



GREAT YARMOUTH
BOROUGH COUNCIL

Policy and Resources Committee

Date: Tuesday, 17 October 2017

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 **MINUTES** 4 - 9
- To confirm the minutes of the meeting held on the 5 September 2017.
- 4 **FORWARD PLAN** 10 - 12
- Report attached.
- 5 **GREAT YARMOUTH AIR SHOW 2018** 13 - 23
- Report attached.
- 6 **BUSINESS RATES PILOT 2018/19**
- Report to follow.
- 7 **CONCURRENT FUNCTION AND COUNCIL TAX SUPPORT GRANTS - 2018-19** 24 - 30
- Report attached.
- 8 **2 DAY MARKET PLACE FEES AND CHARGES AND AMENDMENTS TO THE MARKET LICENCE POLICY** 31 - 39
- Report attached.
- 9 **ANY OTHER BUSINESS**
- To consider any other business as may be determined by the Chairman of the meeting as being of sufficient urgency to warrant consideration.
- 10 **EXCLUSION OF PUBLIC**
- 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."

11 SITE 25, BEACON PARK

Details

Policy and Resources Committee

Minutes

Tuesday, 05 September 2017 at 18:30

Present :

Councillor Plant (in the Chair); Councillors Annison, Grant, A Grey, K Grey, Hacon, Jeal, Smith, Thirtle, Wainwright, Walker and Williamson.

Councillor Carpenter attended as substitute for Councillor B Coleman

Also in attendance :-

Mrs S Oxtoby (Chief Executive Officer), Ms K Sly (Finance Director), Mr N Shaw (Strategic Director), Mrs J Beck (Head of Property and Asset Management) Mrs J Cooke (Head of Organisational Development), Mrs R Crosbie (Deputy Monitoring Officer), Mr R Hodds (Corporate Governance Manager), Mrs L Snow (Capital Projects and Senior Accountant) and Mr C Rowland (Corporate Policy and Performance Officer).

1 APOLOGIES FOR ABSENCE

An apology for absence was received from Councillor B Coleman.

2 DECLARATIONS OF INTEREST

There were no Declarations of Interest declared at the meeting.

3 MINUTES

The minutes of the meeting held on the 25 July 2017 were confirmed.

4 FORWARD PLAN

The Committee received and noted the contents within the Forward Plan for the Policy and Resources Committee. The Corporate Governance Manager pointed out that there were a number of significant items for consideration at the Committees next scheduled meeting on the 17 October 2017, and Members discussed the possibility of holding an additional meeting because of the volume of the items to be considered in October.

RESOLVED :

That approval be given to arranging an additional meeting in October and that the date be determined by the Leader and Chief Executive Officer in consultation with the other Group Leaders.

5 QUARTER 1 KEY PROJECT AND PERFORMANCE REPORT

The Committee considered the Head of Organisational Development's Quarter 1 Key Projects and Performance report. The report gave an update on current performance for the first quarter of 2017/18 (April to June) where progress is 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".

Members were advised that the summary report highlighted performance measures that had not achieved the target for this period and measures that do not have a target but are moving in the wrong direction. The report also highlighted a number of measures that are showing exceptional performance against targets.

In discussing the report Members considered the following Key Projects / Measures :-

- KP05 - Beacon Park Housing Development - Councillor Wainwright asked when work would commence with regard to this development and the Head of Property and Asset Management reported that January 2018 would be the likely start date. Councillor Wainwright referred to the current state of the scaffolding adjacent to the Harfreys roundabout and sought assurance that

this would be removed in the near future. The Head of Property and Asset Management confirmed that this was in the Work Programme to be removed. Councillor Williamson suggested that it would be appropriate to have an electronic signage at the Harfreys roundabout and the Head of Property and Asset Management confirmed that this matter was already being considered although it was unlikely that the necessary planning consent would be given to erect an electronic sign.

- KP10 - Delivery of Town Centre Initiative - Councillor Wainwright referred to a meeting in which he had been an observer held with the Market Place traders to discuss the operation of the Market Place.

Members discussed the issue of Members attending meetings with outside organisations as observers and the Chief Executive Officer suggested that this issue be discussed more fully at the next Group Leaders meeting. Councillor A Grey also referred to comments made by the Market Traders recently published in the local press and the fact that there had not been any comments on this issue expressed officially by the Borough Council.

- KP08 - Wintergardens - Councillor Walker felt that this project should be shown in the indicators as red until such time as a defined plan had been agreed for the future of the Wintergardens. The Chief Executive Officer confirmed that a proposed scheme in respect of the Wintergardens was currently being progressed.
- PR15 - Percentage of FOI and EIR requests - Councillor Wainwright expressed his concern with regard to the response in respect of FOI / EIR requests and the Chief Executive Officer confirmed that work was currently underway to include information on the Council's website that would cover a range of similar FOIs that had been received. The Corporate Governance Manager also clarified the resourcing arrangements that were in place to deal with the number of FOI and EIR requests currently being received by the Council.
- HNO3 - Great Yarmouth Community Housing Rent - GYCH rent collection rate - Councillor Wainwright expressed his concern with regards to the current collection rate and was advised that Universal Credit was having a significant impact with regard to this issue.
- HNO6 - Average time to re-let Local Authority Housing - Members discussed the target for re-letting of Local Authority Housing and the Head of Property and Asset Management confirmed that a Service Review on this issue was currently being undertaken and a report would be presented to Members in the near future. The point was made that a number of houses were currently

lettable but were currently not being taken up at the present time.

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 a green status and where possible obtaining a green status for those Key Projects which are currently amber.

6 2017-18 PERIOD 4 BUDGET MONITORING

The Committee considered the Financial Services Manager's 2017/18 Budget Monitoring report.

The Finance Director reported that the report compares the actual expenditure and income position at the end of July 2017 to the updated budget for 2017/18. The original based budget as agreed by Council in February 2017 has been updated for in year virements and for 2016/17 year end budget carry forwards for planned expenditure in the now current financial year. The base budget for 2017/18 as approved allowed for a transfer from the General Reserve of £188,240 to cover the projected deficit for the year. The report gave the position for the year to date and forecast outturn against this target, adjusted for any in year approved budget movements from reserves.

The Committee also considered a tabled report from the Head of Customer Services with regard to the present trading figures in respect of the crematorium.

In discussing the report Members considered the following issues :-

- Councillor Annison sought clarification with regard tot he £37,000 over spend on the traveller's site. The Head of Property and Asset Management confirmed that this had arisen as a result of the necessity to carry out work to secure the site.
- Councillor Walker asked whether it would be possible to provide a family tree for all departments showing which Officers are in posts within each department. The Chief Executive Officer confirmed that she would ask the Head of Organisational Development to send these details to all Members.
- Councillor Wainwright sought clarification with regard to the production of reports for consideration at the next Audit and Risk Committee. The Finance Director reported that there had been a delay in finalising the Statement of Accounts report as the Borough Council had been awaiting advice from the External Auditors in respect of this report. The Chief Executive Officer expressed her congratulations to the Finance Team on finalising the accounts although there remains some issues with regard to recruitment within this

team.

RESOLVED :

That the 2017/18 Period 4 Budget Monitoring report be received.

7 UNITS 1-10 MAIN CROSS ROAD

The Committee considered the Head of Property and Asset Management's report which sought retrospective approval for the release of repairs and maintenance reserves for the demolition of buildings at Units 1-10 Main Cross Road.

RESOLVED :

That approval be given to retrospectively approve a budget of £73,000 from the repairs and maintenance reserve for the purposes of the emergency demolition of Units 1-10 Main Cross Road.

8 MARKET FEES - OPEN FRIDAY FOR OCTOBER

The Committee considered the Head of Property and Asset Management's report which sought approval for the introduction of an additional fee for the Great Yarmouth Market of £10 per pitch to be used for a trial initiative on open markets only.

RESOLVED :

That, subject to appropriate assurances relating to insurances and public liability issues, approval be given for the introduction of a fixed fee of £10 per store for up to 9 metres, this fee be granted for an initial trial of the open market Friday events during October 2017.

9 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."

10 CONFIDENTIAL MINUTES

The Committee confirmed the confidential minutes of the meeting held on the

25 July 2017.

The meeting ended at: 19:45

Forward Plan for Policy & Resources Committee

	Matter for Decision	Report by	Pre Agenda Meeting (PAM)	Policy & Resources	Economic Development	Environment	Housing & Neighbourhoods	Council
1	Business Rates Pilot 2018/19	Finance Director	09/10/17	17/10/17				
2	Concurrent Functions Grants	Finance Director	09/10/17	17/10/17				02/11/17
3	Great Yarmouth Air Show	Tourism Manager	09/10/17	17/10/17				
4	Market Options - Two Day Market	Head of Property and Asset Management	09/10/17	17/10/17				
5	Budget Monitoring Period 6	Finance Director	20/11/17	28/11/17			07/12/17	
6	Casino Licence 2017 (To investigate options for the future use of the large casino license)	Head of Organisational Development	20/11/17	28/11/17				14/12/17
7	Council Tax Discounts	Head of Customer Services	20/11/17	28/11/17				14/12/17
8	Council Tax Reduction Scheme 2018	Head of Customer Services	20/11/17	28/11/17				14/12/17
9	Events Review	Strategic Director (KW)	20/11/17	28/11/17				
10	Fees and Charges	Finance Director	20/11/17	28/11/17				14/12/17
11	Financial Strategy	Finance Director	20/11/17	28/11/17				14/12/17
12	Former Marks and Spencers Premises - Review	Head of Property and Asset Management	20/11/17	28/11/17				
13	MRP Review	Finance Director	20/11/17	28/11/17				14/12/17
14	Presentation of Draft Corporate Communications Strategy	Communications & Press Officer	20/11/17	28/11/17				
15	Quarter 2 Performance Report	Head of Organisational Development	20/11/17	28/11/17				
16	Taxbase 2018 Report	Head of Customer Services	20/11/17	28/11/17				14/12/17

	Matter for Decision	Report by	Pre Agenda Meeting (PAM)	Policy & Resources	Economic Development	Environment	Housing & Neighbourhoods	Council
17	Treasury Management - Half Yearly Strategy	Finance Director	20/11/17	28/11/17				
18	Draft Local Plan Part 2	Principal Strategic Planner	02/01/18	09/01/18				
19	LGSS - ICT Proposal	Head of Property and Asset Management	02/01/18	09/01/18				
20	Print Room Review and Options Appraisal	Strategic Director (KW)	02/01/18	09/01/18				
21	Budget report 2018/19	Finance Director	29/01/18	06/02/18				20/02/18
22	Quarter 3 Performance Report	Head of Organisational Development	29/01/18	06/02/18				
23	Treasury Mangement Strategy 2018/19	Finance Director	29/01/18	06/02/18				20/02/18
24	Investment Policy (To agree a policy to develop the Council's inward investment opportunities)	Head of Property and Asset Management/ Fniance Director	TBC	TBC				
25	Procurement Strategy	Finance Director	TBC	TBC				

	Matter for Decision	Report by	Pre Agenda Meeting (PAM)	Policy & Resources	Economic Development	Environment	Housing & Neighbourhoods	Council
26	Year End Performance Report, Including Quarter 4 Key Project Report	Head of Organisational Development	TBC	TBC				

Subject: Great Yarmouth Air Show 2018

Report to: Management Team: 2nd October 2017
Policy Resources Committee: 17th October 2017

Report by: Head of Community Development & Regeneration

SUBJECT MATTER/RECOMMENDATIONS

The report gives an update on plans for a Great Yarmouth Air Show in 2018.

Recommendation:

That Policy & Resources Committee:

- recognises the strategic importance of an Air Show and note the structures and procedures currently in place to ensure a safe and exciting event
- endorses the approvals (detailed in paragraph 2 below) granted in 2016/2017 giving permission to use key council assets to assist in the staging of the 2018 Air Show
- approves the use of vacant land on Beacon Park for use as Park and Ride sites. (Policy & Resources 26 July 2016)
- approves, subject to gaining the necessary licenses, the use of Great Yarmouth Central Beach to site beach bars (including the sale of alcohol & ice cream) during the Air Show
- grants permission to use the grassed area on Gorleston cliff top for cars and concessions to assist in the creation of a 'family zone'.
- considers the request from GYTABIA to waive the staff costs incurred in supporting the planning and delivery of the 2018 Air Show in line with the expectations of staff time set out in this report.

1.0 INTRODUCTION/BACKGROUND

1.1 Last year the Greater Yarmouth Tourism & Business Improvement Area (GYTABIA) as part of their event planning process, worked towards staging the first annual Great Yarmouth Air Show in June 2017. It is believed to be

the only privately-funded seafront air show in the UK. It is estimated that the Air Show has the potential to inject an additional £10 million* into the local economy. (*Based on estimates from other air shows and the Cambridge Model ie 175,000 days visitors spending £40 a head plus an estimated 40,000 bednights)

1.2 An event of this magnitude takes serious preparation and significant funding to ensure that all the requirements of staging a safe, exciting event are met. The Air Show will be the biggest event ever staged in the Borough adding to the reputation of staging top class events including the Maritime Festival and Out There festivals.

1.3 This event will bring in significant income for local businesses during this time alongside additional business prior to and after the event; in turn supporting the local economy. The Air Show will help build the profile of the Borough as a place to live, work and visit in line with the Council's corporate objectives.

1.4 The planned 2017 event was postponed pending more work on some key areas. GYTABIA remain committed to staging the event in 2018 and are keen to gain the continued support of the Borough Council.

2.0 RECOMMENDATIONS APPROVED BY THE COUNCIL IN 2016

2.1 In 2016, both the Economic Development Committee and the Policy & Resources Committee approved a series of recommendations to help GYTABIA stage the event

DATE	RECOMMENDATION/DECISION
6 June 2016 EDC	<ol style="list-style-type: none"> 1. That the Members recognise the strategic importance of an Air Show and note the structures and procedures currently in place to ensure a safe and exciting event. 2. That the Members note that GYTABIA will be looking to work alongside the Borough Council's Car Parking Section and Property Section to optimise the use of seafront car parks and land assets, on which a subsequent paper will be presented to Members in July 2016.
25 July 2016 EDC	<ol style="list-style-type: none"> 1. That Members approve, subject to securing Traffic Management Orders, the closures of the Great Yarmouth seafront short-stay car parks during the Air Show period (to a maximum of 9 days); understanding that it is

26 July Policy & Resources	<p>unlikely that all closures will be operated for the full 9 days.</p> <ol style="list-style-type: none"> 2. That Members approve, subject to securing Traffic Management Orders, the designation of 'Premium Car Parking' on North Drive Car Park, St Nicholas Car Park and Euston Road Car Park during the four Air Show display days as part of an overall Air Show parking strategy managed by GYTABIA. 3. That Members grant permission to GYTABIA to use key GYBC-owned spaces including the short stay car parks along the Marine Parade/North Drive (as set out in Appendix A) for trade promotional units on the understanding that GYTABIA work with the GYBC Property Department to assist with sensitive positioning. 4. That Members note the average income from the seafront car parks during similar periods in 2015 & 2016 and grant permission on the understanding that GYTABIA pay the Council the corresponding amounts from their collections through premium parking fees to ensure that GYBC enjoys a cost-neutral position. 5. That Members note the GYTABIA plans for out of town <i>park and ride</i> schemes and agrees to work with GYTABIA to make use of Council-owned land on a cost-neutral basis.
29 Nov 2016 Policy & Resources	1. That approval be given for the use of 'Trafalgar Green' by GYTABIA for a charity village during the 4 days of the 2017 Great Yarmouth Air Show

3.0 PLANNING FOR THE AIRSHOW AND FURTHER PERMISSION REQUIRED

3.1 As planning for the airshow has developed, further requests have been made by the organisers in order to improve visitor enjoyment and to help ensure its success and viability.

3.2 **Beach Bars**

3.2.1 It is estimated that the resort will be three times busier than its current busiest day. Therefore the current provision is insufficient to meet the anticipated demand.

3.2.2 The request from the organisers is that the Council approves, subject to gaining the necessary licenses, the use of Great Yarmouth Central Beach to site beach bars (including the sale of alcohol) during the Air Show.

3.3 Beacon Park

- 3.3.1** On 26 July P&R agreed to work with GYTABIA to make use of council-owned land on a cost neutral basis for out of town park & ride schemes. The site identified is vacant land at Beacon Park.

3.4 Gorleston Family Zone

- 3.4.1** Gorleston promenade, beach and cliffs are likely to see an influx of visitors during the 2-day Air Show; many people might choose to have a beach day, with the Air Show as a backdrop, and many will use it as a place to view without the crowds of Great Yarmouth.
- 3.4.2** Depending on the prevailing weather conditions, viewing from Gorleston will vary.
- 3.4.3** Whilst Gorleston is outside the official event zone it is important to consider any additional requirements to 'event-manage' the cliffs and beach area.
- 3.4.4** GYTABIA are keen to do the right thing but will need any intervention (i.e. additional toilets, first aid, concessions, managed parking) to be cost-neutral.
- 3.4.5** GYTABIA therefore request that Members grant permission to use the grassed area on Gorleston cliff top for cars and concessions to assist in the creation of a 'family zone'.

3.5 GYBC Support

- 3.5.1** An event of this scale and impact needs the support of a wide range of agencies to ensure both a safe and exciting event and to maximise the positive PR impact.
- 3.5.2** Member and Officer involvement is critical in order that GYBC are represented alongside key agencies.
- 3.5.3** In the lead up to the event, it is intended to re-establish an Officer Support Group and a Members Liaison Group. The GYBC support group will include officers from Licensing, Resilience, Environmental Health, Corporate Risk, Property, Car Parking Services & Tourism.

3.5.4 In addition, GYBC has officers with the necessary skills to provide valuable support for the planning and staging of the Air Show. GYTABIA have requested that in order to show support for the Air Show, that the GYBC Event Manager assists with the delivery of the Air Show as Site Manager and that his costs are waived and therefore not recharged to GYTABIA.

3.5.5 The role of the Air Show Site Manager is:

To ensure that all aspects of the site infrastructure are built to the correct specifications, on time and to pre presented plans and that during the event all site infrastructure remains in place following local authority license inspections and to deal with any site related problems that may occur during the event.

3.5.6 The roles of other key event staff is detailed at Appendix 1.

3.5.7 Other Council Staff, ie the GYBC Tourism Manager and Marketing Manager involved will be charged in accordance with the BID Service Level Agreement at a cost of £4,500.

3.5.8 Full governance showing the relationship between Air Show Management Group, Officers Support Group & ESAG are shown at Appendix 2.

3.5.9 The impact on the Council is that the Event Manager will have restricted time to undertake the preparation and delivery of any other new large scale events during the Air Show period. However all other council-supported events will continue as normal.

3.5.10 It is envisaged that the following additional, costed, staffing input would be required to ensure success of the Air show.

3.5.11 It is estimated that the GYBC Events Manager will spend approximately 96 hours on Air Show work; 50% at overtime rate. Including a contingency this equates to around £2,500.

3.5.12 The GYBC Officers Support Group is anticipated to meet on around six occasions during normal working hours; with a contingency this also equates to around £2,500.

4 FINANCIAL IMPLICATIONS

4.1 GYTABIA have put in place a financial plan and management structure to ensure that the event is fully funded and retains a cost-neutral status for the Council, save for those costs identified in this report.

5 RISK IMPLICATIONS

5.1 There is no financial risk to the Borough Council and all appropriate event planning and risk assessments will be undertaken by GYTABIA through the structure chart shown above.

5.2 Should the airshow not take place, or not be as successful as planned, then there will be reputational risk by association for the Council.

5.3 The GYTABIA Board will fully appraise the budget for the 2018 Air Show and determine the extent to which they are prepared to financially support the event.

6.0 CONCLUSIONS

6.1 The airshow has the potential to be an extremely important event for the Borough, with a significant impact on tourism and the local economy as well as enhancing its reputation for staging major events.

6.2 Success will depend on a robust plan being put in place by GYTABIA, with appropriate support being provided by all interested and responsible local agencies.

7.0 RECOMMENDATIONS

It is recommended that Policy & Resources Committee;

- i. recognises the strategic importance of an Air Show and note the structures and procedures currently in place to ensure a safe and exciting event.
- ii. endorse the approvals (detailed in paragraph 2 above) granted in 2016/2017 giving permission to use key council assets to assist in the staging of the 2018 Air Show.
- iii. approves the use of vacant land on Beacon Park for use as Park and Ride sites. (Policy & Resources 26 July 2016)
- iv. approves, subject to gaining the necessary licenses, the use of Great

Yarmouth Central Beach to site beach bars (including the sale of alcohol & ice cream) during the Air Show.

- v. grants permission to use the grassed area on Gorleston cliff top for cars and concessions to assist in the creation of a 'family zone'.
- vi. considers the request from GYTABIA to waive the staff costs incurred in supporting the planning and deliver of the 2018 Air Show in line with the expectations of staff time set out in this report.

8.0 BACKGROUND PAPERS

See previous reports and minutes of the Economic Development and Policy & Resources Committees.

Area for consideration	Comment
Monitoring Officer Consultation:	N/A
Section 151 Officer Consultation:	N/A
Existing Council Policies:	Corporate Plan
Financial Implications:	As above
Legal Implications (including human rights):	
Risk Implications:	As detailed above
Equality Issues/EQIA assessment:	Event will be inclusive to all
Crime & Disorder:	The event will have a high security & stewarding presence and will work, where appropriate alongside key agencies.
Every Child Matters:	GYTABIA will be preparing a lost & safe-guarding children policy

Appendix 1

Event Management Responsibilities

Under normal operating circumstances the arena will be run by the various departments who in turn report into the Event Director via the Safety Manager, Security Manager and event control. Members of that team with specific duties are as follows:-

Event Director

Will make overall decisions concerning the general management and operation of the event

Head of Security

The Head of Security is responsible for the overall management of the security operation and for security deployment. The Head of Security will liaise with the Event Director, the Security Manager, the Safety Manager and the Event Control Manager with regard to decisions affecting crowd management and safety.

Site Manager

To ensure that all aspects of the site infrastructure are built to the correct specifications, on time and to pre presented plans and that during the event all site infrastructure remains in place following local authority license inspections and to deal with any site related problems that may occur during the event.

Safety Manager

To ensure that the event health & safety policy is implemented and that an on-going assessment of all identified and new hazards take place on a regular basis and to update the Emergency Liaison Team of any changes to the event plan. To liaise between the ELT, Event Director and Head of Security in all aspects related to the safe operation of the event. In the case of a specific incident or emergency the Safety Manager will have delegated authority to make strategic decisions if the Event Director is not in that vicinity

Concession Manager

To ensure that all health, safety and hygiene regulations are adhered to by all concessions including sign off for operation before the event. Manage all logistics and production requirements for concessions during the event.

Medical Cover

Medical cover will be provided by The Event Medical Company Ltd who will liaise with East Anglian Ambulance Service, where necessary; in the event of a major incident, all medical services will come under the direction of the responding incident officer from the East Anglian Ambulance Service.

Police

The police will assume their statutory role outside the site perimeters. The senior officer in command of the police operation will establish contact with the organisers prior to doors and agree communication protocols.

Maritime Group (RNLI, Coast Guard)

Lead on and assist in decision making in reference to management of the fly zone and craft approaching this area of open water
RNLI will provide supportive rib services in support of open water

Airshow Director and Committee

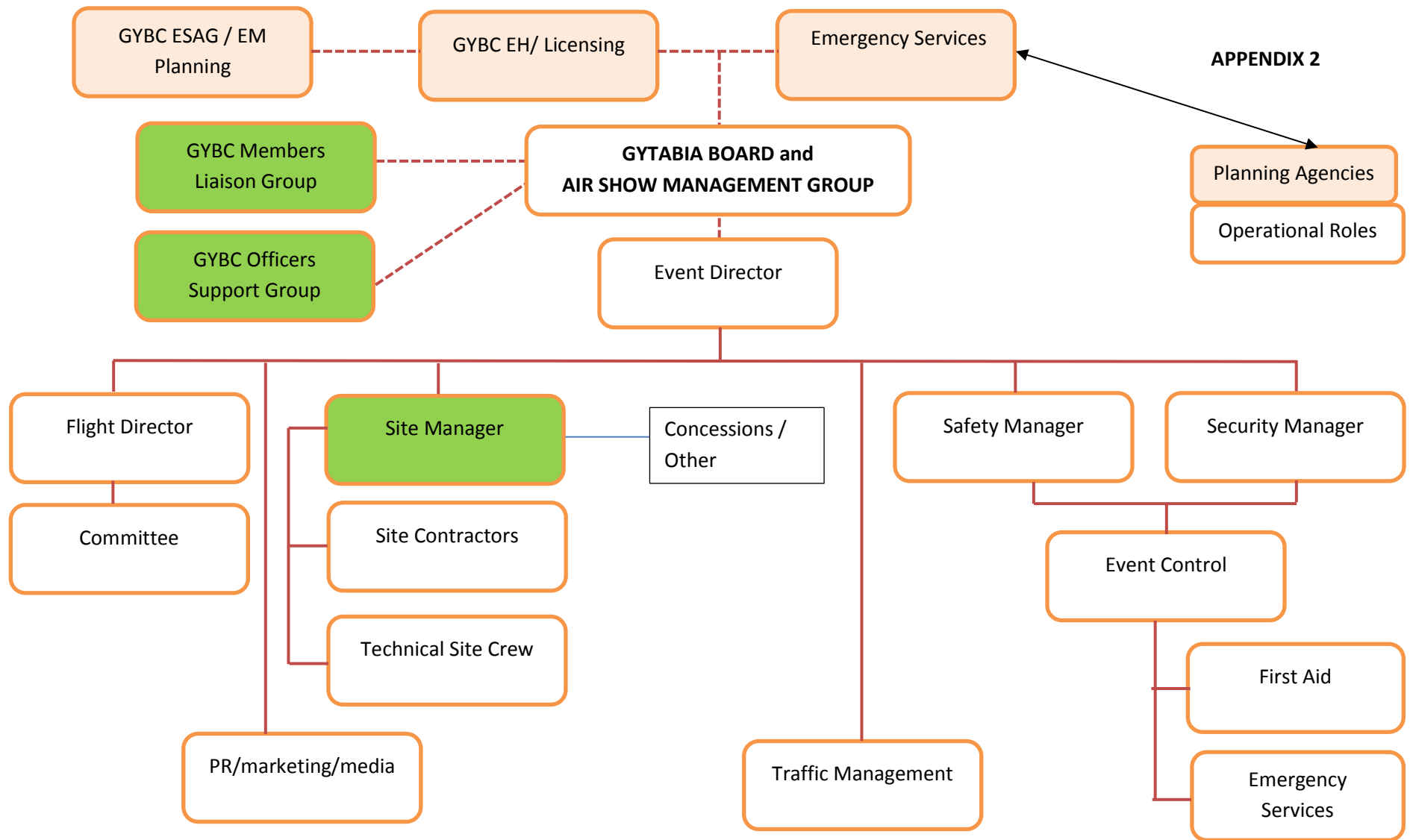
Lead group on management and operation of the air display its contents and participants, feeding direction, change and further instruction directly to the Event Director as necessary

Media Manager

Provision of crisis communications Plan, other key media messaging in advance of the event and subsequent management in line with instruction given via Event Director

Gorleston Event / Site Manager

To oversee all site set up and plans are as agreed as part of the Event Management Plan, acting as a point of contact to the event management team at all times during all phases of this planned event



Subject: Concurrent Function and Council Tax Support Grants – 2018/19

Report to: Policy and Resources Committee - 17 October 2017

Full Council - 2 November 2017

Report by: Finance Director

SUBJECT MATTER/RECOMMENDATIONS

The report presents a proposal to the Policy and Resources Committee for the future funding arrangements to parish council concurrent functions and further review of the introduction of special expenses for non parished areas. It also recommends reductions in council tax support grant in line with the Council's reductions in funding of the grants receivable.

The content of the report outlines the current funding arrangements for the provision of concurrent function grants and makes recommendations for a reduction in the grant for 2018/19 with a further review for changes in 2019/20.

It is recommended that Policy and Resources Committee consider the options contained within the report and recommend to Full Council:

- 1) That the concurrent function grant for 2018/19 be reduced and be provided for parks and open spaces and burial grounds only;
- 2) That further review is carried out for the 2019/20 budget process;
- 3) That the Council tax Support Grant allocations for 2018/19 be limited to £33,710 as outlined within the report.

1. INTRODUCTION AND BACKGROUND

- 1.1 As part of the 2017/18 budget process a suite of budget savings and income proposals were considered by Members of the Policy and Resources Committee for delivery in the now current and future financial years. One of the proposals covered a review of the concurrent function grants and special expenses to be phased in from 2018/19.
- 1.2 Concurrent functions are services which can be carried out by the Borough Council but are also within the statutory remit of a parish or town council (where these exist). These will cover services that are provided in some parts of the borough by the borough council and in others part of the borough by a parish council. Where this occurs parish taxpayers may be charged twice, for example within the parish charge and the borough council charge.
- 1.3 The services are discretionary to both Borough and Parish Councils whoever carries out the function. To avoid 'double taxation' (where a service which could be provided by either the Borough Council or a parish council is financed from the parish precept in a parished area and by the Borough Council in non-parished areas with no corresponding reduction in Council Tax for the parished areas) the Borough Council provides a scheme of whereby a grant is provided to parish/town councils in the borough for use by these councils against concurrent function expenditure.

- 1.4 Alongside parish precepts which are in place for parishes that chose to set a precept a system of Special expenses can be established in non parished areas. A special expense item is an item which relates to only part of the borough council's area, for example in non parished areas. In order for expenses incurred in performing any function of a borough council to be special expenses, the function must be carried out by the borough in only part of its area, and the same function must be carried out in another part of the district by one or more parish councils. Special expenses are used as a mechanism to charge elements of the Council Tax to specific areas of the borough.
- 1.5 A Council has the ability to recover an element of its Council Tax via a special expense this would form a charge to those within non parished areas. Special Expenses in the main are charges for the upkeep of parks and the maintenance of "open space assets" within non parished areas of the Borough which are owned and maintained by the Borough. In other areas of the Borough open space assets are owned and maintained by parish councils who will charge residents accordingly for these services.
- 1.6 In designing a special expenses scheme, the Council can define some parks and open space areas as being for the benefit of the entire borough. These would tend to be larger parks, although some smaller areas could be defined as borough parks. These areas that are defined as a benefit to the borough as a whole can be included within the Basic Amount of Council Tax (for the borough) to which no special items relate, along with the rest of the Borough Council's costs, those deemed to be outside of this can be charged as a special expense on the basis of the locality.
- 1.7 It was agreed as part of the 2017/18 budget process that funding of concurrent function grants would be reviewed for the 2018/19 budget. This report now recommends proposed changes to the system of paying concurrent function grants for 2018/19 which will provide early notification to the Parish Councils ahead of their timescales for the setting of annual precepts and also recommends further review be carried out for the 2019/20 grants.

2. CURRENT SYSTEM

- 2.1 There are currently 21 parishes within the Borough of Great Yarmouth Council and 19 receive a concurrent function grant. The grants are paid to cover spend in the Parish areas on the following areas:
- Burial Grounds
 - Beach Cleaning
 - Parks and Open Spaces
 - Bus Shelters
- 2.2 Appendix A provides details of the 2017/18 concurrent function grants along with the areas of expenditure they cover and the level of parish precepts for the last two financial years. The total cost to the Borough Council of the concurrent function grants for the last four years is summarised in table 1 below. In 2016/17 contributions to Clerks Salary was removed from the concurrent function grants.

Table 1	2014/15 £	2015/16 £	2016/17 £	2017/18 £

Table 1	2014/15 £	2015/16 £	2016/17 £	2017/18 £
Burial Grounds	32,897	33,219	34,109	34,109
Beach Cleaning	14,750	14,790	9,240	9,240
Parks and Open Spaces	89,097	91,250	91,435	90,285
Special Works	1,500	0	0	0
Bus Shelters	9,584	9,584	8,714	8,714
Contribution to Clerks Salary	18,477	18,605	0	0
Total	166,305	167,448	143,498	142,348

- 2.3 Parishes have the ability to precept for expenditure incurred within their parish. Currently there are no restrictions on the ability to increase council tax for parish areas and whilst there have been previous discussion nationally around the introduction of capping for parishes, these discussion have focused on the introduction of capping for the larger parishes and in particular those that have an average Band D parish charge in excess of some of the lower second tier authorities (borough, district and cities), capping for parishes has never been implemented. In contrast the Borough has limits on the level of Council that can be increased each year, the current capping restricts annual increases to £5 on a Band D property. The Appendix also illustrates the changes between financial years of the level of precepts set annually by the parishes and the resulting band D council tax for each parish.
- 2.4 The cost of the annual concurrent function grants forms an element of the Borough Council annual spend and is therefore included in the calculation of the £151.48 annual average Band D charge.
- 2.5 The average band D for parish charges for 2017/18 is £12.96 for GYBC, and range from £0 (for parishes that do not set a precept) to £40.23. Comparable averages for the rest of Norfolk (excluding Norwich City as there are no parishes) are £56.10 and nationally for all shire districts are £40.81. These reflect the non parished and parished areas within individual authorities.
- 2.6 The tax base for the borough council is split into parished and non parished areas as follows reflecting that 56% of the tax base is in parished areas:

	2017/18 Tax base
Parished Areas	15,423
Non Parished Areas – Great Yarmouth and Gorleston	11,919
Total Tax Base	27,342

- 2.7 The average band D that is billed for the residents of Great Yarmouth are outlined below for 2017/18:

Average Band D Council Tax Bill	Parished Areas £	Non-Parished Areas £
Norfolk County Council	1,247.94	1,247.94

Average Band D Council Tax Bill	Parished Areas £	Non-Parished Areas £
Police and Crime Commissioner	217.17	217.17
Borough Council	151.48	151.48
Parish Charge*	22.98	N/A
Total Average Band D	1,639.57	1,616.59
*averaged based on the actual precept per parish		

3. CONCURRENT FUNCTION GRANTS FROM 2018/19

- 3.1 As mentioned above the last review of concurrent function grants paid by the Borough Council to Parishes was for the 2016/17 budget process which saw the removal of a contribution to the parish clerks salary and a reduction in the beach cleaning grant. No further review has since been carried out and the amounts awarded each year have remained fairly level with no significant changes year on year.
- 3.2 There are few examples available nationally of other LA's providing concurrent function grants to town and parish councils. With the wider funding reductions facing Local Authorities, this spending area was therefore previously recommended as a potential saving.
- 3.3 It is recognized that the funding of concurrent function grants is a complex area in terms of the impact to both the Parishes and the Borough Council and understanding how the concurrent function grants are used by the parishes on what could be deemed as Borough Council responsibilities is not clear. Further work will be required to understand what legal obligations the Council is required to fund in respect of parished areas for which the implications will not be known to inform the budget setting process (for Parish and Borough) for the 2018/19 budget. Within the current grants funding is made available for beach cleaning and bus shelters which are not within the responsibility of the Borough Council.
- 3.4 Therefore the following outlines a suggested approach for 2018/19 along with work for the 2019/20 grant:
 - i. For the 2018/19 grant - Remove the grant for beach cleaning (£9,240) and bus shelters (£8,714) and reduce the grant for parks and open spaces by 15% (£90,285 to £76,742) to be allocated pro-rata across the 2017/18 amounts;
 - ii. For 2019/20 – Review the feasibility of the introduction of special expenses alongside further review of the elements contained within parish spend for the burial grounds and parks and open spaces elements of the funding.
- 3.5 The phasing of reductions will allow transitional arrangements to be put in place with the parish councils and for the Borough Council to provide a more detailed review of future arrangements. The potential impact to the parishes (based on the current year tax base and precept) is included in Appendix A. The actual impact will vary depending on the level of precept set and the tax base for 2018/19. The latter will be set by Full Council in December and draft tax bases will be provided to the parish council's ahead to inform their precept setting for 2018/19.

4. COUNCIL TAX SUPPORT GRANT

- 4.1 Local Council tax support (LCTS) was introduced in April 2013 as a replacement to Council Tax benefit as part of the national funding reduction programme and to encourage people to work. Previously the scheme was 100% funded through benefit subsidy payable to the Council from the Department for Work and Pensions (DWP) as part of the subsidy process. Since April 2013 each billing authority has had the discretion to set their own local discount scheme.
- 4.2 The local scheme has remained largely the same since the introduction of LCTS in 2013/14 and essentially means that those that were previously entitled to 100% council tax benefit would be required to pay 8.5%.
- 4.3 The funding for LCTS included an element in relation to parishes for 2013/14 (year one) and this was identified separately. The funding was to be used to mitigate the impact essentially from a reduction in the tax base for borough and parishes. From 2014/15 onwards funding for LCTS is no longer received as a separate subsidy grant but is now within the overall Local Government Funding system as non ring-fenced funding within revenue support grant and baseline business rates funding. RSG funding reduces each year and therefore the funding for LCTS has also reduced, although the Council has continued to pass on the grant to the parishes with no reductions annually to reflect the reduction in funding that the Council receives in respect of LCTS and therefore has continued to fund any shortfall as a result of the CTS scheme to the parishes. It is therefore recommended that the allocation of LCTS grant for 2018/19 to parishes be capped at £33,710 (compared to the 2017/18 amount of £46,070) which will bring the grant allocation in line with the reduced level of funding that the Council has received.
- 4.4 Parishes will use the grant for CTS as part of calculating their annual council tax requirement and therefore this is why an decision is required now ahead of the precepting setting process.
- 4.5 There are varying examples nationally of how CTS grants are passed down to parishes including annual reductions in line with overall funding reductions, full withdrawal and combinations of these.

5. FINANCIAL AND RISK IMPLICATIONS

- 5.1 Introduction of changes to the parishes in terms of reduction to the concurrent function grants paid could have implications to the precept setting and increases to the average band D charge for a parish. This can be mitigated by the parishes in that they will be holding various levels of reserve funds in the same way that the Council is required to hold reserves which can be used to mitigate the reduction in grant. In addition as detailed within the report Parish Councils are not currently subject to capping restrictions.
- 5.2 The Council has continued to face reduction in funding which includes the funding for the council tax support, continuing to protect the parish councils from the impact of council tax support means a greater share of the impact of the introduction of LCTS is funded by the Borough Council.
- 5.3 Parishes set their precepts annually each year and in previous years they have been requested to return their precepts for the following year by mid December. To allow for sufficient time for parishes to set their precepts in the light of the

recommendations contained in the report this deadline will be extended to mid January for the 2018/19 precepts.

- 5.4 The total of the proposals will reduce the direct cost to the Council of Concurrent Function Grants and Council Tax Support Grants by £44,000 for 2018/19.

6. CONCLUSIONS

- 6.1 The allocation of funding to parish councils for concurrent function grants have not been reviewed since 2016/17 and for council tax support grants not since the introduction of CTS in 2013. For the latter the impact to the parish councils of the introduction of LCTS has been fully mitigated by the Borough Council when the overall funding of LCTS has been assumed to reduce within the overall funding settlement for the Council.
- 6.2 The proposals in the report make recommendations for changes to the concurrent function grants for 2018/19 and a reduction to the CTS grant passed to parish councils.

7. BACKGROUND PAPERS

- 7.1 Current concurrent function grant allocations and precepts for 2017/18.

Areas of consideration: e.g. does this report raise any of the following issues and if so how have these been considered/mitigated against?

Area for consideration	Comment
Monitoring Officer Consultation:	
Section 151 Officer Consultation:	
Existing Council Policies:	
Financial Implications:	Contained within the report
Legal Implications (including human rights):	
Risk Implications:	Detailed in the report
Equality Issues/EQIA assessment:	N/A
Crime & Disorder:	N/A
Every Child Matters:	N/A

Concurrent Function Grants

Appendix A

	2016/17			2017/18			Council Tax Increase (parish charge only)	2017/18 Band D Including Parish & Borough Charge	Concurrent Function Grant Payable 2017/18					Impact of CCFG Proposed Reduction to band D*
	Tax base	Precept	Council Tax Band D	Tax base	Precept	Council Tax Band D			Burial Grounds	Beach Cleaning	Parks & Open Spaces	Bus Shelters	TOTAL	
		£	£		£	£		£	£	£	£	£	£	£
Ashby with Oby	24	-	-	23	-	-	0.0%	151.48	-	-	-	-	-	-
Belton with Browston	1,087	37,775	34.75	1,111	38,960	35.07	0.9%	186.55	-	-	12,950	-	12,950	0
Bradwell	3,367	45,428	13.49	3,470	45,575	13.13	-2.7%	164.61	1,215	-	14,180	1,015	16,410	0.29
Burgh Castle	384	5,361	13.96	406	5,400	13.30	-4.7%	164.78	1,050	-	1,550	-	2,600	-
Caister on Sea	2,726	62,074	22.77	2,744	71,066	25.90	13.7%	177.38	-	-	2,550	-	2,550	-
Filby	302	3,525	11.67	319	3,538	11.09	-5.0%	162.57	1,450	-	3,400	150	5,000	0.47
Fleggburgh	377	3,362	8.92	385	4,758	12.36	38.6%	163.84	2,300	-	1,240	-	3,540	-
Fritton with St Olaves	274	6,445	23.52	268	6,567	24.50	4.2%	175.98	550	-	-	-	550	-
Hemsby	1,231	32,205	26.16	1,352	14,801	10.95	-58.1%	162.43	5,800	5,000	9,750	5,899	26,449	8.06
Hopton	1,011	28,794	28.48	1,012	28,820	28.48	0.0%	179.96	1,000	-	500	-	1,500	-
Martham	1,076	43,292	40.23	1,081	43,492	40.23	0.0%	191.71	3,800	-	11,400	200	15,400	0.19
Mautby	138	3,004	21.77	143	2,574	18.00	-17.3%	169.48	2,222	-	1,250	-	3,472	-
Ormesby St Margaret w Scratby	1,477	51,412	34.81	1,586	51,761	32.64	-6.2%	184.12	7,500	3,000	15,000	-	25,500	1.89
Ormesby St Michael	108	1,020	9.44	114	1,252	10.98	16.3%	162.46	850	-	3,000	-	3,850	-
Repps with Bastwick	146	3,444	23.59	147	3,252	22.12	-6.2%	173.60	-	-	4,411	-	4,411	-
Rollesby	330	6,208	18.81	336	6,343	18.88	0.4%	170.36	1,300	-	1,900	200	3,400	0.60
Somerton	108	1,704	15.78	116	1,707	14.72	-6.7%	166.20	760	-	1,025	250	2,035	2.16
Stokesby	115	2,808	24.42	118	2,816	23.86	-2.3%	175.34	812	-	1,919	-	2,731	-
Thurne	50	1,122	22.44	49	1,120	22.86	1.9%	174.34	900	-	540	-	1,440	-
West Caister	74	-	-	75	-	-	0.0%	151.48	-	-	-	-	-	-
Winterton	529	15,160	28.66	568	20,685	36.42	27.1%	187.90	2,600	1,240	3,720	1,000	8,560	3.94
Sub Total - Parishes	14,934	354,143		15,423	354,487				34,109	9,240	90,285	8,714	142,348	
Great Yarmouth & Gorleston	11,788	0	0.00	11,919	0	0.00	0.0%	151.48						
TOTAL	26,722	354,143		27,342	354,487									
Average as calculated over tax base		13.25			12.96									
Norfolk:														
Breckland		79.61			83.93									
Broadland		68.95			73.12									
Great Yarmouth		13.25			12.96									
King's Lynn & West Norfolk		41.16			43.85									
North Norfolk		49.76			53.67									
Norwich		0			0	No parishes								
South Norfolk		66.68			69.04									
Shire Districts - nationally - Average		38.38			40.81									

* Impact to a band D of proposed reductions for 2018/19 based on 2017/18 tax base

Subject: 2 Day Market Place Fees and Charges and Amendments to the Market Licence Policy

Report to: Management Team 2nd October 2017
Policy and Resources Committee 17th October 2017

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

RECOMMENDATIONS

That the Policy and Resources Committee considers the content of this report and recommendations listed below, with the view to making a number of recommendations to Full Council for immediate introduction.

Recommendation for Two Day Fees & Charges

To recommend to Full Council changes to the fees and charges for 2 day Markets to an annual charge of £1.00 per foot (depth calculations will remain unchanged) in 2017/18 with effect from 1st October 2017. This could stimulate an increase in traders wishing to obtain a stall at Great Yarmouth market. As demonstrated in Appendix 1 this would bring the market fees in line with other Markets within the area.

To recommend to Full Council a standard charge of £50 per annum for 2 Day and 6 Day Traders on the Fullers Hill Car park. This will reduce pressures in zone A parking and provide affordable alternatives for both existing and new traders. This is in line with towns who currently charge for parking.

Recommendations to Market Licence Policy

To approve amendments to the current Market Policy to incorporate 4 free sessions for 2 Day Traders and the equivalent for 6 day Traders for holiday and sickness (2 days for the remaining 2017/18) for permanent traders only. This will allow existing Traders to take annual leave/sickness days without any penalties in line with other Councils within the area.

To approve a 5% discount for 2 Day Traders if they agree to pay their fees in advance by direct debit in line with other Councils and to encourage regular payments to be made to the Council. This is particularly important given the Council's policy to remove cash payments from April 2018.

1. INTRODUCTION

- 1.1 Great Yarmouth Market is 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 to improve the market place.
- 1.2 Under the Town Centre Masterplan work is already progressing on a Design competition and it is envisaged that a new design for the 6 day market will be put to Members early in 2018.
- 1.3 A report was submitted to the Economic Development Committee on the 21st November 2016 with a recommendation to decrease the fees set for 2016/17 by 2.5% due to concerns raised by traders that a reduction was necessary to secure the long term future of the market.
- 1.4 Following the Council's restructure the management of the market has moved to the Property and Asset Management Department. In readiness for this focus groups have been held for both the 2 day and 6 day traders. Whilst the 2 Day Market Traders and the 6 Day Market Traders have a symbiotic relationship it was quite clear that they are in fact two different entities with specific issues.

2. BACKGROUND

- 2.1 In 2014 there were a total of 34 Traders operating on the 2 day market in 2017 that number has reduced to 16 on a Saturday and 8 on a Wednesday.
- 2.2 The first focus group meeting for the 2 Day Market Traders was held on 12th September 2017. It was clear from the outset that whilst the reductions in the 2016/17 fee rates were appreciated the effect was reduced by the corresponding requirement to pay for additional frontage to cover all the space occupied.
- 2.2 Representations have also been received from The National Federation of Market Traders, appendix 1, confirming in their view the fees and charges for Great Yarmouth market are above the national average and should be reduced to £1.00 per foot.
- 2.3. In order to verify the representations made by the market traders and the National Federation of Market Traders an exercise was undertaken to review the fees and charges of other Councils within East Anglia. A schedule of comparable evidence, appendix 2, was compiled from information supplied by the following Council's:

- Breckland District Council;
- Dereham Town Council;
- Fakenham Town Council;
- Fenland District Council;
- Great Yarmouth Borough Council;
- Kings Lynn and West Norfolk Borough Council;
- North Norfolk District Council;
- North Walsham Town Council;
- Swaffham Town Council;
- Thetford Town Council; and
- West Suffolk (Forest Heath District Council and St Edmundsbury Borough Council).

3. PROPOSED CHANGES

- 3.1 The schedule of comparable evidence determined the price per foot charged by the Councils detailed in paragraph 2.3 above. It is clear from investigations that depth is not part of the calculation and all areas allow depth in relation to the available space without additional charge.
- 3.2 As you will see from Appendix 2 there is a wide range of variances in the figures from town to town. The top of the table is dominated by Kings Lynn and West Norfolk Council and Bury St Edmunds (West Suffolk Council). It should be borne in mind however that whilst Kings Lynn and West Norfolk Council (Hunstanton) seem to be more expensive they offer an incentive to all permanent market traders of 1 week's free rent per month. Despite this the Council has seen its number of market traders dwindle from 20 to just 8 market traders in recent years. The Bury St Edmund market however is one of the largest markets in the region with over 80 stalls and is still a very popular market.
- 3.3. The 2 Days market traders have raised a number of concerns both locally and a part of the National Federation of Market Traders. These representations have included rent free weeks and parking concessions to bring charges in line with other Councils.
- 3.3 This paper presents the outcome of this review and the need to make changes to the market licence policy in line with other Council's. Officers have considered the Council's medium term financial strategy, representations from market traders and the National Federation of Market Traders.

- 3.4 It is clear that the current charging strategy is having a significant impact on the viability of the Market. Numbers of traders have declined in recent years from 34 stalls (2014) to just 16 remaining in 2017/18; with some existing market traders identifying that they will be unable to continue if action is not taken.
- 3.5 As part of this review two options have been developed for Members to consider.

Option 1: No change to 2017/18 fees

The 2017/18 budget for 2 Day market traders is £97,313 it is estimated that based on the beginning of the year this budget should have been £75,350.02

Benefits	Risks
None	There is a risk that further existing market traders may leave.
	Given charges at other local markets it will be difficult to grow trader numbers.
	Estimated budgets may reduce further than the anticipated £31k shortfall if additional traders leave the Market.
	Future years budget impact of approximately £31k per annum.

Option 2: Reduction of Fees from 1st October 2017 - charge of £1.00 per foot (depth variations to remain).

Benefits	Risks
Charges will be in line with other local Markets.	The fee reduction further reduces budgeted income.
The changes could stimulate new traders to the market and assist in the Council's aim to increase the footfall within the Town.	Existing traders may still leave due to the challenging economic climate.

4. FINANCIAL IMPLICATIONS

- 4.1 The implications of the recommendations from this review as outlined in this report will result in changes to the 2017/18 budget.
- 4.2 If Members approve Option 1 there will remain a potential shortfall in the budgeted income of approximately £31k and could lead to additional Traders deciding to leave.
- 4.3 If Members agree to Option 2 from 1st October 2017 the following reduction in income will occur:

	Budgeted Income 2017/18 £	Difference again budget 2017/18 £
Budget for 2 day market Traders income 2017/18	97,313	
Anticipated income based on existing charging and actual Traders (calculated based on current numbers only if Traders further reduce income will be impacted)	65,350	(31,963)
Difference between anticipated income Option 2. *	60,914	(36,399)

*Please note the above is an estimate of the financial effect for 2017/18, this would be positively impacted by any additional Traders or increased pitch sizes.

- 4.4 As part of the proposal for Option 2 Casual Traders fees are set at +30% of Permanent Trader fees.
- 4.5 From April 2018 it is proposed that the fees will form part of the overall Fees and Charges Policy incurring RPI +2%.
- 4.6 It is anticipated that there will be a future budget impact estimated at between £31k and £36k based on either option.

5. CONCLUSIONS AND RECOMMENDATIONS

That the Policy and Resources Committee considers the content of this report and recommends the following:

5.1 Recommendation for Two Day Fees & Charges

- To recommend to Full Council changes to the fees and charges for 2 day Markets to an annual charge of £1.00 per foot in 2017/18 with effect from 1st October 2017. This could stimulate an increase in traders wishing to obtain a stall at Great Yarmouth market. As demonstrated in Appendix 1 this would bring the market fees in line with other Councils within the area.
- To recommend to Full Council a standard charge of £50 per annum for 2 Day and 6 Day Traders on the Fullers Hill Car park. This will reduce pressures in zone A parking and provide affordable alternatives for both existing and new traders. This is in line with towns who currently charge for parking.

5.2 Recommendation to Market Licence Policy

Below recommendations to be included within the revised Market Licence Policy to be reviewed by Economic Development Committee in November 2017:

- To approve amendments to the current Market Policy to incorporate 4 free sessions for both 2 Day Traders and the equivalent for 6 day Traders for holiday and sickness (2 days for the remaining 2017/18) for permanent traders only. This will allow existing Traders to take annual leave/sickness days without any penalties in line with other Councils within the area.
- To approve a 5% discount for 2 Day Traders if they agree to pay their fees by direct debit in line with other Councils and to encourage regular payments to be made to the Council. This is particularly important given the Council's policy to remove cash payments from April 2018.

Area for consideration	Comment
Monitoring Officer Consultation:	Yes
Section 151 Officer Consultation:	Yes
Existing Council Policies:	N/A
Financial Implications:	Yes
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

FAO: Jane Beck
Customer Services Director
Great Yarmouth Borough Council
Town Hall
Hall Plain
Great Yarmouth
Norfolk
NR30 2QF

Wednesday, 20th September 2017

Dear Ms Beck,

I am writing to you in my capacity of Chief Executive of the NMTF, a trade association that represents around 20,000 market and street traders, events retailers and mobile caterers in the UK.

I have previously written to Kate Watts in support of the NMTF Great Yarmouth Group and our members on Great Yarmouth Market who have approached us due to concerns over recent changes to rent charges and letting of space on the two day market which they feel has had a severely negative impact on the market.

My initial letter in May was in regard to the fact that traders on the two day market had been paying a premium for their licensed pitch area whilst using extra space free of charge – a practice that began at the encouragement of market management in order to make the market appear fuller.

Changes this year have seen traders pay for the extra space that they are using, which they believe has forced some businesses to reduce the days they trade or leave entirely.

Furthermore, they report that this has discouraged new business from standing on the market.

To combat this decline, the NMTF Great Yarmouth Group has been liaising with the council, as have we here at the NMTF. We have been advised that this is the best time of year to submit any proposals regarding budgets and suggestions to the rents for your consideration.

As such I would like to re-submit the suggestions made in May:

1. The council to implement eight winter payments at £1 per foot and five summer payments at £1.50 per foot.
2. Bring all market days in line with Friday charges i.e. £1 per foot, however charge this for footage exceeding 30ft as well. Currently, the maximum charge for trading on a Friday is £30 for 30ft. Traders who have bigger pitches will pay for the amount they use up to 50ft.
3. Same as option 1 however, traders who only work April to October will pay £1.50 per foot.
4. On all options, casual traders will pay 50% more than the regular trader charges.

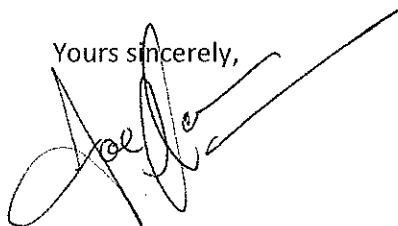
I believe the NMTF Group will also be submitting these proposals for consideration.

[PTO]

I would be grateful if you would take these proposals into consideration. Great Yarmouth had a once thriving market place and with support and cooperation I am sure it can return to its glory days and be the vibrant market place that it once was.

Thank you for your time in this matter. I would encourage you to continue to liaise with the NMTF Group but should you wish to contact the NMTF directly please do not hesitate to do so.

Yours sincerely,

A handwritten signature in black ink, appearing to read 'Joe Harrison', with a long, sweeping horizontal line extending to the right.

Joe Harrison
Chief Executive
NMTF

2 Day Market Traders

Council	Permanent	Casual	Comments
Swaffham Town Council	£0.04	£0.04	
Fakenham Town Council	£0.15	£0.15	
Sheringham & Cromer (Wednesday)	£0.57	£1.45	Summer/Winter Rate (averaged)
Dereham Town Council	£0.85	£1.07	
North Walsham Town Council	£0.85	£1.00	
Brandon Thursday & Saturday	£0.90	£0.90	
Chatteris Non-Market Day Trading	£0.94	£1.35	
Whittlesley Friday	£0.94	£1.36	
Haverhill Saturday	£0.99	£1.26	
Haverhill Wednesday	£0.99	£1.26	
Thetford Town Council	£1.10	£1.35	
Kings Lynn (Saturday) Markets	£1.21	£1.77	
Chatteris Market	£1.23	£1.65	
March Wednesday & Saturday	£1.23	£1.65	
Sheringham Saturday	£1.32	£2.49	Summer/Winter Rate (averaged)
Newmarket -Tuesdays and Saturdays	£1.40	£1.40	
Hunstanton (Wednesday) Markets	£1.42	£2.07	
Kings Lynn (Tuesday) Markets	£1.42	£2.07	
Mildenhall Friday	£1.50	£1.50	
Great Yarmouth Borough Council*	£1.73	£2.59	Summer/Winter Rate (averaged)
Bury St Edmunds (Wednesday & Saturday)	£2.56	£2.56	
Hunstanton (Sunday) Markets	£2.63	£3.94	

*Note

Great Yarmouth Borough Council

2 Day:

Average

Summer Rate

£2.36

Winter Rate

£1.09

£1.73

Casual

Summer Rate

£3.54

Winter Rate

£1.64

£2.59