

# Overview & Scrutiny Committee



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Tuesday, 4 October 2022

A meeting of the **Overview & Scrutiny Committee** of North Norfolk District Council will be held in the **Council Chamber - Council Offices** on **Wednesday, 12 October 2022** at **9.30 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 notify the committee clerk 24 hours in advance of the meeting and arrive at least 15 minutes before the start of the meeting. This is to allow time for the Committee Chair to rearrange the order of items on the agenda for the convenience of members of the public. Further information on the procedure for public speaking can be obtained from Democratic Services, Tel: 01263 516047, Email: [matthew.stembrowicz@north-norfolk.gov.uk](mailto:matthew.stembrowicz@north-norfolk.gov.uk).

Anyone attending this meeting may take photographs, film or audio-record the proceedings and report on the meeting. Anyone wishing to do so must 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.

Please note that Committee members will be given priority to speak during the debate of agenda items

**Emma Denny**  
**Democratic Services Manager**

**To:** Mr N Dixon, Mr S Penfold, Ms L Withington, Mr H Blathwayt, Mr P Heinrich, Dr V Holliday, Mr N Housden, Mrs E Spagnola, Mr A Varley, Mr C Cushing, Mr P Fisher and Mrs S Bütikofer

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

**Chief Executive:** Steve Blatch  
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## A G E N D A

**1. TO RECEIVE APOLOGIES FOR ABSENCE**

**2. SUBSTITUTES**

**3. PUBLIC QUESTIONS & STATEMENTS**

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

**4. MINUTES**

Minutes of the meeting held on 28<sup>th</sup> September 2022 will be considered for approval on 9<sup>th</sup> November 2022.

**5. 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.

**6. DECLARATIONS OF INTEREST**

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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.

**7. PETITIONS FROM MEMBERS OF THE PUBLIC**

To consider any petitions received from members of the public.

**8. CONSIDERATION OF ANY MATTER REFERRED TO THE COMMITTEE BY A MEMBER**

To consider any requests made by non-executive Members of the Council, and notified to the Monitoring Officer with seven clear working days' notice, to include an item on the agenda of the Overview and Scrutiny Committee.

**9. RESPONSES OF THE COUNCIL OR THE CABINET TO THE COMMITTEE'S REPORTS OR RECOMMENDATIONS**

At the meeting held on 3<sup>rd</sup> October 2022, Cabinet accepted the following recommendations:

'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.'

**10. WASTE CONTRACT: SERCO BRIEFING - NEW COLLECTIONS MODEL UPDATE**

To receive and note the briefing.

**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 Head of Finance and Asset Management 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](mailto:alison.chubbock@north-norfolk.gov.uk)

Sean Knight, 01263 516347, [sean.knight@north-norfolk.gov.uk](mailto:sean.knight@north-norfolk.gov.uk)

**Summary:** This paper provides an overview of the Rural England Prosperity Fund, the timescales and the suggested process for taking this forward.

**Options considered:** In order to obtain grant from this funding source the Council is obliged to submit an application. The Fund is non-competitive and secures significant investment into the District. Failure to submit a compliant plan would miss a key funding opportunity.

**Conclusions:** The Rural England Prosperity Fund provides greater powers than under the previous EU funded models to support rural businesses and communities. At this stage Local Authorities do not need to provide detailed specifics as to how the fund will operate. However, the Council will need to submit an application to the Government (by 30 November 2022) which outlines the local rural challenges and the suggested interventions that need to be made to support them.

**Recommendations:** **1.To note the contents of the report.**

**2.To endorse the process for developing the REPF Addendum to the UKSF. It is proposed that this follows the same principles and processes that were adopted to develop the UKSPF Investment Plan and will be led by the Economic Growth Manager and Assistant Director for Sustainable Growth, in consultation with the Portfolio Holder for Sustainable Growth. An established Local Partnership Group, composed of a variety of key local stakeholders, is already in place and will help to inform and shape the final submission. However, given that this fund is more rural focussed, there is likely to be value in inviting additional stakeholders representing aspects of the rural economy.**

**Reasons for Recommendations:** This fund will help the Council in its delivery of the Corporate Plan objectives of 'Boosting Business Sustainability and Growth' and 'Quality of Life'.

#### **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)*

Cabinet Member(s)

Ward(s) affected

Cllr. Richard Kershaw

All

Contact Officer: Stuart Quick, Economic Growth Manager, 01263 516263, [stuart.quick@north-norfolk.gov.uk](mailto:stuart.quick@north-norfolk.gov.uk)

**13. NORTH WALSHAM HIGH STREET HERITAGE ACTION ZONE - PROJECT UPDATE 37 - 54**

To receive and note the update.

**WORK PROGRAMMES**

**14. THE CABINET WORK PROGRAMME 55 - 58**

To note the upcoming Cabinet Work Programme.

**15. OVERVIEW & SCRUTINY WORK PROGRAMME AND UPDATE 59 - 70**

To receive an update from the Scrutiny Officer on progress made with topics on its agreed work programme, training updates and to receive any further information which Members may have requested at a previous meeting.

**16. EXCLUSION OF THE PRESS AND PUBLIC**

To pass the following resolution, if necessary:

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

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## 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](#).

<b>Subject</b>	<b>Description</b>
<b>Employment, office, trade, profession or vocation</b>	Any employment, office, trade, profession or vocation carried on for profit or gain. [Any unpaid directorship.]
<b>Sponsorship</b>	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.
<b>Contracts</b>	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>
<b>Land and Property</b>	<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>
<b>Licenses</b>	<p>Any licence (alone or jointly with others) to occupy land in the area of the council for a month or longer</p>
<b>Corporate tenancies</b>	<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>
<b>Securities</b>	<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>

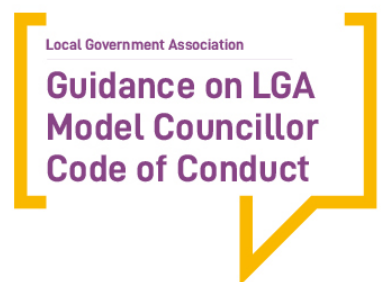
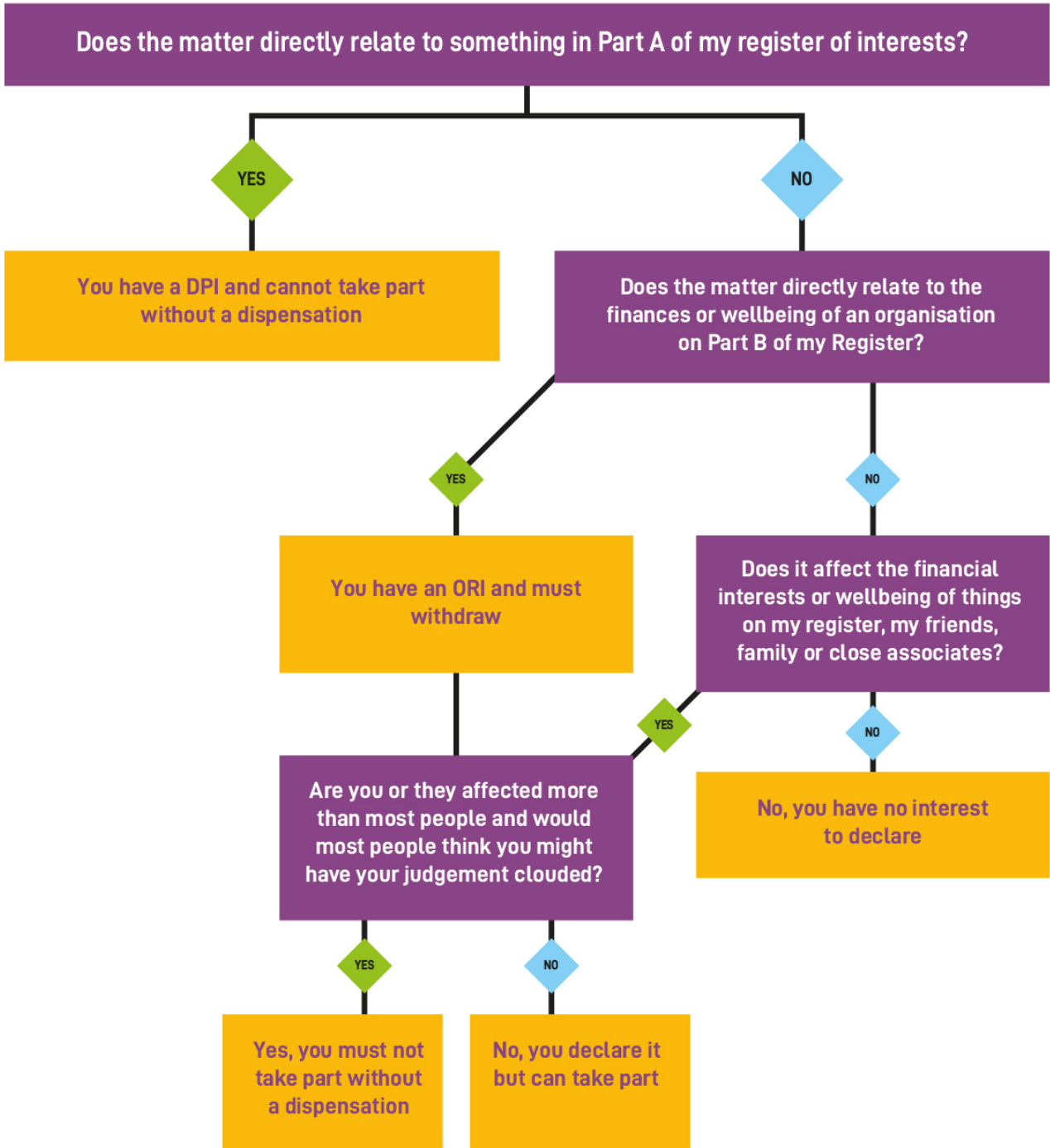
	spouses/civil partners has a beneficial interest exceeds one hundredth of the total issued share capital of that class.
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\* 'director' includes a member of the committee of management of an industrial and provident society.

\* '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"> <li>a) any body of which you are in general control or management and to which you are nominated or appointed by your authority</li> <li>b) any body <ul style="list-style-type: none"> <li>(i) exercising functions of a public nature</li> <li>(ii) any body directed to charitable purposes or</li> <li>(iii) one of whose principal purposes includes the influence of public opinion or policy (including any political party or trade union)</li> </ul> </li> </ul>
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## **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 Head of Finance and Asset Management 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
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Cabinet Member(s) Cllr Eric Seward	Ward(s) affected All
Contact Officer, telephone number and email: Alison Chubbock, 07967 325037, <a href="mailto:alison.chubbock@north-norfolk.gov.uk">alison.chubbock@north-norfolk.gov.uk</a> Sean Knight, 01263 516347, <a href="mailto:sean.knight@north-norfolk.gov.uk">sean.knight@north-norfolk.gov.uk</a>	

**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.

<b>Class</b>	<b>Description</b>	<b>2022/23 Discount</b>	<b>Proposed Discount from 1<sup>st</sup> April 2023</b>
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"> <li>• require or are undergoing major repair to make them habitable</li> </ul>	No Discount	50% Discount

	<ul style="list-style-type: none"> <li>• are undergoing structural alteration</li> <li>• 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 dwelling has continuously remained unoccupied and unfurnished since that date</li> </ul>		
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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	-	-	-	-	-
<b>Total</b>	<b>14</b>	<b>11</b>	<b>11</b>	<b>13</b>	<b>34</b>

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.



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**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>
<b>Anne Stannard Way, Bacton</b>			
710567	Arfrada, 3	Anne Stannard Way, Bacton, Norwich, Norfolk	NR12 0HX
<b>Coast Road Chalet Park, Bacton</b>			
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
<b>Watch House Lane, Bacton</b>			
710777	Falaig M Hara, 2	Watch House Lane, Bacton, Norwich, Norfolk	NR12 0HL
<b>Abbotts Way, Eccles-on-sea</b>			
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
<b>Beach Road, Eccles-on-sea</b>			
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
<b>Bush Drive, Eccles-on-sea</b>			
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>
<b>Church Lane, Eccles-on-sea</b>			
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
<b>Crowden Road, Eccles-on-sea</b>			
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
<b>Hedgehog Walk, Eccles-on-sea</b>			
712607	Orkney	Hedgehog Walk, Bush Estate, Eccles-on-sea, Norwich, Norfolk	NR12 0SZ
<b>Bush Drive, Happisburgh</b>			
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>
<b>Cart Gap Road, Happisburgh</b>			
724376	The Bungalow	Cart Gap Road, Happisburgh, Norwich, Norfolk	NR12 0QL
<b>Doggetts Lane, Happisburgh</b>			
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
<b>Wroxham Way, Happisburgh</b>			
724372	Haleholm, 42	Wroxham Way, Happisburgh, Norwich, Norfolk	NR12 0RX
<b>Staithe Road, Hickling</b>			
713184	The Bungalow	Staithe Road, Hickling, Norwich, Norfolk	NR12 0YW
<b>Bureside Estate, Horning</b>			
714003	1B	Bureside Estate, Crabbetts Marsh, Horning, Norwich, Norfolk	NR12 8JP
713987	15	Bureside Estate, Crabbetts Marsh, Horning, Norwich, Norfolk	NR12 8JP
<b>Ferry View Estate, Horning</b>			
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
<b>Horning Reach, Horning</b>			
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
<b>Brimbelow Road, Hoveton</b>			
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>
	<b>Horsefen Road, Ludham</b>		
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>
<b>Thurne Dyke, Ludham</b>			
713919	Churne	Thurne Dyke, Ludham, Great Yarmouth, Norfolk	NR12 8QA
713922	Thurne Mouth	Thurne Dyke, Ludham, Great Yarmouth, Norfolk	NR12 8QA
<b>North East Riverbank, Potter Heigham</b>			
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
<b>North West Riverbank, Potter Heigham</b>			
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
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**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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2.8 Recovery of a Hardship Relief Award

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## 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  
 3<sup>rd</sup> Floor  
 Crossgate House  
 Wood Street  
 Doncaster  
 DN1 3LL  
**Email:** [appeals@valuationtribunal.gov.uk](mailto: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.

## RURAL ENGLAND PROSPERITY FUND

**Summary:** This paper provides an overview of the Rural England Prosperity Fund, the timescales and the suggested process for taking this forward.

**Options considered:** In order to obtain grant from this funding source the Council is obliged to submit an application. The Fund is non-competitive and secures significant investment into the District. Failure to submit a compliant plan would miss a key funding opportunity.

**Conclusions:** The Rural England Prosperity Fund provides greater powers than under the previous EU funded models to support rural businesses and communities. At this stage Local Authorities do not need to provide detailed specifics as to how the fund will operate. However, the Council will need to submit an application to the Government (by 30 November 2022) which outlines the local rural challenges and the suggested interventions that need to be made to support them.

**Recommendations:**

- 1.To note the contents of the report.**
- 2.To endorse the process for developing the REPF Addendum to the UKSF. It is proposed that this follows the same principles and processes that were adopted to develop the UKSPF Investment Plan and will be led by the Economic Growth Manager and Assistant Director for Sustainable Growth, in consultation with the Portfolio Holder for Sustainable Growth. An established Local Partnership Group, composed of a variety of key local stakeholders, is already in place and will help to inform and shape the final submission. However, given that this fund is more rural focussed, there is likely to be value in inviting additional stakeholders representing aspects of the rural economy.**

**Reasons for Recommendations:** This fund will help the Council in its delivery of the Corporate Plan objectives of 'Boosting Business Sustainability and Growth' and 'Quality of Life'.

## 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)*

Cabinet Member(s)  
Cllr. Richard Kershaw

Ward(s) affected  
All

Contact Officer: Stuart Quick, Economic Growth Manager, 01263 516263,  
[stuart.quick@north-norfolk.gov.uk](mailto:stuart.quick@north-norfolk.gov.uk)

## **1. Introduction**

- 1.1 The Rural England Prosperity Fund (REPF) is a top-up to the UK Shared Prosperity Plan (UKSPF) and is available to eligible Local Authorities in England. It succeeds EU funding from LEADER and the Growth Programme, which were part of the Rural Development Programme for England.
- 1.2 The REPF is intended to support the aims of the Government's Levelling Up White Paper and Future Farming Programme. It will fund capital projects for small businesses and community infrastructure. It is intended to help to improve productivity and strengthen the rural economy and rural communities.
- 1.3 Eligible Local Authorities will qualify for an allocation based on factors developed in line with the scheme objectives. Not all authorities with rural areas are eligible. The methodology behind the allocation took into account rural population, rural businesses and productivity and the importance of farming within each authority area.
- 1.4 A total of £110 million is available for financial years 2023 to 2024 and 2024 to 2025. North Norfolk has been awarded **£1,457,851**. Locally, North Norfolk has the second highest allocation, slightly behind the Borough Council of Kings Lynn and West Norfolk.
- 1.5 It is anticipated that North Norfolk will receive £1,238,269 from the UKSPF, which is expected to be confirmed in the autumn. Collectively North Norfolk will therefore receive a total allocation £2,696,120 from the UKSPF and the REPF which will need to be defrayed before the end of March 2025.

## **2. Aims of the Fund**

- 2.1 The REPF will provide capital funding (only), which can be used to support:
- new and existing rural businesses to develop new products and facilities that will be of wider benefit to the local economy. This includes farm businesses looking to diversify income streams, and/or;
  - new and improved community infrastructure, providing essential community services and assets for local people and businesses to benefit the local economy.



2.2 Investments supported under this fund will need to demonstrate value for money and additionality. The interventions will also need to consider how investments contribute to net zero and nature recovery objectives.

### **3. Delivery of REPF**

3.1 Local Authorities are required to deliver projects within the UKSPF framework and will be responsible for submitting a supplementary application to the UK Government for approval.

3.2 Local Authorities will need to consult local rural partners to deliver the Fund, which could be through the use of the previously established UKSPF Local Partnership Group. Local Authorities are also encouraged to engage with their local MPs.

3.3 Once the submitted additional information is approved and funding allocated, the Local Authority will be responsible for deciding how to award grants administered under the scheme. This will involve:

- managing local project calls for selecting projects in line with approved plans;
- approving applications;
- contracting with successful applicants;
- making payments;
- day-to-day monitoring.

3.4 The Local Authority will need to conduct due diligence and ensure REPF beneficiaries have robust business plans which demonstrate the viability and success of projects. Local Authorities will also need to ensure that there is no duplication of funding.

3.5 Any organisation with legal status can get funding to deliver a REPF intervention. This may include:

- local authorities
- public sector organisations
- higher and further education institutions
- private sector companies
- voluntary organisations
- registered charities
- arms-length bodies of government

3.6 The REPF cannot support projects that have received funding from other Defra schemes and cannot be used to support projects or costs where there is a statutory duty to provide them.

3.7 Match or co-funding under the Rural Fund is not mandatory. However, submissions should consider match funding and leveraging options from the

private, public and third sectors. This will maximise the value for money and impact of the Fund.

#### **4. REPF Process and Assessment**

4.1 The Government will use information that has previously been submitted within the Council's UKSPF Investment Plan. To access the Fund, Local Authorities must complete a short template. This is an addendum to the UKSPF investment plan. The additional information will build on the UKSPF Investment Plan.

4.2 The REPF platform launched on **12 September 2022**. The submission window opened on **3 October 2022 and** closes on **30 November 2022**. First payments are expected to be awarded in **April 2023**.

4.3 When assessing the proposals, the Government will consider:

- how well the proposals meet the strategic objectives of the REPF. The submission will need to identify the interventions and outcomes that the Council wishes to prioritise. This will need to be selected from a menu of interventions appended to the Prospectus and must include a justification for each intervention selected;
- how the Council will ensure value for money and additionality, including whether projects could be funded using private finance;
- how projects could unlock future private investment, and;
- how the Council has, and plans to engage, with rural partners.

4.4 As with the UKSPF, if the Government cannot sign off the additional information first time, they will provide feedback and will work with the Council to secure sign off.

4.5 The Government will make an annual payment to eligible Local Authorities. This will be at the beginning of each financial year. However, the Government may alter payment cycles where there are performance or delivery issues. Any underspends at the end of each financial year will need to be returned.

#### **5. Financial & Resource Implications and Risks**

5.1 There are a number of potential resource implications. The Council will need to capture the outcomes (periodic reports, collating data, variations etc.) of the project delivery and monitor its expenditure. Developing and delivering grant schemes are notoriously resource intensive and so this will need to be monitored.

5.2 The guidance for the UKSPF allows the Council to use 4% (~£50,000) of the fund to support its administration. The Government have indicated that there will be **no additional funds** to support the additional burdens of the grant schemes developed under the REPF. However, the Council is currently recruiting into the post of Economic Programmes and Funding Manager. The functions of this role will include monitoring the UKSPF/REPF, potentially supported by an administrator funded through the 4% UKSPF administration allocation.

#### **6. Sustainability**

6.1 Projects delivered under this funding will need to need to consider how they contribute to net zero and nature recovery objectives.

## **7. Equality and Diversity**

7.1 There are no direct equality and diversity considerations to note in relation to the content of the report.

## **8. Section 17 Crime and Disorder considerations**

8.1 There are no direct equality and diversity considerations to note in relation to the content of the report.

## **9. Conclusion & Recommendations**

9.1 The Rural England Prosperity Fund, whilst modest in value and limited to supporting capital projects only, represents an opportunity over the forthcoming next two financial years for the Council to have greater control and (theoretically) less bureaucracy to invest in local priorities than under the previous EU rural fund model. More detail is still anticipated from the Government in due course, but the Council shortly needs to commence the process of outlining its key challenges in a rural context and determine the priority interventions that will be implemented to help overcome them. At this stage Local Authorities do not need to provide the details as to how the fund will operate.

### **9.2 Recommendations:**

1. To note the contents of the report
2. To endorse the process for developing the REPF Addendum to the UKSF. It is proposed that this follows the same principles and processes that were adopted to develop the UKSPF Investment Plan and will be led by the Economic Growth Manager and Assistant Director for Sustainable Growth, in consultation with the Portfolio Holder for Sustainable Growth. An established Local Partnership Group, composed of a variety of key local stakeholders, is already in place and will help to inform and shape the final submission. However, given that this fund is more rural focussed, there is likely to be value in inviting additional stakeholders representing aspects of the rural economy.

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## North Walsham High Street Heritage Action Zone

Portfolio Holder	Cllr R Kershaw
Senior Responsible Office telephone number and email:	Rob Young; 01263 516162; <a href="mailto:robert.young@north-norfolk.gov.uk">robert.young@north-norfolk.gov.uk</a>

### LIST OF ADDITIONAL PAPERS SUBMITTED

<https://northnorfolkdistrictcouncil.mysocialpinpoint.co.uk/placemaking/placemaking-home/>

The North Walsham High Street Heritage Action Zone scheme is an integrated programme of activities packaged into the following four key projects:

1. The Cedars: restoration of the Council owned Listed building and its curtilage and bringing it back into beneficial use
2. Place making: improvements to the accessibility and attractiveness of town centre streetscape and key public areas
3. Building improvements: provision of grants to facilitate building repairs, restoration and improvement
4. Cultural programme: establishing a programme of events that celebrate the town's culture and history

The Programme is led by North Norfolk District Council and funding is provided by The Council, Historic England, New Anglia LEP (Government Getting Building Fund) and the National Lottery Heritage Fund and Arts Council (for the Cultural Programming).

The following summary illustrates the current status of the various elements of the programme.

<b>Cedars</b>
<ul style="list-style-type: none"> <li>Repair and restoration works have continued over the summer. Stripping back has been completed, roof repairs conducted, rewiring carried out, the external cladding repaired pending repainting and window repairs commenced. Work still to be completed includes: the installation of data points, re-plastering with lime plaster, installation of a new electrical heating system and completion of window repairs followed by internal and external redecoration.</li> <li>Decisions have been taken, in conjunction with Historic England, on the extent of repairs required, particularly in relation to lime plaster removal and the repair and restoration of all timber window frames.</li> <li>The appointed electrical contractors are obtaining costings for a data system which can enable separate users to occupy different parts of the building. The Assistant Director Organisational Resources is being consulted on the IT system to be installed.</li> </ul>

- The elements outlined above have resulted in some additional costs and delays to the programme of works being completed.
- Discussions have been held with potential tenants and Heads of Terms are under consideration with various parties. A report is being considered by the Council's Cabinet on potential occupants and related rental income levels due to be presented on the 3<sup>rd</sup> October.
- Forecast completion of the HSHAZ funded Cedars restoration and repair works is currently the end of October 2022.
- The vacant Barns at the Cedars site have been marketed and interested parties have been invited to submit business plans and proposals for the restoration and use of the outbuildings. Funding has been secured by NW Town Council from the Architectural Heritage Fund for a feasibility study for re-development of barns.
- The northern boundary wall to the rear of the site is in very poor repair and has partially collapsed. It has been fenced off as a dangerous structure and to protect users of the site. It requires urgent repair or rebuilding. The structural engineers commissioned to advise on the Cedars works has been asked to provide a report on the feasibility of repairing the wall which falls under the Grade 2 listing of the main building. There are insufficient funds within the HSHAZ budget awarded to the Cedars project to cover these potential costs and alternative funding will need to be identified.

Budget	Expenditure to Date
£375,0000	£199,660

#### Residual Risks

### Town Centre Place Making

- Phase 1, the public realm works carried out on the Shambles/Church Approach area, are reaching final completion. Construction of the retaining walls, planting beds, steps and ramp providing an accessible route into the churchyard of St Nicholas Church, installation of improved lighting including uplighters and lamp posts and extensive paving of the wide footway from the Market Place to St Nicholas Court have been completed. Final items including handrails, benches and fittings for the lamp posts will be delivered and fitted in early September. These items have been delayed due to supply issues. The space has been partially handed over to allow access and minor 'snagging repairs and cleaning will be carried out by the contractors. Planting has been installed and the Lepus GoGo Hare has been reinstated within the space.



- Repair and redecoration work will be carried out on the rear wall of 28 Market Place which backs onto the public realm area on Shambles slope/Church Approach and will contribute to the overall improvement of the space.
- The Travel Hub on New Road carpark, developed in partnership with Norfolk County Council (NCC) and North Walsham Town Council, has been completed creating three bus bays for use by local bus operators and coaches.
- Three bus shelters with seating and sedum roofs have been installed, funded by NW Town Council. Electronic boards have been installed in each shelter notifying users of the bus arrival times.
- Refurbishment of the public conveniences at New Road carpark has been completed and a 'changing places' facility and family room installed to improve the facilities available to the public.



- Phase 2, improvements to the highways and public realm in the Market Place will commence on 12 September.
- The Traffic Regulation Order has been approved by Norfolk County Council following a public consultation period.
- Works to be carried out include: widened footpaths and paved areas for pedestrians, paved road surface, installation of seating and planters, installation of bike racks, provision of power points and arrangements for market stalls and events, provision of new crossing points and increased capacity for loading and deliveries through new and better positioned bays. Cleaning and maintenance of existing areas and paving will be undertaken.
- Existing 30 minute parking bays will be removed under the TRO and the Council will provide 1 hour free parking spaces in nearby town centre car parks: 10 spaces in Bank Loke carpark and 6 in Vicarage Street carpark.
- Cabinet are considering provision of 2 hour free parking spaces in Mundesley Road carpark (or Vicarage Street carpark as an alternative due to proposed surface treatment works being required at Mundesley Road carpark).
- This phase of works is due to be completed by spring 2023



Budget	Expenditure to Date
£2,224,008	£1,109,632

### Residual Risks

Delays and restrictions including materials shortage, labour shortages and construction inflation and materials cost rises. Mitigation: Specifications revised and QS overseeing cost plan. De-scoped specification, rescheduled and re-profiled budget. Additional uplift funding secured and materials purchased. Products and materials lead time delays and cost increase continue to present risk. Unexpected issues arisen on site - cellars, UKPN power cable resulting in site delay. Continue to closely monitor and adjust programme.

### Building Improvement Grant (BIG) Scheme

- Hudson Architects (Norwich) appointed lead administrators (conservation accredited architects) for the Building Improvement Grant scheme.
- Five grant applications have been approved to date and work has commenced on site on two properties.
- Twenty eight expressions of interest have been submitted.
- The grant scheme has been developed by Historic England and projects must meet stringent criteria and conditions and have been agreed by the lead administrators, Historic England and the grant panel before applications can be submitted for consideration.



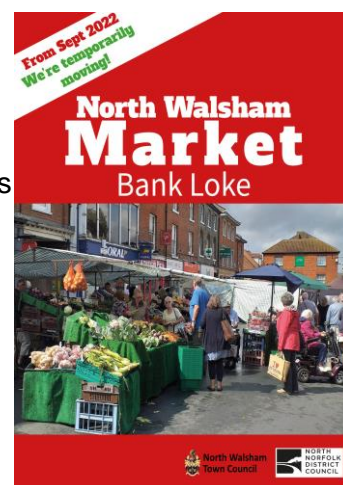
- Projects that will have greatest visual impact and can be delivered within the timescale for the scheme will be prioritised for example shopfront reinstatements and improvements to building facades.
- Reinstatement designs prepared for key shopfronts on Market Place incorporated into guide on shopfront improvements – meetings to be held with property owners/businesses
- Sign writing demonstration project delivered producing a sign for St Nicholas Church enabling public to see signwriting process on site
- Properties that could benefit from installation of traditional hand-painted signage identified and designs to be produced to share with owners/businesses. Aim to encourage BIG grant applications for decoration and signage.

Budget	Expenditure to Date
£530,000	£102,052

### Residual Risks

## Community Engagement

- Communications plans for the overall HSHAZ scheme are being implemented and include regular contractor updates, ongoing dialogue with businesses, social media updates, Member briefings, blog and information packs sent to all postal addresses in North Walsham (7,000+) outlining information about the Place Making works and arrangements for traffic management, pedestrian access, loading and delivery access for businesses and other users of the town centre.
- It has been agreed with NW Town Council that NW Thursday market and the monthly Sunday Farmers Market will be relocated to Bank Loke carpark for the duration of the works in the Market Place and information has been shared with market traders and distributed to the public and businesses. Comms materials including leaflets, posters, banners and flags have been produced to alert people to the new temporary market location.



- Engagement with Paston College, NW High School, NW Junior School, Youth Council, NW Town Council, Health Centre (Healthier NW), UEA and North Walsham in Bloom are ongoing

Budget	Expenditure to Date
£20,000	£13,293

## Residual Risks

### Historic England Historic Area Assessment

- Research into the Cedars is being undertaken by the Historic England Historic Area Assessment team. A report will be produced outlining the research findings and is due to be published before Christmas 2022.
- A Ground Penetrating Radar (GPR) survey of Market Place, Shambles area and Black Swan Loke garden space and Paston College grounds and carpark was conducted earlier in the year.
- Dendrochronology research has been undertaken by Historic England on a number of buildings within the High Street Heritage Action Zone area.

Budget	Expenditure to Date
£25,000	£0

## Residual Risks

### Heritage Research and Skills

- A sign writing demonstration project was delivered in June, producing a sign for St Nicholas Church enabling public to see the signwriting process on site
- A one day Photography Workshop was held for Paston College students with Historic England Lead Photographer



- A Signwriting Workshop is being planned with Paston College for students in autumn 2022

- Heritage Open Day tours of the Cedars have been arranged and will be led by the specialist contractors, Medieval Masonry, on two weekends in September
- The Historic England in-depth architectural research for the Historic Area Assessment will generate opportunities to increase awareness and appreciation of the history of North Walsham. The HAA and local historic research will be used for events such as talks, heritage trails, publications and leaflets and contribute to the Cultural Programme being delivered through the Cultural Consortium - findings to be shared and communicated by Historic England

Budget	Expenditure to Date
£25,000	£0

#### Residual Risks

### Cultural Programming

- The Cultural Consortium Programme Co-ordinator has been planning and delivering events throughout 2022 to engage wide range of stakeholders, audiences and participants including young people, businesses, older people including:
  - Find my place photographic project - workshops held with NW Junior School & Millfield Primary involving 80 students. Photographs to be displayed in outdoor exhibition in Market Place later in the year during public realm improvement works
  - Orchestras Live – concerts held with children and 20-piece orchestra at St Nicholas Church were well attended
  - Heraldic Art exhibition and shield making art project
  - NW High School – upcycling and sustainable fashion involving partner working with charity shops and No.26 tailor business held 8 July, showcasing the Shambles slope public realm garden
  - Outdoor Community Mosaic art project being developed with a workshop held on 20 August.
  - Heritage Walks – new walk with wayfinding our landscape, linked with art packs for children and Griffin symbolism. Linking with Healthier NW and positivity rocks
- NW Youth Advisory Board member joined Cultural Consortium Board

Budget	Expenditure to Date
£90,000	£37,569

#### Residual Risks

### Budget, issues and risks

- Detailed programmes and budgets to be agreed for the remaining public realm and highways Place Making phases.
- Further public realm improvement works will be considered if budget becomes available.
- Cost of further works at the Cedars such as Grade 2 listed wall repair will be subject to additional funding being identified.
- Costs are continuing to increase significantly and issues affecting the construction sector continue to put the North Walsham HSHAZ capital construction projects at risk from construction inflation and extended lead times.
- Getting Building Fund funding (New Anglia LEP) has been transferred to NNDC through capital swap process with Suffolk CC and secured in 2022-23 financial year HSHAZ budget.
- Any delays to Place Making work programmes could affect completion and requirement to spend LEP budget within current financial year.
- Costs continue to be reviewed and mitigation measures planned and implemented eg use of different work methods and materials specified.
- Ongoing liaison carried out with property owners to identify and prioritise potential BIG scheme projects and oversee estimated programmes and expenditure.
- Scheme Risk Log is reviewed weekly and updated as appropriate.
- HE and LEP funding are time sensitive and therefore required to be spend within year budgeted.

### NWHSZAZ

### Budget 2020-24

Item	Project Total
Project management	182,227
Project mobilisation	36,695
Monitoring and evaluation	25,000
1. Community consultation and engagement	20,000
2. Building improvement scheme	530,000
3. The Cedars	375,000
4. Placemaking	2,224,008
5. Heritage research and skills workshops	25,000
6. Interpretation and signage	40,000
	<b>£3,457,930</b>

2020/21	2021/22	2022/23	2023/24	Total
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<b>Historic England Grant</b>	Forecast 103,874	Actual 103,873	Forecast 721,389	Actual 721,388	Forecast 380,715	Actual 48,959	Forecast 106,951	Actual -----	Forecast 1,312,929	Actual 874,219
<b>Local Authority Funding</b>	17,809	17,808	23,075	23,076	718,699	9,512	215,418	-----	975,001	50,396
<b>LEP Funding</b>	-----	-----	76,240	76,240	1,093,760	195,840	-----	-----	1,170,000	272,080

**ACTUAL** - is spend claimed to 30th June 2022.

Current position is 2022/23 Qtr 1 only.

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## Risk Log North Walsham High Street HAZ

Last review date: 24/08/2022

Ref	Date Logged	Date updated	Owner	Title	Likelihood	Impact	Inherent Risk (Likelihood x Impact)	Description	Summary of Actions/Mitigation	Status	Subsequent Likelihood	Impact	Residual Risk
1.1	16.07.21	1.06.22	NT/JJ	Cedars	3	4	12	Project creep on scope	Project Board, conservation architect lead professional, clear reporting, brief, contingency	Implemented: Project Board, conservation architect appointed lead professional, clear reporting, brief, contingency. Strategic Surveyor project lead.	2	2	4
1.2	16.07.21	1.11.21	JJ		5	4	20	Delays and restrictions including materials shortage, labour shortages and cost increases	Specifications revised and QS oversee cost plan. Contingency, reschedule and reprofile budget	Implemented: Specifications revised and QS overseeing cost plan. Review tenders reschedule and reprofile budget	3	4	12
1.3	14.03.21		NT/JJ		4	3	12	Delay achieving objectives/causing deterioration of property	Project Management and resources committed. Essential repairs carried out.	Implemented: Project Management and resources committed: Strategic Surveyor, Property Services and Assets and Estates. Essential repairs carried out.	2	2	4
1.4	29.10.20		NT/JJ		5	3	15	Conflicting or inflated expectations from key stakeholders (reputation)	Stakeholder engagement and communication.	Implemented: Social Pinpoint, property marketed for range of uses commercial and community	2	2	4
1.5	17.07.21	12.10.21	NT		3	4	12	Lack of demand for future use	Pre let, marketing, rent free period/incentives, flexible terms	Implemented: Property marketed prior to repairs, several interested parties, Heads of Terms issued. Barns marketed	3	3	9
1.6	17.07.21	1.11.21	NT/JJ		3	3	9	Sustainable/Energy Performance when completed	Undertake works that improve sustainability EPC. Whole building approach environmental assessment	Implemented: Whole building approach environmental assessment completed and incorporated into construction tender brief. M&E review recommended electric heating system	2	2	4

Ref	Date Logged	Date updated	Owner	Title	Likelihood	Impact	Inherent Risk (Likelihood x Impact)	Description	Summary of Actions/Mitigation	Status	Subsequent Likelihood	Impact	Residual Risk
1.7	29.10.20	8.06.22	NT/JJ		5	4	20	Limitations on building/site - listed building, barns and curtilage, not adaptable, condition of heritage assets worse than anticipated	Condition survey completed and additional specialist surveys, feasibility, skilled/specialist resources/guidance commissioned. Ongoing HE advice sought.	Implemented: Condition survey and additional specialist surveys, feasibility, skilled/specialist resources/guidance completed. Additional works identified on site - extensive lime plaster replacement, chimney repairs, window joinery repairs resulting in increased costs. Ongoing HE advice sought and advice given on change to specification of materials, rainwater goods also resulting in increased costs	4	3	12
1.8	17.07.21	19.10.2021	NT/JJ		2	3	6	Lack of commitment to deliver and budget	Project Board and Cabinet, internal staff resources, internal comms support	Implemented: Project Board agreed proposal, Strategic Surveyor overseeing project management, P/T HSHAZ Comms and Community Engagement Officer appointed	2	2	4
1.9	29.10.20		NT		5	3	15	Asset management issues post development (rent arrears, dilapidations, voids)	Proactive asset management, service charges to fund maintenance	Implemented: Strategic Surveyor to oversee property lettings and management	2	2	4
1.1	29.10.20	8.6.22	NT/JJ		3	5	15	Insufficient funds available to improve buildings, barns and site (repair funding available)	Project Board and QS appointed, prioritise repairs to main building	Implemented: Project Board, comms, QS appointed, prioritised repairs to main building. NWTC applied for AHF grant for feasibility study	3	4	12
				<b>Town centre placemaking</b>									
2.1	29.10.20	1.11.21	JJ		3	3	9	Lack of capacity/commitment and resources to deliver internal and partners	Appointed external professional support - multidisciplinary consultant team	Implemented: Appointed external professional support - multidisciplinary consultant team. Strategic Surveyor	2	2	4



Ref	Date Logged	Date updated	Owner	Title	Likelihood	Impact	Inherent Risk (Likelihood x Impact)	Description	Summary of Actions/Mitigation	Status	Subsequent Likelihood	Impact	Residual Risk
2.2	16.07.21	8.06.22	JJ		3	4		Objections raised to TRO (Traffic Regulation Order) causing delay in programme	Extensive consultation to be carried out on concept designs for public realm and highways set out in masterplan	Implementation: Extensive consultation carried out autumn 2021 and results shared widely. Proposals and designs amended and reflected in TRO. Small number of objections raised, mitigation outlined, requested withdrawal from objectors. Two objections withdrawn subsequently. Delegated authority sought	2	5	
2.3	29.10.20	6.04.22	JJ		5	4	20	Delays and restrictions including materials shortage, labour shortages and cost rises	Specifications revised and QS overseeing cost plan. Contingency, reschedule and reprofile budget. Public realm work is scaleable. Value engineering exercise - identify more affordable options, re-prioritise sub project elements, seek additional funding partners/external sources. Close management of contractors and cost planning.	Implemented: Specifications revised and QS overseeing cost plan. Contingency, reschedule and reprofile budget. Additional uplift funding secured and materials purchased. Products and materials lead time delays and cost increase continue to present risk. Unexpected issues arisen on site - cellars, UKPN power cable resulting in site delay. Continue to closely monitor and adjust programme	4	4	16
2.4	29.10.20	6.04.22	JJ		5	5	25	Funding not committed within funders' timescales	Significant project risk. Ongoing financial review, project planning and reporting. Update and liaise with funding partners regularly. Reprofile spend where possible.	Implemented: Year 2 HE budget committed and defrayed. New Anglia LEP funding transferred to NNDC Capital swap process. Ongoing financial review, project planning, scheduling and reporting. Update and liaise with funding partners regularly. Reprofile spend where possible.	3	3	9

Ref	Date Logged	Date updated	Owner	Title	Likelihood	Impact	Inherent Risk (Likelihood x Impact)	Description	Summary of Actions/Mitigation	Status	Subsequent Likelihood	Impact	Residual Risk
2.5	29.10.20	08.12.21	JJ		3	3	9	Issues raised through technical surveys and assessment and extensive consultation and engagement. Negative community response from minority/conflicting expectations.	Review and amend concept designs and proposals to address and mitigate concerns where practical. Community Stakeholder Group and ongoing community engagement, Project Board review, Comms strengthened. Ongoing engagement throughout project.	Implemented: Additional consultation eg businesses re loading restrictions. Further traffic flow analysis - various points eg KA St. Signage review. Mitigation outside HAZ area eg NCC Grammar S Rd, bus interchange. Consultation findings, responses & amended proposals - Social Pinpoint/NCC website. Community Stakeholder Group meets, extensive public and targeted consultation, community engagement ongoing, Project Board includes community reps & NWTC. Ongoing engagement throughout project. P/T HSHAZ Comms	3	2	6
2.5	29.10.20		JJ		2	2	4	Lack of ongoing maintenance resulting in deterioration	Agree annual maintenance plan and responsibility - public realm and highways. Ensure high quality appropriate materials used.		1	1	1
				<b>Building Improvement Scheme</b>									
3.1	16.07.21	1.11.21	NT		4	4	16	Delays and restrictions including materials shortage, labour shortages and cost increases	Individual project specifications revised and QS oversee project costs. Contingency, reschedule and reprofile budget	Implemented: Conservation architect and QS appointed lead professional administrators for BIG scheme. Pipeline projects prioritised on deliverability, impact, cost	3	4	12

Ref	Date Logged	Date updated	Owner	Title	Likelihood	Impact	Inherent Risk (Likelihood x Impact)	Description	Summary of Actions/Mitigation	Status	Subsequent Likelihood	Impact	Residual Risk
3.2	29.10.20		JJ		3	3	9	Lack of interest/applications (inc Covid related retail closures), Absentee building owners are unable or unwilling to engage with proposed improvements	Direct approaches to encourage owners to apply. Promotion through Business Partnership and Community Stakeholder Group. Communicate project benefits & criteria. Differential grant rates. Periodic review and adjustment to rates if necessary to encourage increased take up.	Implemented: Direct approaches to encourage owners to apply. Promotion through Business Partnership and Community Stakeholder Group. Press and social media coverage, Social Pinpoint. Communicate project benefits & criteria. Differential grant rates. Periodic review and adjustment to rates if necessary to encourage increased take up.	2	2	4
3.3	29.10.20	1.11.21	JJ/NT		3	3	9	Delays getting projects approved/funding committed	Collaboration with Historic England. Appoint external professional heritage/conservation architect support as lead professional	Implemented: Collaboration with Historic England. External professional heritage/conservation architect Hudson Architects appointed as lead professional	3	3	9
3.4	29.10.20	1.11.21	NT/JJ/CY		2	2	4	Lack of heritage specialists	Contract one lead heritage architect specialist practice. Identify potential contractors with HE and lead architects.	External professional heritage/conservation architect appointed as lead professional administrators. Brief issued architects appointed. Potential contractors identified	2	2	4
3.5	29.10.20	8.12.21	NT/JJ/CY		2	2	4	Initial work reveals extra restoration required	Feasibility and condition surveys carried out individual projects. Funding application and specifications reviewed. Consultation with HE.	Implemented: lead administrators reviewing applications & advising on works and costs	1	1	1
3.6	29.10.20	22.11.21	JJ/CY/NT		3	4	12	Lack of internal capacity to monitor & inspect works and compliance on individual buildings eg listed building permissions, materials, technical standards	Review internal staff capacity. Project Board monitor. External specialist support commissioned - lead qualified and experienced professional.	Conservation Design & Landscape Manager in place to provide advice and guidance on projects. Strategic Surveyor appointed. External professional heritage/conservation architect appointed to support as lead professional	2	2	4
3.7	29.10.20		JJ		3	3	9	Lack of ongoing maintenance resulting in deterioration	Agree annual maintenance plan in funding award. Maintenance guidance and training provided to individual property owners.		2	2	4


Ref	Date Logged	Date updated	Owner	Title	Likelihood	Impact	Inherent Risk (Likelihood x Impact)	Description	Summary of Actions/Mitigation	Status	Subsequent Likelihood	Impact	Residual Risk
3.8	28.06.22	28.06.22	JJ		4	3	12	Neutrient neutrality postpones planning applications for building conversion projects	Review EoIs. Identify projects that don't require planning permission for conversion works	Implementation: Identified projects not requiring planning permission for conversion works and prioritising repair and reinstatement projects		2	2
				<b>Historic research and skills</b>									
4.1	29.10.20		JJ		2	2	4	Covid prevents events, courses, training taking place	Regular review Govt guidance and plan protection measures. Programme to take place when restrictions lifted/eased. Postpone and reschedule. Alternative delivery methods eg online, outdoors, digitisation.	Implemented: Regular review Govt guidance and plan protection measures. Programme to take place when restrictions lifted/eased. Alternative delivery methods eg online, outdoors, digitisation.		1	1
4.2	29.10.20		JJ		2	3	6	Results of Historic England Historic Area Assessment research findings not available to inform Cultural Consortium and interpretation	Regular update briefings key stakeholders - agreed quarterly. Community stakeholders representing NW Heritage Group and NW Archive involved.	Implemented: Regular update briefings key stakeholders - held quarterly. Community stakeholders representing NW Heritage Group and NW Archive involved. HE stated HAA research report will not be published until 2024		4	4
				<b>Cultural Programming</b>									
5.1	29.10.20		LB/CW C		3	3	9	Unable to secure match funding for planned programming	Alternative funding sources sought including community contributions. Project budget reviewed and reprofiled			1	2
5.2	29.10.20	01.11.21	LB/CW C		4	4	16	Consortium partners/ groups unable or willing to commit time and resources to support development and delivery of programming	Partners were briefed before joining the consortium so expectations were clear. Groups rather than individuals are represented so that should an individual be leave an organisation an alternative represented can take their place.	Due to lack of activity over last year some groups have limited resources and are unable to commit as much resource as anticipated. Additional support have been procured in the form of a community engagement and communications assistant and the additional support of a paid events co-ordinator is also being considered.		3	3

Ref	Date Logged	Date updated	Owner	Title	Likelihood	Impact	Inherent Risk (Likelihood x Impact)	Description	Summary of Actions/Mitigation	Status	Subsequent Likelihood	Impact	Residual Risk
5.3			LB/CW C		3	5	15	Community doesn't engage with cultural programming	Consortium members come from a range of community groups and representation a wide section of people. During the early stages of development community workshop will help refine and shape projects. Where harder to reach groups, such younger audience are targeted, these groups will be specifically engaged and consulted, and where possible given ownership, of planed of any activities. There will also be a wide range of activates and programming so that if one element is unsuccessful then it will not unduly impact the wider programme.		2	3	6
5.4			LB/CW C		3	4	12	Delays in the delivery of the wider HAZ scheme impact the cultural programming timeframe.	There is close communication between the consortium and HAZ Project team so that any possible delays are highlighted and taken into consideration. When possible events linked to key milestones in the HSHAZ scheme will include flexibility so they can be adjusted as needed.		3	3	9
5.5		01.11.21	LB/CW C		3	3	9	Individual activities within the programme are mismanaged or poorly executed damaging the reputation of the wider programme.	Having community ownership of programming is a core element of the programme however there are substantial skills and experience represented on the cultural consortium and NNDC offers with expertise in areas such as health and safety will also be available for consultation and support.	As above option for additional support are being explored to ensure conhesive management of individual projects.	2	2	4
				<b>Other/ General</b>									
5.1	29.10.20		JJ/SQ		3	4	12	Loss of key personnel on project or unexpected sickness or absences	A wide range of NNDC staff and local stakeholders are involved so the scheme is not heavily reliant on any one individual. Progress will be well documented and monitored to ensure clear communication and understanding amongst the project team. Weekly Project Team and Comms meetings. Should a key member of staff leave or be absent for a prolonged period there is sufficient in-house capacity to allow delivery to continue.	Implemented: Additional internal personnel and external professional support appointed. Weekly Project Team and Comms meetings.	3	2	6
			JJ	Jenni Jordan	North Walsham HSHAZ Project Manager								
			Nt	Neil Turvey	Estates Strategic Surveyor								
			CY	Chris Young	Conservation Design & Landscape Team Ldr								
			SQ	Stuart Quick	Economic Growth Manager								
			LB CWC	Laura Blackwell Catherine Wedge-Clark	Project Enabler HSHAZ Comms and Community Engagement Officer								

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**North Norfolk District Council**  
Cabinet Work Programme  
For the Period 01 November 2022 to 31 January 2023



Committee(s)	Meeting	Report title	Cabinet member	Corporate Plan theme	Decision Details
<b>November 2022</b>					
Cabinet	07 Nov 2022	Engagement Strategy	Virginia Gay Steve Hems Director for Communities	Quality of Life	Pre-scrutiny
Scrutiny	28 Sept 2022	Revised Performance Management Framework / quarterly report layout	Tim Adams Helen Thomas Policy & Performance Mgt Officer		Pre-scrutiny
Cabinet	07 Nov 2022				
	07 Nov 2022	Budget Monitoring P6	Eric Seward Alison Chubbock Interim S151 Officer	Financial Sustainability	
Cabinet	07 Nov 2022	Property Transactions	Eric Seward Nicky Debbage Neil Turvey Renata Garfoot	Financial Sustainability Local Homes for Local Need	 Possible Exempt information
Cabinet	07 Nov 2022	Charity Policy	Tim Adams Joe Ferrari Communications & PR Manager		



Key Decision – a decision which is likely to incur expenditure or savings of £100,000 or more, or affect two or more wards. (NNDC Constitution, p9 s12.2b)

\* Schedule 12A of the Local Government Act 1972 (As amended by the Local Authorities (Access to Information) (Exempt Information) (England) Order 2006)

**North Norfolk District Council**  
**Cabinet Work Programme**  
For the Period 01 November 2022 to 31 January 2023

December 2022					
<b>Cabinet</b>	<b>05 Dec 2022</b>	<b>Managing Performance Q2</b>	<b>Tim Adams</b> <i>Steve Blatch</i> <i>Chief Executive</i>	<i>Customer Focus</i>	
<b>Scrutiny</b>	<b>14 Dec 2022</b>				
<b>Cabinet</b>	<b>05 Dec 2022</b>	<b>Treasury Management Half Yearly report</b>	<b>Eric Seward</b> <i>Alison Chubbock</i> <i>Interim s151</i>		
	<b>14 Dec 2022</b>				
<b>Cabinet</b>	<b>03 Oct 2022</b>	<b>Property Transactions</b>	<b>Eric Seward</b> <i>Nicky Debbage</i> <i>Neil Turvey</i> <i>Renata Garfoot</i>	<i>Financial Sustainability</i> <i>Local Homes for Local Need</i>	 Possible Exempt information
<b>Cabinet</b>	<b>05 Dec 2022</b>	<b>Fees &amp; Charges 2023/2024</b>	<b>Eric Seward</b> <i>Alison Chubbock</i> <i>Interim s151 Officer</i>	<i>Financial Sustainability</i>	
<b>Scrutiny</b>	<b>14 Dec 2022</b>				
<b>Council</b>	<b>20 Dec 2022</b>				
January 2023					
<b>Cabinet</b>	<b>03 Jan 2023</b>	<b>Property Transactions</b>	<b>Eric Seward</b> <i>Nicky Debbage</i> <i>Neil Turvey</i> <i>Renata Garfoot</i>	<i>Financial Sustainability</i> <i>Local Homes for Local Need</i>	 Possible Exempt information
<b>Cabinet</b>	<b>03 Jan 2023</b>	<b>Youth Council Update – terms of reference</b>	<b>Lucy Shires</b> <i>Emma Denny</i> <i>Democratic Services Manager</i>		



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**North Norfolk District Council**  
Cabinet Work Programme  
For the Period 01 November 2022 to 31 January 2023

February 2023					
Cabinet	06 Feb 2023	<b>Capital Strategy 2023/24</b>	<b>Eric Seward</b> <i>Lucy Hume</i> <i>Chief Technical Accountant</i>	<i>Lucy Hume</i> <i>Chief Technical Accountant</i>	
Scrutiny	15 Feb 2023				
Council	22 Feb 2023				
Scrutiny	06 Jan 2023	<b>Medium Term Financial Strategy</b>	<b>Eric Seward</b> <i>Alison Chubbock</i> <i>Interim S151 Officer</i>	<i>Financial Sustainability</i>	
Cabinet	06 Feb 2022				
Council	22 Feb 2023				
Scrutiny	11 Jan 2023	<b>2023/24 Base Budget and Projections for 2024/25 to 2025/26</b>	<b>Eric Seward</b> <i>Alison Chubbock</i> <i>Interim S151 Officer</i>	<i>Financial Sustainability</i>	
Cabinet	06 Feb 2023				
Council	22 Feb 2023				
<b>Future Items:</b>					



Key Decision – a decision which is likely to incur expenditure or savings of £100,000 or more, or affect two or more wards. (NNDC Constitution, p9 s12.2b)

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## OVERVIEW AND SCRUTINY COMMITTEE – ANNUAL WORK PROGRAMME 2022/23

Meeting	Topic	Officer / Member	Objectives & desired outcomes	Time cycle
<b>May 2022</b>				
Scrutiny	<b>Anglian Water – Sewage Outflows Briefing/Q&amp;A</b>		To receive a briefing on sewage outflow events and efforts/investment made to address these + Q&A	Council Request
Cabinet Scrutiny	<b>Officer Delegated Decisions</b>	Emma Denny Cllr T Adams	To review officer delegated decisions	
Scrutiny	<b>O&amp;S Draft 2022/23 Work Programme</b>	Matt Stembrowicz Cllr N Dixon	To review and approve the Committee's draft 2022/23 Work Programme	Annual
Scrutiny Cabinet	<b>Pre-Scrutiny: Engagement Strategy</b>	Karen Hill Cllr V Gay	Pre-scrutiny of the emerging wider Councils' Engagement Strategy prior to Cabinet approval	
Scrutiny Cabinet	<b>Pre-Scrutiny: Parklands Property Disposal</b>	Neil Turvey Cllr E Seward	Pre-scrutiny oversight of Cabinet decision on Parklands property transaction	
Scrutiny Cabinet	<b>Levelling-Up Fund Round 2</b>	Steve Blatch Cllr T Adams	<b>Received as Urgent item</b>	
<b>June</b>				
	<del>Finance Reports Delayed</del>			
	<del>Finance Reports Delayed</del>			
	<del>Finance Reports Delayed</del>			
Scrutiny	<b>Enforcement Board Update</b>	Martyn Fulcher Cllr N Lloyd/J Toye	To receive an update on the work of the Enforcement Board	Bi-annual
Cabinet Scrutiny	<b>Performance Monitoring Q4</b>	Steve Blatch Cllr T Adams	To monitor the Council's performance and consider any recommendations to Cabinet	Quarterly
Scrutiny	<b>Benchmarking Report</b>	Helen Thomas Cllr T Adams	To review performance benchmarking data comparatively with similar authorities	Quarterly
	<b>Sheringham Leisure Centre Project Closedown Update</b>			
Scrutiny Council	<b>Overview &amp; Scrutiny Committee Annual Report</b>	Matt Stembrowicz Cllr N Dixon	To approve annual summary of Committee work for 2021-22	Annual

## OVERVIEW AND SCRUTINY COMMITTEE – ANNUAL WORK PROGRAMME 2022/23

Meeting	Topic	Officer / Member	Objectives & desired outcomes	Time cycle
<b>July</b>				
Scrutiny	<b>Ambulance Response Times Monitoring: EEAST &amp; Integrated Care Board</b>	Matt Stembrowicz Cllr V Holliday	To receive an briefing on the status of ambulance response times issues in coastal areas of the District	Committee Request
Scrutiny	<b>Impact of Second Homes &amp; Holiday Lets – Data Report</b>	Matt Stembrowicz Cllr L Withington	To review the Council’s new Housing Strategy	Committee Request
Scrutiny Cabinet	<b>EQL Scrutiny Panel: Public Convenience Recommendations</b>	Maxine Collis Cllr H Blathwayt	To review summary report and recommendations to Cabinet made by EQL Scrutiny Panel	<b>TBC</b>
Scrutiny	<b>Waste Contract: Verbal update on TOM implementation</b>	Steve Hems Cllr N Lloyd	A verbal update to provide assurance that TOM implementation remains on-track for September	Committee Request
<b>September</b>				
Scrutiny	<b>Pre-Scrutiny: Performance Management Reporting Framework</b>	Helen Thomas Cllr T Adams	To consider changes Performance Management Reporting Framework	Committee Request
Cabinet Scrutiny	<b>Performance Monitoring Q1</b>	Steve Blatch Cllr T Adams	To monitor the Council’s performance and consider any recommendations to Cabinet	Quarterly
Cabinet Scrutiny	<b>Performance Benchmarking Report</b>	Helen Thomas Cllr T Adams	To review performance benchmarking data comparatively with similar authorities	Quarterly
Scrutiny	<b>Planning Service Improvement Plan</b>	Martyn Fulcher Cllr A Brown	To review the Planning Service Improvement Strategy	Committee Request
Scrutiny	<b>NWHSZ Project Monitoring</b>	Rob Young Cllr R Kershaw	To monitor the implementation of the NWHSZ Project.	Quarterly
Cabinet Scrutiny Council	<b>Debt Management Annual Report (Cabinet recommendation)</b>	Sean Knight Cllr E Seward	Committee to consider recommendation to Council	<b>Annual</b>
Cabinet Scrutiny Council	<b>Treasury Management Annual Report (Cabinet recommendation)</b>	Cllr E Seward	Committee to consider recommendation to Council	<b>Annual</b>
Cabinet Scrutiny Council	<b>Out-turn report</b>	Cllr E Seward	To make any recommendations to Council – To include an update on savings proposals	<b>Annual</b>
Cabinet Scrutiny	<b>Budget Monitoring P4</b>	Cllr E Seward	To review the budget monitoring position	Periodical

## OVERVIEW AND SCRUTINY COMMITTEE – ANNUAL WORK PROGRAMME 2022/23

Meeting	Topic	Officer / Member	Objectives & Desired Outcomes	Time cycle
<b>October</b>				
Cabinet Scrutiny Council	<b>Council Tax Discount Determinations (Cabinet Recommendation)</b>	Lucy Hume Cllr E Seward	To determine the Council Tax discounts for 2023/24	Annual
Scrutiny	<b>Waste Contract: Serco Briefing</b>	Steve Hems Cllr N Lloyd	To receive a formal update on the implementation of the revised waste contract TOM	Committee request
Cabinet WP Scrutiny	<b>NWHSZ Project Monitoring</b>	Rob Young Cllr R Kershaw	To monitor the implementation of the NWHSZ Project.	Quarterly
Scrutiny	<b>Rural Prosperity Fund</b>	Stuart Quick Cllr R Kershaw	To inform Members of the Rural Prosperity Grant Fund	
<b>November</b>				
Cabinet Scrutiny	<b>Budget Monitoring P6</b>	Cllr E Seward	To review the budget monitoring position	Periodical
Scrutiny	<b>Coastal Protection Briefing</b>	Cllr A Fitch-Tillett Rob Goodliffe	Review maintenance of sea defences, the impact of coastal erosion on residents and associated costs	Committee request
Scrutiny	<b>Sheringham Leisure Centre Project Review TBC</b>	Rob Young Cllr V Gay	To review the implementation of the Sheringham Leisure Centre Project	Committee Request
Scrutiny	<b>Car Park Usage Monitoring</b>	Cllr E Seward	To undertake an annual review of the usage and revenue of the Council's public car parks	Annual
<b>December</b>				
Cabinet Scrutiny Council	<b>Treasury Management Half-Yearly Report (Cabinet recommendation)</b>	Cllr E Seward	Committee to consider recommendation to Council	Six Monthly
Cabinet Scrutiny	<b>Performance Monitoring Q2</b>	Steve Blatch T Adams	To monitor the Council's performance and consider any recommendations to Cabinet	Quarterly
Cabinet Scrutiny	<b>Performance Benchmarking Report</b>	Helen Thomas Cllr T Adams	To review performance benchmarking data comparatively with similar authorities	Quarterly
Scrutiny	<b>Enforcement Board Update</b>	Martyn Fulcher N Lloyd/J Toye	To receive an update on the work of the Enforcement Board	Bi-annual
Scrutiny	<b>Beach Huts &amp; Chalets Monitoring</b>	Renata Garfoot Cllr E Seward	To monitor the occupancy, condition and revenue of the beach huts and chalets.	Annual

## OVERVIEW AND SCRUTINY COMMITTEE – ANNUAL WORK PROGRAMME 2022/23

Meeting	Topic	Officer / Member	Objectives & Desired Outcomes	Time cycle
<b>January 2023</b>				
Cabinet Scrutiny Council	<b>Pre-Scrutiny: Draft MTFS 2023-26 incorporating draft Base Budget 2023-24</b>	Cllr E Seward	To review the proposed budget and projections	Annual
Cabinet WP Scrutiny	<b>NWHSZ Project Monitoring</b>	Rob Young Cllr R Kershaw	To monitor the implementation of the NWHSZ Project.	Quarterly
<b>February</b>				
Cabinet Scrutiny Council	<b>Treasury Strategy (Cabinet recommendation)</b>	Lucy Hume Cllr E Seward	Committee to consider recommendation to Council	Annual
Cabinet Scrutiny Council	<b>Capital Strategy (Cabinet recommendation)</b>	Lucy Hume Cllr E Seward	Committee to consider recommendation to Council	Annual
Cabinet Scrutiny Council	<b>Investment Strategy (Cabinet recommendation)</b>	Lucy Hume Cllr E Seward	Committee to consider recommendation to Council	Annual
Cabinet Scrutiny Council	<b>Fees &amp; Charges</b>	Cllr E Seward	To undertake an annual review of the Council's fees and charges and consider any recommendations for changes	Annual
Scrutiny	<b>Ambulance Response Times Monitoring</b>	Cllr V Holliday	To monitor ambulance response times data across the District	Six-Monthly

## OVERVIEW AND SCRUTINY COMMITTEE – ANNUAL WORK PROGRAMME 2022/23

Meeting	Topic	Officer / Member	Objectives & Desired Outcomes	Time cycle
<b>March</b>				
Cabinet Scrutiny	<b>Budget Monitoring P10</b>	Cllr E Seward	To review the budget monitoring position	Periodic
Scrutiny Cabinet	<b>Performance Monitoring Q3</b>	Steve Blatch T Adams	To monitor the Council's performance and consider any recommendations to Cabinet	Quarterly
Cabinet Scrutiny	<b>Performance Benchmarking Report</b>	Helen Thomas Cllr T Adams	To review performance benchmarking data comparatively with similar authorities	Quarterly
Scrutiny	<b>Crime and Disorder Briefing</b>	Cllr N Dixon M Stembrowicz	PCC Briefing and Q&A – Topic TBA	Annual
<b>April</b>				
Cabinet WP Scrutiny	<b>NWHSZ Project Monitoring</b>	Rob Young Cllr R Kershaw	To monitor the implementation of the NWHSZ Project.	Quarterly
	<b>ITEMS TBC</b>			
	Mental health services in North Norfolk TBC		Consider existing work of NHOSC in response to CQC rating	
	Economic Development Strategy – TBC awaiting production			
	Cost of Living Crisis Response TBC		Consider options available to the Council to further assist residents	

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**OVERVIEW & SCRUTINY: OUTCOMES & ACTION LIST - SEPTEMBER 2022**

REPORT, RECOMMENDATIONS & ACTIONS	ACTION BY	DATE
<p><u>10. PLANNING SERVICE IMPROVEMENT PLAN</u></p> <p><b>RESOLVED</b></p> <p>1. That the Overview &amp; Scrutiny Committee supports the Planning Service Improvement Plan, namely the Strategy and production of a draft Action Plan.</p> <p>To recommend to the Director for Place and Climate Change that:</p> <p>2. The customer engagement aspects of the Plan are separated and progressed independently for Town and Parish Councils, District Cllrs, residents, and planning service users (applicants and agents).</p> <p>3. Future challenges caused by changes to the planning regime are adequately addressed within the Plan.</p> <p>4. That guidance be developed on the planning process for residential applicants.</p> <p>5. That consideration is given to expediting responses from statutory consultees to avoid delays in the planning process.</p>	<p>O&amp;S Committee</p> <p>September 2022</p> <p>Director for Place &amp; Climate Change</p> <p>December 2022</p>	
<p><u>11. NORTH WALSHAM HIGH STREET HERITAGE ACTION ZONE - PROJECT UPDATE</u></p> <p><b>RESOLVED</b></p> <p>1. To reconsider the report at the October meeting subject to amendment of project risk register formatting issues and minor alterations.</p>	<p>NWHAZ Project Manager</p>	<p>October 2022</p>
<p><u>12. OUTTURN REPORT 2021/22</u></p> <p><b>RESOLVED</b></p> <p>To recommend the following to Full Council:</p> <p>a) The provisional outturn position for the General Fund revenue account for 2021/22;</p> <p>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;</p>	<p>Full Council</p>	<p>October 2022</p>

<p>c) Allocate the surplus of £615,740 to the General Reserve;</p> <p>d) The financing of the 2021/22 capital programme as detailed within the report and at Appendix D;</p> <p>e) The balance on the General Reserve of £2.33 million;</p> <p>f) The updated capital programme for 2022/23 to 2025/26 and scheme financing as outlined within the report and detailed at Appendix E;</p> <p>g) The roll-forward requests as outline in Appendix G are approved.</p>		
<p><u>13. TREASURY MANAGEMENT ANNUAL REPORT 2021/22</u></p> <p><b>RESOLVED</b></p> <p>1. To recommend to Full Council that that the Treasury Management Annual Report for 2021/22 is approved.</p>	Full Council	October 2022
<p><del>13.</del> <u>14. DEBT RECOVERY REPORT 2021/22</u></p> <p><del>RESOLVED</del></p> <p><del>1.</del> To recommend that Full Council 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.</p>	Full Council	October 2022
<p><u>15. BUDGET MONITORING 2022/23 - PERIOD 4</u></p> <p><b>RESOLVED</b></p> <p>1. To note the contents of the report and the current budget monitoring position.</p> <p>2. To endorse Cabinet's decision that £30,000 is released from the Asset Management reserve for health and safety works at Mundesley Road Car Park, North Walsham.</p>	O&S Committee	September 2022
<p><u>16. PRE-SCRUTINY - PERFORMANCE MANAGEMENT FRAMEWORK</u></p> <p><b>RESOLVED</b></p> <p>1. To recommend to Cabinet that consideration is given to the inclusion of limited contextual information to support performance data, subject to further discussion with Cllr T Adams and Cllr V Holliday.</p>	Cabinet/Cllr V Holliday	November 2022

<p><u>17. MANAGING PERFORMANCE QUARTER 1 2022/23</u></p> <p><b>RESOLVED</b></p> <p><b>1. To note this report and endorses the actions being taken by Corporate Leadership Team detailed in Appendix A – Managing Performance.</b></p>	<p>O&amp;S Committee</p>	<p>September 2022</p>
<p><u>18. NNDC PERFORMANCE BENCHMARKING</u></p> <p><b>RESOLVED</b></p> <p><b>1. To receive and note the benchmarking information.</b></p>	<p>O&amp;S Committee</p>	<p>September 2022</p>

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Start Date	Action	Owner	Status	Completion Date
14.07.21	That a project review be added to the Committee's Work Programme for consideration after opening of facility	Matt Stembrowicz/Rob Young	Added to Work Programme	16.07.21
14.07.21	Quarterly NWHSHAZ project updates to be added to Work Programme with the inc. budget/cash flow & project risks	Matt Stembrowicz/Rob Young	Added to Work Programme	16.07.21
14.07.21	To write to EEAST to express Committee's support for retaining the CFR - Rapid Response Vehicles	Matt Stembrowicz	Letter sent to EEAST - Awaiting Response	
14.07.21	Six-monthly updates to be added to the Committee Work Programme on Ambulance response times	Matt Stembrowicz	Added to Work Programme	16.07.21
14.07.21	Request information on the geographical location of the District's Community First Responders.	Matt Stembrowicz/Cllr V Holliday	Outstanding	
15.09.21	RM to review Business Rates debts to uncover any potential issues relating to specific sector	Sean Knight	Data received - MS to	13.10.21
15.09.21	Original deadlines alongside updated, and benchmarking data included in Performance report, where possible.	CLT	Updated report provided	08.12.21
15.09.21	Ongoing consideration is given to improving the format & presentation of the performance report (TBC November)	CLT	Updated report provided	08.12.21
15.09.21	Scrutiny Officer to arrange meeting to agree working arrangements of Scrutiny Panel(s).	Matt Stembrowicz	Discussion held	19.10.21
13.10.21	EASM to provide additional information relating to NNDC Beach H	Reanata Garfoot	Awaiting information	11.11.21
13.10.21	DFC to arrange SERCO briefing/attendance at future Committee m	Steve Hems	Added to Work Programme	14.10.21
10.11.21	DSGOS to seek appointments to Scrutiny Panel from Group Leaders	Matt Stembrowicz	Confirmed	20.12.21
08.12.21	Monthly verbal updates from DFC on Serco progress implementing waste contract revised TOM	Steve Hems	Added to Work Programme	20.12.21
08.12.21	Add Serco Briefing to the Work Programme for April 2022 for full update on implementation of the waste contract TOM	Matt Stembrowicz	Added to Work Programme	20.12.21
08.12.21	To arrange a Member Workshop on the use of the LG Inform benchmarking software.	Matt Stembrowicz/CDU	Arranged for 10.02.22	
08.12.21	Less historic information within EB matrix, focus placed on metrics and commentary on complex cases in summary report	Phillip Rowson	June O&S EB Update	15.06.22
08.12.21	Review provision of EB information to local Members and Parish/Town Councils.	Cllr J Toye/ADP	Format updated	
12.01.22	Consideration be given to including estimated costs of the Net Zero Strategy within the MTFS	Cllr E Seward/Cllr N Lloyd/Duncan	Ellis	
12.01.22	To request that the Communications Team prepare a news item covering the outcomes of the MTI Project	Matt Stembrowicz/Joe Ferrari	TBC Awaiting Final Completion	
12.01.22	Proposals for additional staff to support car park management require full business case if consideration of proposal supported.	Duncan Ellis	NA	NA
09.02.22	Member Briefing of Cromer Pier	Matt Stembrowicz	Arranged for 15.03.22	28.02.22
09.02.22	Written responses required on questions relating to the Pier	Cllr V Gay	Responses provided during Pier Briefing Meeting held 05.04.22	15.03.22
09.03.22	PCC to meet with Member Champion for Domestic Abuse	Matt Stembrowicz		
09.03.22	Member Workshop be arranged to review and scrutinise benchmarking data in greater detail.	Matt Stembrowicz	Covered at June O&S	15.06.22
09.03.22	Draft Planning survey be shared with the Committee prior to release	Martyn Fulcher	Completed at April O&S	
09.03.22	Request that representatives of the Norfolk CCG and EEAST attend a future Overview & Scrutiny Committee Meeting	Matt Stembrowicz	Requested - awaiting confirmation	
06.04.22	DFC to update on implementation of the new collections TOM at July O&S meeting.	Steve Hems	Added to Work Programme	
06.04.22	Review implementation of new collections target operating model at October O&S meeting	Steve Hems	Added to Work Programme	
11.05.22	AW to improve communications with NNDC and residents to improve awareness of sewerage discharge events	Matt Stembrowicz	NNDC contact updated, other	
11.05.22	AW Water Recycling Centre Visit	Matt Stembrowicz	Booked for 14.07.22	
15.06.22	Revised performance data reporting format to be considered at September meeting	Helen Thomas	Due September 22	
15.06.22	Review new framework and agree key outcomes/issues or exceptions reporting	O&S Committee	Due September 22	

20.07.22	ICB to share data of Multidisciplinary Teams reducing the number of Ambulance Service requests .	ICB	
20.07.22	ICB to share plans for reducing delays in transferring patients from hospitals to long-term care.	ICB	
20.07.22	Consideration as to how NNDC may help promote key health messages at Town & Parish level	ICB/EEAST	
20.07.22	Housing Strategy & Delivery Manager to provide written reply on the number of tenants evicted to create short-term lets.	Housing Strategy & Deliver Manager	
20.07.22	Housing Strategy & Delivery Manager to provide data on registered second home Council Tax bands.	Housing Strategy & Deliver Manag	Information provided
20.07.22	Scrutiny Officer to arrange Member Briefing on impact of second homes with Prof. C Hilber	Scrutiny Officer	Booked for 26.09.22
28.09.22	Discussions on limited contextual information to be added to performance reports	Scrutiny Officer	TBA