

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This item was withdrawn from the Cabinet agenda prior to the meeting.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