CABINET

Minutes of a meeting of the Cabinet of South Norfolk District Council held at South Norfolk House, Long Stratton on Monday 17 July 2017 at 9.00 a.m.

Members Present:

Cabinet: Councillors J Fuller (Chairman) Y Bendle, L Hornby, K Mason Billig and B Stone

Apologies: Councillor M Edney

Non-Appointed: Councillors D Bills, N Legg and T Lewis

Officers in Attendance: The Director of Growth and Business Development (D Lorimer), the Director of Planning and Environment (T Horspole), the Head of Environmental Services (B Wade), the Head of Growth and Economic Development (M Stanton), the Accountancy Manager (M Fernandez-Graham), the Business Improvement Programme Manager (A Mewes), the Planning Policy Manager (A Nicholls), the Senior Planning Officer (S Marjoram), the Policy Officer (P Chapman) and the Property Consultant (S Bizley).

Also in Attendance: Dr David Wildon – Chairman of Marlingford and Colton Parish Council

2562 MINUTES

The minutes of the meeting held 12 June 2017, were confirmed as a correct record and signed by the Chairman.
The Subject of the Decision

Members considered the report of the Senior Planning Officer, which sought Cabinet approval to accept the Examiner’s recommended modifications to the Easton Neighbourhood Plan, allowing the Plan to proceed to referendum.

The Planning Policy Manager presented his report, drawing attention to the process to be undertaken, should the Examiner’s recommendations be agreed. Members noted that the Examiner’s report had been most positive, and had complimented the work of both Easton Parish Council and South Norfolk.

Dr D Wildon, Chairman of Marlingford and Colton Parish Council, addressed the meeting, outlining the Parish Council’s concerns with regard to the impact of new housing development on the surrounding areas of Marlingford and Colton, referring in particular to flooding, drainage, traffic and lighting.

The Chairman explained that Dr Wildon referred to an application where outline planning permission had already been granted, and he suggested that officers assisted Dr Wildon with details of the decision notice, after the meeting.

The Decision

RESOLVED: To:

(a) Accept the Examiner’s Report on the examination of the Easton Neighbourhood Plan and the recommended modifications; and
(b) Delegate to the Director of Planning and Environment, the power to make the modifications recommended by the Examiner and to then progress the modified Easton Neighbourhood Plan to a public referendum.
The Reasons for the Decision

To ensure planned and co-ordinated development in Easton, allowing residents to be involved in shaping communities, and for the document to proceed to referendum.

Other Options Considered

None.

2564 SOUTH NORFOLK COUNCIL AUTHORITY MONITORING REPORT 2016/17
PROPOSED REVISIONS TO DEVELOPMENT MANAGEMENT POLICIES MONITORING INDICATORS

The Subject of the Decision

Members considered the report of the Planning Policy Manager, which invited Cabinet to comment on proposed changes to Local Plan monitoring indicators, to enable a more meaningful set of indicators to be used for the 2016/17 Authority Monitoring Report.

The Planning Policy Manager outlined his report, explaining that some of the Development Management policies were not capable of being monitored as originally envisaged, and a review and update was sensible to ensure that monitoring was as effective and efficient as possible. Members noted that the Regulation and Planning Policy Committee had considered the report and recommended that Cabinet agreed the proposed changes.

The Chairman referred to DM 4.10 concerning Heritage Assets, suggesting that a year on year increase to the “percentage of conservation areas with appraisals”, might be ambitious, bearing in mind current resources. The Planning Policy Manager explained that the purpose of the measure was not to speed up processes, but to ensure information was up to date, and he agreed to revisit the wording of the indicator. Cllr Y Bendle welcomed the proposed changes under policy DM 3.12, parking provision, explaining that this was often subject of debate at Development Management Committee meetings. The Director of Planning and Environment agreed to circulate all the agreed changes to the Development Management Committee for information.
Cllr T Lewis explained that he was sceptical regarding the usefulness of new proposed indicator “Amount of Norwich Southern Bypass Landscape Protection Zone lost to development”. The Chairman reminded members that the Landscape Protection Zone did not prevent all development and it was felt that the indicator would provide valuable information about the effectiveness of landscape protection.

The Decision

RESOLVED: To

(a) Agree the proposed revisions to the Development Management Policies Monitoring Indicators for publication on the Council’s website and for use in collecting information for the 2016/17 AMR onwards, subject to minor amendment;

(b) Delegate authority to the Director of Planning and Environment, in consultation with the Cabinet Member for Economy and External Affairs to agree any minor changes prior to finalising the changes.

The Reasons for the Decision

To ensure effective monitoring of the Local Plan

Other Options Considered

To not make any changes to the proposals.
The Subject of the Decision

Members considered the report of the Business Improvement Programme Manager, the Accountancy Manager and the Senior Governance Officer, which detailed the Council’s performance against strategic measures, risk position and the revenue and capital position at the end of the first quarter of 2017/18.

Cllr B Stone introduced the report, explaining that the performance across the Council remained positive, as did the Council’s risk capacity. He referred to the positive variance on the revenue budget of £555 k and the capital spend of £1.18 million against a budget of £1.51 million.

The Business Improvement Programme Manager summarised the Council’s performance under each of the Council’s corporate priorities, highlighting areas of particular interest. The Accountancy Manager summarised the revenue position, and explained that owing to the timing of Cabinet, the detailed analysis of budgets in the report covered April and May only. Members noted that initial June figures were consistent with the figures reported.

Attention was drawn to paragraph 3.6 of the report regarding the reduction in CNC Building Control fee earning income, and Cabinet concurred with the proposals to increase CNC fees from 1st September 2017.

Members’ attention was also drawn to the Housing Benefit / Council Tax Support indicator (HE 1606), which was the only indicator that had attracted a red status, due to the failure to hit target. Officers explained that this had been due to an increase in the number of working age claims which were significantly more complex. Cabinet noted that an improvement in performance was expected during Quarter 2, due to changes in working practices.

During discussion, Cllr Y Bendle referred to the trailblazer fund, which had been awarded to the Council, and would be used to focus on tenancy sustainment, in a bid to reduce homelessness. She also gave mention to the Council’s involvement with an “out of hospital scheme”, whereby the Council would be advised of potential applicants for Disabled Facilities Grants. Members were also reminded of the work currently being rolled out to introduce Social Prescribing, through the Council’s Community Connectors. The District Council was, she explained, having a real impact on the health agenda.
Turning to waste collection, members noted that the amount of waste recycled, reused and composted had increased to 46.27% and the cost of waste collection per household had reduced. The number of missed bins had also reduced back to pre-switchover levels. Cllr K Mason Billig, congratulated staff on excellent performance during the first quarter, and she explained that new efficiencies were constantly being built in to the service.

Referring to the strategic risk register, the Chairman gave mention to the delivery of the Long Stratton bypass, and the need for the Council to contribute to the design of the scheme. Discussion also turned to the Council’s five-year land supply, which had arguably been achieved across the three districts that made up the Greater Norwich Development Partnership. The Chairman suggested that the Regulation and Planning Policy Committee consider the matter further, with a view to informing the Authority Monitoring Report process.

**The Decision**

<table>
<thead>
<tr>
<th>RESOLVED:</th>
<th>To:</th>
</tr>
</thead>
<tbody>
<tr>
<td>(a) To note the 2017/18 performance for the quarter and the combined efforts across the Directorates to deliver the vision of the Council (detail contained in Appendix 1 of the report).</td>
<td></td>
</tr>
<tr>
<td>(b) To note the current position with respect to risks and accepts the actions to support risk mitigation (detail contained in Appendix 2 of the report).</td>
<td></td>
</tr>
<tr>
<td>(c) To note the capital and revenue position and the reason for the variances on the General Fund (detail contained in Appendices 3 and 4 of the report).</td>
<td></td>
</tr>
<tr>
<td>(d) To agree an increase in building control fees for CNC from 1st September 2017, based on an hourly rate of £70, and to delegate the detailed amendment of these fees to the Director of Growth and Business Development in consultation with the Portfolio Holder for Finance and Resources and the Chairman of the CNC Board, as outlined in Section 3.6 of the report.</td>
<td></td>
</tr>
<tr>
<td>(e) That the Regulation and Planning Policy Committee considers at its next meeting in September, the calculation of the Five Year Land Supply, based on the three districts that make up the Greater Norwich Development Partnership, with a view to informing the Authority Monitoring Report process.</td>
<td></td>
</tr>
</tbody>
</table>
The Reasons for the Decision

To ensure that processes are in place to improve performance and that the management of risks is sound. To ensure that appropriate revenue budgets and reserves, and the capital programme are in place and are aligned to the Council’s priorities.

Other Options Considered

None

2566 FUTURE MANAGEMENT OF STREETLIGHTS

The Subject of the Decision

Members considered the report of the Head of Environmental Services, which presented Cabinet with proposals for the future management of street lights currently maintained by the Council in Town and Parish Council areas.

The Head of Environmental Services presented his report to members, explaining that there were ten town and parish council areas where lights on the street were managed by the Council, namely Chedgrave, Costessey, Diss, Ditchingham, Ellingham, Geldeston, Gillingham, Kirby Cane, Loddon, and Wymondham.

He explained that the current mechanism for recovering cost through “special expenses”, paid through the annual Council Tax bill, only covered day to day running costs, and was unbalanced and unsustainable. A new approach to the future management of street lights was therefore required.

Members noted the proposals, and the criteria for retention, outlined in the report. Members acknowledged that replacing like for like was no longer an option, and agreed that lights should not automatically be replaced.

Discussion followed with regard to the calculation of special expenses, and the Director of Growth and Business Development explained that these expenses could only be charged if the district council was managing the street light function; it could not
Cabinet - South Norfolk Council

collect these charges on behalf of the town or parish council. In response to a query, she explained that the whole town / parish would be subject to the special expense charge, despite street lights only covering part of an area in a parish.

The Chairman suggested that before negotiations took place with the relevant towns and parishes, it was sensible to undertake a review of special expenses, and to calculate more realistic figures in relation to these charges. He also requested a detailed assessment of the future need for streetlights, based on the criteria for retention, proposed in the report. It was agreed that this should be reported back to Cabinet, at its next meeting, if possible.

In response to a query regarding the criteria for retention, it was confirmed that school children could be classed as “vulnerable people”.

Cabinet understood that some street lights required urgent attention due to safety issues, and it was therefore agreed that the proposed budget should be approved in principle, at this stage.

**RESOLVED:**

1. That a more detailed report is considered by Cabinet at its September meeting, to include:
   a) a detailed assessment of the future need of the Council’s streetlights, based on the criteria for retention, outlined in the report;
   b) a robust review of the calculation for “Special Expenses”, paid through annual Council Tax bills;

2. To agree in principle, to an amendment to the capital programme to include an additional £600,000 for street lighting for the period 2017/18 to 2018/19.

**The Reasons for the Decision**

To ensure a more sustainable approach to the management of street lights.

**Other Options Considered**

To agree the approach set out in the report and to begin negotiations with the relevant town and parish councils.
2567 PROPOSED PUBLIC SPACE PROTECTION ORDER (PSPO)

The Subject of the Decision

Members considered the report of the Head of Environmental Services, which sought approval for necessary changes to dog controls in place across the District and the process to be implemented to achieve this via a proposed Public Place Protection Order (PSPO).

Cllr K Mason Billig briefly outlined the background to the report, explaining that the existing dog fouling order would be repealed on 17 October 2017, and that in order for it to remain an offence not to clean up dog fouling in South Norfolk, a PSPO was required.

The Head of Environmental Services presented his report, outlining the requirements of the proposed PSPO. Members noted that this would include a new proposal, which would exclude dogs from enclosed public play areas.

During discussion, the Head of Environmental Services confirmed that the proposals regarding public play areas, would also include those areas not owned by the Council. However, it was noted that these restrictions could not be imposed if the land owners did not wish them to be. Members welcomed these changes, noting that a public consultation would commence shortly.

The Decision

<table>
<thead>
<tr>
<th>RESOLVED:</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. To agree to the proposed approach and consultation leading to the creation of a Proposed Public Space Protection Order (PSPO);</td>
</tr>
<tr>
<td>2. Should the outcome of the consultation bring forward substantive issues in relation to the proposals in the consultation, that these are considered by the Growth, Infrastructure and Environment Policy Committee;</td>
</tr>
<tr>
<td>3. Notwithstanding the above, to agree to delegate the decision as to the proposed PSPO to the Director of Planning and Environment, in consultation with the Portfolio holder for Environment &amp; Recycling.</td>
</tr>
</tbody>
</table>
The Reasons for the Decision

To ensure that dog fouling controls are in place across the District

Other Options Considered

- Not to impose a PSPO
- To impose more severe controls

2568 DISCRETIONARY RATE RELIEF GUIDELINES

The Subject of the Decision

Members considered the report of the Policy Officer, which sought Cabinet approval for a local banded scheme of Discretionary Revaluation Relief, and revised Mandatory and Discretionary Rate Relief Guidelines.

Cllr M Stone commended the report to members, explaining that the Council’s discretionary rate relief scheme required amendment to implement support for local businesses, outlined in the Government’s Spring budget.

The Policy Officer presented his report, outlining the key issues arising from the proposals.

During discussion, the Policy Officer responded to a number of members’ questions on points of detail. Members noted that there could be a financial implication on the Council, should any support awarded be in excess of the funding level agreed (up to £243,000 for South Norfolk in Year 1).

Cabinet agreed that the proposals were a sensible way forward and noted that delegated authority was to be awarded to the relevant director to adjust the scheme in future, if required.
The Decision

RESOLVED: To:

1. Adopt the proposed local banded scheme of discretionary revaluation rate relief as set out in the report and Appendix A.
2. Agree the revised Mandatory and Discretionary Rate Relief Guidelines document at Appendix A of the report, to apply in respect of all rate charges from April 2017 onwards. The guidelines also correct an omission relating to the award of relief for rural petrol filling stations with a rateable value between £12,500 and £16,500 by awarding them 50% relief in line with rural public houses (both are enabled by the same clause in legislation).
3. Agree to delegate authority to the Director of Growth & Business Development, in consultation with the Portfolio Holder for Finance and Resources, to determine the bandwidths and levels of relief award per band for the scheme in future years, and to increase the award factor for 2017/18 if it becomes clear that less support is accessed by businesses in the area than initially anticipated (taking into account the administrative burden involved).

The Reasons for the Decision

To provide support for local businesses.

Other Options Considered

- To cap the level of increase to 10% for all cases

2569 PROCUREMENT STRATEGY 2017-2021

The Subject of the Decision

Members considered the report of the Procurement Consortium Manager, which sought Cabinet approval for a revised Procurement Strategy for the Council.
Cllr B Stone introduced the report, explaining that the document had been considered by the Finance, Regulation, Audit and Governance Committee, and recommended to Cabinet for approval.

The Procurement Consortium Manager briefly outlined his report and the proposed revisions to the Strategy.

Discussion followed with regard to the Council’s engagement with local suppliers, and the Procurement Consortium Manager reminded members that whilst actively encouraging local businesses, the Council needed to balance this with the need to remain competitive. Whilst Cabinet understood this, it felt that the document needed to emphasise further how the Council could encourage local businesses to bid for opportunities.

The Decision

| RESOLVED: | To approve the revised Procurement Strategy, subject to an additional objective, detailing how the Council promotes and engages with local suppliers, the final wording to be delegated to the Director of Growth and Business Development, in consultation with the Portfolio Holder for Finance and Resources. |

The Reasons for the Decision
To ensure clear direction and best practice in procurement.

Other Options Considered
To approve the revised Strategy with no amendments.

2570 HOUSING RENEWAL GRANTS AND LOANS POLICY

Members noted that a report, if appropriate, would be considered at a future meeting of the Cabinet.
Members noted the latest version of the Cabinet Core Agenda.

**2572 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 item of business on the grounds that it involves the likely disclosure of exempt information as defined in paragraph 3 of Part 1 of Schedule 12A to the Act (as amended) |

**2573 STRATEGIC ECONOMIC DEVELOPMENT AND INVESTMENT OPPORTUNITIES**

**The Subject of the Decision**

Members considered the exempt report of the Head of Growth and Economic Development, and the Development Project Manager, which provided an update on opportunities that were being pursued under the updated Capital Programme, approved at Cabinet in June 2017.

The Property Consultant presented his report and outlined the proposals to support strategic housing and employment development opportunities across the District.

During discussion, members indicated their support for the proposals. Cabinet noted the associated risks, but concluded that they could be sufficiently mitigated.
The Decision

RESOLVED:

1. To agree that Officers progress the purchase of strategic employment development opportunities;
2. That subject to completing satisfactory legal, technical and financial due diligence, Big Sky Developments can drawdown shareholder funding in support of the purchase of strategic housing, the final decision to be delegated to the Chief Executive, in consultation with the Leader of the Council;
3. To delegate to the Chief Executive, in consultation with the Leader of the Council, the decision for the Council to act as guarantor, in respect of Big Sky Development Ltd’s contractual obligations in land purchase and other related development agreements.

The Reasons for the Decision

To meet the housing needs of residents and stimulate economic growth.

Other Options Considered

None.

(The meeting concluded at 11.16 am)

Chairman