



GREAT YARMOUTH
BOROUGH COUNCIL

Policy and Resources Committee

Date: Thursday, 10 January 2019

Time: 18:30

Venue: Supper Room

Address: Town Hall, Hall Plain, Great Yarmouth, NR30 2QF

AGENDA

Open to Public and Press

1 APOLOGIES FOR ABSENCE

To receive any apologies for absence.

2 DECLARATIONS OF INTEREST

You have a Disclosable Pecuniary Interest in a matter to be discussed if it relates to something on your Register of Interests form. You must declare the interest and leave the room while the matter is dealt with.

You have a Personal Interest in a matter to be discussed if it affects

- your well being or financial position
- that of your family or close friends
- that of a club or society in which you have a management role
- that of another public body of which you are a member to a greater extent than others in your ward.

You must declare a personal interest but can speak and vote on the matter.

Whenever you declare an interest you must say why the interest arises, so that it can be included in the minutes.

3	<u>MINUTES</u>	3 - 9
	To confirm the minutes of the meeting held on the 27 November 2018.	
4	<u>FORWARD PLAN</u>	10 - 11
	Report attached.	
5	<u>REVIEW OF THE SIX DAY AND TWO DAY MARKET PLACE FEES AND CHARGES</u>	12 - 20
	Report attached.	
6	<u>ENFORCEMENT GROUP - PROGRESS UPDATE</u>	21 - 32
	Report attached.	
7	<u>ANY OTHER BUSINESS</u>	
	To consider any other business as may be determined by the Chairman of the meeting as being of sufficient urgency to warrant consideration.	
8	<u>EXCLUSION OF PUBLIC</u>	
	In the event of the Committee wishing to exclude the public from the meeting, the following resolution will be moved:-	
	"That under Section 100(A)(4) of the Local Government Act 1972, the public be excluded from the meeting for the following item of business on the grounds that it involved the likely disclosure of exempt information as defined in paragraph 1 of Part I of Schedule 12(A) of the said Act."	
9	<u>ENFORCEMENT GROUP PROGRESS UPDATE - CONFIDENTIAL APPENDIX</u>	
	Details	
10	<u>ST GEORGES TRUST</u>	
	Details	

Policy and Resources Committee

Minutes

Tuesday, 27 November 2018 at 18:30

Present :

Councillor Plant (in the Chair); Councillors Annison, B Coleman, Flaxman-Taylor, Grant, Jeal, Smith, Wainwright, Walker, Williamson and T Wright.

Councillor Bensly attended as substitute for Councillor G Carpenter

Councillor Drewitt attended as substitute for Councillor K Grey

Also in attendance :

Mrs K Watts (Strategic Director); Mrs K Sly (Finance Director); Mrs J Beck (Head of Property and Asset Management); Mrs M Lee (Head of Customer Services); and Mr S Ellwood (Interim Democratic Services Manager)

1 APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors G Carpenter and K

Grey.

2 DECLARATIONS OF INTEREST

Councillor Smith declared a personal interest in the item relating to Asset Management Strategy in his capacity as a Director of Great Yarmouth Racecourse.

3 MINUTES

The minutes of the meeting held on 16 October 2018 were confirmed.

4 FORWARD PLAN

The Committee received and noted the items contained within the Forward Plan for the Policy and Resources Committee.

5 2018/19 TREASURY MANAGEMENT MID YEAR REPORT

The Committee considered the Finance Director's 2018/19 Treasury Management mid-year report. The report presented for the 2018/19 financial year the following :-

- the mid-year position for treasury management
- the borrowing requirement and debt for the current financial year
- the mid-year borrowing position

compared with the Treasury Management Strategy.

RESOLVED :

That the Treasury Management mid-year report for 2018/19 be approved.

6 2018/19 PERIOD 6 BUDGET MONITORING REPORT

The Committee received the Capital Projects and Senior Accountant's report on the 2018/19 budget monitoring position. The report compares the actual expenditure and income position at the end of September to the updated budget for 2018/19.

The original Base Budget has been updated for in-year virements and for 2017/18 year end budget carry forwards for planned expenditure in the current financial year.

RESOLVED :

That the 2018/19 Period 6 Budget monitoring report be noted.

7 CAR PARK INCOME ANALYSIS COMPARISON

The Committee considered the Head of Customer Services report providing information and data in relation to car park income performance over the last 3 financial years and an updated position in relation to the year end forecast.

RESOLVED :

That the contents of the report and the updated year-end budget forecast be noted.

8 QUARTER 2 PERFORMANCE REPORT

The Committee considered the Strategic Director's (KW) report on the Quarter 2 Key Projects which gave an update on current performance for the second quarter of 2018/19 (July to September) where progress was assessed against targets which are set at the start of the financial year. The report also gave an update to the position of Key Projects that are linked to the Corporate Priorities from "The Plan" 2015/2020.

Progress against targets is assessed by RAG (Red/Amber/Green) ratings and is also assessed in terms of direction of travel through arrows.

During consideration of the report the following were raised :

- HN09 - number of days taken to complete works seemed a long time. Officers would provide a written explanation to Members.
- EN04 - the Rangers team should be congratulated in the amount of prosecutions being taken for waste related offences
- KP02 - query as to why this was shown as green but confirmation was provided that works on site had started

RESOLVED :

(1) That all measures be monitored during the next quarter.

(2) That all Key Projects continue to be monitored over the next quarter with the aim of maintaining green status and where possible attaining a green status for those Key Projects which are currently amber.

9 THE WINTER GARDENS PROGRESS UPDATE

The Strategic Director (KW) submitted a report updating the Committee on progress on the work that has been on-going to repair, renovate and bring the Winter Gardens back into use. KW referred to the appendices circulated at the meeting outlining a project plan and confidential advice on the design and legal structure of the project.

Members were asked to consider agreeing to a procurement process to

identify a suitable partner who would provide a sustainable end use for the building.

RESOLVED :

That the commencement of a procurement process with the aim of identifying a future commercial operator for the Winter Gardens (subject to sourcing the necessary funding) which would provide a sustainable end use for the building and support any future potential funding opportunities be undertaken.

10 MEDIUM TERM FINANCIAL STRATEGY 2019/20 TO 2021/22

The Committee considered the Finance Director's report on the Medium Term Financial Strategy for 2019/20 to 2021/22. The Finance Director reported that the Strategy had been updated to support the current plan and would be used to inform the detailed budget for 2019/20.

RESOLVED :

That Council be recommended to :-

- (a) note the updated Medium Term Financial Strategy
- (b) note the current Financial Forecast for 2019/20 to 2021/22
- (c) note the revised reserved statements as detailed in Appendix C of the report

11 ASSET MANAGEMENT STRATEGY

The Committee considered the report of the Head of Property and Asset Management on the Asset Management Strategy for 2018-22.

The Asset Management Strategy and Action Plan identifies the total number of sites within Borough ownership, detailing in a high-level breakdown the number of assets within groupings. The document identifies the key drivers for the strategy together with the proposed outcomes.

The Head of Property and Asset Management also referred to the confidential appendices as part of the report, which are confidential due to the detailed commercial information contained in them.

RESOLVED :

That the Asset Management Strategy and Action Plan as contained in the report be adopted.

12 FEES AND CHARGES 2019-20

The Committee considered the Finance Director's report which detailed for

approval the scheduled Fees and Charges for the 2019/20 Financial Year. The Finance Director advised that some of the figures contained in Page 179 would be amended when the report is submitted to Council.

Members discussed the Fees and Charges for the Market (Page 170) and it was agreed that the market charges be referred back to Policy and Resources Committee after consideration by the Economic Development Committee at its meeting in January.

RESOLVED :

That, subject to the provisos mentioned above, Council be recommended to agree the schedule of Fees and Charges for 2019/20 as detailed in the Finance Director's report.

13 COUNCIL TAX DISCOUNTS

The Committee considered the Revenues Manager's report proposing the levels of Council Tax Discount that should apply for 2019/20.

RESOLVED :

That Council be recommended to approve :

- (a) the Council Tax discounts and premiums as shown in Section 5.1 of the report which will apply for 2019/20
- (b) in principal to adopt the discount/premium changes in Section 2.3 for the future years, subject to recommendations and approvals each year.

14 COUNCIL TAX REDUCTION SCHEME

The Committee considered the Head of Customer Services report which sought approval of the 2019 Local Council Tax Support / Reduction Scheme.

RESOLVED :

That Council be recommended to agree to continue with the existing Scheme for 2019 based on a maximum award of 91.5% of the Council Tax liability for working age.

15 COUNCIL TAX - TAX BASE

The Committee considered the Revenue Manager's report which asked Members to approve the calculation of the 2019/20 Tax Base totalling 28,560. This is the total number of domestic properties within the Borough using Band D as the average property band.

RESOLVED :

That Council be recommended to approve the estimated Tax Bases for the Borough and for each Parish as detailed in Appendix A of the Revenue Manager's report.

16 REVENUES WRITE OFF REPORT

The Committee considered the Revenue Manager's report seeking approval to authorise individual write-offs as detailed in Schedule 1 attached to the report. The Revenue Manager also referred to two confidential appendices attached to the report which (a) provided an update on the recovery of Business Rates regarding the former BHS Store at 115 Regent Road, Great Yarmouth and (b) gave an update on the recovery of Business Rates in respect of the Cliff Hotel, Gorleston.

RESOLVED :

(1) That the individual write offs as detailed within Schedule 1 of the Revenue Manager's report be approved.

(2) That the update on the recovery of Business Rates regarding the former BHS Store at 115 Regent Road, Great Yarmouth as detailed in the confidential appendix of the Revenue Manager's report be noted and that the write-off be approved.

(3) That the update on the recovery of Business Rates regarding the Cliff Hotel, Gorleston as detailed in the confidential appendix of the Revenue Manager's report be noted.

17 ANY OTHER BUSINESS

There were no items of any other business.

18 EXCLUSION OF PUBLIC

RESOLVED :

That under Section 100(A)(4) of the Local Government Act 1972, the public be excluded from the meeting for the following item of business on the grounds that it involved the likely disclosure of exempt information as defined in paragraph 1 of Part I of Schedule 12(A) of the said Act.

19 ASSET MANAGEMENT STRATEGY - CONFIDENTIAL APPENDIX

The confidential report was considered.

20 REVENUES WRITE OFF - CONFIDENTIAL APPENDIX

The confidential report was considered.

The meeting ended at: 19:35

Forward Plan for Policy & Resources Committee

	Matter for Decision	Report by	Pre Agenda Meeting (PAM)	Policy & Resources	Economic Development	Environment	Housing & Neighbourhoods	Council
1	Enforcement Group Update and Work Plan	Strategic Director (KW)	02/01/19	10/01/19				
2	Review of Six Day and Two Day Market Fees and Charges	Head of Property and Asset Management	02/01/19	10/01/19	07/01/19			
3	St George's Trust	Head of Inward Investment	02/01/19	10/01/19				
4	General Fund Budget Report	Finance Director	28/01/19	05/02/19				19/02/19
5	Habitats Monitoring and Mitigation Strategy Revision	Principal Strategic Planner	28/01/19	05/02/19				
6	Hall Quay Planning Brief	Development Director	28/01/19	05/02/19				
7	North Quay Update	Development Director	28/01/19	05/02/19				
8	South East Tower	Head of Property and Asset Management	28/01/19	05/02/19				
9	Town Centre Regeneration	CEO	28/01/19	05/02/19				
10	PRE CPE (Civil Parking Enforcement) Surplus Fund (NCC Ringfenced Great Yarmouth Funding)	Head of Customer Services	11/03/19	19/03/19				
11	Quarter 3 Performance Report	Strategic Director (KW)	11/03/19	19/03/19				
12	Sentinel Partnership Board - Six Monthly Report from Board	Strategic Director (KW)	11/03/19	19/03/19				
13	RIPA Annual Usage Report 2019	Head of Organisational Development	03/06/19	11/06/19				
14	Annual Performance Report	Strategic Director (KW)	15/07/19	23/07/19				
15	Customer Services - Customer Care Standards	Head of Customer Services	TBC	TBC				

16	Market Redevelopment - Options	Head of Property and Asset Management	TBC	TBC				
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Subject: Review of the Six Day and Two Day Market Place Fees and Charges

Report to: Management Team - 10th December 2018
Economic Development Committee – 7th January 2019
Policy and Resources Committee – 10th January 2019

Report by: Jane Beck, Head of Property and Asset Management

RECOMMENDATIONS

That the Committee considers the content of this report and recommends to Full Council the Fees and Charges 2019/20.

Recommendation for Two Day Market Fees & Charges

1. To recommend to Full Council 2019/20 fees and charges for two day Markets a year round rate of £1.00 per foot (depth calculations will remain unchanged).
2. To continue with the existing 50p per foot rate through to 31st March 2019.

Recommendations for Six Day Market Fees and Charges

3. To maintain current fees in relation to the six day market.
4. To recommend to Council Fees and Charges as per attached schedule.

1. Introduction

- 1.1 Great Yarmouth Market is recognised as an important part of Great Yarmouth's Town Centre and one of the key priorities for the Council as part of the Town Centre Masterplan.
- 1.2 This report is broken down into the two areas of the market covering both the two and the six day markets.
- 1.3 Over the years trader numbers on the two day market have been reducing one of the reasons for this was thought to be in relation to the excessively high fees and charges. The average rate per foot prior to 1st October 2017 was £1.64.
- 1.4 Policy and Resources Committee of October 2017 received a report suggesting a reduces rate per foot on the two day market of £1.00 this was then reduced further with the support of Town Centre Initiative funding to 50p per foot. In November 2017 Full Council approved the reduced rate for the two day market of 50p per foot from 1st October 2017 for a 12 month period with the subsequent fees and charges schedule detailing the reduction through to 31st March 2019.

- 1.5 As part of the Full Council meeting in November 2017 a range of benefits were agreed for both the two and six day traders including: reduced price parking permits, 5% discount for payment in advance or by direct debit, holiday allocation for the equivalent of two weeks per year for both areas of the market.
- 1.6 As part of the fees and charges report 2018/19 reductions were proposed for the the six day market. These reductions equated to 5% on the previous year this together with the 5% direct debit reduction gave traders the opportunity to reduce rents by 10% on previous years rates together with the opportunity to take a two week rent free period.
- 1.7 For clarity the rents for both the two and six day markets from 2016/17 through to 2018/19 are attached at appendix 1.

2. Current Position – Two Day Market

- 2.1 The following table presents an average over the last three years in relation to attendance and booked footage:

Two Day Market Occupation levels			
Year	Overall Number of Permanent Traders	Overall Number of Casual Traders	Total footage occupied by permanent traders
2016/17 (prior to rent reduction)	26	16	468
2017/18 (prior to rent reduction)	18	16	428
2017/18 (winter period following rent reduction)	25	18	583
2018/19	23	31	565

- 2.2 The current rate for two day traders is 50p per foot for permanent traders and 65p per foot for casual traders, as can be seen by the above table casual traders have increased over the period with the difference of 15p not being significant enough for traders to be encouraged to become permanent. The current addition for casual traders represents a 30% increase.
- 2.4 The 50p per foot rate was introduced to offer the opportunity to reinvigorate the market and increase trader numbers. Having now been operating this significantly lower rate for more than 12 months it is clear that interest in the market is remaining stable and casual traders are increasing but this is not resulting in permanent additions to the Market.

- 2.5 The comparable evidence at the time of the report in 2017 identified a rate of £1.00 per foot and £1.30 for casuals based on charges within the East Anglia area. Rates have not changed since this report.
- 2.6 The 50p per foot rate was funded by the Town Centre Initiative, this funding has now come to an end therefore this report seeks authority to continue with this rate through to 31st March 2019 and return to the original proposal of £1.00 per foot from 1st April 2019 in line with other local markets.
- 2.7 The National Market Trader Federation provided the following statement for submission as part of this report:

“Early in 2017 the NMTF worked with Great Yarmouth Borough Council and the Great Yarmouth NMTF Group to help facilitate discussions over the proposed rent increase at the time. The two day traders submitted their thoughts on the proposal which was openly received and reviewed by the council and thanks to Jane Beck and council members, it was seen how the original proposals at the time would have been a detriment to the market. We were glad to see an agreement was reached which worked for both parties.

I am aware that this matter is being reviewed once again and I would encourage you to consider the proposal submitted by the Head of Property and Asset Management – the recommendations within are in line with the suggestions put forward by the traders last year and the NMTF still agrees that these are reasonable rent charges for Great Yarmouth two day market.

It has already been evidenced that the changes to the rents last year have worked; it has attracted more casual traders to Great Yarmouth Market and whilst they may not yet be permanent traders it is not to say they will not be in future, which will only benefit the council further with an increase in income and most importantly, a fuller market. We are glad to put our support behind this document and believe the recommendations to truly be for the benefit of the market.”

3. Current Position – Six Day Market

- 3.1 The current six day market rate has reduced by 8% based on the 2016/17 charges. A further 5% reduction can be obtained by traders when paying in advance by direct debit therefore representing an overall 13% reduction.
- 3.2 In addition to the above savings there is also now the opportunity for traders to claim a holiday allocation which offers a rent free period for the equivalent of up to two weeks per year.

- 3.3 In reviewing fees and charges this report details, for information and comparison, the current charges on another local fixed market. There is however a number of differences between Great Yarmouth and others but calculations have been undertaken to compare charges as much as possible with Great Yarmouth:

Great Yarmouth			Norfolk based fixed market
Four rates based on the type of goods sold			Stall sizes 3m x 2.4m and charges in relation to location within the market – prices range from
		Pricing including further 5% payment discount	
Hot Food 1	£685.50pm	£652.22	*Stall charges including service charge from £403pm to £822pm (VAT will be charged in addition to the above on some types of stall).
Hot Food 2	£648.40pm	£615.98	
Dry Goods	£509.50pm	£484.02	
Groceries	£473.50pm	£449.83	

*Note: Average Great Yarmouth stall is larger and therefore pricing has been multiplied by 1.5 for equivalent average area 4.5m x 3.6m).

- 3.4 The above chart is used as a comparison to the Great Yarmouth charging. As is clear it is difficult to compare like with like in relation to markets as for example: sizing, pricing structure, types of goods sold, inclusion of service charging and VAT rules differ significantly.
- 3.5 Based on chart at 3.3 it identifies that Great Yarmouth charging is currently broadly in line with others.
- 3.6 Occupation on the six day market has increased in recent months. During 2016/17 the occupation rate was 86% (31 of 36 stalls occupied) this has now increased to 92% (33 of 36 stalls occupied) with two of the 36 stalls now occupied on a rental rather than ownership basis.

4. FINANCIAL AND RISK IMPLICATIONS

- 4.1 The anticipated income for 2018/19 based on the 50p per foot charge will be £42,438 with funding from the Town Centre Initiative making up £14,144 this income. The budget in relation to the two day market has been revised for the 2018/19 financial year in relation to the revised charges.
- 4.2 Should the 50p per foot charge be extended until 31st March 2019 there will be a budget shortfall of £14,144 for October 2018 to March 2019 which will need to be reflected in the updated budget monitoring position for the current financial

year. The report highlighted an increase in the number of casual traders, this is expected to achieve an additional £1,500 income in the current year which will mitigate some of the shortfall in income. The six day market income is currently in line with budget projections.

- 4.3 The tables below identify the two day market budget position for 2018/19 and the forecast for 2019/20.

2018-19	Current Base Budget	Revised Base Budget	Reduction in Base Budget
Summer Charge			
Cost per foot £	1.00	0.50	0.50
Cost per foot per day (minimum 10 ft) £	10.00	5.00	5.00
Maximum number of days occupancy	49.50	49.50	49.50
Total number of stalls	57.15	57.15	57.15
Total Summer Charges £	28,289	14,145	14,144
Winter Charge			
Cost per foot	1.00	0.50	0.00
Cost per foot per day (minimum 10 ft)	10.00	5.00	0.00
Maximum number of days occupancy	49.50	49.50	0.00
Total number of stalls	57.15	57.15	0.00
Total Summer Charges	28,289	28,289	0,000
Totals for 2018-19:	56,578	28,290	(14,144)

2019-20	Current Base Budget	Revised Base Budget	Reduction in Base Budget
Summer Charge			
Cost per foot	1.00	0.50	0.50
Cost per foot per day (minimum 10 ft)	10.00	5.00	5.00
Maximum number of days occupancy	49.50	49.50	49.50
Total number of stalls	57.15	57.15	57.15
Total Summer Charges	28,289	14,145	14,144
Winter Charge			
Cost per foot	1.00	0.50	0.50
Cost per foot per day (minimum 10 ft)	10.00	5.00	5.00
Maximum number of days occupancy	49.50	49.50	49.50
Total number of stalls	57.15	57.15	57.15
Total Summer Charges	28,289	14,145	14,144
Totals for 2019-20:	56,578	28,290	(28,288)

- 4.4 There are risks associated with the increase in relation to the two day market although the original report identified the £1.00 per foot rate as being in line with other local markets there still remains a risk that the impact of the change will see numbers of stalls reduce further.
- 4.5 If the 50p per foot rate were to continue through 2019/20 this would create an estimated income deficit of £28,288. It is not possible to fund any of this shortfall from alternative sources and would therefore be unfunded in the budget.

5. CONCLUSIONS AND RECOMMENDATIONS

- 5.1 That the Committee considers the content of this report and recommends to Full Council the Fees and Charges 2019/20.

Recommendation for Two Day Market Fees & Charges

1. To recommend to Full Council 2019/20 fees and charges for two day Markets a year round rate of £1.00 per foot (depth calculations will remain unchanged).
2. To continue with the existing 50p per foot rate through to 31st March 2019.

Recommendations for Six Day Market Fees and Charges

3. To maintain current fees in relation to the six day market.
4. To recommend to Council Fees and Charges as per attached schedule.

Area for consideration	Comment
Monitoring Officer Consultation:	
Section 151 Officer Consultation:	Incorporated
Existing Council Policies:	Considered
Financial Implications:	Considered
Legal Implications (including human rights):	No
Risk Implications:	N/A
Equality Issues/EQIA assessment:	N/A
Crime & Disorder:	N/A
Every Child Matters:	N/A

Appendix 1

Fees & Charges Market 2016/17 to 2018-19

	2016/17 Charges		2017/18 Charges		2017/18 Charges Revised		2018/19 Charges		2018/19 Charges Revised	
	£									
Two Day Market - charges										
	per metre	per foot	per metre	per foot	per metre	per foot	per metre	per foot	per metre	per foot
Summer (April to September)	7.94	2.42	7.74	2.35	1.64	0.50	1.64	0.50	1.64	0.50
Winter (October to March)	3.67	1.12	3.58	1.09						
Casual - Summer (April to September)	11.91	3.63	11.61	3.28	2.13	0.65	2.13	0.65	2.13	0.65
Casual - Winter (October to March)	5.51	1.68	5.37	1.63						
Six Day Market - charges per stall type										
									(5% reduction)	
Hot Food - 1	740.00	Monthly Charge	721.50	Monthly Charge	721.50	Monthly Charge	721.50	Monthly Charge	685.50	Monthly Charge
Groceries	500.00	Monthly Charge	487.50	Monthly Charge	487.50	Monthly Charge	487.50	Monthly Charge	473.50	Monthly Charge
Dry Goods	550.00	Monthly Charge	536.25	Monthly Charge	536.25	Monthly Charge	536.25	Monthly Charge	509.50	Monthly Charge
Hot Food - 2	700.00	Monthly Charge	682.50	Monthly Charge	682.50	Monthly Charge	682.50	Monthly Charge	648.40	Monthly Charge
Friday and Other Markets - charges										
Up to 10 foot/ 3 Metres	10.00	(£1.00 per foot)	10.00	(£1.00 per foot)	10.00	1.00 per foot)	10.00		10.00	
Up to 20 foot/ 6 Metres	20.00	(£1.00 per foot)	20.00	(£1.00 per foot)	20.00	1.00 per foot)	20.00	(based on £1 per foot)	20.00	(based on £1 per foot)
Up to 30 foot/ 9 Metres	30.00	(£1.00 per foot)	30.00	(£1.00 per foot)	30.00	1.00 per foot)	30.00		30.00	
Charity Barrow Fee										
			FREE		FREE		FREE	FREE	FREE	FREE
Craft Barrow Fee										
			10.00 Daily Charge		10.00 Daily Charge		10.00 Daily Charge		10.00 Daily Charge	

Fees & Charges Market 2019-20

	2018/19 Charges		2019/20 Charges	
	per metre	per foot	per metre	per foot
<u>Two Day Market - charges</u>				
Summer (April to September)	1.64	0.50	3.28	1.00
Winter (October to March)	TBC	TBC	3.28	1.00
Casual - Summer (April to September)	2.13	0.65	4.27	1.30
Casual - Winter (October to March)	TBC	TBC	4.27	1.30
<u>Six Day Market - charges per stall type</u>				
Hot Food - 1	721.50	Monthly Charge	721.50	Monthly Charge
Groceries	487.50	Monthly Charge	487.50	Monthly Charge
Dry Goods	536.25	Monthly Charge	536.25	Monthly Charge
Hot Food - 2	682.50	Monthly Charge	682.50	Monthly Charge
From the 1st April 2019 fees paid in advance by direct debit will be subject to a 5% discount:				
Hot Food - 1	685.50	Monthly Charge	685.50	Monthly Charge
Groceries	463.50	Monthly Charge	463.50	Monthly Charge
Dry Goods	509.50	Monthly Charge	509.50	Monthly Charge
Hot Food - 2	648.50	Monthly Charge	648.50	Monthly Charge
<u>Friday and Other Markets - charges</u>				
Up to 10 foot/ 3 Metres	10.00		10.00	
Up to 20 foot/ 6 Metres	20.00	(based on £1 per foot)	20.00	as per standard Market Days
Up to 30 foot/ 9 Metres	30.00		30.00	
Charity Barrow Fee	FREE	FREE	FREE	FREE
Craft Barrow Fee	10.00	Daily Charge	10.00	Daily Charge

No change

Fees & Charges Market Fairs 2019-20

		2018/19 Charges	2019/20 Charges
	Costs based of square metres		
<u>Category</u>	<u>Attractions Description:</u>		
A	Roundabouts over 25ft (7.62m) in diameter or any other machinery or apparatus, whether operated by electricity, steam, hand or other means	2.90	3.10
B	Roundabouts less than 25ft (7.6sm) in diameter, power operated Hooplas, Spinners and games of similar nature	5.10	5.40
C	Non-mechanical operated Hooplas, Swinging boats, Booths, Shows and Exhibitions and Refreshments kiosks	3.40	3.60
D	Dart stalls, Coconut-shy, Shooting Galleries and other Shooting Games	1.70	1.80
	Minimum Charge	33.40	35.20

Subject: **Enforcement Group – Progress Update**

Report to: **ELT, Monday 12th November 2018**
Policy and Resources Committee, 8th January 2019

Report by: **Kate Watts, Strategic Director**

OVERVIEW/RECOMMENDATIONS

This paper presents to the Members of the Council's Policy and Resources Committee progress of the Council's Enforcement Group, as part of its business strategy.

The progress detailed within this report includes;

- A detailed 18/19 work plan for the Enforcement Group
- A summary of properties, actions and progress in relation to the Operational Property Enforcement Task Group
- A dashboard of performance measures in relation to this work

This Committee is asked to note the content of this report.

1. INTRODUCTION

1.1 The Enforcement Group was created in 2017. Beneath this group sits an Operational Property Enforcement Group (OPEG) which focuses predominantly on empty homes and businesses, alongside complex enforcement matters.

1.2 The Enforcement Group has terms of reference and develops an annual work programme which can be seen at Appendix 1. Essentially this group deals with

strategic cross cutting enforcement issues which affect a number of services across the Council.

1.3 In January 2018 Members of the Council's Policy and Resources Committee resolved to allocating funding of £80,000 to support the appointment of;

- 1 FTE to undertake joint enforcement activities across Building Control, Planning, Conservation and Environmental Health and
- 1 PT (20 hours a week) to undertake positive engagement with property owners

1.4 Subsequently a part time Property Enabling Assistant has been appointed to work on behalf of the Operational Property Enforcement Group with the aim of resolving complex issues and liaise positively with owners of properties/businesses listed with OPEG.

1.5 Unfortunately due to recruitment issues the enforcement officer post is in its second round of recruitment, with interviews scheduled for the end of November 2018.

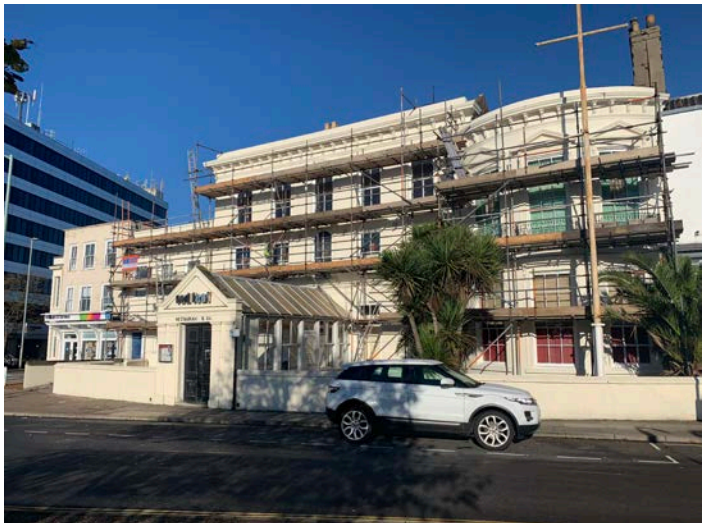
2. PERFORMANCE

2.1 Performance of the Enforcement Group is detailed within its work plan, which is reviewed at every monthly meeting (see Appendix 1). In addition to this the work of the OPEG is monitored through its case list. Appendix 2 provides an overview of the current list.

2.2 To further monitor the progress of the Enforcement Group and the OPEG a suite of performance measures are reported to this Committee. See Appendix 3 for this information. Progress with these measures for July to September has been slow, but performance is now increasing since the appointment of the new officer and it is hoped that improved performance in relation to quarter 3 will be apparent.

3. CASE STUDIES

- 3.1 Although progress against the performance measures has been slow, the OPEG has delivered some high profile outcomes as detailed within the following case studies
- 3.2 **Case Study 1;** Red Leaf China Diner was a property identified by the Enforcement Group to consider, due to its prominent position along Hall Quay, Great Yarmouth.
- 3.3 As part of working with this property, advice was given to the owner of the premises and supported through the service of a formal notice. As a direct result of this activity the outside of this property has been transformed – see the following before and after pictures. An application to the Shop Front Improvement Grant has been received but has not yet been determined.



- 3.4 **Case study 2;** 82 Lower Cliff Road, Gorleston is a mid-terraced property that was fire damaged in November 2016 which left the building with nothing but walls. Work from different members of the group led to the sale of this property to a new buyer who has purchased this property with the intention to make it their home in the future. A structural engineer has been consulted on whether this property is repairable or requires demolition. The group shall

continue to monitor the progress of this property as it is demolished/developed.



4. TARGETTED AREA AUDIT

- 4.1 As previously requested by the Members of the Council's Policy and Resources Committee, area based enforcement audits are now being progressed. Currently work has commenced with regards to completing a targetted audit of Roman Place and the surrounding area. Outcomes of this will be published in the next reporting period.

5. BUDGETARY SPEND

- 5.1 A budget of £50,000 has been allocated to the Enforcement Group to spend as required to progress property based enforcement issues. A total spend of £3,997.80 has been allocated to carry out works in default due to non-compliance with notices and issue a Public Space Protection Order, leaving a remaining budget of £46,002.20.

6. CONCLUSIONS

- 6.1 The activity as part of the Enforcement Group and Operational Property Enforcement Group continues to happen at both strategic and operational levels across the Council, as presented in the attached appendices. The work

of the group will be aided by additional resource via the Property Enabling Assistant and Multi-disciplined Enforcement Officer, once in post.

Area for consideration	Comment
Monitoring Officer Consultation:	N/A
Section 151 Officer Consultation:	Member of the enforcement group
Existing Council Policies:	N/A
Financial Implications:	Yes – re reserve funding and compulsory purchase funding
Legal Implications (including human rights):	Yes – Nplaw form part of the enforcement group and operational property task group
Risk Implications:	N/A
Equality Issues/EQIA assessment:	N/A
Crime & Disorder:	N/A
Every Child Matters:	N/A

Enforcement Group Workplan 18/19

Activity	Lead Officer	Outcome of Work/KPI's	Progress to Date	Completion Date	Status
Review of Nplaws ability to support enforcement issues, concerns raised regarding; <ul style="list-style-type: none"> • Level of support • Consistency of support • Timeliness of responses • Ability to think “outside of the box” 	Karen Sly	Improvement in service provided by Nplaw is sought, KPI's are to be developed as part of the work with Nplaw; proactive and timely legal support for individual projects and cases; improved system for actions being taken.	Raised issues with Abdus Choudhury and Caroline Whatling.	March 19	Ongoing
Review of external partnerships re enforcement to include; <ul style="list-style-type: none"> • Mapping existing partnerships to include purpose, outcomes and GYBC resources • To consider smarter ways of working in partnership & reduce duplication 	Neil Shaw	To strengthen partnership working to be clear on purpose and outcomes and to reduce duplication of meetings	Initial report presented to Management Team on 3/9/18 for comment and to complete partnership table, follow up email sent to MT on 6/9/18. This work is now complete but it has triggered a further piece of work to map key projects related to each of the partnerships for a further report back to ELT on how we can better support our most important partnerships. The timescale for this should be Dec 2018	1 st stage September 2018 2 nd stage February 2019	Complete Ongoing

Activity	Lead Officer	Outcome of Work/KPI's	Progress to Date	Completion Date	Status
Completion and Member sign off of ASB Strategy and ASB Policy	Kate Watts	Clear strategy in place to tackle ASB and a clear policy on how the Council operationally with do this, KPI's to be detailed as part of this work	Officer meeting held and a 1 st draft strategy and policy has been circulated to this group for input. ELT to review completed strategy & policy 12 th November 2018.	December 2018	Completed
A review of rough sleeping and tent sleeping in the Borough with consideration to Policy changes as appropriate	Trevor Chaplin	An approved Homelessness & Rough Sleeping Strategy, KPI's are as follows; Number of true rough sleepers in the borough (monthly count/estimate).	Draft strategy going to H & N Committee in September asking to formally start a 4 week consultation period around this. Sign off of final policy required in December 2018.	March 2019	Ongoing
Review of gypsy and traveller issues to include the Gapton site	Trevor Chaplin and Grizelle Britton	To enable efficient and appropriate management of the Gapton Hall Gypsy & Traveller site.	Management transferred to Norfolk & Suffolk Gypsy, Roma & Traveller Service (NSGRT) from April 2017 . Legal Action commenced to prevent interference in site management from outside agents – June 2016. Legal action taken against residents not complying with tenancy conditions including non-occupation and non-payment of rent. – June 2016 to present day	March 2019	Ongoing

Activity	Lead Officer	Outcome of Work/KPI's	Progress to Date	Completion Date	Status
Consideration to area based enforcement re visual amenity and untidy land, to feed into the OPEG once new officers are in post to include a review of how GYBC uses its environmental crime powers to include consideration of littering powers and Fixed Penalty Notices	Grizelle Britton	To improve the visual cleanliness and enjoyment of GYBC by taking a joined up and proactive approach to issues on a hotspot and borough-wide approach. Working with partner agencies and other council departments to ensure that an effective approach is maintained.	Meeting with planning and building control to discuss proactive approach. Meeting set up with partner agencies to discuss joined up approach with regard to caravans on streets. Initial discussions held with the police with regard to carrying out street audits.	December 2018 for trial audit Further audits to be completed by March 2019	Completed Ongoing
Strategic thinking about impact on GYBC re low level drug use to include County Lines work	Trevor Chaplin	KPI's include; Number of CPW/CPN's issued in relation to drug use. Number of NOSP's/NODOs issued to GYBC tenants in relation to drug use. Number of Anti-Social Behaviour injunctions issued in relation to drug use Number of cases referred to ASBAG under Operation Gravity.		March 2018	Ongoing
Monitoring of crime across the Borough including GYBC incidence of crime	Grizelle Britton	Real time identification of issues throughout the borough allowing the		Quarterly review	ongoing

Activity	Lead Officer	Outcome of Work/KPI's	Progress to Date	Completion Date	Status
such as reports of violence etc and to raise with group as appropriate		enforcement board to deal with actual concerns rather than perceived concerns.			
Managing business rates avoidance within legal limitations	Miranda Lee	KPI's include; Number of rate avoidance cases identified Number of rate avoidance cases which have been successfully challenged Value of successful/unsuccessful rate avoidance cases	<p>All cases where rates avoidance tactics are being identified are being recorded with effect from 1st August 2018</p> <p>Business Rate Compliance (Avoidance) Group established and met June 18 – CLG, LGA, CIPFA, IRRV (To look at high level legislation changes required to eradicate rate avoidance - will be monitoring welsh consultation on Business Rate legislation changes)</p> <p>GYBC are members of BREACH (IRRV Rates Avoidance Forum – best practice/technical advice)</p> <p>Regular meetings in place with NPLAW – specific cases</p>	Quarterly review	Ongoing

Activity	Lead Officer	Outcome of Work/KPI's	Progress to Date	Completion Date	Status
			<p>Rates Avoidance specialist Solicitors, Greenhalgh Kerr engaged on case by case</p> <p>To initiate the setting up of a local forum with Norfolk and Suffolk LA's engaging Greenhalgh Kerr – case studies, best practice</p> <p>Engagement with HMRC/Charity Commission(where appropriate) to combine investigations into prolific rate avoidance businesses</p> <p>Staff awareness/training</p>		
To review condition of our own property stock outside of the HRA – to include review of lease arrangements as appropriate	Andy Dyson	Work currently being scoped	Work currently being scoped	TBC	TBC
A review of Seafront and Regent Road enforcement to include the development of policy for this area	Grizelle Britton & Denise Wilby	Reduction in antisocial behaviour and complaints from businesses and visitors to the area	Policy has been developed and circulated for comment. Nplaw have provided an updated opinion on the licensing and enforcement of A-boards	March 2019	Ongoing

Appendix 3

ENFORCEMENT GROUP PERFORMANCE INDICATORS – QUARTER 2 (July – Sep) 2018/19

POLICY & RESOURCES COMMITTEE

Enforcement Indicators	Previous Quarter	This Quarter	Status
No of empty properties across the borough	1485	1474	Decreasing
No of empty businesses across the borough	437	441	Increasing
No of cases listed with the Operational Property Enforcement Task Group	34	37	Increasing
No of cases closed through the Operational Property Enforcement Task Group	3	11	Increasing
No of properties brought back into use through the Operational Property Enforcement Task Group	1	4*	Increasing
No of businesses brought back into use through the Operational Property Enforcement Task Group	1	0	Decreasing
No of advisory contacts made through the Operational Property Enforcement Task Group	8	13	Increasing
No of enforcement notices serviced through the Operational Property Enforcement Task Group	1	3	Increasing
No of works in default undertaken through the Operational Property Enforcement Task Group	0	0	Same
Notes: Figure marked with an asterisk refers to 2 properties brought back into use and 2 additional properties still in development			