, the legal duty of officers to advise members on achieving value for money with the public purse and he asked them to note the level of savings that would be achieved by agreeing the consultant's recommendation.

The Chairman noted that from what she had heard from members today there was a preference to look at wider options before they focused on just the Horizon building option at this stage.

In summary, the Chairman noted that the Working Group wanted a further three months of resourced meetings held on a regular basis to carry out due diligence for the project and to investigate further the Thorpe Lodge option. The Working Group would then report back through the formal committee cycle to both Councils.

## **RECOMMENDED TO CABINET**

1. That there was no decision in principle at this stage regarding the purchase of the Horizon Building on Broadland Business Park, due to further information being required; and

2. That the option to occupy Thorpe Lodge be investigated further, looking at the potential renovation of the building to make it carbon neutral, and to address the car parking issues; and
3. That the Future Office Project Joint Member Working Group should consider all the options for office accommodation and be provided with adequate officer support to complete their investigation within three months, or upon receipt of the relevant information from the surveys requested and then to report their recommendations to the Service Improvement and Efficiency Committee and Commercial, Trading and Customer Focus Policy Committee and then on to their respective Cabinets.

The Chairman noted and thanked officers for the hard work that they had put into the Office Accommodation project so far.

(The meeting concluded at 2.17pm)

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Chairman

# PLACE SHAPING POLICY DEVELOPMENT PANEL

**Minutes of a meeting of the Place Shaping Policy Development Panel of Broadland District Council, held at Thorpe Lodge, 1 Yarmouth Road, Thorpe St Andrew, Norwich on Monday 15 November 2021 at 6pm.**

**Committee Members Present:** Councillors: J M Ward (Chairman), S Beadle, N Brennan, N Harpley, D Harrison and G Nurden.

**Other Members present:** Councillors: S Lawn (ex officio) and E Laming

**Officers in Attendance:** The Assistant Director for Planning (H Mellors), Business Improvement Team Manager (S Pontin) and the Democratic Services Officer (LA)

## 7 APOLOGIES FOR ABSENCE

Apologies for absence were received from Cllr K Leggett, Cllr I Moncur, Cllr D Thomas (with Cllr S Beadle appointed substitute) and Cllr J Thomas.

## 8 MINUTES

The minutes of the meeting held on 4 October 2021 were agreed as a correct record.

## 9 STREET NAME AND NUMBERING POLICY AND INTRODUCTION OF CHARGES

The Business Improvement Team Manager introduced the report, which sought members' agreement to recommend to Cabinet that the Council agrees to the adoption of the Street Naming and Numbering Policy set out in Appendix three starting on the 1 April 2022. Alongside the introduction of charges set in Appendix one from the same date.

Members noted that the Street Naming and Numbering Service maintained the Local Land and Property Gazetteer, which was the only conclusive source of property data in England. Local Authorities were the only body with authority to create and amend addresses, the Royal Mail could provide postcodes but were not involved in addressing properties. The Business Improvement Team Manager explained that the Council actively encourages

developers to work with Town and Parish Council in agreeing new street names.

The Panel noted that over the last 12 months, the Council had received 170 applications for the naming and numbering of properties and new roads. These requests ranged from single properties to large housing developments. The Business Improvement Team Manager highlighted that the proposed charges laid out in Appendix one could generate an income of approximately £34,000. The report also contained comparison charges from neighbouring authorities within Appendix two.

Members were advised as part of the introduction of charges it was also proposed to update and amend the existing Street Name and Numbering Policy. Officers highlighted charges to the document within Appendix three of the report picking out the proposed additions of the document. These included details of the proposed charges and what they covered and examples of naming conventions.

One member of the Panel suggested that fees should be introduced in a phased approach to help bridge the gap for further applications under the new Policy. He added that introducing the charges over two to three years would help with rising costs on developers.

Officers confirmed that South Norfolk Council was already charging for the service, and there had been no issues faced when first introduced. The Chairman added that it would be best practice to align the processes with South Norfolk Council for the One Team.

In response to a query regarding if the new charges would affect the affordable housing provision, The Assistant Director for Planning confirmed that this had never been seen and would not act as a viable reason for offsetting affordable housing. Officers further explained that developers have a statutory obligation to name properties, and the Team liaised with Royal Mail to help create complete addresses for the new properties. Alongside this, officers also fed into the National GIS system which created a property database used by the emergency services.

Clarification was sought by a member regarding charges to residents if they were to change the name on their property. Officers confirmed that there would be a charge of £63 for the service and would cover work undertaken to update the change on the system. A member suggested that this should not apply to existing properties. The Portfolio for Planning added that the same work was undertaken regarding a change within an existing property and a new development. The charge was in place to cover administration costs and not to generate income for the Council.

Officers drew members' attention to details in the proposed amended Policy, highlighting the condition for developers to use all numbers in sequence within new sites. Adding that this was to ensure that homes were easy to find for emergency services.

After several members of the Panel sought clarification over ownership of who names streets within new developments officers confirmed that the Council considered the names put forward by the developers but would always encourage dialogue between developers and town or parish councils. The Chairman confirmed with officers that there was no change from the current Policy regarding the naming of streets.

One member asked for clarification regarding the proposed outline for changes within the Policy document. The Business Improvement Team Manager explained that the following areas were proposed to be retained in the Policy:

- Details of the legislation used
- The role of the Council in naming and numbering streets and properties
- Engagement with town and parish councils in choosing new street names
- Procedure for new street names
- Naming and numbering conventions
- Specification for new nameplates

Alongside the additional areas proposed were the following:

- Details of the proposed charges and what they covered
- Examples of the naming conventions
- Procedure where re naming or renumbering of a street is needed
- Procedure for naming an unnamed road.

The Panel took both recommendations separately and it was;

## **RESOLVED TO RECOMMENDED TO CABINET**

That Cabinet agrees and recommends to Council

1. The introduction of charges from 1 April 2022 set out in Appendix 1  
and;
2. to adopt the Street Naming and Numbering Policy set out in Appendix three with effect from 1 April 2022

## **10 INTRODUCTION OF MONITORING FEES FOR S106 AGREEMENTS**

The Business Improvement Team Manager introduced the report, which recommended the introduction of monitoring fees on developers in relation to developments granted planning permission. The proposed fees would cover the Council's costs of overseeing compliance with legal obligations under Section 106 agreements. The proposal reflected the changes enacted by the Community Infrastructure Levy (Amendment) (England) (No2) Regulations 2019, which had come into force on 1 September 2019.

Members noted that currently Broadland District Council was actively monitoring 43 S106 agreements on commenced development sites, these involved monitoring of 137 obligations with approximately 667 triggers. The lead officer emphasised that fees were not currently sought to cover the costs of ensuring compliance.

Members' attention was drawn to section four of the report, where the proposed charges were laid out. Based on the agreements currently monitored (excluding sites over 400 dwellings and multi-phased agreements), a total sum of £41,200 could have been received for the monitoring of the 37 agreements. Officers explained that they had looked into a number of different ways of charging for the services before the final proposal set out in the report. Officers added that investigations into introducing a flat rate fee was ruled out, as it was unfair on smaller developers.

In response to a question, officers confirmed that both Councils were looking into introducing monitoring fees as part of the one team processes review. Members noted that the proposed fees would not recover the full cost of the service, and if approved by Cabinet a review would take place in two to three years to monitor the situation.

Members were advised that if the Policy was approved, charges could not be applied retrospectively on existing developments.

A question was raised on what was going to be monitored within the new policy. Officers confirmed that Council had a duty to make sure the legal agreements are met on each development. Members noted that these had different trigger points and timeframes along the process.

The Panel noted that some developments had lots of triggers whilst others had fewer. Officers confirmed that charges were based on the number of obligations, and that the fee per obligation would increase with the size of the development.

Several members raised concerns over the average charges detailed in section 4.13 of the report and the impact on smaller developments. Further explaining that a flat rate charge per obligation applied to all developments of up to 400 dwellings detailed in section five of the report under other options would be a fairer solution. The Portfolio Holder for Planning understood the concerns raised but added that the District Council needed to add a charge for the service to balance work officers undertook within the S106 agreements.

Several members agreed that a charge needed to be introduced for the service but felt a fixed price for each obligation for all dwellings would be a more suitable option.

Members voted on the report recommendations which was lost with two votes for, three against and one abstention. No formal recommendation was made.

(The meeting concluded at 6.50pm)

Chairman

DRAFT



# ENVIRONMENTAL EXCELLENCE POLICY DEVELOPMENT PANEL

**Minutes of a meeting of the Environment Excellence Policy Development Panel of Broadland District Council, held at Thorpe Lodge, 1 Yarmouth Road, Thorpe St Andrew, Norwich on 18 November 2021 at 6.00pm.**

<b>Committee Members Present:</b>	Councillors: N Brennan (Chairman for the meeting), D Britcher, J Fisher, K Lawrence, G Nurden, S Prutton, J Ward.
<b>Other Members Present:</b>	Councillors: J Leggett (ex officio) and E Laming.
<b>Officers in Attendance:</b>	The Assistant Director Community Services (S Phelan), the Assistant Director of Regulatory (N Howard), the Contracts Officer (C Davies) and the Democratic Services Officer (LA).

## **19 APOLOGIES FOR ABSENCE**

An apology for absence was received from Cllr K Kelly.

## **20 MINUTES**

The minutes of the meeting held on 7 October 2021 were agreed as a correct record.

## **21 BENEFITS OF USING HYDROGENATED VEGETABLE OIL FUEL TO DELIVER ENVIRONMENTAL SERVICES CONTRACT FROM APRIL 2022**

The Assistant Director for Community Services introduced the report, which outlined the positive environmental impacts of using 100 percent Hydrogenated Vegetable Oil (HVO) in place of diesel within the new Strategic Environmental Services Contract which commences in April 2022. Officers also highlighted the additional benefits that would be achieved through the Council's provision of match funding of up to £50,000 per annum, which would enable the use of 100 percent HVO fuel.

The Panel noted that during the tender of the Waste Contract Bidders had been asked to demonstrate how they would work with the Council to improve and reduce the environmental impacts of the service. The Assistant Director for Community Services highlighted the CO<sub>2</sub> reduction as set out within section 3.10 of the report.

In response to a concern raised by a member regarding the source of the HVO fuel. It was noted that HVO fuel was sustainable and would be sourced from waste vegetable oils from restaurants across the Country. A further question was raised around whether there would be enough supply of fuel to complete the contract and members noted that it had been stipulated in the contract that Veolia would ensure the fuel was sourced.

The Panel noted that the waste collection vehicles could use a mix of both HVO and diesel fuel when operating and that the HVO fuel would be stored at the tanks in the depot once they had been cleaned out.

The Assistant Director of Community Services clarified further details on the funding of the HVO fuel. Members noted that the Council had agreed to provide up to £50,000 match funding each year. This would form part of the contract price, which was based on Veolia reclaiming the additional costs on the actual amount of HVO used to deliver the contract in the given year. The Panel also noted that for year one of the contract the costs to the Council of using 100 percent HVO fuel would be £11,700 at current prices. If HVO costs were to increase past the £50,000 from the Council, further negotiations would need to take place with Veolia to find the best path forward. A review of the service and the fuel use would take place on an annual basis and the use of other renewal sources of fuel would be considered.

The Chairman thanked officers for the report and it was;

## **AGREED**

### **To recommend that Cabinet**

Notes the positive environmental impacts that result from the Council providing match funding of up to £50,000 per annum to support the use of 100% Hydrogenated Vegetable Oil in the delivery of the Strategic Environmental Services Contract from April 2022.

## **22 REVIEW OF ENVIRONMENTAL ENFORCEMENT PENALTIES**

The Assistant Director for Regulatory introduced the report, which set out proposals for fixed penalty notice charges for specified environmental and anti-social behaviour offences. The formal report was a continuation of the discussion at the last Environmental Excellence Policy Development Panel

and was intended to refresh and update the current enforcement policy in place.

Members noted that the Council as a regulatory authority had arrangements in place for enforcement by serving fixed penalties and ensuring the penalties were set right was a key factor in this. For example, setting them too high could result in the fines being challenged in court, and setting them too low would reduce their impact. Collaboration with South Norfolk Council had led to the alignment of fees to create a simple process that applied to both Councils.

In response to a question regarding the changes in procedures at local recycling centres and the potential impact it would have on fly-tipping. Members were advised that there had been no evidence to suggest that this had led to an increase in fly-tipping and that a new recycling centre had been recently opened with the District.

In answer to a query, the Assistant Director for Regulatory confirmed that investigation and enforcement through Fixed Penalty Notices (FPN) had created a ripple effect on overall littering. Officers were confident in the results they had seen regarding the reduction of repeat offenders after the introduction of the Notices.

It was confirmed FPN were only enforceable on public land and that , private landowners were responsible for the removal of waste on their land. Members noted that the Council would work with landowners to help prevent incidents of fly-tipping.

In answer to a query about CTCV recording being used to help catch offenders, officers confirmed that this method was available, but was only used within reason. If the Council was to conduct covert surveillance, a notice would need to be published first.

In response to a query regarding how fly-tipping incidents were calculated, it was confirmed that it would fall under one incident and not by individual items. The Portfolio Holder for Environmental Excellence added that fly-tipping offences were decreasing and within Quarter One there were 123 cases, and in Quarter Two there were 102 cases reported.

In answer to a question regarding nuisance fires it was confirmed that they were not covered by the Policy, but if the remains of a fire was discovered and were traceable a prosecution could be made. Following a vote, it was unanimously:

**AGREED**

**To recommend to Cabinet**

1. To agree the setting of fixed penalty notice charge levels for specified environmental and anti-social behaviour offences as proposed in Appendix 1; and
2. To agree that the proceeds of paid fixed penalty notice charges be reinvested in the respective service area's revenue expenditure budgets to support further service delivery.

## **23 WORK PROGRAMME**

Officers gave members a brief presentation on the progress of the Environmental Strategy. The presentation highlighted key projects which included Tree Planting within the Broadland area.

Members noted that the free trees scheme with Norfolk County Council would provide 1000 trees across the District. Alongside this, officers explained that two sites were currently being considered in Hellesdon and Sprowston for the Tiny Forest project, with works commencing in winter once all sign-off checks had been completed.

Further updates were given, and a question was raised regarding the progress of the Environmental Strategy as a whole. Officers confirmed that several areas were still being investigated with baselines being formulated. Officers also confirmed a review would take place to refresh the Strategy with the Committee receiving regular updates on its progress.

The Panel noted that a food waste options report would be added to the Work Programme for member's consideration. The Chairman thanked the officers for the presentation and closed the meeting.

(The meeting concluded at 7.11pm)

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Chairman

## **ECONOMIC SUCCESS POLICY DEVELOPMENT PANEL**

**Minutes of a meeting of the Economic Success Policy Development Panel of Broadland District Council, held at the council offices on Monday 22 November 2021 at 6pm.**

<b>Committee Members Present:</b>	Councillors: Cllr N Brennan, (vice-chairman in the chair), S Catchpole, G Peck and K Vincent
<b>Cabinet Members Present:</b>	Councillor: J Copplestone
<b>Officers in Attendance:</b>	The Assistant Director Economic Growth (GD), the Community Assets Manager (MH), the Strategic Growth Project Manager (NC), the Programme Manager – Economic Growth (DBM) and the Democratic Services Officer (DM)

### **57 DECLARATIONS OF INTEREST UNDER PROCEDURAL RULE NO 8**

None made.

### **58 APOLOGIES FOR ABSENCE**

Apologies for absence were received from Councillors A Crotch and T Mancini-Boyle.

### **59 MINUTES**

The non-exempt minutes of the meeting held on 18 October 2021 were agreed as a correct record and signed by the Chairman.

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

### **RESOLVED:**

To exclude the press and public from the meeting for the following two items of 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.

## **61 ADOPTION OF STREET LIGHTS – DRAYTON PARISH COUNCIL**

Members considered the exempt report of the Community Assets Manager which was inviting the Panel to recommend Cabinet to agree proposals for the transfer of Drayton streetlights to Drayton Parish Council. Currently the responsibility for all maintenance and repair of these streetlights, and the associated costs, fell to the district council and a special expense was applied to the council tax for residents of Drayton to cover the costs. The transfer would see the responsibility for future maintenance falling to the Parish Council, with the special expense removed from the council tax. The proposal would also see all the associated special expenses collected by the District Council to date passed to the Parish Council for the purpose of improving and maintaining the streetlights in Drayton.

The Community Assets Manager then answered questions from members. He confirmed that he understood the Parish Council were in support of the proposal and a member commented that this would be an opportunity to utilise local knowledge in the operation of the streetlights.

Members were keen to see the continued replacement of old bulbs with LED bulbs mindful of the environmental impact and the potential cost savings but noted it would be up to the Parish Council to implement a programme of works.

Members noted the actual sums accrued by way of the special expenses up to 31 March 2021 which would be transferred together with the balance of funds available from 31 March 2021 to date when calculated. They also noted the total costs of upgrading remaining columns and lanterns. The total funds to be transferred and the total costs were not likely to be too dissimilar. It was noted that the legal costs involved would be met by the District Council as part of its legal contract with NPLaw.

The Vice-Chairman asked if officers were aware of any issues with the impact of LED lights on wildlife and if there was a need for any action in this respect. Officers undertook to investigate this.

It was then, unanimously

**RESOLVED to recommend Cabinet:**

- 1 to agree to transfer Drayton Streetlights to Drayton Parish Council;
- 2 to agree to transfer the special expenses funds collected from households in Drayton to Drayton Parish Council for the purpose of improving and maintaining streetlights in Drayton.

**62 MINUTES**

The exempt minutes of the meeting held on 18 October 2021 were agreed as a correct record and signed by the Chairman.

(The meeting concluded at 6.22pm)

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Chairman

## **Introduction of district wide kerb side food waste collections service**

**Report Author(s):** Simon Phelan  
Assistant Director - Communities  
  
01508 533707  
Simon.phelan@southnorfolkandbroadland.gov.uk

**Portfolio:** Environmental Excellence

**Ward(s) Affected:** ALL

### **Purpose of the Report:**

This report sets out the rationale for the introduction of a forward funded food waste collection service across the whole district. This would be in advance of the Government's final decision on how food waste collection services will need to be provided and funded in future, following the early consultations in July 2021 on the Waste Strategy.

### **Recommendations:**

That Cabinet

1. Delegate the authority to the Assistant Director Community Services in consultation with the Portfolio Holder for Environmental Excellence and the Portfolio Holder for Finance to agree a contract variation to the Strategic Environmental Services contract to roll out a forward funded food waste collection service to the whole district funded from the Refuse Vehicle Replacement / Waste Reserve, in advance



of any confirmation of the Government's future strategy and potential new burdens funding.

2. Delegate the authority to the Assistant Director Finance and the Assistant Director Community Services in consultation with the Portfolio Holder for Environmental Excellence and Portfolio Holder for Finance to agree to forward fund the capital costs of the food waste expansion scheme from the Refuse Vehicle Replacement / Waste Reserve, in advance of any confirmation of the Government's future strategy and potential new burdens funding.
3. Note that a request has been made to DEFRA for them to forward fund the extension of the scheme and that the expansion is undertaken on the basis that beyond this initial phase the costs will be met by new burdens funding.

## **1. Summary**

- 1.1 This report sets out the option for introducing a forward funded expansion of the existing food waste collection service to the whole of the district in advance of the expected national roll out and updates Cabinet on the latest developments on the Government's waste strategy intentions regarding food waste.
- 1.2 Expanding the collection of food waste would increase the Council's recycling rate and, therefore, contribute significantly to the priority of increasing the recycling rate to 60% by 2025 as set out in the Council's Delivery Plan and Environmental Strategy. However, the expansion would initially come at a cost to the base budget, but there is an expectation that beyond the initial phase the costs would be at least part funded by the Government through new burdens funding along with an obligation to provide universal weekly food waste collections.

## **2. Policy Background**

- 2.1 In 2018 the Government published the Resources and Waste Strategy, setting out their vision for every home in England to receive easier and more consistent recycling collections, with plans to boost recycling and protect the environment, helping the country reach the target of eliminating all avoidable waste by 2050. This included plans for every household to receive a weekly food waste collection.
- 2.2 The Government consulted on the proposals to introduce a weekly food waste collection service as part of Consistency in Household and Business Recycling in England published in May 2021. In the consultation it was proposed that those authorities that currently provide a full or partial food waste collection service would need to collect from all households from the end of the financial year 2023/24 and for those authorities without a current service in place from the end of the financial year 2024/25.
- 2.3 The Environment Act which received Royal Assent in November 2021 contains an amendment to section 45A of the Environmental Protection Act 1990, introducing

a provision for all Waste Collection Authorities to introduce separate weekly food waste collections to all households. It is, however, unclear whether secondary legislation will also be required before specific aspects can be introduced.

- 2.4 In addition the recommendations from the consultation have yet to be published and are not now expected until the first quarter in 2022. This creates a lack of a clear obligations and a definitive timeline for implementation of any mandatory food waste collection and new burdens funding that may be forthcoming.

### **3. Current Food waste collection service**

- 3.1 The Council has operated a weekly food waste collection service to the urban areas in the district since 2008, and currently services 30,687 households. The current participation rate is around 75% (% of households that put out their food waste container at least once in a four-week period) and the current set out rate is 60 – 65% per week (% of households that put out their food waste container on any one collection). The total tonnage of food waste collected in 2020/21 was 2,540 tonnes, equivalent to 82.77 kgs per household, with food waste equating to 4.7% of the Council's overall current 50% recycling rate (2020/21).
- 3.2 Following the award of the Strategic Environmental Services Contract, a further 6,500 households will be added to the food waste collection service from October 2022, which should generate an additional circa 538 tonnes of food waste collected a year and an increase to the recycling rate of approximately 1%, based on current participation rates. This will mean that all households in those parishes currently served by the food waste scheme, would receive a collection. But this would still leave approximately 25,363 households, mainly in the rural parishes without a food waste collection service.
- 3.3 Rolling out the scheme across the whole district would generate an estimated additional 1,900 tonnes of food waste collected (assuming a reduced figure of c75kgs per household from rural households – based on experience of other authorities where rural households tend to produce less food waste), adding an additional 3.8% to the overall recycling rate, meaning it would increase to circa 55% based on current figures. There would also be a corresponding reduction in percentage of residual waste collected, meaning the percentage of recycled material could reach 56-57%.

### **New Burdens Funding**

- 3.4 The Government's latest Policy Statement published 6 Sept 2021 states 'As part of the new duties on local authorities contained in the Environment Bill, central Government will fund net additional capital costs (for example containers, new vehicles), and transitional costs, such as communications and re-routing vehicles, to implement the new consistent collection measures'. There is no mention as to how on-going revenue costs would be met or whether this funding would be retrospective, but as part of the consultation the LGA argued that those authorities

that currently provide a food waste service should be compensated for previous costs of introducing the service.

- 3.5 The Autumn Budget 2021 included funding to implement free, separate food waste collections in every local authority in England from 2025, with the first £300m tranche of this funding being available in the 2023/4 financial year.

#### 4. Costs of increasing the food waste scheme

- 4.1 When the Strategic Environmental Services contract was procured, a costed option was included to extend the food waste service to the whole district. This was costed at an additional £346,000 on the annual revenue service cost, with initial estimated set up revenue costs of £154,000.
- 4.2 In addition to the on-going revenue costs there would be one-off capital costs for three additional vehicles at £478,000, the purchase of the new caddies required, at circa £7.50 per household totalling £190,000 and other one-off capital costs including a contingency, to cover costs such as any additional work required at the Frettenham depot of up to £332,000. It may be possible to secure grant funding from the County Council or other sources to meet some of these costs.
- 4.3 The expansion of the service would generate circa an additional estimated 1,900 tonnes of food waste per annum, leading to additional disposal costs of £77,900 (at £41/tonne). However, the recycling credit received from Norfolk County Council is currently higher than the gate fee for processing the food waste at £65.96/tonne, therefore the additional tonnage would bring in a surplus of £47,425 per annum,

<b>Cost Summary</b>	<b>£</b>
Revenue	
Annual additional Contract costs	346,000
Estimated initial one-off revenue set up costs	154,000
Additional Disposal costs*	77,900
Additional Recycling Credits*	-125,325
<b>Estimated net annual revenue costs</b>	<b>298,575</b>
Capital	
Vehicle capital costs	478,000
Caddy capital costs	190,000
Capital contingency	332,000
<b>Estimated total capital costs</b>	<b>1,000,000</b>

(\*Assumes a collection rate of 75kgs per household)

- 4.4 The additional costs would need to be met initially from the 'Refuse Vehicle Replacement / Waste Reserve', but this is likely to be unsustainable in the long term as this funding is required to fund existing vehicle replacement. The Council would, therefore, need to look to recuperate the capital costs through the expected new burdens funding.
- 4.5 There is a known extended lead time on the delivery of new vehicles of approximately 12-15 months. This would mean a staged rollout would be required of the planned 6,500 urban households in October 2022, followed by a further rollout to rural areas from January 2023, with full roll out concluded by April 2023. It is expected that the lead time on new vehicles will only increase given the Government's intention to make food waste collection mandatory.
- 4.6 It may be possible to lease vehicles to bridge the gap, but the shortage of vehicles may mean that this is not a realistic and would be a more costly option at c£11,500 per month. Alternatively, it might be possible to initially utilise the three existing food waste vehicles that Veolia use under the current contract, which will be replaced with new vehicles in October 2022, this would incur some additional costs which are currently being explored with Veolia. This approach would mean that the rollout of the whole extension could take place from October 2022 and would also defer the need to purchase new vehicles until there is more clarity around the new burdens funding.
- 4.7 Below is an indicative timetable assuming a two staged rollout of the food waste service:

<b>Indicative Implementation Timetable</b>	
Activity	Date
<b>Phase 1</b>	
Procurement of new vehicles	November 2021- October 2022
Order additional caddies	June 2022 – August 2022
Communications Campaign	August – October 2022
Roll out of caddies	August - September 2022
Collections commence	October 2022
<b>Phase 2</b>	
Decision to instruct contractor to lease or procure three additional vehicles	January 2022
Procurement of 3 additional vehicles	January 2022- March 2023
Order additional caddies	August 2022 – October 2022
Communications Campaign	November 2022- January 2023
Roll out of caddies	November – December 2022
Collections commence	January 2023

## **5.0 Lobbying of Government**

- 5.1 The ongoing delays in the Government finalising and introducing new policy are frustrating the Council's ambitions to implement food waste across the district. As a consequence, the Leader of the council has written to the Secretary of State for Environment and Rural Affairs offering that Council act as a trial authority for the expansion of food waste collections ahead of its formal implementation, providing officials with a live case study to inform the national roll out and to provide all residents of the district with food collection service. A full copy of the letter is at Appendix A.

## **6.0 Other options**

- 6.1 The Council could continue with the current limited service and wait for the outcome of the Government's consultation and confirmation of the new burdens funding, but this would not contribute to meeting the ambition of reaching a 60% recycling rate by 2025.

## **7.0 Issues and risks**

- 7.1 **Resource Implications** – Introducing the food waste service to the whole district would increase the revenue budget initially by c£500,000 with an on-going revenue cost of approximately £298,575 per annum. In addition, there would be capital set up costs of up to £1m. The funding for these additional costs would need to come from the Refuse Vehicle Replacement / Waste Reserve'. This funding source is not sustainable, and the Council would be reliant on being able to reclaim the capital costs via the new burdens funding. Should the scheme be rolled out and then funding not secured, the service may have to cease, which would lead to negative publicity for the Council.
- 7.2 **Legal Implications** – Rolling out food waste across the district would meet the requirements of the Environment Act.
- 7.3 **Equality Implications** – Rolling out food waste across the district will mean that all households will receive an equitable service.
- 7.4 **Environmental Impact** – The increase in food waste collected and processed will have a positive impact on the environment, reducing the amount of waste sent for incineration, and helping the Council achieve its 60% recycling rate.
- 7.5 **Crime and Disorder** – N/A
- 7.6 **Risks** – There is a risk that if the Council decide to expand the service in advance of the Government making the collection of food waste a mandatory requirement it

may not be able to retrospectively recuperate the additional costs through the new burdens funding.

There is a significant risk around the extended lead in time for the procurement of new vehicles, which could be as long as 15 months. Options to lease or utilise existing vehicles when they are replaced is being explored.

## **8.0 Conclusion**

- 8.1 Rolling out food waste across the district would be popular with residents, and help the Council move toward achieving its recycling rate targets, however, it would increase the revenue budget by approximately £298,575 per annum, along with initial capital set up costs of c£1,000,000, which is not sustainable in the long term. Officers will continue to lobby DEFRA and seek the support of the local MP to ensure that new burdens funding is made available to continue to provide the service.

## **9. Recommendations**

That Cabinet

1. Delegate the authority to the Assistant Director Community Services in consultation with the Portfolio Holder for Environmental Excellence and the Portfolio Holder for Finance to agree a contract variation to the Strategic Environmental Services contract to roll out a forward funded food waste collection service to the whole district funded from the Refuse Vehicle Replacement / Waste Reserve, in advance of any confirmation of the Government's future strategy and potential new burdens funding.
2. Delegate the authority to the Assistant Director Finance and the Assistant Director Community Services in consultation with the Portfolio Holder for Environmental Excellence and Portfolio Holder for Finance to agree to forward fund the capital costs of the food waste expansion scheme from the Refuse Vehicle Replacement / Waste Reserve, in advance of any confirmation of the Government's future strategy and potential new burdens funding.
3. Note that a request has been made to DEFRA for them to forward fund the extension of the scheme and that the expansion is undertaken on the basis that beyond this initial phase the costs will be met by new burdens funding.

Ask for: Trevor Holden  
Telephone: 01603 430565  
e-mail: md@southnorfolkandbroadland.gov.uk

Date: 23<sup>rd</sup> November 2021

The Rt Hon George Eustice MP  
Secretary of State for Environment and Rural Affairs  
House of Commons  
London  
SW1A 0AA

Dear Secretary of State,

I write to you further to the environment bill with particular reference to the future requirement to collect food waste on a weekly basis. As the leader of Broadland District Council in Norfolk, I and my cabinet, were really pleased to see this requirement, but thoroughly disappointed by the planned implementation timescale of 24/25 at earliest, and still await clarity on the specification and funding which could cause further delay.

For a number of years, my council has provided a partial food waste collection service where it has been economically viable within base budget to do so. Currently we provide this service to some 30,650 households, which presents approximately 49% of the district, albeit this service is concentrated in urban areas with many of our rural communities left unserved.

Our council is ambitious to deliver more, but lacks the funding to move this critical service forward, at the pace that we believe possible, or that our residents would desire. As a district we currently recycle some 52.6% of our waste, (which is the highest in Norfolk). We have currently set ourselves a target to reach 65% by 2025, as we had anticipated changes to waste collection and the concomitant new burdens funding being available much earlier than is currently planned.

We estimate that the capital cost of the additional food waste service would be circa £1m, with ongoing revenue costs of circa £500,000 per year. With this in mind, I am writing to offer to act as a pilot project for food waste collection ahead of its formal implementation, providing your officials with a live case study to inform the national roll out and to provide my residents with a district wide food collection service.

Clearly such a proposal would require forward funding of the new burdens, but would provide an ideal mix of rural and urban collections, which present very different logistical and behavioural challenges, and help benchmark the anticipated costs and performance that can be achieved from the national scheme. In turn this modelling would assist your officials in refining the national costing model, which I would anticipate would more than cover the upfront cost of the proposed project.

I trust that there is enough in the foregoing for you to invest in my proposal and look forward to discussing it with you and your officials.

Yours sincerely



**Cllr Shaun Vincent**  
Leader  
Broadland District Council

## **HOUSING ALLOCATION POLICY REVIEW**

**Report Author:** Richard Dunsire  
Housing & Wellbeing Manager  
01508 533620  
[richard.dunsire@southnorfolkandbroadland.gov.uk](mailto:richard.dunsire@southnorfolkandbroadland.gov.uk)

**Portfolio:** Housing and Wellbeing

**Wards Affected:** All Wards

**Purpose of the Report:**

This report sets out the review of our housing allocations policy and housing systems change, implemented in April 2021, and recommends updates to our housing allocation policy to reflecting the learning since April 2020.

**Recommendation:**

Cabinet is recommended to approve:

1. Proposed changes to the Housing Allocation Policy

### **1. Summary**

- 1.1 The Housing Team has been working with the new housing system and allocation policy since April 2021 with considerable success. As with all policy, regular reviews help to ensure understanding by residents and stakeholders, and fairness and transparency.



## 2. Background

- 2.1 In April 2021, following extensive joint member working, the best-in-class housing model was agreed. The first phase was to create one housing allocations policy and a single data system, making sure the key foundations of our housing service fit for purpose for the future. This system has been implemented during a period of increasing demand as we have seen an increase in the use of temporary accommodation, and increased cases due to requests to move, through increased antisocial behaviour, domestic abuse and resident debt.
- 2.2 There is also a shortage of properties both in the private and social sector, meaning demand outstrips supply. This has been caused by a range of issues including a slowdown in building during Covid, demand on supplies and equipment and the shortage of tradespeople to carry out works.

## 3 Current position/findings

- 3.1 The single data system was delivered on time and implemented in April 2021. The new system has provided £72,987 savings over four years.
- 3.2 Team performance remains strong despite the increased demand. The implementation of a new single system did cause disturbance to the team as staff were learning a new system. However, the One Team approach has provided far more benefit in the form of more continuity, efficiency, resilience, and structure in the way the team are now able to approach workloads.
- 3.3 Officers have also utilised Covid recovery funding and additional central government funding, which has allowed the team to temporarily grow to cope with demand. Due to this and the single approach, performance has remained strong in spite of increased demand pressures, as seen below. Further performance data is available in appendix 1.



- 3.4 The aligned housing register is working as expected even though competition remains high for homes. Residents with higher needs are generally obtaining suitable preferences within their own district areas, before looking to the other district. Residents seem to be understanding the cross-district boundary approach and welcome the additional choice that this brings. Movement between districts is occurring both ways and leading to better outcomes for residents.
- 3.5 The online customer portal is working very well, and we now have one of the most easily accessible housing registers available, due to its online format. Customers are able to access on their terms at any time of day or night, when facing housing concerns. However, we retain other means for customers to contact us if they cannot access online services.

## **4 Proposed action**

- 4.1 It is good custom and practice to review a housing allocations policy every 12 months, to update to allow for any changes in economy or social setting. This is particularly important after our new two Councils, One Team approach. Parts of the policy need to be tightened up now that it has been exposed to real cases, and proposed changes from operational learning are proposed in appendix t . These changes are split into three specific categories:
- Changes to the core policy: a small number of changes to the core policy which are not working now we have put the policy into practice.
  - Updating and rewording to the policy: majority of changes are in this category where we are seeking to clarify the policy as we have found residents are confused around what the policy means, or there is too much ambiguity in the policy, which affects interpretation.
  - Splitting guidance from core policy – In order to make sure all residents and partners understand what we were trying to achieve, the policy document amalgamated the guidance, procedural document, and policy. This has in fact caused more confusion as customers struggle to find the key information they need. We will therefore split out the key elements to enable a clearer understanding.

## **5 Other options**

- 5.1 The council could decide not to introduce updates to the new policy and leave for another six months before review. However, we are aware of several improvements now and it is likely that this would delay changes which we would make anyway in the future.

## **6 Issues and risks**

- 6.1 Resource Implications – none, these changes would not affect the resources allocated

- 6.2 Legal Implications - none
- 6.3 Equality Implications – An equalities assessment was completed for the original policy and has been updated with the proposed changes. Please see the attached
- 6.4 Environmental Impact – None.
- 6.5 Crime and Disorder – none
- 6.6 Risks – None

## **7 Conclusion**

- 7.1 The housing system implementation has been a success and provided more resilience and savings. The introduction of the new policy had demonstrated the effectiveness of the two Councils, one team, is helping the team cope with demand in challenging economic environment and has provided learning to continuously improve the way we support those who need housing support.

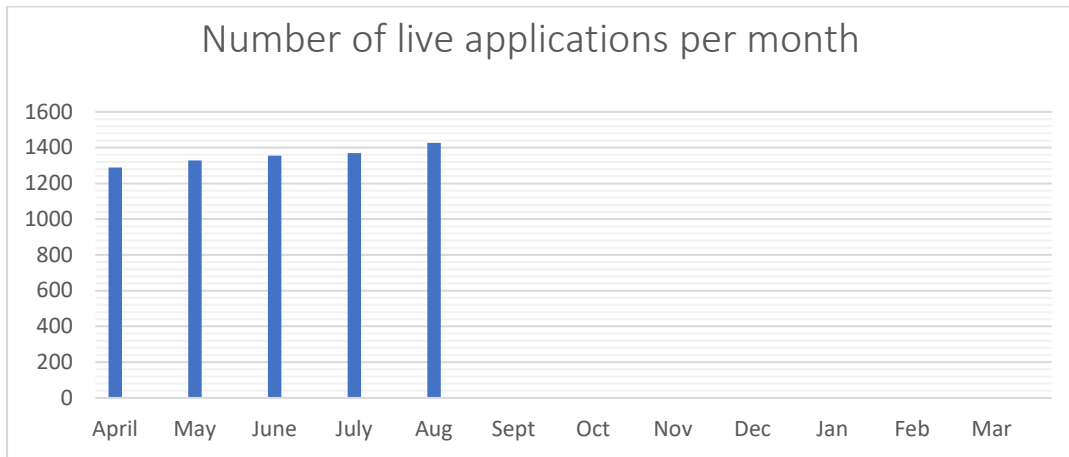
## **8 Recommendation**

Cabinet is recommended to approve:

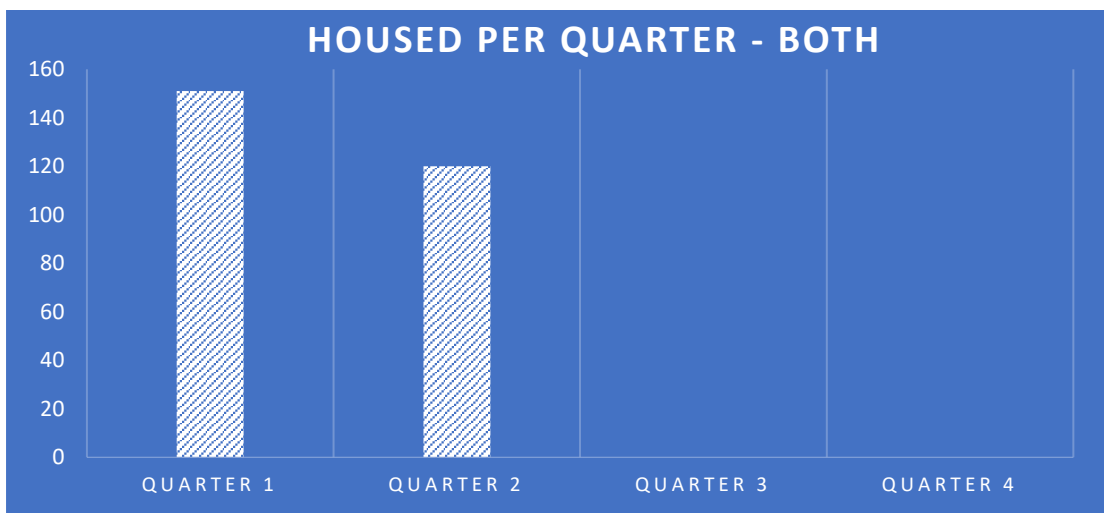
- 8.1 Proposed changes to the Housing Allocation Policy

# Appendix 1

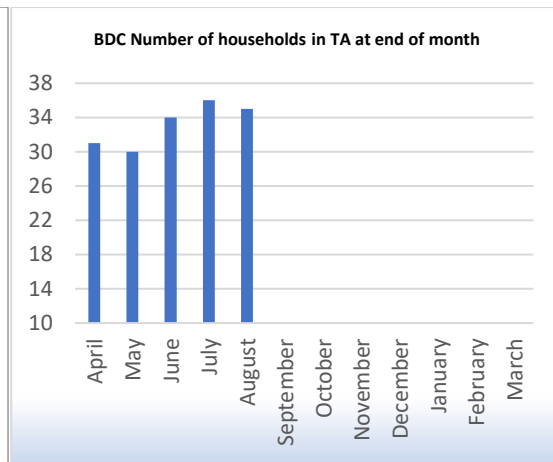
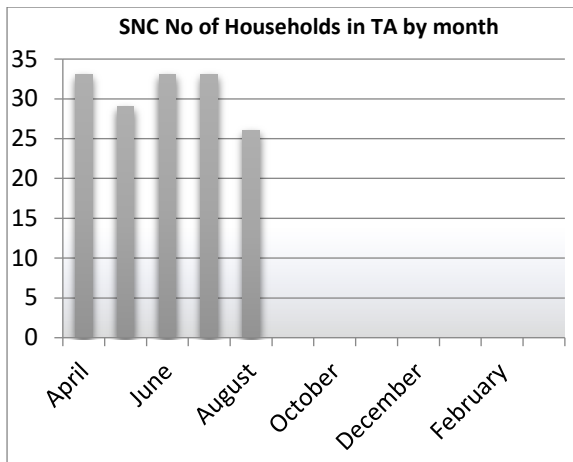
## Housing register



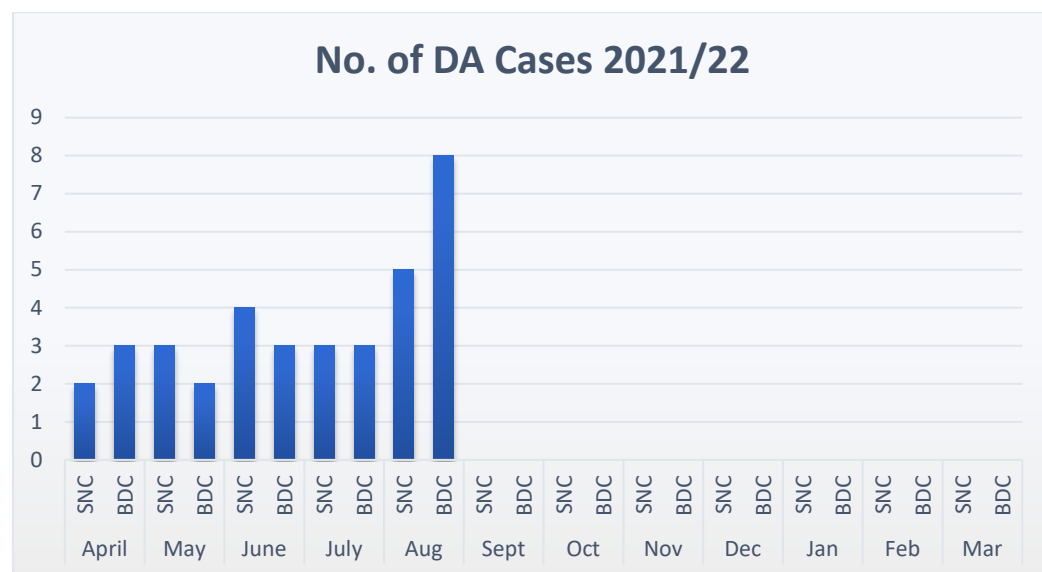
## Housed into social rent



## Temp accom levels



### No of DA cases



## Appendix 2

### Proposed updates and changes to the Housing Allocations Policies

From April 2021 Social Housing in Broadland and South Norfolk has been allocated under the Housing Allocations Policies. Since working with the policy, we have found issues and areas where there would be benefits to updating the current policy.

The suggested changes below will give residents, officers, and other organisations more clarity around qualification and priority need, as well as reducing the number of queries, reviews, legal challenges, and complaints received.

Please find below the suggested alterations to the Housing Register Policy. These have been categorised into three areas:

- Changes to the core policy: a small number of changes to the core policy which are not working now we have put the policy into practice.
- Updating and rewording to the policy: majority of changes are in this category where we are seeking to clarify the policy as we have found residents are confused around what the policy means, or there is too much ambiguity in the policy, which affects interpretation.
- Splitting guidance from core policy – In order to make sure all residents and partners understand what we were trying to achieve, the policy document amalgamated the guidance, procedural document, and policy. This has in fact caused more confusion as customers struggle to find the key information they need. We will therefore split out the key elements to enable a clearer understanding.

#### 1. Policy Changes

Section Number	Section detail	Changes required	Rationale
3.4	Non- Qualification Rules	Add 3.4 m 'They or a member of their household, own residential property or are in the process of purchasing residential property, including a Right to Buy or Right to Acquire and have the financial means to find their own housing solution'	Currently we have non-qualification rules about capital and investments currently held. However, it does not cover applicants who are in the process of purchasing property. Tightening up of the definition around home ownership and access to social housing. A homeowner or potential homeowner with no housing need should not need access to social

			housing and to ensure that properties go to those in the greatest need, customers with the means to find their own housing solution should be encouraged to do so.
3.4	Non-Qualification Rules	Add 3.5 n They or a member of their household are in arrears or have a debt of more than £1000 with the council. This can include but is not limited to rent in advance, deposits, loan, Council Tax arrears, and temporary accommodation charges.	This was not included in the policy non-qualification rules, we can mitigate this with those that are engaging with a payment plan and work with us under the exceptional or mitigating circumstances in section 3.5 of the policy.
3.4	Non-qualification Rules	Add 3.4 o Applicants who have deprived themselves of assets, to include property, savings or income will be treated as still possessing the value of the asset and will not qualify where, had the asset not been transferred, they would have had sufficient financial resources. Consideration will be given to the personal circumstances of the applicant and the length of time which has passed. Information and advice will be provided on alternative housing options. When considering this we will also consider benefit regulations with regard to deprivation of capital.	Tightening up on rules for non-qualification if the applicant has gifted, transferred, or spent assets and worsened their housing situation. Someone who has knowingly done this should not have access to social housing, and these rules follow benefit regulations and those set out for care funding.
4.4.11 Band 1	Housing Priority Bands	People with an urgent need for an adapted property	Removal of this from the priority bands as it has become confusing for residents and officers. The need for an adapted property falls within medical needs and it covered by this in the

			policy and priority bandings. (please see below regarding updates to the Medical need)
4.4.11	Housing Priority Bands	Someone needing an adapted property	Removal of this from the priority bands as it has become confusing for residents and officers. The need for an adapted property falls within medical needs and it covered by this in the policy and priority bandings. (please see below regarding updates to the Medical need)
4.4.11	Band Considerations	Band 1 will only be valid for 8 weeks. This can be extended where the applicant has not placed a bid because no suitable vacancy has arisen during that period. If the applicant does not meet the extension criteria, their priority will be reduced to Band 3 and they will be directly offered the next available property suitable to their needs. If they refuse the offer of that property, the Council will view any housing duty as having been discharged.	We are finding that those in the high band are not always using their bids and not bidding on suitable properties, meaning that they are potentially in Temporary Accommodation longer than necessary.
4.8	Deliberate or worsening of circumstances	Homeowners who have transferred their property to another family member within the last 5 years from the date they make their application to the register	Remove from this section and amend. As above we are suggesting that this is now added to the non-qualification rules.



**2. Sections requiring updating or rewording to include more detail/guidance:**

<b>Section Number</b>	<b>Section detail</b>	<b>Changes required</b>
1.1	We work with	Update list of Registered Social Landlords
2.1	Aims of the allocations scheme	Add new point <ul style="list-style-type: none"> <li>To enable applicants to sustain their tenancy</li> </ul>
3.1.2	Persons from Abroad	Removed paragraph starts ' <i>The rules will change from 2021..</i> ' The rules and eligibility are fully covered within the current policy
3.2	Qualification Rules	Update the employment requirements: From: <ul style="list-style-type: none"> <li>Have a current contract of permanent employment where the job requires residency in Broadland / South Norfolk.</li> </ul> To: <ul style="list-style-type: none"> <li>Have a current contract of employment that is effective, within Broadland / South Norfolk. Where it is anticipated employment will last 6 months</li> </ul>
3.2	Qualification rules	Correct typing error
3.2	Qualification rules	Update wording From: If they are residing in a supported housing project and approaching the Councils via a Move-on arrangement, they will have to have resided at the project at least 6 months before submitting an application. If the specialist provider has a move on arrangement with the Council this will provide the local connection.  To If they are residing in a supported housing project <i>in the district</i> and approaching the Councils via a Move-on arrangement, they will have to have resided at the project at least 6 months before submitting an application. If the specialist provider has a move on arrangement with the Council this will provide the local connection.
3.2	Qualification Rules	Move-on from supported accommodation <i>Are living in accommodation-based support services outside the district to which they were referred by or with the agreement of the Council and they lived in Broadland for 6 months immediately prior to the placement.</i>

		Update wording to: <i>Are living in accommodation-based support services outside the district to which they were referred by or with the agreement of the Council and they met the qualification criteria immediately before the placement.</i>
3.4f	Non-Qualification rules	Update wording to add mortgage arrears section: From: <ul style="list-style-type: none"> <li>They, or a member of their household, is/was responsible for paying rent and they have rent arrears and/or court costs greater than 16 weeks rent if the rent is charged weekly or greater than 4 months if the rent is charged monthly and they have not met the criteria for reassessment.</li> </ul> To: <ul style="list-style-type: none"> <li>They, or a member of their household is/was responsible for paying rent or a mortgage and they have rent or mortgage arrears and/or court costs greater than 16 weeks if charged weekly or greater than 4 months if charged monthly and they have not met the criteria for reassessment.</li> </ul>
3.4 l	Non- Qualification rules	Update wording to add household: From: <ul style="list-style-type: none"> <li>Applicants who are considered to have sufficient financial resources to secure accommodation within the private sector</li> </ul> To: <ul style="list-style-type: none"> <li>Applicants and their household who are considered to have sufficient financial resources to secure accommodation within the private sector.</li> </ul>
3.4 l	Non-Qualification rules	Update wording to include income: From: <ul style="list-style-type: none"> <li>'Sufficient financial resources' includes any assets or investments even if they are not immediately available to the applicant, such as any residential or non-residential property that they own, or part own anywhere in the UK or abroad.</li> </ul> To: <ul style="list-style-type: none"> <li>'Sufficient financial resources' includes any income, assets or investments even if they are not immediately available to the applicant, such as any residential or non-residential property that they own, or part own anywhere in the UK or abroad.</li> </ul>
4.3.1	Proof required	Move section so the policy reads and flows better to before section 4.3 verification
4.4.6 f	Priority on health grounds	Update wording to remove unreasonable: From:

		<ul style="list-style-type: none"> <li>• you, or someone in your household, has either a permanent and substantial disability, or a severe long term limiting illness, or the severest form of learning disabilities or behaviour problems and it is unreasonable for you to share a bedroom as it would seriously affect the sleep of those you would normally share with, to the severe detriment of their or your health</li> </ul> <p>To:</p> <ul style="list-style-type: none"> <li>• you, or someone in your household, has either a permanent and substantial disability, or a severe long term limiting illness, or the severest form of learning disabilities or behaviour problems and for you to share a bedroom with that person would seriously affect the sleep of those you would normally share with, to the severe detriment of their or your health</li> </ul>
4.4.6 f	Priority on health grounds	<p>Update wording to essential health treatment</p> <p>From:</p> <ul style="list-style-type: none"> <li>• you are having health treatment at home that needs large machinery or a stock of health supplies to be stored e.g., you are having renal dialysis at home</li> </ul> <p>To:</p> <ul style="list-style-type: none"> <li>• you are having essential health treatment at home that needs large machinery or a stock of health supplies to be stored e.g. you are having renal dialysis at home</li> </ul>
4.4.6 g	Priority on health grounds	<p>Remove category A or B:</p> <p>An additional recommendation that can be made is that an applicant must have ground floor on health or disability grounds or must have a ground floor property that is wheelchair accessible. <del>category A or B</del></p>
4.4.8	Move on	Add list of supported move on accommodation providers to the section
4.4.9	Elected Members or Employees and Close relatives	Add close relatives to the list as this is currently missing: Close relatives: The application will be assessed by a relevant senior officer or manager of the council. The award of priority (housing band) must be authorised by the Council's Director with the responsibility for housing.
4.4.11	Housing Priority Bands	<p>Change band names from</p> <p>Band 1 Band 2 Band 3 Band 4</p> <p>To</p>

		Emergency Band Band 1 Band 2 Band 3
4.4.11 (Band1)	Housing Priority Bands	<p>People with an urgent medical need Inc. hospital discharge update wording for more clarification and to include adapted properties From:</p> <ul style="list-style-type: none"> <li>• People with an urgent medical need inc. hospital discharge</li> <li>• People with an urgent need for an adapted property</li> </ul> <p>To:</p> <ul style="list-style-type: none"> <li>• <del>People with an urgent medical need being discharged from medical care, who are unable to return home.</del> People with a serious medical need who are unable to be discharged home from medical care due to their changed accommodation need. This may include access to an adapted property.</li> </ul>
4.4.11 (Band 1)	Housing Priority Bands	<p>s193 Duty and in TA/s189 Relief Duty, update wording to: From:</p> <ul style="list-style-type: none"> <li>• S193 Duty and in TA/s189 Relief Duty</li> </ul> <p>To:</p> <ul style="list-style-type: none"> <li>• A homeless applicant who is either owed a s193 Duty and is currently living in temporary accommodation or who is owed a s189b Duty, have been placed in interim accommodation and is not likely to be assessed as intentionally homeless.</li> </ul>
4.4.11 (Band 2)	High Medical Need	Add note to see Band Considerations
4.4.11 (Band 2)	High Welfare need	Add note to see Band Considerations
4.4.11 (Band 2)	Housing Priority Bands	<p>Update wording From:</p> <ul style="list-style-type: none"> <li>• Threatened with Homelessness and in Priority Need (next 12 weeks)</li> </ul> <p>To:</p> <ul style="list-style-type: none"> <li>• An applicant in priority need who is either homeless or threatened with homelessness</li> </ul>

		within the next 12 weeks and who is not likely to be assessed as intentionally homeless.
4.4.11 (Band 2)	Housing Priority Bands	<p>Tenant under-occupying by 1 or more update to advise that they need to be living within the district:</p> <p>From:</p> <ul style="list-style-type: none"> <li>• Tenant under-occupying by 1 or more bedrooms (current property unaffordable)</li> </ul> <p>To:</p> <ul style="list-style-type: none"> <li>• Tenant in social housing, within the Broadland or South Norfolk district under-occupying by 1 or more bedrooms (current property unaffordable)</li> </ul>
4.4.11 (Band 2)	Housing Priority Bands	<p>Update wording to remove affordability test as it is not required in this circumstance:</p> <p>Overcrowded by 2 or more bedrooms (<del>affordability test</del>)</p>
4.4.11 (Band 2)	Housing Priority Bands	<p>Disrepair/Unsafe Home/Lacking essential amenities</p> <p>Add note to definition of this:</p> <p>*Essential amenities Means applicants living in homes lacking: : A kitchen (or cooking facilities)*, a bathroom, an inside WC, running water, or electricity. Disrepair/Unsafe Home A property assessed by the Council's Housing Standards department under the Housing Health and Safety Rating System and considered eligible for formal enforcement through either Improvement , Prohibition, Emergency Prohibition and Hazard Awareness Notices (including Suspended, Improvement and Prohibition Notices)</p>
4.4.11 (Band 3)	Housing Priority Bands	<p>Update wording:</p> <p>From:</p> <ul style="list-style-type: none"> <li>• Homeless (no priority need) or Threatened with homelessness (next 12 weeks)(No priority need) – update to</li> </ul> <p>To:</p> <ul style="list-style-type: none"> <li>• An applicant who is either homeless or threatened with homelessness within the next 12 weeks who is assessed as having no priority need</li> </ul>
4.4.11 (Band 3)	Housing Priority Bands	<p>Medium Medical Need</p> <p>Add note to see Band Considerations</p>
4.4.11 (Band 3)	Housing Priority Bands	<p>Medium Welfare Need</p> <p>Add note to see Band Considerations</p>

4.4.11 (Band 3)	Housing Priority Bands	<p>Intentionally homeless update:</p> <p>From:</p> <ul style="list-style-type: none"> <li>• Intentionally Homeless</li> </ul> <p>To:</p> <ul style="list-style-type: none"> <li>• An applicant who has been assessed as Intentionally Homeless</li> <li>•</li> </ul>
4.4.11 (Band 3)	Housing Priority Bands	<p>Tenant under-occupying by 1 or more bedrooms update:</p> <p>From:</p> <ul style="list-style-type: none"> <li>• Tenant under-occupying by 1 or more bedrooms (current property affordable)</li> </ul> <p>To:</p> <ul style="list-style-type: none"> <li>• Tenant in social housing, within the Broadland or South Norfolk district under-occupying by 1 or more bedrooms (current property affordable)</li> </ul>
4.4.11 (Band 3)	Housing Priority Bands	<p>move on update:</p> <p>From:</p> <ul style="list-style-type: none"> <li>• Move-on</li> </ul> <p>To:</p> <ul style="list-style-type: none"> <li>• Assessed as ready to move on from supported accommodation</li> </ul>
4.4.11 (Band 3)	Housing Priority Bands	<p>Two existing socially rented households moving into one property update:</p> <p>From:</p> <ul style="list-style-type: none"> <li>• Two existing socially rented households moving into one property</li> </ul> <p>To:</p> <ul style="list-style-type: none"> <li>• Two existing socially rented households moving into one property, where at least one of the properties is in Broadland or South Norfolk Districts</li> </ul>
4.4.11	Band Considerations	<p>Add Welfare need to band considerations</p> <p><b><u>Priority on welfare needs</u></b> will only be awarded after an assessment confirms that a change of accommodation could reasonably be expected to alleviate the problem.</p> <p><b>A high welfare need</b> will be awarded where there is an urgent need to move as the circumstance is having a severe impact on the household's wellbeing or where there may be an imminent risk of future homelessness.</p> <p><b>A medium welfare need</b> will be awarded where the need to move is not urgent, but the circumstance is causing the applicant significant problems and is substantially affecting their wellbeing. Applicants may be provided with additional information and advice relating to their welfare need and may be signposted to appropriate agencies and services which provide specialist support. A welfare need may</p>

		include, but is not limited to financial difficulties, anti-social behaviour, harassment, and isolation. Circumstances will need to be verified and multi-agency information sharing, and assessment may be required, but it remains the Council's decision to determine if there is a housing need and the level of priority which should be awarded.
	Band Considerations	<p>Add medical need to band considerations</p> <p><b><u>Priority on Health Grounds</u></b></p> <p><b>A high medical need</b> will be awarded where the applicant or a member of their household has an urgent need to move because their accommodation is unsuitable and cannot be made suitable. An applicant will be assessed as having an urgent need to move where there is an imminent risk of health deteriorating as a result of the unsuitability of the accommodation and there is a clear expectation, supported by relevant health professionals that a change in accommodation will have a significant impact on their health and wellbeing. This includes access adapted properties.</p> <p><b>A Medium medical need</b> will be awarded where the current home is causing the applicant significant problems and whilst they are managing to some extent, a change in accommodation could reasonably be expected to alleviate or significantly improve the problem. The need will be supported by relevant health professionals. This includes access adapted properties</p>
4.4.12	Determination of Effective Band Date	<p>Update wording on statutory homeless bullet point:</p> <p>From:</p> <ul style="list-style-type: none"> <li>If you are statutory homeless, the effective band date will be the date we accepted a statutory duty under the homeless legislation.</li> </ul> <p>To:</p> <ul style="list-style-type: none"> <li>If you are statutory homeless, the effective band date will be the date in which, through our investigations, you were deemed as actually homeless.</li> </ul>
4.4.13	Household type and property size allowed	<p>In Carer household update wording to include overnight:</p> <p>From:</p> <ul style="list-style-type: none"> <li>A bedroom will be allocated if the carer needs to reside in the property and is not already part of the permanent household</li> </ul> <p>To:</p> <ul style="list-style-type: none"> <li>A bedroom will be allocated if the carer needs to reside at the property overnight and is not already part of the permanent household</li> </ul>

4.4.13	Medical	<p>Update wording:</p> <p><b>Property size</b></p> <p>From:</p> <ul style="list-style-type: none"> <li>• A bedroom will be allocated if recommended as part of the medical need</li> </ul> <p>To :</p> <ul style="list-style-type: none"> <li>• A bedroom will be allocated if recommended and evidenced as part of the medical need</li> </ul> <p><b>Conditions</b></p> <p>From:</p> <ul style="list-style-type: none"> <li>• Subject to an agreed medical need where the extra room may be needed to accommodate large equipment or there are serious mobility issues.</li> </ul> <p>To:</p> <ul style="list-style-type: none"> <li>• Subject to an agreed and evidenced medical need where the extra room may be needed to accommodate large essential equipment or there are serious mobility issues.</li> </ul>
4.8	Deliberate or worsening circumstances	<p>Update wording:</p> <p>From:</p> <p>Where there is evidence that an applicant has knowingly and deliberately made their housing situation worse in order to gain a higher priority on the register</p> <p>To:</p> <p>Where there is evidence that an applicant has knowingly and deliberately made their housing situation worse which could result in access to a higher priority on the register.</p> <p>Remove bullet point</p> <ul style="list-style-type: none"> <li>• Homeowners who have transferred their property to another family member.</li> </ul> <p>As this would be covered in the non-qualification policy change suggested.</p>
5.4.1	Offer of Accommodation	<p>Remove paragraph</p> <p>Broadland/ South Norfolk Council will: Formally notify the applicant they have been selected for a property....</p> <p>As this is completed by the registered social landlord.</p>
5.4.1 (a)	Offer of Accommodation	<p>Update wording:</p> <p>From:</p> <ul style="list-style-type: none"> <li>• Applicants will usually be contacted within 3 working days of the closing date.</li> </ul> <p>To:</p> <ul style="list-style-type: none"> <li>• Applicants will usually be contacted after the closing date</li> </ul>
5.4.1	Offer of Accommodation	<p>Update the final paragraph:</p> <p>From:</p>



		<p>Once the formal offer is made the status of the applicant on the Housing Register will show as 'Under Offer'</p> <p>To:</p> <p>Once the formal offer is made the status of the applicant on the Housing Register will show as 'matched'</p>
6	Complaints, Decisions and Reviews	Change layout move 6.2 complaints after 6.3.2 Statutory right of review and before 6.3.3 judicial review
6.2	Complaints, Decisions and Reviews	<p>Change complaints opening paragraph</p> <p>From:</p> <p>If an applicant is dissatisfied with any aspect of the management of their application, other than where a review can be made, they should follow the Council's published complaints procedure, available on the Council's website at <a href="https://www.southnorfolkandbroadland.gov.uk/council/compliments-suggestions-complaints">https://www.southnorfolkandbroadland.gov.uk/council/compliments-suggestions-complaints</a> or on request.</p> <p>To:</p> <ul style="list-style-type: none"> <li>If a complaint relates to the decision of Housing application, in the first instance this will be treated as a review (see 6.3). However, if your complaint relates to the service you have received, this will be dealt with via our complaint's procedure <a href="https://www.southnorfolkandbroadland.gov.uk/council/compliments-suggestions-complaints">https://www.southnorfolkandbroadland.gov.uk/council/compliments-suggestions-complaints</a> or on request.</li> </ul>
6.3.2 j	Complaints, Decisions and Reviews	<p>If the applicant is still not satisfied, they may appeal the decision, update:</p> <p>From:</p> <ul style="list-style-type: none"> <li>If the applicant is still not satisfied, they may appeal the decision. <b>See 6.4</b></li> </ul> <p>To:</p> <ul style="list-style-type: none"> <li>If the applicant is still not satisfied with the service they have received they can make a complaint as per our complaint's procedure</li> </ul>

### 3. Sections to be moved to supplementary guidance document

Section Number	Section detail	Notes and amendments
2.2	Accommodation Pathway model	All information and tables to move to supplementary guidance
2.3	Enabling the model	All information and tables to move to supplementary guidance
3.2	Evidence of a connection to Broadland/South Norfolk may be required	Move all detail of evidence to supplementary guidance
3.7	Safe surrender agreement	Move final paragraph into guidance under the accommodation pathway model
4.1	The application process	Move to supplementary guidance
4.2	Submission	Move final paragraph from page 23 to supplementary guidance and update
5.1	The allocations process	All information and tables to move to supplementary guidance
5.1.1	Blended Allocations	All information and tables to move to supplementary guidance
5.1.2	Predicting Properties	All information and tables to move to supplementary guidance
5.2	Property Identification	All information to move to supplementary guidance
5.2.2	Choice Based Lettings	All information to move to supplementary guidance
5.2.5	Property Descriptions	All information to move to supplementary guidance
5.2.7	Hard to lets	All information to move to supplementary guidance
5.2.8	Sensitive lets	All information to move to supplementary guidance
5.4.3	Viewings	All information to move to supplementary guidance
5.4.4	Resulting the offer	All information and tables to move to supplementary guidance
5.4.5	Publicising Lettings	All information to move to supplementary guidance
5.5	Tenancy sustainment	All information and tables to move to supplementary guidance

## **Equalities and Communities Impact Assessment**

**Name of Officer/s completing assessment:** Victoria Parsons

**Date of Assessment** September 2021.  
Updated November 2021

### **1. What is the proposed Policy (please provide sufficient detail)?**

#### **Broadland District Council Allocations Scheme South Norfolk Council Allocations Scheme**

Social housing is a much in demand resource and allocations schemes as policy documents have to clearly set out the process by which available social housing is allocated to households on the housing list, including how households are assessed as being eligible for social housing and prioritised.

The schemes were developed jointly by Broadland and South Norfolk Councils as part of the Best in Class Housing Offer and while two Allocations Scheme documents have been created to facilitate individual Council branding however, the content of the schemes is broadly the same. It is vital that the documents are kept under periodical review to ensure that they remain accurate and reflect current legislation and best practice.

As the schemes have been in force for nearly 6 months, this review also aims to remove any anomalies or loopholes identified where practical application identifies areas of the policy document that can be open to further interpretation.

The changes being proposed can be categorised under three themes:

- Policy Change
- Sections requiring updating or rewording to include more detail/guidance:
- Section to be moved to supplementary guidance document

These changes do not reflect a change in operational practice but instead seek to provide definition and clarity for officers, members and the public. As a result of this, the outcomes of the assessment are broadly neutral. Where a change has a perceived impact, this has been outlined at question 4 below.

This EqCIA has been updated following consultation on the proposed amendments with both Council's Portfolio Holders and the Chairs and Vice-Chairs of the relevant policy development panels in November.

<b>2. Which protected characteristics under the Equalities Act 2010 does this Policy impact:</b> (indicate whether the impact could be <b>positive</b> , <b>neutral</b> , or <b>negative</b> )			
<b>Protected Characteristic</b>	<b>Potential Impact</b>		
	<b>Positive</b>	<b>Neutral</b>	<b>Negative</b>
Age		✓	
Disability		✓	
Race		✓	
Sex		✓	
Religion or Belief		✓	
Sexual Orientation		✓	
Marriage/Civil Partnership		✓	
Pregnancy/Maternity		✓	
Gender Reassignment		✓	
<b>3. Which additional Communities characteristics does this policy impact?</b>			
Health		✓	
Place inc. Rurality		✓	
Low Income and Poverty		✓	

#### **4. What do you believe are the potential equalities and communities impacts of this policy?**

Please include:

- Partnership organisations worked with in the development of this policy
- Evidence gathered to inform your decision
- Where you have consulted, Who and How this has informed the decision/policy
- Any other groups impacted not detailed above
- Steps taken to mitigate, for example, other services that may be available
- If a neutral impact has been identified can a positive impact be achieved?
- If you are unable to resolve the issues highlighted during this assessment, please explain why
- How impacts will be monitored and addressed?
- Could the decision/policy be implemented in a different way?

- What is the impact if the decision/policy is not implemented?

Note: Impacts could be **positive**, **neutral**, or **negative** and impact groups differently

Location in policy	Item	Detail	Believed impact <b>Positive</b> <b>Neutral</b> <b>Negative</b>	Rationale/Mitigation
3.1.2	Persons from Abroad	Removed paragraph <i>The rules will change from 2021 due to the UK's exit from the EU and new regulations regarding eligibility for housing based on the EU settlement scheme. This policy will be amended to take into account any new rules.</i> The rules and eligibility are fully covered within the current policy	All characteristics <b>Neutral</b>	Paragraph is out of date and does not impact application of the allocations scheme.
4.4.11 Band 1	Removing from the Housing Priority Bands  Band 1 People with an urgent need for an adapted property  Band 2 Someone needing an adapted property	  The need for an adapted property falls within medical needs and it covered by this in the policy and priority bandings. (please see below regarding updates to the Medical need)  The need for an adapted property falls within medical needs and it covered by this in the policy and priority bandings. (please see below regarding updates to the Medical need)	Disability Health Age <b>Neutral/Negative</b>	Removing this from the priority bands provides clarity for applicants and officers. It will be included as part of the priority bands for medical need. This will mean that priority for adapted properties will be assessed on need with applicants placed in Bands 1-3. There may be some cases that would previously have been assessed as being in band 2 will now be in band 3, however that will be commensurate with their need and allows those given priority bands 1 and 2 to be given swifter access to appropriate properties. Those assessed with urgent (band 1) or high (band 2) medical need will not see a change in banding. The Councils also seek to encourage availability of adapted properties by providing band 2 priority for those who are current tenants living in adapted properties that are no longer needed.
3.3	The Armed Forces Covenant	Update wording <i>Special consideration is appropriate in some cases, especially for those who</i>	Disability Age Sex and Gender	This wording provides detail and clarification and links the special consideration given to the relevant legislation, including where Section 166A(3) of the

Location in policy	Item	Detail	Believed impact Positive Neutral Negative	Rationale/Mitigation
		<i>have given most such as the injured and the bereaved (as defined in Section 166A(3) of the Housing Act 1996 as amended by regulations made under section 166A(7))</i>	Health Neutral	Housing Act 1996 refers to definitions provided by s.374 of the Armed Forces Act 2006, also referred to in 3.3 bullet-point 3 of the Allocations Scheme. It is expected any impact will be neutral as a result of this amendment.
4.4.6 f	Priority on health grounds	Update wording to remove 'unreasonable':  <i>you, or someone in your household, has either a permanent and substantial disability, or a severe long term limiting illness, or the severest form of learning disabilities or behaviour problems and for you to share a bedroom with that person would seriously affect the sleep of those you would normally share with, to the severe detriment of their or your health</i>	Disability Health Age Positive	Removal of the word 'unreasonable' seeks to resolve any ambiguity for this priority ground. The focus is less on whether it is reasonable to share a bedroom and more about the impact that would result from sharing. It is felt that this is a positive impact. It also ensures that two+ bedroom adapted homes are directed towards those with the most need.
4.4.6 f	Priority on health grounds	Update wording to essential health treatment  <i>you are having essential health treatment at home that needs large machinery or a stock of health supplies to be stored e.g., you are having renal dialysis at home</i>	Disability Health Age Neutral/Negative	The inclusion of the word essential may mean that those assessed as having non-essential health treatment at home would not be entitled to additional space on health grounds resulting in a negative impact. In mitigation this amendment is being made to ensure that priority is given to those with the highest need.
4.4.6 g	Priority on health grounds	Remove category A or B <i>An additional recommendation that can be made is that an applicant must have ground floor on health or disability grounds or must have a ground floor property that is wheelchair accessible</i> <del>category A or B</del>	Disability Health Age Neutral	Category A or B refers to practice adopted through London Borough Councils and is not used by Broadland or South Norfolk Councils. In terms of any impact, while categories A and B represents specific levels of accessibility, not adopting them widens the scope of properties that can be available meaning that, providing they are appropriate for need, those on the housing list, can find a suitable property sooner.

Location in policy	Item	Detail	Believed impact Positive Neutral Negative	Rationale/Mitigation
4.4.11	Housing Priority Bands	Change band names from Band 1 Band 2 Band 3 Band 4  To Emergency Band Band 1 Band 2 Band 3	Disability Health Age Neutral	Amendment to the change of name of the bands. It seeks to give clarity that to residents that the top band is for those in emergency situations.
4.4.11 (Band1)	Housing Priority Bands	<i>People with an urgent medical need Inc. hospital discharge</i>  Update wording for more clarification and to include adapted properties to: <i>People with a serious medical need who are unable to be discharged home from medical care due to their changed accommodation need. This may include access to an adapted property.</i>	Disability Health Age Neutral/Negative	This change in wording provides clarification. It seeks to give the urgent priority to those with a serious medical need who, if they were discharged from medical care would be at risk of homelessness due to changed accommodation need. This includes where there is a need for an adapted property. This seeks to reduce delayed transfers of care from medical care, prevent re-admittances and ensure throughput for other people. This may mean that some applicants who would previously have been eligible for band 1 will now be given band 2 – High priority instead. In mitigation, demand for socially rented properties is high and the Council has to take steps to ensure that those most in need have greater priority, this includes considerations of wider impacts such as the provision of beds within the health system.
4.4.11 (Band 2)	High Medical Need	See Band Considerations	Disability Health Age Neutral	Amendments provide clarity on how applicants will be assessed for high and medium medical need.
4.4.11 (Band 3)	Medium Medical Need	See Band Considerations		

Location in policy	Item	Detail	Believed impact Positive Neutral Negative	Rationale/Mitigation
		<p>Add medical need to band considerations</p> <p>Priority on Health Grounds</p> <p><b><u>A high medical need</u></b> will be awarded where the applicant or a member of their household has an urgent need to move because their accommodation is unsuitable and cannot be made suitable. An applicant will be assessed as having an urgent need to move where there is an imminent risk of health deteriorating as a result of the unsuitability of the accommodation and there is a clear expectation, supported by relevant health professionals that a change in accommodation will have a significant impact on their health and wellbeing. This includes access to adapted properties.</p> <p><b><u>A Medium medical need</u></b> will be awarded where the current home is causing the applicant significant problems and whilst they are managing to some extent, a change in accommodation could reasonably be expected to alleviate or significantly improve the problem. The need will be supported by relevant health professionals. This includes access adapted properties</p>		



Location in policy	Item	Detail	Believed impact Positive Neutral Negative	Rationale/Mitigation
4.4.11 (Band 2)	High Welfare need	See Band Considerations	All characteristics Neutral	Amendments provide clarity on how applicants will be assessed for high and medium welfare need.
4.4.11 (Band 3)	Medium Welfare Need	See Band Considerations		
4.4.11	Band Considerations	<p>Add Welfare need to band considerations</p> <p>Priority on welfare needs will only be awarded after an assessment confirms that a change of accommodation could reasonably be expected to alleviate the problem.</p> <p><b><u>A high welfare need</u></b> will be awarded where there is an urgent need to move as the circumstance is having a severe impact on the household's wellbeing or where there may be an imminent risk of future homelessness.</p> <p><b><u>A medium welfare need</u></b> will be awarded where the need to move is not urgent, but the circumstance is causing the applicant significant problems and is substantially affecting their wellbeing. Applicants may be provided with additional information and advice relating to their welfare need and may be signposted to appropriate agencies and services which provide specialist support. A welfare need may include, but is not limited to financial difficulties, anti-social behaviour, harassment, and</p>		

Location in policy	Item	Detail	Believed impact Positive Neutral Negative	Rationale/Mitigation
		isolation. Circumstances will need to be verified and multi-agency information sharing, and assessment may be required, but it remains the Council's decision to determine if there is a housing need and the level of priority which should be awarded.		
4.4.13	Household type and property size allowed	In Carer household update wording to include overnight:  <i>A bedroom will be allocated if the carer needs to reside at the property overnight and is not already part of the permanent household</i>	Disability Health Neutral	It is anticipated this change is neutral. Bedroom allocations are afforded to ensure the property size is appropriate for the household and also to make the best use of available housing. This amendment provides greater definition on the conditions for a bedroom allocation in that extra space is required for any carers who are not part of the household but are required to give overnight care to use for sleeping in.
4.4.13	Medical	Update wording to:  <b>Property Size</b> <i>A bedroom will be allocated if recommended and evidenced as part of the medical need</i>  <b>Conditions</b> <i>Subject to an agreed and evidenced medical need where the extra room may be needed to accommodate large essential equipment or there are serious mobility issues.</i>	Disability Health Neutral	It is anticipated this change is neutral. Bedroom allocations are afforded to ensure the property size is appropriate for the household and also to make the best use of available housing. So bedroom allocations can be provided accurately, the amendment provides definition that medical need for an additional room for large essential equipment or where there are serious mobility issues are evidenced.
4.4.11	Band Considerations	Band 1 will only be valid for 8 weeks. This can be extended where the applicant has not placed a bid because no suitable vacancy has arisen during that period. If the applicant does not meet the extension criteria, their priority will be reduced to Band 3 and they will	All characteristics Neutral	This could impact on all characteristics but markedly those more likely to be in temporary accommodations. This could be households with children, young homeless people and those with more complex needs including mental health needs. However, this amendment has been rated as neutral as although it restricts the time band 1 will be available for, this extended oversight

Location in policy	Item	Detail	Believed impact Positive Neutral Negative	Rationale/Mitigation
		be directly offered the next available property suitable to their needs. If they refuse the offer of that property, the Council will view any housing duty as having been discharged.		allows the Council to recognise early where bidding is not taking place and to work to support and encourage those households to bid. It also seeks to make the best use of social housing, to minimise void times and to ensure good availability of temporary accommodation.
4.4.11 (Band 1)	Housing Priority Bands	s193 Duty and in TA/s189 Relief Duty, update wording to:  <i>A homeless applicant who is either owed a s193 Duty and is currently living in temporary accommodation or who is owed a s189b Duty, have been placed in interim accommodation and is not likely to be assessed as intentionally homeless.'</i>	All characteristics Neutral	This amendment seeks to close a loophole in relation to priority banding and intentional homeless with the aim of ensuring the policy aligns intentional homelessness to priority band 3. Those who are intentionally homeless may identify as having any of the protected characteristics and can include those who are homeless as a result of: <ul style="list-style-type: none"> <li>• Accruing rent/mortgage arrears</li> <li>• Anti-social behaviour or perpetrating domestic abuse</li> <li>• Leaving or being sacked from employment that had accommodation with it.</li> <li>• Refusing a reasonable offer of accommodation by the council.</li> </ul> In mitigation, each application will be assessed individually and priority is afforded to those in the most need in order to make the best use of a scarce resource.
4.4.11 (Band 2)	Housing Priority Bands	Threatened with Homelessness and in Priority Need (next 12 weeks update to:  <i>'An applicant in priority need who is either homeless or threatened with homelessness within the next 12 weeks and who is not likely to be assessed as intentionally homeless'.</i>		
4.4.11 (Band 2)	Housing Priority Bands	Disrepair/Unsafe Home/Lacking essential amenities  Add note to definition of this:  <i>Essential amenities means applicants living in homes lacking: : A kitchen (or cooking facilities)*, a bathroom, an inside WC, running water, or electricity.</i>	Age Health Disability Neutral	This may apply more to applicants who are older and those who have a disability or long term health condition, including those with hoarding and self-neglect behaviours. It is expected this is a neutral impact as it provides clarity on a definition of disrepair, unsafe homes and lacking essential amenities. The Councils will enable earlier access to the housing list and it asks that properties are considered eligible for formal action by Housing Standards teams rather than requesting that formal action has taken place. In some cases, work will be undertaken with partner organisations such as adult

Location in policy	Item	Detail	Believed impact Positive Neutral Negative	Rationale/Mitigation
		<i>Disrepair/Unsafe Home A property assessed by the Council's Housing Standards department under the Housing Health and Safety Rating System and considered eligible for formal enforcement through either Improvement , Prohibition, Emergency Prohibition and Hazard Awareness Notices (including Suspended, Improvement and Prohibition Notices)</i>		social care to ensure the most appropriate outcomes are achieved.
4.4.12	Determination of Effective Band Date	Wording to be updated to:  <i>If you are statutory homeless, the effective band date will be the date in which, through our investigations, you were deemed as actually homeless.</i>	All characteristics Positive	Reflects the date on which an applicant was deemed as actually homeless rather than the date a homelessness duty was accepted.
3.2	Qualification Rules	Update the employment requirements to: <ul style="list-style-type: none"> <li>Have a current contract of employment that is effective, within Broadland / South Norfolk. Where it is anticipated employment will last 6 months</li> </ul>	Place/Rurality Neutral	This amendment may mean that those from outside of the district where their current employment contract is less than 6 months will not qualify. In mitigation, contracts under 6 month's duration are not numerous and amending the requirements supports best use of local social housing.
3.2	Qualification Rules	Move-on from supported accommodation <i>If they are residing in a supported housing project and approaching the Councils via a Move-on arrangement, they will have to have resided at the project at least 6 months before submitting an application. If the specialist provider has a move on arrangement with the Council this will provide the local connection</i>	All characteristics Neutral	This amendment is to reflect the process as laid out in the Move-on agreement and provides qualification for those who may have moved from out of the area into supported accommodation which is located in the district providing they have been there for at least 6 months. Adding the words <i>in the district</i> clears up any ambiguity for applicants and supported accommodation providers and removes the possibility that applicants that don't have a connection to the district and are in supported accommodation in another area would apply to join the register under the Move-on agreement. This

Location in policy	Item	Detail	Believed impact Positive Neutral Negative	Rationale/Mitigation
		Update wording to: <i>If they are residing in a supported housing project <b>in the district</b> and approaching the Councils via a Move-on arrangement, they will have to have resided at the project at least 6 months before submitting an application. If the specialist provider has a move on arrangement with the Council this will provide the local connection.</i>		enables the Councils to make the best use of housing stock and ensure homes are available to those with the most need.
3.2	Qualification Rules	Move-on from supported accommodation <i>Are living in accommodation-based support services outside the district to which they were referred by or with the agreement of the Council and they lived in Broadland for 6 months immediately prior to the placement.</i>  Update wording to: <i>Are living in accommodation-based support services outside the district to which they were referred by or with the agreement of the Council and they met the qualification criteria immediately before the placement.</i>	All characteristics Positive	The prior clause restricted qualification criteria under this category to those who had lived in the district immediately before placement. It did not include those who would qualify in another way, for example, through employment. This amendment widens that qualification criteria and is considered a positive impact.
4.4.11 (Band 2)	Housing Priority Bands	Tenant under-occupying by 1 or more  <i>Tenant in social housing, within the Broadland or South Norfolk district under-occupying by 1 or more bedrooms (current property unaffordable)</i>	Place/Rurality Neutral	The amendment clarifies this banding and seeks give priority to existing tenants in the district to ensure they can move from a property that is bigger than needed and unaffordable. This mean that private rented tenants and those from outside the area will not have this priority afforded to them although they may sit elsewhere in the housing priority bands, dependant on individual circumstances. In mitigation, this criteria will

Location in policy	Item	Detail	Believed impact Positive Neutral Negative	Rationale/Mitigation
				help eligible households to prevent a potential build-up of arrears and possible homelessness. It also aims to free up a much in demand larger socially rented property
4.4.11 (Band 3)	Housing Priority Bands	Tenant under-occupying by 1 or more bedrooms update to:  <i>Tenant in social housing, within the Broadland or South Norfolk district under-occupying by 1 or more bedrooms (current property affordable)</i>	Place/Rurality Neutral	As above, however as the property is considered affordable, a lower priority band is given.
4.4.11 (Band 3)	Housing Priority Bands	Two existing socially rented households moving into one property updated to:  <i>Two existing socially rented households moving into one property, where at least one of the properties is in Broadland or South Norfolk Districts</i>	Place/Rurality Neutral	This amendment provides clarification in existing practice that one household must be an existing socially rented tenant in the districts. While this would then exclude socially rented tenants from outside of Broadland or South Norfolk, this ensures best use of local social housing and, where both households are in Broadland or South Norfolk, aims to free up a socially rented property.
3.4	Non-Qualification Rules	Add 3.4 m <i>'They or a member of their household, own residential property or are in the process of purchasing residential property, including a Right to Buy or Right to Acquire and have the financial means to find their own housing solution'</i>	All characteristics Positive	Currently we have non-qualification rules about capital and investments currently held. However, it does not cover applicants who are in the process of purchasing property. Tightening up of the definition around home ownership and access to social housing. A homeowner or potential homeowner with no housing need should not need access to social housing and to ensure that properties go to those in the greatest need, customers with the means to find their own housing solution should be encouraged to do so.
3.4	Non-Qualification Rules	Add 3.4 n <i>They or a member of their household are in arrears or have a debt of more</i>	All characteristics Neutral	This was not included in the policy non-qualification rules and aligns with 3.4 (f) that those with rent or mortgage arrears will not qualify. This could impact, for

Location in policy	Item	Detail	Believed impact Positive Neutral Negative	Rationale/Mitigation
		<i>than £1000 with the council. This can include but is not limited to rent in advance, deposits, loan, Council Tax arrears, and temporary accommodation charges.</i>		example, on those with a low income, those who have arrears due to a health including mental health condition or those experiencing domestic abuse. In order to mitigate this, each application will be assessed individually for exceptional or mitigating circumstances (3.5)
3.4	Non-Qualification Rules	<i>Add 3.4 o Applicants who have deprived themselves of assets, to include property, savings or income will be treated as still possessing the value of the asset and will not qualify where, had the asset not been transferred, they would have had sufficient financial resources. Consideration will be given to the personal circumstances of the applicant and the length of time which has passed. Information and advice will be provided on alternative housing options. When considering this we will also consider benefit regulations with regard to deprivation of capital.</i>	All characteristics Neutral	Tightening up on rules for non-qualification if the applicant has gifted, transferred, or spent assets and worsened their housing situation. Someone who has knowingly done this should not have access to social housing, and these rules follow benefit regulations and those set out for care funding.
4.8	Deliberate or worsening of circumstances	<i>To be added to 3.4 Homeowners who have transferred their property to another family member within the last 5 years from the date they make their application to the register</i>	All characteristics Neutral	
3.4f	Non-Qualification Rules	<i>Update working to add mortgage arrears section: They, or a member of their household is/was responsible for paying rent or a mortgage and they have rent arrears or mortgage arrears and/or court costs greater than 16 weeks if charged weekly or greater than 4 months if charged</i>	All characteristics Neutral	This change in wording closes a loophole in the policy that those with mortgage arrears and applicants and household members with sufficient financial resources including income are able to circumnavigate non-qualification clauses. This provides parity to all applicants. As above, each application will be assessed individually for exceptional and mitigating circumstances under 3.5 and those with sufficient

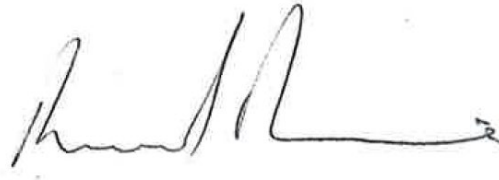


Location in policy	Item	Detail	Believed impact Positive Neutral Negative	Rationale/Mitigation
		<i>monthly and they have not met the criteria for reassessment.</i>		financial resources will be advised on low cost home ownership schemes or supported to access the private rented sector.
3.4 I	Non-Qualification Rules	Update wording to add household: <i>Applicants <b>and their household</b> who are considered to have sufficient financial resources to secure accommodation within the private sector.</i>		
3.4 I	Non-Qualification Rules	Update wording to include income: <i>Sufficient financial resources includes any <b>income</b>, assets or investments even if they are not immediately available to the applicant such as any residential or non-residential property that they own, or part own anywhere in the UK or abroad.</i>		
4.4.11 (Band 2)	Housing Priority Bands	Overcrowded by 2 or more bedrooms (affordability test)  Update to remove affordability test, as this is not required when overcrowded	Age Disability Health Pregnancy and Maternity Low Income Neutral	This amends wording in the policy to reflect practice that affordability will not be assessed by the council at the point at banding when an overcrowding by two or more bedrooms banding is given and may impact, for example, on those on low incomes, those with larger families and households with a family member with a disability. However, at point of successful bidding for a property, affordability will be checked by the registered provider as part of standard checks (??)

**Signed by evaluator:** Victoria Parsons



  
**Signed by responsible head of department:**



17.11.21

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REVIEW DATE : September 2022

## **REVIEW OF USABLE RESERVES**

**Report Author:** Rodney Fincham  
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**Portfolio:** Finance

**Wards Affected:** All

**Purpose of the Report:**

To provide an update on the Council's Usable Reserves position.

**Recommendations:**

Cabinet to:

1. Note the Usable Reserves Position.
2. Rename the 'Bridge Maintenance – Bure Valley Railway' reserve to 'Bure Valley Railway' reserve.
3. Agree that the Assistant Director Regulatory, in consultation with the Portfolio Holder for Environmental Excellence, has the authority to agree additional Environmental projects to be funded from the Environmental Projects Reserve (each project to be no more than £100,000 in value).

## 1 Usable Reserves

1.1 As at the 31 March 2021 the Council had the following usable reserves.

	Purpose	31 Mar 2021 £'000
Earmarked Reserves	As earmarked, although there is the ability for the Council to change these as required.	26,124
General Reserve	Provides a buffer for unexpected events and can be used for any purpose (must maintain a minimum balance).	6,399
Capital Receipts	Can only be used to fund the capital programme.	2,322
Capital Grants	Can only be used to fund specific items in the capital programme.	147
		<b>34,992</b>

1.2 With nearly £35m in reserves, as of 31 March 2021, the Council's starting financial position is very robust.

1.3 However, £6.4m of the earmarked reserves are Covid related, and the Council has a substantial capital programme which will call on a number of these earmarked reserves over the next couple of years.

1.4 Looking ahead the balance on the Council's usable reserves are estimated to be as follows.

	31 Mar 2022 £'000	31 Mar 2023 £'000	31 Mar 2024 £'000	31 Mar 2025 £'000
Earmarked Reserves	14,992	10,594	6,575	5,864
General Reserve	6,382	3,288	2,288	1,288
Capital Receipts	1,238	425	-184	-850
Capital Grants	-	-	-	-
	<b>22,612</b>	<b>14,307</b>	<b>8,678</b>	<b>6,302</b>

*Note: This excludes any potential repayment of money from Broadland Growth.*

1.5 As at 31 March 2025 this still represents a healthy level of reserves.

1.6 A breakdown of the Earmarked Reserves, and the estimated movements, is shown in Appendix A.

1.7 There are however a few issues to note.

### Business Rates Reserve

1.8 At present there is £2.703m in a Business Rates Reserve. To date this has not had to be called upon, and although there are still risks relating to the potential reset of the business rate retention scheme, it would be possible to release some of this reserve.

1.9 The draft 22/23 budget assumes that we continue to benefit from £1.1m of growth, and thus this is the maximum potential annual loss.

1.10 However, given that it is likely that details about any reset of the business rates retention scheme will be included in the provisional finance settlement later in December, it is not proposed to make any changes to this reserve at present.

### Investment in Broadland Growth

- 1.11 At present the 21/22 Capital Programme provides for £7m investment in Broadland Growth, and this is fully provided for by the Broadland Growth Reserve.
- 1.12 Any investment in Broadland Growth, would also be expected to be repaid. This is therefore a revolving fund of investment.
- 1.13 At present there are no approved business cases for the use of the Broadland Growth Reserve. However for planning purposes it has been assumed that this will now be spent £3m 22/23 and £4m 23/24.

### Refuse Vehicles and Depot

- 1.14 The current Refuse Service Reserve is £3m. This was set aside to provide funding for refuse vehicles / depot works.
- 1.15 Subsequently Council on 22 July 21, agreed to increase the expenditure budget to £5.7m (but not the reserve), as this was the maximum potential cost of the refuse vehicles. In actual fact the year 1 cost from the successful bidder is £3.2m.
- 1.16 It is quite likely that some of the extra approved budget of £2.5m (£5.7m-£3.2m) is used for Depot works. However until this has been formally considered, it is suggested that the Refuse Services Reserve is not increased at present.

### Investment in IT

- 1.17 The work to align and install the systems architecture has been fully budgeted and £1.6m of money has been set aside to cover this.
- 1.18 However, we are about to embark on a programme to review and potentially align all software systems, as well as potentially investing in a new CRM system. The IT reserve is therefore expected to be fully used by March 2023.
- 1.19 There is therefore a case to put aside further sums into this reserve. However it is suggested that it would be appropriate to wait until the business cases are firmed before setting aside any further sums.

### Accommodation

- 1.20 At present we have not set aside any funds to support the implementation of the outcome of Accommodation Review.
- 1.21 Depending on the outcome of the review, the current Council offices may need upgrading / additional maintenance works in the next few years.
- 1.22 Alternatively if an alternative location is the preferred option the Council may need to set aside funding or look to borrow to cover any investment. The repayment of the investment being covered potentially by selling the current accommodation, or by the ongoing revenue savings delivered.
- 1.23 However until the outcome of the accommodation review is known, it is not proposed to set aside funds for this.

## Bridge Maintenance – Bure Valley Railway

- 1.24 The Council has a reserve entitled 'Bridge Maintenance – Bure Valley Railway'. In reality the Council's obligations are wider than just maintenance of bridges. For instance the Council has obligations to maintain the fencing.
- 1.25 Recommendation 2 is therefore:  
**To rename the 'Bridge Maintenance – Bure Valley Railway' reserve to 'Bure Valley Railway' reserve.**

## **2 Environmental Projects Reserve**

- 2.1 The BDC Constitution states under the Financial Procedure Rules, section 9 Supplementary estimates:
- 9.5 The assistant director finance will have authority to create a supplementary estimate for any use of earmarked reserves, e.g. the repairs and renewals equalisation funds, **provided it is within Council policy.***
- 2.2 The key phrase here is 'within council policy'. Unless it has been agreed within the **Budget and policy framework** for the Council to incur expenditure on a particular project then the assistant director of finance has no authority to act.
- 2.3 In reality this means that either:
- Within the annual budget approval process, it will have been agreed that a new project will be undertaken and funded from a named earmarked reserve, or
  - A specific report will have been agreed by Cabinet / Council to start a new project, again to be funded from a named earmarked reserve, or
  - A delegation will have been agreed by Cabinet / Council for a specific reserve to be used at the discretion of particular officers / members.
- 2.4 Cabinet on 15th June 21 agreed to create a new Environmental Projects Reserve of £750,000, and Members may now wish to put in place a delegation for the use of this reserve ie:
- The Assistant Director Regulatory, in consultation with the Portfolio Holder for Environmental Excellence, has the authority to agree additional Environmental projects to be funded from the Environmental Projects Reserve (each project to be no more than £100,000 in value).
- 2.5 If an environmental project costing more than £100,000 is identified, this would need to go through due process, as this would not fall within the delegated authority.

## **3 Other options**

- 3.1 Cabinet has the ability to propose changes to the Earmarked Reserves, and / or agree a different delegation.

## **4 Issues and risks**

- 4.1 **Resource Implications** – It is prudent to amend Earmarked Reserves to ensure they correspond with agreed spending plans and Council priorities.
- 4.2 **Legal Implications** – None
- 4.3 **Equality Implications** – None
- 4.4 **Environmental Impact** – There may a positive environmental impact as a result of improving the Refuse Depot and / or the Accommodation.
- 4.5 **Crime and Disorder** – None
- 4.6 **Risks** – There are always a number of unknown variables involved in budget predictions. Where this is the case, officers have made prudent estimates based on the most up to date information available.

## **5 Recommendations**

Cabinet to:

1. Note the Usable Reserves Position.
2. Rename the 'Bridge Maintenance – Bure Valley Railway' reserve to 'Bure Valley Railway' reserve.
3. Agree that the Assistant Director Regulatory, in consultation with the Portfolio Holder for Environmental Excellence, has the authority to agree additional Environmental projects to be funded from the Environmental Projects Reserve (each project to be no more than £100,000 in value).

### **Background papers**

Cabinet Report 9 Feb 21- Revenue Budget and Council Tax 2021/22 Report

## Appendix A: Earmarked Reserves

BDC Reserves	Used to Fund Capital Prog	Balance 31/3/21	21/22 Revenue	21/22 Capital	Balance 31/3/22	22/23 Revenue	22/23 Capital	Balance 31/3/23	23/24 Revenue	23/24 Capital	Balance 31/3/24	24/25 Revenue	24/25 Capital	Balance 31/3/25
Repairs & Renewals - General	Yes	322		-100	222		0	222		0	222		0	222
Repairs & Renewals - Street Lighting	Yes	189	113	-310	-8	96	-35	53	100	-35	117	100	-38	179
Spend Equalisation - General		138			138			138			138			138
Spend Equalisation - Elections		200			200			200	-150		50			50
Spend Equalisation - Local Plan		285	-145		140	-145		-5			-5			-5
Economic Success Fund		283			283			283			283			283
Insurance		59			59			59			59			59
Building Control Trading		14			14			14			14			14
Housing Assistance Policy		260			260			260			260			260
Developer Contributions - Adopted Land		300			300			300			300			300
Developer Contributions - Play Areas	Yes	95			95			95			95			95
Neighbourhood Plans - Front Runner		238			238			238			238			238
Community Infrastructure Levy Reserve – 5% Admin		393			393			393			393			393
Community Infrastructure Levy Reserve – Surcharge for Late Payment		10			10			10			10			10
Business Rates Reserve		2,703			2,703			2,703			2,703			2,703
IT Reserve	Yes	1,605		-1,150	454		-350	104		-104	0			0
Broadland Growth Reserve	Yes	7,147			7,147		-3,000	4,147		-4,000	147			147
Bure Valley Railway	Yes	290	20	-110	200	20	-30	190	20	-30	180	20	-30	170
Marriott's Way Bridge Maintenance	Yes	60		0	60		0	60		0	60		0	60

<b>BDC Reserves</b>	Used to Fund Capital Prog	Balance 31/3/21	21/22 Revenue	21/22 Capital	Balance 31/3/22	22/23 Revenue	22/23 Capital	Balance 31/3/23	23/24 Revenue	23/24 Capital	Balance 31/3/24	24/25 Revenue	24/25 Capital	Balance 31/3/25
Refuse Services	Yes	3,000		-3,000	0	630	0	630	430	0	1,060	430	-943	548
Food Innovation Centre - Capital	Yes	912		-63	849		-849	0			0			0
Food Innovation Centre - Revenue		485			485	-485		0			0			0
Covid 19 Grants		1,233	-1,233		0			0			0			0
Covid 19 s31 Grant		5,155	-5,155		0			0			0			0
Environmental Projects Reserve		750			750	-250		500	-250		250	-250		0
<b>Total Earmarked Reserves</b>		<b>26,124</b>	<b>-6,399</b>	<b>-4,734</b>	<b>14,992</b>	<b>-133</b>	<b>-4,264</b>	<b>10,594</b>	<b>150</b>	<b>-4,169</b>	<b>6,575</b>	<b>300</b>	<b>-1,011</b>	<b>5,864</b>

<b>General Fund Balance</b>	<b>Maybe</b>	<b>6,399</b>	<b>-17</b>	<b>0</b>	<b>6,382</b>	<b>-628</b>	<b>-2,465</b>	<b>3,288</b>	<b>-1,000</b>		<b>2,288</b>	<b>-1,000</b>		<b>1,288</b>
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<b>Capital Receipts</b>	<b>Yes</b>	<b>2,322</b>	<b>20</b>	<b>-1,104</b>	<b>1,238</b>	<b>20</b>	<b>-833</b>	<b>425</b>	<b>20</b>	<b>-629</b>	<b>-184</b>	<b>20</b>	<b>-686</b>	<b>-850</b>
<b>Broadland Growth Repayments</b>													<b>2,000</b>	



## **ENVIRONMENTAL WASTE CONTRACT AND HYDROGENATED VEGETABLE OIL FUEL**

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**Portfolio:** Environmental Excellence

**Wards Affected:** All

### **Purpose of the Report:**

The report outlines the positive environmental impacts that using 100% Hydrogenated Vegetable Oil (HVO) in place of mineral diesel will have upon the delivery of the new Strategic Environmental Services Contract from April 2022, in terms of both the service emissions and costs.

### **Recommendations:**

1. That Cabinet note the positive environmental impacts that result from the Council providing match funding of up to £50,000 per annum to support the use of 100% Hydrogenated Vegetable Oil in the delivery of the Strategic Environmental Services Contract from April 2022.

## **1. Summary**

- 1.1 The report set out the details of the environmental benefits that will be delivered through utilising HVO fuel in the delivery of the new Environmental Services contract from April 2022. The report also identifies the additional benefits that will be achieved through the Council's provision of match funding of up to £50,000 per annum to enable the use of 100% HVO fuel.

## **2. Introduction**

- 2.1 Reducing the environmental impacts of the waste and recycling collections and street cleaning services was a key strategic outcome of re-tendering process for the new Strategic Environmental Services Contract. The Council actively discussed with all the bidders the various options available to reduce the environmental impacts of the service, with bidders being required within their bid documents to demonstrate how they would work with the council to improve and reduce the environmental impacts of the service.
- 2.2 With a refuse collection vehicle (RCV) typically achieving around four miles to the gallon, the waste service represents one of the Council's largest activities in terms of the production of CO<sub>2</sub>, a major contributor to greenhouse gas emissions.
- 2.3 The potential to introduce electric Refuse Collection Vehicles (RVC's) from day one of the contract was explored, but all the bidders indicated that the technology was not yet viable to provide the operational certainty required. In fact, in October 2020 Veolia trialled a 26T Dennis eCollect electric RCV, but unfortunately this trial clearly demonstrated that the vehicle was not capable of completing a full round due to the mixed urban/rural nature of the district. Currently electric RCVs are also in excess of £400,000, more than twice the cost of diesel RVCs.
- 2.4 When it became clear that it would not be possible to introduce electric RCVs from the commencement of the contract, the Council, looked at other ways of reducing the amount of CO<sub>2</sub> that would be produced. At the final tender stage, the Council introduced an annual match funding pot of up to £50,000 to encourage bidders to utilise 100% HVO fuel, in their final submissions all bidders proposed to use 100% HVO fuel. The following sections of the report set out the benefits that will be achieved through the provision of the matched funding.

## **3. Background**

### **What is HVO?**

- 3.1 Hydrogenated Vegetable Oil (HVO) is an advanced synthetic paraffinic diesel biofuel that can be blended with standard diesel in any ratio. It can be used as a drop-in fuel in standard, Euro VI diesel engines with no impact on vehicle's performance or maintenance. The use of HVO can be a useful bridge between standard mineral diesel and electric fleets.
- 3.2 HVO fuel is part of the paraffinic family of fuels. Paraffinic diesel is a high-quality and clean liquid fuel with zero sulphur or aromatic content. It's synthetically made through the hydrotreatment process from waste vegetable oils or waste animal fats which allows it to significantly reduce harmful emissions when used in diesel

vehicles and machinery. It can be procured pre-mixed in any ratio and stored in a standard fuel bunker/tank.

- 3.3 Ease of use is a primary concern when considering a new fuel, there is no need to modify existing infrastructure, you can simply top up and go, thanks to a wide range of Original Equipment Manufacturer (OEM) approvals. HVO is a 100% hydrocarbon (0% oxygen) and meets EN15940 standard for paraffinic fuels, ASTM D975 19B and Fuel Quality Directive 2009/30/EC Annex II, allowing it to be used and handled as a drop-in alternative to fossil diesel in most cases.
- 3.4 With a paraffinic petrochemical structure, HVO is almost identical to fossil diesel and can, therefore, be used and handled as a drop-in alternative to fossil diesel without needing to amend infrastructure or clean out existing stock. However, while similar to regular diesel in terms of energy content, density, viscosity and flash point, HVO fuel presents many benefits over fossil fuel.

#### **What is the cost?**

- 3.5 HVO is typically 13 -15% more expensive than conventional mineral diesel to purchase, current prices for mineral diesel are circa £117.5 per litre compared to £132.5 per litre for HVO fuel. Currently to deliver the contract approximately 320,000 litres of fuel are used per year.
- 3.6 In the original bid submission for the new waste contract Veolia proposed to use a baseline fuel mix with 50% diesel and 50% HVO which they provided for within their initial bid price. During the contract tender negotiation stage Cabinet approved the inclusion of match funding of up to £50,000 per annum to 'top-up' the 50% diesel element from baseline fuel mix to meet the difference in price between diesel and HVO. This approach resulted in all the bidders proposing the use of 100% HVO fuel to deliver the contract,
- 3.7 In the first year of the contract moving to using 100% HVO fuel would cost circa an additional £46,800, with the Council meeting £11,700 of the additional costs out of the £50,000 match funding. These costs are likely to increase in future years as the price of HVO increases and when the food waste collection service is rolled out across the whole of the district.

#### **What are the environmental benefits?**

- 3.8 With zero fossil and FAME (Fatty acid methyl ester) content, HVO has significant green credentials, and can reduce greenhouse gas emissions by up to 90%. It also hugely reduces Nitrous Oxides and particulate matter emissions.
- 3.9 Veolia's initial proposed the use of 50% diesel and 50% HVO which would have delivered a reduction of 5,240 tonnes of CO<sub>2</sub>eq over the ten-year contract compared to the current operation. With the Authority financially 'topping-up' the 50% diesel element to allow for 100% HVO to be used, this saves approximately a further 5,250 tonnes CO<sub>2</sub>eq more over the ten-year contract term than using just 50% HVO.

## Carbon Reduction in Broadland

- 3.10 The following table outlines net carbon reduction of HVO compared with mineral diesel based on the expected fuel usage during the Contract, and relevant fuel efficiency (miles per gallon) of the vehicles that will be used. The Council's match funding the use of 100% HVO fuel will result in a reduction in 5,250 tonnes equivalent of CO<sub>2</sub> over the ten years of the contract.

Carbon Fleet Emissions (tonnes CO <sub>2</sub> eq.)											
Year	2022 - 2023	2023 - 2024	2024 - 2025	2025 - 2026	2026 - 2027	2027 - 2028	2028 - 2029	2029 - 2030	2030 - 2031	2031 - 2032	Total Tonnes CO <sub>2</sub> eq
Contract Year	1	2	3	4	5	6	7	8	9	10	Whole Contract Term
100% Diesel	1,066	1,066	1,066	1,066	1,066	1,066	1,066	1,066	1,066	1,066	10,660
50:50 HVO Blend	542	542	542	542	542	542	542	542	542	542	5,420
100% HVO	17	17	17	17	17	17	17	17	17	17	170
Additional CO <sub>2</sub> eq saved with 100% HVO	525	525	525	525	525	525	525	525	525	525	5,250

## Impact on Air Quality

- 3.11 A case study carried out by DAF and Hackney Partner Authorities also found that HVO had the following benefits on Carbon Monoxide, Nitrous Oxides and Particulate Matter when compared with diesel in a Euro VI. These are factors on air quality:

Reductions compared with diesel	Carbon Monoxide	Nitrous Oxides	Particulate Matter
Emissions Reduction 100% HVO	17.65%	69.75%	33.33%
Emissions Reduction 50% HVO	8.83%	34.88%	16.67%

## 4. Other Options

- 4.1 The Council could have taken the decision to introduce 100% electric vehicles from the commencement of the contract. Prior to the commencement of the Tender process the Council commissioned Groundforce Norfolk (2020) to undertake a Greenhouse Gas Audit of the waste service, the report highlighted a range of options that could be considered to reduce the CO<sub>2</sub>, concluding that the

use of electric RCVs would offer the greatest benefits, but that the technology was not currently available or financially viable.

- 4.2 The specification was also changed at the negotiation stage to allow bidders to come forward with a mixed aged fleet option, as long as all vehicles were Euro VI compliant and less than ten years old, meaning that some vehicles could be replaced during the life of the contract when electric RCVs became both cheaper and more operationally reliable.
- 4.3 In the case of the case of Veolia, they are proposing to utilise five existing Euro VI RVCs out of a total of 24 RCVs, which will be replaced in April 2025 with electric RCVs or other technology such as hydrogen cell fuelled vehicles. They will also be exploring the options for retrofitting electric motors and batteries to the existing diesel RVCs as and when the technology becomes viable.

## 5. Issues and risks

- 5.1 **Resource Implications** – The Council have agreed to provide up to £50,000 matched funding per year, which will form part of the contract price based on an open book approach where Veolia will reclaim the additional costs based on the actual amount of HVO used to deliver the contract in a given year. For year one of the contract, the costs to the Council of funding the use of 100% HVO fuel will be in the order of £11,700 at today's prices and fuel usage. Note, that there is no index that tracks the price of HVO fuel.
- 5.2 The price and amount of HVO fuel being used will inevitably increase over the ten years of the contract, if the annual increase in the price of HVO reaches a level where the £50,000 match-fund is insufficient to meet the additional costs, then the fuel blend will decrease incrementally from 100% to the amount that can be afforded within the £50,000 match fund. If the Council wished to continue to support the use of 100% HVO fuel this could be discussed and negotiated as part of the Annual Efficiency Review
- 5.3 **Legal Implications** – The requirement to use of HVO fuel and the match funding to be provided by the Council forms part of the formal contract with Veolia
- 5.4 **Equality Implications** – There are no direct implications.
- 5.4 **Environmental Impact** – The tables within the report clearly demonstrate the considerable environmental benefits that will be achieved in terms of CO2 emissions reductions through the use of 100% HVO fuel.
- 5.5 **Crime and Disorder** – There are no direct impacts upon crime and disorder.
- 5.6 **Risks** – There are currently only three suppliers of HVO fuel in the UK, supply and costs can therefore fluctuate. The strong commercial standing of Veolia means that they are able to enter into bulk purchase contracts for the supply of HVO fuel and have confirmed that they will be able to ensure the 100% use of HVO

throughout the contract, subject to £50,000 match funding meeting the additional costs.

## **7. Conclusion**

- 7.1 The Council's decision to provide annual matched funding of up to £50,000 to enable the use of 100% HVO will result in a reduction of some 10,490 tonnes CO<sub>2</sub>eq over the ten years of the contract. In addition, the use of HVO fuel which facilitates the use of a mixed age fleet will enable a move to electric or alternative fuelled RCVs as they became both cheaper and more operationally reliable.

## **8 Recommendations**

- 8.1 That Cabinet note the positive environmental impacts that result from the Council providing match funding of up to £50,000 per annum to support the use of 100% Hydrogenated Vegetable Oil in the delivery of the Strategic Environmental Services Contract from April 2022.

## **Background papers**

None

## **REVIEW OF ENVIRONMENTAL ENFORCEMENT PENALTIES**

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**Portfolio:** Environmental Excellence

**Wards Affected:** All

**Purpose of the Report:**

To determine the amounts of fixed penalty notice charges for specified environmental and anti-social behaviour offences (full charge levels and early payment reduced charge levels).

**Recommendations:**

1. Cabinet to agree the setting of fixed penalty notice charge levels for specified environmental and anti-social behaviour offences as proposed in Appendix 1.
2. Cabinet to agree that the proceeds of paid fixed penalty notice charges be reinvested in the respective service area's revenue expenditure budgets to support further service delivery.

**1. Summary**

- 1.1 The council as a regulatory authority has arrangements in place for enforcement by way of serving fixed penalty notices (FPNs) to deal with specific offences stipulated in current legislation. This report addresses offences of an

environmental and/or anti-social behaviour nature which are enforced primarily by the council's Regulatory services and Community Protection team.

- 1.2 This report proposes decisions to review and update the amounts of FPN charges for specified environmental and anti-social behaviour offences, both the full amount of charges and (where permissible in law) early payment reduced charges which are conducive to good enforcement outcomes.
- 1.3 The types of FPN charge covered by this report, and the current and proposed penalty charge levels, are set out in Appendix 1 with reference to the prevailing legal provisions. In most cases, the council has discretion to offer a reduction in the amount charged if early payment is made within a set numbers of days that vary accordingly between areas of legislation. In some cases, individual legislation has provided a default level of FPN charge which, if locally acceptable, renders it unnecessary for a local authority to make new penalty charge-setting decisions each time new or updated legislation commences.

## **2. Background**

- 2.1 Dog fouling, littering, fly-tipping and associated environmental and anti-social behaviour offences victimise our residents, blight communities and impose avoidable costs on the public purse. They also undermine the actions of legitimate residents and businesses, where unscrupulous and irresponsible operators avoid paying legitimate waste disposal costs and so undercut those that operate within the law.
- 2.2 FPN enforcement is provided in a range of legislation. UK government (through Defra) recognises that increasing the level of fixed penalties may create the public perception that fixed penalties could be used to generate income for councils. Some primary legislation, such as Part 2 of the Environmental Protection Act 1990 (Waste on Land), provides that the income received by local authorities from FPNs can only be used in relation to the same matters that are subject to the enforcement controls.

### Key legislative and policy provisions

- 2.3 The Anti-social Behaviour, Crime and Policing Act 2014 introduced both Public Space Protection Orders (such as the council's one which covers dog fouling) and Community Protection Notice, and the power to enforce these by way of FPNs. Community Protection Notices (CPNs) are aimed to prevent an individual's or business's unreasonable behaviour that is having a negative impact on the local community's quality of life. The CPN will require the behaviour to stop and may include reasonable conditions or positive requirements to ensure they are not repeated in the future. To date they have been used by the council for neighbour problems and for failing to store and dispose of wastes correctly.
- 2.4 The Deregulation Act 2015 contained decriminalisation provisions and introduced a three-stage process for enforcing household waste offences under Section 46A of the Environmental Protection Act 1990. This revised process involves a written warning, followed where necessary by a notice of intent, before (if an offender still



persists) a final notice can be issued containing a fixed penalty charge. The penalty for an offence relating to domestic waste receptacles is now a maximum amount of £80. Offences involving household waste receptacles can cause amenity issues, obstruction to pedestrians or traffic, or they render originators of wastes more likely to commit offences such as fly-tipping. Defra in policy guidance to local authorities advocates particular care to avoid excessive use of FPNs in relation to household waste receptacles.

- 2.5 On 1<sup>st</sup> April 2018 the Environmental Offences (Fixed Penalties) (England) Regulations 2017 came into effect. This change in legislation gave local authorities the ability to raise FPNs from the current levels to a new maximum (which varies depending on the offence), with a reduction for early payment. This is subject to the discretion of the local authority. Prior to the 2017 Regulations, the levels for fixed penalties for commercial waste receptacles, flyposting and graffiti had not changed since 2006 and were out of line with inflation and practice in other parts of the UK.
- 2.6 The 2017 Regulations also revised FPN levels for community protection notices under the Anti-social Behaviour, Crime and Policing Act 2014 and the revised FPN levels for domestic waste offences as amended by the Deregulation Act 2015.
- 2.7 FPNs are not appropriate for repeat offenders or those responsible for large-scale environmental offences, for offences involving hazardous waste, or for dealing with people who are determinedly non-compliant or do not wish to be issued an FPN. These types of offences and offenders will continue to be subject to enforcement going directly to prosecution.

#### Fixed penalty notice enforcement and charge levels

- 2.8 Enforcement is founded on community awareness-raising and education to prevent unknowing or neglectful offending. To further discourage and minimise offending, efficient and effective FPN enforcement can be offered. FPN enforcement avoids unnecessarily lengthy, costly and criminalising prosecutions in the magistrate's court. Decisions to issue fixed penalties are delegated to experienced enforcement officers with appropriate training and direction to ensure fairness and consistency.
- 2.9 The council's present FPN charge levels and arrangements date from various times. The review completed and updating as proposed will helpfully reflect practical enforcement experience, changes in legislation, and public concern about local offending such as fly tipping and anti-social neighbours. This is also a good opportunity to take account of a Defra review of fixed penalty enforcement in 2017. (Background document: Defra review 2017)
- 2.10 The purpose of fixed penalty notice enforcement is to secure efficient, timely and decriminalised ways of addressing and dealing with offenders with the right balance of offender correction and broader deterrent effect. The formal alternative to fixed penalty enforcement is normally to prosecute in the Magistrates Court. Prosecution inevitably involves more resource-intensive and costly prosecution file building, and delays in the legal process. Prosecution can also offer less swift and

direct reassurance to local communities having witnessed the offending when compared to rapid issuing of fixed penalties. There is no formal appeal against a fixed penalty notice, instead a person served with a fixed penalty notice may elect not to pay and the local authority will then take a decision whether to prosecute for the offence.

- 2.11 In many but not all instances, the council has some discretion in setting fixed penalty charges between a legislated or legal process determined minimum and maximum range. In some cases, a default level of fixed penalty charge is provided so that local authorities can institute fixed penalty notice enforcement without a requirement for formal decision-making as to the level of charge. A reduced charge can be made for early payment of a fixed penalty where the relevant legislation permits this.
- 2.12 If a fixed penalty charge is set too low, it may fail to have the desired deterrent effect. If it is set too high, compared to the likely fine that a magistrate's court would impose in the event of prosecution, then a person served with a fixed penalty is less likely to pay a fixed penalty and more likely to leave the council to institute a more costly and cumbersome prosecution.
- 2.13 The council's existing FPN charge level(s) for specified offences are listed in Appendix 1.

### **3. Current position/findings**

- 3.1 A review has been completed of the different types of FPN charge for environmental and anti-social behaviour offences that the council is likely to consider using in local enforcement. The council's existing levels of FPN charges have been reviewed against the legal minimum, default, and maximum level that can be imposed as provided in each area of legislation and judicial practice. Similarly, the council's existing levels of early payment reduction in fixed penalty charges have been reviewed. These are listed in Appendix 1.
- 3.2 Key FPN enforcement policy considerations have been considered by the portfolio holder for Environmental Excellence and the Environmental Excellence Policy Development Panel to assist the consideration of suggested approaches relating to areas of fixed penalty notice enforcement. The general view favoured robust enforcement for environmental and anti-social behaviour offences. Specific policy matters, such as the circumstances when a FPN will or will not be offered, and minimum ages for recipients of FPNs, will be brought forward in a subsequent report about the council's regulatory enforcement policy.
- 3.3 Whilst the Environmental Excellence Policy Development Panel considered whether the maximum legally permissible levels of FPN charges should be preferred, its general view favoured the proposals contained in Appendix 1. Where any proposed FPN charge differs from the existing level, this is indicated in bold text.
- 3.4 The council's professional and enforcement officer experiences have been taken into account to inform members, based on local experience, of what may be the

most helpful approach and advice when members consider the review of environmental and anti-social behaviour FPN charges. These practitioner experiences were reflected in the proposals considered by the policy panel.

#### **4. Proposed action**

- 4.1 Broadland and South Norfolk district bear witness to similar profiles of environmental and anti-social behaviour offending, and the respective policy views on enforcement are similar. In view of these factors, the two councils' collaboration and shared single service delivery structure across the two districts, the proposals as presented offer a common set of fixed penalty charges. This reflects the broadly similar circumstances of offending in each district, the services' dealings with offenders and their impacts, and the desired corrective and deterrent effects.
- 4.2 The review has provided for reaffirmation and changes in FPN charges as proposed in Appendix 1 to reflect:
- a) Updating the council's decisions about setting levels for these fixed penalty charges to support robust engagement and enforcement with offenders.
  - b) Setting updated fixed penalty full charges at no less than existing levels (which are in some cases the legal default), or at increased levels.
  - c) Setting reduced penalty charges for early payment (where permitted by law) to maximise the decriminalised resolution of offending behaviours. Early payment reductions proposed for offences primarily committed by residents are typically in the order of 40% (less for fly-tipping which is costly to clear up). Early payment reductions proposed for offences primarily committed in the course of a trade or business are typically in the order of 20%. A pragmatic view of practical experience, informed by existing charge levels, has been taken in reaching the specific proposals in each case.
  - d) Pragmatic alignment between Broadland District Council and South Norfolk Council on the agreement of updated fixed penalty charges given the common positions in both districts and the single service structure for enforcement delivery, assuming that both councils agree the same charge levels.
- 4.3 There has been an increase in environmental and anti-social behaviour fixed penalty enforcement of late and officers expect to make good use of FPN enforcement powers in the future. In line with Defra guidance, it is proposed that the proceeds of paid FPN charges are reinvested in the respective service area's revenue expenditure budgets to support further service delivery.

#### **5. Other options**

- 5.1 Members could choose to make no change to existing full and early payment FPN charge levels or could choose to set revised penalty charges at different levels to those proposed in this report.

## **6. Issues and risks**

- 6.1 **Resource Implications** – The proposals take forward existing areas of FPN enforcement at no change in cost to the council and with no significant budget implications. The reinvestment of paid penalty charges, which are not expected to total significant amounts, into service budgets would help to support future investigation/enforcement.
- 6.2 **Legal Implications** – Given the nature of the proposals, routine legal advice has been obtained and is reflected in this report. Were any different penalty charge levels to those proposed in Appendix 1 to be agreed, then it should be noted that lower charges may fail to deter offending (and ultimately could require greater resources to investigate and enforce), whilst higher charges may encourage more offenders to decide not to pay fixed penalties and instead require prosecution at greater cost. Otherwise, the review and updating of FPN charges within permissible ranges and as proposed carries no significant legal implications.
- 6.3 **Equality Implications** – Environmental and anti-social behaviour offending and enforcement by way of FPN charges does not impact differently on individuals/groups on grounds of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion/belief, sex or sexual orientation. No equality implications have been identified. It should be noted, however, that offenders on low incomes may have difficulty cooperating with fixed penalty enforcement if unable to pay, and this will be considered in a subsequent report on regulatory enforcement policy. The present proposals simply address the levels at which fixed penalty charges are set.
- 6.4 **Environmental Impact** – Enforcement by way of FPNs at the levels proposed in this report has a positive environmental impact as it provides for dealing efficiently and successfully with offenders and deterring offending.
- 6.5 **Crime and Disorder** – Enforcement by way of FPNs at the levels proposed in this report has a positive impact on crime and disorder, both in dealing efficiently and successfully with offenders and deterring offending, and in offering reassurance to local communities impacted by offending.
- 6.6 **Risks** – Local setting of FPN levels as proposed in this report will, as described, benefit communities in Broadland and South Norfolk although the fixed penalty levels will, in places, differ from other councils in Norfolk. Setting the right charge levels locally is proposed as being more beneficial than seeking consistency of charges with other local authorities, each of which will have set individual charges for their own reasons. It would require a substantial piece of work to map all prevailing penalty charges across Norfolk and, ultimately, the outcome would be unlikely to assist local decision-making greatly. Occasionally, an unwritten consistency on individual FPNs may have been discussed at officer level between councils in Norfolk however no relevant formal decisions have been taken between councils.

## **7. Conclusion**

- 7.1 The proposed FPN charge levels for environmental and anti-social behaviour offending as presented in this report offer a sound review and updating, in the interests of desirable enforcement outcomes and the drive to prevent and minimise offending.
- 7.2 If agreement is reached on a common set of FPN charge levels between Broadland District Council and South Norfolk Council, this will suitably reflect the broadly similar circumstances of offending in each district, the services' dealings with offenders and their impacts, and the desired corrective and deterrent effects.

## **8. Recommendations**

- 8.1 The recommendations are:
  - 1. Cabinet to agree the setting of fixed penalty notice charge levels for specified environmental and anti-social behaviour offences as proposed in Appendix 1.
  - 2. Cabinet to agree that the proceeds of paid fixed penalty notice charges be reinvested in the respective service area's revenue expenditure budgets to support further service delivery.

## **Background papers**

Defra [Policy paper: Guidance for local authorities on household waste duty of care fixed penalty notices](#), updated 11<sup>th</sup> December 2018.

The Anti-social Behaviour, Crime and Policing Act 2014.

The Deregulation Act 2015.

The Environmental Offences (Fixed Penalties) (England) Regulations 2017.

# Appendix 1

## Existing and proposed fixed penalty charges for environmental / anti-social behaviour offences (*Broadland District Council*)

Offence	Legislation	Existing FULL penalty amount	Proposed FULL penalty amount	Existing REDUCED early payment penalty amount if paid within 10 working days	Proposed REDUCED early payment penalty amount if paid within 10 working days	Maximum / minimum / permitted and default (if any) penalty	Maximum penalty on conviction (if a fixed penalty charge has not been offered, or goes unpaid)
Littering *	Environmental Protection Act 1990 Sections 87-88	£80	<b>£100</b> <i>an increase of £20</i>	£60	£60 <i>no change</i>	Maximum: £150 Minimum: £50 Default: £100	£2,500 Level 4
Graffiti *	Anti-social Behaviour Act 2003 Section 43	The primary enforcement provision has changed	<b>£100</b>	The primary enforcement provision has changed	<b>£60</b>	Statutory Range £50-150 Minimum: £50 Default: £100	£2,500 Level 4
Flyposting *	<i>(Previously Town &amp; Country Planning Act 1990 Section 224)</i>  Anti-social Behaviour Act 2003 Section 43	<i>(£80)</i>  The primary enforcement provision has changed	<b>£100</b>	<i>(£60)</i>  The primary enforcement provision has changed	<b>£60</b>	<i>(£100)</i>  Statutory Range £50-150 Minimum: £50 Default: £100	  £2,500 Level 4
Unauthorised distribution of free literature on designated land	Environmental Protection Act 1990 Section 88	Requires confirmed charge setting now	<b>£100</b>	Requires confirmed charge setting now	<b>£60</b>	Statutory range £50 to £150 Minimum: £50 Default: £100	£2,500 Level 4
Alarm Noise: failure to nominate key holder or to notify local authority of keyholder details	Clean Neighbourhoods and Environment Act 2005 Section 73	Requires confirmed charge setting now	<b>£75</b>	Requires confirmed charge setting now	<b>£50</b>	Statutory range £50 to £80 Minimum: £50 Default: £75	

Offence	Legislation	Existing FULL penalty amount	Proposed FULL penalty amount	Existing REDUCED early payment penalty amount if paid within 10 working days	Proposed REDUCED early payment penalty amount if paid within 10 working days	Maximum / minimum / permitted and default (if any) penalty	Maximum penalty on conviction (if a fixed penalty charge has not been offered, or goes unpaid)
Abandoning a vehicle	<i>(Previously Refuse Disposal (Amenity) Act 1978 Sections 2 and 2A)</i>  Clean Neighbourhoods and Environment Act 2005 Section 10	Requires confirmed charge setting now	<b>£200</b>	Requires confirmed charge setting now	<b>£150</b>	Statutory range £200 Minimum: £120 Default: £200	£2,500 Level 4 and/or 3 months imprisonment
Fly-tipping	Environmental Protection Act 1990 Section 33(1)(a)	£300	£300 <i>no change</i>	£230	£230 <i>no change</i>	Statutory range £150 - £400 Minimum: £120 Default: £200	£50,000 and/or 5 years imprisonment
Household waste duty of care	Environmental Protection Act 1990 Section 34(2A)	£200	£200 <i>no change</i>	£150	£150 <i>no change</i>	Statutory range £150 - £400 Minimum: £120 Default: £200	£5,000 at Magistrates' Court or unlimited fine at Crown Court
Failure to produce waste transfer note	Environmental Protection Act 1990 Section 34A	£300	£300 <i>no change</i>	£180	<b>£230</b> <b><i>an increase of £50</i></b>	Statutory range £300 Minimum: £180 Default: £300	£5,000 at Magistrates' Court or unlimited fine at Crown Court
Failure to produce documentation (waste carriers' licence)	Environmental Protection Act Section 34A	Requires confirmed charge setting now	<b>£300</b>	Requires confirmed charge setting now	<b>£230</b>	Statutory range £300 Minimum: £180 Default: £300	£5,000 Level 5 or on indictment an unlimited fine
Domestic, Industrial and commercial waste receptacle offences	Environmental Protection Act 1990 Sections 34, 36 or 47(2A)	Requires confirmed charge setting now	<b>£80</b>	Requires confirmed charge setting now	<b>£60</b>	Domestic: maximum £80 <u>Non-domestic:</u> Statutory range £75 - £110 Minimum: £60 Default: £100	£1,000 Level 3

Offence	Legislation	Existing FULL penalty amount	Proposed FULL penalty amount	Existing REDUCED early payment penalty amount if paid within 10 working days	Proposed REDUCED early payment penalty amount if paid within 10 working days	Maximum / minimum / permitted and default (if any) penalty	Maximum penalty on conviction (if a fixed penalty charge has not been offered, or goes unpaid)
Noise exceeding permitted level – domestic premises	Noise Act 1996 Section 8a(2)(a) & (b) As amended by the Clean Neighbourhoods & Environment Act 2005 And the Anti-social Behaviour Act 2003	Not set previously	<b>£100</b>	Not set previously	<b>£60</b>	Statutory range £75 - £110 Minimum: £60 Default: £100	£1,000 Level 3
Noise exceeding permitted level – licensed premises	Noise Act 1996 Section 8A(2A) As amended by the Clean Neighbourhoods & Environment Act 2005 And the Anti-social Behaviour Act 2003	Requires confirmed charge setting now	<b>£500</b>	No discount allowed	No discount allowed	Statutory range £500 No discount allowed Default: £500	£5,000 Level 5
Breach of Public Space Protection Order (includes dog fouling)	Anti-social Behaviour, Crime & Policing Act 2014 Section 68	£100	£100 <i>no change</i>	No reduction for early payment previously offered	<b>£60</b>	Statutory range up to £100 No statutory minimum	Up to Level 3 fine, (or Level 2 for breach of alcohol prohibition)
Repairing a vehicle on the road	Clean Neighbourhoods & Environment Act 2005 Section 4	£100	£100 <i>no change</i>	£60	<b>£80</b>		£2,500 Level 4
Exposing vehicles for sale on a road	Clean Neighbourhoods & Environment Act 2005 Section 3	£100	£100 <i>no change</i>	£60	<b>£80</b> <i>an increase of £20</i>		£2,500 Level 4
Breach of Community Protection Notice	Anti-social Behaviour, Crime & Policing Act 2014 Section 52	£100	£100 <i>no change</i>	No reduction for early payment previously offered	<b>£60</b>	Statutory range up to £100 No statutory minimum	Up to Level 4 fine, plus, costs of remedial work & forfeiture or seizure of items
Failure to comply with Litter Clearance Notice	Environmental Protection Act 1990 Sect 92 (A/C), 94	Requires confirmed charge setting now	<b>£100</b>	Requires confirmed charge setting now	<b>£80</b>		£2,500 Level 4

\* A Community Protection Notice may be issued as an alternative method of enforcement where offences in the first column are marked with an asterisk.



## **STREET NAMING AND NUMBERING POLICY AND INTRODUCTION OF CHARGES**

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**Portfolio:** Planning

**Wards Affected:** All

**Purpose of the Report:**

To update the policy for street naming and numbering in Broadland and to introduce charges for the service

**Recommendations:**

1. That Cabinet recommends to Council the introduction of charges from 1 April 2022 as set out in Appendix 1; and
2. That Cabinet recommends to Council the adoption of the Street Naming and Numbering Policy as set out in Appendix 3 with effect from 1 April 2022.

## **1. Summary**

- 1.1 To introduce charges for the street naming and numbering functions and to update the street naming and numbering policy

## **2. Background**

- 2.1 The Street Naming and Numbering Service maintains the Local Land and Property Gazetteer which is the only definitive source of property address data in England. Under national agreements, all addresses are created and maintained by Local Authorities in accordance with agreed standards (BS7666) and are uploaded on a daily basis to a national hub. Information is shared with a wide range of internal and external service providers and data sets are continually updated to ensure accuracy and matching.
- 2.2 Councils are the only body with the authority to create and amend addresses (other than providing post codes the Royal Mail has no role in relation to addressing properties). As part of the street naming process, the Council does encourage developers to work with Parish Councils in agreeing new street names. Information from the Gazetteer is used for services such as the Electoral Roll, Council Tax and Business Rates, Waste Collection, emergency services, Ordnance Survey and the Royal Mail.

## **3. Current position**

- 3.1 The service currently employs one full time post which is responsible for the street naming and number function together with maintaining the gazetteer. To date the Council has not charged for any part of this service other than the provision of street nameplates for new streets, however this is usually undertaken by the developer themselves.
- 3.2 The streets naming and numbering function involves the following activities:
  - Naming of streets on new developments
  - Allocation of property numbers on new developments
  - Naming and numbering of commercial developments
  - Re numbering of schemes following amendments to layouts
  - Re naming or re numbering of existing properties
  - Re naming of existing roads
  - Confirmation of official addresses.
- 3.3 The above activities involve liaising with Parish Councils and Royal Mail and notification of the outcome to a range of organisations including the emergency services.
- 3.4 Over the last 12 months, the Council has received 170 applications for the naming and numbering of properties and new road with requests ranging from single properties to large housing developments. There are a number of significant residential developments which have recently been granted planning permission and where development has now commenced. As such, it is likely that the

demand for the service is likely to increase and it is therefore reasonable for the Authority to seek to recover the costs of providing this service. Appendix 1 shows the nature and number of applications the Council receives on an annual basis for the numbering of properties and naming of streets. The table also includes the charges which are proposed, which has been based on an analysis of the time taken to undertake these functions, together with the predicted income based on the annual number of applications.

- 3.5 Attached at Appendix 2 is an analysis of the charges which are levied by the neighbouring Authorities and comparable Authorities. There is a wide variety in the charging schedules, but to allow for comparison, each Authority's charges has been shown relative to Broadland District Council's proposed charges. The suggested fees are based on a 'not for profit' fee which relates the level of fee to the work required to provide the service.
- 3.6 If it is agreed to introduce charges for the street naming and numbering service, it will be necessary to update the street naming and numbering policy to set out the circumstances where charges will apply and the scale of those charges. It is therefore proposed to take the opportunity to update the policy, to include further details relating to the information required with applications, encouraging discussion with Town and Parish Councils and the approach taken to naming and numbering conventions
- 3.7 A copy of the amended street naming and numbering policy is attached at Appendix 3

#### **4. Proposed action**

- 4.1 It is proposed to introduce the charges set out in Appendix 1 from April 2022 and to implement the updated policy from that date.

#### **5. Other options**

- 5.1 The Council could continue to provide the street naming and numbering service for free. This would not help to reduce the operating costs of this service which are likely to rise in future due to increased demand.
- 5.2 With regard to the revisions to the street naming and numbering policy, the Council could continue with the current policy.

#### **6. Issues and risks**

- 6.1 Charging for the street naming and numbering service has become common practice as indicated by the comparison details shown in Appendix 2. The major housebuilders will be used to charges for this service through their contact with other charging Authorities.
- 6.2 There is a minor risk that small scale developers and individual householders will not notify the Authority, particularly in relation to changing the name of a property,

however, it is likely that the householder would soon encounter difficulties with deliveries, credit checks etc. In addition, where it is identified that a property has not formally changed its name, this is enforceable under the provisions of the Town Improvement Clauses Act 1847.

- 6.3 The proposed updates to the policy clarify the street naming and numbering process and will reduce uncertainty should the Council need to enforce addressing issues in the future.
- 6.4 **Resource Implications** – The proposals have the potential to generate an income. Additional resources will not be required.
- 6.5 **Legal Implications** – There are no legal implications
- 6.6 **Equality Implications** – There are no equality implications
- 6.7 **Environmental Impact** – There are no environmental impact implications
- 6.8 **Crime and Disorder** – There are no crime and disorder implications
- 6.9 **Risks** – There no other risks associated with these proposals.

## **7. Conclusion**

- 7.1 The introduction of charges will generate an income which will help to cover the cost of this service and the updated policy will add further clarity to the process

## **8. Recommendations**

- 8.1 That Cabinet recommends to Council the introduction of charges from 1 April 2022 as set out in Appendix 1; and
- 8.2 That Cabinet recommends to Council the adoption of the Street Naming and Numbering Policy as set out in Appendix 3 with effect from 1 April 2022.

	No received in 12 months	BDC Proposed charges	Potential BDC income
<b>New Developments</b>			
1 plot	36	£126.00	£4,536
2-5 plots	15	£252.00	£3,780
6-10 plots	7	£379.00	£2,653
11-20 plots	1	£631.00	£631
21-50 plots	1	£1,262.00	£1,262
51-100 plots	0	£1,893.00	£0
101+ plots	8	£1,893.00	£15,144
<b>Naming New Street</b>		No charge	
<b>Property Name change / add alias</b>	102	£63	£6,426
<b>Changes to Layouts after SNN process completed</b>	1	No charge	£0
<b>Confirmation of Address</b>	8	No charge	
<b>Renaming Street</b>	1	No charge	
Potential income			£34,432

							Appendix 2
	<b>BDC Proposed charges</b>	<b>South Norfolk Council</b>	<b>North Norfolk</b>	<b>Norwich City Council</b>	<b>Kings Lynn &amp; West Norfolk</b>	<b>Great Yarmouth</b>	<b>Breckland</b>
<b>New Developments</b>							
<b>1 plot</b>	£126.00	£126.00	£80	No charges	£45	£48.00	no charges
<b>2-5 plots</b>	£252.00	£252.00	£80	No charges	£45 (1-4 Plots)	£230.00	no charges
<b>6-10 plots</b>	£379.00	£379.00	(£70 per plot) £420- £700	No charges	£90	£300.00	no charges
<b>11-20 plots</b>	£631.00	£631.00	(£60 per plot) £660- £1,200	No charges	£135	£400.00	no charges
<b>21-50 plots</b>	£1,262.00	£1,262.00	(£60 per plot) £1,260- £1,500	No charges	£135	£800.00	no charges
<b>51-100 plots</b>	£1,893.00	£1,893.00	£1,500	No charges	£180	£1,100.00	no charges
<b>101+ plots</b>	£1,893.00	£1,893.00	£1,500	No charges	£180	£1,400.00	no charges
<b>Naming New Street</b>	no charges	no charges	£125.00	No charges	no charges	No charges	no charges
<b>Property Name change / add alias</b>	£63.00	£63.00	£25	No charges	£45	£48.50	£95.95
<b>Changes to Layouts after SNN process completed</b>	no charges	no charges	No charges	No charges	Up to £180	No charges	£143.93 upto 10 plots £239.88 10 plots or more
<b>Confirmation of Address</b>	no charges	no charges	No charges	No charges	£45	No charges	£95.95
<b>Renaming Street</b>	no charges	no charges	No charges	No charges	£400	No charges	£95.95
	<b>East Suffolk</b>	<b>Babergh</b>	<b>East Cambridge</b>	<b>Mid Suffolk</b>	<b>Derbyshire Dales</b>		
<b>New Developments</b>							
<b>1 plot</b>	£39.00	£103	£52.00	£103	£75		
<b>2-5 plots</b>	£78.00	£206	£78.00	£206	£100		
<b>6-10 plots</b>	£150.00	£309	£104.00	£309	£150		
<b>11-20 plots</b>	£300.00	£515	£156 (11 to 25 plots)	£515	£200		
<b>21-50 plots</b>	£800.00	£1,030	£250 (26-50 Plots )	£1,030	£250		
<b>51-100 plots</b>	£1,200.00	£1,545	£416.00	£1,545	£400		
<b>101+ plots</b>	£1200 + £10 per plot over 101	£1,545 +£11 per plot over a 100	£520 +£10.50 per plot over 101	£1,545 +£11 per plot over a 100	£750		
<b>Naming New Street</b>	No charges	No charges	£156.00	No charges	£150		
<b>Property Name change / add alias</b>	£39.00	£100	£50.00	£100	£50		
<b>Changes to Layouts after SNN process completed</b>	£78 per plot	no charges	102 + £10 per property	no charges	£101 + £10 per plot		
<b>Confirmation of Address</b>	£78.00	no charges	£52.00	no charges	£25		
<b>Renaming Street</b>	no charges	no charges	no charges	no charges	£150 + numbering charge per plot affected		

# **Street Naming and Numbering Policy**

## **Summary**

The document describes the Council's policy for its functions regarding Street Naming and Numbering and give details on our standards for street name plates.

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## **1 Introduction**

- 1.1 Any new development or alterations to existing developments will require Planning and/or Building Regulations approval. This will also give rise for the need to name streets and number properties by South Norfolk Council (hereafter known as “the Council”), the only authority with the powers to do these tasks.
- 1.2 The naming and numbering of streets and buildings is a Statutory Function of the Council and the Council has adopted Sections 17- 18 of the Public Health Acts 1925 and Sections 64 & 65 of the Towns Improvement Clauses Act 1847. The purpose of this control is to make sure that any new street names, building names and numbers are allocated logically with a view to ensuring, amongst other things, that emergency service vehicles are able to speedily locate any address to which they may be summoned; and the effective delivery of mail. The council has introduced a scale of charges for this function, under Section 93 of the Local Government Act 2003.

The charges cover:-

- Consultation and liaising with external organisations such as Royal Mail.
  - The process of naming or numbering of new properties (including conversions & alias).
  - Alterations in either name or numbers to new developments after initial naming and numbering has been undertaken.
  - Notifications to organisations listed in Section 3.5.
  - Confirmation of addresses.
- 1.3 These charges are to be paid in advance. Changes made without contacting the Council will not be entered onto either the National Gazetteer or the Postal Address file and therefore may not be registered with services and organisations listed in Section 3.5. Please see Section 11 for current fees.
- 1.4 The purpose of this document is to provide advice to developers and building occupiers on the naming and numbering policy of the Council. The Council is happy for developers or occupiers to propose names for consideration, and encourages early engagement with the parish council to discuss proposed names. Alternatively the council can contact the relevant parish or town council for their road name suggestions on the developer’s behalf. It is suggested that more than one new name is submitted, and that the names proposed meet the criteria set out in Sections 4 – 6 below. The Council’s decision ultimately is final.

## **2 Applying for a new address**

- 2.1 Names for new roads should be jointly agreed between the developer and parish council
- 2.2 Applications should be made by individuals or developers covering all new buildings, including new houses, commercial or industrial premises,
- Or:
- Individuals or developers undertaking conversions of existing residential, commercial or industrial premises which will result in the creation of new properties or premises.
- 2.3 Applications for new addresses should be submitted as soon as possible after planning permission has been granted. This is important, as utility companies are



often reluctant to install services where an official address has not been allocated.

2.4 Applications can be made by completing the application form that can be downloaded from <https://www.southnorfolkandbroadland.gov.uk/planning/street-naming-numbering>.

2.5 The following information should be provided by the developer:

- A location plan clearly identifying the new scheme, in relation to any existing streets or means of access.
- A detailed approved plan of the development (site layout plan) clearly marked with the plot numbers of the proposed scheme. This plan must indicate the postal delivery point for each property and the main entrance (if different) in relation to the adjacent highway.
- An internal layout, if appropriate, for developments that are sub-divided at unit or floor level, e.g. a block of flats annotated with individual plot numbers. The main entrance to the flats shall be clearly marked in relation to the adjacent highway.
- One set of central Eastings and Northings for each building

2.6 The completed form & plans should be sent to

[streetnaming.bdc@southnorfolkandbroadland.gov.uk](mailto:streetnaming.bdc@southnorfolkandbroadland.gov.uk) or posted to Street Naming

and Numbering

Broadland District Council

Thorpe Lodge

1 Yarmouth Road

Norwich

NR7 0DU

2.7 Where possible, we are happy to take location plans and site layout plans from the associated planning application, but to do this, you must send us the appropriate planning application number & the correct approved drawing numbers.

2.8 Developers must be aware that marketing names for developments are not to be confused with street names. It should be made clear in the literature distributed to purchasers that marketing names for the development may not form part of the final official address for the property. The Council reserves the right in all circumstances to replace a marketing name with a street name of its choosing. If an application for naming and/or numbering is submitted at a late stage of the development, problems could arise, especially if the application is rejected and purchasers have bought properties marketed under an unofficial marketing title.

### 3 Procedure

3.1 Once an application for naming has been received, the Council will check that there is no duplication or similar existing street names within the geographic location.

3.2 The Council will check that the proposed street names accord with the General Naming Conventions, Street Naming Conventions and Building Naming and Numbering Conventions as outlined in Sections 4 – 6 of this document.

3.3 Where a name is not proposed by a developer, the Council will request the relevant Parish or Town Council to suggest street names. A temporary holding objection may be lodged by the Council in the meantime. We aim to have a reply back within 21 days.

3.4 For new streets the Council will inform the Royal Mail of the name(s) that has/have

been agreed and the numbering of the properties on the street(s). The Royal Mail is responsible for allocating appropriate post code(s) & post town.

- 3.5 Please note that Royal Mail have strict criteria for issuing postal addresses that do not cover agricultural buildings and land, ancillary buildings and some public buildings.
- 3.6 The Council will also notify the following organisation of changes to property names, property numbering and new streets
- The Emergency Services
  - Norfolk County Council
  - The Valuation Office
  - Ordnance Survey
  - CNC Building Control
  - SNC Departments
- 3.7 We will not normally inform utility companies, they are commercial organisations and can obtain information from other sources.
- 3.8 Ultimately, the Council has the right to object to any name proposed for a new street by the owner or developer by giving notice of objection within one month. The proposer may then within 21 days after service of the notice of objection appeal to a Magistrates Court.

#### **4 General Naming Conventions**

- Street names should not be difficult to pronounce or awkward to spell.
- In order to avoid offence either by inclusion or exclusion of an individual's name, the name of living persons should be avoided. Where the naming is proposed posthumously, agreement from the person's family or estate administrators should be obtained by the applicant and a copy sent to the Council attached to the application. Only the first or last name will be used and not both to avoid the possible occurrence of future information coming to light that may taint that specific road name and give rise to costly street name procedures for both residents and council alike.
- The street names should, where possible, reflect the history or geography of the site or area.
- Street names that could be construed as advertising should be avoided.
- Street names that could be considered offensive must be avoided.
- The use of North, South, East or West (as in Norwich Road North and Norwich Road South) should be avoided when the road is in two separate parts. In such a case, one half should be completely renamed.
- Phonetically similar names within an area should be avoided (i.e. Norwich Road and Norwich Close, or Churchill Road and Birchill Road).

#### **5 Street Naming Conventions**

- 5.1 When naming new streets, the following conventions should be considered.

All new street names should end with one of the following:

- Avenue (for residential roads)
- Circus (for a roundabout only)

- Close (for a cul-de-sac only)
- Court (for a cul-de-sac only)
- Crescent (for a crescent shaped road)
- Drive (for residential roads)
- Gardens (for residential roads – subject to there being no confusion with local open space)
- Grove (for residential roads)
- Hill (usually for residential roads, particularly if there is a hill in the area)
- Lane (for development of a historic by-way or residential roads)
- Mead (for residential roads)
- Mews (for residential roads)
- Place (for residential roads)
- Rise (for residential roads)
- Road (for any thoroughfare)
- Row (for residential roads)
- Square (for a square only)
- Street (for any thoroughfare)
- Vale (for residential roads in exceptional circumstances)
- Walk (for residential roads in exceptional circumstances)
- Way (for major roads and residential roads)

5.2 All pedestrian ways should have the following suffixes:

- Walk
- Path
- Way

5.3 In addition to the above, we are happy to use historic names as the suffix for a road, such as Loke, Pightle, Drift and others with a Norfolk connection.

5.4 The use of names with royal connotations. The consent of the Lord Chamberlain's office must be received if a name with any reference to the royal family or the use of word 'Royal' is proposed.

## 6. **Building Naming and Numbering Conventions**

6.1 When naming / numbering a new building, the following conventions should be considered:

- Main roads should be numbered so that when travelling away from the centre of the settlement.
- A new street should be numbered with even numbers on one side and odd numbers on the other. A proper sequence should be maintained using all numbers without omissions.
- Properties (including those on corner sites) are numbered according to the street on which the main entrance is found. The manipulation of numbering in order to secure a "prestige" address or to avoid an address will not be

sanctioned.

- For dwellings in existing unnumbered roads it is essential that they are officially allocated names, which are registered with the emergency services. Anyone wishing to change the name of an unnumbered property must also apply to this Council using the renaming application form (See Section 7).
- Where a property has a number, it must be clearly displayed. Where a name has been chosen for a property with a number, only the number will form part of the official address. The name cannot be regarded officially as an alternative. This is enforceable under Towns Improvement Clauses Act 1847.
- Where an existing street or similar is to be extended, it would normally be appropriate to continue to use the same street name. This would include the continuation of the street numbering.
- If a building has entrances in more than one street and is a multi-occupied building with each entrance leading to a separate occupier, then each entrance should be numbered in the appropriate road. Exceptions may be made, depending on circumstances, for a house divided into flats or with flat conversions
- The use of numbers followed by letters is permissible. These may be needed, for example, when one large property is demolished and replaced by a number of new properties. The Council is reluctant to renumber existing properties (see Section 7); therefore, the new premises will be given a number followed by a letter. This will be allocated by adding a letter to the lower of the two numbers on either side of the development. For example, a new property between 4 and 6 (evens only) would be allocated 4A, not 6A.
- The use of letters will not be sanctioned if the new development were to be situated before the numbering scheme commencing. For example, if 4 houses were built prior to the first property number 2, the new dwellings would not become 2A, 2B, 2C and 2D, but four individual property names would be requested.
- Private garages and ancillary buildings used for housing cars, etc, will not be numbered.

## **7 Changing a Property Name**

- 7.1 Where there is no formal street numbering system a property name forms part of the postal address. Occasionally, requests are made to change this name.
- 7.2 In these cases, the owner should fill out an application form and send to the Council indicating:
- The existing house name, address and postcode.
  - The proposed new name.
  - A plan showing the exact location of the property.
- 7.3 A check will be made to ensure there is no other property in the geographic area with the name or similar name. It is normal practice to seek the views of Royal Mail for their advice on the proposed name. This may result in the proposal not being supported.
- 7.4 Once approved the council will inform Royal Mail of the revised name and appropriate other services will also be informed, see Section 3

7.5 We will accept only applications for renaming if you are the freeholder of the property. If you are the leaseholder, tenant, occupant or one of a number of occupants we will require written confirmation from the freeholder giving consent for the property to be renamed. Please note when you complete the application form you are confirming that you have the legal right to request renaming. It will be necessary to submit any written consent required at the same time the application is submitted.

## **8. Renaming and Renumbering of Existing Streets and Buildings**

8.1 On rare occasions, it may be necessary to rename or renumber an existing street. This is usually only done as a last resort when:

- There is either no official name or there is confusion over a street's name and/or numbering
- A group of residents are unhappy with their street name- (costs incurred by this process will be payable to the Council by each of the residents of the streets before the renaming is completed, please see section 11)
- New properties are built and there is a need for other properties to be renumbered to accommodate the new properties

8.2 The number of named-only properties in a street is deemed to be causing confusion for visitors, delivery or emergency services.

8.3 Residents of the affected street will be consulted, and their views will be taken into account. We will also consult the Royal Mail.

## **9. Naming of unnamed roads**

9.1 The Council has a duty to ensure all roads within the district are officially named.

9.2 If there are any unnamed roads within the district the Council will informally consult with the appropriate parish/town council to agree the name for such roads.

9.3 We will also informally consult town and parish councils where necessary when there is the need for local knowledge regarding anything to do with existing street names, e.g. where specified streets start and finish.

9.4 There are also many instances where a road has been formally named by the Council but does not appear on Royal Mail's Postal Address file. We will try and resolve these discrepancies wherever possible.

9.5 We will formally publicise in accordance with the Public Health Act 1925 any alteration of a name or any assigning of a name being proposed by the Council by order. Any person aggrieved may appeal to a Magistrates Court within 21 days of posting up of the notice.

9.6 In all cases we will keep the Royal Mail informed of any changes which need to be reflected in their Postal Address file.

## **10. Street Nameplates**

10.1 Every street must be clearly signposted with nameplates positioned at principal junctions so as to be easily readable by both pedestrians and drivers.

10.2 Developers can either provide and install these plates themselves, in accordance with the Council's Design Guide and Specification, or can have them produced and installed and be re-charged for the cost of doing so.

10.3 The need to avoid unnecessary street furniture will always be a key consideration

where practical. The site and location of street nameplates will, therefore, be carefully considered by officers for appropriateness.

#### 10.4 The Council's standard for street name plates is

11g aluminium pressed street nameplate 6" deep, with 3½" Kindersley letters in white and ½" white border on a black non-reflective background. The nameplate to include the "No through road" symbol, where appropriate.

Stands are manufactured from 40mm x 40mm x 3mm angle mild steel, galvanised.

As an alternative, nameplates can be fixed on black (recycled) plastic posts and boards

#### 10.5 The Council will provide replacement nameplates where these have become severely damaged or illegible

#### 10.6 The Council will also attempt to ensure that, in due course and subject to available resources, every populated road in the district will have nameplates

#### 10.7 Developers will normally be expected to pay for and install nameplates for all new streets to the Council's design standard. The developer to also agree the proposed locations of the nameplates in consultation with the Council.

### 11. Fees (including VAT)

<b>New Developments</b>	
1 plot	£126
2-5 plots	£252
6-10 plots	£379
11-20 plots	£631
21-50 plots	£1262
51 + plots	£1893
Naming New Street	No charge
Property Name change / add alias	£63
Changes to Layouts after SNN process completed	No charge
Confirmation of Address	No charge
Renaming Street	No charge

### 12 The NLPG and LLPG

#### 12.1 The Council is responsible for maintaining information relating to South Norfolk the National Land and Property Gazetteer (NLPG). This is done by maintaining a Local Land and Property Gazetteer (LLPG) covering just the area of Broadland Council.

#### 12.2 The LLPG and NLPG will be updated to include all authorised new street names, building names and numbering. These will be made in accordance with British Standard BS7666 "Spatial Data-sets for geographical referencing".

#### 12.3 The Council is not responsible for assigning post codes or post towns to addresses. The Royal Mail does this. Any queries about post codes or post towns can be dealt with by the Royal Mail by calling 0906 302 1222 (Postcode Enquiries) or via their website at <http://www.royalmail.com/portal/rm/>

**Further information and Advice**

For further advice on any aspect of street naming and numbering, please contact the System Administrator on 01603 430328

or email : [streetnaming.bdc@southnorfolkandbroadland.gov.uk](mailto:streetnaming.bdc@southnorfolkandbroadland.gov.uk)

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## LEGISLATION

### PUBLIC HEALTH ACT 1925 (SECTIONS 17-18)

#### NAMING OF STREETS

##### Section 17 – Notice To Urban Authority Before A Street Is Named

1. Before any street is given a name, notice of the proposed name shall be sent to the urban authority by the person proposing to name the street.
2. The urban authority, within one month after the receipt of such notice, may, by notice in writing served on the person by whom notice of the proposed name of the street was sent, object to the proposed name.
3. It shall not be lawful to be set up in any street an inscription of the name thereof:-
  - a) Until the expiration of one month after the notice of the proposed name has been sent to the urban authority under this section; and
  - b) Where the urban authority have objected to the proposed name, unless and until such objection has been withdrawn by the urban authority or overruled on appeal;

and any person acting in contravention of this provision shall be liable to a penalty not exceeding [level 1 on the standard scale] and to a daily penalty not exceeding [£1].

4. Where the urban authority serve a notice of objection under this section, the person proposing to name the street may, within 21 days after the service of the notice, appeal against the objection to a petty sessional court.

##### Section 18 – Alteration Of Name Of Street

1. The urban authority by order may alter the name of any street, or part of a street, or may assign a name to any street, or part of a street, to which a name has not been given.
2. Not less than one month before making an order under this section, the urban authority shall cause notice of the intended order to be posted at each end of the street, or part of the street, or in some conspicuous position in the street or part affected.
3. Every such notice shall contain a statement that the intended order may be made by the urban authority on or at any time after the day named in the notice, and that an appeal will lie under this Act to a petty sessional court against the intended order at the instance of any person aggrieved.
4. Any person aggrieved by the intended order of the local authority may, within 21 days of the posting of the notice, appeal to a sessional court.



## TOWN IMPROVEMENT CLAUSES ACT 1847 (SECTIONS 64-65)

### Naming Streets

And with respect to naming the streets and numbering the houses, be it enacted as follows:-

### Numbering Of Houses

Section 64: The commissioners shall from time to time cause the houses and buildings in all or any of the streets to be marked with numbers as they think fit, and shall cause to be put up or painted on a conspicuous part of some house, building, or place, at or near each end, corner, or entrance of every such street, the name by which such street is to be known; and every person who destroys, pulls down, or defaces any such number or name, or puts up any number or name different from the number or name put up by the commissioners, shall be liable to a penalty not exceeding £25 [level 1 on the standard scale] for every such offence.

### Renewal Of Numbers

Section 65: The occupiers of houses and other buildings in the streets shall mark their houses with such numbers as the commissioners approve of, and shall renew such numbers as often as they become obliterated or defaced; and every such occupier who fails, within one week after notice for that purpose from the commissioners, to mark his house with a number approved of by the commissioners, or to renew such number when obliterated, shall be liable to a penalty not exceeding £20 [level 1 on the standard scale], and the commissioners shall cause such numbers to be marked or to be renewed, as the case may require, and the expense thereof shall be repaid to them by such occupier, and shall be recoverable as damages.

## **S106 AGREEMENTS MONITORING FEES**

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**Portfolio:** Planning

**Wards Affected:** All

**Purpose of the Report:**

This report recommends the introduction of monitoring fees on developers in relation to developments granted planning permission, to cover the Council's cost of overseeing compliance with legal obligations under section 106 agreements. This proposal reflects the changes enacted by the Community Infrastructure Levy (Amendment) (England) (No2) Regulations 2019, which came into force on 1 September 2019.

**Recommendations:**

1. That Cabinet recommend to Council that the monitoring fees for section 106 agreements, as set out in Appendix 1, are adopted from 1 April 2022.

## 1. Summary

- 1.1 This report proposes the introduction of s106 monitoring fees on developers in relation to developments granted planning permission following the legislative amendments implemented by the Community Infrastructure Levy (Amendment) (England) (No 2) Regulations 2019, which came into force on 1 September 2019.

## 2. Background

- 2.1 The report reflects the monitoring fee reforms that have been ratified through legislation, Government consultation and Government practice guidance.
- 2.2 The Government's Technical Consultation on [Reforming Developer Contributions](#) (December 2018) notes at paragraph 55 that:
- “...the Government proposes to specifically permit authorities to seek a monitoring fee through section 106 planning obligations. Any fee should be ‘proportionate and reasonable’ and reflect the actual cost of monitoring”.
- 2.3 [Regulation 10](#) of the amendment Community Infrastructure Levy Regulations 2019 inserted a new paragraph 2A to Regulation 122 of the Community Infrastructure Levy Regulations 2010. The inserted clause 2A specifies that the test laid out in Regulation 122 does not apply to planning obligations which require a sum to be paid to a local planning authority in respect of the cost of monitoring delivery of planning obligations, provided:
- “(a) the sum to be paid fairly and reasonably relates in scale and kind to the development; and
- (b) the sum to be paid to the authority does not exceed the authority's estimate of its cost of monitoring the development over the lifetime of the planning obligations which relate to that development”
- 2.4 The Government's [Planning Practice Guidance](#) on Planning Obligations explicitly states: “Authorities can charge a monitoring fee through section 106 planning obligations, to cover the cost of monitoring and reporting on delivery of that section 106 obligation”. It further outlines that monitoring fees can be used to monitor any type of planning obligation, for the lifetime of that obligation.
- 2.5 The Government Guidance further suggests that monitoring fees could be: a fixed percentage of the value of s106 obligations; a fixed monetary amount per agreement obligation; or authorities may set fees using alternative method. Provided always that “in all cases, monitoring fees must be proportionate and reasonable and reflect the actual costs of monitoring”.

### 3. Current position

- 3.1 Broadland District Council is currently actively monitoring 43 s106 agreements on commenced development sites, involving the monitoring of some 137 obligations with an approximate total of 667 triggers. Fees are not currently sought to cover the related costs of ensuring these obligations are complied with and fulfilled.
- 3.2 The monitoring of s106 agreements includes, but is not limited to: conducting site visits to determine progress, occupancy rates and occurrence of triggers; reviewing and formally approving schemes for affordable housing, open space, play areas and other on-site amenities; calculating financial contributions for off-site provisions and commuted sums for affordable housing clawbacks; raising invoices and following up overdue payments; ensuring contributions are spent within stipulated timescales and projects comply with legal obligations; issuing formal letters to developers confirming discharge of obligations; involvement in open space land transfers; working closely with developers and parishes with all matters relating to the s106; answering general enquiries and FOIs; annual completion of the Infrastructure Funding Statement.

### 4. Proposed action

- 4.1 The following charges are proposed to cover the costs involved in the monitoring of s106 agreements: £200 per obligation for developments of 1-10 dwellings, £300 per obligation for developments of 11-50 dwellings, £400 per obligation for developments of 51-200 dwellings, and £500 per obligation for developments of 201-400 dwellings.

#### 4.1.1 Proposed monitoring fees summary table:

Development Size	1 – 10 Dwellings	11 – 50 Dwellings	51 – 200 Dwellings	201 – 400 Dwellings	400+ Dwellings or Multi-Phase/Strategic Site
Fee per Obligation	£200	£300	£400	£500	Bespoke
Maximum Total Fee	£2,000	£3,000	£4,000	£5,000	Bespoke

- 4.1.2 The charges proposed will be levied per obligation/infrastructure item. For example, there will be 3 x obligations charges for a s106 agreement that incorporates the following 3 obligations: 1. on-site affordable housing; 2. on-site green infrastructure; and 3. off-site open space commuted sum. Further examples are included in Appendix 3.

- 4.1.3 Based on the proposed tiered fees, the following typical total charges would be expected per agreement:  
1-10 dwellings: £400 (2 obligation average)

11-50 dwellings: £900 (3 obligation average)  
51-200 dwellings: £1,200 (3 obligation average)  
201-400 dwellings: £2,500 (5 obligation average)

- 4.1.4 Appendix 2 includes a table set identifying the fee applicable per agreement, had the proposed monitoring charges been applied to the sites currently monitored in Broadland. Excluding sites over 400 dwellings and multi-phased agreements, a total sum of £41,200 would have been received for the monitoring of these 37 agreements.
- 4.1.5 On major strategic housing sites, sites over 400 dwellings, or multi-phase s106 agreements, monitoring fees will be negotiated on a case-by-case basis. This allows parties to agree a charge in light of the potential numerous triggers, site-based complexities and significantly prolonged monitoring periods.
- 4.1.6 The Government's Planning Practice Guidance suggests the setting of a monitoring fee cap to ensure calculated fees are not excessive. An upper limit has therefore been incorporated into the suggested monitoring fees, calculated as 10x the applicable charge per obligation.
- 4.1.7 The monitoring charge will typically be payable on commencement of the development.
- 4.1.8 The monitoring fees levied will be reported in the annual Infrastructure Funding Statement.
- 4.2 The proposed fees are set at a nominal level, mitigating the potential of developer concerns. The proposed fees are at the lower end of the implemented fees among other proximate authorities, for example:
  - 4.2.1 £500/obligation is charged by Norfolk County Council.
  - 4.2.2 £412/trigger is charged by Suffolk County Council (N.B. a single obligation in Broadland s106 agreements typically has 3 triggers).
  - 4.2.3 £408/trigger is charged by East Suffolk Council.
  - 4.2.4 £250/agreement for 2-9 dwellings, £1,500/agreement for 10-49 dwellings and £3,000/agreement for 50+ dwellings is charged by South Cambridgeshire District Council.
- 4.3 Charges per agreement are not proposed as the degree of monitoring required directly correlates to the number of obligations included in the respective s106 agreement. For example, charging the same fee for an agreement containing one obligation versus five obligations is neither fair nor rational, and does not reflect the actual cost of monitoring. As such, charging per agreement would be contrary to the test laid out in the Community Infrastructure Levy Regulations 2019 (as amended).

- 4.4 The charges are tiered according to development size to ensure monitoring charges are reasonable and proportionate, and directly reflect the increased work involved in overseeing larger sites over extended time periods. A greater degree of monitoring is also required in the financial recording and spend allocation of the considerable commuted sums typically received from substantial development sites. The s106 agreements associated with these sites also tend to incorporate more triggers per obligation, complicating the respective monitoring and increasing the associated workload. Tiered costings therefore comply with the test provided by Regulation 10 of the 2019 amendments to the Community Infrastructure Levy Regulations.
- 4.5 Charges per trigger are not proposed. Charging per trigger complicates the calculation of fees causing difficulty for financial forecast, and also risks charging fees in excess of the actual cost of monitoring, contrary to legislation. In some instances, for example with the payment of off-site contributions on smaller sites, multiple triggers are included to alleviate the financial burden of a single lump sum; to then multiply the monitoring fee per trigger is potentially unreasonable. As highlighted in 4.4, the proposed tiered costings already acknowledge the greater number of triggers usually contained within obligations relating to larger sites.
- 4.6 In the Government's response to its technical consultation on reforming developer contributions, published June 2019, it details that for obligations where the district council is the local planning authority, but where obligations will require monitoring by the county council, "the Government considers that it is a matter for agreement between the district and county councils as to how the monitoring fee will be shared".
- 4.6.1 Norfolk County Council outline at paragraph 3.10 of their Planning Obligations Standards that a charge will generally be levied at a rate of £500 per obligation covering each infrastructure item sought. A charge per obligation/infrastructure item is similarly proposed in this report to avoid unfairly conferring liability on developers for both an overall agreement fee to the District Council, plus additional specific obligation fees to the County Council, potentially strictly double paying.
- 4.6.2 The maximum charge per obligation proposed in this report (applicable for developments of 201+ dwellings) is also set at £500 to avoid unreasonably exceeding the charge applied by Norfolk County Council.

## **5. Other options**

- 5.1 A flat rate charge per obligation, applicable to all developments of up to 400 dwellings, could be applied. To ensure the fee levied complies with the amended Community Infrastructure Levy Regulations, this should be set at the lower limit of £200/obligation so that the fee is not unreasonably high in relation to smaller developments.

- 5.2 The fee relating to developments of 1-10 dwellings could be removed so that smaller scale developments are not burdened with liability for monitoring fees where the financial impact may be proportionately greater.

## **6. Issues and risks**

- 6.1 **Resource Implications** – There are no immediate resource implications.

- 6.2 **Legal Implications** – The monitoring fees sought must comply with the legal test laid out in Regulation 10 of The Community Infrastructure Levy (Amendment) (England) (No 2) Regulations 2019. Specifically that the sum to be paid to the local planning authority fairly and reasonably relates in scale and kind to the development, and does not exceed the authority's estimate of its cost of monitoring the development over the lifetime of the planning obligations which relate to that development.

- 6.3 **Equality Implications** – No grounds have been identified that would require an equality impact assessment to be undertaken.

- 6.4 **Environmental Impact** – There are no immediate environmental implications.

- 6.5 **Crime and Disorder** – There are no crime and disorder implications.

- 6.6 **Risks** – There is a potential risk of developer concerns in response to the introduction of monitoring fees. This has been mitigated by proposing fees at a nominal level, that are proportionate to both development size and aggregate of obligations involved. Following the 2019 amendments to the Community Infrastructure Levy Regulations, the levying of monitoring fees is now explicit in law, diminishing potential disputes.

## **7. Conclusion**

- 7.1 The implementation of s106 monitoring fees is proposed to cover the costs involved in overseeing compliance with obligations. Ensuring s106 obligations are fulfilled requires time and precision, and monitoring often occurs over substantial time periods where triggers are initiated pre-commencement and extend beyond completion.
- 7.2 The monitoring fees proposed will align the Council's practice relating to planning obligations with recent legislation and Government guidance.

## **8. Recommendations**

That Cabinet recommend to Council that the monitoring fees for section 106 agreements, as set out in Appendix 1, are adopted from 1 April 2022.

## Background papers

### [The Community Infrastructure Levy Regulations 2010, Regulation 122](https://www.legislation.gov.uk/ukdsi/2010/9780111492390/regulation/122)

(<https://www.legislation.gov.uk/ukdsi/2010/9780111492390/regulation/122>)

### [The Community Infrastructure Levy \(Amendment\) \(No 2\) Regulations 2019 \[September 2019\], Regulation 10](https://www.legislation.gov.uk/ukdsi/2019/9780111187449/regulation/10)

(<https://www.legislation.gov.uk/ukdsi/2019/9780111187449/regulation/10>)

### [Government Response to Reforming Developer Contributions \[June 2019\]](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/806284/Developer_contributions_government_response.pdf)

([https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/806284/Developer\\_contributions\\_government\\_response.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/806284/Developer_contributions_government_response.pdf))

### [Norfolk County Council Planning Obligations Standards \[February 2021\]](https://www.norfolk.gov.uk/-/media/norfolk/downloads/rubbish-recycling-planning/planning/planning-obligations-standards-february-2021.pdf)

(<https://www.norfolk.gov.uk/-/media/norfolk/downloads/rubbish-recycling-planning/planning/planning-obligations-standards-february-2021.pdf>)

### [Planning Practice Guidance, Planning Obligations](https://www.gov.uk/guidance/planning-obligations)

(<https://www.gov.uk/guidance/planning-obligations>)

### [Reforming Developer Contributions, Technical Consultation on Draft Regulations \[December 2018\]](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/767292/CIL_Amendment_Regulations_Consultation_Paper.pdf)

([https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/767292/CIL\\_Amendment\\_Regulations\\_Consultation\\_Paper.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/767292/CIL_Amendment_Regulations_Consultation_Paper.pdf))



## Appendix 1

Proposed monitoring fees:

Development Size	1 – 10 Dwellings	11 – 50 Dwellings	51 – 200 Dwellings	201 – 400 Dwellings	400+ Dwellings or Multi-Phase/Strategic Site
Monitoring Charge per Obligation Type	£200	£300	£400	£500	Bespoke
Maximum Total Fee per Agreement	£2,000	£3,000	£4,000	£5,000	Bespoke

## Appendix 2

Monitoring fees that would have applied to the relevant 37 agreements currently monitored by Broadland District Council (sites with <400 dwellings)

Number of Dwellings	Fee per Obligation	Number of s106 Obligations	Fee Charged
5	£200	1	£200
6	£200	1	£200
6	£200	2	£400
6	£200	1	£200
6	£200	1	£200
7	£200	2	£400
7	£200	2	£400
8	£200	1	£200
9	£200	2	£400
10	£200	2	£400
11	£300	2	£600
12	£300	2	£600
12	£300	3	£900
15	£300	2	£600
15	£300	3	£900
18	£300	3	£900
22	£300	2	£600
30	£300	3	£900
35	£300	3	£900
36	£300	3	£900
58	£400	2	£800
64	£400	2	£800
69	£400	3	£1,200
71	£400	3	£1,200
84	£400	4	£1,600
93	£400	3	£1,200
137	£400	4	£1,600
155	£400	3	£1,200
157	£400	4	£1,600
163	£400	3	£1,200
225	£500	3	£1,500
267	£500	7	£3,500
272	£500	4	£2,000
300	£500	9	£4,500
304	£500	4	£2,000
324	£500	3	£1,500
365	£500	6	£3,000

**Total: £41,200**

### Appendix 3

Example total monitoring fee based on typical section 106 agreements:

Development Size (dwellings)	On-Site Affordable Housing	Affordable Housing Commuted Sum	On-Site Informal Open Space	On-Site Play	Other On-Site Amenity	Off-Site Commuted Sum	Facilities Commuted Sum	Total Fee
1 – 10	-	-	-	-	-	£200	-	<b>£200</b>
1 – 10	£200	-	-	-	-	£200	-	<b>£400</b>
11 – 50	£300	-	-	-	-	£300	-	<b>£600</b>
11 – 50	£300	-	£300	-	-	£300	-	<b>£900</b>
51 – 200	£400	-	£400	-	-	£400	-	<b>£1,200</b>
51 – 200	£400	-	£400	£400	-	£400	-	<b>£1,600</b>
201 – 400	£500	-	£500	-	-	£500	-	<b>£1,500</b>
201 – 400	£500	-	£500	£500	-	£500	-	<b>£2,000</b>
201 – 400	£500	£500	£500	-	-	£500	-	<b>£2,000</b>
201 – 400	£500	-	£500	£500	£500	£500	-	<b>£2,500</b>
201 – 400	£500	-	£500	£500	£500	-	£500	<b>£2,500</b>



## Forward Plan

The Forward Plan sets out the decisions that the Cabinet will be taking over the coming months. The Plan identifies which decisions are key and also highlights the decisions that Cabinet intend to take, which may result in part of the meeting being held in private.

This document will be updated and republished on the Council's website each month. Any queries relating to the Plan should be forwarded to Democratic Services, Thorpe Lodge, 1 Yarmouth Road, Thorpe St Andrew, Norwich, or via email at [committee.services@broadland.gov.uk](mailto:committee.services@broadland.gov.uk)

### What is a Key Decision?

Key Decisions are those that are likely:

- (a) to result in the local authority incurring expenditure which is, or the making of savings which are, significant having regard to the local authority's budget for the service or function to which the decision relates; or
- (b) to be significant in terms of its effects on communities living or working in an area comprising two or more wards or electoral divisions in the area of the local authority.

### Why might a decision be made in private?

The public may be excluded from a meeting whenever it is likely that in view of the nature of the business to be transacted, exempt information will be disclosed, for example, information which may reveal the identity of an individual or relates to the financial or business affairs of an individual or organisation. Information should only be made exempt, if it is in the public interest to do so.

### Members of the Cabinet:

Shaun Vincent (Chairman) – Policy  
Trudy Mancini-Boyle (Vice-Chairman) – Finance  
Jo Copplestone – Economic Development  
Jonathan Emsell – Transformation & Organisational Development

Sue Lawn – Planning  
Judy Leggett – Environmental Excellence  
Fran Whymark – Housing and Wellbeing

<b>Report subject</b>	<b>Decision making body</b>	<b>Date of Decision</b>	<b>Key Decision?</b>	<b>Contact officer</b>	<b>Decision to be taken in Public or Private</b>
Review of Environmental Enforcement Penalties	Cabinet	21 December 2021		Nick Howard, Assistant Director – Regulatory	Public
Broadland Food Innovation Centre Dynamic Purchasing System	Cabinet	21 December 2021	Key Decision	Nina Cunningham, Senior Economic Development Officer	Private Report will include commercially sensitive information
Business Case and Contract Award for Idox Uniform Planning System	Cabinet	21 December 2021	Key Decision	Stuart Pontin, Business Improvement Manager	Public
Options for ongoing management of Street Lights in Drayton	Cabinet	21 December 2021	Key Decision	Michael Horton, Community Assets Manager	Public
Review of Reusable Reserves	Cabinet	21 December 2021		Rodney Fincham Assistant Director Resources	Public
Introduction of Council wide Food Waste Collection Service	Cabinet	21 December 2021	Key Decision	Sarah Bruton, Internal Consultancy Lead - Waste	Public
Best in Class Housing Allocation Policy Review	Cabinet	21 December 2021	Key Decision	Richard Dunsire Housing and Wellbeing Senior Manager	Public

<b>Report subject</b>	<b>Decision making body</b>	<b>Date of Decision</b>	<b>Key Decision?</b>	<b>Contact officer</b>	<b>Decision to be taken in Public or Private</b>
Street Naming and Numbering Policy and Introduction of Fees	Cabinet Council	21 December 2021 20 January 2022	Key Decision	Stuart Pontin, Business Improvement Manager	Public
S106 Agreements Monitoring Fees	Cabinet Council	21 December 2021 20 January 2022	Key Decision	Stuart Pontin, Business Improvement Manager	Public
Environmental Waste Contract and Hydronated Vegetable oil	Cabinet	21 December 2021		Sarah Bruton Internal Consultancy Lead - Waste	Public
Finance Cash Receipting System Business Case	Cabinet	21 December 2021	Key Decision	Rodney Fincham Assistant Director Resources	Private Report will include commercially sensitive information
Fees and Charges	Cabinet	8 February 2022		Rodney Fincham Assistant Director Resources	Public
GN 5 Year Infrastructure Investment Plan	Cabinet	8 February 2022	Key Decision	Paul Harris, Planning Policy Manager	Public
Licensing Fees and Charges Review	Cabinet	8 February 2022		Nick Howard, Assistant Director – Regulatory	Public
Council Tax Assistance	Cabinet	8 February 2022	Key Decision	Richard Dunsire, Housing and Wellbeing Senior Manager	Public

<b>Report subject</b>	<b>Decision making body</b>	<b>Date of Decision</b>	<b>Key Decision?</b>	<b>Contact officer</b>	<b>Decision to be taken in Public or Private</b>
Health and Wellbeing Strategy	Cabinet	8 February 2022		Mike Pursehouse, Assistant Director – Individuals and Families	Public
Food Safety Services Commercialisation Options	Cabinet	8 February 2022	Key Decision	Nick Howard, Assistant Director – Regulatory	Public
Revenues and Benefits System	Cabinet	8 February 2022	Key Decision	Rodney Fincham Assistant Director Resources	Public
Licensing Services – Commercialisation Options	Cabinet	8 February 2022	Key Decision	Nick Howard, Assistant Director – Regulatory	Public
Delivery Plan and Budget 22/3 and 23/4	Cabinet Council	8 February 2022 24 February 2022	Key Decision	Sinead Carey Rodney Fincham, Assistant Director Resources	Public
Adoption of the Norfolk Green Infrastructure and Recreational Impact Avoidance and Mitigation Strategy	Cabinet	8 February 2022	Key Decision	Paul Harris, Planning Policy Manager	Public
Approval of Extension to Belaugh Conservation Area and adoption of Conservation Area Appraisal	Cabinet	8 February 2022	Key Decision	Chris Bennett, Senior Heritage and Design Officer	Public

<b>Report subject</b>	<b>Decision making body</b>	<b>Date of Decision</b>	<b>Key Decision?</b>	<b>Contact officer</b>	<b>Decision to be taken in Public or Private</b>
Enforcement Agency Services	Cabinet	8 February 2022		Simon Quilter Revenues Manager	Public
Options for on-going management of Public Toilets in Broadland	Cabinet	15 March 2022	Key Decision	Michael Horton Community Assets Manager	Public
Anti-Social Behaviour Policy	Cabinet	15 March 2022	Key Decision	Nick Howard Assistant Director Regulatory	Public
Plumstead Road East T Junction	Cabinet	15 March 2022	Key Decision	Emily Larter Growth Delivery Manager	Private Report will include commercially sensitive information
South Norfolk and Broadland Rough Sleeper Strategy 2022-2025	Cabinet	15 March 2022	Key Decision	Richard Dunsire Housing and Wellbeing Senior Manager	Public

Please note that decision dates are indicative and occasionally subject to change



**NOT FOR PUBLICATION BY VIRTUE OF SCHEDULE 12A OF PART 1  
PARAGRAPH 3 OF THE LOCAL GOVERNMENT ACT 1972 (AS AMENDED) BY  
THE LOCAL AUTHORITIES (ACCESS TO INFORMATION) (VARIATION) ORDER  
2006 (contains information relating to the financial or business affairs of any  
particular person (including the authority holding that information))**

Pages 137 to 204 are not available  
to the public because the  
information is confidential as it  
includes exempt information about  
the financial or business affairs of  
a person

**CABINET**

**Tuesday 21 December 2021**

**Final Papers**

<b>Item</b>	<b>Details</b>	<b>Page No</b>
<b>8</b>	<b>Service Improvement and Efficiency Committee</b>  To receive the minutes of the meeting held on 7 December 2021	<b>206</b>

**DEMOCRATIC SERVICES**

**Broadland District Council**

Thorpe Lodge, 1 Yarmouth Road, Norwich, NR7 0DU

Email: [committee.services@broadland.gov.uk](mailto:committee.services@broadland.gov.uk)

## SERVICE IMPROVEMENT AND EFFICIENCY COMMITTEE

Minutes of a meeting of the Service Improvement and Efficiency Committee of Broadland District Council, held on Tuesday 7 December 2021 at 6pm at Thorpe Lodge, 1 Yarmouth Road, Thorpe St Andrew, Norwich.

**Committee Members Present:** Councillors: J Thomas (Chairman), G Nurden (Vice-Chairman), T Adams, S Catchpole, S Holland, K Kelly, K Leggett, I Mackie, M Murrell, S Prutton and D Roper.

**Cabinet Member Present:** Councillor: J Emsell.

**Officers in Attendance:** The Director of Resources, Assistant Director ICT/Digital and Transformation, Assistant Director Regulatory, Assistant Director Planning, Business Improvement Team Manager and the Democratic Services Officer (JO).

### 47 APOLOGIES FOR ABSENCE

Apologies for absence were received from Cllr Bulman and Cllr Clancy.

### 48 MINUTES

The minutes of the meeting held on 12 November 2021 were agreed as a correct record, save for the following amendments:

*Minute No: 46 - Future Office Accommodation Project – Appraisal and Business Case*

Following paragraph 9 the following member comments were added:

*The Joint Member Working Group should have been constituted at the outset of the project and should have been driven by members.*

*The Feasibility Study 2018 did not include accommodation and this project seems to have come out of nowhere.*

*Broadland members should consider what South Norfolk members make of the second recommendation from the Joint Member Working Group [move to Thorpe Lodge].*

The following amendments were made to recommendations 1 and 3:

1. That there was no decision in principle at this stage regarding the purchase of the Horizon Building on Broadland Business Park, ~~due to further information being required~~; until the Joint Member Working Group has considered its work and recommendations; and
3. That the Future Office Project Joint Member Working Group should consider ~~all the options for office accommodation~~ these options for office accommodation ...
  - Option 9, The Horizon building,
  - Option 10, a new building, and
  - Option1, Do nothing.

The Chairman advised members that she was to attend a meeting on Thursday 9 December 2021 with the Chairman of the Commercial, Trading and Customer Focus Policy Committee and Cllr Riley and Cllr Kemp to discuss how the work of the Joint Member Working Group would be progressed.

## **49 SPARK TRANSFORMATION PROGRAMME UPDATE**

The Assistant Director ICT/Digital and Transformation introduced the report, which provided the Committee with an update on the major projects currently being progressed through the SPARK Transformation Programme.

Members were advised that there had been little change in the Red, Amber, Green ratings since the last update.

Phase one of the joint email migration project had been completed. The next stage was to roll out the applications that had become available following the migration to Office365, such as SharePoint and Teams.

In respect of the One Network the chips and switches that had been delayed had now been received and it was expected that the delivery of a single IT infrastructure across both Councils would be completed by the end of January 2022.

The Strategic Approach to Systems Transformation included the Finance Cash Receipting System and Planning and Regulatory IT, which would be considered in detail later in today's meeting.

Moving towards a First-Class Customer Service was a phased project that was looking at how the Council could gather and utilise customer insight and feedback to improve services for the future. As part of this the new Customer Charter and Strategy was being rolled out across the Council.

In addition the Customer Satisfaction Survey had now been launched onto the new website, which would allow a target of customer satisfaction based on the baseline data received to be identified for Quarter One 2022/23.

Finally, the Business Improvement Project was at the pilot stage and work was being undertaken to create Business Intelligence dashboards to create the best business data modelling options for the organisation.

A member emphasised that the new website needed monitoring to ensure that it remained up-to-date. He advised the meeting that the My Area page for Brundall still had the two District Council seats as vacant over two months after the elections had been held.

The Assistant Director ICT/Digital and Transformation confirmed that she would take this away as an action point and ensure that the page was updated.

There was also some discussion about accessing Council papers on public networks and it was noted that public networks were always unsecure. Members were advised to speak to officers outside of the meeting, if they had any issues accessing resources on their iPads.

Members asked that acronyms be set out in full when first used in reports and reminded officers that members of the public could have difficulty understanding reports if this was not done.

## **50 WORK PROGRAMME**

Members noted the Work Programme. The meeting was advised that the Accommodation Review would be brought to a future meeting of the Committee, but that the exact date could not be determined at this stage.

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

### **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 Part1 of Schedule 12A to the Act (as amended).

## **52 PLANNING, REGULATORY, HOUSING STANDARDS AND WASTE TEAM SERVICES IT MIGRATION**

The Assistant Director for Planning introduced the exempt report, which proposed aligning the IT systems used by the Planning, Land Management, Regulatory, Housing Standards and Waste Teams.

Members were advised that the existing IT contracts for the above systems were either due to expire in 2022 or were (or would become) unsupported. The business case put forward four options for aligning the IT systems. Option two, was the most cost effective and was recommended for approval.

The Committee was informed that aligned IT systems would make significant non-cashable savings by reducing a substantial amount of manual entry of data.

Members gave the report thorough consideration and it was determined that they did not want the Council to be constrained by a single version of Land Charges, as they wanted to retain the option to set a discount for searches.

Option three was considered, but it was thought that the additional cost associated with the individual branding of web pages was too high.

The Committee was informed that the Council could only recover its costs for the Land Charges service and that, if a discount was given, the cost would fall upon Council Tax payers. Any additional costs generated by choosing any option other than the one recommended would also fall upon the Council.

Option 4 was proposed and duly seconded and following a show of hands it was:

### **RECOMMENDED TO CABINET**

1. To approve option 4, as set out in the Appendix to the report; and
2. To award the contract, as set out in the Appendix to the report.

## **47 FINANCE CASH RECEIPTING SYSTEM BUSINESS CASE**

The Director of Resources introduced the exempt report, which set out a business case for a joint cash receipting system.

Members were advised that the costs set out in the business case were based on current prices and that these might increase after 1 April 2022,

which would require a further report to be brought to the Committee at a later date.

The Committee were, therefore, requested that they support an amended recommendation that, in principle, the contract should be awarded, if it could be entered into before 1 April 2022.

Following a show of hands it was:

**RECOMMENDED TO CABINET**

To award a contract for a single Cash Receipting IT system for both Councils, if the contract can be entered into by 1 April 2022.

(The meeting concluded at 7.14 pm)

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Chairman