

# CABINET

**Minutes of a meeting of the Cabinet of South Norfolk Council, held on Monday 17 October 2022 at 9.00 am.**

**Committee Members Present:** Councillors: J Fuller (Chairman), A Dearnley, R Elliott K Mason Billig, G Minshull, L Neal and A Thomas

**Other Members in Attendance:** Councillors: D Bills, C Brown and S Nuri-Nixon

**Officers in Attendance:** The Director of People and Communities (J Sutterby) the Director of Place (P Courtier), the Director of Resources (D Lorimer) the Assistant Director of Finance (R Fincham), the Assistant Director for Planning (H Mellors), the Place Shaping Manager (P Harris), the Housing and Wellbeing Senior Manager (R Dunsire), the Governance Manager and Deputy Monitoring Officer (L Mockford), the Strategy and Intelligence Manager (S Carey), the Senior Community Planning Officer (R Squires), the Transformation and Innovation Lead Officer (S Crook), the Community Safety Interventions Lead (T Munro), and the Democratic Services Manager (C White)

## **3035 DECLARATIONS OF INTEREST**

Cllr A Thomas declared an other interest with regard to minute number 3044, the Annual Re-Ratification of Strategy for the Norfolk Strategic Flood Alliance, in that she had been adversely affected by the flooding in December 2020.

## **3036 MINUTES**

The minutes of the meeting of the Cabinet held on 11 July 2022 were agreed as a correct record.

### **3037 STARSTON NEIGHBOURHOOD PLAN – CONSIDERATION OF EXAMINER’S REPORT**

Members considered the report of the Senior Community Planning Officer, which presented Cabinet with the Independent Examiner’s report and proposed modifications, with regard to the Starston Neighbourhood Plan.

The Senior Community Planning Officer presented his report, explaining that the proposed modifications from the Examiner were only minor and in the main addressed the concerns previously raised by South Norfolk Council. In response to a query, he explained that should Cabinet agree with the Examiner’s Report, then the Plan would proceed to referendum, and that this was likely to take place on 8 December (date yet to be confirmed).

The Chairman commended the Plan and the time and effort that had gone in to producing such a comprehensive and quality document. He felt that the proposed modifications added clarity, and did not detract from the Plan’s main aims.

It was

#### **RESOLVED:**

To approve each of the modifications to the Starston Neighbourhood Plan, as set out within the proposed Decision Statement (Appendix 3) and to publish this statement, announcing the intention for the Neighbourhood Plan to proceed to a referendum, subject to these modifications.

#### **The Reason for the Decision**

Cabinet is satisfied with the recommended modifications from the independent examiner.

#### **Other Options Considered**

None.

### **3038 TIVETSHALL NEIGHBOURHOOD PLAN – CONSIDERATION OF EXAMINER’S REPORT**

Members considered the report of the Senior Community Planning Officer, which presented Cabinet with the Independent Examiner’s report and proposed modifications, with regard to the Tivetshall Neighbourhood Plan.

The Senior Community Planning Officer presented his report and explained that the Parish Council and the Tivetshall Neighbourhood Plan Steering Group had been satisfied with the Examiner’s modifications and had felt that the spirit of what they had wanted to achieve had been retained. He explained that the referendum was likely to be on 8 December, but this date was yet to be confirmed.

Cabinet agreed that the document was an excellent, thorough and well thought out plan, which had been a pleasure to read. Referring to the modifications, the Chairman felt that these had only been minor and added clarity in some areas.

It was

**RESOLVED:**

To approve each of the recommended modifications to the Tivetshalls Neighbourhood Plan, as detailed within the examiner's report, and publish a Decision Statement setting out the Council's response and announcing the intention for the Neighbourhood Plan to proceed to a referendum.

**The Reason for the Decision**

Cabinet is satisfied with the recommended modifications from the independent examiner.

**Other Options Considered**

None

**3039 DISS & DISTRICT NEIGHBOURHOOD PLAN SUBMISSION**

Members considered the report of the Senior Community Planning Officer, which presented Cabinet with the latest version of the Diss and District Neighbourhood Plan and sought agreement to take it through to the next stages of consultation and independent examination.

Members noted that the Plan covered seven different parishes, two district councils and straddled two counties, which made the Plan particularly complex and unique. It had been in the planning for approximately seven years, and Cabinet commended its depth and complexity, and congratulated all those who had been involved in its production.

In response to queries, the Senior Community Planning Officer explained that a programme of activity had been established with colleagues in Mid Suffolk, to ensure that the appropriate decision making and consultation were in sync.

With regard to CIL, the Place Shaping Manager explained that he expected any funds due to be paid to the individual town or parish, and that there was no indication at present, that they were looking to pool funding. However, there was scope to negotiate joint projects, if required. The Chairman stressed the need for clarity and for ground rules to be set at an early stage.

A member referred to the proposal within the Plan to include the Mid Suffolk parishes of Brome, Oakley, Palgrave and Sturston in South Norfolk Council's affordable housing cascade, and queried whether this was feasible. In response, the Housing and Wellbeing Senior Manager explained that this was possible and could be achieved, but would require officers to work with the

neighbouring authority to ensure that there was a fair distribution of houses and was in the best interests of all residents.

During further discussion, the Chairman referred to the reference made in the Plan to the Greater Norwich Indoor Sports Facilities Strategy, and he advised that this had recently been updated by the GNDP. He also drew attention to Allocation DDNP16, the Feather Mills site, south of Park Road, in Diss. He had heard that the owners of the site had gone in to liquidation, and suggested that as a material change to the ownership of the land, this required investigation. The Senior Community Planning Officer agreed to raise this as part of the consultation process.

It was

**RESOLVED:**

To agree:

1. That the submitted Diss & District Neighbourhood Plan meets the requirements of Part 6 of Schedule 4B of the Town and Country Planning Act 1990.
2. That the Neighbourhood Plan can therefore proceed to consultation, in accordance with Regulation 16 of the Neighbourhood Planning (General) Regulations 2012, and subsequently to an independent examination.
3. That the proposed South Norfolk Council response, as detailed in Appendix 2 of the report, is formally submitted as part of the Regulation 16 consultation report (subject to minor amendments).

**The Reason for the Decision**

The Plan has met the assessment criteria and should therefore progress through to the next stage of consultation and independent examination.

**Other Options Considered**

None.

**3040 UPDATE TO THE LOCAL DEVELOPMENT SCHEME**

Members considered the report of the Place Shaping Manager, which proposed amendments to the current Local Development Scheme (LDS), to reflect changes to the timetable for the Greater Norwich Local Plan, the South Norfolk Village Clusters Housing Allocations Plan (VCHAP) and the East Norwich Masterplan Supplementary Planning Document (SPD).

The Place Shaping Manager reminded members that this was a procedural document, and it was a statutory requirement to update the LDS regularly.

It was

**RESOLVED:**

**TO RECOMMEND THAT COUNCIL** approves the proposed amendments to the current Local Development Scheme.

**The Reason for the Decision**

To ensure that the LDS reflects the amended timetable for the production of the Greater Norwich Local Plan, the South Norfolk Village Clusters Housing Allocation Plan, and also the East Norwich Masterplan Supplementary Planning Document.

**Other Options Considered**

None

**3041 SOUTH NORFOLK ALLOCATIONS SCHEME: FAMILY CONNECTION**

Members considered the report of the Housing and Wellbeing Senior Manager, which proposed an amendment to the South Norfolk Allocations Scheme, to allow applicants to qualify for the scheme, via a South Norfolk family connection.

The portfolio holder, Cllr A Thomas outlined the proposed amendment, explaining that this need had recently come to light due to some unsuitable placements that had been made through the Ukraine Family Scheme. This amendment would allow the Council to provide support to Ukrainians in such circumstances, and also bring the Scheme in line with Broadland District Council's policy. She stressed that this change would apply to all applicants, not just Ukrainians.

Cabinet recognised the need for the amendment and the Chairman warned that more people would be requesting help from the Council due to the cost of living crisis. He explained that there were over 100 staff, employed by the Council and other agencies, available to assist those in need across the South Norfolk District.

**RESOLVED:**

To agree the proposed changes to the South Norfolk Allocations Scheme as outlined in paragraph 4 of the report.

**The Reason for the Decision**

The amendment will support and prevent homelessness to Ukrainian guests, and provide equity of service over South Norfolk and Broadland.

## **Other Options Considered**

None

### **3042 AWARDING OF CONTRACTS IN RELATION TO THE MOBILISATION OF THE HORIZON CENTRE**

Members considered report, which sought approval for a delegation to the Director of Resources, in consultation with the Leader of the Council, to award contracts in relation to the mobilisation of the Horizon Centre.

The portfolio holder, Cllr K Mason Billig reminded members of the background to the report and explained that following the decision to purchase the Horizon Centre, and relocate the Council's office, there was a need to procure the fit out and other contracts associated with the mobilisation. The report sought delegation to award these contracts, so as not to impede on the project's timescales, especially in light of escalating costs. She stressed that contracts could only be awarded within the budget which had already been agreed at the Council meeting held 16 May 2022.

The Director of Resources added that each contract would be subject to a strict procurement framework process.

During discussion, the Chairman suggested that it would be appropriate to also consult Cllr Mason Billig, as the portfolio holder for Governance and Efficiency, regarding the contract awards. It was also suggested that the wording of the decision required amendment to clarify that the contracts concerned would only be those relating to the mobilisation of the Horizon Centre.

Cabinet agreed to these amendments, and it was

#### **RESOLVED:**

To agree to the delegation to the Director of Resources in consultation with the Portfolio Holder for Governance and Efficiency and the Leader of the Council, to award contracts for the fit out of the Horizon Centre and other contracts related to these activities, that are over £100,000, as long as they are within the overall budgets as outlined in section 2 of this report.

#### **The Reason for the Decision**

To ensure that the Horizon building can be occupied as soon as possible, and to avoid ongoing revenue costs.

## **Other Options Considered**

None

### **3043 USING INTELLIGENCE TO ACHIEVE A FIRST-CLASS CUSTOMER SERVICE**

Members considered the report of the Strategy and Intelligence Manager and the Transformation and Innovation Lead Officer, which outlined proposals to use data and intelligence to drive delivery of the ambitions, as set out in the Council's Strategic Plan 2020 -2024, to ultimately deliver a first-class customer service for communities and businesses.

The Strategy and Intelligence Manager outlined her report to members, explaining that business intelligence involved the use of data, assets and technology, to drive strategic decision making. Members noted that intelligence and data was critical to the Council as it would help it better manage demand, identify savings and make more accurate forecasts for the future, both in terms of finance and performance.

Cabinet acknowledged that the proposals would enhance the Council's service, however, concern was expressed that it was a little early to be requesting a budget for 2023/24, in light of other budget pressures that also required consideration.

In response to a member's request for more information on the savings to be made, officers explained that it was very difficult to confirm cost savings, until new processes were in place. The portfolio holder, Cllr Mason Billig suggested that more examples of where the proposals would benefit different services across the Council would be helpful, along with details of the actual savings made by other councils.

The Chairman stressed that he was not discarding the proposals but suggested that it would be more appropriate to consider the matter at Cabinet's next meeting, alongside the CRM system. Cabinet agreed that a new report was required for consideration at the meeting on 31 October, addressing the points made and also illustrating more explicitly how the proposals would ultimately benefit residents.

It was

#### **RESOLVED:**

That the decision regarding the funding of the proposed Business Intelligence Service is deferred to the 31 October meeting of the Cabinet.

#### **The Reason for the Decision**

To seek clarity regarding the benefits of the proposals.

#### **Other Options Considered**

To recommend that Council agree to the requested funding

### **3044 ANNUAL RE-RATIFICATION OF STRATEGY FOR NORFOLK STRATEGIC FLOOD ALLIANCE**

Members considered the report of the Assistant Director of Regulatory which presented Cabinet with an updated Norfolk Strategic Flood Alliance Strategy, for ratification. The report also outlined how the Council and wider Alliances were delivering against the Strategy, alongside evaluating further community needs in areas that faced potential threats of flooding.

The portfolio holder, Cllr G Minshull, introduced the report and members noted the progress made by the NSFA on a range of flooding actions, both within the district and more widely across Norfolk.

Cllr Minshull explained that a new flooding hotline for Norfolk had been introduced, the details of which were regularly detailed in the Link magazine along with information concerning riparian rights and responsibilities. The Director of Place added that the leaflet detailing the contact details of various agencies would be recirculated, and he informed members that the Flood and Water Management Officer, Nathan Harris, was now in post, and would be working with communities to promote and enforce where necessary. One of the post's responsibilities was also to establish a multi-agency working group on riparian responsibilities.

The Chairman expressed his concern regarding the Local Lead Flood Authority's (LLFA) role in the planning process. The Director of Place confirmed that the LLFA was very much involved in the workings of the NSFA and had been working alongside Anglian Water to resolve issues in the flood priority areas. It would be good to see more engagement from the LLFA in the planning process, especially with regard to smaller sites, but acknowledged that this was a resource challenge for the County Council. He explained that the LLFA was about to enter into a Memorandum of Understanding with the Council on riparian rights and both organisations were considering more joint enforcement.

Members agreed that the ratification of the Strategy was important, to ensure that the issues around flooding remained high on the agenda, and agencies remained proactive.

#### **RESOLVED:**

To ratify the Norfolk Strategic Flood Alliance Strategy 2022 as set out at Appendix 1 of the report, and to note the progress being made.

#### **The Reason for the Decision**

There are strong benefits in taking a multi-agency approach through the NSFA and keeping flooding action high on the local, regional and national agenda.

#### **Other Options Considered**

None



### **3045 PUBLIC SPACE PROTECTION ORDER - DOG FOULING**

The Community Safety Interventions Lead introduced the report which presented the proposed new dog fouling and dog restrictions Public Space Protection Order (PSPO) under the Anti-social Behaviour, Crime & Policing Act 2014.

During discussion, the Community Safety Interventions Lead explained that additional signage from the Council was available for Parish and Town Councils if required. With regard to exemptions from the Protection Order for those with hearing impediments with assisted dogs, she explained that the exemption did not apply to the clearing up of dog fouling, and she agreed to reword the definition in the Order, to provide more clarity.

It was

#### **RESOLVED:**

**TO RECOMMEND THAT COUNCIL** approves the Public Space Protection Order No. 3 as proposed in paragraph 4.7 and Appendix 1 of the report (subject to a minor amendment) over the geographical areas identified in Appendix 2 for a period of three years.

#### **The Reason for the Decision**

The adoption of the Public Space Protection Order No.3 as proposed will deter dog fouling offences by irresponsible dog owners and enable enforcement under specific legal requirements.

#### **Other Options Considered**

None

### **3046 CABINET CORE AGENDA**

Members noted the latest version of the Cabinet Core Agenda.

### **3047 EXCLUSION OF THE PUBLIC AND PRESS**

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

### **3048 STRAY DOG COLLECTION CONTRACT**

The Director of Place introduced the exempt report which detailed the proposed stray dog collection contract for South Norfolk Council. Members noted that the Council had a legal obligation to provide provisions for stray dog collections.

It was

#### **RESOLVED:**

To agree the recommendations as outlined at paragraph 8.1 of the report

#### **The Reason for the Decision**

Appointing the contract will provide a quality service, protect the Council's residents and satisfy the Council's statutory duty for stray dog collection and kennelling.

#### **Other Options Considered**

None.

### **3049 OPTIONS ON PROVISION OF A FUTURE FRAUD SERVICE**

The Assistant Director of Finance introduced the exempt report which provided options on the future resourcing and delivery of a fraud service for South Norfolk and Broadland Councils.

It was

#### **RESOLVED:**

To approve the recommendations as outlined at paragraph 8.1 of the report

#### **The Reason for the Decision**

The proposed fraud provision would provide the Council with a full fraud service with expertise and resilience.

#### **Other Options Considered**

None.

(The meeting concluded 10.33 am)

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Chairman