

# Council Agenda

## Members of the Council

Cllr J F Fisher (Chairman)	Cllr B Cook	Cllr D King	Cllr R E Potter
	Cllr J K Copplestone	Cllr E C Laming	Cllr S Riley
	Cllr A D Crotch	Cllr S Lawn	Cllr D Roper
Cllr Cllr S M Prutton (Vice Chairman)	Cllr J Davis	Cllr K E Lawrence	Cllr C E Ryman-Tubb
	Cllr J J Emsell	Cllr J Leggett	Cllr N C Shaw
	Cllr R R Foulger	Cllr K G Leggett MBE	Cllr L A Starling
Cllr A D Adams	Cllr S C Gurney	Cllr I J Mackie	Cllr D M Thomas
Cllr S C Beadle	Cllr N J Harpley	Cllr T M Mancini-Boyle	Cllr J L Thomas
Cllr N J Brennan	Cllr D G Harrison	Cllr I N Moncur	Cllr S A Vincent
Cllr D J Britcher	Cllr L H Hemsall	Cllr M L Murrell	Cllr K A Vincent
Cllr P E Bulman	Cllr S I Holland	Cllr J A Neesam	Cllr J M Ward
Cllr S J Catchpole	Cllr N C Karimi-Ghovanlou	Cllr G K Nurden	Cllr F Whymark
Cllr S M Clancy	Cllr K S Kelly	Cllr G Peck	

## Date & Time:

Thursday 28 July 2022 at 7pm

## Place:

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

Trevor Holden – Managing Director - 20 July 2022

## Contact:

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Website: [www.southnorfolkandbroadland.gov.uk](http://www.southnorfolkandbroadland.gov.uk)

## Group Meetings:

Conservatives – Trafford Room 6pm

Liberal Democrats - John Mack Room 6pm

## PUBLIC ATTENDANCE:

This meeting will be live streamed for public viewing via the following link: [Broadland YouTube Channel](#)

You may register to speak by emailing us at

[.committee.bdc@southnorfolkandbroadland.gov.uk](mailto:committee.bdc@southnorfolkandbroadland.gov.uk) no later than 5pm on Monday 25 July 2022

## Large print version can be made available

If you have any special requirements in order to attend this meeting, please let us know in advance.

# AGENDA

**Personal Tribute** - to stand for a minutes silence in tribute to former Councillor Thomas Humphrey Gasson. Thomas was first elected in 1994 for the Hellesdon Ward and served until 2011. During that time he sat on and chaired a variety of committees and was Chairman of the Council in 2010. He also represented the Council on various outside bodies. .

**1. To receive declarations of interest from members;**  
(guidance and flow chart attached – page 5)

**2. To report apologies for absence;**

**3. To confirm the minutes of the meetings held 12 May and 26 May 2022;**  
(minutes attached – page 7)

**4. Matters arising from the minutes;**

**5. To receive announcements from**

- 5.1 The Chairman (list of engagements attached – page 27)
- 5.2 The Vice Chairman
- 5.3 The Leader
- 5.4 Members of the Cabinet
- 5.5 Head of Paid Service

**6. Questions** - to consider any questions received from members of the public in accordance with Procedural Rule 10.

**7. 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. (note: In accordance with the Constitution a total period of 15 minutes is allowed (each speaker may speak for 3 minutes only)

**8. Overview and Scrutiny Committee** – to receive the minutes of the meetings on 7 June, 28 June and 12 July 2022;  
(minutes attached – page 28)

**9. Cabinet** – to receive the minutes of the meeting held on 14 June 2022  
(minutes attached – page 51)

The following item needs consideration by Council:

**9.1 Minute no: 6 - Strategic Performance and Finance Report for Quarter 4 2021/22**  
(recommendation at page 53 )

To agree the slippage requests for capital as set out in para 3.16 of the Cabinet report

*Copy of the report relating to this recommendation available at [Cabinet Agenda - 14 June 2022](#)*

**10 Cabinet** – to receive the Minutes and Decisions of the meeting held on 19 July 2022;  
(decisions attached – page 59 - minutes attached - page 96)

The following items need consideration by Council:

- 10.1 Item no: 12 - City Deal Borrowing and the establishment of the Greater Norwich Strategic Investment Fund** - to approve recommendations 1 to 4 as set out in the decision schedule (recommendations at page 59)
- 10.2 Item no: 13 - Enforcement Policy** - to agree the adoption of the proposed over-arching Enforcement Policy at Appendix 2 of the report to replace the existing overarching enforcement policy, retaining as separate documents its other existing thematic enforcement policies and to delegate authority to the Assistant Director for Regulatory in consultation with the Portfolio Holder for Environmental Excellence to enact any amendments advised by the legal team following the completion of their review. (recommendation at page 60)
- 10.3 Item no: 14 - Economic Growth Strategic Plan** – to approve and adopt the Economic Growth Strategic Plan 2022 – 2027 and use of the Broadland Summary as an externally facing document. (recommendation at page 60)  
(Plan attached at page 63 incorporating minor alterations by the Assistant Director for Economic Growth and the Portfolio Holder for Economic Development arising from Cabinet.)
- 11. Planning Committee** - to receive the decisions of the meetings on 18 May, 15 June and 13 July 2022; (decisions attached – page 79)
- 12. Licensing and Regulatory Committee** – to receive the non-exempt minute of the meeting held on 25 May 2022 (minutes attached – page 83)
- 13. Report of the Monitoring Officer** (report attached – page 85)
- 14. Outside Organisations** – to consider reports from members appointed to represent the Council on outside organisations; (report attached – page 93)
- 15. Questions from Members** – to consider the following any questions received in accordance with Procedural Rule 12.4:
- 15.1 Question from Cllr E Laming**  
The rising cost of living is a real worry for a number of residents.  
How can BDC assist people in low income households to access fair and reliable lower cost credit and to obtain advice on financial health?
- 15.2 Question from Cllr C Karimi-Ghovanlou**
1. Could the Finance Portfolio Holder confirm the cost for the 7 wicker corgis made for the Queens Platinum Jubilee please?

2. Following on from my first question could the Finance Portfolio Holder confirm the final cost for the 'prestigious' party in the park at Blickling Hall, and how many residents and councillors attended this please?

### **15.3 Question from Cllr D Roper**

Since the change of Chair of O&S at the AGM in May has the Leader been happier with the way the Committee has operated?

### **15.4 Question from Cllr K Lawrence**

Nutrient Neutrality Update: Could we have a status update on what actions have been taken by BDC to address the Nutrient Neutrality requirements in terms of:

1. Collaborative actions with other organisations, e.g. Anglia water
2. In cooperation with NCC and other affected district councils
3. Planning policy initiatives e.g. SUDs, assessment procedures for BDC

What aspects in the long term strategic direction are being considered (including key expected outcomes) and the process of councillors' input into that strategy development and expected timeframe.

16. **Motions** – to consider any motions received in accordance with Procedural Rule 13:

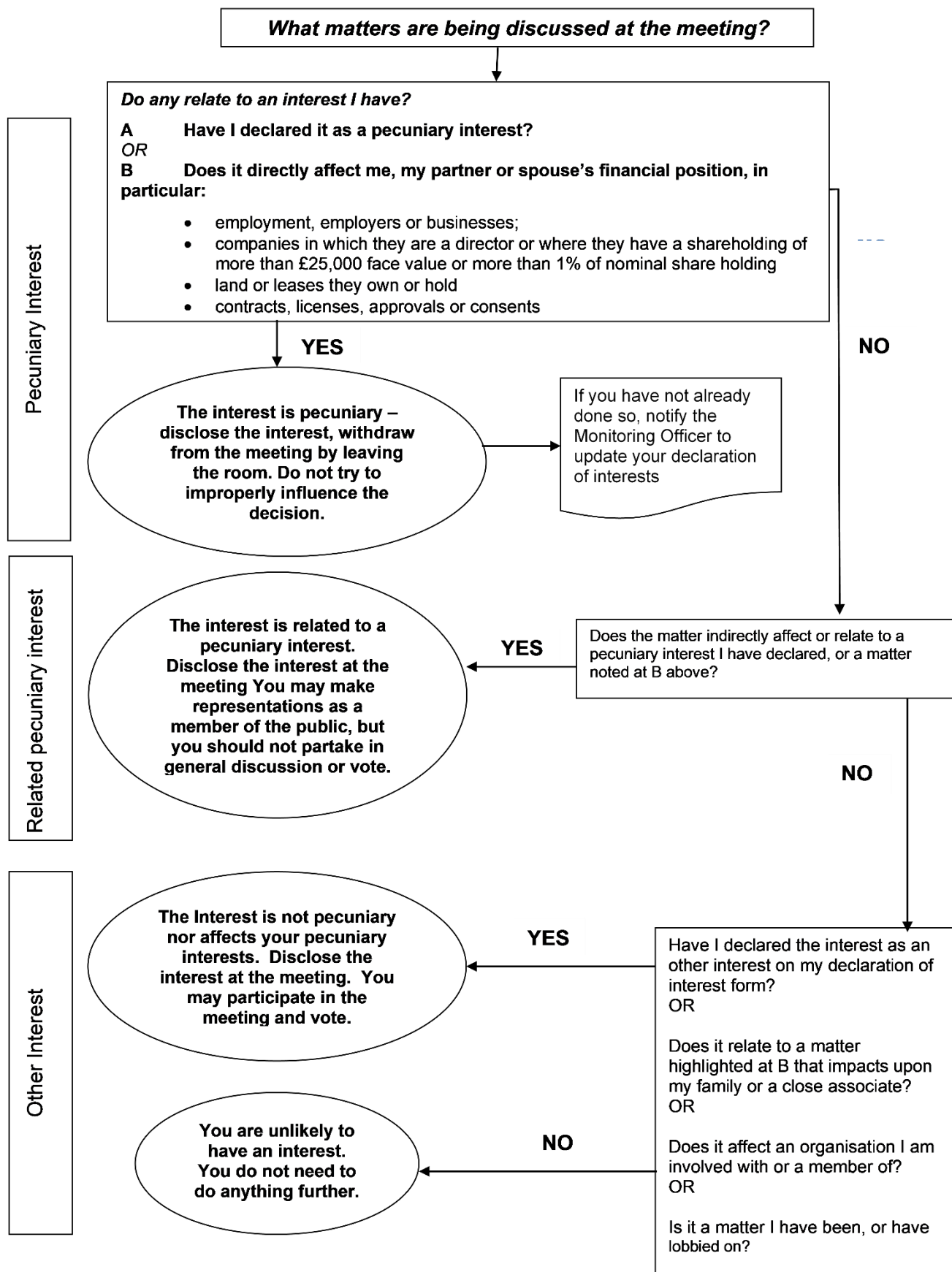
## DECLARATIONS OF INTEREST AT MEETINGS

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





## EXTRAORDINARY COUNCIL

### Minutes of an extraordinary meeting of the Council of Broadland District Council, held on Thursday 12 May 2022 at 7pm at the Council Offices

**Members Present:** Councillors: R R Foulger (Chairman), S C Beadle, N J Brennan, D J Britcher, S J Catchpole, J K Copplestone, A D Crotch, J Davis, J J Emsell, J F Fisher, N J Harpley, S I Holland, C Karimi-Ghovanlou, E C Laming, K E Lawrence, J Leggett, K G Leggett, T M Mancini-Boyle, I N Moncur, M L Murrell, G K Nurden, G Peck, R E Potter, S M Prutton, S Riley, D Roper, C E Ryman-Tubb, L A Starling, D M Thomas, J L Thomas, K A Vincent, S A Vincent, J M Ward, F Whymark

**Apologies for Absence:** Councillors: A D Adams, P E Bulman, B Cook, S C Gurney, D Harrison, L H Hemsall, D King, S Lawn, I J Mackie, J A Neesam and N C Shaw

**Officers in Attendance:** The Managing Director, the Director of Place, the Director of Resources, the Director of People & Communities, the Chief of Staff (Monitoring Officer), the Assistant Director of Finance (Section 151 Officer), the Assistant Director of Individuals and Families, the Democratic Services Manager and the Democratic Services Officer (JH)

**Also in Attendance:** One member of the press.

#### 117 DECLARATIONS OF INTEREST

There were no declarations of interest from members.

#### 118 APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors A D Adams, P E Bulman, B Cook, S C Gurney, D Harrison, L H Hemsall, D King, S Lawn, I J Mackie, J A Neesam and N C Shaw.

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

Members considered the report of the Director of Resources, which sought Council agreement to purchase the Horizon Centre either individually or jointly with South Norfolk Council.

Before the debate, the Monitoring Officer reminded members that a mutual confidentiality agreement was in place and should members want to refer to information contained within the confidential appendices, the meeting would be required to move into private session.

Following a request by a member, it was proposed, seconded and

**RESOLVED**

To suspend standing orders to allow members to speak in both the public and private sessions of the meeting.

The Portfolio Holder for Transformation and Organisational Development then introduced the report, referring to the advantages of moving to the Horizon building. He informed members that the move would allow the Council to improve on its environmental commitment, reducing both Councils' carbon footprint, and providing opportunities to reduce running costs across both sites in Broadland and South Norfolk. He explained that Broadland Council had been considering a move out of Thorpe Lodge for over ten years, and this was now feasible due to the collaboration with South Norfolk Council. He drew attention to the savings to be made and reminded members that the costs of moving would be offset by the redevelopment of Thorpe Lodge. This was an opportunity to allow the One Team to work from one building, and he stressed that the staff were an important asset and that the majority of them supported the move to a more modern building. He then turned to the recommendations arising from the Cabinet meeting, held earlier that day (and tabled at the Council meeting) and proposed that they be accepted, and this was duly seconded by the Leader of the Council.

It was then proposed, duly seconded, and

**RESOLVED** that a recorded vote be taken on the recommendations.

Two short videos of officers discussing the potential move were then played to members and these highlighted the staff's support for the One Team to be located in one building.

One member expressed strong concerns that one of the videos had suggested that the Police and Children's Services relied upon off-chance conversations regarding confidential matters and stressed that this needed to be properly managed. In response the Portfolio Holder for Transformation and



Organisational Development reminded members that the role of the Help Hub was to ensure that a whole range of organisations such as the Police and Children's Services, worked alongside each other and were able to share relevant information, in a timely manner.

During debate, some members expressed concerns over the proposals, and were disappointed that the potential to stay at Thorpe Lodge had not been further explored. Cllr S Riley, the Vice Chairman of the Future Office Accommodation Project Working Group explained that the Group had been unable to further its investigations into this matter due to South Norfolk's refusal to relocate there. He was confused as to why South Norfolk would not consider Thorpe Lodge yet was prepared to move to a building only a few miles away.

Cllr Riley felt that the Horizon building was not the right fit for the Council and presented too many risks. He believed that a much more affordable option would be to renovate Thorpe Lodge, with the installation of double glazing, insulation, solar panels and the provision of more parking. A member commented that they believed that the current number of parking spaces available at Thorpe Lodge was in line with Norfolk County Council Parking Planning guidance.

Cllr S Holland, Leader of the Liberal Democrat Group suggested that there was no certainty with regard to the projected savings, the proposals presented a number of high risks, and a number of issues remained unresolved. She also had doubts as to the environmental credentials of the building and queried whether the overall situation with regard to this was really as good as had been outlined.

Some members referred to the Horizon building as a "white elephant" and one member raised the issue of the potential for Local Government Reorganisation and questioned whether this was a good time to move.

A number of members suggested that Thorpe Lodge was a more efficient space to heat, with reference being made to the high ceilings in the Horizon building, and one member raised the issue of lighting, suggesting that each desk at the Horizon office required its own lamp and fan, which was not energy efficient. Views were expressed over the size of the building with some members suggesting that it was far too big for both Councils' needs.

Referring to carbon neutrality, one member stressed that, although the site was carbon neutral, the Horizon Building was not carbon neutral without the further installation of solar panels to offset carbon emissions from the gas boiler and electricity usage from the grid. A further 1,540 panels would be required to do this, yet only 1000 would be required at Thorpe Lodge. The member believed that Thorpe Lodge offered more opportunity to be carbon neutral, using the latest technology, and at less cost.

Concerns were also expressed with regard to the air recirculation system and the risks associated with the spread of viruses. It was felt that this had not been addressed, yet was important to protect staff, councillors and visitors. Reference

was also made to the Acoustic report and the associated costs in addressing the issues it raised.

Discussion turned to the future of Thorpe Lodge, and some members felt there was a real risk that the Council would be unable to sell or redevelop it for some time and would be liable for the two buildings during this period. One member also mentioned that it might prove difficult to rent out any unused space at the Horizon Centre.

In response to a number of points, the Portfolio Holder for Transformation and Organisational Development reminded members that the Council was working in collaboration with South Norfolk, and this had enabled both Councils to make significant savings. Members needed to respect South Norfolk's view, that Thorpe Lodge was too small to accommodate both Councils, just as South Norfolk had accepted that Broadland was not prepared to relocate to Long Stratton.

The Portfolio Holder was surprised that the same members who had at previous meetings called for the Council to declare a climate emergency, were now not prepared to support a move that would reduce both Councils' carbon footprint by 84%.

He acknowledged that the Horizon building was not perfect, but no building would be, and it had potential to become what both Councils needed, had excellent environmental credentials, and was affordable. He stressed that a new build was not an affordable option.

Several members indicated their support for the proposals, referring to the savings that could be made in both revenue and capital, the lower running costs, and the reduced impact of future increases in energy prices. One member suggested that the savings would enable lower council tax increases going forward and also allow for the delivery of other projects that would benefit residents.

Regarding the Horizon building, some members praised its environmental credentials and the opportunities available to reduce further carbon emissions. It was noted that it had excellent transport links, was well served by public transport, had ample parking and was located near to good facilities.

A number of members also referred to the benefits to staff and the importance of having a good working environment within the one building. Members were informed that a recent survey had indicated that nearly 80% of staff were in favour of moving to a single building.

A member reminded Council that the benefits to the One Team of working from one office were not in doubt and stressed that the decision to be made that evening was whether or not the Horizon building was the right building.

The Chairman then proposed a move into private session so that more detailed discussion could take place with regard to the exempt appendices.

The press challenged the decision to move into private session, however the Monitoring Officer ruled that a mutual confidentiality agreement was in place, and it was in the public interest for any detailed discussions concerning the appendices to remain confidential.

It was then

### **RESOLVED**

To exclude the press and public from the meeting 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.

(Cllrs Roper and Beadle requested that their votes against the move into private session be recorded.)  
(The press then left the meeting.)

Cllr D Roper raised concerns regarding the possibility that the Council might need to purchase the Horizon building individually, should South Norfolk Council decide not to partake in the purchase. This would mean that costs would increase, any savings would be reduced and that Broadland Council would bear all the risks. He therefore proposed an amendment to the first recommendation of the report, to take out the words “either individually or”, so that the recommendation read:

“To purchase the Horizon Centre jointly with South Norfolk Council”

The amendment was seconded by Cllr Holland, who explained that she was not in favour of purchasing the Horizon building, but even less so without South Norfolk Council to share the costs and risks. This view was supported by several other members.

A member explained that back in 1999, the Council had looked at moving out of Thorpe Lodge, due to the requirements of the Disability Discrimination Act, however this had not proved to be necessary, and the move was never progressed. The Council had operated successfully from Thorpe Lodge ever since. He also referred to the annual lease costs of the Horizon building, which he felt to be unacceptable.

The Leader of the Council reminded members that Thorpe Lodge was not suitable for the Council’s needs going forward and stressed that it was not possible to adapt the building in a way which was suitable for the One Team. The Council had looked at moving on at least two occasions since 1999, but only now did the benefits outweigh the costs. It was affordable with or without South

Norfolk and he would not be supporting the amendment. He added that the proposal was to purchase the building freehold, not leasehold, as a member had suggested.

It was then proposed and duly seconded, that a recorded vote be taken on the amendment and it was

**RESOLVED** that a recorded vote be taken on the amendment.

A recorded vote was then conducted as follows:

For the Amendment

Cllrs Beadle, Britcher, Catchpole, Davis, Harpley, Holland, Karimi-Ghovanlou, Lawrence, Riley, Roper, Starling, D Thomas. .

Against the Amendment

Cllrs Brennan, Copplestone, Crotch, Emsell, Fisher, Foulger, Laming, J Leggett, K Leggett, Mancini-Boyle, Moncur, Murrell, Nurden, Peck, Potter, Prutton, Ryman-Tubb, J Thomas, K Vincent, S Vincent, Ward and Whymark.

No members abstained from the vote.

With 12 votes for, and 22 against, the amendment was lost.

A member explained that he had copies of the old surveys and reports relating to the proposals to move council offices back in 1999. He had passed these on to the Managing Director and had suggested that they be distributed to all members for information. He asked the Managing Director whether this had been actioned. In response, the Managing Director explained that the papers had instead been passed on to the consultants for information.

During further discussion, reference was made to an earlier query regarding whether the money to be invested in the Horizon building could be better spent on other projects that would directly benefit residents.

The Portfolio Holder for Finance reminded members that costs would be offset by the sale or redevelopment of Thorpe Lodge, should the Council choose to vacate it, and she referred to the significant savings to be made which could be reinvested in future projects to benefit residents. She stressed that the Council was already progressing and investing in a number of other areas, and she referred to recent investments in temporary accommodation, economic growth and Broadland Growth. Funds had also been placed in environmental reserves which could be used to enhance the environmental credentials of the Horizon building, if purchased by the Council.

Reference was made to the estimated savings to be made, and one member suggested that more could be saved by staying at Thorpe Lodge and renovating the building. He suggested that this move was a waste of taxpayers' money and

suggested that the estimated savings were not a fixed premise and depended on a number of unknown factors and costs.

The Portfolio Holder for Finance agreed that calculating the savings was not an exact science and that there were a number of “unknowns” but stressed that all the conclusions in the report were based upon advice received from a number of independent professionals who were experts in their fields.

A member queried the staff survey referred to earlier in the meeting and asked for some clarity around whether staff were actually voting on a move to the Horizon building. They drew attention to the fact that approximately 250 staff had participated in the survey, which equated to only 43% of all staff.

In response, the Managing Director explained that the following question had been put to officers attending a staff briefing: “Would you be in favour of a move to a single building?”

Turning to energy efficiency, the Leader of the Green Party, Cllr J Davis was disappointed that there had not been a more detailed analysis on how carbon emissions could be significantly reduced at Thorpe Lodge but did feel that time was of the essence, and he referred to the fact that the Horizon building was currently 84% more energy efficient than Thorpe Lodge and South Norfolk House. He stressed the importance of reducing carbon emissions further and wanted a commitment to deliver on the recommendations outlined in the Energy Reduction Feasibility Study report, should the purchase be progressed.

The Portfolio Holder for Environmental Excellence advised that the Horizon building had great environmental credentials and there were opportunities to make it even greener. She stressed that the Council was working towards a decarbonisation plan across all services.

Referring to the Energy Feasibility Study, a member suggested that the opportunities to make use of further renewable technologies and to reduce carbon emissions were limited and stressed that any options came with caveats.

Cllr J Thomas, Chairman of the Service Improvement and Efficiency Committee, explained that she had been hesitant to support a move to the Horizon building and had tried to robustly challenge all the proposals. Initially she had favoured a new build, however, she accepted that this option was more costly and would take more time. She did not believe that the Horizon building was perfect, and still had some doubts around the estimated costs, however, it did have benefits and she now believed it to be the right move for both staff and residents.

A number of members also stressed the importance of time and the urgency in reducing carbon emissions from the Council’s estate. The needs of the One Team had to be considered and it was felt important that all staff should work from the same office. No solution would be perfect, but this option allowed the Council to stay in its own district and to maintain its sovereignty.

In response to queries regarding the possible future use of Thorpe Lodge, should the Council decide to vacate it, the Leader of the Council explained that there were a number of possibilities. With regard to a specific suggestion regarding affordable housing, he explained that policies were in place regarding new development and the requirement for affordable homes and that the Council could go further in its commitment to deliver more than what was prescribed in the policy, if it was to redevelop the site itself. However, this would all require further consideration. Regarding the bunker currently in place at the Lodge, he did not believe that this would prohibit any sale.

The Leader of the Council then referred members to the recommendations before them. He referred to a number of suggestions that had arisen during the debate and wished to clarify that the Horizon building had been for sale on the open market since August 2021. He assured members that the Council was investing in other areas, and other projects were being progressed, for example, a sizable budget had been invested in temporary accommodation.

Regarding comments that had been made regarding canteen facilities, he clarified that the contractor at Thorpe Lodge had withdrawn its services as it was not viable for the number of users. The Horizon building currently had three restaurant areas and he hoped that it would be possible for some catering provision to be made available for staff, through a third party.

He respected the views of all councillors and he had noted that the debate had been heated and emotional at times. He acknowledged that the Horizon building was not perfect, but he felt now was the time to move forward and take advantage of the opportunities. It had been a long journey and he thanked Cllrs Riley, Brennan and Gurney on behalf of the Council for their work on the Member Working Group. He had noted that all the options had been thoroughly researched and due diligence had been carried out, over and above normal procedures.

Referring to the benefits of the proposals, he alluded to the estimated savings in both capital and revenue, and explained that the generation of electricity at the Horizon building would future proof the Council against rising costs in energy. He also referred to the decarbonisation agenda and the opportunity to reduce the carbon emission of the Councils' estates by 84%.

Turning to the One Team, he was proud of its achievements, but he stressed that office conditions were not great, the building was old and tired and did not facilitate modern working. He drew attention to the fact that the majority of staff were in favour of a move to one office, and he believed that this would ultimately lead to a better service for residents.

Finally, he stressed that the Horizon building was in Broadland, and then he commended the recommendations to members.

The Portfolio Holder for Transformation and Organisational Development, referred to the volume of work, the reports written by officers and consultants

and the number of questions asked during the process. He suggested that the answers to all questions were in the paperwork.

He could not understand some of the negativity that had been expressed, and he reminded Council of the cost savings to be made and that most staff were in favour of the proposals.

He wanted to be part of a Council that led by example and looked forward, not back, and strived to make savings whilst improving services. He then commended the recommendations to Council.

The Chairman thanked members for a lively and comprehensive debate and then proposed, and Council agreed that the meeting should move back into public session.

It was then proposed, duly seconded, that the recommendations in the report be supported.

A recorded vote was then conducted as follows:

For the recommendations

Cllrs Brennan, Copplestone, Crotch, Davis, Emsell, Fisher, Foulger, Laming, J Leggett, K Leggett, Mancini-Boyle, Moncur, Murrell, Nurden, Peck, Potter, Prutton, Ryman-Tubb, J Thomas, K Vincent, S Vincent, Ward and Whymark..

Against the recommendations

Cllrs Beadle, Britcher, Catchpole, Harpley, Holland, Karimi-Ghovanlou, Lawrence, Riley, Roper, Starling, D Thomas.

No members abstained from the vote.

With 23 votes for and 11 against, it was

### **RESOLVED**

To:

1. Agree to purchase the Horizon Centre either individually or jointly with South Norfolk Council;
2. Share any future capital costs on an equal basis between both Broadland Council and South Norfolk Council if jointly owned;
3. Share the revenue expenditure related to the Horizon Centre in accordance with the agreed apportionment model in place for that financial year.
4. Share any net income from third party occupancy or rental of the Horizon Building on an equal basis between both Broadland Council and South Norfolk Council if jointly owned

**120 EXCLUSION OF PRESS AND PUBLIC**

**RESOLVED**

To exclude the press and public from the meeting for the remaining item 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.

**121 ACCOMMODATION REVIEW FINANCE**

Members considered the exempt report of the Assistant Director Finance which set out a review of the Council's earmarked reserves as part of the accommodation review.

The Portfolio Holder for Finance referred members to the recommendations and outlined the proposals to move funds into the Future Accommodation Requirement earmarked reserve, and to close some reserves that were no longer required. She proposed that the recommendations in the report be supported and this was duly seconded by the Leader of the Council.

With 23 voting for, and 11 against (Cllr S Beadle requested that his vote against be recorded), it was

**RESOLVED**

To agree the changes to the Council's earmarked reserves as recommended by Cabinet and outlined within paragraph 4 of the report (and updated in the addendum).

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Chairman

(Meeting closed at 9:15 pm)





## COUNCIL AGM

**Minutes of the Annual General Meeting of Broadland District Council, held on 26 May 2022 at 7pm at the Council Offices, Thorpe Lodge, 1 Yarmouth Road, Thorpe St Andrew**

**Committee Members Present:** Councillors: N J Brennan, P E Bulman, J K Copplestone, A D Crotch, J Davis, J J Emsell, J F Fisher, R R Foulger, L H Hemsall, D King, E C Laming, J Leggett, K G Leggett, I J Mackie, T M Mancini-Boyle, I N Moncur, M L Murrell, S M Prutton, K A Vincent, S A Vincent, J M Ward, F Whymark

For part of the meeting only:  
Councillors: S C Beadle, D J Britcher, N J Harpley, N C Karimi-Ghovanlou, K E Lawrence, J A Neesam, G K Nurden, D Roper, D M Thomas

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

**Also attending** Matthew Jones – East Anglian Air Ambulance and Mrs Foulger

### **1 ANNOUNCEMENTS FROM THE CHAIRMAN OF THE COUNCIL – PRESENTATION TO THE EAST ANGLIAN AIR AMBULANCE AND LIST OF ENGAGEMENTS**

The Chairman advised Council that he was delighted to announce that a total of £2,300 had been raised for his chosen charity, the East Anglian Air Ambulance. A number of events and activities had been arranged during his year in office for this very worthy cause and he thanked his wife for her help with the fund raising efforts. He was pleased to be able to present the cheque to Matthew Jones, Chief Executive Officer of the EAAA.

Mr Jones thanked the Chairman for the generous donation and expressed his sincere appreciation of the efforts of the Chairman, his wife and others in raising

funds for the charity. The sum raised was roughly the same as the cost of a mission by a helicopter and the donation could lead to the saving of a life.

The Chairman then referred to the engagements he had undertaken during his year of office in what had been a very busy year coming out of the COVID restrictions. He drew attention to a few very memorable events, including the opening of the Newmedica eye clinic, the Councils' Business Awards and a number of events with other neighbouring councils which had served to strengthen the connections and co-operation between Norfolk authorities.

## **2 APPOINTMENT OF CHAIRMAN**

The Chairman invited nominations for the position of Chairman of the Council for 2022/23. Cllr Fisher was proposed and seconded and it was

### **RESOLVED**

To appoint Cllr Fisher as Chairman of the Council for 2022/23.

Cllr Foulger expressed his appreciation of the support he had received from his wife, together with, Emma Hodds, Linda Mockford and Dawn Matthews and presented them each with a bouquet of flowers.

Cllr Fisher was then invested with the Chain of Office and signed the Declaration of Acceptance of Office. He thanked members for electing him and stated it was a privilege to serve as Chairman of the Council. On behalf of the Council, Cllr Fisher then thanked Cllr Foulger for his term as Chairman of the Council and for attending a large number of events representing the Council. He had been an excellent ambassador for the Council. Cllr Fisher also congratulated Cllr Foulger and his wife on raising such a large sum of money for his chosen charity. He presented Cllr Foulger with a past chairman's badge and a certificate to mark his year in office.

## **3 APPOINTMENT OF VICE-CHAIRMAN**

The Chairman invited nominations for the position of Vice-Chairman of the Council for 2022/23. Cllr Prutton was proposed and seconded and it was

### **RESOLVED**

To appoint Cllr Prutton as Vice-Chairman of the Council for 2022/23.

Cllr Prutton signed the Declaration of Acceptance of Office.

## **4 DECLARATIONS OF INTEREST**

No declarations were received.

**5 APOLOGIES FOR ABSENCE**

Apologies for absence were received from the following Councillors: A D Adams, S J Catchpole, S M Clancy, B Cook, S C Gurney, D Harrison, S I Holland, K S Kelly, S Lawn, G Peck, R E Potter, S Riley, N C Shaw, L A Starling and J L Thomas.

**6 MINUTES**

The minutes of the meeting held on 31 March 2022 were agreed as a correct record and signed by the Chairman.

**7 MATTERS ARISING**

No matters were raised.

**8 ANNOUNCEMENTS**

The Managing Director drew members' attention to the new coffee machines now available in the Canteen.

**9 ELECTION OF LEADER**

The Chairman invited nominations for the position of Leader of the Council for 2022/23. Cllr S Vincent was proposed and seconded and it was:

**RESOLVED**

To appoint Cllr S Vincent as Leader of the Council for 2022/23.

The Leader thanked members for his appointment and stated it was an honour to be re-elected. He then advised the Council of his Cabinet appointments for 2022/23 as follows:

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

The Leader thanked Cllr Lawn for her work as Planning Portfolio Holder and for managing a number of challenges during the year, including the emergence of the nutrient neutrality issue.

## 10 MONITORING OFFICER REPORT

Members considered the report of the Monitoring Officer. The Leader of the Council outlined the main proposals contained in the report and invited Council to support the recommendations contained therein. With regard to the request for a dispensation, on behalf of the Council, the Leader wished Cllr Harrison a speedy recovery to full health.

*[Cllr Nurden left the meeting at this point.]*

It was then proposed and agreed that recommendations 1, 2, 4, 5, and 6 be voted on together but that a separate vote be taken on recommendation 3.

### **Recommendations 1, 2, 4, 5 and 6**

Members voted on recommendations 1, 2, 4, 5 and 6 and it was

### **RESOLVED**

To approve:

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

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

2. The allocation of seats on Council committees in accordance with Appendix 1 attached to the signed copy of these minutes and to appoint to these seats, as advised by Group Leaders and set out in the appendix;
4. The appointments of Directors for Broadland Growth Limited as the Leader, Portfolio Holder for Planning and the Managing Director and the Portfolio Holder for Finance as the Shareholder representative;
5. The appointment of Ruth Goodall, Mary Evans and Kevin Wilkins as co-opted parish and town council members of the Standards Committee.

6. To grant dispensation to Councillor Harrison from attending meetings of the Council and the committees on which he serves, until the end of November.

### **Recommendation 3**

A number of members stated that they wished to see Cllr Riley remain as Chairman of the Overview and Scrutiny Committee, with Cllr Murrell as Vice-Chairman. They felt he had proved to be an effective, experienced Chairman and the Council's decisions were stronger as a result. It had been suggested that the demands on a "twin hatter" managing heavy workloads was a reason for the change but little weight was given to this argument with previous post holders and other twin hatters being in a similar position. It had been a long standing practice at the Council for the Overview and Scrutiny Committee to be chaired by a member of the main opposition group, with the exception of one year, and there was no reason to change this. It was stated that attempts by the current administration to secure an alternative Chairman had caused concern and were not seen as examples of good governance. At a time when the Council was facing a number of big challenges, including the budget, new office accommodation, new builds, a peer challenge and a forthcoming election, it was seen as a lack of confidence in facilitating ongoing scrutiny and accountability. It was stated that there was a need to continue to demonstrate good governance, at a time when, nationally, there were a number of challenges being faced in this respect, which needed to be avoided at a local level. There was a desire to see a system of local government which allowed opposition parties to raise issues of concern and that this needed a Chairman who was not a part of the ruling administration. Good guidance stated that Scrutiny played a vital role in holding the decision makers to account which made it fundamentally important to local democracy. A Scrutiny Chairman should possess the ability to lead, build team work and consensus and guide the committee to be independent and avoid being de facto opposition. It was suggested that Cllr Riley had more than proven he could meet this criteria and there was a need to retain public confidence in the democratic process and ensure scrutiny was undertaken robustly, fairly and without prejudice.

The Leader of the Council responded that the proposal had been put forward in the interests of good governance. The Good Scrutiny Guide stated that scrutiny should not be used as a political tool but should offer a critical friend. The Committee had a cross-party makeup and received all the information available to Cabinet with nothing hidden. It would continue to look, examine, question and challenge and a change of Chairman would not deviate from this approach. There was a need for the Committee to work more effectively, with added value, avoiding overly long meetings and reducing the impact on officer time, ensuring the Committee remained focussed on scrutinising the matters under consideration. There was confidence that Cllr Murrell could fulfil this role.

It was suggested that the proposal was not about good governance but about taking control of Overview and Scrutiny and it was proposed, duly seconded that an amendment be made to recommendation 3 in the report to appoint Cllr Riley

as Chairman of Overview and Scrutiny Committee with Cllr Murrell as Vice-Chairman. On being put to the vote, with 10 members voting for, 22 against and 1 abstention, the amendment was lost.

*[At this point in the meeting all members of the Liberal Democrat Group and the Labour Group in attendance left the meeting.]*

Members then considered recommendation 3 as set out in the report and it was, with a majority of members voting for, 2 against, further

**RESOLVED**

3. To approve the appointment of Chairman and Vice-Chairman as set out in Appendix 2 attached to the signed copy of these minutes.

**11 APPOINTMENTS TO OUTSIDE ORGANISATIONS**

Council received the schedule of nominations to represent the Council on outside organisations for 2022/23.

**RESOLVED**

To approve the appointments to outside organisations for 2022/23, as attached at Appendix 3 to the signed copy of these minutes.

**12 SCHEME OF DELEGATION**

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

**RESOLVED**

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

**13 COUNCIL MEETINGS FOR 2022/23**

Council was invited to approve the dates for Council meetings for 2022/23 in accordance with the Constitution.

**RESOLVED**

To approve the following dates for Council meetings: 28 July 2022, 13 October 2022, 15 December 2022, 23 February 2023, 30 March 2023 and 25 May 2023.

**14 QUESTIONS FROM THE PUBLIC**

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

**15 PUBLIC SPEAKING**

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

**16 OVERVIEW AND SCRUTINY COMMITTEE**

The minutes of the Overview and Scrutiny Committee meetings held on 29 March, 12 April and 3 May 2022 were received.

**Recommendation arising from the meeting on 29 March 2022**

*Minute no: 131 – Overview and Scrutiny Committee Annual Report 2021/22*

Members were invited to note the Annual Report.

**RESOLVED**

To note the Annual Report of the Overview and Scrutiny Committee for 2021/22.

**17 CABINET**

The minutes of the Cabinet meetings held on 26 April and 12 May 2022 were received.

**Recommendations arising from the meeting on 26 April 2022**

*Minute no: 272 - Addendum to the 2022-24 Delivery Plan and the use of the Earmarked Reserves created as a result of the In-Year Budget Options*

The Portfolio Holder for Finance invited members to approve the recommendations. It was proposed, seconded and

**RESOLVED:**

1. To approve the transfer between the earmarked reserves to enable the funding of the 13 initiatives as shown in the table in section 4.1 of the report.
2. To approve the spend within these newly adjusted earmarked reserves being delegated to the appropriate Assistant Director in consultation with their appropriate Portfolio Holder.

3. To approve the addendum to the 2022/24 Delivery Plan as shown in Appendix B of the report, subject to the prioritisation of projects and delivery timescales, being added.

*Minute no: 273 – Review of Policies - Proposed Capital Investment in Renewable Energy Infrastructure*

The Portfolio Holder for Finance invited members to approve the recommendations. It was proposed, seconded and

**RESOLVED:**

To agree the inclusion of £1m to enable capital investment in renewable energy projects and/or associated infrastructure in the Capital Programme for 2022/23.

**18 AUDIT COMMITTEE**

The minutes of the Audit Committee meeting held on 17 March 2022 were received.

*Minute no 36: Annual Report of the Audit Committee*

Members were invited to approve the Audit Committee Annual Report.

**RESOLVED**

To approve the Audit Committee Annual Report.

**19 PLANNING COMMITTEE**

The decisions of the Planning Committee meeting held on 20 April 2022 were received.

**20 OUTSIDE ORGANISATIONS AND MEMBER CHAMPIONS – FEEDBACK FROM REPRESENTATIVES**

Members received and noted the feedback from representatives on Outside Bodies and an update from a member champion.

**21 QUESTIONS FROM MEMBERS**

The following question was raised:



**Question from Cllr E Laming**

*BDC is engaged with a positive group buying scheme called Solar Together to provide solar panels and battery storage solutions for residents and small businesses.*

*Would the council consider setting up a similar scheme for a retrofitting service in conjunction with local providers to enable homeowners and businesses in Broadland, including the “able to pay” sector, to access advice and retrofitting services for their homes?*

**Response by the Portfolio Holder for Environmental Excellence:**

The Solar Together scheme is an area based programme which extends beyond the borders of the County. Therefore demand can be considerable and is attractive to suppliers. In addition solar is in high demand at present.

It is considered that there would not be sufficient demand in the able to pay sector to facilitate a viable competitive programme for any of the other energy efficiency measures involved in the retrofit procedure for a single authority. We will however raise this for consideration at the Norfolk Climate Change Partnership group. Our experience has shown that, to deliver successful capital retrofit programmes, high volumes of a single product are required to be attractive to contractors, as a result engagement with this sector has been challenging. The Council recently sought to partner with a local supplier for double glazing, however even with the available capital, no interest was received from the market. We believe that demand for contractors is sufficient through their normal processes and they are content to direct their business to the most profitable low risk work streams. Therefore at present we do not see such a scheme providing better value than the current process of agreed prices or separate quotes on each project.

We are exploring options around support for able to pay groups at the moment and hope to be able to announce something around this soon.

**Supplementary Question from Cllr Laming**

Cllr Laming stated that the need to retrofit homes was urgent with current increases in energy prices seriously affecting the cost of living. The total dwelling stock in the district was 59,500 and in 2019, 33% of these had an EPC rating of band C or above, leaving 67% with an EPC rating below band C. Is the Council looking at how many dwellings fall into each EPC rating band and what would need to be done in terms of retrofitting to achieve a net zero position across the housing stock?

**Response by the Portfolio Holder for Environmental Excellence**

The Portfolio Holder stated that it was not possible to verify the percentages quoted in the question as information regarding the number of homes with EPCs was not available. The Council was striving to encourage residents to move towards net zero or to reduce their carbon emissions through the refresh of the Environmental Strategy.

**22 MOTIONS**

No motions were received.

**23 EXCLUSION OF PRESS AND PUBLIC**

**RESOLVED**

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

**24 OVERVIEW AND SCRUTINY COMMITTEE**

The exempt minutes of the Overview and Scrutiny Committee meeting on 3 May 2022 were received.

**25 CABINET**

The exempt minutes of the Cabinet meeting on 12 May 2022 were received.

(The meeting concluded at 8:19pm)

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Chairman

## CIVIC ENGAGEMENTS FOR THE CHAIRMAN and VICE CHAIRMAN FOR THE PERIOD: 27 MAY – 28 JULY 2022

2 June	Chairman's Platinum Jubilee flag-raising event at Thorpe Lodge.
2 June	Platinum Jubilee Beacon-lighting event at Thorpe St Andrew.
3 June	The Mayor of King's Lynn's Service of Celebration at King's Lynn Minster.
3 June	Platinum Jubilee Service, hosted by the Mayor of Great Yarmouth.
4 June	Broadland District Council's Party in the Park screening held at Blickling Hall.
5 June	Evensong at Norwich Cathedral, hosted by the Dean of Norwich.
8 June	Visit to the headquarters of the Chairman's civic charity, Nelson's Journey.
12 June	Service at Norwich Cathedral, hosted by the Lord Mayor and Sheriff of Norwich.
13 June	Launch event for the Marriott's Way 10k race.
20 June	Flag-raising at Thorpe Lodge for Armed Forces Day.
29 June	Platinum Jubilee Reception at the Royal Norfolk Show, hosted by the Lord Lieutenant.
2 July	Lord Mayor's Procession in Norwich.
4 July	Launch and tour of the Independent Living Scheme at Acle.
6 July	Reception, hosted by the High Sheriff of Norfolk.
24 July	Civic Service, hosted by the Chairman of Great Yarmouth Borough Council.
25 July	Flag-raising at Thorpe Lodge in support of Pride.

## 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 7 June 2022 at 10.00 am when there were present:

<b>Committee Members Present:</b>	Councillors: M Murrell (Chairman), S Riley (Vice-Chairman), N Brennan, S Catchpole, N Harpley, S Holland, C Karimi-Ghovanlou, K Kelly, K Leggett MBE, G Nurden and S Prutton.
<b>Apologies:</b>	Councillors: Cllr Bulman, Cllr Potter, Cllr Davis and Cllr Shaw
<b>Substitutes:</b>	Councillor: S Clancy (for P Bulman)
<b>Other Members in Attendance:</b>	Councillors: T Mancini-Boyle, J Leggett, J Emsell and F Whymark.
<b>Officers in Attendance:</b>	The Chief of Staff (Monitoring Officer), the Assistant Director for Finance, the Assistant Director for Planning, the Assistant Director for ICT/Digital and Transformation, the Assistant Director of Individuals and Families, the Assistant Director Economic Growth, the Assistant Director for Regulatory, the Strategy and Intelligence Manager, the Food Safety and Licensing Team Manager, the Housing and Wellbeing Senior Manager, the Housing and Benefits Manager, the Programme Manager – Economic Growth, the National Management Trainee and the Democratic Services Officer.

### 1 DECLARATIONS OF INTEREST

No declarations of interest were made.

### 2 APOLOGIES FOR ABSENCE

Apologies for absence were received from Cllr Bulman (with S Clancy appointed substitute), Cllr Potter, Cllr Davis and Cllr Shaw

### **3 MINUTES**

The public minutes of the meeting held on 3 May 2022 were agreed as a correct record.

### **4 CHAIRMAN'S ANNOUNCEMENTS**

No announcements made.

### **5 PUBLIC SPEAKING**

There was no public speaking.

### **CABINET REPORTS**

### **6 STRATEGIC PERFORMANCE AND FINANCE REPORT FOR QUARTER 4 2021/22**

The report provided an overview of the performance of the Council in Quarter 4 against the key outcomes set out in the Delivery Plan for 2021/22.

The Strategy and Intelligence Manager introduced the Performance section of the report. Members noted that 15 areas were currently at a green status having met the performance measure criteria for 2021/22. Nine were at an amber status, including Council tax collection, where it was noted that improvement had been seen from the previous review and was forecast to continue. Lastly, there were two areas currently at a red status. Members were advised that these related to the Planning service area with a focus on the timeframe decisions were made. It was noted that an improvement had been seen from Q3 to Q4 with the service level currently sitting at 91 percent.

In response to a query on why there were fewer audit days scheduled for the Chief of Staff Directorate, members were advised that due to the timing of the budget approval, the Audit Plan was still in its draft form.

Following several questions on the red status of the planning service area, the Assistant Director for Planning explained that concerns were being addressed and that this was the subject of an item later in agenda. In relation to a question regarding to whether there were any applications awaiting decisions, members were advised that there were ongoing conversations with some applicants to address the issues.

It was also confirmed that following the recent guidance received from Natural England on nutrient neutrality, the planning department had requested a six-month extension on major applications and a two-month extension on minor applications.

In response to a query regarding the Risk Register, officers explained that the register was being reviewed by Cabinet and would be part of the next reporting cycle.

A member expressed concern about the recovery rate for Housing Benefits overpayments and asked officers for clarification on how overpayments occurred and what the Council could do to reduce them. The Assistant Director for Finance explained that overpayments occurred due to a range of circumstances relating to the individual, and members further noted that the recovery of overpayments had become more difficult since individuals had moved over to the Universal Credit system.

Referring to the staff satisfaction survey, a member raised concerns over the 18 percent of staff members who did not feel that Senior Management encouraged them to look after their mental health. The Chief of Staff explained that the Council had invested in training mental health first aiders within teams to provide further support and that further training was being provided for managers. A further question was asked concerning the parameters of the survey itself and whether staff could feed back anonymously. It was confirmed that the surveys were anonymous to a degree but with a breakdown to director level in order to address any issues.

The Assistant Director for Finance introduced the Finance section of the report and stressed that the figures listed in the report were only provisional due to the final accounts not being signed off. Members noted that overall, the Council was in a strong position going forward.

In response to a question on the salary underspend in the Resource directorate, members noted that the figures were detailed in Appendix one of the report. A further question was raised on the breakdown of how much favourable variance was due to pay. The Assistant Director for Finance explained that he did not have the information to hand but would circulate the information to members after the meeting.

Following a question raised on the local concerns regarding the Bure Valley Railway crossing, officers confirmed that a further update would be provided outside the meeting by the lead officer involved. A further question was asked regarding the collaborative work with Norfolk Constabulary on anti-social behaviours and it was confirmed that the Assistant Director for the area would provide members with a briefing outside the meeting.

In response to a query on the transitional cost associated with implementing the OneTeam, members noted that although policies, processes and procedures were being (jointly) reviewed as part of the One Team, it is good practice to review policies, processes and procedures regularly and thus each council would have reviewed these separately. It was also noted it would have

been difficult to monitor transitional costs without a complex recording system, as it is difficult to separate time spend on One Team implementation from Business as Usual activities.

A final question was raised regarding emergency planning training for members, and officers confirmed that the Member Development Panel would be reviewing members' training requirements in the near future.

Following a show of hands, it was

### **RECOMMENDED TO CABINET**

1. Receive the revenue and capital position for Quarter 4 (variance details in Appendix 1)
2. To agree to add the IT and waste revenue budget underspends to the existing IT / Waste reserves (as detailed in para 3.15)
3. To agree to recommend to Full Council the slippage requests for capital (as detailed in para 3.16).
4. Receive the 2021/22 performance for Quarter 4 and the year end position (detail in Appendix 2).
5. Receive the year end update of the 21/22 Delivery Plan (detail in appendix 3).

## **7 LICENSING SERVICES – SERVICE ENHANCEMENT OPTIONS**

The Assistant Director of Regulatory presented the report which outlined the options for the introduction of paid for licensing related advice and support to businesses. Support and advice were currently offered to businesses, mainly via the new Business Regulatory Support Hub which offered free advice to businesses.

The proposed full cost recovery basis for discretionary advice and support reflected the Commercialisation Strategy and enabled support to be offered more widely to businesses in the district to grow and this proposal, if agreed by members, would deliver the concept of commercial licensing services as agreed in the Delivery Plan.

The Food, Safety and Licensing Manager reminded members that the existing availability of free advice would not be eroded; this was a way to provide value added services that businesses might wish to pay for. All the fees would be reinvested in the service to support the regulatory function.

Members noted that since the report had been debated at the Service Improvement and Efficiency Committee, the proposed levels of fee charges had been reviewed and lowered under the advice of the Assistant Director of Finance.

After several members of the Committee raised concerns over charging businesses for advice in the current economic climate, officers reassured members that the report proposals would provide additional advice to that what was currently on offer and that this additional help would be provided at the business' discretion. The proposed services were enhanced and would act as another level of advice and information for the service area.

Discussion turned to Appendix two of the report and whether the fees and charges for the service would be reviewed regularly. The Chief of Staff confirmed that these would be looked at through the annual reviews of all fees and charges set by the Council.

Officers explained that free advice has been provided on an ad hoc basis, but it was noted that officers would not be able to sustain this offer for all businesses under the current provisions and resources.

In response to a question on whether the new proposals would require additional staff, officers explained that whilst there was a service review for the area built into the current Delivery Plan, the impact of the proposed enhanced services was neutral due to the full cost recovery and reinvestment in additional staffing hours so that statutory service levels would be unaffected.

After several members reiterated concerns over businesses' access to advice and information, an additional recommendation was proposed, seconded and agreed, which stressed the need for the current free advice to be maintained alongside the new proposals. It was then resolved:

### **RECOMMENDED TO CABINET**

- 1 To authorise the piloting of enhancements to Licensing services at full cost recovery, for a 12-month period starting in 2022/23.
- 2 The reinvestment of income generated from service enhancements to licensing activity into the Council's regulatory licensing service, so as not to impact on regulatory service capacity
- 3 Cabinet to ensure that the current free advice is maintained alongside the new proposals.

*The Committee adjourned at 11.05 am and reconvened at 11.15am, when all the Committee members listed above were present.*

## **8 FOOD SAFETY SERVICES – SERVICE ENHANCEMENT OPTIONS**



The Food, Safety and Licensing Manager introduced the report which mirrored the licencing report members had earlier discussed, but related specifically to food safety.

In answer to a question on whether the Economic Development team could assist and help new start-up businesses through these proposals, officers explained that there were no current start-up grants available. However, the team could offer advice and support to new business if requested.

In response to a query on why the hourly rate was higher than the proposed Licensing charges, members noted that this was due differences in the salary bands between the two areas.

During discussion, members were advised of the benefits of the proposals for new and existing businesses. If a food business received a low food hygiene rating score, through the proposals, they could choose to pay for an immediate re-visit (one that is not permitted under the national scheme unless a business elects to pay for it). However, some businesses may prefer to take up the option of a 'pre-inspection' visit, to receive advice on how to 'gain or retain' a higher rating beforehand, rather than be reactive to a drop in their rating after a regulatory food inspection. This would help businesses and lessen the potential risk of trade being blighted by a poor rating, alongside protecting the customers in relation to food safety.

Following a concern raised over staffing levels in the department, officers explained that the proposed service charges were at a cost recovery level and any income would be fed back into the service area. Members noted that the cost recovery finance additional hours for current staff to prevent impact on existing service levels.

Several members expressed concerns over the potential impact on new businesses and how the proposals could dissuade new businesses starting up. A member expressed the need for the Business Regulatory Support Hub to be maintained to allow businesses to have access to information and advice required to start up. Several members agreed and an amendment was proposed, seconded and agreed to add at the end of recommendation 1: *This to be operated and reviewed in conjunction with the Business Regulatory Support service to ensure that quality advice is available free at the first point of contact.*

Following a further vote, it was resolved:

### **RECOMMENDED TO CABINET**

1. To authorise the piloting of enhancements to Food Safety services at full cost recovery, for a 12-month period starting in 2022/23. This to be operated and reviewed in conjunction with the Business Regulatory Support service to ensure that quality advice is available free at the first point of contact.

2. The reinvestment of income generated from service enhancements to food safety activity into the Council's regulatory food safety service, so as not to impact on regulatory service capacity.

### **9 ENERGY REBATE SCHEME**

The Housing and Benefits Manager presented the report which outlined the details of the £150 Energy Rebate Scheme which was to be administered by Council Tax billing authorities and sought approval for the Discretionary Payment Scheme.

Members were reminded that on 3 February 2022 the Government announced a package of support for the rising energy costs, which included a £150 non-repayable rebate to all households who permanently resided in a property in Council Tax bands A-D. A discretionary fund was also available for households who were either ineligible under the main scheme or who required additional support.

Officers explained that the Council was working with an external company to make the process easy and quick when sending out payments to residents. In terms of how the payment would be made, members were advised that customers who paid their Council Tax bill by Direct Debit would receive a payment directly into their bank account once verification checks had been made. Where bank account details were not held, the customer would be contacted by letter and advised how to apply for the payment.

Following the recent announcement from Government, it was likely that further grants would be available to residents, and officers were seeking delegated permission for future schemes in order to efficiently organise further payments. Officers confirmed that the delegated permission would be reviewed in the future.

In response to a question about whether there was further grant support available to individuals who had been forced out of their homes, officers confirmed that further support could be offered to individuals under the wider schemes offered by the Council.

In answer to a query on the progress of the payments, it was confirmed that the process was going well with letters being sent out to all non-direct debit customers. Members noted that over half of these customers had now been paid, and that officers were looking through cases where there had been delays to resolve issues quickly.

A concern was raised over the payslip evidence needed for grants listed under category two in the report. Officers confirmed that it was the resident's responsibility to provide correct details. However, there were measures in place to review any evidence received.

In response to a question regarding call wait time for residents calling in, officers explained that additional resources were added to the team to help combat the high number of calls.

Members also noted that a wide range of support was available for residents through the Community Connectors and other services, if required.

Following a question on how the delegated powers would be reviewed over time, the Chief of Staff suggested that this could be added to the work programme through the “Topic” process, should members feel it to be necessary.

Following a show of hands, it was unanimously resolved:

### **RECOMMENDED TO CABINET**

To delegate permission for future discretionary schemes to be determined by the appropriate Assistant Director and the Section 151 officer in collaboration with the appropriate Portfolio Holder.

## **10 PLANNING BUSINESS CASE – APPOINTMENT TO NEW VACANCIES AND UPDATES TO STRUCTURE**

The Assistant Director of Planning introduced the report and outlined the results of the recent full review of the Development Management service. The review saw that more resources were needed in order to create additional capacity and be able to adequately deal with large-scale developments.

The Council had received a number of large developments at present alongside the large, proposed development at Rackheath in which more resources would be needed to effectively and properly consult with the parishes, the members and public. In addition, the next iteration of the Local Plan would be coming soon, planning applications were on the increase, as well as Development Consent Orders, Nutrient Neutrality and many other issues.

The proposal was to create eight new posts, which would be the equivalent of an additional 6.4 FTE at a total extra cost of £146,491, but that would be split between the two Councils. Some existing posts would be deleted to assist in the funding of the new posts and the remainder would be funded by an increase in income.

The key changes would be the creation of a Strategic Growth Team to focus on this key area across the district, and the creation of more capacity to address the workloads and deliver against new workstreams. Members noted that there were three apprentices currently in post and there would be opportunities for promotion.

A Member raised concerns over the lack of guaranteed funding from potential larger developments in the future. The Assistant Director for Planning explained that the positions would be monitored continually going forward. The posts would also not form part of the main planning structure and would be monitored alongside predicted income.

In response to a question regarding the staff requirements for the future, the Chief of Staff confirmed that all service areas were monitored to review future circumstances so departments could plan accordingly. The Assistant Director of Planning added that the Planning department was looking ahead with the potential opportunity to provide training for current members of staff to develop into higher roles.

In response to further questions on the risks involved with the new posts within the team structure, the Assistant Director for Planning reassured members that the positions would be reviewed over time and balanced with the projected income.

Discussion turned to the potential need for a restructure in the department to incorporate the new positions within the report. Members noted that the positions were flexible and could be moved around to suit demands, therefore a restructure would not be required. Members also noted that the current vacant posts within the planning structure were being reviewed and adapted to address the existing work demand.

Following a show of hands, it was resolved:

### **RECOMMENDED TO CABINET**

To approve the proposed changes to the Planning team and the intention to fill the current and new vacancies.

## **11 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.

## **12 REVIEW OF TRAINING SERVICES & CARROWBRECK HOUSE**

The Committee considered the exempt report regarding a review of training services at Carrowbreck House, which set out potential options for generating additional income to offset running costs, proposed a commitment to

continuous review of the Council's training offering and proposed a revised fee structure for 22/23.

The Programme Manager – Economic Growth stated that the facility had been running since 2015 and she gave details of the running costs and income generated. She explained that as part of the review of training services offered, the opportunity was taken to engage a commercial agent to undertake a valuation of the facilities to understand the opportunities for the site.

Officers responded to a number of questions, during which it was confirmed that the building was running as efficiently as possible with regard to energy use, with solar panels installed on the building.

Following a question regarding the current management of the site, members noted that this was currently incorporated within the Economic Development team, with one member of the team working from the site during office hours.

Following a show of hands, it was unanimously resolved:

### **RECOMMENDED TO CABINET**

To agree the recommendations laid out in the exempt report.

## **13 EXEMPT MINUTES OF OVERVIEW AND SCRUTINY COMMITTEE MEETING HELD 3 MAY 2022**

The exempt minutes of the meeting held on 3 May 2022 were agreed as a correct record.

(The meeting concluded at 12.30pm)

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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 28 June 2022 at 4.00 pm when there were present:

<b>Committee Members Present:</b>	Councillors: M Murrell (Chairman), P Bulman, K Leggett MBE, G Nurden, S Prutton and N Shaw.
<b>Other Member in Attendance:</b>	Councillor: F Whymark
<b>Officers in Attendance:</b>	Chief of Staff and Monitoring Officer, the Director of Place, the Assistant Director for Individuals and Families, Housing Standards Senior Manager, Senior Governance and Deputy Monitoring Officer (SW), and Democratic Services Officer (LA)

### 14 DECLARATIONS OF INTEREST

No declarations of interest were made.

### 15 APOLOGIES FOR ABSENCE

Apologies for absence were received from, Cllr N Brennan, Cllr S Catchpole, Cllr K Kelly and Cllr R Potter.

### 16 MINUTES

The minutes of the meeting held on 7 June 2022 were agreed as a correct record.

The Chairman informed the meeting that the amended recommendations put forward by the Committee detailed in minute numbers 7 and 8 were not accepted by Cabinet as the reports proposals were for enhancements to existing services only and the existing services would not be changed.

### 17 REVIEW OF EMPTY HOMES POLICY

The Housing Standards Senior Manager introduced the report which reviewed Broadland's Empty Homes Policy. The policy set out the parameters where

discretionary activity would take place in relation to empty homes in the District. Members noted the policy was originally approved by Cabinet on the 15 June 2021 and it was good practice to review how the policy was working within the District a year on.

The Housing Standards Senior Manager further explained the key reasons behind a home becoming classed as an Empty Home under the policy:

- Financially prohibitive for owners to undertake repairs or property upkeep.
- Poor marketing or pricing of the property on the market.
- Difficulty identifying owners of property, for example tracking down heirs to a property or owner disputes.
- Planning restrictions.
- Owners unwilling to sell, let or inhabit the property.

The Committee noted that data gathered by the Department for Levelling Up, Housing and Communities, which was informed by the Council Tax Base, showed Broadland District Council having the lowest rates of empty homes in the County. Since the policy has been in place, 14 properties have been reported to the Housing Standards team for being empty and through investigations the properties fall into two categories; properties which need further investigation, and short term empty properties where support is offered to reinstate occupation as soon as possible. Members also noted that a report containing a property deemed as an Empty Home was set to come before Cabinet at the next meeting.

The Chairman thanked officers for their report and the team's work implementing the policy. He noted that the policy was working well and there were no further concerns raised by the Committee.

It was then;

### **AGREED**

1. To acknowledge the report
2. to continue the procedures as detailed in the current Policy

## **18 BROADLAND DISTRICT COUNCIL STAFF TURNOVER TIME AND TASK PANEL REPORT**

The Chief of Staff (Monitoring Officer) presented the report which detailed the latest findings from the Time and Task Panel regarding the request to further review the Council's legal position regarding exit interviews.

During the recent meeting, the Panel had focused on its rights to access to the personal data of previous employees. It was explained that personal data was held by the Human Resources team for all staff currently employed and that were different retention purposes for different sets of data that needed to be adhered to in line with data protection principles. In relation to the personal information of ex-employees being used to make contact for the purposes of conducting exit interviews, officers had sought the opinion of an expert in Data Protection Law and Information Governance. Their opinion had been that to access the contact details of ex-employees for this purpose would breach the first principle of the GDPR on the grounds that it would amount to 'unfair processing' of their personal data.

The Chief of Staff (Monitoring Officer) concluded that due to further interventions which had been put in place, the uptake of exit interviews had in fact increased over the last two years and more meaningful data was now being received. This was being reported to Cabinet, and the Overview and Scrutiny Committee, as part of the Performance and Risk Reports.

The Committee noted the position of the Time and Task Panel and it was;

### **AGREED**

To note the content of the report and the conclusions of the Panel.

## **19 OVERVIEW AND SCRUTINY COMMITTEE WORK PROGRAMME**

The Senior Governance and Deputy Monitoring Officer updated the Committee on its Work Programme. Members noted the dates of the upcoming meetings.

(The meeting concluded at 4.17pm)

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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 12 July 2022 at 4.00pm when there were present:**

<b>Committee Members Present:</b>	Councillors: M Murrell (Chairman), S Riley (Vice-Chairman) (for part of the meeting), N Brennan, P Bulman, S Catchpole (for part of the meeting), J Davis, N Harpley (for part of the meeting), S Holland (for part of the meeting), K Leggett MBE, G Nurden (for part of the meeting), S Prutton and N Shaw.
<b>Apologies:</b>	Councillors: K Kelly, C Karimi-Ghovanlou and R Potter
<b>Other Members in Attendance:</b>	Councillors: T Mancini-Boyle, J Leggett and F Whymark
<b>Officers in Attendance:</b>	The Managing Director (T Holden), the Director of Place (P Courtier), the Governance Manager (Deputy Monitoring Officer) (L Mockford), the Assistant Director for Planning (H Mellors), the Assistant Director of Individuals and Families (M Pursehouse), the Assistant Director Economic Growth (G Denton), the Assistant Director for Regulatory (N Howard), the Transformation, Innovation and Internal Consultancy Manager (E Pepper), the Internal Consultancy Lead for the Future Office Accommodation Project (L Booth), the Market Town & Business Development Service Manager (D Disney), the Housing and Wellbeing Senior Manager (R Dunsire), the Housing Standards Senior Manager (K Philcox), the Programme Manager – Economic Growth (D Ballie-Murden), the Senior Governance and Deputy Monitoring Officer (S White) and the Democratic Services Officer (LA).
	T Collier from the Peer Review team was also in attendance for part of the meeting.

### **20 DECLARATIONS OF INTEREST**

No declarations of interest were made.

### **21 APOLOGIES FOR ABSENCE**

Apologies for absence were received from Cllr Kelly, Cllr Potter and Cllr Karimi-Ghovanlou.

### **22 MINUTES**

With the additional wording under minute 16 '*Cllr Bulman raised a point of order regarding the times of meetings of the Committee. As this was not an item on the agenda it was not accepted.*' the minutes of the meeting held on 28 June 2022 were agreed as a correct record.

### **23 CHAIRMAN'S ANNOUNCEMENTS**

No announcements were made.

### **24 PUBLIC SPEAKING**

There was no public speaking.

*The meeting was adjourned at 4:10pm and reconvened at 4:25pm*

## **CABINET REPORTS**

### **25 GREATER NORWICH LOCAL PLAN GYPSY AND TRAVELLER FOCUSED CONSULTATION**

This item was withdrawn from the Cabinet agenda prior to the meeting.

### **26 CITY DEAL BORROWING AND THE ESTABLISHMENT OF THE GREATER NORWICH STRATEGIC INVESTMENT FUND**

The Director of Place introduced the report which provided the background to the City Deal borrowing and gave details of the governance, legal and administrative arrangements that would be required to support the proposed new fund.

The Director of Place gave an overview of the purpose of the proposals which were essentially to create a borrowing facility so that the Greater Norwich Growth Board (GNGB) partners had the opportunity to drawdown funding to enable them to provide financial support to infrastructure projects within their jurisdiction. Repayments for the funding provided would then be taken from the pooled CIL funds (Infrastructure Investment Fund (IIF) to which all

partners contributed and so repayments to the Treasury would be from the shared “pot”.

The proposals needed support of all partners of the GNGB and also required an accountable body which would be Norfolk County Council. Ultimately, when a developer/landowner repaid the funding provided to them via this facility, their repayments would be made to the newly established Strategic Investment Fund (SIF), thereby creating a recyclable pot of funding for future projects.

In response to a query regarding the membership of the Greater Norwich Growth Board, it was noted that the Board was made up of Broadland District Council, South Norfolk Council, Norfolk County Council, Norwich City Council and the New Anglia Local Enterprise Partnership (LEP). Regarding a question about the LEP involvement in the board, it was confirmed that they had been involved from the start as an original funder.

In response to a question as to why the fund needed to be created, it was confirmed that the Council would have access to the money to help with projects in the area. The fund would also place fewer restrictions on how the Council used the money.

A concern was raised over the protentional use of the funding for housing and road investment and that money from the CIL pot should be invested in community aspects of the district. Members noted the money would be used for multiple opportunities and could lead to further opportunities to utilise brown field sites rather than green field sites.

A further comment was made that the risks section of the report lacked detail on the impact on the environment.

With regard to a question concerning the governance process of the Council accessing the fund, it was confirmed that any Broadland supported project would be subject to the normal Council decision making process.

After the Director of Place had answered further questions on financial matters as noted in the report, it was reaffirmed that the proposed arrangements would be a benefit to the Council when looking into investing in projects in the district.

Conversation turned to the borrowing rate the Council would be subjected to when accessing the funds. It was confirmed that this would be at the public borrowing loan rate. It was further confirmed that Broadland Council would not be offered the same rate if they were to look at alternative sources.

Before turning to the recommendations, further reassurances were given about the risks of the scheme and it was confirmed that the scheme would follow appropriate governance process. Following a show of hands, with nine members vote for, one against and 2 abstentions, it was resolved to:

### RECOMMEND TO CABINET

To recommend that Council:

1. Gives authority to Norfolk County Council, as the Greater Norwich Growth Board's Accountable Body, to drawdown up to £20m from the Public Work Loans Board to create a recyclable fund to support local infrastructure projects as agreed in the Greater Norwich City Deal, subject to the following conditions:
  - The loan is used to create a fund, which will accelerate the delivery of infrastructure projects within the parameters defined within Community Infrastructure Levy legislation.
  - Repayment to be made from the Infrastructure Investment Fund pooled CIL.
  - The fund will be available to any of the Greater Norwich partners acting as lead authority and secured in a borrowing agreement with Norfolk County Council, which will include an agreed repayment schedule and back stop date.
  - Repayments from the lead authority would be made into a new recyclable Strategic Investment Fund.
  - Due diligence and legal arrangements regarding the beneficiary project will be the responsibility of the lead authority.
2. Agrees the draft legal agreement that will commit future pooled Community Infrastructure Levy income as repayment against the drawdown of up to £20m through the Greater Norwich City Deal (amounts will be drawn in stages see Appendix D and E)
3. Subject to recommendation 2, upon each staged drawdown totalling no more than £20m, the GNGB to be granted delegated authority to sign the legal agreement together with their s151 officers, under the direction of Norfolk County Council as the Accountable Body and in accordance with their signed Joint Working Agreement
4. Agrees that the GNGB be given delegated authority to manage the allocation of the City Deal borrowing and later, governance of the Strategic Investment Fund in line with the draft Terms of Reference - Appendix A and B.

*Councillors: Harpley and Riley left the meeting at 4:50pm*

### 27 ENFORCEMENT POLICY

The Assistant Director for Regulatory introduced the report and outlined the key principles for the new overarching Enforcement Policy; the aim of which was to cover all the key areas to ensure legislation was followed for all general enforcement issues. There were specific areas of legislation individual to each area, for example planning, food hygiene, which would then be dealt with by specific, thematic, detailed policies.

Members noted that the legal team was currently reviewing the new policy and an additional recommendation was required to enact any amendments advised by the legal team.

The Chairman confirmed with the lead officer that any substantial changes would come back through the Committee process if required.

A member suggested that for future policy updates it would be useful for officers to highlight the changes between the existing and proposed documents for clarity.

In response to a member's query on whether any changes proposed by the Environmental Excellence Policy Development Panel had been adopted, it was confirmed that these had been incorporated where applicable. Members noted that these changes had been incorporated to help give clarification on certain areas of the Policy.

After a member queried if the proposed policy would benefit planning enforcement at the Council, the Assistant Director for Regulatory explained that the area sat separate to this policy but had been updated recently.

Following a show of hands, it was unanimously agreed to:

### **RECOMMEND TO CABINET**

To recommend to Council:

1. to agree to the adoption of the proposed over-arching Enforcement Policy at Appendix 2 to replace the existing overarching enforcement policy, retaining as separate documents its other existing thematic enforcement policies, and;
2. to delegate to the Assistant Director for Regulatory in consultation with the Portfolio Holder for Environmental Excellence to enact any amendments advised by the legal team following the completion of their review.

### 28 ECONOMIC GROWTH STRATEGIC PLAN

The Committee considered the report which detailed the proposed Broadland Economic Growth Strategic Plan 2022 – 2027 which sought Council's endorsement of the plan.

The Plan and the summary document had been considered at a number of Economic Success Policy Development Panel meetings with the revisions included in the final Plan. Work had also been carried out with external partners and built into the proposed plan. Officers confirmed that, if approved by Council, the summary document would be used and promoted externally.

Following a show of hands, with eight members voting for and two against it was resolved to:

#### **RECOMMEND TO CABINET**

To recommend to Council:

to approve and adopt the Economic Growth Strategic Plan 2022 – 2027 and use of the Broadland Summary as an externally facing document.

### 29 SHARED PROSPERITY FUND – INVESTMENT PLAN

Members considered the report which explained that, to access Broadland's UK Shared Prosperity Fund (UKSPF) allocation, an investment plan needed to be submitted setting out measurable outcomes that reflected local needs and opportunities. The report proposed Governance arrangements to ensure expenditure met the requirements of the funding and requested that delegated authority be given to finalise and submit an investment plan within the required timescales.

The Strategic Growth Projects Manager detailed the recommendations in the report and summarised the key issues. As with all district councils, Broadland had been awarded an allocation of funding via a funding formula. The proposal was to focus on three principal interventions, building on existing work streams to maximise the impact of funding and better secure the delivery of outcomes within the required timeframe. As there was no ability to carry forward any underspends, careful consideration of spent profiles was needed.

The three areas being funded included: Communities and Place (pride in place work programme), Support for Local Business (Cambridge Norwich Tech corridor work programme) and People and Skills (apprenticeships work placements and a council led training offer). Discussions were ongoing with other Districts and the County Council and with the LEP regarding wider possibilities.

*Cllr Holland left the meeting at 5pm*

In response to a question regarding why there were multiple funding streams at both District and County level, officers explained that the matter was complicated with funds available from multiple sources. Members noted that Broadland Council was able to control the funding highlighted in the report for use within the district only.

Conversation turned to the help and support which the Council offered to Town and Parish Councils. Members were made aware that the Council currently employed an officer who worked in the area above providing support. Officers further explained that funding had been set aside to help with local community infrastructure in the area.

After members raised a query on whether the funding distribution was monitored to make sure the whole District was covered. Officers explained that economic growth in parts of the district would affect the wider area. The Assistant Director for Economic Growth also noted that the Council could not guarantee all areas being covered by the funding but reinforced the point that the funding would benefit the whole district.

Following a show of hands, it was resolved to:

### **RECOMMEND TO CABINET**

1. To approve the principal areas of investment as set out within this report.
2. Delegate to the Director of Place, in consultation with the Section 151 Officer, the Managing Director and the Leader of the Council, for the sign off and submission of a three-year investment plan to meet the requirements of the UKSPF.
3. Delegate to the Director of Place to finalise the initial and ongoing Governance arrangements for the UKSPF.
4. Delegate to the Director of Place, in consultation with the Section 151 Officer, the Managing Director and the Leader of the Council, to make any non- substantive changes to the investment plan as required the Department of Levelling up Housing & Communities and to sign the contract and accept the terms of the UKSPF, subject to appropriate legal advice.
5. Delegate to the Director of Place, in consultation with the Section 151 Officer, the Managing Director and the Leader of the Council, for the commitment and expenditure of the Council's allocation of UKSPF in line with the investment plan.

### **30 NORFOLK STRATEGIC FUND GRANT: BUSINESS BUILDER**

Members considered the report which was seeking endorsement for the delivery of a suite of interventions to complement the Council's business support offer, enabled by the Norfolk Strategic Fund (NSF). The report requested authority be delegated to the Assistant Director for Economic Growth, in consultation with the Portfolio Holder for Economic Growth to use the grant monies in support of the Business Builder programme outlined in the report.

In response to questions on where the money would be spent, and whether members would have oversight of the projects it was used to support, officers explained that funding would be split into different areas of support and would be given according to demand and if it matched the structured criteria. Members noted that data from grant funding would be fed into the performance management report which came before members.

A concern was raised on the environmental impact of the proposals and that a focus was needed to look into clean growth within businesses. It was also noted that a lack of specific criteria noted in section 6.2 could lead to it being overlooked. The Market Town & Business Development Service Manager commented that the main purpose of the proposals was to help new businesses to start up and officers did not want to halt this progression with extra restrictions

Following a show of hands, it was resolved to:

#### **RECOMMEND TO CABINET**

1. to endorse the proposed revised programme of activity to be funded from the Norfolk Strategic Fund grant.
2. to delegate authority to the Assistant Director of Economic Growth, in consultation with the Portfolio Holder for Economic Development to determine the use of the balance of the grant monies in accordance with the programme detailed in the report.
3. to officers submitting a variation request to the Norfolk Strategic Fund for the new programme of work detailed in the report.

### **31 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.



*Cllr Catchpole left the meeting at 5:19pm*

### **32 GARDEN WASTE DISPOSAL CONTRACT PROCUREMENT**

The Assistant Director for Community Services introduced the exempt report which looked at the Garden Waste Disposal Contract procurement. The report set out the findings from the exercise and set out options for the Council going forward.

Members noted some further updates to the financial aspects of the report. Following a show of hands, it was unanimously resolved to:

#### **RECOMMEND TO CABINET**

To agree to the recommendations laid out in the exempt report.

### **33 THORPE LODGE – OPTIONS FOR THE SITE**

The Transformation, Innovation and Internal Consultancy Manager introduced the exempt report which detailed options for the Council's current operational site - Thorpe Lodge. Officers confirmed that the report outlined the top three market led options for the site all of which had a requirement to market due to planning policy requirements. Members noted that the paper sought agreement only to market the site and was not an agreement to a specific sale.

During discussion, officers highlighted key areas of the report to members and answered questions on finance and other aspects detailed in the exempt report.

Following a show of hands, with seven members voting in favour and one abstention. It was resolved to:

#### **RECOMMEND TO CABINET**

To agree to the recommendation laid out in the exempt report.

*Cllr Nurden left the meeting at 5:40pm*

### **34 PROPOSED PURCHASE OF AN EMPTY HOME**

The Housing Standards Senior Manager presented the exempt report which detailed a proposed purchase of an empty home within the district. Members noted processes and procedures in place which were laid out in the exempt report.

The Chairman noted that there was a policy in place for the purchase of an empty home which had been reviewed by members at the last meeting. Following a short discussion, it was then resolved to:

### **RECOMMEND TO CABINET**

To agree to the recommendations laid out in the exempt report.

### **35 TEMPORARY ACCOMMODATION – PURCHASE OF PROPERTY**

The Housing and Wellbeing Senior Manager introduced the exempt report regarding the purchase of a temporary accommodation property.

Members of the Committee discussed and noted further details contained in the exempt report, and it was then resolved to:

### **RECOMMEND TO CABINET**

To agree the recommendations laid out in the exempt report.

(The meeting concluded at 5.47pm)

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Chairman

# CABINET

**Minutes of a meeting of Cabinet held at Thorpe Lodge, 1 Yarmouth Road, Thorpe St Andrew, Norwich, on Tuesday 14 June 2022 at 6.00pm.**

<b>Cabinet Members Present:</b>	Councillors: S Vincent (Chairman), T Mancini-Boyle (Vice-Chairman), J Copplestone, J Emsell, J Leggett, I Moncur.
<b>Apologies</b>	Councillor: F Whymark.
<b>Other Members in Attendance:</b>	Councillor: M Murrell
<b>Officers in Attendance:</b>	The Director of Place, the Director of Resources, the Director of People and Communities, the Chief of Staff (Monitoring Officer), the Assistant Director for Finance, the Assistant Director for Planning, the Assistant Director for ICT/Digital and Transformation, the Assistant Director of Individuals and Families, the Assistant Director Economic Growth, the Assistant Director for Regulatory, the Strategy and Intelligence Manager, the Food Safety and Licensing Team Manager, the Housing and Wellbeing Senior Manager, the Housing and Benefits Manager, the Programme Manager – Economic Growth and the Democratic Services Officer (LA).

## 1 DECLARATIONS OF INTEREST

No declarations of interest were made.

## 2 APOLOGIES FOR ABSENCE

An apology for absence was received from Cllr F Whymark.

## 3 MINUTES

The minutes of the meetings held on the 26 April and 12 May were agreed as a correct record and signed by the Chairman.

**4 OVERVIEW AND SCRUTINY COMMITTEE**

The Chairman of the Overview and Scrutiny Committee advised members on the views expressed by the Committee when it reviewed the Cabinet Agenda on 7 June 2022, as each item was considered.

**5 ECONOMIC POLICY DEVELOPMENT PANEL**

Cabinet received the Minutes of the meeting of the Panel held on 25 April 2022.

**6 WELLBEING POLICY DEVELOPMENT PANEL**

Cabinet received the Minutes of the meeting of the Panel held on 27 April 2022.

**7 SERVICE IMPROVEMENT AND EFFICIENCY COMMITTEE**

Cabinet received the Minutes of the meeting of the Committee held on 17 May 2022.

**8 STRATEGIC PERFORMANCE AND FINANCE REPORT FOR QUARTER 4 2021/22**

The report provided an overview of the performance of the Council in Quarter 4 against the key outcomes set out in the Delivery Plan for 2021/22.

The Strategy and Intelligence Manager introduced the Performance section of the report. Members noted that 15 areas were currently at a green status having met the performance measure criteria for 2021/22. Nine were at an amber status, including Council tax collection, where it was noted that improvement had been seen from the previous review and was forecast to continue. Lastly, there were two areas currently at a red status. Members were advised that these related to the Planning service area with a focus on the timeframe for making decisions. It was noted that an improvement had been seen from Q3 to Q4 with the service level currently at 91 percent.

The Assistant Director for Finance introduced the Finance section of the report. It was noted that the figures listed in the report were provisional and were not finalised until the final accounts were formally approved. Members noted that overall, the Council was in a strong position going forward.

The Portfolio Holder for Finance acknowledged the amber markers regarding the collection and Business Rates and Council Tax and the work committed to by the teams to increase the rate of collection from previous reports. She raised a query regarding the outstanding housing benefits overpayments figure and asked whether Covid funding could be used to offset the difference. The Assistant Director for Finance confirmed that this was an acceptable use of the underspent Covid funding, and he would make the necessary amendments before the draft statements of accounts were presented to the Audit Committee.

The Portfolio Holder for Economic Development acknowledged that during Q4, the Council had been awarded £50,000 to support growth at the Roar Dinosaur Adventure Park and the Blickling Estate. The funding was centred around adapting the venues' facilities to enable more people with disabilities to visit.

The Portfolio Holder for Environmental Excellence drew members' attention to the key performance standards which had been met in the current quarter and the Food Hygiene rate, which was currently sitting at 98 percent alongside measure 28, which saw residual waste reduced.

The Leader sought clarification on the offsetting of car parking savings in the budget. The Assistant Director for Finance explained that the budget for cleaning costs was in the waste team, whereas the actual contractual costs were in the public conveniences cost centre. Thus an overspend was being shown in public conveniences but a compensating underspend in waste.

The Portfolio Holder for Planning noted that the red indicators within the Planning area were starting to improve and would continue overtime. He added that a report detailing proposed improvements to the service area was on the agenda.

The Portfolio Holder for Transformation and Organisational Development noted the positive measures regarding staff. Measures two and three had created a baseline for the customer satisfaction area of work. This would provide key data going forward.

In the absence of the Portfolio Holder for Housing and Wellbeing, the Leader highlighted the work of officers across the district regarding the Empty Homes Policy and thanked officers for all their work.

Following a show of hands it was unanimously:

### **RESOLVED to**

1. Receive the revenue and capital position for Quarter 4 (variance details in Appendix 1)
2. agree to add the IT and waste revenue budget underspends to the existing IT / Waste reserves (as detailed in para 3.15)
3. agree to recommend to Full Council the slippage requests for capital (as detailed in para 3.16).
4. Receive the 2021/22 performance for Quarter 4 and the year end position (detail in Appendix 2).
5. Receive the year end update of the 21/22 Delivery Plan (detail in appendix 3).

## Reasons for Decision

The report was a factual account.

## 9 LICENSING SERVICES – SERVICE ENHANCEMENT OPTIONS

The Assistant Director for Regulatory presented the report which outlined the options for the introduction of paid licensing related advice and support to businesses. Free support and advice was currently offered to businesses, mainly via the new Business Regulatory Support Hub.

The proposed full cost recovery basis for discretionary advice and support reflected the Commercialisation Strategy and enabled support to be offered more widely to businesses in the district to grow and this proposal, if agreed by members, would deliver the concept of commercial licensing services as agreed in the Delivery Plan.

The Food, Safety and Licensing Manager reminded members that the existing availability of free advice would not be eroded. Members also noted that all the fees collected would be reinvested in the service to support the regulatory function.

Cabinet noted that the service had offered 30-minute trial slots to some customers, but this could not be sustained for all customers if required. The proposal laid out in the report would allow the opportunity for all licensing services to have access to additional help if required.

The Portfolio Holder for Environmental Excellence noted the opportunity for businesses to access an enhanced service if required, giving further support to businesses in the district.

In response to a question raised by the Portfolio Holder for Finance on whether the service could operate on a profit basis, officers confirmed that the Council could not make a profit from the service but could invest the revenue received from charging for the service into the service area. In order for the Council to make a profit on the enhanced service, a limited company would need to be set up. The Portfolio Holders for Policy and Finance agreed to explore this approach further outside with officers.

A further question was raised about how the payments for the enhanced service would work. Officers confirmed that the team were currently looking at systems which would make the process streamlined, but currently customers could call in and pay in advance of the meetings.

The Chairman of the Overview and Scrutiny Committee informed Cabinet that, during the pre-cabinet review of the agenda, an amendment had been put forward to ensure that the current free advice offered to customers was upheld. The Leader of the Council reaffirmed that the proposals in the report were in addition to the current set up and therefore the proposed amendment was not needed.

Following a query raised by the Leader, it was confirmed that the fee structure listed in appendix two was correct. Therefore, the first recommendation was amended to read: To

authorise the piloting of enhancements to Licensing services at full cost recovery proposed at appendix two, for a 12-month period starting in 2022/23. Following a show of hands, the recommendations were unanimously agreed with the inclusion of the above amendment.

## **RESOLVED**

1. To authorise the piloting of enhancements to Licensing services at full cost recovery proposed at appendix two, for a 12-month period starting in 2022/23.
2. To agree the reinvestment of income generated from service enhancements to licensing activity into the Council's regulatory licensing service, so as not to impact on regulatory service capacity.

## **Reasons for Decision**

By offering businesses the opportunity to 'buy-in' enhanced support and advice services from the licensing authority, the service enhancement proposals supported both the Strategic Plan and Delivery Plan 2022-2024, around growing the economy and protecting the public. It also supported the recovery of the hospitality and entertainment sector, which had been badly impacted during Covid-19 lockdowns and Government/Public Health restrictions.

## **10 FOOD SAFETY SERVICES – SERVICE ENHANCEMENT OPTIONS**

The Assistant Director for Regulatory introduced the report which followed the same format as the previous item but related to the Food Safety Service. The proposed option allowed food businesses access to bespoke advice alongside the opportunity for regular food hygiene inspections if required.

Cabinet noted the small amendment to recommendation one with the additional wording of *proposed at appendix two* as seen with the previous item also.

The Portfolio Holder for Economic Development asked if the proposed training workshops would be held at Carrowbreck House. The Licencing and Food Safety Manager confirmed that officers were looking to hold training sessions at the venue utilising external funding.

Following a show of hands, the recommendations were unanimously agreed with the inclusion of the above amendment.

## **RESOLVED**

1. To authorise the piloting of enhancements to Food Safety services at full cost recovery proposed at appendix two, for a 12-month period starting in 2022/23.
2. To agree the reinvestment of income generated from service enhancements to food safety activity into the Council's regulatory food safety service, so as not to impact on regulatory service capacity.

### **Reason for Decision**

By offering businesses the opportunity to 'buy-in' enhanced support and advice services from the regulator, the service enhancement proposals supported both the Strategic Plan and the Delivery Plan 2022-2024, around growing the economy and protecting the public.

## **11 ENERGY REBATE SCHEME**

The Housing and Benefits Manager presented the report which outlined the details of the £150 Energy Rebate Scheme which was to be administered by Council Tax billing authorities and sought approval for the Discretionary Payment Scheme.

On 3 February 2022, the Government had announced a package of support for the rising energy costs, which included a £150 non-repayable rebate to all households who permanently resided in a property in Council Tax bands A-D. A discretionary fund was also available for households who were either ineligible under the main scheme or who required additional support.

Officers explained that the Council was working with an external company to make the process easy and quick when sending out payments to residents. In terms of how the payment would be made, members were advised that customers who paid their Council Tax bill by Direct Debit would receive a payment directly into their bank account once verification checks had been made. Where bank account details were not held, the customer would be contacted by letter and advised how to apply for the payment.

Following the recent announcement from Government, it was likely that further grants would be available to residents, and officers were seeking delegated permission for future schemes in order to efficiently organise further payments.

The Portfolio Holder for Finance endorsed the recommendation recognising the need for a decision to be made retrospectively to allow the payments to be sent out efficiently.

The Leader asked how the credited payments on residents' Council Tax accounts would work for occasions where no correspondence was received regarding the £150 payments. Officers confirmed that the credit could be offset on the future bill or residents could request for a refund if the bill had been paid in full.

A small amendment was made to the wording of the recommendation to add the Portfolio Holder for Finance to oversee future discretionary schemes. Following a show of hands, it was unanimously;

### **RESOLVED**

To agree to delegate permission for this and future discretionary schemes to be determined by the appropriate Assistant Director and the Section 151 officer in collaboration with the appropriate Portfolio Holder and the Portfolio Holder for Finance.



### **Reason for Decision**

By administering the main and discretionary elements in the Energy Rebate Scheme the Council was providing assistance to residents at a time of increased Energy Costs.

Delegated permission would allow for funds to be delivered to vulnerable residents in a timely manner.

## **12 PLANNING BUSINESS CASE – APPOINTMENT TO NEW VACANCIES AND UPDATES TO STRUCTURE**

The Assistant Director for Planning introduced the report and outlined the results of the recent full review of the Development Management service. The review saw that more resources were needed in order to create additional capacity and be able to adequately deal with large-scale developments.

The Council had received a number of large developments at present including the proposed development at Rackheath for which more resources would be needed to effectively and properly consult with parishes, members and the public. In addition, the next iteration of the Local Plan was due with more sites coming forward, planning applications were still increasing, as well as dealing with Development Consent Orders, Nutrient Neutrality and many other issues.

The proposal was to create eight new posts, which would be the equivalent of an additional 6.4 FTE at a total extra cost of £146,491, but this would be split (45/55) between the two Councils. Some existing posts would be re-profiled to assist in the funding of the new posts and the remainder would be funded by an increase in income.

During discussion, the Portfolio Holder for Finance raised concerns about the guarantee of extra income from future applications in relation to the extra position. The Assistant Director for Planning reassured Cabinet that the position would be monitored continually alongside the projected income and baseline budget for the department. Following a show of hands, it was unanimously:

### **RESOLVED**

To approve the proposed changes to the Planning team and the intention to fill the current and new vacancies.

### **Reasons for Decision**

To future proof the team ensuring that they are resourced appropriately to deliver the growth ambitions of the Council.

**13 FORWARD PLAN**

The Portfolio Holder for Finance queried why the Temporary Accommodation paper had been moved from July's meeting to September. The Director of People and Communities advised Cabinet that they had recently entered a contract with Campbell and Bell to review the service. He further reassured members that team would look to present the report as soon as possible.

**14 EXCLUSION OF THE PRESS AND PUBLIC**

**RESOLVED**

That the press and public be excluded from the meeting for the remaining item 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.

**15 REVIEW OF TRAINING SERVICES & CARROWBRECK HOUSE**

Cabinet considered the exempt report regarding a review of training services at Carrowbreck House, which set out potential options for generating additional income to offset running costs, proposed a commitment to continuous review of the Council's training offering and proposed a revised fee structure for 2022/23.

The Programme Manager – Economic Growth stated that the facility had been running since 2015 and she gave details of the running costs and income generated. She explained that, as part of the review of training services offered, the opportunity had been taken to engage a commercial agent to undertake a valuation of the facilities to understand the opportunities for the site.

Following a show of hands, it was unanimously:

**RESOLVED**

To agree the recommendations laid out in the exempt report.

**Reason for Decision**

To ensure the ongoing viability of training services & Carrowbreck House.

(The meeting concluded at 6.55pm)

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Chairman

**CABINET MEETING – 19 July 2022**  
**Decision List**

Resolutions are subject to a five working day call-in, recommendations to Council cannot be called-in.

ITEM & HEADING	DECISION
<p><b>12 CITY DEAL BORROWING AND THE ESTABLISHMENT OF THE GREATER NORWICH STRATEGIC INVESTMENT FUND</b></p> <p>Lead Officer – Director of Place</p>	<p><b>RECOMMENDED TO COUNCIL</b></p> <ol style="list-style-type: none"> <li>1. To give authority to Norfolk County Council, as the Greater Norwich Growth Board's Accountable Body, to drawdown up to £20m from the Public Work Loans Board to create a recyclable fund to support local infrastructure projects as agreed in the Greater Norwich City Deal, subject to the following conditions: <ul style="list-style-type: none"> <li>• The loan is used to create a fund, which will accelerate the delivery of infrastructure projects within the parameters defined within Community Infrastructure Levy legislation.</li> <li>• Repayment to be made from the Infrastructure Investment Fund pooled CIL.</li> <li>• The fund will be available to any of the Greater Norwich partners acting as lead authority and secured in a borrowing agreement with Norfolk County Council, which will include an agreed repayment schedule and back stop date.</li> <li>• Repayments from the lead authority would be made into a new recyclable Strategic Investment Fund.</li> <li>• Due diligence and legal arrangements regarding the beneficiary project will be the responsibility of the lead authority.</li> </ul> </li> <li>2. Agree the draft legal agreement that will commit future pooled Community Infrastructure Levy income as repayment against the drawdown of up to £20m through the Greater Norwich City Deal (amounts will be drawn in stages see</li> </ol>

	<p>Appendix D and E)</p> <ol style="list-style-type: none"> <li>3. Subject to recommendation 2, upon each staged draw down totalling no more than £20m, the GNGB to be granted delegated authority to sign the legal agreement together with their s151 officers, under the direction of Norfolk County Council as the Accountable Body and in accordance with their signed Joint Working Agreement</li> <li>4. Agree that the GNGB be given delegated authority to manage the allocation of the City Deal borrowing and later, governance of the Strategic Investment Fund in line with the draft Terms of Reference - Appendix A and B.</li> </ol>
<p><b>13 ENFORCEMENT POLICY</b></p> <p>Lead Officer – Assistant Director for Regulatory</p>	<p><b>RECOMMENDED TO COUNCIL</b></p> <ol style="list-style-type: none"> <li>1. To agree the adoption of the proposed overarching Enforcement Policy at Appendix 2 to replace the existing overarching enforcement policy, retaining as separate documents its other existing thematic enforcement policies. And;</li> <li>2. Delegates authority to the Assistant Director for Regulatory in consultation with the Portfolio Holder for Environmental Excellence to enact any amendments advised by the legal team following the completion of their review.</li> </ol>
<p><b>14 ECONOMIC GROWTH STRATEGIC PLAN</b></p> <p>Lead Officer – Programme Manager – Economic Growth</p>	<p><b>RECOMMENDED TO COUNCIL</b></p> <p>To approve and adopt the Economic Growth Strategic Plan 2022 – 2027 and use of the Broadland Summary as an externally facing document subject to minor alterations agreed by the Assistant Director for Economic Growth and the Portfolio Holder for Economic Development.</p>
<p><b>15 SHARED PROSPERITY FUND – INVESTMENT PLAN</b></p> <p>Lead Officer – Programme Manager – Economic Growth</p>	<p><b>RESOLVED</b></p> <ol style="list-style-type: none"> <li>1. To approve the principal areas of investment as set out in 1.2 which highlights the thematical elements of where the money is to be spent in relation</li> </ol>

	<p>to communities and place, support for local business and people and skills.</p> <ol style="list-style-type: none"> <li>2. To delegate to the Director of Place, in consultation with the Section 151 Officer, the Managing Director and the Leader of the Council, for the sign off and submission of a three-year investment plan to meet the requirements of the UKSPF.</li> <li>3. To delegate to the Director of Place to finalise the initial and ongoing Governance arrangements for the UKSPF.</li> <li>4. To delegate to the Director of Place, in consultation with the Section 151 Officer, the Managing Director and the Leader of the Council, to make any non- substantive changes to the investment plan as required the Department of Levelling up Housing &amp; Communities and to sign the contract and accept the terms of the UKSPF, subject to appropriate legal advice.</li> <li>5. To delegate to the Director of Place, in consultation with the Section 151 Officer, the Managing Director and the Leader of the Council, for the commitment and expenditure of the Council's allocation of UKSPF in line with the investment plan</li> </ol>
<p><b>16 NORFOLK STRATEGIC FUND GRANT: BUSINESS BUILDER</b></p> <p>Lead Officer – Market Town and Business Development Service Manager</p>	<p><b>RESOLVED</b></p> <ol style="list-style-type: none"> <li>1. To endorse the proposed revised programme of activity to be funded from the Norfolk Strategic Fund grant.</li> <li>2. To agree to delegate authority to the Assistant Director of Economic Growth, in consultation with the Portfolio Holder for Economic Development to determine the best use of the revised programme of funding at table two to ensure the grant is correctly used.</li> <li>3. agree to officers submitting a variation request to the Norfolk Strategic Fund for the new programme of work detailed in the report.</li> </ol>

<p><b>19 GARDEN WASTE DISPOSAL CONTRACT PROCUREMENT</b></p> <p>Lead Officer – Assistant Director - Community Services</p>	<p><b>RESOLVED</b></p> <p>To agree to the recommendations laid out in the exempt report.</p>
<p><b>20 THORPE LODGE – OPTIONS FOR THE SITE</b></p> <p>Lead Officer – Director of Resources</p>	<p><b>RESOLVED</b></p> <p>To agree to the recommendations laid out in the exempt report.</p>
<p><b>21 PROPOSED PURCHASE OF AN EMPTY HOME</b></p> <p>Lead Officer – Housing Standards Senior Manager</p>	<p><b>RESOLVED</b></p> <p>To agree to the recommendations laid out in the exempt report.</p>
<p><b>22 TEMPORARY ACCOMMODATION – PURCHASE OF PROPERTY</b></p> <p>Lead Officer – Housing and Wellbeing Senior Manager</p>	<p><b>RESOVLED</b></p> <p>To agree to the recommendations laid out in the exempt report.</p>

# **BROADLAND ECONOMIC GROWTH STRATEGIC PLAN 2022-2027 SUMMARY**



# Foreword

Broadland has a successful track record in supporting economic growth and is a brilliant place to live and work. Over the next five years, we will continue to help our local businesses, with tailored support and advice while simultaneously facilitating growth through the Greater Norwich Local Plan, determining the locations for housing and business growth for the foreseeable future.

Despite this, we are facing challenging times, we presently have a great many changes coming due to ambitious policies from central government on Net-Zero and Levelling Up alongside the rising cost of living and the end of Covid-19 related funding, all

of which will have implications for the district, our businesses, and residents. In Broadland, we are especially proud of our work supporting and protecting the environment, and going forward we aim to be at the forefront of the Net-Zero agenda, supporting our local businesses on this same journey.

By working with our external partners, and through our collaboration with South Norfolk Council, we will promote and champion not just our district but the region to attract inward investment, create new jobs and provide good quality affordable homes.

**Leader of Broadland District Council**

**Portfolio Holder for Economic Development at Broadland District Council**



## Vision

Our goal is to give businesses across Broadland the confidence to invest and grow, creating opportunities for our residents and improving their quality of life in an already outstanding environment

## How Will This be Achieved?

We will achieve this by focusing on four main priorities:



### **Priority 1: Growth and Investment**

Supporting businesses and key clusters and securing capital funding



### **Priority 2: Quality Locations and Infrastructure**

Promote quality and affordable housing, building community resilience, improving public transport, and improving general infrastructure and connectivity



### **Priority 3: Skills and Lifelong learning**

Addressing the skills shortage, creating high-calibre employment, and tackling long term unemployment while maintaining equality of opportunity and inclusive growth



### **Priority 4: Innovation and Enterprise**

Championing the development of new technologies and networks, particularly relevant in supporting the transition to a Net-Zero carbon economy

# Overarching Principles



## 1. Inclusive Growth

Creating opportunities for all segments of the population and distributing the dividends of increased prosperity, fairly across society

## 2. Clean Growth

Empowering businesses to capitalise on the opportunities provided by the Net-Zero agenda

**To deliver these priorities - and often in partnership with others - we will:**

- Secure public and private investment for the district with a focus on areas of high potential growth
- Work with partners to address key infrastructure constraints in relation to energy, transport, housing, flood risk, and digital connectivity
- Attract and retain talent in the area and encourage targeted skills development so that residents are equipped for the jobs businesses generate
- Build business networks in key clusters, encouraging knowledge exchange, innovation, supply chain development and access to new markets

# Cluster Focus

Our work will focus particularly on Broadland's key clusters and places

## High Performing Clusters

Agri-food and Life Sciences



Manufacturing and Engineering



Visitor Economy and Cultural Sectors



## Growth Clusters

Finance, Insurance and Professional Services



Clean Energy and Technology



## Why Clusters?

A cluster is a group of related businesses that contributes to a healthy economy - providing good jobs, high wages, and new technologies that expand the economy. They also help define target industries where a competitive advantage exists.

Cluster-based economic growth is all about improving the performance of key clusters, so they succeed, grow, and attract similar businesses. The interconnectivity of clusters also provides the opportunity for an economy to gradually expand.

The clusters in this plan have been chosen as focus points based on potential for growth, location quotient, productivity, and the presence of national or multinational headquarters for businesses within the cluster groups. They also align closely with the New Anglia Local Enterprise Partnership's vision for Norfolk and Suffolk to Feed the World, Power the World and Connect the World.

## Actions

To achieve our vision, we have identified key barriers to growth which align to each of our key priorities and have mapped out how we may address them, to deliver positive outcomes.

# Growth and Investment



Key Issues	Responses	Outcomes
Smaller town centres, high streets and suburban shopping centres are struggling – with the retail sector under pressure	<p>Investigate opportunities for public realm improvements in market towns</p> <p>Develop and implement a market towns plan</p> <p>Explore and implement opportunities relating to innovative use of space on the high street</p>	<p>Increased footfall and vibrancy of town centers and high streets</p> <p>Improved rate of retention for high street and town center retailers</p>
Lack of a year round tourism offer	<p>Promote visitor economy and tourism in collaboration with Destination Management Organisations</p> <p>Ongoing improvements to the Marriott's Way and the Bure Valley Path and Railway</p> <p>Promote and develop the Broadland Country Park</p>	<p>An increase in visits to key sites throughout the district, including off-season tourism</p>
Relatively low levels of inward investment	<p>Develop business cases for commercial investment opportunities in key clusters with regional partners ahead of funding streams becoming available</p>	<p>Increased levels of inward investment across the district</p>

## Quality Locations and Infrastructure



Key Issues	Responses	Outcomes
Housing affordability	<p>Generate an Affordable Housing Development Plan</p> <p>Work with partners across Greater Norwich to implement the Greater Norwich Local Plan</p>	Increase in new and affordable homes for residents according to local need
Existing energy infrastructure may not be sufficient to meet the expected rise in demand	Lobby UK Power Network and regional partners to build energy capacity in areas of growth	An Energy Network that can keep up with the district's future needs
While transport is under the remit of the county council, locationally, parts of the area are remote and transport infrastructure improvements are needed	Work with businesses and regional partners to ensure infrastructure is in place ahead of new building sites	Increase in active travel between employment sites and population centres

Key Issues	Responses	Outcomes
Digital connectivity, while also under the remit of County Council, is an ongoing issue	Implement a Community Infrastructure Action Plan to focus our support of the important growth being delivered by Parish and Town Councils	Improved physical and digital infrastructure
Insufficient existing warehouse provision and grow on space to meet demand	Progress development of the Broadland Food Innovation Centre and elsewhere work with businesses, commercial agents, and park managers at sites such as Broadland Business Park and Broadland Gate to locate suitable premises where move-on space is available	Increased space available for start-ups and increased retention of expanding businesses in the area



# Skills and Lifelong Learning



Key Issues	Responses	Outcomes
Aging population	Influence the range of training opportunities at Carrowbreck House to support Broadland businesses, increase the employability of residents and encouraging lifelong learning	Improved employment outcomes for older residents and increased technological confidence
Existing skills and labour shortages across key clusters	Engage with businesses to understand current skills gaps and evolve the package of direct delivery at Carrowbreck House and online to address local needs	An enhanced local skills base
The pandemic has exacerbated existing inequalities reducing social mobility, especially amongst those of school age who have not had access to the same career advice or support during the pandemic	<p>Work with partners to expand apprenticeship uptake across the district</p> <p>Work with schools, higher education providers, and business partners to advertise available opportunities in the region</p>	<p>More people in apprenticeships</p> <p>Lower youth unemployment</p> <p>Increased graduate retention</p>



Key Issues	Responses	Outcomes
Low productivity and wages	Provide training and support to help those who are underemployed	Increase in productivity and disposable income in the local economy





Key Issues	Responses	Outcomes
<p>Smaller businesses have limited support for growth</p> <p>Low number of business start-ups compared to the national average</p>	<p>Business support and grant funding</p> <p>Business support through training</p> <p>Review current provision for networking and business-to-business events</p>	<p>Higher business growth rates</p> <p>Enhanced relationships with local businesses</p> <p>Increase in business start-up and survival rates</p> <p>Increase in business support and networking events</p>
<p>Broadland, and the benefits of being based in the district, are under promoted</p>	<p>Work with local industry groups to encourage cluster formation and growth</p> <p>Raise awareness of and generate income for our area as a destination for use by the TV and Film industries</p> <p>Investigating future opportunities for Enterprise Zones and Local Development Orders</p>	<p>Increased inward investment</p>

Key Issues	Responses	Outcomes
Lack of understanding of supply chains in key clusters	Work with cluster groups to better understand the needs of businesses and what support can be provided	Increased survival rate of businesses, inward investment, and trade activity





Key Issues	Responses	Outcomes
The transition businesses will need to make in order meet central Government net-zero 2050 carbon emission targets	<p>Electric charging provision for cars</p> <p>Investigate financial investment and funding opportunities around carbon initiatives for businesses</p> <p>Review opportunities for a green bond model</p>	An overall reduction in territorial carbon emissions with a trajectory in line to meet the Government's 2050 target date for net-zero
An increase in extreme weather events has the potential to exacerbate water resource issues. This may increase pressure on water abstraction, leading to further restrictions, whilst increased flooding events may threaten low-lying areas within the district which are vulnerable to the impacts of flooding	<p>Continue to engage with regional partners such as Water Resources East</p> <p>Promote the use of innovative farming technologies which address water resource issues such as the schemes emerging from the Broadland Food Innovation Centre</p>	To ensure the sustainability of the water supply in the long term

Key Issues	Responses	Outcomes
<p>The increasing cost-of-living</p> <p>Energy Security</p>	<p>Work with regional partners on community and green energy initiatives to promote affordable energy</p> <p>Provide support through our other services at Broadland District Council</p>	<p>Increased living standards</p>



# Broadland in Numbers (as of 2021)

## Energy

**77,107 MWh**

energy generated each year  
from renewable sources at  
current estimates

## Business

**4,855**

Active Businesses

**45%**

5-year business  
survival rates

**4,340**

Microbusinesses

**480**

business start-ups per year

**15**

high growth enterprises

## Employment and Training

**500**

Apprentices in post

**82%**

of residents in employment

## Place

up to

**14,000**

homes to be built as one of  
the most ambitious urban  
extensions in history

**334**

new homes and

**165**

affordable homes delivered

### Market Towns and Larger

**Settlements** - Acle - Aylsham - Old  
Catton - Hellesdon -

Reepham - Sprowston - Wroxham -  
Thorpe St Andrew

## DECISIONS ON APPLICATIONS – 18 May 2022

App'n No	Location	Description of Development	Decision
<b>20220639</b>	WS Lusher and Son Ltd, Lushers Loke, Norwich, NR78TH	20m monopole mast with headframe accommodating 6No antennas, 2No dish (1No 300mm; 1No 600mm), 4No cabinets and all ancillary development	Prior Approval not Required
<b>20212175</b>	5 Holmesdale Road, Brundall, NR13 5LX	Extension to Create Attic Rooms	APPROVED subject to conditions
<b>20211959</b>	Broadway Enterprise Park, Land off A140, Horsham St Faith, NR10 3JF	(i) Planning permission in outline for Broadway Enterprise Park comprising predominantly E(G)(i.ii.iii) B2 and B8 commercial and industrial uses, a possible filling station, two drive-thrus, a car showroom (sui generis) and a prospective park and ride development.  (ii) Planning permission in full for the infiltration basin to the north of access road, pumping station adjacent to infiltration basin, route to main sewer and landscaped earth bund.	APPROVED subject to conditions
<b>20211143</b>	Land at Grange Farm, Buxton Road, Horstead With Stanninghall, Norwich, NR12 7NS	Demolition of Existing Agricultural Buildings which did not require Prior Approval to Change Use to a Dwelling together with Building Operations to Convert them under Prior Notification 20201368 and Erection of Single Storey Detached House with Larger Curtilage and Installation of Stand-Alone Solar Equipment	Delegated authority to Approve subject to conditions

## DECISIONS ON APPLICATIONS – 15 June 2022

App'n No	Location	Description of Development	Decision
20211179	Acle Garden Machinery Centre, Norwich Road, Acle, NR13 3BY	Alteration of Ground Level to West of Business Premises by Raising Higher than Permitted by Planning Permission 20202078; Use Raised Ground as Part of Business Premises; Erection of Additional Warehouse to Rear; and Provision of Additional Hard Surface to Rear	APPROVED subject to conditions
20220393	Honingham Thorpe Farm, Honingham	Installation of temporary cable and associated works	APPROVED subject to conditions
20201647	Catton House, 4 Park Close, Old Catton, NR6 7DL	Multi-purpose Outbuilding	APPROVED subject to conditions
20211990	White Horse, 17 Chapel Road, Upton, NR13 6BT	Retrospective permission for erection of outdoor seating 'pods' due to Covid-19 restrictions	APPROVED subject to conditions



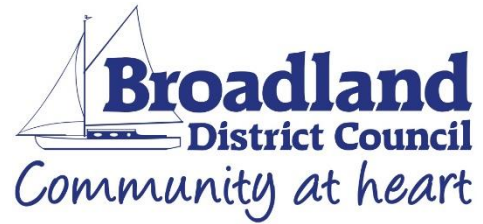
## DECISIONS ON APPLICATIONS – 13 July 2022

App'n No	Location	Description of Development	Decision
20200469	Broomhill Lane, Reepham, NR10 4JT	Widening of carriageway with traffic calming, revised junction configuration with Whitwell Road, shared use cycleway/footway and surfacing footpath to Park Lane	<b>DEFERRED</b> prior to Committee Meeting
20200847	Land West Broomhill Lane, Reepham NR10 4JT	Proposed residential development for 141 dwellings with associated open space, highway and landscaping works. Extension to existing Reepham cemetery	<b>DEFERRED</b> prior to Committee Meeting
20201183	Reepham High School and College, Whitwell Rd, Reepham, NR10 4JT	Provision of a New Sports Hall with associated Changing Facilities, Studio, Sports Classrooms and Parking.	<b>DEFERRED</b> prior to Committee Meeting
20210161	The Buck, 55 Yarmouth Road, Thorpe St Andrew, NR7 0EW	Proposed refurbishment and change of use from public house (Sui Generis) to cafe with hot food take away (Eb/Sui Generis) (unit F) and retail / office (Ea and Eg(i) (Unit D) and retention of the existing first floor flat (Unit E), alongside conversion and refurbishment of ancillary storage facilities (Sui Generis) Units A and B to retail/business units (E(a/b/c/d/e/g)/F2(a)/ Hot food take-away, Nail Salon, Beauticians, Massage therapist, Hair salon, and Simulation shops (such as a golf simulator) and Unit C to a Public house/wine bar/drinking establishment to include a mix of internal and external alterations, and a single-storey front extension	<b>APPROVED</b> subject to conditions

## Planning Committee

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		to the storage unit with new fenestration and cladding	
20210178	The Buck, 55 Yarmouth Road, Thorpe St Andrew, NR7 0EW	Internal and external alterations to listed building	<b>APPROVED</b> subject to conditions



## LICENSING AND REGULATORY COMMITTEE

Minutes of a meeting of the Licensing and Regulatory Committee of Broadland District Council, held at the Council offices on Wednesday 25 May 2022 at 2:00 pm.

**Committee Members Present:** Councillors: D King (Chairman), C Karimi-Ghovanlou and N Harpley

**Officers in Attendance:** The Licensing Team Leader (S Harris), the Licensing and Enforcement Officer (C Norman) and the Democratic Services Officer (J Hammond)

**Others in Attendance:** Sarah Moss – Solicitor NPLaw (the Committee's legal advisor)

The applicant and solicitor for the application in respect of the case at minute no: 40 below

### 36 DECLARATIONS OF INTEREST

None made.

### 37 APOLOGIES FOR ABSENCE

None received.

### 38 MINUTES

The non-exempt minutes of the meeting held on 2 February 2022 were confirmed as a correct record.

### 39 EXCLUSION OF THE PRESS AND PUBLIC

It was

#### **RESOLVED**

to exclude the press and public from the meeting for the remaining business because otherwise, information which was exempt information by virtue of Paragraphs 1, 3 and 7 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.

### 40 LOCAL GOVERNMENT (MISCELLANEOUS PROVISIONS ACT) 1976 PRIVATE HIRE VEHICLE DRIVER LICENSING

The Committee considered an application for a private hire vehicle driver licence as detailed in the exempt appendix to the signed copy of these minutes. After due consideration, it was

#### **RESOLVED:**

To issue the Private Hire Vehicle Driver's licence but attach a written warning as to future conduct, with a further warning that should the driver be subject to any conviction (regardless of what sentence is imposed including a suspended sentence, fine, absolute or conditional discharge, Community Service Order, Probation Order, Restraining Order, disqualification of driving licence or imposition of penalty points), or any Binding Over Order or the acceptance of a Caution, during the period of the licence, they will be called before the Committee with a view to reviewing the licence and taking any appropriate legal action.

### 41 MINUTES

The exempt minutes of the meeting held on 2 February 2022 were confirmed as a correct record and signed by the Chairman.

(The meeting concluded at 3.15pm)

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Chairman

## **Monitoring Officer Report**

**Report Author(s):** Emma Hodds  
Monitoring Officer  
01508 533791  
emma.hodds@southnorfolkandbroadland.gov.uk

**Portfolio:** Leader

**Ward(s) Affected:** All

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

The purpose of this report is to seek agreement from Council on the proposed changes to the Committee structure, including the Cabinet Portfolios and amendments to the Policy Development Panel arrangements. The report also includes some changes to Outside Body appointments and amendments to the appointments to Norfolk Rivers Internal Drainage Board (NRIDB) as this has been reconstituted and the Norfolk Parking Partnership.

### **Recommendations:**

That Council approves:

1. The redistribution of the Planning Portfolio Holder responsibilities as indicated by the Leader and outlined in section 2.1 and 2.2 of the report.
2. The delegation to the Leader in consultation with the Monitoring Officer to update the scheme of delegation for each Portfolio Holder, in particular Part 3 - Responsibility for functions (16.1 the scheme of delegation - sections 19.9 – 19.34) of the Constitution to reflect the service area responsibilities as outlined in **Appendix A** of this report.

3. The Communities, Housing and Planning Policy Development Panel to replace the Place Shaping Policy Development Panel and the Wellbeing Policy Development Panel.
4. The appointment of Cllr Prutton as Chairman and Cllr Ward as Vice Chairman to the newly named Communities, Housing and Planning Policy Development Panel.
5. That Group Leaders confirm the allocation of seats on the new Policy Development Panel to the Monitoring Officer.
6. That the Monitoring Officer makes any consequential changes to the Constitution as a result of the approval of the aforementioned changes.
7. The changes to appointments to Outside Bodies, as listed in section 2.7 of the report.
8. The appointment of Councillors Brennan and Kelly as the two Broadland Council representatives to the Norfolk Rivers Internal Drainage Board (NRIDB).
9. The appointment of Councillor Emsell as the Council's substitute representative of the Norfolk Parking Partnership.

## 1. Summary

- 1.1 The purpose of this report is to seek agreement from Council on the proposed changes to the Committee structure, including the Cabinet Portfolios and amendments to the Panel arrangements. The report also includes some changes to Outside Body appointments and amendments to the appointments to Norfolk Rivers Internal Drainage Board (NRIDB) as this has been reconstituted and the Norfolk Parking Partnership.

## 2. Committee Structure

- 2.1 The Leader of the Council has indicated that he wishes to amend his Cabinet Members and corresponding Portfolios, by reducing the number of portfolios from seven to six. The Leader is redistributing the planning responsibilities, with the operational elements being undertaken by a newly named Portfolio Holder for Communities, Housing and Planning and the Leader having responsibility for the strategic elements of planning.
- 2.2 Responsibilities will be distributed as follows:

Leader	Strategic Planning Policy including: <ul style="list-style-type: none"><li>- Greater Norwich Growth Board</li><li>- Greater Norwich Development Partnership</li></ul>
Communities, Housing and Planning	Planning matters including: <ul style="list-style-type: none"><li>- Planning applications</li><li>- Planning appeals</li><li>- Planning enforcement</li><li>- Street naming and numbering</li></ul> Building Control Land Charges Design and Conservation

- 2.3 The Leader has also reviewed the delegations to each Portfolio Holder within the Cabinet to make sure that these correspond correctly and has taken the opportunity to update this. **Appendix A** (columns 1 and 2) to this report identifies the existing service areas and confirms the Portfolio Holder that will be responsible for each relevant service area. Once Council has confirmed the portfolios, the Leader will work through the relevant sections of the constitution with the Monitoring Officer and ensure that all delegations are appropriately aligned. The relevant parts of the constitution are:

Part 3 - Responsibility for functions – 16.1 the scheme of delegation

- 19.9 – 19.12 Policy (Leader)
- 19.13 – 19.16 Finance
- 19.17 – 19.20 Economic Development

- 19.21 – 19.23 Planning (move to the Leader and Communities, Housing and Planning)
- 19.24 – 19.27 Housing and Wellbeing (renamed Communities, Housing and Planning)
- 19.28 – 19.31 Environmental Excellence
- 19.32 – 19.34 Transformation and Organisational Development

2.4 To ensure alignment remains between Portfolio Holders and Policy Development Panels, the Leader has also indicated that he wishes to remove the Place Shaping Panel and the Wellbeing Panel, with the responsibility for these items moving to the new Communities, Housing and Planning Policy Development Panel (see Appendix A).

2.5 The Leader has also confirmed that this new Panel's Chairman will be Cllr Prutton and the Vice Chairman will be Cllr Ward.

2.6 Therefore, in summary the Cabinet, and Policy Development / Committees are proposed as follows:

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

2.7 There will be consequential changes to the constitution that the Monitoring Officer will progress following approval of this report. In addition, some changes will be required to the appointment of outside bodies as follows.

<b>Outside Body</b>	<b>Representative</b>
Broadland Futures Initiative Elected Members Forum	Cllr F Whymark replaces Cllr I Moncur
CNC Building Control	Cllr F Whymark replaces Cllr I Moncur
Greater Norwich Development Partnership Board	Cllr F Whymark replaces Cllr I Moncur Substitute - Cllr S Prutton replaces Cllr S Lawn
Greater Norwich Growth Board	Substitute - Cllr F Whymark replaces Cllr I Moncur
Norfolk Strategic Flood Alliance	Cllr F Whymark replaces Cllr I Moncur
Norfolk Strategic Planning Member Forum	Cllr F Whymark replaces Cllr I Moncur Substitute – Cllr J Ward replaces Cllr F Whymark
Transport for Norwich Joint Committee	Cllr F Whymark replaces Cllr I Moncur



### 3. Outside Organisations

#### **Norfolk Rivers Internal Drainage Board (NRIDB)**

- 3.1 Currently, three Broadland members are appointed to the Norfolk Rivers Internal Drainage Board (NRIDB) – Councillors Brennan, Kelly and Shaw. Notification has been received that a reconstitution of membership for the NRIDB has been approved by DEFRA, reducing the number of both elected and appointed Board members. This means that Broadland's entitlement to appoint members to the Board has been reduced from three to two members, a reduction of one.
- 3.2 Therefore, Council is asked to confirm Councillors Brennan and Kelly as Broadland's representatives to the NRIDB.

#### **Norfolk Parking Partnership**

- 3.3 Currently, Councillor Copplestone is appointed as the Council's representative on the Norfolk Parking Partnership and Councillor Bulman is appointed as a substitute. However, we have recently been notified that the representative and their substitute are required to be members of the Council's executive.
- 3.4 Therefore, Council is asked to confirm Councillor Emsell as Broadland's substitute member for the Norfolk Parking Partnership.

### 4. Issues and risks

- 4.1 **Resource Implications** – the special responsibility allowances will be amended as a result of these changes with one Portfolio Holder allowance being removed at an annual saving of £6,852 and one Policy Development Panel allowance being removed at an annual saving of £1,197.
- 4.2 **Legal Implications** – included in the report.
- 4.3 **Equality Implications** – no implications
- 4.4 **Environmental Impact** – no implications
- 4.5 **Crime and Disorder** – no implications
- 4.6 **Risks** – no other risks

### 5. Conclusion

- 5.1 This report seeks agreement from Council on the proposed change to Committee structure, the consequential changes to the constitution and some changes to Outside Body appointments and the amendments to the appointments to the Norfolk Rivers Internal Drainage Board (NRIDB) and the Norfolk Parking Partnership.

## **6. Recommendations**

That Council approves:

- 6.1 The redistribution of the Planning Portfolio Holder responsibilities as indicated by the Leader and outlined in section 2.1 and 2.2 of the report.
- 6.2 The delegation to the Leader in consultation with the Monitoring Officer to update the scheme of delegation for each Portfolio Holder, in particular Part 3 Responsibility for functions (16.1 the scheme of delegation, section 19.9 – 19.34) of the constitution to reflect the service area responsibilities as outlined in **Appendix A** of this report.
- 6.3 The Communities, Housing and Planning Policy Development Panel to replace the Place Shaping Policy Development Panel and the Wellbeing Policy Development Panel.
- 6.4 The appointment of Cllr Prutton as Chairman and Cllr Ward as Vice Chairman to the newly named Communities, Housing and Planning Policy Development Panel.
- 6.5 That Group Leaders confirm the allocation of seats on the new Policy Development Panel to the Monitoring Officer.
- 6.6 That the Monitoring Officer makes any consequential changes to the Constitution as a result of the approval of the aforementioned changes.
- 6.7 The changes to appointments to Outside Bodies, as listed in section 2.7 of the report.
- 6.8 The appointment of Councillors Brennan and Kelly as the two Broadland Council representatives to the Norfolk Rivers Internal Drainage Board (NRIDB).
- 6.9 The appointment of Councillor Emsell as the Council's substitute representative of the Norfolk Parking Partnership.

## **Background Papers**

Broadland District Council Constitution – Part 3 - Responsibility for functions – 16.1 the scheme of delegation (in particular the following):

- 19.9 – 19.12 Policy (Leader)
- 19.13 – 19.16 Finance
- 19.17 – 19.20 Economic Development
- 19.21 – 19.23 Planning (move to Communities, Housing and Planning)
- 19.24 – 19.27 Housing and Wellbeing (renamed Communities, Housing and Planning)
- 19.28 – 19.31 Environmental Excellence
- 19.32 – 19.34 Transformation and Organisational Development

# APPENDIX A

## CABINET MEMBERS/PORTFOLIO AND POLICY / PANEL COMMITTEE

Portfolio	Service Activity	Policy Panel / Committee
<b>Leader - policy</b>	Policy & Strategy Strategic Planning Policy Annual Governance Statement Emergency Planning & business continuity Communications and Marketing Electoral Services	Cross cutting Communities, Housing & Planning Audit Committee Not referred to a panel Cross cutting Electoral Arrangements cttee (boundary reviews only)
<b>Finance</b>	Recommend annual budget strategy Monitoring capital/revenue budgets Internal/external audit Local taxation, housing and council tax benefit functions Procurement Risk management Legal Services	Audit into Cabinet Audit into Cabinet Audit Communities, Housing & Planning  Audit/Cabinet Audit/Cabinet Not referred to a panel
<b>Economic Development</b>	Economic Development strategy Culture and leisure strategy Tourism strategy Management of industrial estates Transportation, including car parks Control of land & assets in economic development portfolio Provision of sports initiatives, management of sport/leisure facilities Management of Broadland Training Centre	Economic Success Panel (all)
<b>Communities, Housing &amp; Planning</b>	Management of development plan and local development framework Land Charges Conservation Street Naming Broadland Growth – new projects Neighbourhood Plans Fly tipping	Communities, Housing and Planning Panel (all)



## **OUTSIDE ORGANISATIONS / MEMBER CHAMPIONS - FEEDBACK REPORTS**

**Report Author:** Emma Hodds  
Chief of Staff, Monitoring Officer  
01508 533791  
ehodds@southnorfolkandbroadland.gov.uk

**Portfolio:** Leader (Policy)

**Wards Affected:** All

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

The purpose of this report is to receive feedback from members on their representation on outside bodies or as member champions.

### **Recommendation:**

To note the report

### **Cllr N Shaw – Community Safety Partnership**

I attended a meeting of the Community Safety Partnership Scrutiny Sub Panel on the 9th June at County Hall. It was a fairly short meeting as the agenda was not large. A few questions were asked by Labour members and were answered satisfactorily. The Police gave update reports on their continuing work and progress so far. The work program remained unchanged. All in all, interesting, but nothing unusual, exciting or untoward to report.

### **Cllr N Shaw – Strategic Aviation Special Interest Group**

I also attended a SASIG Chairman's Advisory Group meeting (policy making body) which was held online a few days earlier. Provision was made to add new items to the next full SASIG agenda in July. I was also asked to be put forward as SASIG Vice Chairman again to which I accepted. A full report of the main SASIG meeting will be forthcoming.

### **Cllr J Leggett- Norfolk Waste Partnership Board (NWP)**

A meeting of the Norfolk Waste Partnership Board was held on Tuesday 24<sup>th</sup> May 2022  
The topics discussed were:

#### **Chair and Vice Chair**

Cllr N Lloyd NNDC - Chair, Cllr E Vardy CC -Vice Chair

#### **Communications and Project Update**

Heidi Beaumont Preston (NWP Communications Officer) has produced a standard leaflet which can be tailored by LAs. Communications will not be only on social media, there will be articles in the press and local magazines. There has been a successful campaign against fly tipping in passageways in Great Yarmouth this approach can be rolled out in other LAs who have similar problems. Going to support organisations who put on large events to deal with waste/recycling appropriately.

#### **Coffee Pods**

The rollout of a collection service for coffee pods is slower than expected. The cost of this will be paid by the manufacturer.

#### **Annual Report**

The draft Annual report to demonstrate what the NWP has achieved in the last year will come to the September meeting.

#### **Policy Updates**

Joel Hull, Norfolk County Council, gave an update regarding the outcomes of the last consultation and the current timeline for implementation:- Districts should know how much money they will receive from EPR by late 2023. Recycling credits to end/change in 2024. Most changes will be delivered 2024- 2028. Free garden waste collection, if implemented in 2024, film & flexibles by 2027. Food waste from 2024. Glass is not included in DRS.

Waiting feedback from Defra regarding Consistency and DRS

No knowledge yet of how a service will be judged as efficient.

**COUNCIL**  
**28 July 2022**  
**Final Papers**

<b>Item</b>	<b>Details</b>	<b>Page No</b>
<b>10</b>	<b>Cabinet Minutes - 19 July 2022</b>	<b>96</b>

# CABINET

**Minutes of a meeting of Cabinet held at Thorpe Lodge, 1 Yarmouth Road, Thorpe St Andrew, Norwich, on Tuesday 19 July 2022 at 6.00pm.**

**Cabinet Members Present:**

Councillors: S Vincent (Chairman), T Mancini-Boyle (Vice-Chairman), J Copplestone, J Emsell, J Leggett, and F Whymark.

**Apologies:**

Councillor: I Moncur

**Officers in Attendance:**

The Managing Director (T Holden), the Director of Place (P Courtier), the Director of Resources (D Lorimer), the Director of People and Communities (J Sutterby), the Chief of Staff and Monitoring Officer (E Hodds), the Assistant Director for Planning (H Mellors), the Assistant Director of Individuals and Families (M Pursehouse), the Assistant Director Economic Growth (G Denton), the Assistant Director for Regulatory (N Howard), the Market Town & Business Development Service Manager (D Disney), the Housing and Wellbeing Senior Manager (R Dunsire), the Programme Manager – Economic Growth (D Ballie-Murden), the Strategic Growth Projects Manager (N Cunningham), the Environmental Protection Manager (A Grimley) and the Democratic Services Officer (LA).

## 16 DECLARATIONS OF INTEREST

No declarations of interest were made.

## 17 APOLOGIES FOR ABSENCE

An apology for absence was received from Cllr I Moncur.

## 18 MINUTES

The minutes of the meeting held on the 14 June 2022 were agreed as a correct record and signed by the Chairman.



## **19 OVERVIEW AND SCRUTINY COMMITTEE**

The Leader announced that the Chairman of the Overview and Scrutiny Committee was unable to attend the meeting and had given his apologies. He advised Cabinet that the views expressed by the Committee when it reviewed the Cabinet Agenda on 12 July 2022, had not varied from the original recommendations.

## **20 PLACE SHAPING POLICY DEVELOPMENT PANEL**

Cabinet received the minutes of the meeting of the Panel held on 13 June 2022.

## **21 ENVIRONMENTAL EXCELLENCE POLICY DEVELOPMENT PANEL**

Cabinet received the minutes of the meeting of the Panel held on 23 June 2022.

## **22 ECONOMIC SUCCESS POLICY DEVELOPMENT PANEL**

Cabinet received the minutes of the meeting of the Panel held on 27 June 2022.

## **23 GREATER NORWICH LOCAL PLAN GYPSY AND TRAVELLER FOCUSED CONSULTATION**

This item was withdrawn from the Cabinet agenda prior to the meeting.

## **24 CITY DEAL BORROWING AND THE ESTABLISHMENT OF THE GREATER NORWICH STRATEGIC INVESTMENT FUND**

The Director of Place introduced the report which provided the background to the City Deal borrowing and gave details of the governance, legal and administrative arrangements that would be required for a proposed recyclable programme of funding to support local infrastructure projects.

The Director of Place gave an overview of the purpose of the proposals which were essential to creating a borrowing facility so that the Greater Norwich Growth Board (GNGB) partners had the opportunity to draw down funding to enable them to provide financial support to infrastructure projects within their jurisdiction. Repayments for the funding provided would then be taken from the pooled CIL funds to which all partners contributed and so repayments to the Treasury would be from the shared “pot”.

Members noted that the proposals needed the support of all partners of the GNGB and also required an accountable body which would be Norfolk County Council. Ultimately, when a developer/landowner repaid the funding provided to them via this facility, their repayments would be made to the newly established Strategic Investment Fund (SIF), thereby creating a recyclable pot of funding for the future projects.

The Portfolio Holder for Housing and Wellbeing supported the proposals, explaining that they would allow the flexible use of funding within the district.

In response to a question raised by the Portfolio Holder for Finance regarding whether the legislative changes to the Minimum Revenue Provisions (MRP) noted in paragraph 11.5 of the report, would impact on future borrowing, the Assistant Director for Finance confirmed that he was not aware of any changes which would affect the Council moving forward with the scheme.

The Portfolio Holder for Environmental Excellence queried whether Norfolk County Council could use the scheme for one of its own projects and Cabinet noted that although this was a possibility, the structure of the scheme encouraged projects from the district-level authorities. In response to a further question regarding the LEP, the Director of Place explained that it would be highly unlikely that the LEP or Norfolk County Council would be the lead authority on a project.

During the discussion, the Portfolio Holder for Economic Development queried who from the Greater Norwich Growth Board would have the final sign-off, and the Director of Place confirmed that it would be a unanimous decision from the Growth Board.

The Portfolio Holder for Transformation and Organisational Development supported the proposed scheme and asked whether this would affect the Public Works Loan Board. Cabinet noted that it would not be affected and would provide security for the funds.

Following a show of hands, it was unanimously;

## **RESOLVED**

To Recommend that Council:

1. Gives authority to Norfolk County Council, as the Greater Norwich Growth Board's Accountable Body, to drawdown up to £20m from the Public Work Loans Board to create a recyclable fund to support local infrastructure projects as agreed in the Greater Norwich City Deal, subject to the following conditions:
  - The loan is used to create a fund, which will accelerate the delivery of infrastructure projects within the parameters defined within Community Infrastructure Levy legislation.
  - Repayment to be made from the Infrastructure Investment Fund pooled CIL.
  - The fund will be available to any of the Greater Norwich partners acting as lead authority and secured in a borrowing agreement with Norfolk County Council, which will include an agreed repayment schedule and back stop date.
  - Repayments from the lead authority would be made into a new recyclable Strategic Investment Fund.
  - Due diligence and legal arrangements regarding the beneficiary project will be the responsibility of the lead authority.
2. Agrees the draft legal agreement that will commit future pooled Community Infrastructure Levy income as repayment against the drawdown of up to £20m through

the Greater Norwich City Deal (amounts will be drawn in stages see Appendix D and E)

3. Subject to recommendation 2, upon each staged drawdown totalling no more than £20m, the GNGB to be granted delegated authority to sign the legal agreement together with their s151 officers, under the direction of Norfolk County Council as the Accountable Body and in accordance with their signed Joint Working Agreement
4. Agrees that the GNGB be given delegated authority to manage the allocation of the City Deal borrowing and later, governance of the Strategic Investment Fund in line with the draft Terms of Reference - Appendix A and B.

### **Reasons for Decision**

To enable the accelerated delivery of major strategic infrastructure projects to support housing and employment growth across the Greater Norwich area, providing site specific funding support to enable infrastructure to be delivered quickly and in advance of any specified development trigger points.

The proposal will enable the scope of beneficiary infrastructure projects to be extended beyond that currently allowed by the IIF, whose use is restricted by CIL legislation.

## **25 ENFORCEMENT POLICY**

The Assistant Director for Regulatory introduced the report and outlined the key principles for the new overarching Enforcement Policy, the aim of which was to cover all the key areas to ensure legislation was followed for all general enforcement issues. Officers explained that there were specific areas of legislation individual to each service, for example, planning, and food hygiene would then be dealt with by specific, thematic and detailed policies.

Cabinet noted that the legal team was currently reviewing the new policy, and an additional recommendation was required to enact any amendments advised by them.

The Portfolio Holder for Environmental Excellence welcomed the report but requested stronger wording within the Adult Safeguarding section. The Assistant Director for Regulatory confirmed that officers would look into the request and amend it where appropriate.

In supporting the recommendations, the Portfolio Holder for Housing and Wellbeing added that the new document gave structure to service areas going forward. Following a show of hands, it was then;

### **RESOLVED**

To Recommend that Council:

1. Agrees to the adoption of the proposed over-arching Enforcement Policy at Appendix 2 to replace the existing overarching enforcement policy, retaining as separate documents its other existing thematic enforcement policies, and;
2. Delegates authority to the Assistant Director for Regulatory in consultation with the Portfolio Holder for Environmental Excellence to enact any amendments advised by the legal team following the completion of their review.

### **Reason for Decision**

Adopting the policy will update the Council's provisions, supporting good regulation and positive enforcement.

## **26 ECONOMIC GROWTH STRATEGIC PLAN**

Cabinet considered the report which detailed the proposed Broadland Economic Growth Strategic Plan 2022 – 2027 and sought the Council's endorsement of the Plan.

Members noted that the Plan and the summary document had been considered at several Economic Success Policy Development Panel meetings, with the suggested revisions included in the final Plan. Work had been carried out with external partners and built into the proposed Plan, and officers confirmed that, if approved by Council, the summary document would be used and promoted externally.

The Assistant Director for Economic Growth further explained that the external document showed the ambitions of the Council's Delivery Plan and would help promote job opportunities in the district.

The Portfolio Holder for Economic Development welcomed the report and proposed the recommendation under the caveat that minor amendments to the external document could be made before the report went on to Council, and this was agreed.

After officers had responded to further questions regarding work with external partners and environmental issues, it was then;

### **RESOLVED**

To Recommend that Council

Approves and adopt the Economic Growth Strategic Plan 2022 – 2027 and use of the Broadland Summary as an externally facing document subject to minor alterations agreed by the Assistant Director for Economic Growth and the Portfolio Holder for Economic Development.

## **27 SHARED PROSPERITY FUND – INVESTMENT PLAN**

Members considered the report which explained that to access Broadland's UK Shared Prosperity Fund (UKSPF) allocation, an investment plan needed to be submitted setting out measurable outcomes that reflected local needs and opportunities. The report proposed

Governance arrangements to ensure expenditure met the requirements of the funding and requested that delegated authority be given to finalise and submit an investment plan within the required timescales.

The Strategic Growth Projects Manager outlined the recommendations in the report and summarised the key issues. As with all district councils, Broadland had been awarded an allocation of funding via a funding formula. The proposal was to focus on three principal interventions, building on existing work streams to maximise the impact of funding and better secure the delivery of outcomes within the required timeframe. As there was no ability to carry forward any underspends, careful consideration of spent profiles was needed.

Members noted that the three areas being funded included: Communities and Place (pride in place work programme), Support for Local Business (Cambridge Norwich Tech corridor work programme) and People and Skills (apprenticeships work placements and a council-led training offer). Discussions were ongoing with other Districts, County Council and with the LEP regarding wider possibilities.

The Portfolio Holder for Economic Development advised Cabinet that the first board meeting had taken place and that details could be accessed by members. During the discussion, it was agreed to amend the first recommendation to include details of the thematic areas of the investments, to provide more clarity.

In response to a query regarding the references to blue space in the report, officers explained that it related to the water courses/bodies, wildlife, and biodiversity.

The Leader noted that section 4.10 regarding capital and match funding concerning the town and parish councils, was not part of the Council's community infrastructure funding scheme and would need to be reviewed at a future date.

A suggestion was made regarding section 4.4 on Town and Parish Council mutual aid groups, to review the governance of each group in order to ensure that the groups were operating correctly. It was then;

## **RESOLVED**

1. To approve the principal areas of investment as set out in 1.2 which highlights the thematic elements of where the money is to be spent in relation to communities and place, support for local business and people and skills.
2. Delegate to the Director of Place, in consultation with the Section 151 Officer, the Managing Director and the Leader of the Council, for the sign off and submission of a three-year investment plan to meet the requirements of the UKSPF.
3. Delegate to the Director of Place to finalise the initial and ongoing Governance arrangements for the UKSPF.
4. Delegate to the Director of Place, in consultation with the Section 151 Officer, the Managing Director and the Leader of the Council, to make any non- substantive

changes to the investment plan as required the Department of Levelling up Housing & Communities and to sign the contract and accept the terms of the UKSPF, subject to appropriate legal advice.

5. Delegate to the Director of Place, in consultation with the Section 151 Officer, the Managing Director and the Leader of the Council, for the commitment and expenditure of the Council's allocation of UKSPF in line with the investment plan.

### **Reason for Decision**

To ensure access to Broadland's UK Shared Prosperity Fund (UKSPF).

## **28 NORFOLK STRATEGIC FUND GRANT: BUSINESS BUILDER**

Cabinet considered the report which sought endorsement for the delivery of a suite of interventions to complement the Council's business support offer, enabled by the Norfolk Strategic Fund (NSF). The report requested authority to be delegated to the Assistant Director for Economic Growth, in consultation with the Portfolio Holder for Economic Development to use the grant monies in support of the Business Builder programme outlined in the report.

The Portfolio Holder for Economic Development commended the report and drew attention to the opportunities the Council could offer in helping new businesses, alongside the use of the Council's training facilities at Carrow Breck House.

In response to a query, it was confirmed that the programme would not be running in the South Norfolk district. The Portfolio Holder for Finance added that with this in mind, regular reviews of officers' time would need to take place on the management of the scheme.

Discussion turned to recommendation two in the report and the balance of the grant monies within the programme. The Portfolio for Finance explained that it was her understanding that if any of the money allocated within table two was not utilised, officers would be able to redistribute the funds to ensure it was spent.

Offices confirmed that the total funds would not change, but the allocation of the money within the sections in table two could be amended to suit the business's needs. This would allow flexibility within the scheme and help to provide the best support for businesses in the area.

With advice from the Monitoring Officer, recommendation two of the report was amended to provide further clarity on where grant funds could be spent.

In response to a query, officers confirmed that grant funding to the sum of £428,527 was available to the scheme. Following a show of hands, it was;

### **RESOLVED**

1. To endorse the proposed revised programme of activity to be funded from the Norfolk Strategic Fund grant.
2. To agree to delegate authority to the Assistant Director of Economic Growth, in consultation with the Portfolio Holder for Economic Development to determine the best use of the revised programme of funding at table two to ensure the grant is correctly used.
3. To agree to officers submitting a variation request to the Norfolk Strategic Fund for the new programme of work detailed in the report.

### **Reasons for Decision**

To deliver a targeted, wrap around support programme to businesses.

## **29 FORWARD PLAN**

The Portfolio Holder for Environmental Excellence noted that an additional two items needed to be added to the Plan concerning the Refurbishment of the Depot and the refresh of the Environmental Excellence Strategies. Officers confirmed that the Forward Plan would be updated to include these reports.

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

### **RESOLVED**

That the press and public be excluded from the meeting for the remaining item 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.

## **31 GARDEN WASTE DISPOSAL CONTRACT PROCUREMENT**

The Director for People and Communities introduced the exempt report which looked at the Garden Waste Disposal Contract procurement. The report set out the findings from the exercise and set out options for the Council going forward.

Cabinet noted some further information regarding financial aspects and contract parameters highlighted by the Portfolio Holder for Environmental Excellence.

Following a show of hands, it was unanimously:

### **RESOLVED**

To agree to the recommendations laid out in the exempt report.

### **Reason for Decision**

To facilitate the provision of the Garden Waste Disposal Contract in the District.

### **32 THORPE LODGE – OPTIONS FOR THE SITE**

The Director of Resources introduced the exempt report which detailed future options for the Council's current operational site, Thorpe Lodge. Cabinet noted that the report outlined the top three market-led options, all of which required the marketing of the site due to planning policy requirements.

The Leader of the Council reaffirmed that the paper sought agreement only to market the site and was not an agreement to a specific sale.

During discussion, officers highlighted key stages of the project to members and the processes which needed to be followed for the project to progress. It was then;

#### **RESOLVED**

To agree to the recommendations laid out in the exempt report.

#### **Reason for Decision**

To resolve the future of the Thorpe Lodge site at pace to ensure best value for taxpayers and to comply with planning policy as part of the process.

### **33 PROPOSED PURCHASE OF AN EMPTY HOME**

The Assistant Director for Individuals and Families presented the exempt report which detailed a proposed purchase of an empty home within the district.

The Assistant Director for Individuals and Families advised that the Council had sought legal advice on how to proceed with the case to ensure all parties were treated fairly.

During discussion, Cabinet noted further details on the process and desired outcomes regarding the report proposals, and it was then

#### **RESOLVED**

To agree to the recommendations laid out in the exempt report.

#### **Reason for Decision**

The property is a wasted asset in the community which could provide accommodation to a family in need.

### **34 TEMPORARY ACCOMMODATION – PURCHASE OF PROPERTY**

The Housing and Wellbeing Senior Manager introduced the exempt report regarding the purchase of an empty property for use as temporary accommodation. He explained that



the Council had seen a significant demand for temporary accommodation over the last few years.

The Portfolio Holder for Housing and Wellbeing welcomed the report and the impact it would have on the district for residents. Following a show of hands, it was then;

## **RESOLVED**

To agree to the recommendations laid out in the exempt report.

## **Reason for Decision**

The property provides an opportunity to provide additional temporary accommodation to families in need and is affordable.

(The meeting concluded at 7.15pm)

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Chairman