

# South Norfolk Council

## Agenda

**To: All Members of the South Norfolk Council:**

You are hereby summoned to attend a meeting of South Norfolk Council for the purpose of transacting the business set out in this agenda.

Yours sincerely



Trevor Holden  
Managing Director

Cllr James Easter (Chairman)

Cllr Sharon Blundell (Vice-Chair)

**Date & Time:**

Monday, 16 October 2023  
8.00 pm

**Place:**

Upper & Lower Yare - Horizon Centre, Peachman Way, Norwich, NR7 0WF

**Contact:**

Claire White, tel 01508 533610  
Email: [committee.snc@southnorfolkandbroadland.gov.uk](mailto:committee.snc@southnorfolkandbroadland.gov.uk)  
Website: [www.southnorfolkandbroadland.gov.uk/](http://www.southnorfolkandbroadland.gov.uk/)

**Public Attendance:**

**This meeting will be live streamed for public viewing via the following link:**

<https://www.youtube.com/channel/UCZciRgwo84-iPyRImsTCIng>

If a member of the public would like to attend to speak on an agenda item, please email your request to [committee.snc@southnorfolkandbroadland.gov.uk](mailto:committee.snc@southnorfolkandbroadland.gov.uk), no later than 5.00pm Wednesday, 11 October 2023.

# AGENDA

## The Council's Prayer

### 1. Apologies for absence

### 2. Urgent Items

Any items of business which the Chairman decides should be considered as a matter of urgency pursuant to section 100B(4)(b) of the Local Government Act, 1972. Urgent business may only be taken if, "by reason of special circumstances" (which will be recorded in the minutes), the Chairman of the meeting is of the opinion that the item should be considered as a matter of urgency.

### 3. Declarations of interest

To receive declarations of interest from Members (guidance attached).

(Pages 7 - 9)

### 4. Minutes

To confirm the minutes from the meeting of Council held on 24 July 2023.

(Pages 10 - 22)

### 5. Chairman's Announcements

(Page 23)

### 6. Petitions

To consider any petitions received under Section 1 of the "Rights of the Public at Meetings".

### 7. Notice of Motions

#### 7.1 Nature Crisis - Motion submitted by Cllr C Brown

(Page 24)

#### 7.2 Boys Need Bins - Motion submitted by Cllr C Brown

(Page 25)

### 8. Recommendations from the Cabinet arising from the meetings held on 4 September and 9 October 2023

#### 8.1 Licensing Fees and Charges Review

(Please refer to the Cabinet agenda for the meeting held 4 September 2023 – page 150)

<https://southnorfolkandbroadland.moderngov.co.uk/ieListDocuments.aspx?CId=144&MId=491&Ver=4>

<b>RESOLVED:</b>	<p><b>TO RECOMMEND THAT COUNCIL</b></p> <ol style="list-style-type: none"> <li>1. Agrees the updated proposed fees and charges outlined at Appendix 1 and Appendix 2 of the report;</li> <li>2. Agrees the reviewed Licensing Fees and Charges being applied to all new licence and renewal applications with effect from 1<sup>st</sup> April 2024.</li> <li>3. Agrees the fees and charges relating to Scrap Metal at Appendix 1 of the report;</li> <li>4. Authorises the Food, Safety and Licensing Manager to publish the Hackney Carriage and Private Hire Licensing fees in accordance with the relevant legislative provisions, together with delegated authority to consider any objections received and only refer matters back to Cabinet if substantial comments, material to the implementation of the revised fees and charges, are received.</li> </ol>
------------------	--

## 8.2 Risk Management Policy - Refresh

(Please refer to the Cabinet agenda for the meeting held 4 September 2023 – page 168)

<https://southnorfolkandbroadland.moderngov.co.uk/ieListDocuments.aspx?CId=144&MId=491&Ver=4>

<b>RESOLVED:</b>	<b>TO RECOMMEND THAT COUNCIL</b> approves the revised Risk Management Policy
------------------	--

## 8.3 Leisure Service Strategic Delivery Plan

(Please refer to the Cabinet agenda for the meeting held 4 September 2023 – page 187)

<https://southnorfolkandbroadland.moderngov.co.uk/ieListDocuments.aspx?CId=144&MId=491&Ver=4>

<b>RESOLVED:</b>	<b>TO RECOMMEND THAT COUNCIL</b> agrees to adopt the Leisure Service Strategic Delivery Plan
------------------	--

## 8.4 Council and Registered Provider Status

(Please refer to the Cabinet agenda for the meeting held 4 September 2023 – page 224)

<https://southnorfolkandbroadland.moderngov.co.uk/ieListDocuments.aspx?CId=144&MId=491&Ver=4>

<b>RESOLVED</b>	<b>TO RECOMMEND THAT COUNCIL</b> agrees that South Norfolk Council should be registered with the Regulator for Social Housing as a Registered Provider of social housing.
-----------------	---

**8.5 Local Authority Housing Fund: Purchase of Properties**

(Please refer to the exempt Cabinet agenda for the meeting held 4 September 2023 – page 242)

<b>RESOLVED</b>	To agree the recommendations as outlined in the report, subject to minor amendments.
-----------------	--

**8.6 Proposed Improvement Works to Diss Leisure Centre**

(Please refer to the exempt Cabinet agenda for the meeting held 4 September 2023 – page 258)

<b>RESOLVED</b>	To agree the recommendations as outlined at paragraph 8 of the report.
-----------------	--

**8.7 Update to the Local Development Scheme**

(Please refer to the Cabinet agenda for the meeting held 9 October 2023 – page 164)

<https://southnorfolkandbroadland.moderngov.co.uk/ieListDocuments.aspx?CId=144&MId=492&Ver=4>

Please note that the recommendations from the Cabinet meeting held 9 October 2023 will be forwarded to you separately.

**8.8 Long Stratton Bypass Funding Agreements**

(Please refer to the exempt Cabinet agenda for the meeting held 9 October 2023 – page 283)

Please note that the recommendations from the Cabinet meeting held 9 October 2023 will be forwarded to you separately.

**9. Recommendations from the Finance Resources Audit and Governance Committee**

**9.1 Anti-Fraud and Anti-Corruption Strategy**

(Please refer to the FRAG agenda for the meeting held 22 September 2023 – page 101)

<https://southnorfolkandbroadland.moderngov.co.uk/ieListDocuments.aspx?CId=164&MId=530&Ver=4>

<b>RESOLVED:</b>	<b>To RECOMMEND TO COUNCIL</b> that it adopt the Anti-Fraud and Anti-Corruption Strategy.
------------------	---

## 9.2 Review of Contract Procedure Rules

(Please refer to the FRAG agenda for the meeting held 22 September 2023 – page 112)

<https://southnorfolkandbroadland.moderngov.co.uk/ieListDocuments.aspx?CId=164&MId=530&Ver=4>

<b>RESOLVED:</b>	<b>To RECOMMEND TO COUNCIL</b> that it adopt the amended Contract Procedure Rules.
------------------	--

## 9.3 FRAG Committee – Independent Persons

(Please refer to the FRAG agenda for the meeting held 22 September 2023 – page 127)

<https://southnorfolkandbroadland.moderngov.co.uk/ieListDocuments.aspx?CId=164&MId=530&Ver=4>

<b>RESOLVED:</b>	<b>TO RECOMMEND TO COUNCIL</b> that steps be taken to appoint an Independent Person onto the Finance, Resources, Audit and Governance Committee.
------------------	--

10. **Adoption of Diss and District Neighbourhood Plan** (Pages 26 - 31)
11. **Monitoring Officer Report** (Pages 32 - 38)
12. **Questions to Chairman and Portfolio Holders**  
**To take questions from Councillors and the Public**  
 Note: Time allocated to be at the discretion of the Chairman. No notice is required of questions; however, it may be necessary for written answers to be provided where an immediate response cannot be supplied. If members choose to submit questions in writing in advance, they will be circulated before the meeting.

**a. Cabinet**

**Questions to the Leader and other Cabinet members:**

**b. Scrutiny Committee – Questions to the Chairman**

**c. Licensing Appeals and Complaints Committee / Licensing and Gambling Acts Committee – Questions to the Chairman**

**d. Development Management Committee minutes**

- 13. Outside Bodies - Feedback from Representatives** (Pages 39  
Report submitted from Cllr K Carsok. - 43)
- 14. The Sale of the South Norfolk House Site - Public briefing note** (To  
Follow)
- 15. Exclusion of the Press and Public**  
To consider whether to pass a resolution under section 100A of the Local Government Act 1972 to exclude the Press and Public from the meeting for the following items of business on the grounds that the consideration of the items is likely to involve the disclosure of exempt information as defined in Paragraphs 3 of Part I of Schedule 12A of the Act.
- 16. The Sale of the South Norfolk House Site** (To  
Follow)