

## Record of Decisions taken under Delegated Authority (Appendix A)

| <b>Delegated Power being exercised;</b><br><br><i>Chapter 6;<br/>Full delegation to<br/>Chief Officers</i><br><br><i>Section 5.1: routine<br/>matters</i><br><br><i>Section 5.2<br/>Emergency powers</i> | <b>Key Decision y/n</b> | <b>Officer exercising Delegation</b> | <b>Details of decision made</b>  | <b>Consultations undertaken</b><br><br><i>Section 5.1 : Leader<br/>or Portfolio<br/>Holder/Local<br/>Member</i><br><br><i>Section 5.2: Leader<br/>or Deputy Leader</i> | <b>Date of decision</b> | <b>Date Reported to Council/Cabinet</b> |
|--|-------------------------|--------------------------------------|--|--|-------------------------|---|
| Section 5.2  | Yes                     | Chief Executive                      | To close a number of public conveniences which had seen vandalism and theft / removal of toilet rolls and liquid soap in response to panic buying as people prepared for anticipated Government statement on Coronavirus lockdown. The decision was taken to close 17 of the Council's 39 public conveniences in response to incidences of theft and vandalism over the past week and to allow redirection of cleansing staff to other activities. | S.5.2 – Leader of the Council  | 19.03.20                | 18 May 2020                             |
| Section 5.2  | Yes                     | Chief Executive                      | Decision taken to close Coastal Car Parks operated by the District Council in light of large numbers of people visiting the coast over the weekend of 21 <sup>st</sup> and 22 <sup>nd</sup> March against Government guidance on social distancing and non-essential travel to try and limit the spread of Coronavirus   | S.5.2 – Leader of the Council  | 23.03.20                | 18 May 2020                             |

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| Section 5.2 | Yes | Chief Executive | To close all public conveniences operated by the District Council on a temporary basis.  | S.5.2 – Leader of the Council | 24.03.20 | 18 May 2020 |
| Section 5.2 | Yes | Chief Executive | To close Cromer Pier for public access in light of Government guidance on social distancing and non-essential travel during the Coronavirus situation (extended on 16 April 2020)  | S.5.2 – Leader of the Council | 24.03.20 | 18 May 2020 |
| Section 5.2 | Yes | Chief Executive | To establish 10 Local Co-ordination Centres to support delivery of frontline community support to Shielding and Vulnerable People in the community in response to the Coronavirus national lockdown.   | S.5.2 – Leader of the Council | 26.03.20 | 18 May 2020 |
| Section 5.2 | Yes | Chief Executive | To send letter to all households in North Norfolk detailing contact details and community support arrangements in response to national Coronavirus lockdown – providing information on dedicated helpline and email address, Hardship Fund and Benefits advice, business advice, community volunteering etc. This was a Norfolk wide initiative – the costs of which district authorities agreed to meet at a district level | S.5.2 – Leader of the Council | 26.03.20 | 18 May 2020 |

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| Section 5.2 | Yes | Head of Economic & Community Growth | To support the Council's leisure contractor with its immediate and longer term cashflow issues as a result of the Government's response to the Covid 19 emergency, which has statutorily required the closure of all leisure centres for use by members of the public for their intended use.   | S.5.2 – Leader of the Council | 26.03.20 | 18 May 2020 |
| Section 5.2 | Yes | Chief Executive                     | Decision taken to close Car Parks at Holt Country Park, Pretty Corner Woods and Vale Road Beach Access at Trimmingham in response to a request from local police due to large numbers of people undertaking non-essential travel to these sites for walking and exercise over weekend of 28 <sup>th</sup> and 29 <sup>th</sup> March against Government advice to limit the spread of Coronavirus | S.5.2 – Leader of the Council | 31.03.20 | 18 May 2020 |
| Section 5.2 | Yes | Chief Executive                     | To re-confirm previous decisions made on 23 <sup>rd</sup> , 24 <sup>th</sup> and 31 <sup>st</sup> March to close coastal car parks and car parks at Holt Country Park, Pretty Corner Woods and Vale Road Beach access, Trimmingham; as well as all District Council public conveniences in support of the Government extension of the Coronavirus lockdown.                                       | S.5.2 – Leader of the Council | 16.04.20 | 18 May 2020 |

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| Section 5.2: | Yes | Chief Executive                     | Decision to allow COVID mobile testing facilities to be operated by military personnel to operate from NNDC car parks at The Meadow, Cromer and Highfield Road, Fakenham   | s.5.2 – Leader of the Council (Gold Command meeting) | 30.04.2020 | 06.07.2020                               |
| Section 5.1  | No  | Head of Economic & Community Growth | <p>North Walsham High Street Heritage Action Zone - Funding</p> <p>In the light of the funding offer and the current pandemic crisis, officers reviewed the budgetary position and the matter reported to Cabinet at its pre-Cabinet meeting, where the decision was taken to proceed with the scheme and to identify an appropriate source from which the necessary budget to be drawn.</p> | Cabinet  | 04.05.20   | 04 May 2020 (Cabinet pre-agenda meeting) |
| Section 5.2: | No  | Chief Executive                     | To re-confirm previous decisions made on 24 <sup>th</sup> March and 16 <sup>th</sup> April to close Cromer Pier for public access in light of Government guidance on social distancing and non-essential travel during the Coronavirus situation in support of Government advice that people should only leave home for a limited number of essential activities                             | s.5.2 – Leader of the Council (Gold Command meeting) | 08.05.2020 | 06.07.2020                               |
| Section 5.2: | No  | Chief Executive                     | Decision to re-open the car parks at Holt Country Park, and Pretty Corner Woods from Wednesday 13 <sup>th</sup> May in response to the Prime Minister's statement of the 10 <sup>th</sup> May that people would be allowed to travel for exercise.   | s.5.2 – Leader of the Council (Gold Command meeting) | 11.05.2020 | 06.07.2020                               |

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| Section 5.2: | No  | Chief Executive | Decision to re-open the Beach Lane, Weybourne Coastal car park following a request from Weybourne Parish Council from Friday 15 <sup>th</sup> May.   | s.5.2 – Leader of the Council (Gold Command meeting) | 14.05.2020 | 06.07.2020 |
| Section 5.2  | No  | Chief Executive | Agreement to request made by Fakenham Town Council for the Bridge Street public toilets in the town to be opened, initially on Thursday 21 <sup>st</sup> and Thursday 28 <sup>th</sup> May, to support the phased re-opening of the town's Charter Market.   | s.5.2 – Leader of the Council (Gold Command meeting) | 18.05.2020 | 06.07.2020 |
| Section 5.2: | Yes | Chief Executive | Decision to re-open the following public toilets from 22 <sup>nd</sup> May: <ul style="list-style-type: none"> <li>• Beach Road, Wells-next-the-Sea</li> <li>• The Quay, Blakeney</li> <li>• Lushers Passage, Sheringham</li> <li>• Water Lane, West Runton</li> <li>• The Meadow, Cromer</li> <li>• Beach Road, Mundesley</li> <li>• Coast Road, Walcott</li> <li>• Beach Road, Sea Palling</li> <li>• Station Road, Hoveton</li> </ul> | s.5.2 – Leader of the Council (Gold Command meeting) | 20.05.2020 | 06.07.2020 |
| Section 5.2: | No  | Chief Executive | Decision to re-open the Clink Lane, Sea Palling Coastal car park from 21 <sup>st</sup> May.  | s.5.2 – Leader of the Council (Gold Command meeting) | 20.05.2020 | 06.07.2020 |
| Section 5.2: | No  | Chief Executive | Decision to re-open the following Coastal car parks from 29 <sup>th</sup> May. <ul style="list-style-type: none"> <li>• Beach Road, East Runton</li> <li>• Runton Road, Cromer</li> <li>• Pauls Lane, Overstrand</li> <li>• Gold Park, Mundesley</li> <li>• Cart Gap, Happisburgh</li> <li>•</li> </ul>  | s.5.2 – Leader of the Council (Gold Command meeting) | 20.05.2020 | 06.07.2020 |

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| Section 5.2 | Yes | Chief Executive | <p>Decision to re-open the following public toilets from 29<sup>th</sup> May.</p> <ul style="list-style-type: none"> <li>• Stearman’s Yard Car Park, Wells</li> <li>• Bridge Street Car Park, Fakenham</li> <li>• Bridewell Street, Walsingham</li> <li>• Albert Street Car Park, Holt</li> <li>• Holt Country Park, Holt</li> <li>• The Lees, Sheringham</li> <li>• Beach Road Car Park, East Runton</li> <li>• Runton Road Car Park, Cromer</li> <li>• Cadogan Road Car Park, Cromer</li> <li>• West Prom, Cromer</li> <li>• North Lodge Park, Cromer</li> <li>• Pauls Lane Car Park, Overstrand</li> <li>• New Road Car Park, North Walsham</li> <li>• The Promenade, Mundesley</li> <li>• Cart Gap Car Park, Happisburgh</li> <li>• Ludham Bridge, Ludham</li> <li>• Horning Village Car Park, Horning</li> <li>• Adjacent Lathams, Potter Heigham</li> </ul> | s.5.2 – Leader of the Council (Gold Command meeting) | 20.05.2020 | 06.07.2020   |
| Section 5.1 | Yes | Head of Legal   | <p>Cromer Sport Hub – mediation</p> <p>Mediation with a clear negotiation envelope was undertaken on 29 May 2020.</p> <p>A settlement figure was reached representing, in the view of the Head of Legal a good settlement option, and was well within the recommended settlement envelope.</p>  | S 5.1 – Portfolio Holder                             | 29.05.20   | 01 June 2020 |

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| Section 5.2: | Yes | Chief Executive | Decision to re-open Cromer Pier for public access, including the public toilets, from 1 <sup>st</sup> June.  | s.5.2 – Leader of the Council (Gold Command meeting) | 29.05.2020 | 06.07.2020 |
| Section 5.2  | Yes | Head of Finance | To establish a Discretionary Grant Scheme for local businesses.  | S 5.1 – Portfolio Holder                             | 29.05.2020 | 06.07.2020 |
| Section 5.2  | No  | Chief Executive | Street signage:<br><br>Printing of 7340 street signage decals – cost £33,030 plus VAT.   | s.5.2 – Leader of the Council (Gold Command meeting) | 03.06.2020 | 06.07.2020 |
| Section 5.1  | no  | Head of Finance | Staithe Street car park, Wells:<br><br>To reopen and operate as a public pay and display car park.   | S 5.1 – Portfolio Holder                             | 01.06.2020 | 06.07.2020 |
| Section 5.2: | Yes | Chief Executive | to temporarily suspend coach parking facilities in the Cadogan Road Car Park, Cromer and Station Approach Car Park, Sheringham and re-line for use as car parking spaces for this summer season                                      | s.5.2 – Leader of the Council (Gold Command meeting) | 08.06.2020 | 06.07.2020 |
| Section 5.2: | Yes | Chief Executive | Adoption of Return to Work guidance and implementation of measures within the NNDC offices and Fakenham Connect so that the Council is able to demonstrate compliance with the COVID-secure requirements outlined by the Government. | s.5.2 – Leader of the Council (Gold Command meeting) | 08.06.2020 | 06.07.2020 |
| Section 5.2: | Yes | Chief Executive | To move forward with a programme of social distancing measures to support the Re-opening of our High Streets and Tourist   | s.5.2 – Leader of the Council (Gold Command meeting) | 08.06.2020 | 06.07.2020 |

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|   |     |                 | Areas Safely under the “You are Welcome” project branding.   |  |            |            |
| Section 5.2   | Yes | Chief Executive | Decision to re-open the following public toilets from 29 <sup>th</sup> May. <ul style="list-style-type: none"> <li>• Queens Road Car Park, Fakenham</li> <li>• Highfield Road, Fakenham</li> <li>• Newgates Lane, Wells</li> <li>• East Prom, Sheringham</li> <li>• Vicarage Street Car Park, North Walsham</li> <li>• Coast Road, Bacton</li> <li>• Womack Water, Ludham</li> <li>• Hickling Broad, Hickling</li> </ul> | s.5.2 – Leader of the Council (Gold Command meeting) | 08.06.2020 | 06.07.2020 |
| Section 5.1   | No  | Head of Finance | Agreement to proceed with proposed agreements (see summary below) at Fakenham Connect Offices to formally agree previous alterations to the property with the head landlord, permissions for subletting, and authorisation to enter into formal lease agreements with tenants that are currently occupying the premises on a tenancy at will basis.  | s.5.1 – Portfolio Holder                             | 19.06.20   | 06.07.2020 |
| Constitution, scheme of delegation to officers (follows section 2.3). | No  | Head of Finance | Enabling land, Sheringham:<br><br>To amend the proposed terms as outlined in the Cabinet report and agree a nil deposit as a worst case position and undertake further negotiations.   | Head of Legal & relevant portfolio holders           | 18.06.2020 | 06.07.2020 |
| Section 5.1   | No  | Head of Finance | To make an advance payment to Metnor Construction in respect of the fabrication and construction of the steel frame for the new Splash leisure facility.   | s.5.1 – Portfolio Holder                             | 19.06.20   | 06.07.2020 |



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| Section 5.1 | No | Head of Economic & Community Growth | To relax the car parking fee to enable the first two hours at Station Approach and Albert Street Car Parks in Holt to be free of charge for the period up until 31 <sup>st</sup> July 2020. | s.5.1 – Portfolio Holder<br>s.5.2 - Leader | 23.06.2020 | 06.07.2020 |
|-------------|----|-------------------------------------|---|--|------------|------------|