

Cabinet



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Friday, 23 September 2022

A meeting of the **Cabinet** of North Norfolk District Council will be held in the Council Chamber - Council Offices on **Monday, 3 October 2022 at 10.00 am.**

At the discretion of the Chairman, a short break will be taken after the meeting has been running for approximately one and a half hours

Members of the public who wish to ask a question or speak on an agenda item are requested to arrive at least 15 minutes before the start of the meeting so that the Chairman can re-order the agenda if necessary.

Further information on the procedure for public speaking can be obtained from Democratic Services, Tel:01263 516010, Email:emma.denny@north-norfolk.gov.uk. Please note that this meeting is livestreamed:<https://www.youtube.com/channel/UCsShJeAVZMS0kSWcz-WyEzg>

Anyone attending this meeting may take photographs, film or audio-record the proceedings and report on the meeting. Anyone wishing to do so should inform the Chairman. If you are a member of the public and you wish to speak on an item on the agenda, please be aware that you may be filmed or photographed.

Emma Denny
Democratic Services Manager

To: Mrs W Fredericks, Mrs A Fitch-Tillett, Ms V Gay, Mr R Kershaw, Mr N Lloyd, Mr E Seward, Miss L Shires, Mr T Adams and Mr A Brown

All other Members of the Council for information.
Members of the Management Team, appropriate Officers, Press and Public



If you have any special requirements in order to attend this meeting, please let us know in advance
If you would like any document in large print, audio, Braille, alternative format or in a different language please contact us

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A G E N D A

1. TO RECEIVE APOLOGIES FOR ABSENCE

2. MINUTES

1 - 12

To approve, as a correct record, the minutes of the meeting of the Cabinet held on 6th September 2022.

3. PUBLIC QUESTIONS AND STATEMENTS

To receive questions and statements from the public, if any.

4. ITEMS OF URGENT BUSINESS

To determine any other 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

5. DECLARATIONS OF INTEREST

13 - 18

Members are asked at this stage to declare any interests that they may have in any of the following items on the agenda. The Code of Conduct for Members requires that declarations include the nature of the interest and whether it is a disclosable pecuniary interest (see attached guidance and flowchart)

6. MEMBERS' QUESTIONS

To receive oral questions from Members, if any

7. RECOMMENDATIONS FROM OVERVIEW & SCRUTINY COMMITTEE

Cabinet agreed to defer consideration of the following recommendations made at the meeting of Overview & Scrutiny Committee on 20th July until members had received a briefing on the impact of restrictions placed on second homes (scheduled for Monday 26th September):

RESOLVED

1. To recommend to Cabinet that NNDC supports the draft provisions of the Regeneration and Levelling Up Bill which would enable the doubling of Council Tax on second homes, alongside the Council making representations to Government seeking further legislative changes to enable the retention of increased tax revenue collected by 2nd tier authorities (District Councils).
2. To recommend to Cabinet that NNDC supports the extension of planning controls proposed in the draft provisions of the Regeneration and Levelling Up Bill, alongside the Council making representations to Government seeking further changes to request that all second and holiday homes require planning permission.
3. To recommend to Cabinet that NNDC responds positively to a call for evidence on the registration of tourist accommodation.

4. If Cabinet are not satisfied that the data provided in the report provides the necessary information required to support mitigation measures, it is recommended that consideration is given to what further investigation is required, and the resources necessary to undertake such investigations.
5. To recommend to Cabinet that consideration is given to consulting Parish and Town Councils on the impact of second homes and holiday lets, and take account of any proposed mitigation.

8. TACKLING EMPTY HOMES

19 - 30

- Summary:** This report sets out the scale of empty homes in the district, the Council's current approach to empty homes, assesses what other councils do in relation to empty homes and recommends options to address the issue of empty homes in North Norfolk.
- Options considered:** Details of options considered are set out in Section 6. of this report and in summary are:
- Do nothing more - continue with NNDC's current approach.
 - An additional resource to identify and monitor empty homes
 - A dedicated empty homes officer to tackle long term empty homes
 - Provide Grants or loans to owners to bring homes back into use
 - NNDC to purchase or lease empty homes.
- Conclusions:** Taking into account the costs and benefits of the options to tackle empty homes; using additional resources to better identify and monitor empty homes would be a cost-effective approach to tackling large numbers of empty homes. This approach would ensure the Council holds accurate information on empty homes, charges owners correctly and could increase revenue income for the Council.
- Recommendations:** That Cabinet agree to:
- A temporary (12-month fixed term) resource to identify, investigate and monitor empty homes (and Second / Holiday homes and de-listed properties) more proactively. The post to be funded from reserves.
- Pilot the use of Homeless Prevention Grant to pay for repairs to bring a small number of empty homes into use to provide temporary accommodation for homeless households. Funded from existing budget.
- Arrange training for existing officers on the powers

available to tackle Empty Homes. Funded from existing budget.

Reasons for
Recommendations:

To support use of funding from reserves to be used for an additional temporary post

9. ECO4-FLEX

31 - 38

Summary:

ECO4-flex provides an opportunity for North Norfolk District Council to help low income households in the district access energy efficiency improvements paid for by Energy Companies. To maximise the potential benefits for residents, the Council must approve a Statement of Intent and approve eligible applicants.

Options considered:

The alternative is to not adopt a Statement of Intent. This will mean that part of the money (up to 50%) available from Energy Company Obligations cannot be spent in North Norfolk District

Conclusions:

ECO4-flex will provide additional grant funding to help low-income households living in homes with poor energy efficiency to benefit from energy efficiency improvement measures.

Recommendations:

Cabinet Resolves to:

1. Adopt a North Norfolk District Council Statement of Intent. (Appendix 2)
2. Delegate authority to approve applicants to the Council's Energy Officer.
3. Promote the Statement of Intent (Availability of Grant Funded Energy Improvement Works) to local households, energy suppliers and the installers working for the energy suppliers.

Reasons for
Recommendations:

Recommendations 1 and 2 will enable eligible applicants in the district to access additional grant funding for energy efficiency improvement works.

Recommendation 3 will help raise awareness of grant funding amongst eligible applicants.

LIST OF BACKGROUND PAPERS AS REQUIRED BY LAW

(Papers relied on to write the report, which do not contain exempt information and which are not published elsewhere)

There are no relevant Council reports. Ofgem has issued final guidance for Local Authorities Final ECO4 Guidance: Local Authority

Cabinet Member(s) Cllr. Wendy Fredericks	Ward(s) affected All
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Contact Officer, telephone number and email:
Graham Connolly – Housing Strategy Manager,
graham.connolly@north-norfolk.gov.uk, telephone: 01263 516 282.

10. COUNCIL TAX DISCOUNTS 2023 - 2024

39 - 60

Summary: This report sets out the proposed level of council tax discounts which shall apply to classes of dwelling for the financial year 2023-24.

Options considered: The determinations are made by the Council under sections 11A and 11B, and of the Local Government Finance Act 1992, subsequent enabling powers and Regulations made under the Act.

The recommendations take advantage of the options from the reforms included in the Local Government Finance Act 2012 as amended to incentive homes back into use and generate council tax income.

Conclusions: The legislation provides local authorities with the power to make changes to the level of council tax discount in relation to classes of property. The Council has to approve its determinations for each financial year. The calculation of the tax base for 2023/24 will be made on the assumption that the determinations recommended below will apply.

Recommendations: Recommend to Full Council that under Section 11A of the Local Government Finance Act 1992 and in accordance with the provisions of the Local Government Finance Act 2012 and other enabling powers that:

- 1) The discounts for the year 2023-24 and beyond are set at the levels indicated in the table at paragraph 2.1
- 2) The existing 100% council tax hardship discount and associated policy (see Appendix B) remains in place for 2023-24
- 3) That an exception to the levy charges

may be made by the Revenues Manager in the circumstances laid out in section 2.2 of this report

- 4) The premiums for the year 2023-24 and beyond are set at the levels indicated in the table at paragraph 2.3
- 5) A new second homes premium of 100% as detailed in paragraph 2.4 is applied from April 2024, subject to the necessary legislation.
- 6) To continue to award a local discount of 100% for eligible cases of care leavers under Section 13A of the Local Government Finance Act 1992 (as amended)
- 7) Those dwellings that are specifically identified under regulation 6 of the Council Tax (Prescribed Classes of Dwellings) (England) Regulations 2003 will retain the 50% discount as set out in paragraph 1.2 of this report.
- 8) Those dwellings described or geographically defined at Appendix A which in the reasonable opinion of the Revenues Manager are judged not to be structurally capable of occupation all year round and were built before the restrictions of seasonal usage were introduced by the Town and Country Planning Act 1947, will be entitled to a 35% discount

Reasons for Recommendations: To set appropriate council tax discounts and premiums which will apply in 2023-24 and to raise council tax revenue.

In accordance with the relevant legislation these determinations shall be published in at least one newspaper circulating in North Norfolk before the end of the period of 21 days beginning with the date of the determinations.

11. TRANSFER OF PUBLIC OPEN SPACE AT STALHAM

61 - 66

Summary: This report outlines a proposal to transfer public open space to Stalham Town Council to enable them to manage the site for the benefit of its community.

Options considered: The alternative option is for the Council to retain the land once adopted.

Conclusions: Officers are seeking to transfer public open

space to Stalham Town Council, along with the commuted sum paid by the developer which is to be used for the on-going maintenance of the site.

The Town Council are deemed best placed to manage this public open space for the benefit of its community.

Recommendations: It is recommended to Cabinet to approve the transfer of:

- A. public open space North of Yarmouth Road Stalham as identified on the plan in the appendix to Stalham Town Council
- B. The remaining commuted sum of approximately £170,000

Reasons for Recommendations: To approve the transfer of land and funds as a key decision.

Cabinet Member(s) Cllr E Seward	Ward(s) affected Stalham
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Contact Officer, telephone number and email:
Renata Garfoot Asset Strategy Manager. T: 01263 516086
E:Renata.garfoot@north-norfolk.gov.uk

12. FUTURE LETTING OF THE CEDARS, NORTH WALSHAM

67 - 94

Summary: The Cedars on New Road, North Walsham is currently under-going a major refurbishment as part of the HAZ scheme in partnership with Historic England (HE).

This paper outlines the letting options for both the ground and first floors of the currently vacant premises.

Options considered: Any future proposals for the adjacent outbuildings known as 'The Barns' or 'The Stables' will be the subject of a separate paper in due course.

The Cedars has been widely marketed and several lease proposals have been received and assessed.

Conclusions: The marketing has not provided an option for one single occupier to take the whole of the premises which would have been the Councils' preference.

Given the proposals we have received there are options for the ground and first floors

which are detailed in this report.
However, given that the Council would prefer to see the building let as whole to one occupier the option remains to consider this further and to create a 'Civic Hub' based on the interest that has been received to date.

Recommendations: It is recommended to Cabinet to make a resolution:

- 1) To note the proposals received, and;
- 2) Instruct officers to investigate an alternative delivery model that meets the Councils' asset management aspirations and provides the continued community services, and;
- 3) Continue discussions with parties forming the combined option in Proposals 1, 3 and 4, and;
- 4) Note that this would form the basis of a future report.

13. EXCLUSION OF PRESS AND PUBLIC

To pass the following resolution:

"That under Section 100A(4) of the Local Government Act 1972 the press and public be excluded from the meeting for the following item of business on the grounds that they involve the likely disclosure of exempt information as defined in paragraphs _ of Part I of Schedule 12A (as amended) to the Act."

14. PRIVATE BUSINESS

CABINET

Minutes of the meeting of the Cabinet held on Tuesday, 6 September 2022 at the Council Chamber - Council Offices at 10.00 am

Committee

Members Present:

Cllr W Fredericks	Cllr A Fitch-Tillett
Cllr V Gay	Cllr R Kershaw
Cllr N Lloyd	Cllr E Seward
Cllr L Shires	Cllr T Adams (Chair)
Cllr A Brown	

Members also attending:

Cllr C Cushing
Cllr J Rest
Cllr J Toyne

Officers in Attendance:

Chief Executive, Democratic Services Manager, Interim S151 Officer, Housing Strategy and Delivery Manager, Housing Strategy and Delivery Manager, Estates and Asset Strategy Manager, Assistant Director for Finance, Assets, Legal & Monitoring Officer and Strategic Surveyor

31 MINUTES

The minutes of the Cabinet meeting held on 11th July 2022 were approved as a correct record and signed by the Chairman.

32 PUBLIC QUESTIONS AND STATEMENTS

There were no public questions or statements.

33 ITEMS OF URGENT BUSINESS

There was one item of urgent business:

1. Norfolk Business Rates Pool 2023-2024

The Portfolio Holder for Finance & Assets asked the Interim S151 Officer to introduce this item. She explained that it was brought forward as an urgent item due to the short time frame imposed by the Government. The deadline was the 22nd September and the invitation to respond had been received in August. The proposal for 2023-24 was to continue the Norfolk Pool with the same membership and governance arrangements as the current year, with Norfolk County Council continuing to be the lead authority. The aim of the Pool was to maximise the retention of locally generated business rates and to ensure that it supports the economic regeneration of the wider Norfolk area. The Interim S151 Officer said that if all Norfolk authorities agreed in principle to continue the Norfolk Pool then forecasts will be produced through the budget setting process and reviewed by the Norfolk S151 Officers, allowing time to revoke the Pool if it was deemed too risky.

Cllr A Brown asked why there was such a short notice period imposed by Government. The S151 Officer replied that it was a similar timescale every year and usually came to Cabinet as an urgent item.

It was proposed by Cllr E Seward, seconded by Cllr T Adams and

RESOLVED

To continue in the Norfolk Business Rates Pool for 2023-24 with the same governance arrangements as the current Pool

Reason for the decision:

To retain the NNDR income within Norfolk for re-investment to support economic regeneration.

34 DECLARATIONS OF INTEREST

Cllr L Shires declared a non-pecuniary interest in Agenda Item 14: North Walsham Market Place Improvement Scheme, as the County Council member for North Walsham East.

35 MEMBERS' QUESTIONS

36 RECOMMENDATIONS FROM CABINET WORKING PARTIES

Planning Policy & Built Heritage Working Party – 15 August 2022

The Portfolio Holder for Planning and Chairman of the Working Party, Cllr Brown, introduced this item. He explained that it was the second part of a two part appraisal which focussed on the surrounding landscape of the Glaven Valley. The appraisal report was available in full on the Council's website. He said that it was a very rare designation as there were few rural conservation areas in the country. He thanked the Planning Policy team and the consultants, Purcell, for all their work. It was proposed by Cllr A Brown, seconded by Cllr V Gay and

RESOLVED

1. To approve the draft appraisal for public consultation
2. That following consultation, the appraisal is brought back to Cabinet for adoption.

Cllr C Cushing referred to the draft minutes of the Cabinet Working Party for Projects meeting held on 18 May, which were included in the agenda for noting. He asked about the Fakenham Roundabout project and said that he had been asking for an update for several months. He said that he was aware that the project was in jeopardy due to the cost escalation and he asked when a further update would be provided. The Chief Executive replied that the costs had risen beyond the 2019 estimate prepared by independent consultants, which had been £1.8m. The costs were now estimated to be £2.8m, with a 30% contingency. This meant that there was not a full funding package in place to resource the project. He said that he had written to County Council colleagues to see if there was an opportunity to use the underspend from any other projects so that work on the roundabout could commence in the Autumn – to avoid any impact on summer tourist traffic.

Cllr Cushing said that it seemed very unlikely that the project would be able to commence by the start of November, given the need for pre-planning requirements and the securing of materials. The Chief Executive said that he could not provide a further update at this time. It was a complex project that required upfront investment. It was an integral part of the large housing development in Fakenham and if the scheme was not fully funded, then there would have to be further discussions with the landowner and developer as to how it could be funded to allow it to proceed. Cllr Cushing asked when a decision would come to Cabinet. The Chief Executive replied that if there was a full funding package in place, the necessary authority was already established so that it did not need to come back to Cabinet. He added that he was not able to advise on a timetable and said that he would notify local members of any developments as soon as he was aware of them. The Leader acknowledged Cllr Cushing's concerns and said that the Council would continue to press for action on this project.

Cllr L Shires also referred to the roundabout and the 30% contingency and asked about the level of the contingency for the original estimate. The Chief Executive replied that he was not the project manager but would provide a response after the meeting. He added that it was in the interests of the District Council, in terms of housing delivery to see the roundabout constructed.

Cllr J Toye said that he was concerned that if funding could not be secured for the roundabout, then the Council would not be able to deliver the affordable housing that was part of the wider project. The Leader agreed that it was a priority.

Cllr J Rest referred to section 5 of the draft minutes of the Cabinet Working Party for Projects meeting and asked whether a consultant had been appointed to assess the carbon impact of the Council's assets. The Chief Executive said that a written reply would be provided after the meeting.

37 RECOMMENDATIONS FROM OVERVIEW & SCRUTINY COMMITTEE

There were two sets of recommendations from the Overview & Scrutiny Committee meeting held on 20th July:

1. Councillor Call for Action – the impact of second homes and holiday lets data report

The Chairman explained that there were six recommendations for Cabinet to consider.

Cllr W Fredericks suggested that it might be appropriate to wait until Professor Hilber had provided a presentation to members as that may provide additional information and context.

Cllr J Toye, said that as seconder of the Councillor Call for Action (CCfA), he felt that there were some very good recommendations regarding supporting the Regeneration and Levelling Up Bill, however, there could be some changes going forward that would need to be considered. Regarding consultation with town and parish councils, where there was a local tariff and 20% of houses which were second homes were not paying this, then it was being spread across a small number of houses. He said he supported Cllr Fredericks proposal to defer consideration of the recommendations until Professor Hilber had briefed members.

The Chairman referred to the recommendation regarding the doubling of council tax on second homes and said he did have some concerns as the majority of council tax collected went to the County Council.

2. EQL Scrutiny Panel – Public Conveniences Review and Recommendations report

Cllr H Blathwayt, Chairman of the Scrutiny Panel, introduced this item and outlined the recommendations. He highlighted the urgent recommendation relating to the disposal of campervan and mobile home waste.

The Chairman began by saying that the Administration had made considerable investment in public conveniences in recent years. He referred to the urgent recommendation regarding options for the disposal of campervan waste and said that he had concerns about the Council meeting the cost of any such provision and that it should be borne by the users. He did acknowledge that there was an existing problem with such waste in certain areas of the District.

Cllr N Lloyd said that he was not sure that an independent audit would add anything to the recent work that had already been undertaken regarding a review of the Council's public conveniences. He said that standardisation of facilities was difficult due to the size and location of existing buildings. He added that he was concerned about the disposal of campervan waste – particularly when they were emptied into public drains that ran onto the beach. He wondered whether the travellers' sites could be used for the siting of waste disposal units. He felt more consideration should be given as to how to address the problem.

Cllr Blathwayt commented that the chemical used in the waste cartridges was harmful to biodiversity.

The Chief Executive said that he understood that eco toilets, such as the one at Weybourne, would not work effectively if chemicals were poured down them. He added that the main issue regarding the emptying of cassettes into public toilets was that they weren't designed for bulk waste and often became blocked which required the closure of a facility whilst officers worked to clear the blockage. A small number were pouring waste into open water courses which was causing significant issues for some parishes. There was a direct cost to the Council in addressing these issues.

The Chairman said that he didn't understand the reference to installation of disposal facilities at County Council run recycling centres and he wasn't sure if this was feasible. He thought that campsites may be a better option. Cllr Blathwayt replied that it had been discussed by the Scrutiny Panel. He referred to the treatment and disposal of waste at boatyards, which was collected by the County Council to a suitable facility. It was hoped that any camping sites that facilitated disposal would take the same approach, although he acknowledged that private operators would be unlikely to allow individuals to access their sites purely for the disposal of waste and that was why it was recommended that the Council should consider providing disposal facilities.

Cllr R Kershaw, Portfolio Holder for Sustainable Growth, said that campsites had been approached about the possibility of allowing the disposal of campervan waste, even if paid for via a charge, but they were not receptive. He said that he did not feel that it was fair for motor home owners to burden local residents with the cost of disposing of their waste.

The Director for Communities explained that the Council had contacted caravan

sites regarding the use of their disposal facilities and none were receptive – even on a paid basis. Regarding wild camping, this was free, so it was unlikely that they would be prepared to pay for disposal of their waste.

Cllr L Shires said that Walcott village had suffered very badly with some poor behaviour of a small number of motor home owners who had chosen to pour waste down the drain, which emptied onto the beach. She felt that it would be helpful to educate people of the consequences. Walcott village was continuing to undertake work to address the problems.

Cllr Shires then spoke about the wider recommendations relating to public conveniences. As Portfolio Holder for Organisational Resources, she said that she was pleased to inform members that the Property Services team had already undertaken work that would address several of the recommendations. This included a review of lighting, signage and energy efficiency. Regarding gender neutral, self-contained cubicles, she said that this was not something that was currently being considered. The ones that had been created were fully accessible. She concluded by saying that in future, all tenders would be assessed on the mitigation of the environmental impact, including carbon reduction, energy efficiency and water use.

The Chief Executive said, that regarding gender neutral toilet provision, at present the Councils 39 toilets were all male and female single sex toilets apart from some at Sheringham which served the East Promenade. Moving forwards, the Council was intending to install Changing Places facilities in all seven of the market towns. Where the authority was providing replacement facilities, male and female accessible provision was being looked at. In some cases, there would also be a family room, providing more space for baby changing. Two self-contained, gender neutral, lockable units for out of hours' provision were also being considered.

Cllr A Fitch-Tillett said that she wanted to clarify that surface water drainage was the responsibility of Norfolk County Council. The valve that released drains onto the beach was only activated when they were very full, so it was a serious concern if this was happening and NCC Highways should be consulted on what could be done. With reference to the Area of Outstanding Natural Beauty (AONB), she said that she would raise the issue of camper van waste at the next meeting of the Visitor Pressures Working Group of the Norfolk Coast Partnership.

Cllr J Toye said that as a motor home owner, he wanted to clarify that the waste tanks lasted for several days. He acknowledged that the dumping of such waste was unacceptable but the Council needed to ensure that there was a clear evidence base if it was to take a course of action.

Cllr H Blathwayt spoke about the lobby areas for single sex toilets. He said that lobby areas were a wasted space which required maintenance whereas a cubicle opening onto a well-lit road could avoid the need for lobby areas. He added that individual cubicles could be single sex if preferred. There was also the possibility of automatic opening and closing – operated from a central point. This would save a considerable amount of money. Cllr Shires thanked him for his comments. She sought clarification on whether the cubicles that he referred to would have basins within them. She also asked about the positioning of cubicles and whether they would open directly onto the pavement of car parks and how it would work for cubicles that were currently positioned against an internal wall. Cllr Blathwayt replied that it had been suggested that a cost analysis was undertaken in relation to this. He added that it was envisaged that each cubicle would be self-contained and include the basin.

The Director for Communities commented that the possibility of automatic locking had been looked into and further work could be undertaken to ascertain the capital cost of introducing this. He added that there were some concerns that people may choose to remain locked in a cubicle overnight and that there would be no way of checking this.

Cllr V Gay said that communal lobby areas were a very useful and valuable facility for many people.

Cllr L Shires suggested that the Council's Property Services team could meet with the Scrutiny Panel and explain the actions and ongoing work that they were undertaking which would address many of the issues that had been included in the recommendations. The Chairman agreed that this was a good approach.

The Chairman said that more work was needed regarding the disposal of mobile home and camper van waste. The Chief Executive suggested that further work could be undertaken for consideration by cabinet in early 2023 in advance of the summer season.

It was proposed by Cllr T Adams, seconded by Cllr L Shires and

RESOLVED

Councillor Call for Action – the impact of second homes and holiday lets data report

1. That the recommendations be deferred until a later meeting to allow further discussion on the impact of possible restrictions.

Environment & Quality of Life Scrutiny Panel – Public Conveniences Review

RESOLVED

1. That urgent recommendations 1 and 2 are accepted subject to further work, investigations and consultation on the impacts of wild camping, used to inform any potential future actions to be taken in advance of summer 2023.

2. That recommendation 3 to undertake an independent audit is **not** approved, but an internal review be undertaken.

Subject to further discussion between the Scrutiny Panel and officers from Property Services, Estates and Environmental Health to provide context and explanation:

3. That a review of the outcomes of any review alongside current structural surveys is undertaken during winter 2022-23 to develop an action plan for the facilities in 2023-24 and annually thereafter, actioned by Property Services, Estates and the Environmental Health (Cleansing).

4. That a cleansing 'standard' is established, embedded and reported on to ensure cross facility standards are maintained across the District.

5. That consideration be given to extend and enable out of hours accessibility of disabled toilets in major tourism locations, through security improvements.

6. That a standard design 'type' be adopted that is flexible enough to fit most locations where new build may be an option. The use of single self-contained WC cubicles would eliminate wasted lobby areas, address equality and diversity needs and allow partial closures during quieter months or maintenance works.

7. That a simple customer feedback system is created and promoted to obtain and maintain ongoing feedback to support and evidence need for future changes or address any issues.

8. That the Strategy is reviewed and updated at least every 4 years, and that an annual review of the service provision and customer feedback is undertaken by Property Services and cleansing providers, and considered by the Overview & Scrutiny Committee or Scrutiny Panel.

9. That the decision making matrix be used and refined to determine future need.

10. That location suitability be assessed as part of the PC review.

11. That design and cost-benefit analysis of self-contained cubicle facilities are undertaken for all new public conveniences or major refurbishments (where possible) to offer single sex and gender neutral facilities in line with current legislation.

12. That all opportunities are regularly explored to improve the financial sustainability and continuation of public conveniences across the District such as service costs and maintenance, to include new technology, advertisement and commercial opportunities.

13. That when a new build or major refurbishment is required that the decision matrix is used to determine if the facility is of an appropriate size (ie numbers of cubicles) and in a desirable location (see audit/review results).

14. That any major refurbishments or new builds include costings for green/renewable technology to reduce environmental impact (energy efficiency, water use, carbon reduction) and cost efficiencies so that Members can select the most appropriate course of action for each location

15. That any major refurbishments or new builds include costings for green/renewable technology to reduce environmental impact and cost efficiencies.

38 OUTTURN REPORT 2021/2022

Cllr E Seward, Portfolio Holder for Finance & Assets, introduced this item. He said that it would be going to Overview & Scrutiny committee for consideration and then onto Full Council for approval.

Cllr Seward said that the common theme for all of the financial reports coming before this meeting of Cabinet, was that the Council had sound finances which were well managed and the Council was well placed to absorb the costs caused by the ongoing inflationary spiral, without having to cut frontline services. He explained that the Outturn report set out the detail of the Council's finances between March 2021 and March 2022. He reminded members that when the Budget for this period was set in February 2021, it was a particularly challenging time as it was in the middle of the Covid Pandemic and there was significant financial uncertainty. He was therefore pleased to report that the Outturn report for 2021/22 showed an

underspend of £615,740. He said this reflected the Council's strong financial position – with a good level of reserves, secured long-term investments, no long term borrowing and an upgraded financial strength from silver to a gold ranking. Cllr Seward said that more importantly, this strong financial position had enabled the Council had been able to start or continue with its key priorities, with no increase to Council tax or car parking charges. The substantial income from the Business Rates Pool ensured that the Council could continue to spend on economic growth and regeneration projects.

Cllr Seward concluded by saying that, during a time when many other councils were struggling to maintain service as they faced the challenges of rising inflation and spiralling costs, NNDC was not having to make cuts and he was confident it would be able to weather the financial storm ahead. He thanked the Finance Team for their hard work.

The Chairman invited members to speak:

Cllr C Cushing referred to page 28 of the report and the volatility in the estimates which he said was concerning. He drew members' attention to section 2.7 - Employee Costs and asked how much the original estimate for pension costs was and how much they had been increased by and whether they would be carried forwards into the current year projections. The Interim S151 officer replied that the large number of variances was due to the challenges posed by the Covid pandemic. There were several Government grants that had been received throughout the year that had not been expected and it had been difficult to anticipate demand on some income streams such as car parking. Regarding employee costs, she said that the majority of the variance reflected was actually an accounting adjustment and was reversed out and was not a true cash variance. In terms of actual cash pension costs, these were reflected in the budget and there was minimal variance.

The Chairman referred to the increase in recycling credit income and asked whether this reflected improved recycling performance. The Director for Communities replied that he would need to provide a written response. The Portfolio Holder for Environment, Cllr N Lloyd said that some time ago the Council changed the way that it dealt with waste recycling facility share of the budget and requested a share of a gate fee for recycled goods. The market for recycled goods had risen considerably in the past year and that had benefitted the Council. This effectively meant that more income had been received due to a change in the price received for recycled products rather than an increase in recycling rates.

Cllr W Fredericks asked about demand for recycling products. The Director for Communities replied that the volatility in the recycling market meant it was difficult to provide a clear response. He reassured members that overall it balanced out and the Council achieved the maximum income that it could, however, recycling rates could be improved and residents should be reminded about this.

It was proposed by Cllr E Seward, seconded by Cllr T Adams and

RESOLVED to recommend the following to Council:

- a) The provisional outturn position for the General Fund revenue account for 2021/22;
- b) The transfers to and from reserves as detailed within the report (and appendix c) along with the corresponding updates to the 2022/23 budget;
- c) Allocate the surplus of £615,740 to the General Reserve;
- d) The financing of the 2021/22 capital programme as detailed within the report and

at Appendix D;

e) The balance on the General Reserve of £2.33 million;

f) The updated capital programme for 2022/23 to 2025/26 and scheme financing as outlined within the report and detailed at Appendix E;

g) The roll-forward requests as outlined in Appendix G are approved.

Reason for the decision:

To approve the outturn position on the revenue and capital accounts used to produce the statutory accounts for 2021/22.

39 BUDGET MONITORING 2022/2023 - PERIOD 4

The Portfolio Holder for Finance, Cllr E Seward, introduced this item. He explained that, as it currently stood, there was expected to be a full year underspend of £472,234. This was mainly due to higher interest rates being received on the Council's investments. He added that there were inflationary pressures. He then spoke about the anticipated pay award for employees which was now expected to be a 6% increase rather than the predicated 2%. This meant that any underspend may be used to cover this increased pay award.

Cllr Seward then drew members' attention to two other recommendations. The first related to health and safety works at Mundesley Road car park in North Walsham and the second was regarding major repairs to a listed perimeter wall at the Fakenham Connect site. For the latter, costs had escalated considerably.

It was proposed by Cllr E Seward, seconded by Cllr N Lloyd and

RESOLVED

- 1) To note the contents of the report and the current budget monitoring position.
- 2) That £30,000 is released from the Asset Management reserve for health and safety works at Mundesley road car park, North Walsham.

To recommend to Full Council:

- 3) That £130,000 is released from the Major Repairs reserve to increase the existing capital budget for Fakenham Connect.

Reason for the decision:

To update Members on the current budget monitoring position for the Council.

40 TREASURY MANAGEMENT ANNUAL REPORT 2021/2022

Cllr E Seward, Portfolio Holder for Finance, introduced this item. He said that he wanted to reassure members that the Council had no negative exposure to Russia or Belarus in its investments.

It was proposed by Cllr E Seward, seconded by Cllr T Adams and

RESOLVED to recommend to Council

That the Treasury Management Annual Report for 2021/22 is approved.

Reason for the decision:

Approval by Council demonstrates compliance with the CIPFA Codes.

41 DEBT RECOVERY 2021/2022

Cllr E Seward, Portfolio Holder for Finance, introduced this item. He said that the Revenues Team continued to manage debt collection very effectively.

It was proposed by Cllr E Seward, seconded by Cllr T Adams and

RESOLVED to recommend to Council

To approve the annual report giving details of the Council's write-offs in accordance with the Council's Debt Write-off Policy and performance in relation to revenues collection.

42 MANAGING PERFORMANCE Q1

The Chairman and Leader of the Council, Cllr T Adams, introduced this item. He said that good progress had been made over the first quarter of 2022/23 in areas of core service delivery and key Corporate Plan projects. This was commendable given additional unanticipated demands placed on the Council – including the Ukrainian crisis, the rollout of the Energy Rebate scheme and the impact of the nutrient neutrality regulations. He outlined delivery against the key priority objectives as set out in the Corporate Plan. He said that there had been a lot of positive feedback to the new Outlook magazine which had been issued to all households.

The Chairman invited members to speak:

Cllr C Cushing referred to page 158 and the number of affordable homes being built. He asked how many affordable homes would be built if the nutrient neutrality issue was resolved and how many could be built if the situation remained the same. The Portfolio Holder for Housing, Cllr W Fredericks, replied that the Council were meeting with local housing associations and requesting that they build out any properties that were not within the nutrient neutrality zone. The Housing Strategy Manager replied that it was anticipated that approximately 40 affordable homes this year. There were a lot of exception housing schemes in the pipeline, that would be delivered in the next few years.

Cllr A Brown, Portfolio Holder for Planning, added that a number of local authorities were seeking to postpone completion of their Local Plans due to the nutrient neutrality issue. He was hopeful that it would not delay the Council's Local Plan unduly but it was a significant impediment and it would impact on the delivery of affordable housing.

It was proposed by Cllr T Adams, seconded by Cllr E Seward and

RESOLVED

To note the report and endorse the actions being taken by Corporate Leadership Team detailed in Appendix A – Managing Performance.

Reason for the decision:

To ensure the objectives of the Council are achieved.

43 NORTH WALSHAM MARKET PLACE IMPROVEMENT SCHEME

Cllr R Kershaw, Portfolio Holder for Sustainable Growth, introduced this item. He explained that the report set out the scope of impending town centre improvement works and outlined the temporary impacts that they were likely to have and proposals for mitigation.

Phase 1 of the project was now completed and Phase 2 was due to commence on 12th September. Access to all businesses would be maintained throughout the project. To help footfall, free car parking would be provided at nearby council car parks.

It was proposed by Cllr R Kershaw, seconded by Cllr E Seward and

RESOLVED

To note the scope, impacts and implications of the impending Market Place improvement works and to agree the temporary provision of free-for-two-hours parking at Mundesley Road Car Park (including the appropriate provision of suitable spaces for 'blue badge' holders) from 12th September 2022 until 31st March 2023. If it is not feasible to make such provision in a timely way at Mundesley Road Car Park then Vicarage Street should be the default car park for the concessionary car parking.

Reason for the decision:

To mitigate the potential impact of the impending works on town centre footfall.

44 PURCHASE OF FURTHER TEMPORARY ACCOMMODATION UNIT

The Portfolio Holder for Housing, Cllr W Fredericks, introduced this item. She explained that the report provided information on the purchase of a further property which the Council would use to temporarily accommodate homeless households. This was the 17th property purchased by the Council for this purpose. There were currently 50 households in temporary accommodation and 500 households on the waiting list for urgent housing.

Cllr L Shires said that she was very proud of the ongoing work that the Council was doing to house often desperate residents. It helped move families away from a crisis situation and for some that were also facing domestic abuse, it enabled them to stay in their communities. She drew members' attention to a recent rise in evictions in Sheringham (where this property was located) as landlords sought to move their accommodation over to holiday letting. This could have consequences for the housing waiting list in the coming months.

It was proposed by Cllr W Fredericks, seconded by Cllr R Kershaw and

RESOLVED

To note the purchase

Reason for the decision:

To report on expenditure over £100,000.

45 PROPERTY TRANSACTION - COLLECTOR'S CABIN, CROMER

The Chairman welcomed this report. He said that he did not remember the building being used during his lifetime. It was proposed that it was leased for use as an ice cream parlour.

During the course of the marketing period, the Council received 11 enquiries, resulting in two financial proposals. The proposal that was recommended to Members was the one that was considered to be the most financially viable. He concluded by saying that due process was followed in marketing the premises and recommending the preferred tenant.

It was proposed by Cllr E Seward, seconded by Cllr T Adams and

RESOLVED

- 1) To Approve Proposal 2
- 2) That should there be any further negotiations to the lease proposals made to delegate to the S151 Officer in consultation with the Portfolio Holder and Assistant Director of Finance, Assets & Legal

Reason for the decision:

To provide the best use of the site and to meet the Council's obligation to secure best financial value.

46 DEED FOR UNDERLETTING

It was proposed by Cllr E Seward, seconded by Cllr R Kershaw and

RESOLVED

To endorse the proposal as outlined in the exempt appendix

Reason for the decision:

To enable the building that has been refurbished and improved to be fully utilised by tenant occupiers.

47 EXCLUSION OF PRESS AND PUBLIC

48 PRIVATE BUSINESS

The meeting ended at 12.01 pm.

Chairman

Registering interests

Within 28 days of becoming a member or your re-election or re-appointment to office you must register with the Monitoring Officer the interests which fall within the categories set out in **Table 1 (Disclosable Pecuniary Interests)** which are as described in "The Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012". You should also register details of your other personal interests which fall within the categories set out in **Table 2 (Other Registerable Interests)**.

"Disclosable Pecuniary Interest" means an interest of yourself, or of your partner if you are aware of your partner's interest, within the descriptions set out in Table 1 below.

"Partner" means a spouse or civil partner, or a person with whom you are living as husband or wife, or a person with whom you are living as if you are civil partners.

1. You must ensure that your register of interests is kept up-to-date and within 28 days of becoming aware of any new interest, or of any change to a registered interest, notify the Monitoring Officer.
2. A 'sensitive interest' is as an interest which, if disclosed, could lead to the councillor, or a person connected with the councillor, being subject to violence or intimidation.
3. Where you have a 'sensitive interest' you must notify the Monitoring Officer with the reasons why you believe it is a sensitive interest. If the Monitoring Officer agrees they will withhold the interest from the public register.

Non participation in case of disclosable pecuniary interest

4. Where a matter arises at a meeting which directly relates to one of your Disclosable Pecuniary Interests as set out in **Table 1**, you must disclose the interest, not participate in any discussion or vote on the matter and must not remain in the room unless you have been granted a dispensation. If it is a 'sensitive interest', you do not have to disclose the nature of the interest, just that you have an interest. Dispensation may be granted in limited circumstances, to enable you to participate and vote on a matter in which you have a disclosable pecuniary interest.
5. Where you have a disclosable pecuniary interest on a matter to be considered or is being considered by you as a Cabinet member in exercise of your executive function, you must notify the Monitoring Officer of the interest and must not take any steps or further steps in the matter apart from arranging for someone else to deal with it

Disclosure of Other Registerable Interests

6. Where a matter arises at a meeting which **directly relates** to one of your Other Registerable Interests (as set out in **Table 2**), you must disclose the interest. You may speak on the matter only if members of the public are also allowed to speak at the meeting but otherwise must not take part in any discussion or vote on the matter and must not remain in the room unless you have been granted a dispensation. If it is a 'sensitive interest', you do not have to disclose the nature of the interest.

Disclosure of Non-Registerable Interests

7. Where a matter arises at a meeting which **directly relates** to your financial interest or well-being (and is not a Disclosable Pecuniary Interest set out in Table 1) or a financial interest or well-being of a relative or close associate, you must disclose the interest. You may speak on the matter only if members of the public are also allowed to speak at the meeting. Otherwise you must not take part in any discussion or vote on the matter and must not remain in the room unless you have been granted a dispensation. If it is a 'sensitive interest', you do not have to disclose the nature of the interest.
8. Where a matter arises at a meeting which **affects** –
 - a. your own financial interest or well-being;
 - b. a financial interest or well-being of a relative, close associate; or
 - c. a body included in those you need to disclose under Other Registrable Interests as set out in **Table 2**

you must disclose the interest. In order to determine whether you can remain in the meeting after disclosing your interest the following test should be applied

9. Where a matter **affects** your financial interest or well-being:
 - a. to a greater extent than it affects the financial interests of the majority of inhabitants of the ward affected by the decision and;
 - b. a reasonable member of the public knowing all the facts would believe that it would affect your view of the wider public interest

You may speak on the matter only if members of the public are also allowed to speak at the meeting. Otherwise you must not take part in any discussion or vote on the matter and must not remain in the room unless you have been granted a dispensation.

If it is a 'sensitive interest', you do not have to disclose the nature of the interest.

10. Where you have a personal interest in any business of your authority and you have made an executive decision in relation to that business, you must make sure that any written statement of that decision records the existence and nature of your interest.

Table 1: Disclosable Pecuniary Interests

This table sets out the explanation of Disclosable Pecuniary Interests as set out in the [Relevant Authorities \(Disclosable Pecuniary Interests\) Regulations 2012](#).

Subject	Description
Employment, office, trade, profession or vocation	Any employment, office, trade, profession or vocation carried on for profit or gain. [Any unpaid directorship.]
Sponsorship	Any payment or provision of any other financial benefit (other than from the council) made to the councillor during the previous 12-month period for expenses incurred by him/her in carrying out his/her duties as a councillor, or towards his/her election expenses. This includes any payment or financial benefit from a trade union within the meaning of the Trade Union and Labour Relations (Consolidation) Act 1992.
Contracts	Any contract made between the councillor or his/her spouse or civil partner or the person with whom the

	<p>councillor is living as if they were spouses/civil partners (or a firm in which such person is a partner, or an incorporated body of which such person is a director* or a body that such person has a beneficial interest in the securities of*) and the council —</p> <p>(a) under which goods or services are to be provided or works are to be executed; and</p> <p>(b) which has not been fully discharged.</p>
Land and Property	<p>Any beneficial interest in land which is within the area of the council.</p> <p>'Land' excludes an easement, servitude, interest or right in or over land which does not give the councillor or his/her spouse or civil partner or the person with whom the councillor is living as if they were spouses/civil partners (alone or jointly with another) a right to occupy or to receive income.</p>
Licenses	<p>Any licence (alone or jointly with others) to occupy land in the area of the council for a month or longer</p>
Corporate tenancies	<p>Any tenancy where (to the councillor's knowledge)—</p> <p>(a) the landlord is the council; and</p> <p>(b) the tenant is a body that the councillor, or his/her spouse or civil partner or the person with whom the councillor is living as if they were spouses/civil partners is a partner of or a director* of or has a beneficial interest in the securities* of.</p>
Securities	<p>Any beneficial interest in securities* of a body where—</p> <p>(a) that body (to the councillor's knowledge) has a place of business or land in the area of the council; and</p> <p>(b) either—</p> <p>(i) the total nominal value of the securities* exceeds £25,000 or one hundredth of the total issued share capital of that body; or</p> <p>(ii) if the share capital of that body is of more than one class, the total nominal value of the shares of any one class in which the councillor, or his/her spouse or civil partner or the person with whom the councillor is living as if they were</p>

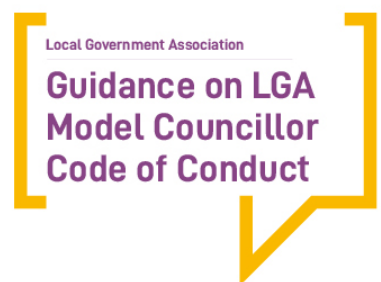
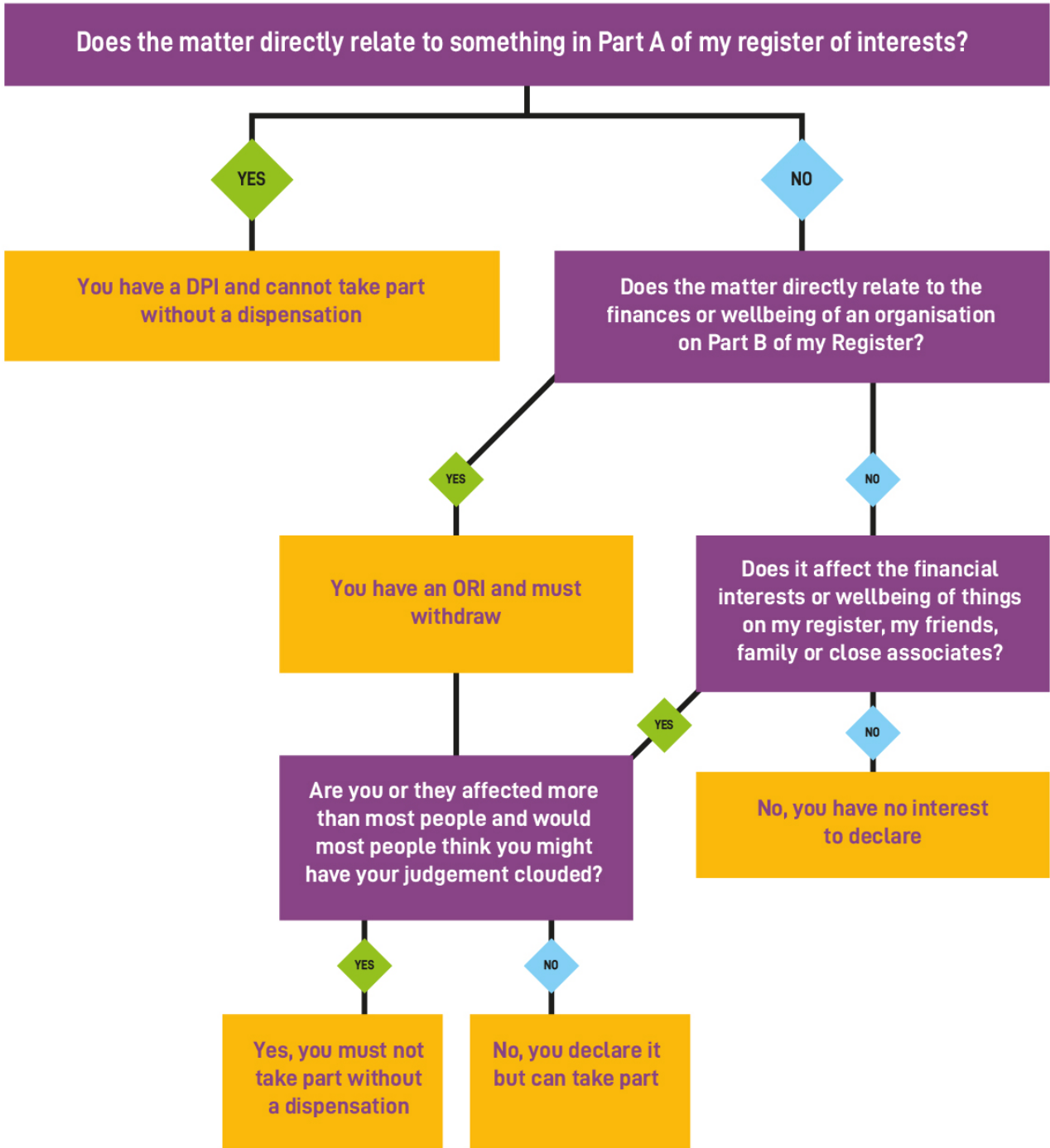
	spouses/civil partners has a beneficial interest exceeds one hundredth of the total issued share capital of that class.
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* 'director' includes a member of the committee of management of an industrial and provident society.

* 'securities' means shares, debentures, debenture stock, loan stock, bonds, units of a collective investment scheme within the meaning of the Financial Services and Markets Act 2000 and other securities of any description, other than money deposited with a building society.

Table 2: Other Registrable Interests

<p>You have a personal interest in any business of your authority where it relates to or is likely to affect:</p> <ul style="list-style-type: none">a) any body of which you are in general control or management and to which you are nominated or appointed by your authorityb) any body<ul style="list-style-type: none">(i) exercising functions of a public nature(ii) any body directed to charitable purposes or(iii) one of whose principal purposes includes the influence of public opinion or policy (including any political party or trade union)



TACKLING EMPTY HOMES

Summary: This report sets out the scale of empty homes in the district, the Council's current approach to empty homes, assesses what other councils do in relation to empty homes and recommends options to address the issue of empty homes in North Norfolk.

Options considered: Details of options considered are set out in Section 6. of this report and in summary are:

- Do nothing more - continue with NNDC's current approach.
- An additional resource to identify and monitor empty homes
- A dedicated empty homes officer to tackle long term empty homes
- Provide Grants or loans to owners to bring homes back into use
- NNDC to purchase or lease empty homes.

Conclusions: Taking into account the costs and benefits of the options to tackle empty homes; using additional resources to better identify and monitor empty homes would be a cost-effective approach to tackling large numbers of empty homes. This approach would ensure the Council holds accurate information on empty homes, charges owners correctly and could increase revenue income for the Council.

Recommendations: **That Cabinet agree to:**
A temporary (12-month fixed term) resource to identify, investigate and monitor empty homes (and Second / Holiday homes and de-listed properties) more proactively. The post to be funded from reserves.

Pilot the use of Homeless Prevention Grant to pay for repairs to bring a small number of empty homes into use to provide temporary accommodation for homeless households. Funded from existing budget.

Arrange training for existing officers on the powers available to tackle Empty Homes. Funded from existing budget.

Reasons for Recommendations: To support use of funding from reserves to be used for an additional temporary post

LIST OF BACKGROUND PAPERS AS REQUIRED BY LAW

(Papers relied on to write the report, which do not contain exempt information and which are not published elsewhere)

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Cabinet Member(s) Cllr Wendy Fredericks	Ward(s) affected District-wide
Contact Officer, telephone number and email: Nicky Debbage / Graham Connolly, 01263 516027 / 282, nicky.debbage@north-norfolk.gov.uk / graham.connolly@north-norfolk.gov.uk	

1. Introduction

- 1.1 With high levels of housing need in the district and new homes in short supply it is even more important to make the best use of all existing homes – including empty homes. The challenge of empty homes was raised during consultation on the development of our current Housing Strategy and as a result the Corporate Plan Action Plan contains the following action:

1.3.3.1 The Council will carry out research to identify examples of good practice (use of legislation, grants and other incentives) to reduce the number of long-term empty homes. The Council will consider adopting good practice measures where these bring benefits which justify the costs of the interventions. Outcome - Report with recommendations on actions the Council could take by June 2022

Definition of Empty Homes

- 1.3 Homes may be empty for a number of reasons. There will always be a certain number of properties which are unoccupied during 'turnover' (sale or re-letting) and these are generally not a cause for concern. Long Term Empty Dwellings (LTED) are those that are unoccupied and unfurnished for six months or more. This definition is used in Council Tax legislation and reporting and this report concentrates on these LTED.
- 1.4 LTED may occur for a number of, often complex, reasons such as:
- Lack of funds available to enable owners to do repairs or renovation works;
 - Inheritance issues where new owners may be reluctant to let or sell an inherited property;
 - Lengthy probate or legal disputes;
 - Family/business disputes;
 - Repossession;
 - Housing market conditions make the property difficult to sell/let;
 - Land banking, investment/retirement purchases;
 - Lethargy/indifference: often including owners of multiple properties, where returning the property to use is not a priority.
- 1.5 **Exemptions** - There are a number of situation where a home may be unoccupied for a period of time but does not count as a LTED and may not be liable to pay Council Tax. These include:
- Empty homes where the owner has died ahead of probate being granted

- Homes empty as the occupier is in prison
- Homes empty as the occupier has moved into a care home or hospital
- Homes empty as they have been repossessed

1.6 **Second Homes** – the definition of a LTED is unoccupied AND unfurnished. Therefore a home that is reported to be used as a Second Home and is furnished does not count as a LTED.

1.7 **De-listed properties** – homes that are empty but in such poor repair/derelection that they cannot be lived in are not liable for Council Tax. Owners can request that the property is removed from Council Tax banding by the Valuation Office and these homes then ‘disappear’ from the Council Tax base and reporting of empty homes. At the end of June 2022 Revenues undertook an exercise and identified 333 un-banded properties. Of these, 255 were reported as undergoing works, leaving 78 properties that were ‘genuinely’ un-banded. It is estimated that approximately 20 of these may need to be investigated, and potentially could be reported to the Valuation Office Agency and re-banded. Revenues also hold additional manual records from prior to the system conversion in 2011-12 that may also include properties that were removed by the VOA and may need to be re-banded. When a property is de-listed properties the Council loses one of the key tools for managing empty homes, the levy on Council Tax for empty homes, and can only use enforcement action in limited circumstances (see section 3.)

2. Number of empty homes

2.1 LTED are reported to government annually as part of the Council Tax Base return. The latest figures are for 2021 and are as at 4/10/21. Figures comparing North Norfolk to other Norfolk districts and England as a whole are shown in the table below:

Area	Total	Second Homes		Long Term Empties	
	Total number of dwellings on the Valuation List	Number of dwellings classed as second homes on 4 October 2021	%	Number of dwellings that are classed as empty on 4 October 2021 and have been for more than 6 months.	%
Breckland	62,934	441	0.7%	427	0.7%
Broadland	59,784	376	0.6%	254	0.4%
Great Yarmouth	48,760	2,325	4.8%	574	1.2%
King's Lynn & West Norfolk	74,550	3,228	4.3%	996	1.3%
North Norfolk	55,754	5,397	9.7%	497	0.9%
Norwich	68,141	813	1.2%	622	0.9%
South Norfolk	64,214	633	1.0%	388	0.6%

England	24,987,468	253,357	1.0%	246,644	1.0%
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2.2 Whilst North Norfolk is below the English average for LTED, some other Norfolk council have fewer LTED. The trend in North Norfolk is reducing numbers of LTED: 572 (October 2019), 554 (October 2020), 497 (October 2021).

3. NNDC's current approach

3.1 NNDC's current approach is summarised as identify, encourage, incentivise, enforce.

3.2 **Identify** - The main way of identifying empty homes is through Council Tax records. To an extent this relies on owners telling us their home is empty (e.g. when a tenant moves out or an owner sells they notify us that their Council Tax liability at the property will end, triggering us to contact/bill the new occupier / owner). Information can also come from other members of the public (concerned about an empty home/problems it may be causing) or through staff cross-matching data (for example checks on Council Tax single occupier discounts are carried out every two years by an external company and these sometimes identify undeclared empty homes), Revenues contacting owners, and regular monitoring of known empty homes. The work also involves carrying out visits to confirm the status of a home (e.g. empty/unfurnished or Second Home/furnished); which presents a resource challenge.

3.3 **Encourage** - Where a LTED is identified our approach is to encourage and support the owners to bring their property back into use. The Council will work with owners to identify reasons why a property is empty and which actions are needed to bring the property back into use. A range of information, advice and support is available to assist owners to return the property into use. This might include encouraging an owner to sell their home, advice on the repairs needed to bring a home up to standard, advice on how to let a home (such as links to letting agents), encouragement to lease a home to the Council to use for temporary accommodation for homeless households. One area of advice that can be very helpful relates to VAT, as properties undergoing renovation that have been empty for 2-years or more (before works are started) may be eligible for a reduction in VAT on the costs of works.

3.4 Advice on empty homes is provided by officers across Revenues, Housing Options, Combined Enforcement, or Environmental Protection service areas – depending on the nature of the case and the route it comes to the attention of the Council. However, there is no dedicated resource for this type of advice and support.

3.5 **Incentivise** – Arguably the biggest tool we have for managing empty homes is the levy that can be applied to Council Tax charges for LTED. NNDC currently uses discretionary powers to maximise the charges for empty homes. For the first two years when a home is empty the full Council Tax charge is applied (except in the limited circumstances set out above) i.e. there is no discount for empty homes. When an empty home has been empty for 2-years, the Council Tax charge increases, as the Council imposes a financial levy of 100% of the Council Tax charge, so the total charge then becomes 200%. If a property is empty for 5-years or more the charge is increased to 300% and when a property has been empty for 10-years or more charge is increased to 400%.

The Council retains the same share of the levy as it does of 'normal' Council Tax charge, i.e. 8p in every £1.

- 3.6 As at 1st September 2022 according to Council Tax records there were a total of 1,130 empty homes. Of this total 574 had been empty for under six-months and 556 had been empty for over six-months. Of the 535 homes empty for over 6-months, 87 of these were empty over two-years (liable for 200% Council Tax), 39 for 5-years (liable for 300% Council Tax) and 9 for 10-years (liable for 400% Council Tax).
- 3.7 **Enforce** – In reality enforcement action is minimal as, unless a property is causing a nuisance or Council Tax debt is owed, our powers to tackle empty homes are limited. Appendix A lists the powers that the Council has available in these circumstances. Resources to tackle 'problem' empty homes are focussed on the very worst properties and relieving the community impacts of these. The Council's Enforcement Board deals with some of these properties. Currently there are only two domestic / residential dwellings under consideration by the Enforcement Board, using differing enforcement approaches, with one now being sold. Previously the Council had an Empty Homes Officer and the capacity to take enforcement action was greater, for example in 2015 five properties were subject to Compulsory Purchase action. The resources within the Combined Enforcement Team are primarily focussed on planning enforcement with one officer (0.8 FTE) carrying out all the Revenues property based work which includes, in addition to empty properties, large developments, completion notices and monitoring Council Tax and Business Rates commencements. The administration linked to this post in Revenues requires substantial resource to ensure revenue is not lost. Limited resources available to deal with empty homes results in the necessary focus on tackling the very worst properties where there is significant amenity loss.

4. Other Councils' Approaches

- 4.1 Research has shown that the majority of other councils follow a similar approach to NNDC with few having policies to do anything other than identify empty homes, encourage owners to bring them back into use, incentivise by applying Council Tax levies to empty homes and, in limited circumstances, take enforcement action against the worst cases. However, there are a few other approaches employed by some councils:
- 4.3 **Enhanced monitoring resources** – some council employ additional resources (in-house or outsourced) focussed on more pro-active identification of empty homes through data-matching with other information and/or increased inspections of homes.
- 4.4 **Dedicated empty homes officer** - some councils employ a dedicated empty homes officer/s to work with owners. This provides a focussed resource to work with owners to provide support and encouragement to bring empty homes back into use, or to take more enforcement action against empty homes where powers are available. This can also involve a "tenant finder scheme" (vetting tenants / guaranteeing rents) or providing dedicated support to help an owner let their home.
- 4.5 **Grants or loans** – some councils provide financial support to owners to bring homes back into use. In cases where grants are available these are usually financially limited (e.g. maximum of £5k or £10k) and often are in return for

nomination rights, i.e. for the council to be able to place households from its housing list into the home. Loans tend to be more common but again these are generally limited (maximum of £20k) and are in 'exchange' for the home being brought into use as a rented property (which attracts the higher loans rate) or to sell.

- 4.6 **Purchase or lease** – some councils hold a dedicated budget to purchase and bring homes up to a decent standard to be used to house those in need (either as long term affordable homes held by stock owning councils, or as temporary accommodation for homeless households). Others provide a budget to allow Private Sector Leases (and repair) of empty homes for a period of time (with longer leases where more money is spent on repairing the home) for use as temporary accommodation.

5. Objectives / approach to managing empty homes

- 5.1 As can be seen in the definitions section above, reducing the number of empty homes may not be always mean returning a property back to use as an occupied home. The number of reported LTED could be reduced by homes being recorded as Second Homes or being de-listed when disrepair means they are not suitable for occupation.
- 5.2 The objectives relating to empty homes may in some cases be also opposing. For example, as LTED pay a levy on Council Tax it may be financially advantageous (for the Council) for homes to be recorded as these rather than Second Homes. New Homes Bonus provides a financial incentive to encourage local authorities to facilitate housing growth. As well as providing a bonus for new affordable homes being built, the incentive recognises that empty properties returned to use also provide additional accommodation and the number of empty homes at the beginning of October each year is used in the calculation of New Homes Bonus. North Norfolk received £886,575 NHB in 2021.
- 5.3 The aims of our approach to reducing empty homes need to be clear and could include
- Accurately record empty homes
 - Maximise charges / revenue (including Empty Homes Levy and/or New Homes Bonus)
 - Return homes to occupation
 - Tackle the negative impact on communities of empty homes
- In some cases these aims may be contradictory, for example accurately recording empty homes may increase their number and reduce the amount of New Homes Bonus being received.

6. Options for tackling empty homes

- 6.1 By making comparisons with other councils' approaches, it is possible to identify a number of options to tackle empty homes. A high level assessment of the cost-benefit of these is set out below:
- 6.2 **Option A - Provide additional resources to identify & monitor LTED** – Empty homes may currently be hidden, because they have not been declared by accident or on purpose and therefore not liable for the correct charge. For example:

- Homes may be empty but not declared as such to avoid levies in Council Tax, or
- Classed as Second Homes when they are really empty, or
- De-listed due to major disrepair but are capable of occupation or are being occupied.

Currently there is 0.8 FTE resource based in the Combined Enforcement Team to carry out all Council Tax and Business Rate visits. Much of the work of this post is reactive visits requested by Revenues or as a result of being notified by another department that a property requires investigation. Current resources allow for very limited pro-active identification of empty homes or checking of information supplied. Additional resources would allow more data matching and checking of information. For example, this might involve using the National Fraud Initiative local fraud hub data sharing more to establish the true position of homes.

6.3 If the changes the government has proposed to charges for Second / Holiday Homes come into force then additional work will be required in Revenues to deal with this. Two changes are proposed:

- Evidence to be supplied by owners that homes are actually let for at least 70 days per year (rather than the current position where owners simply need to declare the home is 'available' to let for 140 days per year) in order for a home to be eligible for Business Rates rather than Council Tax
- Discretion for councils to impose a levy to increase the Council Tax charge to 200% on Second Homes.

6.4 It is likely as a result of these changes that many owners of Second / Holiday homes will apply to change the status of homes in NNDC. To process these, and ensure that they are legitimate status changes, investigations / further work will be involved.

6.5 Employing an additional monitoring resource would be a relatively simple and cost-effective approach to tackling large numbers of empty homes, ensuring they are recorded and charged correctly. Whilst it does risk identifying more 'hidden' empty homes, rather than reducing the numbers, this would ensure accurate information as a base for tackling LTED and could increase revenue (from bringing exempted homes back into Council Tax, charging more levy increases in Council Tax for LTED).

6.6 Option B - Provide dedicated empty homes resource to work with owners to return homes to use – previously NNDC had an Empty Homes Manager but we no longer have a dedicated resource focussed on empty homes. If such a resource were introduced the role would be reactive (responding to complaints regarding empty homes) and proactive (working with owners of identified LTED to bring them back into use, including taking enforcement action where appropriate).

6.7 Whilst this would give 'ownership' and focus to the issue of empty homes it is unclear what outcomes it might achieve. The reality is that most LTED are 'stuck' for often complex reasons. Tackling individual homes is resource intensive and may involve both staffing resources and budget to tackle relatively few homes. In North Norfolk homes are not generally empty because of problems in the wider housing market (e.g. lack of demand or falling house values) it is generally due to individual owners' circumstances. In these cases, where levies on Council Tax and leaving a valuable asset to deteriorate have not had an impact, it is unlikely that advice and encouragement alone will make

a difference. Intensive work with an owner, plus legal action and possibly budget to assist with repairs etc. are likely to be required to have any impact. This may not be the most cost-effective approach to tackling what is a relatively small number of properties (at the end of May 2022 there were 129 homes that had been empty for 2+ years). Further, it is likely that the ultimate outcome for most LTED is that they will be sold – to be used as owner-occupied or even Second/Holiday homes - not as affordable homes to meet local housing need.

6.8 Option C - Provide a budget to fund grants or loans to repair LTED – this is a tool that could be employed by a dedicated empty homes resource to provide funding to assist owners to undertake repairs to bring homes back into use. This could unlock some of the problem LTED where owners genuinely do not have the resources to tackle the repairs needed. It could also be used to incentivise owners to bring properties back into use as rented homes and help tackle housing need. However, it is unlikely to be cost effective or tackle large numbers of empty homes. The ‘stuck’ LTEDs rarely have superficial repairs issue and significant grant or loan funds (e.g. £10-20k per property) are likely to be required to have any effect. A relatively substantial budget would be required to bring relatively few homes back into use

6.9 However, it may be possible to use some of our Homeless Prevention Grant to provide upfront funds to bring empty homes back into use. This would be in exchange for owners leasing their property to the Council for an agreed period of time and at a reduced rent to be used to house homeless households. Whilst this is not likely to be an option for many homes it tackles two issues – bringing empty homes back into use and tackling homelessness using existing grant finance. This option could be piloted on a small number of existing empty homes to better understand the real costs / likelihood of success.

6.10 Option D - Undertake training for existing officers on powers to tackle Empty Homes – tackling empty homes is often split across a number of functions in the Council – Revenues, Environmental Protection, Combined Enforcement, Housing, Legal – and empty homes is no-one’s speciality. There has been a turnover of staff in many of those sections and the powers that can be used to tackle empty homes are complex. Expert training could be provided to all teams represented on Enforcement Board giving staff greater knowledge and confidence in tackling empty homes. This would be a relatively inexpensive ‘boost’ to tackling empty homes. It will not create additional resources to tackle empty homes and will still mean that only the very worst cases are tackled using enforcement powers, but it means we can be more effective in using the powers available.

7. Corporate Plan Objectives

7.1 Considering options to tackle empty homes is a specific action in the Council’s Corporate Plan delivery plan under the Local Homes for Local Need theme.

8. Medium Term Financial Strategy

8.1 The aim of Recommendation 1 – to employ a temporary resource to help identify and monitor empty homes more robustly - is that the post would be self-financing. However, we are unable to confirm this prior to this work commencing. The review of the effectiveness of this post will include the financial impact of the post in terms of costs versus benefit (including additional revenue raised through e.g. Council Tax / levies).

9. Financial and resource implications

- 9.1 Current budget is available to fund the cost of training on empty homes powers for existing staff and to pilot the use of some Homelessness Prevention Grant to bring empty homes back into use for the Council to lease to accommodate homeless households. However, additional budget would be required to support the creation of a temporary monitoring post in Recommendation 1. Budget provision of £41k has been estimated but this would be subject to finalising the pay grade of the post. Funding for this post is available from reserves.

10. Legal implications

- 10.1 The powers the council has relating to empty homes (including raising levies on Council Tax for these properties) are set out in the body of the report and Appendix A.

11. Risks

- 11.1. The key risk associated with the recommendation are set out in the body of the report, i.e.
- That more empty homes are identified and presenting a statistically worse position for the Council.
 - That identified empty homes place more work demands on other teams, e.g. those dealing with enforcement action.

12. Sustainability

- 12.1 No specific implications

13. Climate / Carbon impact

- 13.1 No specific implications

14. Equality and Diversity

- 13.1 No specific implications

15. Section 17 Crime and Disorder considerations

- 15.1 No specific implications

16. Conclusions and Recommendations

Balancing the options set out in Section 6., together with the suggested objectives for tackling empty homes set out in section 5.3, the following three recommendations are made:

- 16.1 Recommendation 1: An additional resource (a temporary 12-month fixed term post) to identify, investigate and monitor empty homes more proactively.** The priorities for this role would be:

- Investigate newly identified empty homes (and other changes such as switches between Second, Holiday and Empty homes) to ensure homes recorded accurately and identify incorrect / fraudulent recorded homes. Ensure homes are charged correctly
 - Investigate homes de-listed and removed from the Council Tax Base to understand their current status / whether should be 're-banded'.
 - Carry out sample checks on older cases of Second Homes, LTEDs etc. and undertake data matching to identify conflicting information / potential inaccurate reporting / fraud
 - Assist in applying for Charging Orders – to lead to enforced sales where Council Tax in excess of £1000 is owed on empty homes
- 16.2 It is estimated that this post would be at Grade 8 (£28,226 to £31,895) and a budget of £41,464 (to include on-costs) will be required. This option is the most cost-effective approach to better identification of empty homes and has the potential to be self-funding (raising additional revenues from LTED levies, un-banded homes brought back into Council Tax banding, charges for commercial waste collection for Holiday homes, etc.). The effectiveness of this post would be reviewed prior to the end of the 12-month contract in order to identify: the work undertaken, the outcomes in terms of homes identified or re-classified as their correct status, the revenue impacts of these changes, and the impact on further work needed (e.g. additional enforcement action or work generated for other teams).
- 16.3 The risk associated with this recommendation is that it will result in more LTEDs being identified and presenting a statistically worse position at the outset. However, as stated earlier in the report this will provide an accurate base to assess the action needed and would likely generate additional income from Council Tax / levies. This post will not deal with complex cases requiring enforcement action, so when considering the objectives for tackling empty homes set out in 5.3 the post will have limited effect on tackling the negative impact on communities of empty homes. However, the post will help achieve the other objectives: Accurately record empty homes, Maximise charges / revenue (including Empty Homes Levy and/or New Homes Bonus), and, to a lesser extent, Return homes to occupation.
- 16.4 Recommendation 2: Pilot use of Homeless Prevention Grant to bring empty homes into use to provide accommodation for homeless households** – whilst this is unlikely to tackle many empty homes it is a legitimate use of grant funding the Council already receives and could provide a further a small number of homes to house homeless households. To be suitable homes would need to be in reasonable condition / have limited repair needs, be in the right location (generally in towns or large villages with facilities) and be available for reasonable lengths of time.
- 16.5 Recommendation 3: Undertake training of existing officers on powers to tackle Empty Homes** – this should include the new post identified above in addition to existing potholders across the teams currently involved in tackling empty homes. It is estimated that the costs of this will be £2-3k – and this can be covered from a project budget held by Strategic Housing. Whilst this will not provide additional resources to tackle empty homes, it will lead to resources being used more effectively.

Appendix A

Enforcement Powers Available to deal with 'Problem' Empty Homes

- Buildings Act 1984 sections 77 to 79 – allows the Council to require an owner to make their property safe, carry out works of repair or demolition or, if the owner fails to carry out the works required, or in an emergency, for the Council to carry out works in place of the owner.
- Housing Act 1985 section 265 – this allows the council to demolish a property if it cannot be repaired.
- Housing Act 2004 – allows the Council to serve notices to advice of hazards in the property, require works of improvement to be carried out to the property, or carry out works in default.
- Local Government (Miscellaneous Provisions) Act 1982 section 29 – allows the Council to require that the owner secures a property which is insecure as well as allowing the Council to secure an insecure property in an emergency.
- Prevention of Damage by Pests Act 1949 – allows the Council to require works or undertake works on behalf of an owner or occupier to prevent damage to buildings being caused by rats and mice (can include works to property or gardens).
- Public Health Act 1936– allows the Local Authority to require and undertake works on behalf of an owner or occupier to improve filthy and verminous properties.
- Town and Country Planning Act 1990 section 215 – this allows the Council to take action to require the owner to improve the appearance of an unsightly building or land (including gardens).
- Housing Act 2004 section 132: enables the Council to take control of and manage a property that has been empty for 2 years or more by way of an Empty Dwelling Management Order (EDMO).
- The Housing Act 1985 section 17 – allows the Council to apply to the Secretary of State to compulsorily purchase (CPO) empty homes to bring them into use where there is a proven housing need.
- Local Government Finance Act 1992 – allows the Council to force the sale of an empty home when Council is owed at least £1000 on matters relating to the property and a charging order has been unsuccessful in recovering the debt. OR when the Council has carried out works in default and the owner has not reimbursed the Council's costs.

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ECO4-Flex

Summary:	ECO4-flex provides an opportunity for North Norfolk District Council to help low income households in the district access energy efficiency improvements paid for by Energy Companies. To maximise the potential benefits for residents, the Council must approve a Statement of Intent and approve eligible applicants.
Options considered:	The alternative is to not adopt a Statement of Intent. This will mean that part of the money (up to 50%) available from Energy Company Obligations cannot be spent in North Norfolk District
Conclusions:	ECO4-flex will provide additional grant funding to help low-income households living in homes with poor energy efficiency to benefit from energy efficiency improvement measures.
Recommendations:	<p>Cabinet Resolves to:</p> <ol style="list-style-type: none"> 1. Adopt a North Norfolk District Council Statement of Intent. (Appendix 2) 2. Delegate authority to approve applicants to the Council's Energy Officer. 3. Promote the Statement of Intent (Availability of Grant Funded Energy Improvement Works) to local households, energy suppliers and the installers working for the energy suppliers.
Reasons for Recommendations:	<p>Recommendations 1 and 2 will enable eligible applicants in the district to access additional grant funding for energy efficiency improvement works.</p> <p>Recommendation 3 will help raise awareness of grant funding amongst eligible applicants.</p>

LIST OF BACKGROUND PAPERS AS REQUIRED BY LAW

(Papers relied on to write the report, which do not contain exempt information and which are not published elsewhere)

There are no relevant Council reports. Ofgem has issued final guidance for Local Authorities [Final ECO4 Guidance: Local Authority Administration | Ofgem](#).

Cabinet Member(s) Cllr. Wendy Fredericks	Ward(s) affected All
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Contact Officer, telephone number and email:
Graham Connolly – Housing Strategy Manager, graham.connolly@north-norfolk.gov.uk, telephone: 01263 516 282.

1. Introduction

Energy Company Obligations (ECO)

- 1.1. The Energy Company Obligation (ECO) requires energy companies to provide energy efficiency improvement measures. ECO targets low income households living in properties with poor energy efficiency. The latest round of Energy Company Obligations (ECO4) runs from April 2022 to March 2026.
- 1.2. The target group of households are those on means tested benefits and other locally determined priority groups. Eligible applicants are:
 - Households in receipt of a means tested benefit, and
 - Other applicants who meet their local council's eligibility criteria (ECO4-flex).
- 1.3. Energy Companies can meet up to 50% of their obligations through ECO4-flex. So clearly, North Norfolk District's participation in eco-flex will increase the number of local residents eligible to benefit from ECO4.
- 1.4. Eligible properties must be in Energy Performance Certificate (EPC) bands D to G. For properties in bands F and G energy efficiency works must bring the property up to band D (or above). For properties in bands D and E energy efficiency works must bring the property up to band C (or above).

Delivery of Energy Efficiency Works under ECO4

- 1.5. Typically energy companies appoint installers to deliver energy efficiency improvement works on their behalf. The installers will be target driven. The Council can help installers meet their targets, and help our residents, by being clear about our ECO4-flex eligibility criteria and by approving eligible applicants quickly and efficiently.
- 1.6. Most energy companies do not publish the names of their installers, possibly because these change from time to time and may vary by location, etc. Instead energy supplier websites use a generic term such as 'approved installer'.
- 1.7. Households seeking approval under ECO4-Flex may approach the Council directly or an installer may approach us on behalf of the household. In the latter case, the Energy Officer will seek evidence from the installer that they are an approved contractor for one of the energy suppliers and have the household's permission to approach the Council.
- 1.8. It is not appropriate for the Council to recommend installers to households. Instead the Energy Officer will signpost households to information on the Ofgem website.

Amount of Funding and Local Need

- 1.9. The government estimates that energy companies will spend an average of £1 billion per year between April 2022 and March 2026 under ECO4. If energy companies spend money evenly across the country the share for North Norfolk District would be £2.5 million per year of which up to 50%, £1.25 million could be ECO4-flex.
- 1.10. In reality Energy Companies and their appointed installers will focus on low-income households living in the least energy efficient homes. Unfortunately the district has more than enough eligible households. The Building Research

Establishment¹ (BRE) identified 3,075 owner occupier and 1,584 privately renting households living in fuel poverty in the district as at March 2021. Rises in fuel bills will have significantly increased numbers living in fuel poverty.

- 1.11. Whilst the District has plenty of eligible households, installers may prefer to work in urban areas where they can carry out similar works to groups of closely located properties.

ECO4-Flex Local Discretion

- 1.12. Under ECO4 local authorities have limited discretion over who they can approve. (Note households on means tested benefits are automatically eligible. Energy companies and their installers do not need to the Council's approval).
- 1.13. The Council can adopt four eligibility criteria. In their guidance Ofgem on behalf of the government set the first three. A fourth gives local councils the ability to set its own additional criteria:
1. Income - Households living in band D, E, F and G and with a gross income less than £31,000. This cap applies irrespective of the property size, composition or region and is from all sources of income.
 2. Proxies - Households living in band E, F, and G and that meet a combination of two proxies. See appendix 1 for details. Examples of proxies include homes in areas of high multiple deprivation and households receiving a Council Tax rebate.
 3. NHS Referral - Households in band D, E, F and G and identified as low income and vulnerable, with an occupant whose health conditions may be impacted further by living in a cold home. These health conditions may fall under one of the four umbrella conditions:
 - A cardiovascular condition,
 - A respiratory disease,
 - Limited mobility or,
 - Immunosuppression.
 4. Bespoke Targeting – which help households on low income and living in fuel poverty.
- 1.14. This report recommends adopting the first three criteria. We anticipate that the first three criteria will cover most households who would need and benefit from ECO4-flex. We could consider introducing bespoke targeting later if we identify households who officers feel should be eligible but who do not qualify under the three criteria.

Determining Eligibility and GDPR Issues

- 1.15. Once adopted the North Norfolk District Council Statement of Intent will allow the Council to approve eligible households. For each household the Council must check that:
1. The property is eligible, and
 2. The household is eligible i.e. meets one of the three eligibility criteria.

¹ BRE Integrated Dwelling Level Housing Stock Modelling and Database – March 2021.

- 1.16. The Council must collect evidence to demonstrate eligibility and it must retain this evidence to allow for auditing, etc. The Council must provide information, 'declarations' to Ofgem for each approved applicant. Suppliers will subsequently confirm what works if any are completed to eligible properties. Ofgem will link the information from the declarations with information from suppliers about works completed at a property.
- 1.17. The General Data Protection Regulations (GDPR) will apply to data we collect. We will develop procedures to ensure that the Council complies with GDPR when collecting eligibility data.

2. Corporate Plan Objectives

- 2.1. ECO4-flex will contribute to Corporate Plan Objectives of Local Homes for Local Need by helping to make homes warmer, reducing fuel bills and fuel poverty.
- 2.2. ECO4-flex will contribute to the Corporate Plan Objective of Climate, Coast and the Environment by helping to reduce greenhouse gas (CO₂) emissions in the district.

3. Medium Term Financial Strategy

- 3.1. ECO4-flex will not impact the medium term financial strategy.

4. Financial and Resource Implications

- 4.1. The Council's Energy Officer has capacity to administer applications. With support of the Council's Communications team the Energy Officer is also able to promote ECO4-flex as part of the ongoing energy efficiency promotional work.
- 4.2. There are no other significant cost implications.

5. Legal Implications

- 5.1. The main legal implication is the requirement to comply with GDPR. The application process will involve collecting and holding personal data.
- 5.2. We will set up procedures to ensure we comply with the Council's policies and GDPR principles.

6. Risks

- 6.1. There are two main risks. Firstly failure to comply with GDPR (See legal Implications above) and secondly that we approve applicants who are not eligible.
- 6.2. The Ofgem guidance has identified the risk that local authorities will approve ineligible applicants. The eligibility criteria are complex and Ofgem anticipates the potential to interpret the criteria incorrectly. Where Ofgem identify errors they aim to resolve by discussion rather than by sanction in the first instance.
- 6.3. To minimise the risk of approving ineligible applicants we will adopt clear procedures which will include sample checks by the Housing Strategy Manager (line manager for the Energy Officer) of applications.

7. Impact on Climate Change

- 7.1. Energy efficiency improvement works help reduce consumption of fossil fuels and so reduce CO₂ emissions. ECO4-flex will contribute to the Council's actions to tackle climate change.

8. Equality and Diversity

- 8.1. ECO4-flex is targeted at households living in the least energy efficient homes and on low incomes and/or in poor health and/or facing other disadvantage. ECO4-flex will help to reduce inequality.

9. Section 17 Crime and Disorder considerations

- 9.1. There are no Section 17 Crime and Disorder considerations.

10. Sustainability

- 10.1. ECO4-flex will help household on low incomes and help reduce CO₂ emissions. Both will contribute to sustainability in the District.

11. Conclusions and Recommendations

- 11.1. ECO4-flex will provide additional grant funding to help low-income households living in homes with poor energy efficiency to benefit from energy efficiency improvement measures.
- 11.2. To access the funding and promote the scheme the Council should:
1. Adopt a Statement of Intent to set out eligibility criteria.
 2. Delegate authority to the Council's Energy Officer to check applicants meet the eligibility criteria and to approve eligible applicants.
 3. Actively promote ECO4-flex to local residents, energy suppliers and installers.

Appendix 1 – Proxies that Make a Household Eligible for Eco-flex

Eligibility requires two proxies in combination.

- Proxy 1) Homes in England in Lower-layer Super Output Area 1-3 (LSOA)⁷, or homes in Welsh provision LSOA 1-3 on the Welsh Index of Multiple Deprivation 2019⁵, or the Index of Multiple Deprivation for 2020, published by the Scottish Government⁶.*
- Proxy 2) Householders receiving a Council Tax rebate (rebates based on low income only, excludes single person rebates).
- Proxy 3) Householders vulnerable to living in a cold home as identified in the National Institute for Health and Care Excellence (NICE) Guidance: Recommendation 2, with exception to the low-income proxy⁷.*
- Proxy 4) A householder receiving free school meals for low-income.
- Proxy 5) A householder supported by a LA run scheme, that has been named and described by the LA in their Statement of Intent as supporting low income and vulnerable households for the purposes of NICE Guideline.
- Proxy 6) A household referred to the LA for support by their energy supplier or Citizens Advice and Citizen's Advice Scotland because they have been identified by the referrer as struggling to pay their gas and electricity bills.
- Proxy 7) Households identified through supplier debt data. This route enables obligated suppliers to use their own debt data to identify either Non Pre-Payment meter households (non-PPM), or Pre-Payment meter households (PPM).

*Proxies 1 & 3 cannot be used in combination with each other.

Appendix 2 – North Norfolk District Council – Statement of Intent

Statement of Intent for ECO4

E07000147 Council ECO4 Flexible Eligibility Statement of Intent

Local Authority name: North Norfolk District Council

Publication Date: XX/XX/XXXX

Version number: 1.1

Publication on web site: [Home \(north-norfolk.gov.uk\)](http://Home(north-norfolk.gov.uk))

This statement sets out North Norfolk District Council’s flexible eligibility criteria for the Energy Company Obligation (ECO4) scheme from April 2022 – March 2026.

The ECO4 scheme will focus on supporting low income and vulnerable households. The scheme will improve the least energy efficient homes helping to meet the Government’s fuel poverty and net zero commitments.

The flexible approach for Local Authorities (LAs) to identifying fuel poor and vulnerable households who may benefit from heating and energy saving measures is referred to as “ECO4 Flex”.

The Council welcomes the introduction of the ECO4 Flex eligibility routes as it helps the Council achieve its plans to improve the homes of those in fuel poverty or vulnerable to the cold.

The Council is publishing this Statement of Intent (Sol), on the **XX/XX/XXXX** to confirm that each of the households declared will adhere to at least one of the three available routes outlined below:

Route 1: SAP bands D-G households with an income less than £31,000. This cap applies irrespective of the property size, composition, or region.

Route 2: SAP bands E-G households that meet a combination of two of the following proxies:

Proxy 1) Homes in England in Lower-layer Super Output Area 1-3 (LSOA)², or homes in Welsh provision LSOA 1-3 on the Welsh Index of Multiple Deprivation 2019³, or the Index of Multiple Deprivation for 2020, published by the Scottish Government⁴

Proxy 2) Householders receiving a Council Tax rebate (rebates based on low income only, excludes single person rebates).

Proxy 3) Householders vulnerable to living in a cold home as identified in the National Institute for Health and Care Excellence (NICE) Guidance. Only one from the list can be used, excludes the proxy ‘low income’.

Proxy 4) A householder receiving free school meals due to low-income.

Proxy 5) A householder supported by a LA run scheme, that has been named and described by the LA as supporting low income and vulnerable households for the

² [The English Indices of Deprivation 2019 \(publishing.service.gov.uk\)](http://publishing.service.gov.uk)

³ [Welsh Index of Multiple Deprivation \(full Index update with ranks\): 2019 | GOV.WALES](http://gov.wales)

⁴ [Scottish Index of Multiple Deprivation 2020 - gov.scot \(www.gov.scot\)](http://www.gov.scot)

purposes of NICE Guideline.

Proxy 6) A household referred to the LA for support by their energy supplier or Citizen's Advice or Citizen's Advice Scotland, because they have been identified as struggling to pay their electricity and gas bills.

* Note proxies 1 and 5 cannot be used together.

Route 3: SAP bands D-G households that have been identified by their doctor or GP as low-income and vulnerable, with an occupant whose health conditions may be impacted further by living in a cold home. These health conditions may be cardiovascular, respiratory, immunosuppressed, or limited mobility related.

This is because the Council has identified a positive correlation between households who suffer from long-term health conditions and living off a low-income, with living in poorly insulated homes.

Declaration and evidence check confirmation

All potentially eligible households should apply through North Norfolk District Council or one of the approved ECO installers to ensure that they can either benefit from the scheme or be assessed for eligibility under any other relevant programme.

The officer below will be responsible for checking and verifying declarations and associated evidence submitted on behalf of the local authority:

Name: Dulcie Walsh

Job Title: Energy Officer

Telephone: 01263 516177

Email: Dulcie.Walsh@North-Norfolk.Gov.UK

CEO or dedicated responsible person mandatory signature

The North Norfolk District Council will administer the scheme according to BEIS' ECO4 Order and will identify eligible households via Ofgem's application process. The CEO of the Council will oversee the process of identifying eligible households under ECO4 Flex.

The eligibility information will be stored securely in line with the Council's data protection policy, Information Commissioner's Office Data Sharing Code, and BEIS guidance.

Signature:

Name: Steve Blatch

Job Title: CEO

Date of signature: XX/XX/XXXX

For any general enquires relating to this Sol, please contact Dulcie.Walsh@North-Norfolk.Gov.UK.

COUNCIL TAX DISCOUNTS DETERMINATION 2023-24

Summary: This report sets out the proposed level of council tax discounts which shall apply to classes of dwelling for the financial year 2023-24.

The determinations are made by the Council under sections 11A and 11B, and of the Local Government Finance Act 1992, subsequent enabling powers and Regulations made under the Act.

Options considered: The recommendations take advantage of the options from the reforms included in the Local Government Finance Act 2012 as amended to incentive homes back into use and generate council tax income.

Conclusions: The legislation provides local authorities with the power to make changes to the level of council tax discount in relation to classes of property. The Council has to approve its determinations for each financial year. The calculation of the tax base for 2023/24 will be made on the assumption that the determinations recommended below will apply.

Recommendations: Recommend to Full Council that under Section 11A of the Local Government Finance Act 1992 and in accordance with the provisions of the Local Government Finance Act 2012 and other enabling powers that:

- 1) The discounts for the year 2023-24 and beyond are set at the levels indicated in the table at paragraph 2.1
- 2) The existing 100% council tax hardship discount and associated policy (see Appendix B) remains in place for 2023-24
- 3) That an exception to the levy charges may be made by the Revenues Manager in the circumstances laid out in section 2.2 of this report
- 4) The premiums for the year 2023-24 and beyond are set at the levels indicated in the table at paragraph 2.3
- 5) A new second homes premium of 100% as detailed in paragraph 2.4 is applied from April 2024, subject to the necessary legislation.
- 6) To continue to award a local discount of 100% for eligible cases of care leavers under Section 13A of the Local Government Finance Act 1992 (as amended)
- 7) Those dwellings that are specifically identified under regulation 6 of the Council Tax (Prescribed Classes of Dwellings) (England)

Regulations 2003 will retain the 50% discount as set out in paragraph 1.2 of this report.

- 8) Those dwellings described or geographically defined at Appendix A which in the reasonable opinion of the Revenues Manager are judged not to be structurally capable of occupation all year round and were built before the restrictions of seasonal usage were introduced by the Town and Country Planning Act 1947, will be entitled to a 35% discount

Reasons for Recommendations:

To set appropriate council tax discounts and premiums which will apply in 2023-24 and to raise council tax revenue.

In accordance with the relevant legislation these determinations shall be published in at least one newspaper circulating in North Norfolk before the end of the period of 21 days beginning with the date of the determinations.

LIST OF BACKGROUND PAPERS AS REQUIRED BY LAW

(Papers relied on to write the report, which do not contain exempt information and which are not published elsewhere)

N/A

Cabinet Member(s) Cllr Eric Seward	Ward(s) affected All
Contact Officer, telephone number and email: Alison Chubbock, 07967 325037, alison.chubbock@north-norfolk.gov.uk Sean Knight, 01263 516347, sean.knight@north-norfolk.gov.uk	

1. Introduction

- 1.1 Local Authorities are required to approve their Council Tax discount determinations each year. The legislation provides local authorities with powers to make changes to the level of council tax discount in relation to certain types of properties.
- 1.2 All billing authorities are able to reduce or end the nationally set 50% council tax discount for second homes. The exception to this rule is that billing authorities cannot change the discount for second homes of people who are liable for council tax on dwellings provided by an employer, i.e. tied accommodation, as established under regulation 6 of the Council Tax (prescribed classes of dwellings) (England) Regulations 2003.
- 1.3 It is for the billing authority to determine whether changes on discounts apply to all or parts of its area. An area can be as small as one property (provided it

can be defined geographically) and different discounts can apply in different parts of the area.

- 1.4 Properties that are classed as Long-Term Empty (those that have not been occupied for a period of 24 months) can attract a premium on their Council Tax, which is currently 100% of the charge.
- 1.5 The Council also has powers under Section 13A of the Local Government Finance Act 1992 (as amended) to introduce discounts to particular taxpayers.
- 1.6 Since April 2013 North Norfolk District Council (as a billing authority) has had additional powers to vary the levels of council tax discount offered in the District. Reductions in the discounts offered or increases in the premiums charged will generate additional revenue for both the District Council and major preceptors.

2. Current Discounts and Premiums Proposed for 2023-24

- 2.1 The table below details the existing discounts which the Council has in place. This report proposes these discount levels remain the same for 2023-24 for classes A, B and C. It is proposed to amend the discount for the Class D dwellings to 50% from 1 April 2023 to support dwellings undergoing major works to bring them back into use.

Class	Description	2022/23 Discount	Proposed Discount from 1st April 2023
Class A	Dwellings which are not the sole or main residence, are furnished, but their continuous occupation is restricted by planning regulations to less than 28 days a year.	10% Discount	10% Discount
Class B	All other dwellings which are not the sole or main residence, are furnished, and their continuous occupation is not restricted by planning regulations to less than 28 days a year.	No Discount	No Discount
Class C	All dwellings which are unoccupied and substantially unfurnished.	No Discount	No Discount
Class D	Dwellings that are unoccupied and unfurnished and: <ul style="list-style-type: none"> • require or are undergoing major repair to make them habitable • are undergoing structural alteration • have undergone major repair work to render them habitable, if less than six months have elapsed since the date on which the alteration was substantially completed and the 	No Discount	50% Discount

	dwelling has continuously remained unoccupied and unfurnished since that date		
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The number of properties affected by the Class D discount is currently very low, the last few years are shown in the table below, however numbers were higher pre 2017 before the discount was removed (circa 100 to 150). The cost of applying this discount is not considered material for the Council at the current property numbers and level of properties can be reviewed annually when reviewing the discounts levels set to ensure the discount remains affordable.

Band	2022	2021	2020	2019	2018
A	4	-	1	3	7
B	3	3	2	3	7
C	4	-	2	4	7
D	1	2	1	1	8
E	2	4	2	-	4
F	-	1	2	1	-
G	-	1	1	1	1
H	-	-	-	-	-
Total	14	11	11	13	34

This report proposes a 50% discount level is applied for 2023-24.

- 2.2 In 2022-23 the Council introduced a new discount under Section 13A of the Local Government Finance Act 1992 (as amended) to give 100% relief to those experiencing hardship. It is proposed that this hardship discount and associated policy and application process remains in place for 2023-24. To date in 2022-23 there has been one claim provided through this discount.
- 2.3 The table below details the existing premiums which the Council has in place currently and this report proposes these discount levels remain the same for 2023-24. The premium is the amount above the existing 100% council tax charge, so for example a long term empty property which has been empty for longer than 24 months will pay council tax at a 200% level (double the normal level).

Description	
Long term empty properties that have been empty for a consecutive period of longer than 24 months	100% premium
Long term empty properties that have been empty for a consecutive period of longer than 60 months	200% premium
Long term empty properties that have been empty for a consecutive period of longer than 120 months	300% premium

Proposed new Premium

- 2.4 The Queen's Speech in May 2022 included some specific bills that could have a direct effect on local government finance. One of these bills proposes that billing authorities would have the power to charge a 100% premium on second homes.

This proposal requires legislation to be laid and Royal Assent before it becomes available for billing authorities to use. In addition, a determination has to be made at least one year before the beginning of a financial year to which it relates. If Royal Assent is received for this by 31 March 2023, the Council could potentially apply this premium from April 2024.

This report proposes that, subject to the necessary legislation, the Council charges a 100% premium on second homes (council tax properties that are unoccupied and unfurnished) with effect from April 2024. The Bill requires billing authorities “to have a minimum period of 12 months between making its first determination and the financial year in which it takes effect, hence the reason for its inclusion. There are currently circa 4,600 second homes in the North Norfolk area.

- 2.5 The levy premiums detailed above cannot apply to homes that are empty due to the occupant living in armed forces accommodation for job-related purposes, or to annexes being used as part of a main property.

Currently there are fewer than 140 properties that fall within the bracket of long term empty properties longer than 24 months within North Norfolk, so this is viewed as a policy tool to encourage efficient use of available housing within the district.

Care Leavers Discounts

- 2.6 The Council currently awards a local discount of 100% % for eligible cases of care leavers under section 13A of the Local Government Finance Act 1992 (as amended). The costs of this are fully compensated by Norfolk County Council.

Classes of Property

- 2.7 The Regulations differentiate between classes of property as follows:

- “Class A” - properties are those which are not an individual’s sole or main residence, are furnished and have seasonal planning prohibition (i.e. preventing occupation for a continuous period of at least 28 days)
- “Class B” - properties are those which are not an individual’s sole or main residence, are furnished and have no restrictions with regard to occupation.

In effect Class A properties are second homes where occupancy is restricted for a period of at least 28 days a year where Class B properties have no restrictions on occupancy.

Formal Determinations

- 2.8 The Council has to approve its determinations for each financial year. It should be noted that the schedule of Class “B” property exceptions shown in Appendix A and referred to in recommendation (8) above, is believed to include all dwellings potentially entitled to retain a discount for the year commencing 1 April 2023 for the reason stated. Under the wording of the 2003 regulations, changes cannot be made to the schedule once the determinations have been made. Should further properties be notified to the Council for possible inclusion in the list for exemptions, they may only be

added when the determinations for 2024-25 are made for operation from 1 April 2024.

3. Corporate Plan Objectives

- 3.1 Local Homes for Local Need = Providing council tax discounts and premiums supports bringing homes back into use.
- 3.2 Financial Sustainability and Growth = Council tax premiums charged generate income to the Council and major preceptors to support financial sustainability.

4. Medium Term Financial Strategy

- 4.1 The discounts and premiums approved by Members will be used for calculating the tax base used in the budget setting

5. Financial and Resource Implications

- 5.1 The calculation of the tax base for 2023-24 will be made alongside the budget, based on the level of discounts and premiums approved by Members. The taxbase dictates the expected income to the Council from Council Tax in the following year. Any increase in discounts or decrease in premiums will reduce the taxbase, and therefore also income.

6. Legal Implications

- 6.1 This report does not raise any new legal implications

7. Risks

- 7.1 This report does not raise any new risks.

8. Impact on Climate Change

- 8.1 This report does not raise any issues relating to Climate change.

9. Equality and Diversity

- 9.1 This report does not raise any new issues relating to equality and diversity.

10. Section 17 Crime and Disorder considerations

- 10.1 This report does not raise any issues relating to Crime and Disorder considerations

11. Conclusion (including recommendations)

The legislation provides local authorities with the power to make changes to the level of council tax discount in relation to classes of property. The Council has to approve its determinations for each financial year. The calculation of the tax base for 2023/24 will be made on the discounts and premiums in this report.

North Norfolk District Council
Reduction in Council Tax Discounts for Second Homes
Schedule of Class 'B' Property Exceptions for the year 2023/24

Dwellings described or geographically defined, which are judged not structurally capable of occupation all year around and were built before the restrictions of seasonal usage were introduced by the Town and Country Planning Act 1947.

<u>Property Reference</u>	<u>Property Name/ Number</u>	<u>Property Address</u>	<u>Post Code</u>
Anne Stannard Way, Bacton			
710567	Arfrada, 3	Anne Stannard Way, Bacton, Norwich, Norfolk	NR12 0HX
Coast Road Chalet Park, Bacton			
779616	2	Coast Road Chalet Park, Coast Road, Bacton, Norwich, Norfolk	NR12 0EZ
710835	3	Coast Road Chalet Park, Coast Road, Bacton, Norwich, Norfolk	NR12 0EZ
710836	4	Coast Road Chalet Park, Coast Road, Bacton, Norwich, Norfolk	NR12 0EZ
710837	5	Coast Road Chalet Park, Coast Road, Bacton, Norwich, Norfolk	NR12 0EZ
710838	6	Coast Road Chalet Park, Coast Road, Bacton, Norwich, Norfolk	NR12 0EZ
710839	7	Coast Road Chalet Park, Coast Road, Bacton, Norwich, Norfolk	NR12 0EZ
710842	10	Coast Road Chalet Park, Coast Road, Bacton, Norwich, Norfolk	NR12 0EZ
710843	11	Coast Road Chalet Park, Coast Road, Bacton, Norwich, Norfolk	NR12 0EZ
710844	12	Coast Road Chalet Park, Coast Road, Bacton, Norwich, Norfolk	NR12 0EZ
710845	13	Coast Road Chalet Park, Coast Road, Bacton, Norwich, Norfolk	NR12 0EZ
710846	14	Coast Road Chalet Park, Coast Road, Bacton, Norwich, Norfolk	NR12 0EZ
710847	15	Coast Road Chalet Park, Coast Road, Bacton, Norwich, Norfolk	NR12 0EZ
710848	16	Coast Road Chalet Park, Coast Road, Bacton, Norwich, Norfolk	NR12 0EZ
710849	17	Coast Road Chalet Park, Coast Road, Bacton, Norwich, Norfolk	NR12 0EZ
710850	18	Coast Road Chalet Park, Coast Road, Bacton, Norwich, Norfolk	NR12 0EZ
710851	19	Coast Road Chalet Park, Coast Road, Bacton, Norwich, Norfolk	NR12 0EZ
710852	20	Coast Road Chalet Park, Coast Road, Bacton, Norwich, Norfolk	NR12 0EZ
772237	21	Coast Road Chalet Park, Coast Road, Bacton, Norwich, Norfolk	NR12 0EZ
710854	22	Coast Road Chalet Park, Coast Road, Bacton, Norwich, Norfolk	NR12 0EZ
710855	23	Coast Road Chalet Park, Coast Road, Bacton, Norwich, Norfolk	NR12 0EZ
776071	24	Coast Road Chalet Park, Coast Road, Bacton, Norwich, Norfolk	NR12 0EZ
781175	25	Coast Road Chalet Park, Coast Road, Bacton, Norwich, Norfolk	NR12 0EZ
710858	26	Coast Road Chalet Park, Coast Road, Bacton, Norwich, Norfolk	NR12 0EZ
710860	28	Coast Road Chalet Park, Coast Road, Bacton, Norwich, Norfolk	NR12 0EZ
710861	29	Coast Road Chalet Park, Coast Road, Bacton, Norwich, Norfolk	NR12 0EZ
710862	30	Coast Road Chalet Park, Coast Road, Bacton, Norwich, Norfolk	NR12 0EZ
710863	31	Coast Road Chalet Park, Coast Road, Bacton, Norwich, Norfolk	NR12 0EZ
710864	32	Coast Road Chalet Park, Coast Road, Bacton, Norwich, Norfolk	NR12 0EZ
710865	33	Coast Road Chalet Park, Coast Road, Bacton, Norwich, Norfolk	NR12 0EZ
779802	34	Coast Road Chalet Park, Coast Road, Bacton, Norwich, Norfolk	NR12 0EZ
710867	35	Coast Road Chalet Park, Coast Road, Bacton, Norwich, Norfolk	NR12 0EZ
710868	36	Coast Road Chalet Park, Coast Road, Bacton, Norwich, Norfolk	NR12 0EZ
710869	37	Coast Road Chalet Park, Coast Road, Bacton, Norwich, Norfolk	NR12 0EZ
710870	38	Coast Road Chalet Park, Coast Road, Bacton, Norwich, Norfolk	NR12 0EZ
710871	39	Coast Road Chalet Park, Coast Road, Bacton, Norwich, Norfolk	NR12 0EZ
710873	41	Coast Road Chalet Park, Coast Road, Bacton, Norwich, Norfolk	NR12 0EZ
778948	42	Coast Road Chalet Park, Coast Road, Bacton, Norwich, Norfolk	NR12 0EZ
710874	43	Coast Road Chalet Park, Coast Road, Bacton, Norwich, Norfolk	NR12 0EZ
710833	45	Coast Road Chalet Park, Coast Road, Bacton, Norwich, Norfolk	NR12 0EZ
777495	46	Coast Road Chalet Park, Coast Road, Bacton, Norwich, Norfolk	NR12 0EZ
710877	47	Coast Road Chalet Park, Coast Road, Bacton, Norwich, Norfolk	NR12 0EZ
710878	47A	Coast Road Chalet Park, Coast Road, Bacton, Norwich, Norfolk	NR12 0EZ
710879	48	Coast Road Chalet Park, Coast Road, Bacton, Norwich, Norfolk	NR12 0EZ
710880	49	Coast Road Chalet Park, Coast Road, Bacton, Norwich, Norfolk	NR12 0EZ
710881	50	Coast Road Chalet Park, Coast Road, Bacton, Norwich, Norfolk	NR12 0EZ
710882	51	Coast Road Chalet Park, Coast Road, Bacton, Norwich, Norfolk	NR12 0EZ
710883	52	Coast Road Chalet Park, Coast Road, Bacton, Norwich, Norfolk	NR12 0EZ
710884	53	Coast Road Chalet Park, Coast Road, Bacton, Norwich, Norfolk	NR12 0EZ
710885	54	Coast Road Chalet Park, Coast Road, Bacton, Norwich, Norfolk	NR12 0EZ
710886	55	Coast Road Chalet Park, Coast Road, Bacton, Norwich, Norfolk	NR12 0EZ
710887	56	Coast Road Chalet Park, Coast Road, Bacton, Norwich, Norfolk	NR12 0EZ
710888	57	Coast Road Chalet Park, Coast Road, Bacton, Norwich, Norfolk	NR12 0EZ
710889	58	Coast Road Chalet Park, Coast Road, Bacton, Norwich, Norfolk	NR12 0EZ
710890	59	Coast Road Chalet Park, Coast Road, Bacton, Norwich, Norfolk	NR12 0EZ
710891	60	Coast Road Chalet Park, Coast Road, Bacton, Norwich, Norfolk	NR12 0EZ

<u>Property Reference</u>	<u>Property Name/ Number</u>	<u>Property Address</u>	<u>Post Code</u>
710892	61	Coast Road Chalet Park, Coast Road, Bacton, Norwich, Norfolk	NR12 0EZ
710893	62	Coast Road Chalet Park, Coast Road, Bacton, Norwich, Norfolk	NR12 0EZ
710894	63	Coast Road Chalet Park, Coast Road, Bacton, Norwich, Norfolk	NR12 0EZ
710895	64	Coast Road Chalet Park, Coast Road, Bacton, Norwich, Norfolk	NR12 0EZ
710897	65	Coast Road Chalet Park, Coast Road, Bacton, Norwich, Norfolk	NR12 0EZ
710896	66	Coast Road Chalet Park, Coast Road, Bacton, Norwich, Norfolk	NR12 0EZ
710898	67	Coast Road Chalet Park, Coast Road, Bacton, Norwich, Norfolk	NR12 0EZ
710899	68	Coast Road Chalet Park, Coast Road, Bacton, Norwich, Norfolk	NR12 0EZ
710900	69	Coast Road Chalet Park, Coast Road, Bacton, Norwich, Norfolk	NR12 0EZ
710901	70	Coast Road Chalet Park, Coast Road, Bacton, Norwich, Norfolk	NR12 0EZ
710902	71	Coast Road Chalet Park, Coast Road, Bacton, Norwich, Norfolk	NR12 0EZ
710903	72	Coast Road Chalet Park, Coast Road, Bacton, Norwich, Norfolk	NR12 0EZ
710904	73	Coast Road Chalet Park, Coast Road, Bacton, Norwich, Norfolk	NR12 0EZ
710905	74	Coast Road Chalet Park, Coast Road, Bacton, Norwich, Norfolk	NR12 0EZ
710906	75	Coast Road Chalet Park, Coast Road, Bacton, Norwich, Norfolk	NR12 0EZ
778525	76	Coast Road Chalet Park, Coast Road, Bacton, Norwich, Norfolk	NR12 0EZ
062510	77	Coast Road Chalet Park, Coast Road, Bacton, Norwich, Norfolk	NR12 0EZ
710909	78	Coast Road Chalet Park, Coast Road, Bacton, Norwich, Norfolk	NR12 0EZ
710910	79	Coast Road Chalet Park, Coast Road, Bacton, Norwich, Norfolk	NR12 0EZ
710911	80	Coast Road Chalet Park, Coast Road, Bacton, Norwich, Norfolk	NR12 0EZ
778551	81	Coast Road Chalet Park, Coast Road, Bacton, Norwich, Norfolk	NR12 0EZ
710914	83	Coast Road Chalet Park, Coast Road, Bacton, Norwich, Norfolk	NR12 0EZ
710915	84	Coast Road Chalet Park, Coast Road, Bacton, Norwich, Norfolk	NR12 0EZ
710916	85	Coast Road Chalet Park, Coast Road, Bacton, Norwich, Norfolk	NR12 0EZ
710917	86	Coast Road Chalet Park, Coast Road, Bacton, Norwich, Norfolk	NR12 0EZ
710918	87	Coast Road Chalet Park, Coast Road, Bacton, Norwich, Norfolk	NR12 0EZ
710919	88	Coast Road Chalet Park, Coast Road, Bacton, Norwich, Norfolk	NR12 0EZ

Mill Lane, Bacton

778888	Crest-O-Cliff	Mill Lane, Bacton, Norwich, Norfolk	NR12 0HS
779428	Hydaway	Mill Lane, Bacton, Norwich, Norfolk	NR12 0HN
774277	Rest Haven	Mill Lane, Bacton, Norwich, Norfolk	NR12 0HN

New Zealand Way, Bacton

772331	2	New Zealand Way, Mill Lane, Bacton, Norwich, Norfolk	NR12 0HW
770682	3	New Zealand Way, Mill Lane, Bacton, Norwich, Norfolk	NR12 0HW
778690	4	New Zealand Way, Mill Lane, Bacton, Norwich, Norfolk	NR12 0HW
773905	5	New Zealand Way, Mill Lane, Bacton, Norwich, Norfolk	NR12 0HW
762930	6	New Zealand Way, Mill Lane, Bacton, Norwich, Norfolk	NR12 0HW
763225	7	New Zealand Way, Mill Lane, Bacton, Norwich, Norfolk	NR12 0HW
763260	8	New Zealand Way, Mill Lane, Bacton, Norwich, Norfolk	NR12 0HW
762797	9	New Zealand Way, Mill Lane, Bacton, Norwich, Norfolk	NR12 0HW

Sea View Estate, Bacton

710648	Popycott, 1	Sea View Estate, Coast Road, Bacton, Norwich, Norfolk	NR12 0HH
710654	7	Sea View Estate, Coast Road, Bacton, Norwich, Norfolk	NR12 0HH
710655	8	Sea View Estate, Coast Road, Bacton, Norwich, Norfolk	NR12 0HH
710656	9	Sea View Estate, Coast Road, Bacton, Norwich, Norfolk	NR12 0HH
710657	10	Sea View Estate, Coast Road, Bacton, Norwich, Norfolk	NR12 0HH
710646	11	Sea View Estate, Coast Road, Bacton, Norwich, Norfolk	NR12 0HH
710641	12	Sea View Estate, Coast Road, Bacton, Norwich, Norfolk	NR12 0HH
710659	15	Sea View Estate, Coast Road, Bacton, Norwich, Norfolk	NR12 0HH
710660	16	Sea View Estate, Coast Road, Bacton, Norwich, Norfolk	NR12 0HH
710661	17	Sea View Estate, Coast Road, Bacton, Norwich, Norfolk	NR12 0HH
710662	18	Sea View Estate, Coast Road, Bacton, Norwich, Norfolk	NR12 0HH
710663	19	Sea View Estate, Coast Road, Bacton, Norwich, Norfolk	NR12 0HH
710642	20	Sea View Estate, Coast Road, Bacton, Norwich, Norfolk	NR12 0HH
710664	21	Sea View Estate, Coast Road, Bacton, Norwich, Norfolk	NR12 0HH
710665	22	Sea View Estate, Coast Road, Bacton, Norwich, Norfolk	NR12 0HH
710667	24	Sea View Estate, Coast Road, Bacton, Norwich, Norfolk	NR12 0HH
710668	25	Sea View Estate, Coast Road, Bacton, Norwich, Norfolk	NR12 0HH
710669	26	Sea View Estate, Coast Road, Bacton, Norwich, Norfolk	NR12 0HH
710670	27	Sea View Estate, Coast Road, Bacton, Norwich, Norfolk	NR12 0HH

<u>Property Reference</u>	<u>Property Name/ Number</u>	<u>Property Address</u>	<u>Post Code</u>
710671	28	Sea View Estate, Coast Road, Bacton, Norwich, Norfolk	NR12 0HH
710643	29	Sea View Estate, Coast Road, Bacton, Norwich, Norfolk	NR12 0HH
710647	30	Sea View Estate, Coast Road, Bacton, Norwich, Norfolk	NR12 0HH
710674	33	Sea View Estate, Coast Road, Bacton, Norwich, Norfolk	NR12 0HH
760703	34	Sea View Estate, Coast Road, Bacton, Norwich, Norfolk	NR12 0HH
710676	35	Sea View Estate, Coast Road, Bacton, Norwich, Norfolk	NR12 0HH
710666	Brenholme, 36	Sea View Estate, Coast Road, Bacton, Norwich, Norfolk	NR12 0HH
Watch House Lane, Bacton			
710777	Falaig M Hara, 2	Watch House Lane, Bacton, Norwich, Norfolk	NR12 0HL
Abbotts Way, Eccles-on-sea			
784251	Alouette	Abbotts Way, Bush Estate, Eccles-on-sea, Norwich, Norfolk	NR12 0TA
756512	Amberwood	Abbotts Way, Bush Estate, Eccles-on-sea, Norwich, Norfolk	NR12 0TA
712403	Bennebroek	Abbotts Way, Bush Estate, Eccles-on-sea, Norwich, Norfolk	NR12 0TA
712379	Freaneezy	Abbotts Way, Bush Estate, Eccles-on-sea, Norwich, Norfolk	NR12 0TA
712380	Gaytime	Abbotts Way, Bush Estate, Eccles-on-sea, Norwich, Norfolk	NR12 0TA
712382	Kingfishers	Abbotts Way, Bush Estate, Eccles-on-sea, Norwich, Norfolk	NR12 0TA
712404	Reviellie	Abbotts Way, Bush Estate, Eccles-on-sea, Norwich, Norfolk	NR12 0TA
712392	St Ives	Abbotts Way, Bush Estate, Eccles-on-sea, Norwich, Norfolk	NR12 0TA
712385	The Beach House	Abbotts Way, Bush Estate, Eccles-on-sea, Norwich, Norfolk	NR12 0TA
712376	Tranquility	Abbotts Way, Bush Estate, Eccles-on-sea, Norwich, Norfolk	NR12 0TA
712397	Tresco	Abbotts Way, Bush Estate, Eccles-on-sea, Norwich, Norfolk	NR12 0TA
Beach Road, Eccles-on-sea			
715614	Braemar	Beach Road, Eccles-on-sea, Norwich, Norfolk	NR12 0SL
715608	Everne	Beach Road, Eccles-on-sea, Norwich, Norfolk	NR12 0SL
715627	Field View	Beach Road, Eccles-on-sea, Norwich, Norfolk	NR12 0SL
715634	Four Winds	Beach Road, Eccles-on-sea, Norwich, Norfolk	NR12 0SL
715626	Hillside	Beach Road, Eccles-on-sea, Norwich, Norfolk	NR12 0SL
715611	Idlehours	Beach Road, Eccles-on-sea, Norwich, Norfolk	NR12 0SL
715618	Lattice Chalet	Beach Road, Eccles-on-sea, Norwich, Norfolk	NR12 0SL
761175	Lisfannon	Beach Road, Eccles-on-sea, Norwich, Norfolk	NR12 0SL
715622	Munden	Beach Road, Eccles-on-sea, Norwich, Norfolk	NR12 0SL
715630	Oasis	Beach Road, Eccles-on-sea, Norwich, Norfolk	NR12 0SL
715624	Sandilands	Beach Road, Eccles-on-sea, Norwich, Norfolk	NR12 0SL
715599	Sea Gulls	Beach Road, Eccles-on-sea, Norwich, Norfolk	NR12 0SL
715621	The Old Kit Bag	Beach Road, Eccles-on-sea, Norwich, Norfolk	NR12 0SL
715617	Wylaway	Beach Road, Eccles-on-sea, Norwich, Norfolk	NR12 0SL
715609	Y Not	Beach Road, Eccles-on-sea, Norwich, Norfolk	NR12 0SL
715605	You & I	Beach Road, Eccles-on-sea, Norwich, Norfolk	NR12 0SL
Bush Drive, Eccles-on-sea			
712438	Aingarh	Bush Drive, Bush Estate, Eccles-on-sea, Norwich, Norfolk	NR12 0SF
712495	Badgers Set	Bush Drive, Bush Estate, Eccles-on-sea, Norwich, Norfolk	NR12 0SF
712473	Bali-Hai	Bush Drive, Bush Estate, Eccles-on-sea, Norwich, Norfolk	NR12 0SF
712496	Blue Bay	Bush Drive, Bush Estate, Eccles-on-sea, Norwich, Norfolk	NR12 0SF
712498	Cedar Wood	Bush Drive, Bush Estate, Eccles-on-sea, Norwich, Norfolk	NR12 0SF
712484	Dingly Dell	Bush Drive, Bush Estate, Eccles-on-sea, Norwich, Norfolk	NR12 0SF
712476	Dresden	Bush Drive, Bush Estate, Eccles-on-sea, Norwich, Norfolk	NR12 0SF
712493	Endways	Bush Drive, Bush Estate, Eccles-on-sea, Norwich, Norfolk	NR12 0SF
712506	Redwing	Bush Drive, Bush Estate, Eccles-on-sea, Norwich, Norfolk	NR12 0SF
712481	Sea Urchin	Bush Drive, Bush Estate, Eccles-on-sea, Norwich, Norfolk	NR12 0SF

<u>Property Reference</u>	<u>Property Name/ Number</u>	<u>Property Address</u>	<u>Post Code</u>
Church Lane, Eccles-on-sea			
712407	Appleby	Church Lane, Bush Estate, Eccles-on-sea, Norwich, Norfolk	NR12 0SY
712429	Campana	Church Lane, Bush Estate, Eccles-on-sea, Norwich, Norfolk	NR12 0SY
712410	Campanella	Church Lane, Bush Estate, Eccles-on-sea, Norwich, Norfolk	NR12 0SY
767987	Dunes Edge	Church Lane, Bush Estate, Eccles-on-sea, Norwich, Norfolk	NR12 0SY
712417	Majorca	Church Lane, Bush Estate, Eccles-on-sea, Norwich, Norfolk	NR12 0SY
712413	Marineville	Church Lane, Bush Estate, Eccles-on-sea, Norwich, Norfolk	NR12 0SY
712421	Sandsend	Church Lane, Bush Estate, Eccles-on-sea, Norwich, Norfolk	NR12 0SY
712424	Sea Whistles	Church Lane, Bush Estate, Eccles-on-sea, Norwich, Norfolk	NR12 0SY
712425	Sunnyside	Church Lane, Bush Estate, Eccles-on-sea, Norwich, Norfolk	NR12 0SY
712426	Sunray	Church Lane, Bush Estate, Eccles-on-sea, Norwich, Norfolk	NR12 0SY
Crowden Road, Eccles-on-sea			
712455	Argus	Crowden Road, Bush Estate, Eccles-on-sea, Norwich, Norfolk	NR12 0SJ
770505	Bung Ho	Crowden Road, Bush Estate, Eccles-on-sea, Norwich, Norfolk	NR12 0SJ
712470	Cliff Royal	Crowden Road, Bush Estate, Eccles-on-sea, Norwich, Norfolk	NR12 0SJ
712462	Sea Lows	Crowden Road, Bush Estate, Eccles-on-sea, Norwich, Norfolk	NR12 0SJ
712463	Spartyme	Crowden Road, Bush Estate, Eccles-on-sea, Norwich, Norfolk	NR12 0SJ
712468	White Lodge	Crowden Road, Bush Estate, Eccles-on-sea, Norwich, Norfolk	NR12 0SJ
712472	Zermatt	Crowden Road, Bush Estate, Eccles-on-sea, Norwich, Norfolk	NR12 0SJ
Hedgehog Walk, Eccles-on-sea			
712607	Orkney	Hedgehog Walk, Bush Estate, Eccles-on-sea, Norwich, Norfolk	NR12 0SZ
Bush Drive, Happisburgh			
752939	Bruins Rest	Bush Drive, Happisburgh, Norwich, Norfolk	NR12 0QN
724196	Flamingo	Bush Drive, Happisburgh, Norwich, Norfolk	NR12 0QN
724197	Fourwinds	Bush Drive, Happisburgh, Norwich, Norfolk	NR12 0QN
724198	Green Tiles	Bush Drive, Happisburgh, Norwich, Norfolk	NR12 0QN
724201	Holidays	Bush Drive, Happisburgh, Norwich, Norfolk	NR12 0QN
724202	Kirk-Cu-Brae	Bush Drive, Happisburgh, Norwich, Norfolk	NR12 0QN
778617	Leisure Hour	Bush Drive, Happisburgh, Norwich, Norfolk	NR12 0QN
724204	Linden	Bush Drive, Happisburgh, Norwich, Norfolk	NR12 0QN
724205	Puffin	Bush Drive, Happisburgh, Norwich, Norfolk	NR12 0QN
724206	Samphire	Bush Drive, Happisburgh, Norwich, Norfolk	NR12 0QN
724208	Sand Castle	Bush Drive, Happisburgh, Norwich, Norfolk	NR12 0QN
724213	Slide Away	Bush Drive, Happisburgh, Norwich, Norfolk	NR12 0QN
724215	Surf Cottage	Bush Drive, Happisburgh, Norwich, Norfolk	NR12 0QN
724219	Windhill	Bush Drive, Happisburgh, Norwich, Norfolk	NR12 0QN

<u>Property Reference</u>	<u>Property Name/ Number</u>	<u>Property Address</u>	<u>Post Code</u>
Cart Gap Road, Happisburgh			
724376	The Bungalow	Cart Gap Road, Happisburgh, Norwich, Norfolk	NR12 0QL
Doggetts Lane, Happisburgh			
061248	Romany, 5	Doggetts Lane, Happisburgh, Norwich, Norfolk	NR12 0QL
724151	Jeckells Hyde, 8	Doggetts Lane, Happisburgh, Norwich, Norfolk	NR12 0QL
724137	10	Doggetts Lane, Happisburgh, Norwich, Norfolk	NR12 0QL
724143	Eastward Ho, 11	Doggetts Lane, Happisburgh, Norwich, Norfolk	NR12 0QL
724139	14	Doggetts Lane, Happisburgh, Norwich, Norfolk	NR12 0QL
724149	The Brambles, 16	Doggetts Lane, Happisburgh, Norwich, Norfolk	NR12 0QL
724144	Pershore, 17	Doggetts Lane, Happisburgh, Norwich, Norfolk	NR12 0QL
724141	O'Meara Bungalow	Doggetts Lane, Happisburgh, Norwich, Norfolk	NR12 0QL
724148	Sea Edge	Doggetts Lane, Happisburgh, Norwich, Norfolk	NR12 0QL
724147	Seadrift	Doggetts Lane, Happisburgh, Norwich, Norfolk	NR12 0QL
Wroxham Way, Happisburgh			
724372	Haleholm, 42	Wroxham Way, Happisburgh, Norwich, Norfolk	NR12 0RX
Staithe Road, Hickling			
713184	The Bungalow	Staithe Road, Hickling, Norwich, Norfolk	NR12 0YW
Bureside Estate, Horning			
714003	1B	Bureside Estate, Crabbetts Marsh, Horning, Norwich, Norfolk	NR12 8JP
713987	15	Bureside Estate, Crabbetts Marsh, Horning, Norwich, Norfolk	NR12 8JP
Ferry View Estate, Horning			
062364	Cresta Cottage	Ferry View Estate, Horning, Norwich, Norfolk	NR12 8PT
778976	Oakdale	Ferry View Estate, Horning, Norwich, Norfolk	NR12 8PT
713848	Waters Edge	Ferry View Estate, Horning, Norwich, Norfolk	NR12 8PT
Horning Reach, Horning			
714025	Bonnington	Horning Reach, Horning, Norwich, Norfolk	NR12 8JR
714028	Jada	Horning Reach, Horning, Norwich, Norfolk	NR12 8JR
714033	The Birches	Horning Reach, Horning, Norwich, Norfolk	NR12 8JR
714037	The Bungalow	Horning Reach, Horning, Norwich, Norfolk	NR12 8JR
Brimbelow Road, Hoveton			
052371	Bure Banks	Brimbelow Road, Hoveton, Norwich, Norfolk	NR12 8UJ
014717	Bure Croft	Brimbelow Road, Hoveton, Norwich, Norfolk	NR12 8UJ
059714	Bureway	Brimbelow Road, Hoveton, Norwich, Norfolk	NR12 8UJ
014730	Morlands	Brimbelow Road, Hoveton, Norwich, Norfolk	NR12 8UJ
059715	Rosemere	Brimbelow Road, Hoveton, Norwich, Norfolk	NR12 8UJ
057285	Summer Craft	Brimbelow Road, Hoveton, Norwich, Norfolk	NR12 8UJ
014776	Summer Haven	Brimbelow Road, Hoveton, Norwich, Norfolk	NR12 8UJ
774241	Summer Lodge	Brimbelow Road, Hoveton, Norwich, Norfolk	NR12 8UJ
014744	Summer Vale	Brimbelow Road, Hoveton, Norwich, Norfolk	NR12 8UJ
014745	Summer Vista	Brimbelow Road, Hoveton, Norwich, Norfolk	NR12 8UJ
014742	Summerville	Brimbelow Road, Hoveton, Norwich, Norfolk	NR12 8UJ
773269	Sunrest	Brimbelow Road, Hoveton, Norwich, Norfolk	NR12 8UJ
714750	The Patch	Brimbelow Road, Hoveton, Norwich, Norfolk	NR12 8UJ
058865	The Wherry	Brimbelow Road, Hoveton, Norwich, Norfolk	NR12 8UJ
774664	Willow Cabin	Brimbelow Road, Hoveton, Norwich, Norfolk	NR12 8UJ

<u>Property Reference</u>	<u>Property Name/ Number</u>	<u>Property Address</u>	<u>Post Code</u>
	Horsefen Road, Ludham		
782444	Toad Hall	Horsefen Road, Ludham, Great Yarmouth, Norfolk	NR29 5QG

<u>Property Reference</u>	<u>Property Name/ Number</u>	<u>Property Address</u>	<u>Post Code</u>
Thurne Dyke, Ludham			
713919	Churne	Thurne Dyke, Ludham, Great Yarmouth, Norfolk	NR12 8QA
713922	Thurne Mouth	Thurne Dyke, Ludham, Great Yarmouth, Norfolk	NR12 8QA
North East Riverbank, Potter Heigham			
717007	Bath Hurst, 51	North East Riverbank, Potter Heigham, Great Yarmouth, Norfolk	NR29 5NE
057388	Patika Pa, 55	North East Riverbank, Potter Heigham, Great Yarmouth, Norfolk	NR29 5NE
017103	The Rands, 56-56A	North East Riverbank, Potter Heigham, Great Yarmouth, Norfolk	NR29 5NE
717071	The Nook, 57-58	North East Riverbank, Potter Heigham, Great Yarmouth, Norfolk	NR29 5NE
717073	Herrongate, 59	North East Riverbank, Potter Heigham, Great Yarmouth, Norfolk	NR29 5NE
717074	Maisonette, 60	North East Riverbank, Potter Heigham, Great Yarmouth, Norfolk	NR29 5NE
771303	Willow Creek, 61	North East Riverbank, Potter Heigham, Great Yarmouth, Norfolk	NR29 5NE
717020	Rosemary Cottage, 62	North East Riverbank, Potter Heigham, Great Yarmouth, Norfolk	NR29 5NE
717076	Broad View, 63	North East Riverbank, Potter Heigham, Great Yarmouth, Norfolk	NR29 5NE
717077	Tower View, 64	North East Riverbank, Potter Heigham, Great Yarmouth, Norfolk	NR29 5NE
062509	65	North East Riverbank, Potter Heigham, Great Yarmouth, Norfolk	NR29 5NE
717078	Bullrush, 66	North East Riverbank, Potter Heigham, Great Yarmouth, Norfolk	NR29 5NE
717079	Reedsmere, 67	North East Riverbank, Potter Heigham, Great Yarmouth, Norfolk	NR29 5NE
759893	Pastime, 68	North East Riverbank, Potter Heigham, Great Yarmouth, Norfolk	NR29 5NE
759646	Marsh View, 69	North East Riverbank, Potter Heigham, Great Yarmouth, Norfolk	NR29 5NE
717081	Heron Cottage, 70	North East Riverbank, Potter Heigham, Great Yarmouth, Norfolk	NR29 5NE
717082	Herwinia, 72	North East Riverbank, Potter Heigham, Great Yarmouth, Norfolk	NR29 5NE
780694	Eastcote, 73	North East Riverbank, Potter Heigham, Great Yarmouth, Norfolk	NR29 5NE
717083	The Fens, 74	North East Riverbank, Potter Heigham, Great Yarmouth, Norfolk	NR29 5NE
717021	St Elmo, 75	North East Riverbank, Potter Heigham, Great Yarmouth, Norfolk	NR29 5NE
773169	Sunnyside, 76	North East Riverbank, Potter Heigham, Great Yarmouth, Norfolk	NR29 5NE
057220	Milldene, 76A	North East Riverbank, Potter Heigham, Great Yarmouth, Norfolk	NR29 5NE
762518	Up River, 77	North East Riverbank, Potter Heigham, Great Yarmouth, Norfolk	NR29 5NE
717086	Topping, 78	North East Riverbank, Potter Heigham, Great Yarmouth, Norfolk	NR29 5NE
755550	Rivendell, 79	North East Riverbank, Potter Heigham, Great Yarmouth, Norfolk	NR29 5NE
759786	Primrose, 80	North East Riverbank, Potter Heigham, Great Yarmouth, Norfolk	NR29 5NE
763336	Calypso, 82	North East Riverbank, Potter Heigham, Great Yarmouth, Norfolk	NR29 5NE
759787	Silver Ley, 84	North East Riverbank, Potter Heigham, Great Yarmouth, Norfolk	NR29 5NE
759643	St Clair, 85	North East Riverbank, Potter Heigham, Great Yarmouth, Norfolk	NR29 5NE
779255	Melrose, 85A	North East Riverbank, Potter Heigham, Great Yarmouth, Norfolk	NR29 5NE
717093	Millway, 85C	North East Riverbank, Potter Heigham, Great Yarmouth, Norfolk	NR29 5NE
717095	Jokers Wild, 86	North East Riverbank, Potter Heigham, Great Yarmouth, Norfolk	NR29 5NE
717106	Ambleside, 86B	North East Riverbank, Potter Heigham, Great Yarmouth, Norfolk	NR29 5NE
717045	Dyde Down, 87	North East Riverbank, Potter Heigham, Great Yarmouth, Norfolk	NR29 5NE
717096	Manderley, 88	North East Riverbank, Potter Heigham, Great Yarmouth, Norfolk	NR29 5NE
717024	The Nest, 89	North East Riverbank, Potter Heigham, Great Yarmouth, Norfolk	NR29 5NE
780021	Risdene, 90	North East Riverbank, Potter Heigham, Great Yarmouth, Norfolk	NR29 5NE
777927	Fishers Haven, 90A	North East Riverbank, Potter Heigham, Great Yarmouth, Norfolk	NR29 5NE
717009	Eveholme, 93	North East Riverbank, Potter Heigham, Great Yarmouth, Norfolk	NR29 5NE
759806	Ellesmere, 96	North East Riverbank, Potter Heigham, Great Yarmouth, Norfolk	NR29 5NE
717040	Idleways, 97	North East Riverbank, Potter Heigham, Great Yarmouth, Norfolk	NR29 5NE
717101	Four Winds, 99A	North East Riverbank, Potter Heigham, Great Yarmouth, Norfolk	NR29 5NE
717100	Tencholme, 99B	North East Riverbank, Potter Heigham, Great Yarmouth, Norfolk	NR29 5NE
717013	Highs Mill	North East Riverbank, Potter Heigham, Great Yarmouth, Norfolk	NR29 5NE
North West Riverbank, Potter Heigham			
717005	Olken, 1	North West Riverbank, Potter Heigham, Great Yarmouth, Norfolk	NR29 5ND
715991	Toorak, 1B	North West Riverbank, Potter Heigham, Great Yarmouth, Norfolk	NR29 5ND
715988	Tonga, 1C	North West Riverbank, Potter Heigham, Great Yarmouth, Norfolk	NR29 5ND
715992	Royston, 1D	North West Riverbank, Potter Heigham, Great Yarmouth, Norfolk	NR29 5ND
715993	Pot Pourri, 1E	North West Riverbank, Potter Heigham, Great Yarmouth, Norfolk	NR29 5ND
715994	Sunflowers, 1F	North West Riverbank, Potter Heigham, Great Yarmouth, Norfolk	NR29 5ND
754931	Joybelle, 1G	North West Riverbank, Potter Heigham, Great Yarmouth, Norfolk	NR29 5ND
715996	Summertime, 2A	North West Riverbank, Potter Heigham, Great Yarmouth, Norfolk	NR29 5ND
715997	Fairway, 2B	North West Riverbank, Potter Heigham, Great Yarmouth, Norfolk	NR29 5ND
715998	Dolphins, 2C	North West Riverbank, Potter Heigham, Great Yarmouth, Norfolk	NR29 5ND
715999	Bluewaters, 2D	North West Riverbank, Potter Heigham, Great Yarmouth, Norfolk	NR29 5ND
716000	Repps Reach, 2E	North West Riverbank, Potter Heigham, Great Yarmouth, Norfolk	NR29 5ND

<u>Property Reference</u>	<u>Property Name/ Number</u>	<u>Property Address</u>	<u>Post Code</u>
716001	Terre Nuove, 3A	North West Riverbank, Potter Heigham, Great Yarmouth, Norfolk	NR29 5ND
716002	Cedar Lodge, 3B	North West Riverbank, Potter Heigham, Great Yarmouth, Norfolk	NR29 5ND
717016	Rest Awhile, 4	North West Riverbank, Potter Heigham, Great Yarmouth, Norfolk	NR29 5ND
716003	The Bield, 4A	North West Riverbank, Potter Heigham, Great Yarmouth, Norfolk	NR29 5ND
716004	Rania, 4B	North West Riverbank, Potter Heigham, Great Yarmouth, Norfolk	NR29 5ND
716008	Touchwood, 5A	North West Riverbank, Potter Heigham, Great Yarmouth, Norfolk	NR29 5ND
716005	5B	North West Riverbank, Potter Heigham, Great Yarmouth, Norfolk	NR29 5ND
716006	Leaside, 6	North West Riverbank, Potter Heigham, Great Yarmouth, Norfolk	NR29 5ND
717047	Pachelbel, 6	North West Riverbank, Potter Heigham, Great Yarmouth, Norfolk	NR29 5ND
717048	Little Quay, 7	North West Riverbank, Potter Heigham, Great Yarmouth, Norfolk	NR29 5ND
717049	River Rest, 8	North West Riverbank, Potter Heigham, Great Yarmouth, Norfolk	NR29 5ND
717019	Nine, 9	North West Riverbank, Potter Heigham, Great Yarmouth, Norfolk	NR29 5ND
717050	Downriver, 10	North West Riverbank, Potter Heigham, Great Yarmouth, Norfolk	NR29 5ND
717052	Burton Garth, 11	North West Riverbank, Potter Heigham, Great Yarmouth, Norfolk	NR29 5ND
717044	Wee Ben, 14	North West Riverbank, Potter Heigham, Great Yarmouth, Norfolk	NR29 5ND
061826	Woodstock, 14A	North West Riverbank, Potter Heigham, Great Yarmouth, Norfolk	NR29 5ND
760184	Le Chalet, 15	North West Riverbank, Potter Heigham, Great Yarmouth, Norfolk	NR29 5ND
760231	Mill View, 16	North West Riverbank, Potter Heigham, Great Yarmouth, Norfolk	NR29 5ND
779412	Kalinda, 19	North West Riverbank, Potter Heigham, Great Yarmouth, Norfolk	NR29 5ND
059675	The Haven, 20	North West Riverbank, Potter Heigham, Great Yarmouth, Norfolk	NR29 5ND
058228	The Rosary, 21	North West Riverbank, Potter Heigham, Great Yarmouth, Norfolk	NR29 5ND
783477	Dutch Tutch, 22	North West Riverbank, Potter Heigham, Great Yarmouth, Norfolk	NR29 5ND
760269	23	North West Riverbank, Potter Heigham, Great Yarmouth, Norfolk	NR29 5ND
060391	Four Es, 24	North West Riverbank, Potter Heigham, Great Yarmouth, Norfolk	NR29 5ND
762883	Moon River Cottage, 24A	North West Riverbank, Potter Heigham, Great Yarmouth, Norfolk	NR29 5ND
783341	Windy Ridge, 26	North West Riverbank, Potter Heigham, Great Yarmouth, Norfolk	NR29 5ND
782100	River View, 27	North West Riverbank, Potter Heigham, Great Yarmouth, Norfolk	NR29 5ND
780780	Vespers, 28	North West Riverbank, Potter Heigham, Great Yarmouth, Norfolk	NR29 5ND
779056	Rand View, 29	North West Riverbank, Potter Heigham, Great Yarmouth, Norfolk	NR29 5ND
773123	Ivydene, 30	North West Riverbank, Potter Heigham, Great Yarmouth, Norfolk	NR29 5ND
717067	Paddock Wood, 31	North West Riverbank, Potter Heigham, Great Yarmouth, Norfolk	NR29 5ND
717068	Thurnholme, 32	North West Riverbank, Potter Heigham, Great Yarmouth, Norfolk	NR29 5ND
767419	37	North West Riverbank, Potter Heigham, Great Yarmouth, Norfolk	NR29 5ND
717051	Crystal Haven	North West Riverbank, Potter Heigham, Great Yarmouth, Norfolk	NR29 5ND
766222	Deekside	North West Riverbank, Potter Heigham, Great Yarmouth, Norfolk	NR29 5ND
760276	Mands	North West Riverbank, Potter Heigham, Great Yarmouth, Norfolk	NR29 5ND
715989	Swan Haven	North West Riverbank, Potter Heigham, Great Yarmouth, Norfolk	NR29 5ND
058228	The Rosary	North West Riverbank, Potter Heigham, Great Yarmouth, Norfolk	NR29 5ND
717064	The Sanctuary	North West Riverbank, Potter Heigham, Great Yarmouth, Norfolk	NR29 5ND
715990	The Willows	North West Riverbank, Potter Heigham, Great Yarmouth, Norfolk	NR29 5ND
777502	Thurne View	North West Riverbank, Potter Heigham, Great Yarmouth, Norfolk	NR29 5ND

Clink Lane, Sea Palling

717969	Nutshell	Clink Lane, Sea Palling, Norwich, Norfolk	NR12 0UL
717970	Seaway	Clink Lane, Sea Palling, Norwich, Norfolk	NR12 0UL

The Marrams, Sea Palling

718116	Blackthorns	The Marrams, Sea Palling, Norwich, Norfolk	NR12 0UN
718115	Brambledene	The Marrams, Sea Palling, Norwich, Norfolk	NR12 0UN
718121	Cliffside	The Marrams, Sea Palling, Norwich, Norfolk	NR12 0UN
718113	Duneside	The Marrams, Sea Palling, Norwich, Norfolk	NR12 0UN
758355	Hazeldene	The Marrams, Sea Palling, Norwich, Norfolk	NR12 0UN
718112	Hillcroft	The Marrams, Sea Palling, Norwich, Norfolk	NR12 0UN
718100	Kia Ora	The Marrams, Sea Palling, Norwich, Norfolk	NR12 0UN
061870	Meadow View	The Marrams, Sea Palling, Norwich, Norfolk	NR12 0UN
718091	Oriel	The Marrams, Sea Palling, Norwich, Norfolk	NR12 0UN
718109	Peddlers Peace	The Marrams, Sea Palling, Norwich, Norfolk	NR12 0UN
718101	Sandy Lodge	The Marrams, Sea Palling, Norwich, Norfolk	NR12 0UN
718098	Santa Monica	The Marrams, Sea Palling, Norwich, Norfolk	NR12 0UN
718105	Sea Breezes	The Marrams, Sea Palling, Norwich, Norfolk	NR12 0UN
718093	Sea Home	The Marrams, Sea Palling, Norwich, Norfolk	NR12 0UN
718108	Splinters	The Marrams, Sea Palling, Norwich, Norfolk	NR12 0UN
718111	Stanfield	The Marrams, Sea Palling, Norwich, Norfolk	NR12 0UN
718097	Sunnyside	The Marrams, Sea Palling, Norwich, Norfolk	NR12 0UN
718094	The Halt	The Marrams, Sea Palling, Norwich, Norfolk	NR12 0UN

<u>Property Reference</u>	<u>Property Name/ Number</u>	<u>Property Address</u>	<u>Post Code</u>
718106	Timbers	The Marrams, Sea Palling, Norwich, Norfolk	NR12 0UN
718117	Tiny Tots	The Marrams, Sea Palling, Norwich, Norfolk	NR12 0UN
718110	Tramore	The Marrams, Sea Palling, Norwich, Norfolk	NR12 0UN
718103	Tween Whyles	The Marrams, Sea Palling, Norwich, Norfolk	NR12 0UN
761287	Venta	The Marrams, Sea Palling, Norwich, Norfolk	NR12 0UN
718107	Vi La Voer	The Marrams, Sea Palling, Norwich, Norfolk	NR12 0UN
Waxham Road, Sea Palling			
718063	Grenut	Waxham Road, Sea Palling, Norwich, Norfolk	NR12 0UX
718065	The Little House	Waxham Road, Sea Palling, Norwich, Norfolk	NR12 0UX
018035	The Old School Apartment	Waxham Road, Sea Palling, Norwich, Norfolk	NR12 0UX
Moor Road, Sutton			
720253	Moorlands	Moor Road, Sutton, Norwich, Norfolk	NR12 9QN
Seaview Crescent, Walcott			
724604	1	Seaview Crescent, Ostend Road, Walcott, Norwich, Norfolk	NR12 0NL
724619	4	Seaview Crescent, Ostend Road, Walcott, Norwich, Norfolk	NR12 0NL
724620	5	Seaview Crescent, Ostend Road, Walcott, Norwich, Norfolk	NR12 0NL
724622	7	Seaview Crescent, Ostend Road, Walcott, Norwich, Norfolk	NR12 0NL
724623	8	Seaview Crescent, Ostend Road, Walcott, Norwich, Norfolk	NR12 0NL
724605	10	Seaview Crescent, Ostend Road, Walcott, Norwich, Norfolk	NR12 0NL
724606	11	Seaview Crescent, Ostend Road, Walcott, Norwich, Norfolk	NR12 0NL
724607	12	Seaview Crescent, Ostend Road, Walcott, Norwich, Norfolk	NR12 0NL
724609	14	Seaview Crescent, Ostend Road, Walcott, Norwich, Norfolk	NR12 0NL
724610	15	Seaview Crescent, Ostend Road, Walcott, Norwich, Norfolk	NR12 0NL
724611	16	Seaview Crescent, Ostend Road, Walcott, Norwich, Norfolk	NR12 0NL
724614	19	Seaview Crescent, Ostend Road, Walcott, Norwich, Norfolk	NR12 0NL
724616	Sea Breeze, 20	Seaview Crescent, Ostend Road, Walcott, Norwich, Norfolk	NR12 0NL
724618	22	Seaview Crescent, Ostend Road, Walcott, Norwich, Norfolk	NR12 0NL
779738	Blue Moon	Seaview Crescent, Ostend Road, Walcott, Norwich, Norfolk	NR12 0NL
724625	Calm Seas	Seaview Crescent, Ostend Road, Walcott, Norwich, Norfolk	NR12 0NL
724626	Golden Sands	Seaview Crescent, Ostend Road, Walcott, Norwich, Norfolk	NR12 0NL
724627	Sunnyside	Seaview Crescent, Ostend Road, Walcott, Norwich, Norfolk	NR12 0NL
Church Road, Waxham			
773282	Bide A Wee	Church Road, Waxham, Norwich, Norfolk	NR12 0DY

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**North Norfolk District Council's
Council Tax
Discretionary Reduction
(Hardship Relief) Policy**

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2. Council Tax – Discretionary Reduction Policy

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2.3 North Norfolk District Council

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2.7 Review of Decision

2.8 Recovery of a Hardship Relief Award

2.9 Fraud

1. Purpose of Policy Document

1.1 This policy sets out the Council's approach to the awarding of discretionary hardship relief in respect of Council Tax liability. It has been designed to ensure that all customers making an application for relief are treated in a fair, consistent and equal manner.

1.2 This policy has been written to:

- Set guidelines for the factors that should be considered when making a decision to award or refuse an application
- Set out the delegated authority to award relief in appropriate circumstances
- Advise how customers dissatisfied with the decision made, can appeal.
- Safeguard the interest of the local taxpayers by ensuring that funds that are allocated for the award of relief are used in the most effective and economic way

2. Council Tax Discretionary Reduction Policy

2.1 Introduction

2.1.1 Councils have the power to reduce the amount of Council Tax a person has to pay to such an extent as they see fit. This includes the power to reduce an amount to nil, and may be exercised in relation to particular cases or by determining a class of property in which liability is to be reduced to an extent provided for by the determination. There is a cost to the Council in respect of any hardship relief awarded and is met by the Council's collection fund.

2.2 Legislation

2.2.1 Council Tax hardship awards are included in Section 13A Local Government Finance Act 1992 as amended by Local Government Act 2003, section 76. Section 76 gives councils the authority to make a discretionary payment of Council Tax where it is satisfied that the taxpayer would sustain exceptional hardship if it did not do so.

2.3 North Norfolk District Councils Policy

2.3.1 North Norfolk District Council has not defined any specific class of property on which to award a section 13A discount.

2.3.2 Applications for a reduction will usually only be considered in individual cases where severe hardship or extenuating circumstances can be demonstrated.

2.3.3 Where an application is successful, the award will be paid/credited directly to the Council Tax account.

2.4 Criteria

2.4.1 Each hardship application will be assessed on its individual merits. When assessing applications, the following considerations will be made:

- All applications are only intended as short term assistance and awards will not extend beyond the current financial year, and should not be considered as a way of reducing Council Tax liability indefinitely
- Hardship relief or remission will be the exception and not the rule
- Council Tax hardship relief will not be awarded for any reason other than to reduce Council Tax liability
- Relief is not to be granted in order to prevent recovery action being instigated by the Council or to stop bankruptcy proceedings commenced by the Council or any other body
- The applicant must detail the reasons for the application, explaining the specific circumstances and hardship being experienced

- There must be evidence of hardship or personal circumstances that justifies a reduction in Council Tax liability. There is no definition in the legislation for 'hardship' and as the scheme is aimed at covering unforeseen events it is not possible to list precise criteria. Applications will be accepted on the basis that the applicant or household would suffer exceptional financial hardship if financial assistance were not given.
- Exceptional circumstances for hardship under the Council Tax regulations will usually be circumstances that are outside the control of the household and beyond normal risks faced by a household. The household must demonstrate that it has done all it can to mitigate those risks and is taking action to minimise them.
- The Council's finances allow for a reduction to be made and it is reasonable to do so in light of the impact on other Council Tax payers
- The Council Tax payer (applicant) must be able to demonstrate that all reasonable steps have been taken to meet their full Council Tax liability prior to application including exploring entitlement to all other reliefs, discounts, exemptions, reductions, discretionary payments and valuation office appeals.
- The Council Tax payer does not have access to other assets that could be realised and used to pay Council Tax.
- Application for hardship relief should be one of last resort. Applicants will be expected to have explored and secured any lawful entitlement to other benefits, incomes and reductions in preference to claiming hardship relief. This particularly includes an application for Council Tax Support.
- The liable person for an unoccupied domestic property must have made their best efforts to sell or let the property and not asked for an unreasonable rent or sale price and must show that to levy an empty Council Tax charge would cause them exceptional financial hardship.
- The Council's finances allow for a reduction to be made.
- The amount outstanding must not be the result of wilful refusal to pay or culpable neglect.

2.4.2 Hardship relief will normally be awarded for a short, fixed period depending on the nature and likely duration of the hardship. In all cases relief will end in the following circumstances:

- At the end of a financial year
- There is a change of liable person
- The Council Tax payer enters any form of formal insolvency
- The Council Tax payer's financial circumstances significantly change.
- At the end of any fixed period notified to the Council Tax payer at the time of the award

2.5 The Application

2.5.1 All applications should be made in writing or by completing the web form available on our web site. The form can be completed by an advocate/appointee or a recognised third party acting on their behalf, and must contain the necessary information including a full financial statement. Postal application forms and any supporting information should be completed and returned to:

North Norfolk District
Holt Road
Cromer
Norfolk
NR27 9LJ

2.5.2 It is the responsibility of the Council Tax payer applying for relief to provide sufficient information and documentary evidence to support their applications. If the Council Tax payer applying does not, or will not, provide the required evidence; the application will still be considered, but only on the basis of the information and evidence provided. No costs will be borne by the Council in the provision of this evidence.

2.5.3 Further information may be requested to support an application. Where a request for further information is made information must be provided within 4 weeks. Failure to provide information within 4 weeks may lead to the refusal of the application unless good cause can be shown.

2.6. The Decision Making Process

2.6.1 Upon receipt of a signed application and all supporting documentation and Information; a standard decision making process will be followed:

- Initial applications will be checked by Revenues Team Leaders within 28 days of receipt of a signed application to ensure all supporting information / evidence has been included.

- Cases will then be forwarded to the Revenues Manager and the case presented at the next available discretionary panel hearing. A decision will be made by the representatives attending the panel hearing.
- Once a decision has been approved the Council Tax payer will be notified in writing of the decision within 28 days and revised Council Tax demand notices will be issued where applicable
- Whilst every effort will be made to meet the deadlines outlined above, failure by the Council to do so does not qualify the claimant for relief or any financial compensation.

2.7. Review of Decision

2.7.1 The Council will not accept a request from a Council Tax payer for a re-determination of its decision unless further evidence can be provided.

- If a claimant is dissatisfied with refusal of their application, they may appeal to the Valuation Tribunal for England (VTE) either by completing the online appeal form at <https://www.valuationtribunal.gov.uk/>. The claimant has two months to do this from the date of North Norfolk District Council's reply.

The Valuation Tribunals contact details are

Valuation Tribunal
 3rd Floor
 Crossgate House
 Wood Street
 Doncaster
 DN1 3LL
Email: appeals@valuationtribunal.gov.uk
Telephone 0300 123 2035

2.8 Recovery of a Hardship Relief Award

2.8.1 If an award is subsequently cancelled the amount will be withdrawn from the applicant's Council Tax account and will be payable as the Council Tax due under the regulations.

2.9 Fraud

2.9.1 The Council reserves the right to withdraw any award made under this scheme where fraud or error has occurred

2.9.2 The Council reserves the right to withdraw any award where the applicant has failed to provide, or, has knowingly provided false or misleading information.

Transfer of public open space at Stalham

Summary: This report outlines a proposal to transfer public open space to Stalham Town Council to enable them to manage the site for the benefit of its community.

Options considered: The alternative option is for the Council to retain the land once adopted.

Conclusions: Officers are seeking to transfer public open space to Stalham Town Council, along with the commuted sum paid by the developer which is to be used for the on-going maintenance of the site.

The Town Council are deemed best placed to manage this public open space for the benefit of its community.

Recommendations: **It is recommended to Cabinet to approve the transfer of:**
A. public open space North of Yarmouth Road Stalham as identified on the plan in the appendix to Stalham Town Council
B. The remaining commuted sum of approximately £170,000

Reasons for Recommendations: To approve the transfer of land and funds as a key decision.

LIST OF BACKGROUND PAPERS AS REQUIRED BY LAW

(Papers relied on to write the report, which do not contain exempt information and which are not published elsewhere)

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Cabinet Member(s) Cllr E Seward	Ward(s) affected Stalham
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Contact Officer, telephone number and email: Renata Garfoot Asset Strategy Manager. T: 01263 516086 E:Renata.garfoot@north-norfolk.gov.uk

1. Introduction

1.1 The Council is to take adoption of public open space located North of Yarmouth Road, Stalham as part of an agreed Planning Obligation S106 agreement dated 20th March 2013 and subsequent Deed of Variation dated 4th October 2021.

1.2 At the time of writing this report, the adoption of this land by the Council is expected to be legally completed during September 2022, along with taking receipt of the S106 monies.

1.3 This report outlines a proposal to transfer the land to Stalham Town Council once the adoption has formally completed and subject to requirements of Section 123 of the Local Government Act 1972. The Town Council are supportive of the proposal.

2. The Transfer Proposal

2.1 The proposed transfer of public open space as per the shown in the appendix outlined red and blue will be transferred subject to there being no upheld objections following advertisement of the disposal.

2.2 The transfer will be for £1 following the terms of the S106 agreement and will be for a restricted land use to ensure it remains as public open space for the community.

3. Corporate Plan Objectives

3.1 This proposal supports the Climate, Coast and Environment Corporate Plan objectives.

4. Medium Term Financial Strategy

4.1 There is no negative impact to the Medium Term Financial Strategy with this proposal.

5. Financial and Resource Implications

5.1 The land will be transferred to the Town Council with the S106 monies, equating to approximately £170,000, less any expenditure the Council has incurred with maintaining the site during its ownership.

5.2 If the site is transferred in 2 phases (red area then blue area) then the commuted sum will also be transferred in 2 parts.

5.2 The commuted sum is to be utilised for the on-going maintenance of the site for a 10 year period following the transfer to the Council.

6. Legal Implications

6.1 As part of the transfer process the Council will advertise the land as required by Section 123 of the Local Government Act 1972 (as amended) considering any objections before the transfer to the Town Council can complete.

6.2 The land will be transferred to the Town Council with a restricted use as per the transfer to the Council so that the land will remain as public open space for the community.

6.3 Drainage systems within the area are to be adopted and managed by third parties as outlined in separate agreements and are not included in this transfer.

7. Risks

7.1 There is a risk that the transfer does not complete and the Council retains the public open space and commuted sum for its maintenance.

8. Sustainability

8.1 The Town Council are best placed to manage the public open space for their community.

9. Climate / Carbon impact

9.1 This public open space will be a positive contribution to the community and achieving net zero objectives by increasing the current number of existing green spaces within the district.

10. Equality and Diversity

10.1 There are no direct impacts with this proposal.

11. Section 17 Crime and Disorder considerations

11.1 There are no direct impacts with this proposal.

12. Conclusion and Recommendations

12.1 Officers are seeking to transfer public open space to Stalham Town Council, along with the commuted sum paid by the developer which is to be used for the on-going maintenance of the site.

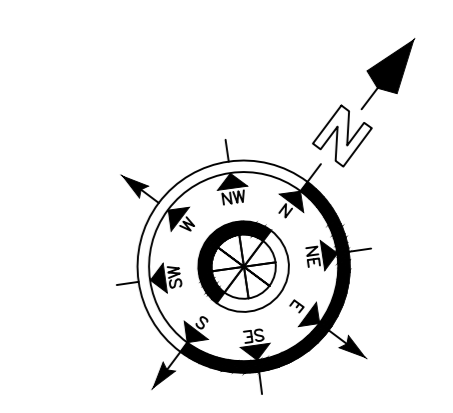
12.2 The Town Council are deemed best placed to manage this public open space for the benefit of its community.

12.3 It is recommended to Cabinet to approve the transfer of:

A. Public open space North of Yarmouth Road Stalham as identified on the plan in the appendix to Stalham Town Council.

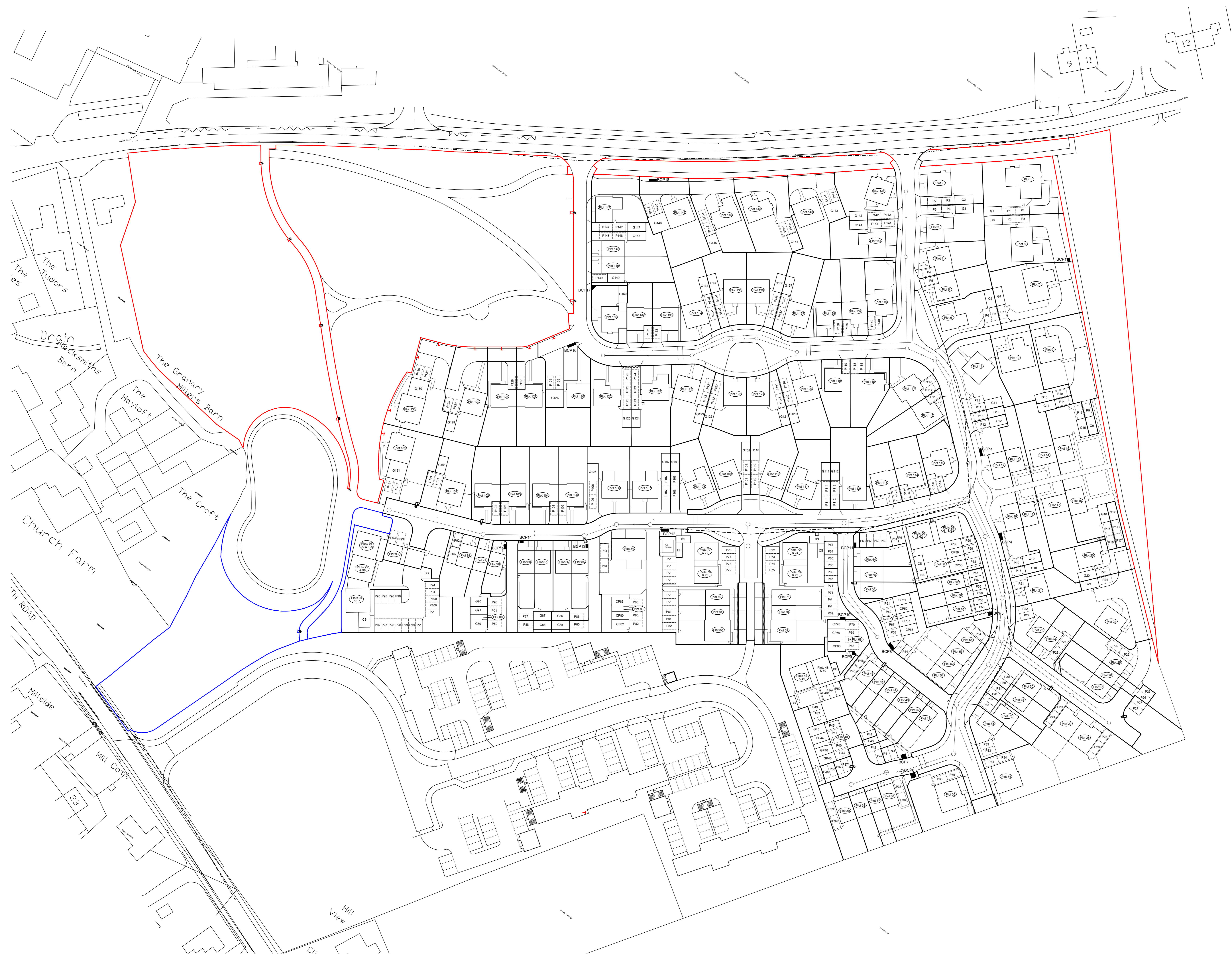
B. The remaining commuted sum of approximately £170,000

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CONVEYANCE KEY

- STREET LIGHTING (Where build out present)
 - PHASE A TRANSFER
 - PHASE B TRANSFER
- 0m 5m 10m 15m 20m 25m
SCALE KEY



PROPOSED HOUSING AT
INGHAM ROAD, STALHAM, NORFOLK.
OPEN SPACE TRANSFER PLAN

Scale: 1:500 @ A0
Date: July 2019
Drawing No: STA3
Project: POS 100

Revision	Description	Date
Rev D	Scale key amended. Drawing size added to scale.	15.07.21
Rev C	Plotting removed. Southern boundary to phase 2 amended. Scale included.	07.09.21
Rev B	Plotting shown in blue outline.	20.04.21
Rev A	Plotting not applicable removed.	05.08.21
Revision	Amendment	

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TEL: 01394 446800. FAX: 01394 389605.

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NORTH WALSHAM – THE CEDARS – PROPERTY TRANSACTIONS

- Summary:** The Cedars on New Road, North Walsham is currently under-going a major refurbishment as part of the HAZ scheme in partnership with Historic England (HE). This paper outlines the letting options for both the ground and first floors of the currently vacant premises. Any future proposals for the adjacent outbuildings known as 'The Barns' or 'The Stables' will be the subject of a separate paper in due course.
- Options considered:** The Cedars has been widely marketed and several lease proposals have been received and assessed.
- Conclusions:** The marketing has not provided an option for one single occupier to take the whole of the premises which would have been the Councils' preference. Given the proposals we have received there are options for the ground and first floors which are detailed in this report. However, given that the Council would prefer to see the building let as whole to one occupier the option remains to consider this further and to create a 'Civic Hub' based on the interest that has been received to date.
- Recommendations:** It is recommended to Cabinet to make a resolution:
- 1) To note the proposals received, and;
 - 2) Instruct officers to investigate an alternative delivery model that meets the Councils' asset management aspirations and provides the continued community services, and;
 - 3) Continue discussions with parties forming the combined option in Proposals 1, 3 and 4, and;
 - 4) Note that this would form the basis of a future report.
- Reasons for Recommendations:** The recommended proposal supports the Councils Asset Management Plan.

LIST OF BACKGROUND PAPERS AS REQUIRED BY LAW

(Papers relied on to write the report, which do not contain exempt information and which are not published elsewhere)

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None

Cabinet Member(s)	Ward(s) affected
Cllr Seward	North Walsham Market Cross North Walsham East North Walsham West
Contact Officer, telephone number and email: Neil Turvey 01263 576124 neil.turvey@north-norfolk.gov.uk	

1.0 Introduction

- 1.1 The Cedars is the subject of a major refurbishment which is currently ongoing. The premises sit in a very prominent and high profile location in the town and will benefit further from the newly created Travel Hub, which opened in early August 2022 – see location plan at Appendix 1 showing The Cedars outlined red and the new Travel Hub in green.
- 1.2 In July 2021 Cabinet approved the marketing of the Cedars for commercial use and agreed the following resolution;
- A. *To formally withdraw from the (then) current disposal transaction which, after more than six years has not progressed to completion.*
 - B. *To retain the main Cedars building for letting purposes subject to a refurbishment as per the revised specification of works and then to market the premises to let.*
 - C. *That the previously allocated capital funding and the grant secured from Historic England is utilised for the refurbishment as per the revised cost plan.*
 - D. *That options are investigated for the separate use and possible disposal of the remaining parts [The Barns] and that marketing commences for the sale of the surplus site for potential third party development. (A further report being brought to Cabinet if disposal is deemed the most appropriate option).*
- 1.3 The Cedars house being the principal property on the site has been marketed to let since the Summer of 2021 - see Appendix 2 for the particulars. Several expressions of interest were received in addition to those included in this report but none of these developed into a formal offer of terms. Those expressions included a different independent pub operator on the ground floor, charity interest and a Church.

2.0 Current position & summary

- 2.1 The refurbishment of the premises by the Councils' appointed contractor is ongoing and due to complete before the end of 2022.

- 2.2 Once completed The Cedars accommodation will be laid out largely as illustrated on the attached plans but with some minor variations - see Appendix 3
- 2.3 In support of the Councils' sustainability & climate change Corporate Plan Priorities, work is ongoing to establish the feasibility of adding a number electric vehicle charging points (EVCP's) to the car park for which separate charging arrangements would be levied.
- 2.4 In support of ongoing discussions with North Walsham in Bloom (NWIB) the provision of a water standpipe to supply water for the Council's landscaping areas across the town is also being investigated. This would allow NWIB to maintain the Councils landscaping within the town centre and therefore reduce the current costs being incurred by the Council.
- 2.5 The adjacent Barns/Stables have been the subject of a separate marketing campaign and will form the basis of a separate paper in due course.

3. Asset Management Strategy

- 3.1 Whilst the building was previously occupied on a multi let basis the preferred asset management strategy is to secure one tenant to take occupation of the whole building on a medium to long term basis.
- 3.2 The Councils Asset Management Plan – Commercial Property Strategy states
 - Single let or multi let units will be considered, but preference away from management intensive properties unless suitable managing agents are appointed to undertake this role.
- 3.3 With a single tenant, this would reduce the need and cost for appointing external managing agents or reducing the level of officer resource required from Estates, Property Services, Legal, Finance teams in managing, statutory testing, maintaining and repairing the building as the overall liability would fall to the tenant.
- 3.4 Given the building is undergoing an extensive refurbishment, offering the property to a single tenant with them assuming the repairing liability would be an attractive proposition as it will give the tenant comfort that no major repairs will be required in the near future and give certainty over budgeting for maintenance costs.
- 3.5 It is also anticipated that this option would be a more cost effective approach to the tenant as there will be no service charge or management fee charged to them.
- 3.6 With a multi let building, in addition to any rent agreed for the individual rooms there would be a Service Charge levied on each occupier based on a fair proportion of space occupied. The Service Charge is currently estimated at £35,000 per annum and would be reviewed on an annual basis. The Service Charge will cover all items of repair and maintenance that are outside of the individually demised areas and that are common to all occupiers. This will include the roof and structure of the premises, the external facades, decoration, any external car parking and landscaping, the provision of utilities to the building and any common energy costs. Whilst NNDC will not make a profit from the Service Charge as it is designed to cover the costs of maintaining the common parts, it will charge a management fee to cover the cost of administering the Service Charge. The Service Charge would be invoiced to tenants quarterly in advance alongside rent payments and then reconciled at the end of each Service Charge

year with any credits or debits balanced at the end of that year.

- 3.7 As is usual NNDC would insure the building and recharge to the tenant.
- 3.8 If operated as a multi let building, it should be noted (other than when utilised under Proposal 1 below at para.4.3), that room G03 would be available for any party, whether tenants of the building or not, to hire for meetings or events. The hiring rates and operational management of this room is yet to be confirmed.

4.0 Summary of Proposals received

- 4.1 As a result of the marketing campaign to date we have received firm interest from several parties, wishing to let part of the building, however no interest has been gained from a single tenant. This paper outlines those proposals and the options on each floor.
- 4.2 Whilst the marketing of the premises has not provided NNDC with the option of letting to one party, proposals 1, 3 and 4 identified below from 3 separate organisations would form a community/public sector 'Civic Hub'. This would provide the continuation of essential public services to the town and surrounding community. Whilst officers have investigated if combining all received proposals could create a fully let building, this arrangement could not be accommodated if Proposal 2 which is a commercial business proposal were to progress as they would require the same ground floor space within the premises.
- 4.3 The commercial terms of the proposals received are contained in exempt Appendix 4.

5.0 Proposal 1

- 5.1 A major public body is interested in leasing rooms G11/12 and G10 (see plan at Appendix 3) and would wish to be in part occupation before the end of the calendar year and fully operational in early 2023.
- 5.2 Terms for a new 15 year lease have been agreed in principle but remain subject to that organisation's Corporate approvals. This organisation has confirmed that they would not be prepared to operate with Proposal 2 in the same building as it would not align with their public service.
- 5.3 The tenant would have also use of the Meeting Room G03 on two reserved days at an extra fee to be agreed. The remaining days would be advertised for room hire, although there is no certainty over the level of demand.

6.0 Proposal 2

- 6.1 A newly formed local group of four private investors are interested in developing a new *real ale micro pub*. They would wish to be in occupation and ready to open for trade before Easter 2023.
- 6.2 The individual investors/Directors of the new group would fund the business through their own combined financial resources. The proposed style of the pub operation is as described in the attached proposal provided by the proposed tenants – see Appendix 5.
- 6.3 The tenant would occupy the rooms indicated, for identification only, with pink lines on the attached plan at Appendix 6.
- 6.4 The proposal would require the tenant to secure both planning consent and licensing. If either of these are not secured the tenant would not proceed with the lease and the property would need to be remarketed.

7.0 Proposal 3

- 7.1 Norfolk Citizens Advice who are part of a broader network across England &

Wales providing free, confidential and impartial advice to the wider community are seeking space to relocate from their current unit in the town centre to a new facility so to improve their customer facing offering and both the quality and size of their accommodation. The space they are seeking to take is room G13 and the combined rooms F06, F07 & F08.

8.0 Proposal 4

- 8.1 North Walsham Town Council have agreed terms in principal for a new 15 year lease over room G02 and should be in a position to take occupation once the refurbishment has completed. There existing accommodation will not be available after February 2023 as notice requiring the town council to vacate has been served by the Landlord. The Town Council were originally interested in accommodation at first floor level but have now decided that a ground floor presence would be more appropriate.
- 8.2 The Town Council would utilise Room G03 for their Council meetings and pay the relevant hiring fee.
- 8.3 Whilst there is no legal obstacle the Town Council have confirmed that they would not be prepared to operate if Proposal 2 was to be accommodated in The Cedars as this use is not compatible with the Town Councils community service provision.

9.0 Other material interest

- 9.1 Heads of terms have recently been proposed to a community transport operator and these remain under discussion, see exempt Appendix 4.

10.0 Option Combinations

- 10.1 The following Proposals could be accommodated together;

Proposal 1 – unnamed public sector body - terms agreed

Proposal 3 – Norfolk Citizens Advice - terms not yet agreed

Proposal 4 – North Walsham Town Council - terms agreed

This proposal would leave rooms F04/F05/F09 and F10 as available to let at first floor level which is some 34% of the overall net lettable areas

- 10.2 **Proposal 2 – pub operator** - terms agreed

This proposal would leave all of the first floor rooms available to let which is some 48% of the overall net lettable areas.

- 10.3 In either case NNDC would be responsible for the business rates for any vacant space pending the completion of a letting and also be required to fund any Service Charge costs but we would seek to keep these costs to a minimal.

11.0 Alternative options

- 11.1 The Council could continue to advertise the building to let seeking to secure a single tenant, however with the current financial climate there is a risk that this is not achievable resulting in the Council continued liability for the cost of holding a vacant building.
- 11.2 Neither of the proposals outlined in paragraph 9.0 above meet the Councils asset management aspirations for a single tenant. Furthermore, it is considered necessary and appropriate in support of local residents to keep public services within the town that not only support the local community but the wider area and therefore, as an alternative option, the Council could explore a delivery model that allows community services to remain within the town through a 'Civic Hub.'

12. Corporate Plan Objectives

12.1. The letting of the Cedars would specifically contribute to the following Corporate Plan priorities and delivery plan objectives;

- Boosting Business Sustainability and Growth – the refurbishment and occupation of the Cedars would reinforce the town centre regeneration aims behind the High Street Heritage Action Zone programme and support the ongoing transition of the town centre in becoming a more attractive and accessible place for living, working and leisure
- Financial Sustainability and Growth – all options would achieve a positive outcome and, to varying degrees, a financial return to a high profile property asset in the town
- Quality of life – the letting of Cedars is a key element in delivering the Heritage Action Zone programme for the town. Proposals 1,3 & 4 being community organisations would support the well-being of the local community and provide key services that might otherwise be lost to the town.

13.0. Medium Term Financial Strategy

13.1. The Proposals outlined in this report would contribute to the Council's MTFS in creating income from a previously redundant property asset that has been vacant and in a poor state of repair.

14. Financial and resource implications

14.1. A single tenant is preferred which are generally less management intensive than multi let accommodation of this size, as the Councils Estates, Property Services and Legal teams have limited capacity in letting and managing such properties.

14.2. If it is not feasible to let The Cedars to one single occupier then it is intended that the proposed Service Charge for the Cedars (see para.3.6) would recoup the future Repairs & Maintenance costs for the premises. It would not however provide a Sinking Fund element for any future major repairs, for example, to the roof or the structure. Proposal 2 would occupy a larger proportion of the ground floor areas than Proposal 1 which would serve to reduce the 'common areas' included in the Service Charge and would in turn reduce costs and officer resources in managing the building as a whole.

14.3. If no lettings are secured then there are financial implications to the Council of the building remaining empty following a substantial investment and becoming a repair and maintenance liability.

15.0 Legal implications

15.1. There would not appear to be any legal impediments relating to the recommendations of this report but professional legal advice will be needed in order to secure a robust outcome. It may be necessary to use external solicitors in order to expedite the various lease proposals.

15.2. The Council is duty bound to obtain Best Financial Consideration under section 123 Local Government Act 1972.

16.0 Risks

16.1. There is also a reputational risk were NNDC not to put its property assets to their optimal use. Considerable investment, including high levels of national grant funding, have gone into the restoration of this building and there are expectations amongst funding partners and a variety of stakeholders that the building will be put to effective use under completion.

16.2. With the emerging financial crisis around the cost of living there are potential risks to the viability to Proposal 2 and further, the risk remains that they would

not secure their required planning or licensing consents.

17.0 Sustainability

17.1 Whilst the premises are Grade 2 Listed and as such provide challenges in improving energy efficiency, the refurbishment will provide a new clean electric energy supply and the removal of an obsolete gas boiler supply and the provision of new LED lighting. All tenants will be encouraged to operate on a sustainable basis wherever possible. The provision of EVCP's is also being investigated, see 2.3 above.

18.0 Carbon Climate Impact

18.1 As detailed above the Council has made improvements to the property to reduce the carbon impact and an Energy Performance Certificate will be obtained once the works have been completed.

18.3 The relative carbon impacts of the options presented have not been fully assessed but assuming the building is fully utilised, there is unlikely to be a substantial difference between the proposals as presented.

19.0 Equality & Diversity

19.1 The first floor of the premises are not accessible for users with restricted mobility. Options have been considered for the provision of a stair lift and also an external lift but given the Grade 2 listing and the historic nature of the building neither of these are economically feasible. The ground floor is accessible to people with restricted mobility and provides a new accessible WC, otherwise there are no specific or material matters of equality and diversity to address in these proposed transactions.

20. S17 Crime & Disorder considerations

20.1 There are no material Crime & Disorder matters to consider other than with Proposal 2 and the proposed sale of alcohol on the premises which will be controlled through the usual Licensing process.

19. Conclusion and Recommendations

19.1 Having marketed the property to let for a year, and whilst there have been a number of enquires and proposals received as outlined in this report, there have been no proposals that would see the building fully let.

19.2 Based upon the proposals received there are two options for the ground floor accommodation which would result in a multi-let building. However these do not meet the Councils' asset management aspirations.

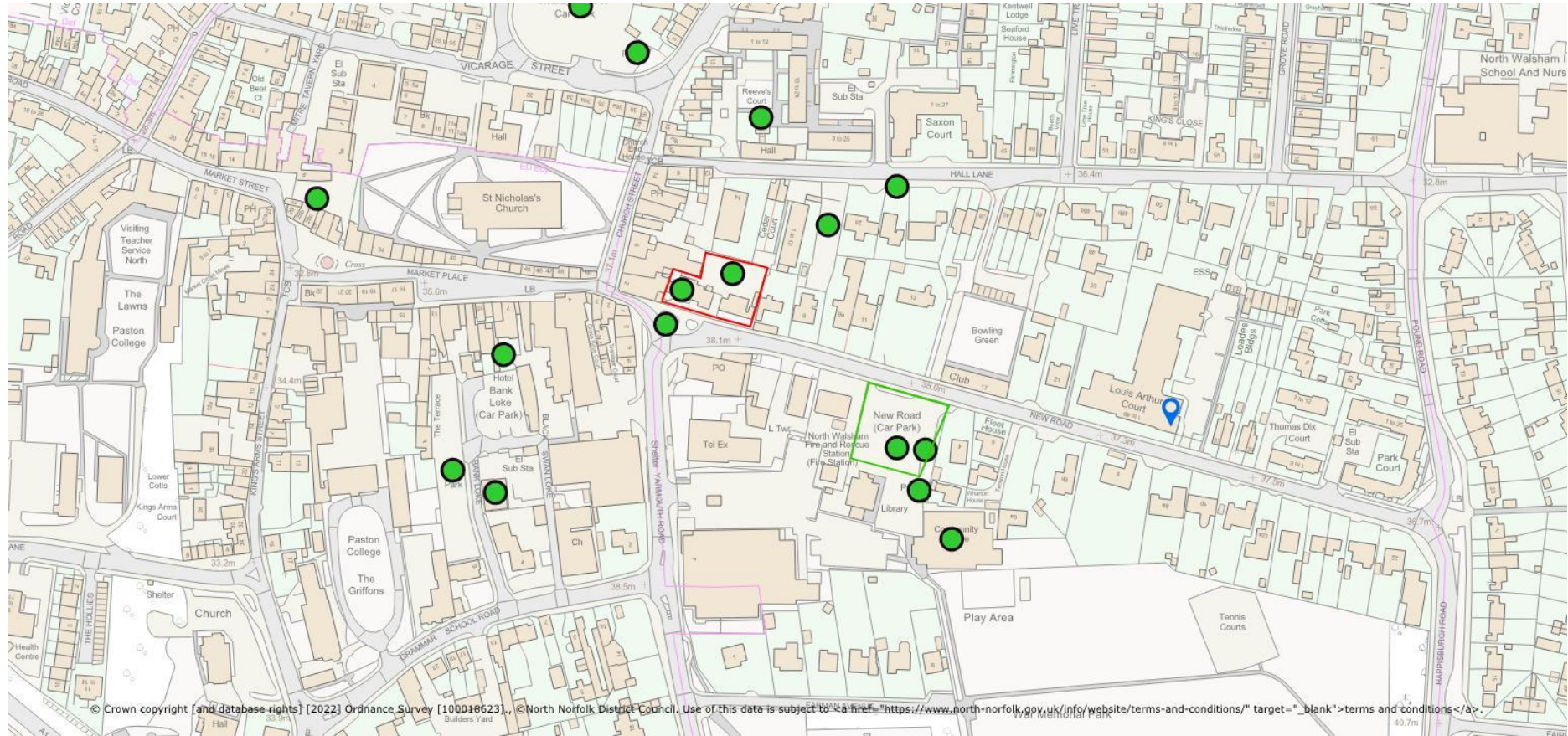
19.3 It is therefore recommended that Cabinet should note the proposals received, and;

19.3.1 Instruct officers to investigate an alternative delivery model that meets the Councils' asset management aspirations and provides the continued community services.

19.3.2 Continue discussions with parties forming the combined option in Proposals 1, 3 and 4

19.3.3 Note that this would form the basis of a future report.

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NORTH
NORFOLK
DISTRICT
COUNCIL



Historic England



(Picture; April 2021)

PREMISES TO LET

THE CEDARS – New Road, NORTH WALSHAM

www.north-norfolk.gov.uk/info/premises-to-let



Location

The Cedars is located on New Road, North Walsham within a few minutes walk to the east of the Market Place and St Nicholas' Church.

Directly opposite The Cedars is the town post office with the North Walsham Fire Station located immediately to the east of that, and a public car park and the town's library located further to the east along New Road.

Description

The mainly detached building itself is assumed late 18th Century with mid-19th Century alterations and additions - namely the two-storey grey brick wing to the east. The rest of the building is mainly white rendered as can be seen on the photograph above.

The building is currently vacant and owned by North Norfolk District Council. The Cedars was formerly administrative offices for the Council.

The building is Grade 2 Listed and the site is located within the North Walsham Conservation Area.

Accommodation

The property is a former residential property and is laid out with a hallway and various rooms over two main floors with a basement and a further separate room to the front left which has separate access from the front gardens.

Principal areas are as follows;

Ground floor net internal area is some 146.66 sq.m (1,579 sq.ft)

First floor net internal area is some 108.8 sq.m (1,171 sq.ft)

See attached ground and first floor plans for a potential layout by our Conservation Architects, Kings Dunne.

The premises will be available to let either as a whole or split floor by floor or by any other combination that the Council considers feasible.

Car parking

It is anticipated that exclusive off road car parking will be provided within the site curtilage to the ingoing tenants but the location of the car parking is yet to be finalised.

Planning & refurbishment proposed

The current planning use is as office accommodation.



In partnership with Historic England the Council intend to refurbish the premises to a high standard and to offer the premises to let, either to a single occupier or multiple occupiers depending on the nature and flexibility of the ingoing tenants to work together.

A copy of the specification of the refurbishment will be available in due course.

Rent & Service charges

The quoting rent for the newly refurbished premises will be between £12 & 14.00 per sq.ft dependent upon the space taken and with an additional service charge to cover the costs of any shared or common parts. The level of service charge is yet to be determined but will be a fair proportion of the annual costs of decorating, repairing and maintaining any common areas, car parking and landscaping. The Council will retain responsibility for the structure of the premises and any external repair and decoration, the annual costs of which would be recovered via the service charge.

New Lease

The length and terms of any lease will be negotiated and it is the Councils' intention that a typical lease term would be 5 or 10 years. As indicated above any new lease would be on an internal repairing basis with a service charge to cover the repairs and maintenance of the structure and external areas.

Building Insurance

Building insurance would be put in place by the Council as landlord and recharged to the tenant. The tenant will retain responsibility for insuring all tenant's fixtures and contents.

Utility Services

The utilities supplied to the premises will be charged to the tenants either by way of separate metering or by fair proportion depending upon the final technical specification which is in the course of being finalised, or via the service charge if this is considered more prudent.

Bin storage and waste

A bin store will be allocated within the external area of the site.

Business Rates

The premises are not currently listed for National Non-Domestic Rates (NNDR business rates) and will be re-valued and re-listed by the Valuation Office once any refurbishment is completed. The current threshold to claim Small Business Rate Relief is £12,000pa. This and further information can be sourced on the VOA website and is publicly available - [Summary valuation - Valuation Office Agency - GOV.UK \(tax.service.gov.uk\)](#)



Energy Performance Certificate (EPC)

A new EPC will be provided once the refurbishment works have been completed.

Legal costs

Each party are to be responsible for their own legal costs in the preparation of any new leases and associated works.

VAT

VAT is chargeable on the rents.

Timing

The Council is hoping to have completed the refurbishment by the Spring of 2022 and is intending to allow access to new tenants shortly afterwards.

Viewings

Inspections of the premises can be arranged by contacting the Estates team at the Council. Please provide at least 24 hours' notice if possible.

T. 01263 516337

E. Estates @north-norfolk.gov.uk

North Norfolk District Council gives notice that:

- a) The particulars are set out as a general outline only for the guidance of intending purchasers or lessees and do not constitute, nor constitute a part of, an offer or a contract;
- b) All descriptions, dimensions, reference to condition and necessary permissions for use and occupation, and other details are given without responsibility and any intending purchasers or tenants should not rely on them as statements or representations of fact but must satisfy themselves by inspection or otherwise as to the correctness of each of them.

4.0 Heritage Statement

4.5.2 Main Building - First Floor

The First Floor Plan (K) shows similar significance levels to the ground floor. The main building is considered to have a high significance, with the exception of the later addition to the rear, currently housing the kitchen, which is considered to be medium. The later insertion of the WC and the division of the later wing to the east are also of medium significance.

At first floor, there are a couple of new doors which have been inserted into existing walls and these are considered a low significance, while again the modern internal partitions between the store rooms and dividing up the main room adjacent to the east wing, are deemed detrimental and as such their removal would be an enhancement.

Again there is little potential for major change here due to the high significance, but there is definitely room for improving the layout of some of the office spaces and potentially for changing the areas of medium significance.



Main Building - First Floor Plan As Existing - Significance Ratings

<p>DO NOT SCALE. CHECK ALL DIMENSIONS ON SITE. REPORT ALL DISCREPANCIES</p> <p>THIS DRAWING IS PRODUCED FOR USE IN THIS PROJECT ONLY AND MAY NOT BE USED FOR ANY OTHER PURPOSE. KINGS & DUNNE ARCHITECTS LTD ACCEPT NO LIABILITY FOR THE USE OF THIS DRAWING OTHER THAN THE PURPOSE FOR WHICH IT WAS PRODUCED. THIS DRAWING MAY NOT BE REPRODUCED IN ANY FORM WITHOUT PRIOR WRITTEN AGREEMENT OF KINGS & DUNNE ARCHITECTS LTD.</p> <p>©KINGS & DUNNE ARCHITECTS LTD</p>	<p>REV. DATE DESCRIPTION</p>	<p>1:100</p> <p>0m 1 2 3 6m</p>	<p>KINGS & DUNNE Architects</p> <p>CLIENT: North Norfolk District Council</p> <p>PROJECT: 14 & 15 New Road, North Walsham</p> <p>DRAWING TITLE: Main Building - First Floor Plan As Existing - Significance Ratings</p> <p>SCALE: 1:100 @ A4 DATE: Feb 2020</p>	<p>PROJECT NUMBER: 2020-028</p> <p>DRAWING NUMBER: 912</p> <p>REVISION:</p> <p>DRAWING STATUS: Issued for Comment</p>
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Page 81

K Main Building - First Floor Plan as Existing - Significance Ratings

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4.0 Heritage Statement

4.5 Summary Statement of Significance and Significance Plans

The site itself has a medium to high significance, as despite the changes to the surrounding sites and buildings, the actual site has changed very little since the buildings were first constructed.

The main building can also be considered to be of high significance, although with some later additions considered medium and some areas that are detrimental to the significance.

In terms of the potential for change, as noted above, areas that are deemed detrimental can be removed without any harm occurring and the removal of such elements would enhance the building. Areas considered to be a high significance do not have a great deal of potential for change and should generally only be repaired. These spaces are considered to contribute greatly to the character and form an essential part of understanding the value of the building. Areas of medium significance have slightly more potential for change, but these changes should still be carefully considered to ensure that the value is not being harmed by the proposals.

The following pages show the existing floor plans of both main building and the outbuilding and the significance on an 'area-by-area' basis. This is a slightly broad-brush approach but provides a good starting point at which to assess future options for new proposals as it illustrates clearly which areas are likely to be changed and which areas less so.

4.5.1 Main Building - Ground Floor

The Ground Floor Plan to the right (J), shows the vast majority of the building as having a high significance, with some of the later additions to the rear and replacement walls either side of the entrance hall having a medium significance. The much later rear porch and modern internal partitions within the corridor and office are deemed detrimental to the significance and their removal is recommended. It can be seen that in terms of changing the layout there is fairly little potential for change, but where proposals are suggested, any harm caused would need to be outweighed by the overall benefits.



J Main Building - Ground Floor Plan as Existing - Significance Ratings

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By virtue of paragraph(s) 2, 3 of Part 1 of Schedule 12A
of the Local Government Act 1972.

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