

Economic Development Committee

Minutes

Monday, 21 November 2016 at 18:30

Present :

Councillor B Coleman (in the Chair); Councillors Grant, K Grey, Hammond, Hanton, Jeal, Reynolds, Pratt, Stenhouse, Wainwright, Walch, Walker.

Also in attendance :-

Mrs S Oxtoby (Chief Executive Officer), Mrs K Watts (Transformation Programme Manager), Mrs K Colby (Senior Business Advisor), Mr D Glason (Group Manager, Growth), Mr P Wright (Economic Development Officer), Mr J Clements (Principal Strategic Planner) Mr D Wiles (Communications and Press Officer) and Mrs S Wintle (Member Services Officer).

1 APOLOGIES FOR ABSENCE

There were no apologies for absence received.

2 DECLARATIONS OF INTEREST

Councillor Reynolds declared a Non Pecuniary interest in the item relating to the Market Place Bus Trail, and in line with the Constitution was allowed to speak and vote on this matter.

Councillor Hammond declared a Non Pecuniary interest in the item relating to Housing Delivery in the Borough and a Personal Interest in the item relating to Market Fees and Charges, and in line with the Constitution was allowed to speak and vote on these matters.

3 MINUTES

The minutes of the meeting held on the 10 October 2016 were confirmed subject to the following amendments :-

- i) The addition of Councillor Walch to those present
- ii) That it be noted apologies for absence had been received from Councillor Reynolds

4 MATTERS ARISING

There were no matters arising.

5 FORWARD PLAN

The Committee received and noted the items contained within the Forward Plan for the Economic Development Committee.

6 ECONOMIC GROWTH STRATEGY 2016-21

The Committee received and considered the Economic Development Officers report which set out to advise Members of the Draft Economic Growth Strategy for 2016-21.

The Economic Development Officer reported that the strategy aimed to address the Borough's challenges and meet new opportunities through further growth in the Borough's key sectors and by putting a new emphasis on Place.

Members were advised that the Action Plan will deliver the needed improvement. The individual actions are grouped under the four broad aims that encompass the strategy's aims on Place, Key Sectors, Workforce Development and Infrastructure as follows :-

- A destination in which to invest, work, visit and live
- Key sector development and sustainability
- Developing communities, entrepreneurship and the workforce
- A prosperous physical environment and improved infrastructure

The Economic Development Officer reported that the strategy provided a framework for the Council and it's partners to address the economic challenges faced by the Borough.

RESOLVED :

That the Committee approve the draft strategy for consultation.

7 OFFSHORE WIND/ENERGY BRIEFING

The Committee received and considered the Economic Development Officer's report which summarised the opportunities presented by offshore wind developments in the UK, more specifically off the East Coast of England and the efforts that are being made to bring this work to Great Yarmouth.

The Economic Development Officer summarised the contents of the report to Members and provided the Committee with a audio presentation on the Dudgeon Wind Farm.

Councillor Jeal sought clarification as to the relevance of the colours used within the concentration of potential development map, this matter was clarified by the Economic Development Officer.

Councillor Grant asked in relation to a completion deadline for the clearing of the Dene sites and he was advised that this matter was ongoing. Councillor Jeal pointed out the issues surrounding the leases on this site. The Chief Executive Officer advised that the Great Yarmouth Development Company Board were working with business owners and that this work would be continuing.

RESOLVED :

That the Committee note the contents of the Economic Development Officers report.

8 GREAT YARMOUTH MARKET PLACE BUS TRIAL

The Committee received and considered the Group Manager Growth's report concerning the current status of the Great Yarmouth Market Place Bus Trial Initiative.

The Group Manager Growth advised Members that the report sought to brief the Committee on the scope for investigating the location of a potential bus trial through Great Yarmouth Market Place, for a period of at least 12 months, as endorsed by the Great Yarmouth Town Centre Members Working Group on the 5 October 2016. He reported that as part of the emerging Great Yarmouth masterplanning work, Carter Jonas had identified running some bus services through the Market Place as being potentially beneficial to increasing footfall and improving the vitality of Great Yarmouth Town Centre.

Councillor Reynolds pointed out that there had been a considerable decline in businesses within the Town Centre, and stated that he felt the trial would be a

positive welcome step for the Town Centre.

Councillor Thirtle raised concern in relation to the need for the trial and made reference to the short distance between the bus station and the proposed Market Place drop off, he stated that he felt the drop off point would cause a negative effect to the nearby school. Councillor K Grey also raised her concern in relation to the proposals. Councillor Jeal also stated that he agreed with the concerns raised.

Councillor Grant asked if the proposals were successful would they be subject to the tender process, the Group Manager Growth confirmed this.

Councillor Hammond suggested an alternative route to those proposed, although it was pointed out that buses currently service the route suggested.

Councillor Walker stated that at the meeting of the Town Centre Initiative, Members were advised that the trial would be of no cost to the Council, therefore asked why the proposals brought to the Economic Committee stated that the cost to the Council would be £25,000, the Chief Executive Officer advised that at the Members meeting of the Town Centre Initiative no costings had been formulated.

Councillor Wainwright stated the need for increased signage in and around the bus station in order to direct members of the public to the market without the need of a market place drop off.

The Chair stated that he felt there were a number of issues that needed to be resolved by the contractors and he requested that Officers contact Carter Jonas.

RESOLVED :

That the scope and current status of the Great Yarmouth Market Place Bus Trial be noted but that no further action be taken on this Bus Trial.

9 HOUSING DELIVERY IN THE BOROUGH

The Committee received and considered the Principal Strategic Planner's report which set out to advise Members of the continuing serious shortfall in housing delivery, and its implications.

The Principal Strategic Planner reported that the chronic shortfall in housing delivery in the Borough is now approaching a critical point, and that although a range of measures are in place to support delivery, these measures were unlikely to fundamentally change the situation.

It was reported that there has been a chronic under delivery of housing against local needs and targets. Despite active endeavours to support delivery, and a 5 year land supply being demonstrated to date it is unlikely that there will be a

sufficient increase in completed dwellings in time to avoid the eventual loss of a five year supply of deliverable housing land. In that event it will become difficult to give much weight to Local Plan policies affecting such development, or resist housing development proposals that are not seriously problematic in terms of national policy.

The Chairman raised concern to the current unsatisfactory position, and he was advised that the Borough Council was not alone on a national scale in the current position.

Councillor Reynolds also raised his concerns in relation to the current position and asked when the last Local Plan had been reviewed, and he was advised that the Strategic Housing Land Availability Assessment is undertaken annually and that processes that the processes have changed dramatically.

Councillor K Grey asked who set the targets for the housing delivery, the Principal Strategic Planner advised that the methodology was set nationally, Councillor Grey questioned who had identified the housing need and she was advised that the objectively assessed housing need was undertaken by nationally respected independent consultants and that this had been agreed by the Local Plan Working Party and by Full Council.

Councillor Thirtle stated that with the intervention of the newly formed Local Authority Trading Company it was hoped that new developments would be sought to maximise housing delivery. The Chief Executive Officer stated that there were a number of options that could be undertaken by the Council. Councillor Wainwright stated that there was a need for more rental accommodation to be made available.

Councillor Hammond raised concern in relation to the targets that had been set and stated that he felt this number should be brought down to a deliverable amount.

Councillor Wainwright suggested that a letter be written to the local MP to outline concerns raised and state the need for a change in the formula for Housing.

RESOLVED :

That the Committee notes the current adverse position regarding housing delivery, and the likely implications of this.

10 LOCAL PLAN DOCUMENT PREPARATION PROGRAMME

The Committee received and considered the Principal Strategic Planner's report which set out to advise Members of the future programme and timetable for the preparation of Local Plan Documents, the Local Development Scheme.

The Principal Strategic Planner reported that there is a need for the Council to

agree a new Local Development Scheme, setting out the plan documents it tends to prepare and the timescales for these. These have been changed since the previous Scheme was adopted in 2014.

RESOLVED :

That the Committee agree to adopt the replacement Local Development Scheme on behalf of the Council.

11 TOWN CENTRE SHOP FRONT IMPROVEMENT SCHEME

The Committee received and considered the Transformation Programme Manager's report which sought to advise Members on the shop front improvement scheme which aims to enhance the image of the Town Centre through using grants to cover shop front renovation, decoration, new signage and or replacement of historical features including lighting.

The Transformation Programme Manager reported that Economic Development Committee at it's meeting on the 7 September 2016 approved an outline proposal for a Town Centre shop front improvement scheme alongside funding of £60,000 from the Town Centre Initiative reserve, the objectives of the scheme were summarised to Members as follows :-

- To improve business frontages including shops, commercial businesses and social enterprises
- To enhance the appearance and appeal of the town to visitors, customers and the local population
- To preserve and enhance the special characters of the Conservation area it's listed buildings and other buildings of public importance
- To assist towards encouraging further inward investments and simulate business and consumer confidence.

Members were advised that it is proposed that the shop front scheme be launched from the 1st December and will run until the 31 March 2018, or sooner if funding is spent prior to this date.

The Transformation Programme Manager reported that applications for the scheme will be reviewed by Officers for competences before being presented to a Sub Committee of the Economic Development Committee, it was recommended that the Sub Committee created be made up of one representative from each political party.

RESOLVED :

i) That the Committee note the content of the Transformation Programme Manager's report.

ii) That the Committee agree to the formal launch of the Town Centre shop front improvement scheme from the 1 December 2016 to run until the 31 March 2018, or sooner if funding is spent prior to this date.

iii) That a Sub Committee be established consisting of Councillors B Coleman, K Grey and Jeal

12 MARKET PLACE FEES AND CHARGES REVIEW

The Committee received and considered the Transformation Programme Manager's report which set out a number of Officer recommendations to be considered by the Committee with a view to making a number of recommendations to Policy and Resources Committee as part of the budget setting process.

Councillor Grey asked why Market Traders were charged different rates, and she was advised that the Council provides two different fee structures, the 2 day market fees were based on the square yardish and the 6 day market fees were based on fixed pitches.

Councillor Walch asked for verification in relation to how rates are calculated by another Local Authority and he stated that he felt the rates charged by the Borough Council seemed high in comparison to other Authorities.

Councillor Wainwright raised his concerns in relation to the costings to the Council and stated that it had been agreed previously that fees would increase 2.5% plus RPI, the Transformation Manager drew the Committees attention to the Financial implications section of the report.

Councillor Jeal sought clarification in relation to the proposed 2.5% reduction, the Transformation Programme Manager advised that the Officers recommendation for the two day fees and charges would include a 2.5% decrease for 16/17 fees but that it is recommended that in future years the fee be changed in line with the Council's fees and charges policy. The Chief Executive Officer stated that in comparison to other authorities the Borough Council's fees were high therefore the Officers recommendation if agreed would give market traders a slight reprieve while adjustments are made.

RESOLVED :

1) Two Day Fees and Charges

i) That the Committee agree to recommend Option 3 to the Policy and Resources Committee as part of the budget setting process.

2) Friday Market Fees and Charges

i) That Committee agree to recommend Option 1 to the Policy and Resources Committee as part of the budget setting process.

3) Charity Barrow Charges

i) That the Committee agree to the continuation of the scheme and that no charge be applied for the use of the barrow by a registered charity.

4) Craft Barrow Scheme

i) That the Committee agree to a second barrow scheme for Craft Traders at a daily fee of £10.00.

5) Six Day Fees and Charges

i) That the Committee agree to recommend Option 3 to the Policy and Resources Committee as part of the budget setting process.

13 QUARTER 2 PERFORMANCE REPORT 2016/17

The Committee received and considered the Group Manager Growth's report which provided Members with an update on current performance for second quarter of 2016/17 of the Economic Development Committee.

The Committee's attention was drawn to the increased numbers within ED10 and ED11 measures for Quarter 2, the Group Manager Growth also pointed out the significant increase in the number of new business start ups (ED15).

The Group Manager Growth advised that the noticeable decrease in percentage for ED17 - (% of increased footfall in Town Centre) was to be addressed by the Town Centre Initiative.

Resolved :

That the Committee note the contents of the Group Manager Growths report and agree to the monitoring of all measures during the next quarter.

The meeting ended at: 20:30

Environment Committee

Minutes

Wednesday, 23 November 2016 at 18:30

PRESENT :-

Councillor Smith (in the Chair); Councillors Annison, Bensly, Fairhead, Grant, Hammond, Hanton, Walch, Weymouth and Wright

Councillor K Grey attended as substitute for Councillor Hacon

Councillor A Grey attended as substitute for Councillor Jones

Councillor Walker attended as substitute for Councillor Pratt

Also in attendance :-

Mrs J Beck (Director of Customer Services, Mr G Buck (Group Manager, Environmental Services), Mr P Shucksmith (Senior Environmental Ranger), Mrs S Brown (Environmental Services Policy & Reporting Officer) Mr D Wiles (Press and Communications Officer) and Mrs S Wintle (Member Services Officer).

1 APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors Hacon, Jones and Pratt.

2 DECLARATIONS OF INTEREST

Councillors K Grey, A Grey, Waters-Bunn and Weymouth declared a Personal Interest in the item relating to Dog controls within the Borough, but in line with the Constitution were allowed to both speak and vote on this matter.

3 MINUTES

The minutes of the meeting held on the 12 October 2016 were confirmed.

4 FORWARD PLAN - ENVIRONMENT COMMITTEE

The Committee considered a request from Councillor Walch to include the Boardwalk of Yarmouth North onto the Forward Plan.

RESOLVED :

i) The Committee note the contents within the Environment Committee's Forward Plan.

ii) The Committee agree to include the Boardwalk at Yarmouth North on future Forward Plans.

5 QUARTER 2 PERFORMANCE REPORT 2016/17

The Committee received and considered the Group Manager, Customer Services report which provided Members with an update on current performance for the second quarter of 2016/17.

The Committee's attention was drawn to EN05 (% of contamination of recyclates as a % of all recyclates) within the report which showed an increase in percentage since the previous quarter. Councillor K Grey asked what measures had been put in place for contamination, and she was advised that both Norfolk Waste and the Borough Council were undertaking measures to address this issue.

The Chairman pointed out the significant increases recorded for EN06 (Garden Waste Service).

RESOLVED :

That all measures be monitored during the next quarter.

6 REVIEW OF DOG CONTROLS WITHIN THE BOROUGH

The Committee received and considered the Senior Environmental Rangers report which provided the Committee with details about a review carried out of dog control measures within the Borough.

The Senior Environmental Ranger drew the Committees attention to Appendix 1 within the report which provided Members with a summary of the Public Spaces Protection Order (PSPO). He advised that the Order would come into force on the 1 April 2017 and would be valid for a period of 3 years unless extended under Section 60 of the Act.

It was reported that the public consultation opened on the 13 September 2016 and closed on the 17 October 2016 and that in excess of 800 responses were received. Members attention was drawn to Appendix 2 where a breakdown of responses received were summarised. The Senior Environmental Ranger advised that Appendix 3 contained local press articles and letters.

The Senior Environmental Ranger reported that the Council's proposals had generated a wide range of responses, in the main most of the proposal's had received support particularly around the Borough wide proposals around dog fouling and request to leash dogs. It was pointed out that a number of responses had been received which had taken issue with the Council's proposals for a dogs on lead requirement in particular for areas covering the North Denes Special Protection Area, Burgh Castle Roman Fort and for the extension of the dog bans on Great Yarmouth Central and Gorleston Beaches from the 1 May (at present) to commence on April 1st or Easter whichever comes first.

The Chairman summarised each of the proposals detailed in Appendix 4 to the Committee, and he read a statement to Members which had been received from the Parish Councils in relation to the proposals.

The Chairman thanked Officers for the work undertaken in relation to the PSPO.

RESOLVED :

That the Committee agree to the Public Space Protection Order (PSPO) as set out in Appendix 4 subject to the following amendments :-

i) The removal of the request for a dogs on lead requirement on the Special Protection Area covering the beach from Salisbury Road, North Denes, Great Yarmouth to Tan Lane, Caister-on-Sea.

ii) That the current dates (1 May to 30 September) for dogs on lead requirement be continued at the following sites :-

- Promenade adjacent to the beach between Wellington Pier and Britannia Pier, Great Yarmouth

- Promenade adjacent to the beach between the Breakwater and Ravine, Gorleston

iii) That the current dates (1 May to 30 September) for dogs being banned be continued at the following sites

- The beach between Wellington Pier and Britannia Pier, Great Yarmouth
- The beach between the breakwater and Ravine, Gorleston

iv) That any proposal for a dogs ban or dogs on lead requirement relating to any Parish or privately owned land remain as the Parish Council or landowners responsibility and not included in the PSPO (excluding any fenced playgrounds managed by the Borough Council)

v) The Committee agreed not to include within the PSPO the proposal that the following sites are covered by a dogs on lead requirement during sports :-

- Beaconsfield Recreation Ground, Beaconsfield Road, Great Yarmouth
- Cobholm Recreation Ground, Mill Road, Cobholm
- Gorleston Recreation Ground, Church Lane, Gorleston
- Magdalen Recreation Ground, Edinburgh Avenue, Gorleston
- Mill Lane Recreation Ground, Mill Lane, Bradwell
- Southtown Common, Suffolk Road, Gorleston

7 DATE AND TIME OF NEXT MEETING

RESOLVED :

That the next meeting of the Environment Committee be held on the 25 January 2017 at 6.30pm.

8 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."

9 CONFIDENTIAL MINUTES

(Confidential Minute on this Item)

The meeting ended at: 19:25

Policy and Resources Committee

Minutes

Tuesday, 29 November 2016 at 18:30

Present:

Councillor Plant (in the Chair), Councillors Annison, Carpenter, B Coleman, A Grey, K Grey, Jeal, Thirtle, Wainwright, Walker and Williamson.

Councillor Hammond attended as substitute for Councillor Hacon.

Mrs S Oxtoby (Chief Executive Officer), Mrs J Beck (Director of Customer Services), Mr R Read (Director of Housing and Neighbourhoods) Mrs K Watts (Transformation Programme Manager), Ms K Sly (Section 151 Officer), Mrs M Lee (Group Manager Customer Services), Mr A Carr (Group Manager Tourism and Communications), Mr R Hodds (Corporate Governance Manager), Mr J Clements (Principal Strategic Planner), Mrs L Snow (Capital Projects and Senior Accountant), Mr C Rowland (Corporate Performance and Policy Officer) and Mr D Wiles (Press and Communications Officer).

1 APOLOGIES FOR ABSENCE

An apology for absence was received from Councillor Hacon.

2 DECLARATIONS OF INTEREST

Councillors B Coleman, Hammond and Jeal declared a personal interest in the item relating to the Great Yarmouth Air Show 2017, Councillors B Coleman, Hammond and Jeal declared their personal interest in the item relating to the Bid Levy Collection Arrangements and Councillor Thirtle declared his personal interest in the item relating to the Broads Management Plan 2017 Consultation.

3 MINUTES

The minutes of the meeting held on 18 October 2016 were confirmed.

4 FORWARD PLAN POLICY AND RESOURCES

The Committee received and noted the items contained within the forward plan for the Policy and Resources Committee.

5 BROADS (MANAGEMENT) PLAN 2017 CONSULTATION

The Committee considered the Principal Strategic Planner's report which detailed the proposed responses to the Broads Management Plan 2017 Consultation.

RESOLVED:

That the Committee approve the recommended response as set out in section 4 of the Principal Strategic Planner's report to the Consultation to the Broads Management Plan 2017 (revised draft).

6 PERFORMANCE REPORT QUARTER 2

The Committee considered the Transformation Programme Managers report which gave an update on the current performance of the 2nd quarter of 2016-2017 (July to September) where progress had been assessed against targets which had been set at the start of the financial year. The report also gave an update on the position of key projects that are linked to the corporate priorities from "The Plan 2015-2020". The summary report highlighted performance measures that had not achieved the target for this period and measures that have a target and are moving in the wrong direction. The report also highlighted a number of measures that are showing exceptional performance against targets.

With regard to project KP02, Enforcement Board Programme, Members were advised that a report on this Programme would be presented to the next Policy and Resources meeting.

With regard to the Performance Indicator ED02 and 03, Planning Applications, the Chief Executive Officer reported that a more detailed report on this particular indicator would be considered at a future meeting of the Committee. The Chief Executive Officer reported that it was proposed to have a detailed improvement plan in place to meet the targets.

With regard to project KP12 Leisure Programme, Councillor Williamson recorded his congratulations with regard to the work that had been carried out in respect of the redevelopment of the Phoenix Pool.

RESOLVED:

That the the Transformation Programme Manager's report be noted and that all measure will be monitored in the next quarter.

(Councillor Jeal here left the meeting for the discussion of the following item).

7 GREAT YARMOUTH AIR SHOW 2017

The Committee considered the Transformation Programme Manger's report which set out the proposals of the Great Yarmouth Tourism Business Improvement Area to establish a charity village during the Airshow on land owned by the Borough Council.

RESOLVED:

That approval be given for use of Trafalgar Green by the Great Yarmouth Tourism Business Improvement Area for a Charity Village during the 4 days of the 2017 Great Yarmouth Air Show.

8 BOROUGH NEWS

The Committee considered the Transformation Programme Manager's report which detailed options for consideration for the Borough News.

Members were reminded that the Borough Council has a pro-active approach to communicating with its residents and as part of this the Tourism and Communication Group produces the Borough News the Stakeholder Magazine for residents. It remains the main way that the Council communicates with its core stakeholders namely residents, tax payers and voters of the Borough. The Press and Communications Officer reported in detail on the following options:-

1. Make no changes (3 paper additions annually)
2. Reduce the number of annual additions from 3 to 2
3. Stop producing the Borough News
4. Stop producing the Borough News and enhance on line communications

Members were recommended to agree to option 2 alongside exploring advertising opportunities and a change in the paper used to print the Borough News making an initial saving to the Council of £7,000 and enable officers to further enhance social media communications.

Councillor B Coleman commented that there was a need to keep the public informed and that he felt that the Borough News was valued by the public. Councillors Jeal, Walker and Annison agreed that the Borough News should continue to be produced but with the recommended reduction from three to two editions. With regard to the possibility of producing an on-line edition the

comment was expressed that there are a significant amount of people in the Borough who do not have access to social media.

RESOLVED:

That approval be given to option 2, as detailed in the Transformation Programme Manager's report, alongside committing officers to exploring advertising opportunities and changing the paper used to print the Borough News .

9 BUSINESS IMPROVEMENT DISTRICT LEVY COLLECTION ARRANGEMENTS

The Committee considered the Transformation Programme Manager's report which had been prepared as a response to a planned recent audit into Great Yarmouth Tourism and Business Improvement Area.

The Transformation Programme Manager asked the committee to consider the following two recommendations:-

1. The completion of a comprehensive review and risk assessment of the responsibilities, expectations and fees charged for Bid Levy collection, management and reporting , as stated within the BID Levy Operating Agreement is to be undertaken by the Council.
2. Approval for signing of the BID Levy Operating Agreement through an officer delegation to the Director of Customer Services.

RESOLVED:

(i) That the contents of the Transformation Programme Manager's Report be noted.

(ii) That it be accepted that robust procedures are in place to minimise the risk to the Council in connection with the collection and management of the BID Levy collected on behalf of the Great Yarmouth Business Improvement Area.

(iii) That the BID Levy Operating Agreement be approved and that the signing of the agreement be delegated to the Director of Customer Services.

10 MID-YEAR TREASURY MANAGEMENT REVIEW 2016-17

The Committee considered the Group Manager Resource's Mid Year Treasury Management Review 2016-2017. Members were advised that the report provided the Committee with a monitoring position of the treasury activity in the year in accordance with the Treasury Management Strategy for 2016-2017 that was approved in February 2016.

The report highlighted the following:-

- The Council continues to be underborrowed compared to the position projected for the year mainly due to the slippage of schemes within the capital programme which are assumed to be funded by borrowing.
- The financial impact of this will have been reflected in the revenue account
- Despite having debt, the Council still maintains daily cash balances which will be investigated short term for liquidity purposes. The investment balance as at 30 September was just over £12m and recently reached £17m achieving an average return in the region of 0.34%.

RESOLVED:

That the Mid Year Treasury Review 2016-2017 be noted.

11 2016-17 PERIOD 6 BUDGET MONITORING REPORT

The Capital Projects Accountant reported that the period 6 Budget Monitoring Report provided members with a position on the expenditure and income actually incurred and received at the end of September compared to the level budgeted. It also provides an update of the year end position based on forecasting spending and the current capital programme spend. Overall the report was forecast a net underspend compared to the budgeted position for the general fund revenue account of £176,459.00.

Members were advised that this position takes account of both service and non service variances. The non service variances will include interest payments and general income for example from the business rates retention scheme.

The report highlighted and provided commentary on a number of the more significant variances against the profiled budget at the end of period 6, along with those anticipated to deliver a full year variance, whether it is an over or underspend.

Councillor Wainwright asked for clarity with regard to the sum included for agency staff at Beacon Park. A response to this query would be sent direct to Councillor Wainwright. Councillor Carpenter sought clarity with regard to the overspend in connection with the purchase of new refuse bins and it was agreed that Officers would look into this issue.

The Chief Executive Officer reported that there should not be such significant variances, and that work was currently underway to improve the situation.

RESOLVED:

That 2016-17 Period 6 Budget Monitoring Report be noted.

12 MEDIUM TERM FINANCIAL STRATEGY 2017-18 TO 2020-21

The Committee considered the Section 151 Officer's report which presented an updated Medium Term Financial Strategy for the period 2017/18 to

2020/21. The strategy had been updated to support the current Plan and will be used to inform the detailed budget for 2017/18.

The Section 151 Officer reported that the detail within the strategy document has highlighted the financial challenges that continue to face the Council in terms of the forecast funding reductions and the removal of revenue support grant in 2020/21. The strategy also provides an update to the funding forecast for the period 2017/18 to 2020/21 which will be revised over the coming months as the full detail of the budget for 2017/18 and forward projections are finalised to be considered by Members in February as part of setting the budget for the forthcoming financial year. The outcome of the Autumn statement announcements will be used to inform the budget for 2017/18 and future financial forecasts.

The Section 151 Officer reported that the projections are currently forecasting a deficit of just over £500,000 for 2017/18 and work is ongoing on the detailed budget to present to Members for approval in February 2017. The Medium Term Financial Strategy identifies the key themes and priorities for the Council in seeking to reduce the forecast budget gap.

RESOLVED :

- 1) That the current financial forecast for the period 2017/18 to 2020/21 be noted.
- 2) That the revised reserve statement as included at Appendix A of the Section 151 Officer's report to the financial strategy be noted.

13 FEES AND CHARGES 2017-18

The Committee considered the Section 151 Officer's report which outlined for approval the schedule of fees and charges for the 2017/18 financial year.

The Section 151 Officer reminded Members that the Council had approved a fees and charges policy in December 2014. The policy sets out some criteria and rationale for the annual changes to fees and charges which largely covered an annual RPI +2% for the period until 2020. Members were advised that the financial implications for the proposed changes will be factored into the detail service budgets for 2017/18 and used to inform the future financial projections.

The Section 151 Officer reported that the proposed fees and charges for 2017/18 had been calculated based on the current fees and charges policy and where there are opportunities to deliver additional income to help reduce the future financial gap that the Council is facing.

The Committee also considered the details of a report by the Transformation Programme Manager on the Market Place fees and charges review that was considered by the Economic Development Committee at its meeting on the 21

November 2016. Members were advised that the proposed market place fees and charges would be factored into the overall fees and charges report that would be considered at Budget Council at its meeting in February 2017. Members discussed whether, under the terms of the Constitution, the Economic Development Committee could in fact recommend the proposed market place fees and charges direct to Council or whether these should be considered by the Policy and Resources prior to their submission to Full Council. It was agreed that the Monitoring Officers advice would be sought on this issue.

In response to a question, the Section 151 Officer confirmed that all fees and charges at the crematorium were accrued by the Borough Council. Councillor Hammond raised the issue of the fees and charges for pest control and felt that in his opinion some areas of the Borough this service should be free of charge. Councillor Wainwright reminded Members at the recent Policy and Resources budget away day Members had agreed to adhere to the current policy to increase the fees and charges by RPI +2%.

RESOLVED :

That Council be recommended to agree to the schedule of fees and charges for 2017/18 as detailed in Appendix A of the Section 151 Officers report.

14 COUNCIL TAX – TAX BASE - 2017-18

The Committee considered the Revenue Manager's report which asked Members to approve the calculation of the 2017/18 tax base totalling 27,342.

RESOLVED :

That Council be recommended to approve the calculation of the 2017/18 tax base totalling 27,342 and the estimated tax bases for the Borough and for each parish as detailed in Appendix A of the Revenue Managers report.

15 ICT STRATEGY 2017-2022

The Committee considered the Director of Customer Service's report which requested approval for the adoption of the Business ICT Strategy 2017-2022.

RESOLVED :

1) That the Business ICT Strategy 2017-2022 be approved.

2) That the capital and revenue implications relating to the 5 year strategic programme be considered as part of the 2017/18 budget proposals.

16 PARLIAMENTARY BOUNDARY REVIEW

The Committee considered the Licensing and Election Manager's report with regard to the Boundary Commission for England's initial proposals for new parliamentary constituency boundaries. Members were advised that the initial proposals for the Great Yarmouth constituency included the area of Thurlton which is currently part of South Norfolk District Council area. It was noted that each of the political groups would be making their own separate recommendations to the Boundary Commission for England with regard to the parliamentary constituency boundaries.

The Director of Customer Services asked Members whether they wished to respond to the initial proposals of the Boundary Commission from a practical or administrative point of view.

RESOLVED :

That the Licensing and Elections Managers report be noted.

The meeting ended at: 20:00

Housing and Neighbourhoods Committee

Minutes

Thursday, 08 December 2016 at 18:30

PRESENT:

Councillor Grant (in the Chair); Councillors Borg, M Coleman, Flaxman-Taylor, K Grey, Robinson-Payne, Rodwell, Walch, Waters-Bunn & Wiliamson.

Councillor Bensly attended as a substitute for Councillor Carpenter.

Councillor Hammond attended as a substitute for Councillor Hacon.

Councillor Jeal attended as a substitute for Councillor Robinson-Payne.

Mr R Read (Director of Housing & Neighbourhoods), Mr T Chaplin (Group Manager, Housing Services), Mrs V George (Group Manager, Housing Health & Wellbeing), Mr R Gregory (Group Manager, Neighbourhoods & Communities), Ms H Notcutt (Community Development Manager), Mr C Rowland (Corporate Policy & Performance Officer) & Mrs C Webb (Member Services Officer).

1 APOLOGIES FOR ABSENCE

Apologies for absence had been received from Councillors Carpenter, Hacon & Robinson-Payne.

2 DECLARATIONS OF INTEREST

Councillor Jeal declared a Personal Interest in Item 6, Assets of Community Value, as he was a member of CAMRA.

3 MINUTES

The minutes of the meeting held on 27 October 2017 were confirmed with the following amendment. With regard to Item 7, Councillor Jeal proposed that the Chairman and one other Councillor from the Committee, but not the Councillor who represented the tenant(s) ward, should be involved in the eviction process.

4 MATTERS ARISING

There were no matters arising from the above minutes.

5 DECISIONS TO EVICT COUNCIL TENANTS WHERE A POSSESSION ORDER HAS BEEN GRANTED

Members received and considered the report from the Monitoring Officer which followed on from a discussion at the last Committee meeting where Members queried the decision making process for evictions.

The Director of Housing & Neighbourhoods reported that under the delegation scheme approved by Council and contained in the Constitution, possession and eviction decisions were delegated to Officers. This has been in operation for the last fourteen years and was the position in nearly all other housing authorities.

The Group Manager, Housing Services reported that Officers took into account the Council's general policies including the GYCH Rent Income & Arrears Policy, GYCH Introductory Tenancy Policy & the GYCH Anti-Social Behaviour Policy. The individual circumstances of tenants and their families, and the decisions made in other cases were also considered which ensured consistency of decision making.

The Director of Housing & Neighbourhoods reported that the Court also had a wide discretion in whether to grant a suspended possession order and whether to suspend a warrant of possession which provided an independent

review of the decisions made by officers.

In discussing the Monitoring Officer's report the following issues were raised :-

- Whether the advice from the Monitoring Officer should be agreed
- The option of this Committee to reinstate the Housing Appeals Committee after six months of operation of the new Committee System of Governance.
- The question of whether evictions should be delegated to Officers to determine

RESOLVED:

That the Committee recommend to Council that the Housing Appeals Committee be re-instated and that decisions on evictions are referred to Members.

6 ASSETS OF COMMUNITY VALUE

The Committee received and considered the report from the Corporate Policy and Performance Officer.

Members agreed that the former public house would no longer be viable and as there were other public houses in the near vicinity, there was no need to list the property as an Asset of Community Value.

The Committee had been asked to consider a nomination by CAMRA, which asked the Council to list the Ferry Boat Inn, 5 Ferry Hill, Gorleston as an Asset of Community Value.

RESOLVED:

That the property not be listed as an Asset of Community Value as the property, as it was unlikely and unrealistic to consider that the property would further the social wellbeing or social interests of the local community in the next five years or the foreseeable future.

7 NORFOLK COUNTY COUNCIL CONSULTATIONS - INFORMATION & ADVICE SERVICES AND BUILDING RESILIENT LIVES

The Committee received and considered the report from the Group Manager,

Housing Health & Wellbeing which summarised the two consultations which were currently being undertaken by Norfolk County Council and the potential impact on the residents of the Borough. The impact of these proposals was going to be significant for both service users and organisations delivering service to vulnerable people in the Borough.

Councillor Williamson reported that he accepted that County had to make cuts but he was extremely concerned that Health and Social Care should be joined up and not considered as separate funding streams within the Sustainable Transformation Plan in order to deliver a coherent service. Councillor Williamson also felt that the recommendations were not robust enough and that Norfolk should be urged to conduct a thorough systems wide review.

Councillor Waters-Bunn reported that the warden service was a lifeline to many sheltered housing tenants.

The Director of Housing & Neighbourhoods reported that the report highlighted that a prevention service was being pitted against a crisis service and that he would liaise with the Group Manager, Housing Health & Wellbeing regarding strengthening the resolutions.

RESOLVED:

- (i) That the Committee respond to the consultation documents to express their concern in terms of both the level of savings proposed and the timeframe within which they were expected to be delivered
- (ii) That the Committee highlight that the proposals did not take account of the impact on the wider system and did not address the issue of increasing demand on acute services, therefore, these proposals were unlikely to deliver any real savings; and
- (iii) That the Committee recommend a thorough, systems wide review, as part of the development of the Sustainable Transformation Plan.

8 NEIGHBOURHOODS THAT WORK - 12 MONTH PERFORMANCE REPORT

The Committee received and considered the report from the Community Development Manager. The Community Development Manager updated the Committee with progress and outcomes of the first year of delivery from the Big Lottery funded Neighbourhoods that Work project.

The Community Development Manager reported that an Annual Study visit was held in October 2016 to mark the end of year one which was well supported with over 90 delegates in attendance. Neighbourhoods that Work had had a successful Year 1 and had met or over-achieved most targets. The Big Lottery Fund were learning from our unique model and were looking to replicate the model in other coastal towns across the country.

Councillor K Grey commended the Neighbourhood Teams for delivering much needed support services which made a difference to the quality of life for many local residents.

RESOLVED:

That the Committee note the report.

9 HOMELESSNESS PREVENTION BIDS - TRAILBLAZER AND ROUGH SLEEPING

The Committee received and considered the report from the Group Manager, Housing Services.

The Group Manager, Housing Services reported that the Government was aiming to put prevention at the heart of their approach to reduce the number of people who faced a homelessness crisis in the first place. As part of this, the Government was making available £40m to prevent and tackle homelessness and rough sleeping.

The Group Manager, Housing Services outlined the bids which would be submitted by the Council for Homelessness Prevention Trailblazers and Rough Sleeping programmes.

RESOLVED:

That the Committee note the report.

10 HOUSING & PLANNING ACT AND AUTUMN STATEMENT UPDATE

The Committee received and considered the report from the Group Manager, Housing Services which gave an update on the impact of the Housing & Planning Act 2016 to Housing Services.

RESOLVED:

That the Committee note the report.

11 QUARTER 2 HOUSING REVENUE ACCOUNT MONITORING REPORT

The Committee received and considered the report from the Housing Business & Finance Manager.

RESOLVED:

(i) That the Committee consider the 2016/17 Housing Revenue Budget monitoring position - Period 1 to 6 (April - September 2016) and the full forecast budgets for 2016/17

(ii) That the Committee agree an increase to the existing HRA capital programme of £100k (£759k approved in Quater 1) to finance a planned increase in planned maintenance works. (as detailed in Table 4 of the agenda report)

(iii) That the Committee approve a virement of £100k (£455k approved in Quater 1) from revenue repairs & maintenance budget to the HRA capital programme (as detailed in Table 5 of the agenda report)

(iv) That the Committee agree an increase in to the revenue supervision & management budget of £110k to cover extra costs such as maternity pay, NI contributions and Leaseholder services; and

(v) That the Committee approve an additional virement of £22k (£347k was approved in quarter 1) from HRA reserves to finance the increase to the HRA year-end deficit of £369k (as detailed in Table 3 of the agenda report).

12 MEDIUM TERM FINANCIAL STRATEGY AND THE HOUSING REVENUE ACCOUNT (2)

The Committee received and considered the report from the Housing Business & Finance Manager which presented the Council's Medium Term Financial Strategy as it related to the Housing Revenue Account and which set the scene for the forthcoming Housing Revenue Account Budget.

RESOLVED:

That the Committee note the report.

13 APPLICATION TO THE DWP'S FLEXIBLE SUPPORT FUND

The Committee received and considered the report from the Employment & Skills Co-Ordinator.

The Director of Housing & Neighbourhoods reported that in response to rising demand on services run by the Council and the voluntary sector as a result of the introduction of Universal Credit, the Council had approached the East Anglia District DWP to consider the allocation of additional resources into the area. This had opened up the opportunity for the Council to make an application to the DWP's Flexible Support Fund, providing that outcomes to achieving job readiness and job entry outcomes could be achieved.

RESOLVED:

That the Committee approve the submission of an application and in the event of a successful submission; it captures interim impact as part of a strategy of sustaining the arrangement with the DWP beyond the initial 12 month funding period and that it agrees with the DWP to share learning with other district's across the new Anglia LEP area and beyond, as a blueprint for making Universal Credit work more efficiently.

14 ANY OTHER BUSINESS

Councillor Walch asked if the Group Manager, Neighbourhoods & Communities could resend the account to Great Yarmouth FC, to include a breakdown of outstanding charges, and also if details could be provided regarding issues of the maintenance of the football pitch on the Wellesley Recreation Ground.

RESOLVED:

That the Group Manager, Neighbourhoods & Communities to provide a report for the Committee to consider at the next meeting.

15 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."

16 DISPOSAL OF VOID HRA PROPERTIES

(Confidential Minute on this Item)

The meeting ended at: 20:30