

Overview & Scrutiny Committee



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Tuesday, 30 April 2024

A meeting of the **Overview & Scrutiny Committee** of North Norfolk District Council will be held in the **Council Chamber - Council Offices** on **Wednesday, 8 May 2024** at **10.00 am**.

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

This is a meeting to consider a call in of a decision by the Council's Cabinet which has a set procedure under the Council's constitution. It is a meeting in public rather than a public meeting and as such members of the public will not be allowed to ask questions or speak at this meeting.

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.

Emma Denny
Democratic Services Manager

To: Cllr N Dixon, Cllr S Penfold, Cllr M Batey, Cllr J Boyle, Cllr S Bütikofer, Cllr C Cushing, Cllr A Fletcher, Cllr M Hankins, Cllr V Holliday, Cllr N Housden, Cllr R Macdonald and Cllr L Vickers

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. DECLARATIONS OF INTEREST

1 - 6

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.

4. CALL IN ROCKET HOUSE, CROMER

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To consider a Call-In request regarding the decision made by the Cabinet on Rocket House, Cromer at its meeting on Monday 15 April 2024.

5. 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 3 of Part I of Schedule 12A (as amended) to the Act.”

Paragraph

3. Information relating to the financial or business affairs of any particular person (including the authority holding that information)

The public interest in maintaining the exemption outweighs the public interest in disclosure for the following reasons:

Paragraphs 3: The documents contain information relating to the business affairs of third parties and of the Council and it is considered that those interests in withholding the information outweigh the public interest in disclosure.

Registering interests

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

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

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

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

Non participation in case of disclosable pecuniary interest

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

Disclosure of Other Registerable Interests

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

Disclosure of Non-Registerable Interests

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

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

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

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

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

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

Table 1: Disclosable Pecuniary Interests

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

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

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

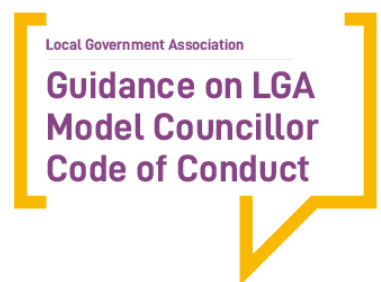
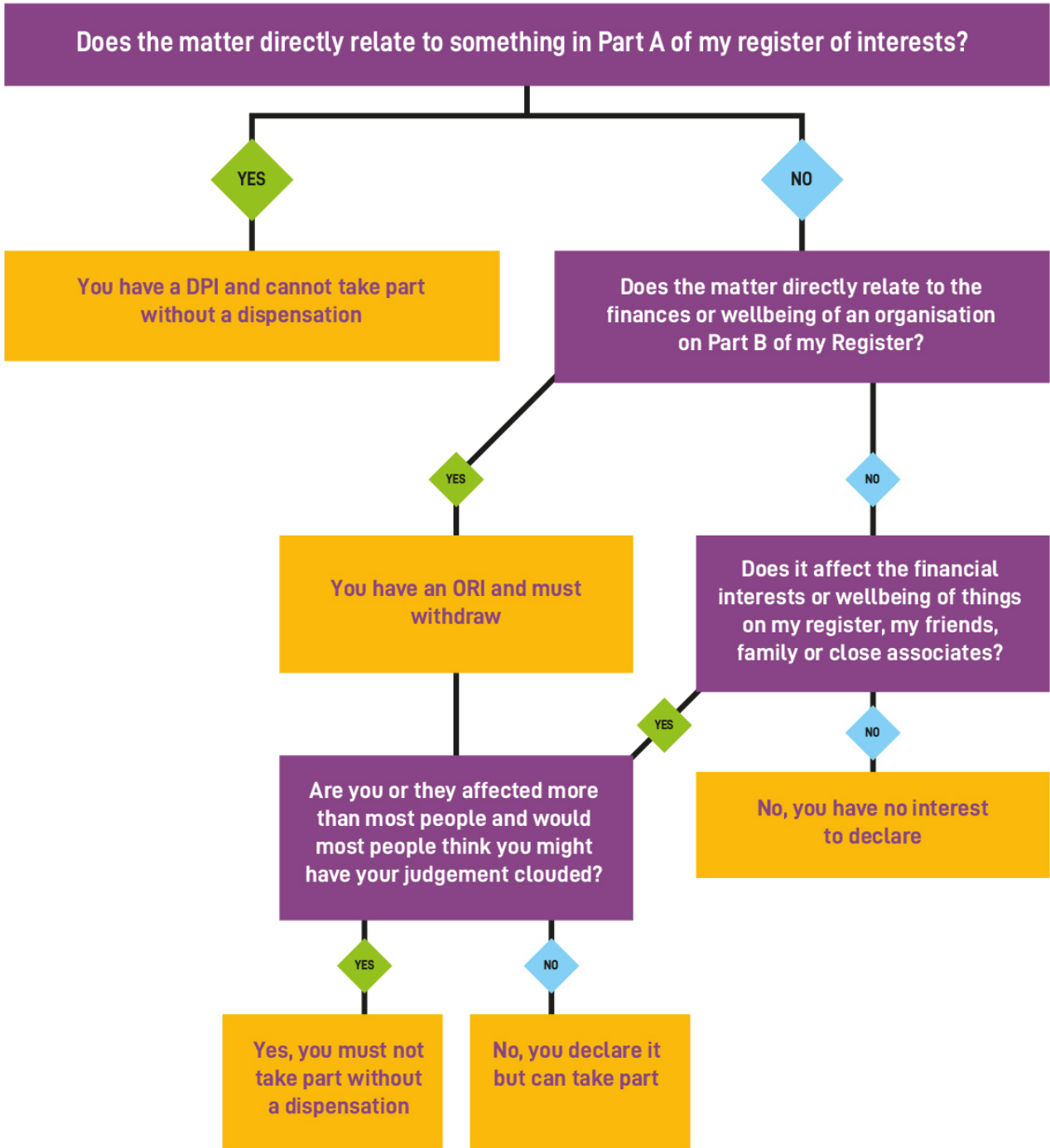
	spouses/civil partners has a beneficial interest exceeds one hundredth of the total issued share capital of that class.
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* 'director' includes a member of the committee of management of an industrial and provident society.

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

Table 2: Other Registrable Interests

<p>You have a personal interest in any business of your authority where it relates to or is likely to affect:</p> <ul style="list-style-type: none"> a) any body of which you are in general control or management and to which you are nominated or appointed by your authority b) any body <ul style="list-style-type: none"> (i) exercising functions of a public nature (ii) any body directed to charitable purposes or (iii) one of whose principal purposes includes the influence of public opinion or policy (including any political party or trade union)
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Rocket House, Cromer Call In of Executive Decision	
Recommendation	<p>That the Overview and Scrutiny Committee consider the Call In and the reasons for it and decide to take one of the following options:</p> <p>(a) refer it back to the decision-making person or body for reconsideration, normally in time for its next scheduled meeting, setting out in writing the nature of its concerns and any alternative recommendations;</p> <p>(b) if it considers that the decision is outside the Council’s budget and policy framework, refer the matter to Full Council after seeking the advice of the Proper Officer(s);</p> <p>(c) decide to take no further action, in which case the original Cabinet decision will be effective immediately.</p>

Corporate Governance:	
Is this a key decision	Yes
Has the public interest test been applied	<p>Exempt information – commercially sensitive data.</p> <p>There is an appendix G to this report which is to be treated as exempt for the following reasons:</p> <p>Information in the appendix involves the likely disclosure of exempt information as defined in paragraph 3, Part 1 of schedule 12A (as amended) to the Local Government Act 1972.</p> <p>These paragraphs relate to:</p> <p>Paragraph 3. Information relating to the financial or business affairs of any particular person (including the authority holding that information)</p> <p>The public interest in maintaining the exemption outweighs the public interest in disclosure for the following reasons:</p> <p>Paragraphs 3: The documents contain information relating to the business affairs of third parties and of the Council and it is considered that those interests in withholding the information outweigh the public interest in disclosure.</p>

Contact Officer	Cara Jordan, Monitoring Officer, cara.jordan@north-norfolk.gov.uk
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1. Call In Request

- 1.1 Councillors Cushing, Fitch-Tillett and Vickers have submitted a Call-In request regarding the decision made by the Cabinet on Rocket House, Cromer at its meeting on Monday 15 April 2024.
- 1.2 Under Chapter 4, section 8.9 of the Council's Constitution the Chief Executive, in consultation with the Monitoring Officer, has agreed that the Call In is valid under the terms of the Constitution and should be considered by the Overview and Scrutiny Committee.

2. Call In Notice

The Call-in request is set out at appendix A.

3. Call In Procedure

The Council's Call-In procedure is set out at appendix B

4. Background

The reports and the minutes of the Cabinet meetings that went to the meetings on 4 September 2023, 8 January 2024 and 17 April 2024 on the Rocket House are found at appendices C, D and E as background information.

Appendix F is the appendix to the Full Council meeting on that shows the capital programme schemes for 2023/24 to 2027/8.

Please note that there was also an exempt information report to the Cabinet meeting on 4 September 2023 which is at exempt appendix G, and again it is to be considered as an exempt information report.

In addition to the Cabinet meetings outlined above, all Members were invited to an organised visit to the building and a confidential technical briefing session on 22 November 2023.

5. Recommendation

The Committee is invited to consider which of the options, as set out in the Council's constitution, the Committee wishes to make as its recommendation.

The options are –

- (a) refer it back to the decision-making person or body for reconsideration, normally in time for its next scheduled meeting, setting out in writing the nature of its concerns and any alternative recommendations;
- (b) if it considers that the decision is outside the Council's budget and policy framework, refer the matter to Full Council after seeking the advice of the Proper Officer(s);
- (c) decide to take no further action, in which case the original Cabinet decision will be effective immediately.

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Call-in Request

I am writing on behalf of Cllr Fitch-Tillett, Cllr Vickers and myself to request the decision taken by the Cabinet on 15th April 2024, to authorise works of a value of some £870,000 to the Rocket House, Cromer be called into the Overview & Scrutiny Committee for their review.

1) The Resolution

The Cabinet took the following decision at its meeting of 15th April 2024:-

Agenda item 10 - Rocket House, Cromer as recorded in the Decision List Monday, 15 April 2024

RESOLVED

- 1.1 To delegate to the Asset Strategy Manager (Estates), in consultation with the s.151 officer, the existing allocated capital budget to action remedial works as soon feasibly possible to the property, as outlined in the Intrusive Inspection and Damp Investigation Report, subject to the vacation of the tenant (RNLI).
- 1.2 Delegate to the Asset Strategy Manager (Estates), in consultation with the s.151 officer, to utilise any remaining capital budget to undertake energy improvement works to the property in order to increase the energy performance rating to the required standard for leasing.
- 1.3 Delegate authority to the Asset Strategy Manager to commence negotiation of terms for a new lease, with the existing RNLI tenant, with a further report back to Cabinet in accordance with governance procedures.

Reason for the decision:

To address the ongoing issues with damp in the building and increase the energy performance of the building.

2) Reasons for the Call-In to Overview & Scrutiny

The Call-In request is made because of concerns over the decision taken by Cabinet to undertake significant works to the Rocket House Building, Cromer without sufficient supporting evidence being made available in public in respect of the following:-

- A developed options appraisal showing the costs, advantages, disadvantages, and risks associated with each option;
- A detailed business case showing the historical income and revenue and capital costs for the building to date; and the future projected income and revenue and capital costs together with the forecast payback period and full risk assessment arising from a decision to proceed.

Background to Call-In request:-

The issues relating to Rocket House were discussed at the 4th September 2023 Cabinet. This was done in private session and the agenda item was a restricted report, otherwise known as 'purple papers', which were not made public. Though the report detailed various options, they had no cost estimates. The 8th January 2024 Cabinet approved funding for investigative work on the building. The 15th April 2024 Cabinet decided to renovate the Rocket House but the agenda report did not detail any options, their associated costs or business case.

In addition, no information about the options for Rocket House have been made public, nor easily accessible to all members.

3) Alternative Course of Action

We request that the Overview & Scrutiny Committee acknowledge that the decision of Cabinet to authorise spend against the capital budget of £1million to renovate Rocket House cannot be justified without an options analysis and business case. Overview & Scrutiny will be asked to refer this back to Cabinet to address these points.

Cllr Christopher Cushing,
Leader of the Conservative Group

Monday 22nd April 2024

Call In Procedure

A. Prior to the Meeting

1. Following the acceptance of a call-in request as being valid under the terms of the Council's Constitution, the relevant Portfolio Holder/Decision Taker and Director/Officers will be informed of the call-in request and that they are requested to attend a meeting of the Overview and Scrutiny Committee to try and resolve any questions relating to the issue.
2. The Members requesting the call-in will be invited to attend the meeting of the Overview and Scrutiny Committee, as will the Leader, relevant portfolio holder and service manager.
3. Any further evidence relating to the decision in question must be submitted to the Monitoring Officer at least one clear working day preceding the call-in meeting to allow for due consideration.

A. Meeting of the Overview and Scrutiny Committee Procedure

1. Those Councillors calling-in the decision will be given collectively 10 minutes introduction to explain their reasons and the evidence for the call-in.
2. Those Councillors speak separately or may agree to nominate one of them to speak on behalf of them all.
3. Following the explanation of reasons for call in, the Chairman shall decide, where there is more than one reason for the call-in, if debate shall be held on each ground individually or whether all should be taken together.
4. The Chairman will ask the Cabinet Member (or Cabinet Members if there is more than one who will be speaking on behalf of the Cabinet) and officers if they wish to add anything at this stage.
5. Those Councillors calling-in the decision will then be given collectively 20 minutes to question the Cabinet Member and officers. This may be individually or through one of them on behalf of them all. They do not have the right to put forward recommendations; this right is reserved for Members of the Committee only.
6. Members of the Committee may then question the Cabinet Member(s) and officers.
7. Those Members who have called-in the decision will collectively have 5 minutes at the end of the debate to sum up their arguments. Again, this may be individually or by one of them nominated on behalf of them all.
8. The Cabinet Member(s) will be given an opportunity to give a final response (5 minutes).

9. The Chairman will then invite contributions from members of the Committee in the order that they have indicated a wish to speak. There shall be no limitation on the number of times that a member may speak, but the Chairman may curtail a member if the point has been made by that member earlier in the debate or is otherwise not relevant to the matter under consideration.
10. Once the Chairman is satisfied that the matters under debate have been fully considered, members of the Committee shall be invited to propose a recommendation from the options available as set out in paragraph 11 below include the proposed reason(s) for the selected option.

Providing the recommendation is seconded it shall be put to the vote without further discussion.

11. If the recommendation is not seconded or falls on the vote, the Chairman shall call for an alternative recommendation.
12. Having considered the call-in and the reasons given, the Overview and Scrutiny Committee may:
 - (a) refer it back to the decision-making person or body for reconsideration, normally in time for its next scheduled meeting, setting out in writing the nature of its concerns and any alternative recommendations;
 - (b) if it considers that the decision is outside the Council's budget and policy framework, refer the matter to Full Council after seeking the advice of the Proper Officer(s);
 - (c) decide to take no further action, in which case the original Cabinet decision will be effective immediately.

The presumption should be that the meeting and all papers submitted to the Committee shall be open to the press and public. It may be necessary however to exclude the press and public to deal with "exempt" or confidential matters. This may be important not only on the day to stop the disclosure to the press and public of exempt material (such as advice affecting the Council's legal position, the commercial affairs of the Council or another body or sensitive information about individual members of staff). Exempt material in reports should be organised if possible into an appendix so that the rest of the report can be available to the press and public.

B. Decisions Referred Back to the Decision-Maker

1. If a decision is referred back to the original decision maker, that person or body shall then reconsider the matter, taking into account any concerns and recommendations of the Overview & Scrutiny Committee, and make a final decision, amending the decision or not, and give reasons for the decision.

2. If a decision relates to an executive function, only the Cabinet can ultimately decide the matter, provided that it is in accordance with the Council's budget and policy framework.

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Appendix C

Rocket House Building, Cromer - repairs, maintenance and energy improvement works	
Executive Summary	<p>The Rocket House building is a multi-let property with community facilities on Cromer East Promenade that now requires substantial repairs, maintenance and energy improvement works to ensure a sustainable future for the building.</p> <p>Officers have considered a range of options seeking to provide best value to the Council and to continue providing accommodation to the existing tenants, along with retention of the public toilets and lift.</p> <p>This public report places in the public domain the likely need for further investment in this building, but due to issues of commercial sensitivity relating to tenant leases, and the need to procure a programme of works in the building, much of the detail is included in an exempt appendix.</p>
Options considered	As listed in the exempt Appendix A
Consultation(s)	Coastal Team, Property Services/Car Parks, Eastlaw, Climate & Environmental Policy
Recommendations	<p>That Cabinet</p> <ol style="list-style-type: none"> 1. Considers the options detailed in the exempt appendix A and advises officers as to which is the preferred option, or priority of options and 2. Requests a further report to be presented in due course on the preferred option or options.
Reasons for recommendations	To respond to the need for essential repairs, maintenance and energy improvement works to the building.
Background papers	Background papers are exempt: Exempt Appendix

Wards affected	Cromer Town and Suffield Park
Cabinet member(s)	Cllr L Shires, Cllr H Blathwayt, Cllr A Varley, Cllr L Withington
Contact Officer	Renata Garfoot, Asset Strategy Manager Renata.garfoot@north-norfolk.gov.uk

Links to key documents:

Corporate Plan:	Our greener future Developing our communities Investing in our local economy and infrastructure A strong responsible and accountable Council
Medium Term Financial Strategy (MTFS)	A capital budget of £1,000,000 has been allocated as part of the annual budget setting process to address the maintenance issues of this asset.
Council Policies & Strategies	Asset Management Plan 2018 - 22

Corporate Governance:	
Is this a key decision	Yes
Has the public interest test been applied	Exempt information – commercially sensitive data. This report and appendices are to be treated as exempt for the following reason: Information in this report and appendices involves the likely disclosure of exempt information as defined in paragraph 3, Part 1 of schedule 12A (as amended) to the Local Government Act 1972. These paragraphs relate to: 3. Information relating to the financial or business affairs of any particular person (including the authority holding that information) The public interest in maintaining the exemption outweighs the public interest in disclosure for the following reasons: Paragraphs 3 The documents contain information relating to the business affairs of third parties and of the Council, and it is considered that those interests in withholding the information outweigh the public interest in disclosure.
Details of any previous decision(s) on this matter	None

1. Purpose of the report

- 1.1 The purpose of the report is to consider options for the Council in relation to the future asset management of the Rocket House Building, Cromer. This property which is located in an exposed location on the Cromer promenade requires significant investment in relation to repairs, maintenance and energy improvement works to ensure there is a sustainable future for the property and its occupiers.

2. Introduction & Background

- 2.1 The Rocket House Building, Cromer is a mixed-use property with museum, café, public toilets and lift, which is situated on the East promenade. The

building which was constructed in 2005/6 is partially built into the cliff. A plan can be found in the Appendix.

- 2.2 The property is now approximately 16 years old has been subject to two storm surges with sea flooding in 2007 and 2013. It has been suffering with damp to the museum area and due to its age and its exposed location it has a number of other maintenance issues and key services that now need replacing, along with works to improve its energy performance to ensure the continued use of the building.
- 2.3 The building is occupied by The RNLI Museum and Rocket House Café both under leases. The Council provides public conveniences and a public lift that enables visitors easier access to the prom which would otherwise be accessed via steep ramps.
- 2.4 Under the lease arrangements, the Council is responsible for repairs and maintenance of the building and can recover some elements of this through the service charge.
- 2.5 Due to its exposed location on the promenade the building is vulnerable to higher levels of repairs and maintenance and is also suffering from damp/water ingress to the lower-level floors which is having an adverse effect on the building fabric and also the tenants own items and museum artefacts. The building is constructed using a galvanised steel frame and surveys have indicated that the parts of this frame that are accessible to inspect, are heavily corroding along with other metallic fittings within the building.
- 2.6 The Council has previously considered making a claim from the principal construction contractor over the damp defects, however, this has not been successful.
- 2.7 Alongside the damp issues there are a number of other maintenance issues:
 - The gas boilers are in need of replacement being at the end of their economic life and parts have been discontinued. There is opportunity to replace the boilers with an improved energy efficient heating system, in accordance with the Council's Net Zero objectives.
 - Radiators and associated pipe work which is encased in concrete are corroding, causing leaks and damage to other parts of the building. This may also be contributing to the damp.
 - Windows require replacement. Aluminium doors in the café area have recently been replaced at a cost of approximately £20K due to complete failure of frames and hinges. Urgent works have been undertaken to replace some to the café as they posed a Health and Safety risk.
 - The public lift is at the end of its economic life and requires replacement and some elements of redesigning to minimise the risk from day to day damage.
 - Balcony supports are corroding and the decking has gulleys that continues to become blocked requiring regular maintenance.

Arrangements for works to replace some decking boards are in progress.

- Additional works are required to improve the energy efficiency of the building and to reduce carbon emissions as much as possible, again in accordance with the Council's Net Zero objectives.

3. Proposals and Options

- 3.1 Officers have begun to assess the options open to the authority in seeking to address the issues detailed at section 2, above, the details of which are explored in the exempt appendix A.

4. Corporate Plan Priorities

- 4.1 The Council's Corporate Plan priorities that relate to this building are:
- 4.2 Our Greener Future - Continuing to invest in the Council's property portfolio to reduce carbon impact. Continuing our programme of investment in coastal and resort infrastructure and amenities, building on the progress made in recent years.
- 4.3 A Strong, Responsible and Accountable Council - Investing in projects and assets which deliver financial returns and/or contribute to our wider objectives around Net Zero, business and jobs, community facilities and infrastructure.
- 4.4 The Council's Medium Term Financial Strategy includes the Capital Programme. A budget of a £1,000,000 capital fund towards this project was agreed during the 2023/24 budget setting process to address the maintenance issues of the Rocket House building asset.

5. Financial and Resource Implications

- 5.1 Please refer to the exempt appendices providing information on the options open to the Council.
- 5.2 Officer resources from a number of teams are involved in the management of the Rocket House building and adjoining areas of the East Prom.
- 5.3 Opportunities will be explored as to whether there are any sources of external funding open to the Council in considering options for the future repair and maintenance of the building.

Comments from the S151 Officer:

The S151 Officer (or member of the Finance team on their behalf) will complete this section.



6. Legal Implications

- 6.1 The legal implications vary for each option and further legal advice is being sought.

Comments from the Monitoring Officer

The Monitoring Officer (or member of the Legal team on behalf of the MO) will complete this section. They will outline any legal advice provided.

Depending on which option is chosen, and in addition to any legal information within the report/papers there may be legal considerations where additional legal advice may be sought and provided.

7. Risks

- 7.1 The Rocket House building is impacted from its exposed coastal location which results in the need for increased repairs and maintenance and facilities it offers. Even with a comprehensive repair programme the life cycle of the building components are likely to be shorter due to this vulnerable coastal location.
- 7.2 Whatever option is pursued, this building will continue to be at risk from tidal surges and adverse weather conditions and any on-going maintenance budgets will need to reflect this.
- 7.3 Each option considered in the exempt Appendix A has its own specific risks which have been identified under each option.

8. Net Zero Target

- 8.1 The Council's Net Zero Strategy and Action Plan requires that the Authority's property assets are designed to be Net Zero by 2030 and this has been considered in each of the options.
- 8.2 The building's current energy performance would be improved through a refurbishment as it would enable building fabric and systems to be installed which could reduce carbon emissions and improve energy performance.

9. Equality, Diversity & Inclusion

- 9.1 The Rocket House building was designed to include a public lift to improve access for all between North Lodge Park and the East Promenade/ beach and due consideration would need to be given to the retention of this facility, along with public toilets, in the future options considered for the building in line with the Council's Equality, Diversity & Inclusion Strategy.

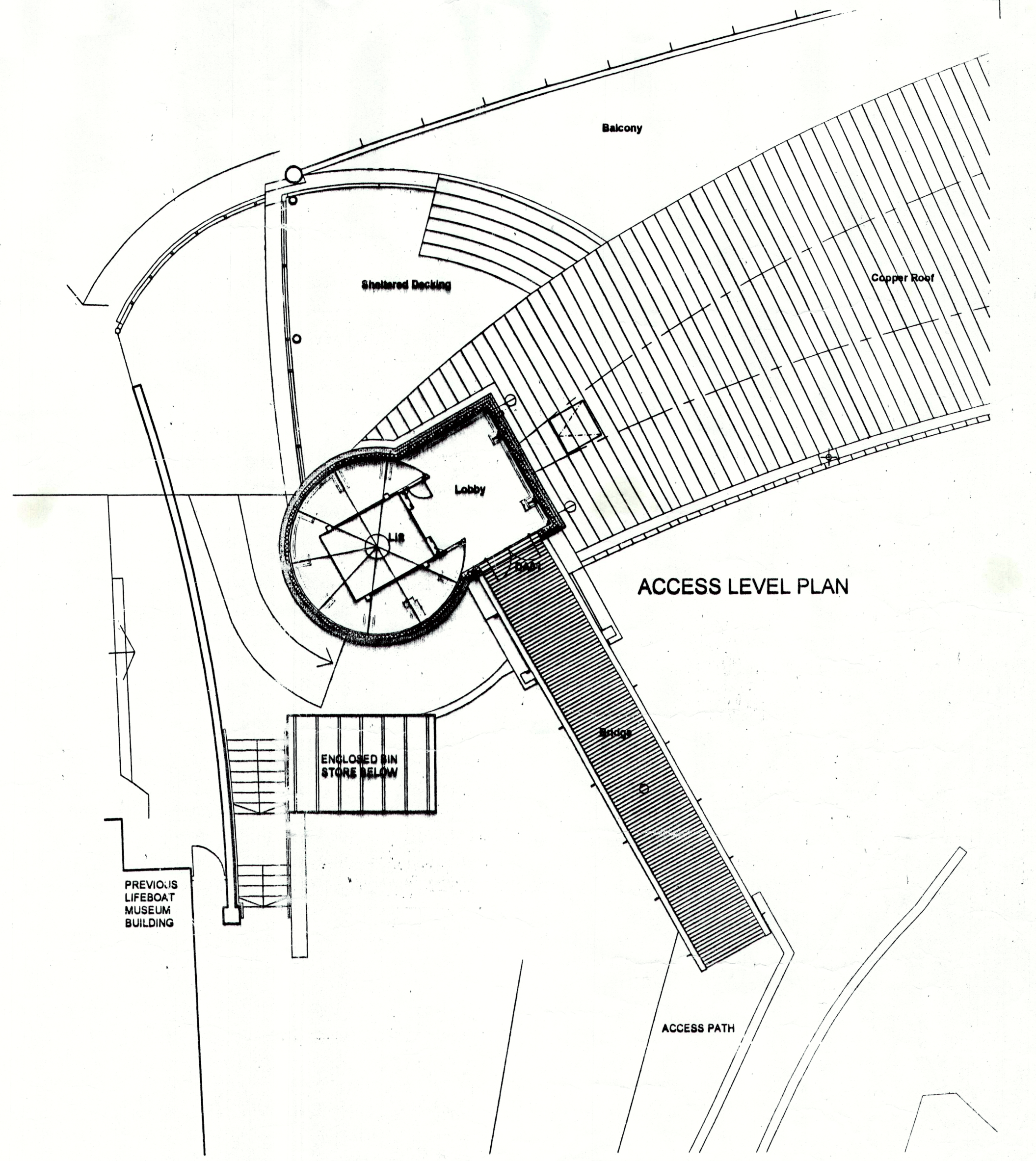
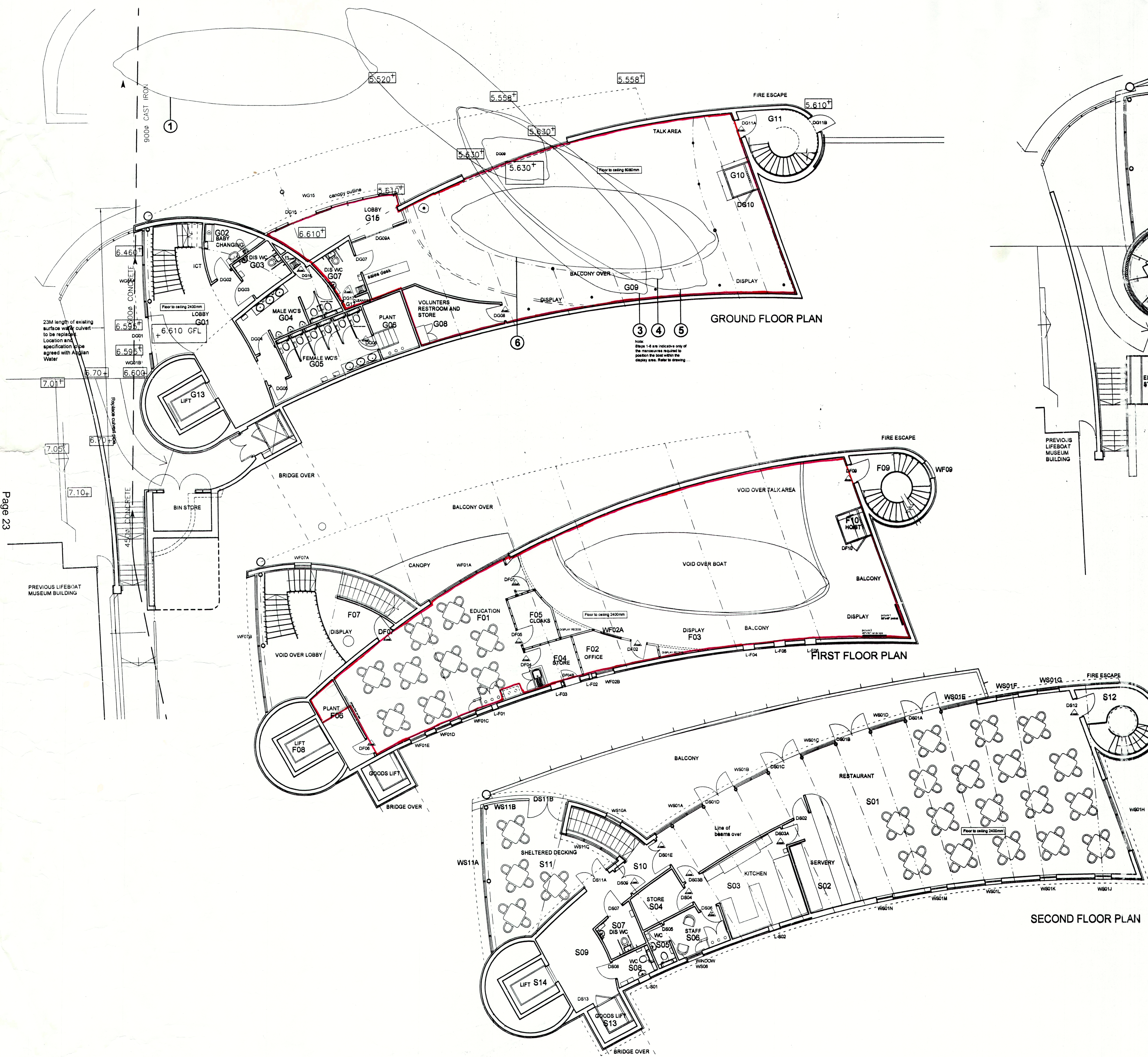
10. Community Safety issues

- 10.1 The Rocket House building has experienced some issues of anti-social behaviour particularly inappropriate use of the lift and public toilets and any

programme of future investment in the building should seek to minimise or mitigate against such behaviour in the future.

11. Conclusion and Recommendations

- 11.1 The Rocket House building is a multi-let property with community facilities that requires substantial repairs, maintenance and energy improvement works to ensure a sustainable future for the building.
- 11.2 Officers have considered a range of options seeking to provide best value to the Council and to continue providing accommodation to the existing tenants, along with retention of the public toilets and lift.
- 11.3 Having assessed each option, Officers recommend that Cabinet:
 1. Considers the options detailed in the exempt appendix A and advises officers as to which is the preferred option, or priority of options and
 2. Requests a further report to be presented in due course on the preferred option or options.



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REVISION	DATE	DRAWN	CHECKED	DESCRIPTION
J	06/04/04	BP	DB	MINOR ALTERATIONS
H	31/10/2003	BP	DB	MINOR ALTERATIONS
G	28/10/2003	BP	DB	FINAL PLANNING REVISIONS, WITH UPDATING OF WINDOWS TO SECOND FLOOR PLAN
F	28/10/2003	BP	DB	FINAL PLANNING REVISIONS
E	22/10/2003	GE	DB	GENERAL REVISIONS
D	09/10/2003	BP	DB	Revised RNLi store entrance, windows, restroom and first floor plan
C	22/08/2003	ALH	DB	Kitchen layout adapted from Peter Burdell Partnership drawing
B	13/08/2003	ALH	DB	Amendments to RNLi entrance and lobby windows
A	18/07/2003	GR	GE	Room numbers added

CLIENT	NORTH NORFOLK DISTRICT COUNCIL	SCALE	1/100 @ A1	DATE	07/2003
PROJECT	THE ROCKET HOUSE - CROMER SEAFRONT ENHANCEMENT	DRAWN	ALH	CHECKED	DB
DRAWING TITLE	PLANS AS PROPOSED	JOB NUMBER	230090	DRAWING NO. / REVISION	014J



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CABINET

Minutes of the meeting of the Cabinet held on Monday, 4 September 2023 at the Council Chamber - Council Offices at 10.00 am

Committee

Members Present:

Cllr W Fredericks (Deputy Chair)	Cllr T Adams (Chair)
Cllr H Blathwayt	Cllr P Heinrich
Cllr A Varley	Cllr L Withington

Members also attending:

Cllr C Cushing, Cllr N Dixon, Cllr A Fitch-Tillett, Cllr J Toye and Cllr L Vickers

Officers in Attendance:

Chief Executive, S151 Officer, Monitoring Officer, Estates & Assets Strategy Manager and Democratic Services Manager

Also in attendance:

Public

Apologies for Absence:

Cllr L Shires
Cllr A Brown
Cllr C Ringer

45 ROCKET HOUSE BUILDING, CROMER - REPAIRS, MAINTENANCE AND ENERGY IMPROVEMENT WORKS

The Chairman introduced this item. He welcomed the members of the public in attendance and apologised in advance that most of the discussion would be in private session due to commercial sensitivities. He explained briefly that the building was suffering extensive corrosion to the steel frame along with extensive damp issues. The full extent of the problem had not been fully determined but the deterioration had happened more quickly than anticipated. Although the possibility of claiming some of the cost for repairs from the principle building contractor had been explored, a considerable amount of time had passed and the initial building contractor was no longer operating.

There were a number of issues that needed to be considered – including net zero targets, EPC ratings and accessibility issues relating to the lift. He said that it was of historical importance that the RNLI museum was able to continue to operate from the building but the Council had no obligation regarding this. The other tenant in the building had been extremely successful and supported local employment and contributing to the visitor offer. He concluded by saying that external funding options would need to be considered, alongside the other options that were set out in the confidential papers.

It was proposed by Cllr T Adams, seconded by Cllr W Fredericks and

RESOLVED to pass the following resolution:

“That under Section 100A(4) of the Local Government Act 1972 the press and public be excluded from the meeting for the following item of business on the grounds that they involve the likely disclosure of exempt information as defined in paragraphs 3 of Part I of Schedule 12A (as amended) to the Act.”

That the public interest in maintaining the exemption outweighs the public interest in disclosure for the following reason – information relating to the financial or business affairs of any particular person (including the authority holding that information). The appended reports contain commercially confidential information.

The meeting went into private session at 11.02am.

Members considered the information contained within the confidential papers. *The meeting returned to public session at 11.39am.*

The Chairman thanked everyone for their input. He said that there had been a detailed and thorough discussion about the various options and issues and the potential impact on the tenants.

Members had agreed that a further report should be presented in due course on the potential options and there would be a further confidential discussion to once there was an update on the technical issues.

It was proposed by Cllr T Adams, seconded by Cllr P Heinrich and

RESOLVED

1. To consider the options detailed in the exempt appendix A and to advise officers as to which is the preferred option, or priority of options following a further confidential briefing on the technical issues affecting the site and building.
2. To request a further report to be presented to Cabinet in due course on the preferred option or options.

Reason for the Decision:

To respond to the need for essential repairs, maintenance and energy improvement works to the building.

46 EXCLUSION OF PRESS AND PUBLIC

47 EXEMPT MINUTES - AGENDA ITEM 15 ROCKET HOUSE BUILDING, CROMER - REPAIRS, MAINTENANCE AND ENERGY IMPROVEMENT LEVELS

This minute is exempt for the reasons stated by the Chairman during the public session.

The meeting ended at 11.40 am.

Appendix D

Rocket House Building, Cromer – Building repair investigations	
Executive Summary	<p>The Rocket House building is a multi-let property with community facilities on Cromer East Promenade that requires substantial repairs, maintenance and energy improvement works to ensure a sustainable future for the building.</p> <p>Following the previous report to Cabinet 4th September 2023, a visit to the property and technical briefing was made available for members.</p> <p>To gain further clarity over the damp issues, it is proposed to commission detailed investigations into the fabric of the building to identify the cause of damp, establish remedial options and budget costings.</p>
Options considered	None.
Consultation(s)	Local Members
Recommendations	<p>That Cabinet:</p> <ol style="list-style-type: none"> 1. Delegate to Officers to commission detailed investigations into the fabric of the building in 2 phases to identify the cause of damp, establish remedial options and budget costings. 2. A further report back to Cabinet with the findings.
Reasons for recommendations	To respond to the need for essential repairs, maintenance and energy improvement works to the building.
Background papers	

Wards affected	Cromer Town and Suffield Park
Cabinet member(s)	Cllr L Shires, Cllr H Blathwayt, Cllr A Varley, Cllr L Withington
Contact Officer	Renata Garfoot, Asset Strategy Manager Renata.garfoot@north-norfolk.gov.uk

Links to key documents:	
Corporate Plan:	<p>Our greener future</p> <p>Developing our communities</p> <p>Investing in our local economy and infrastructure</p> <p>A strong responsible and accountable Council</p>

Medium Term Financial Strategy (MTFS)	A capital budget of £1,000,000 has been allocated as part of the annual budget setting process to address the maintenance issues of this asset.
Council Policies & Strategies	Asset Management Plan 2018 - 22

Corporate Governance:	
Is this a key decision	No
Has the public interest test been applied	N/A
Details of any previous decision(s) on this matter	Cabinet - 4 th September 2023

1. Purpose of the report

- 1.1 The purpose of the report is to propose to Cabinet that detailed investigations are undertaken into the fabric of the building to identify the cause of damp ingress at the Rocket House Building, Cromer, establish remediation options and budget costings for repairing the building.

2. Introduction & Background

- 2.1 The Rocket House Building, Cromer is a mixed-use property with museum, café, public toilets and lift, which is situated on the East promenade. The building which was constructed in 2005/6 is partially built into the cliff. A plan can be found in the Appendix.
- 2.2 The building is occupied by The RNLI Museum and Rocket House Café both under leases. The Council provides public conveniences and a public lift that enables visitor's easier access to the prom which would otherwise be accessed via steep ramps. Under the terms of these leases the Council as the Landlord, has a repairing obligation.
- 2.2 There are a number of repair and maintenance issues at the building as outlined in the 4th September 2023 Cabinet report. This report identified a number of options available to address the issues and a decision was made to advise officers as to which is the preferred option, or priority of options following a further confidential briefing on the technical issues affecting the site and building.
- 2.3 Following this meeting, in November, a visit to the property and technical briefing for Members was undertaken to provide greater clarity of the condition issues.
- 2.4 Funding opportunities have also been investigated. The Arts Council has closed its Museum Estate Development (MEND) funding round and at the current time anticipates that there will be no further funding rounds. The National Lottery has Project Grants available for heritage, including

museums. Medium projects up to £250,000 reopens in January 2024 and for projects above £250,000 an expression of interest could be submitted to establish likelihood of funding. The Council has been unsuccessful in Levelling up funding for Cromer.

3. Proposals and Options

- 3.1 To provide greater clarity of damp issues affecting the property, it proposed to undertake detailed investigations into the fabric of the building to identify the cause of damp, remedial options and budget costings for repairing the building.
- 3.2 It is likely that the investigation works would be undertaken as 2 phases. The first phase would be investigations to the Council's public toilets and stairs area so to minimise disruption to the tenants. A further phase, to the RNLI Museum area could also be investigated if phase 1 was inconclusive. Any proposal to undertake investigations in the museum area would be in consultation with the RNLI as tenant. The intention would again be to minimise disruption to them and these investigations are not expected to require the RNLI to vacate the building.
- 3.3 A further report presented back to Cabinet with this information to enable Cabinet to make an informed decision regarding the building condition issues identified.

4. Corporate Priorities

- 4.1 Council's Corporate Plan priorities that relate to this building are:
- 4.2 Our Greener Future - Continuing to invest in the Council's property portfolio to reduce carbon impact. Continuing our programme of investment in coastal and resort infrastructure and amenities, building on the progress made in recent years.
- 4.3 A Strong, Responsible and Accountable Council - Investing in projects and assets which deliver financial returns and/or contribute to our wider objectives around Net Zero, business and jobs, community facilities and infrastructure.
- 4.4 The Council's Medium Term Financial Strategy includes the Capital Programme. There is a capital budget of a £1.0m included in the capital programme for this project as part the 2023/24 budget setting process to carry out the necessary repair works to the Rocket House building.

5. Financial and Resource Implications

- 5.1 Funding opportunities have also been investigated following the previous Cabinet meeting. The Arts Council has closed its Museum Estate Development (MEND) funding round and at the current time anticipates that there will be no further funding rounds. The National Lottery has Project Grants available for heritage, including museums. Medium projects up to £250,000 reopens in January 2024 and for projects above £250,000 an expression of interest could be submitted to establish likelihood of funding.
- 5.2 Due to the condition of the property it is both financially and officer resource intensive when dealing with repair issues.

- 5.3 The Council operates service charge for the building and it annually contributes financial budget towards the repairs and maintenance.
- 5.4 There is a capital budget of £1.0m included in the capital programme to carry out the necessary repair works. The proposed initial investigation is the first stage in carrying out these works and are required to establish the full extent of the further work required. These works should reduce the ongoing revenue maintenance budget that has previously been needed for the building.

Comments from the S151 Officer:

There is a need to carry out some essential repair works e.g. resolving a damp issue and installation of a new lift. This should all be covered by the capital budget of £1.0m. The works, once complete, should result in revenue savings relating to ongoing repairs and maintenance which should be significantly reduced.

6. Legal Implications

- 6.1 The property is subject to various legal agreements and Eastlaw have been providing advice.

Comments from the Monitoring Officer

A lease is currently in place which we consider allows for preliminary investigations of the building providing reasonable notice is given and Eastlaw can provide such additional advice where required.

7. Risks

- 7.1 There are no significant risks identified with the investigation proposals.

8. Net Zero Target

- 8.1 Works to support the Council's Net Zero priorities form part of the repair option previously presented to members.

9. Equality, Diversity & Inclusion

- 9.1 There are no equality, diversity and inclusion issues arising from the recommendations in this report.

10. Community Safety issues

- 10.1 There are no community safety issues arising from the recommendations in this report.

11. Conclusion and Recommendations

- 11.1 The Rocket House building is a multi-let property with community facilities that requires substantial repairs, maintenance and energy improvement works to ensure a sustainable future for the building.
- 11.2 Following the previous report to Cabinet 4th September 2023, a visit to the property and technical briefing was made available for members.
- 11.3 To gain further clarity over the damp issues, it is proposed to commission detailed investigations as 2 phases, into the fabric of the building to identify the cause of damp, establish remedial options and budget costings.

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CABINET

Minutes of the meeting of the Cabinet held on Monday, 8 January 2024 at the Council Chamber - Council Offices at 10.00 am

Committee

Members Present:

Cllr W Fredericks (Deputy Chair)	Cllr T Adams (Chair)
Cllr A Brown	Cllr H Blathwayt
Cllr P Heinrich	Cllr C Ringer
Cllr A Varley	Cllr L Withington

Members also attending:

Cllr C Cushing
Cllr A Fitch-Tillett
Cllr J Toye

Officers in attendance

Chief Executive, Director for Finance, Monitoring Officer, Director for Communities, Director for Place & Climate Change, Policy & Performance Manager and Democratic Services Manager

Apologies for Absence:

Cllr L Shires

13 ROCKET HOUSE BUILDING, CROMER - BUILDING REPAIR INVESTIGATIONS

The Chairman introduced this item in the absence of the Portfolio Holder, Cllr Shires. He explained that following the previous report to Cabinet on 4th September 2023, a visit to the property and technical briefing was made available for members. It was proposed that the next step would be to commission detailed investigations into the fabric of the building to identify the cause of the damp problems and establish remedial options and any associated costs.

The Council's Surveyor explained the investigation work would be localised, mainly around the toilet block area. It was hoped that the cause of the damp would be found, which was thought to be replicated all the way around the back of the building.

Cllr C Cushing asked about timescales for the initial investigation work. The Surveyor replied that it was hoped that the sections that needed to be punched through would be identified by the end of the week and then any areas that needed to be prepared for specialist investigations would be ready by the end of January.

Cllr Cushing sought clarification on where the £50k funding for the investigation work was coming from. The Director for Finance (DFR) replied that it was from the £1m capital budget set allocated to the project.

It was proposed by Cllr T Adams, seconded by Cllr A Brown and

RESOLVED to

1. Delegate to Officers to commission detailed investigations into the fabric of the building in 2 phases to identify the cause of damp, establish remedial options and budget costings.
2. A further report back to Cabinet with the findings.

Reason for the decision:

To respond to the need for essential repairs, maintenance and energy improvement works to the building

Appendix E

Rocket House Building, Cromer – Building repair investigation findings	
Executive Summary	<p>The Rocket House building is a multi-let property with community facilities on Cromer East Promenade that requires substantial repairs, maintenance and energy improvement works to ensure a sustainable future for the building.</p> <p>Following the previous report to Cabinet on 4th September 2023, detailing options available, a visit to the property and technical briefing was made available for members.</p> <p>To gain further clarity over the damp issues, at the 8th January 2024 Cabinet meeting it was agreed to commission further additional investigation into the fabric of the building to identify the cause of damp, establish remedial options and budget costings. This investigation has since been completed and officers seek approval to use the existing capital budget and move forward with repairing the building.</p>
Options considered	Options have been previously considered in the 4 th September 2023 Cabinet report. All options in that report remain open following the investigations into the building condition.
Consultation(s)	Local Members
Recommendations	<p>That Cabinet:</p> <p>1.1 Delegate to and the Asset Strategy Manager (Estates), in consultation with the s.151 officer, the existing allocated capital budget to action remedial works as soon feasibly possible to the property, as outlined in the Intrusive Inspection and Damp Investigation Report, subject to the vacation of the tenant (RNLI).</p> <p>1.2 Delegate to and the Asset Strategy Manager (Estates), in consultation with the s.151 officer, to utilise any remaining capital budget to undertake energy improvement works to the property in order to increase the energy performance rating to the required standard for leasing.</p> <p>1.3 Delegates authority to the Asset Strategy Manager to commence negotiation of terms for a new lease, with the existing RNLI tenant, with a further report back to Cabinet in accordance with governance procedures.</p>
Reasons for recommendations	To address the ongoing issues with damp in the building and increase the energy performance of the building for leasing.

Background papers	Cabinet reports September 2023 and January 2024
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Wards affected	Cromer Town and Suffield Park
Cabinet member(s)	Cllr L Shires, Cllr H Blathwayt, Cllr A Varley, Cllr L Withington
Contact Officer	Renata Garfoot, Asset Strategy Manager Renata.garfoot@north-norfolk.gov.uk

Links to key documents:	
Corporate Plan:	Our greener future Developing our communities Investing in our local economy and infrastructure A strong responsible and accountable Council
Medium Term Financial Strategy (MTFS)	A capital budget of £1,000,000 has previously been allocated as part of the annual budget setting process to address the maintenance issues of this asset.
Council Policies & Strategies	Asset Management Plan 2018 - 22

Corporate Governance:	
Is this a key decision	Yes
Has the public interest test been applied	N/A
Details of any previous decision(s) on this matter	Cabinet -

2. Purpose of the report

- 2.1 The purpose of the report is to:
- 2.2 Provide an update to Cabinet that now that the detailed investigations have been undertaken into the fabric of the building to identify the cause of damp ingress at the Rocket House Building,
- 2.3 Seek authority to utilise the existing allocated capital budget to action remedial works as soon feasibly possible to the property, subject to the vacation of the tenant (RNLI).
- 2.4 Seek authority to utilise any remaining capital budget to improve the energy performance of the building in order to relet it.
- 2.5 Seek authority to commence negotiation of terms for a new lease with the existing RNLI tenant.

3. Introduction & Background

- 3.1 The Rocket House Building, Cromer is a mixed-use property with museum, café, public toilets, and lift, which is situated on the East promenade. The building which was constructed in 2005/6 is partially built into the cliff.
- 2.2 The building is occupied by The RNLI Museum and Rocket House Café both under leases. The Council provides public conveniences and a public lift that enables visitor's easier access to the prom which would otherwise be accessed via steep ramps. Under the terms of these leases the Council as the Landlord, has a repairing obligation.
- 3.2 There are a number of repair and maintenance issues at the building as outlined in the 4th September 2023 Cabinet report.
- 3.3 During November 2023 a visit to the property and technical briefing for Members was undertaken to provide greater clarity of the condition issues.
- 3.4 At the 8th January 2024 Cabinet meeting, it was resolved that Officers would commission detailed investigations into the damp issues to establish remedial options and budget costings.

4. Proposals and Options

- 4.1 These investigation works were carried out during February and March 2024 and determine that there is a defect with the building to the ground floor accommodation which is causing the damp issues to the building. An independent report detailing this, with budget costs and indicative programme was prepared. The programme can be found in Appendix A.
- 4.2 The works to address the damp have been budgeted to cost in the region of £828,695 plus VAT, where conducted within the timeframe detailed, which will include replacement of the public conveniences, floor coverings and external alteration to the render to the building which are required as part of the remediation. The repair work is expected to last approximately 32 weeks.
- 4.3 In order for the works to be undertaken the RNLI, including its artefacts and lifeboat will need to vacate the building. Since the last report to Cabinet, the RNLI have served notice to terminate the current lease and vacate during July 2024.
- 4.4 Alongside this, works are required to improve the energy performance of the building in order for the building to meet the Minimum Energy Efficiency Standard of rating E to be relet. It is proposed to use any remaining capital budget to do these improvement works.
- 4.5 The RNLI may be interested in a new lease in the building once the works are completed. At the time of writing the report, no heads of terms for a new lease have been agreed. If terms cannot be agreed, the vacant area could be marketed to let which would create revenue income for the council.
- 4.6 Whilst the works are being carried out on the building, officers will seek to keep disruption to the café and its visitors as little as possible.
- 4.7 Works to replace the public lift are currently excluded and further budget will be required, if this is to be replaced.

- 4.8 It is proposed to undertake an independent survey of the surrounding cliff adjoining the building and any budget to address the findings of that survey may also be required.

5. Corporate Priorities

- 5.1 Council's Corporate Plan priorities that relate to this building are:
- 5.2 Our Greener Future - Continuing to invest in the Council's property portfolio to reduce carbon impact. Continuing our programme of investment in coastal and resort infrastructure and amenities, building on the progress made in recent years.
- 5.3 A Strong, Responsible and Accountable Council - Investing in projects and assets which deliver financial returns and/or contribute to our wider objectives around Net Zero, business and jobs, community facilities and infrastructure.
- 5.4 The Council's Medium Term Financial Strategy includes the Capital Programme. There is a capital budget of a £1.0m included in the capital programme for this project as part the 2023/24 budget setting process to carry out the necessary repair works to the Rocket House building.

6. Financial and Resource Implications

- 6.1 Due to the condition of the property, it is both financially and officer resource intensive when dealing with repair issues.
- 6.2 The Council operates service charge for the building, and it annually contributes financial budget towards the repairs and maintenance.
- 6.3 There is a capital budget of £1m allocated in capital programme to carry out the necessary repair works, which is expected to meet the £828,695 budget cost. Officers will seek best value through procurement and the reuse materials (where possible), which will also support the Councils net zero priorities by ensuring this building has a robust remedial solution and seeking to minimise its carbon footprint.
- 6.4 Whilst a contingency budget has also been factored into the budget cost, there is a risk that project costs increase following procurement of the remedial works, due to construction cost inflation, project scope creep or if unknown repairs are identified once the project has started.

Comments from the S151 Officer:

7. Legal Implications

- 7.1 The property is subject to various legal agreements and Eastlaw have been providing advice.

Comments from the Monitoring Officer

Whilst all options set out in the Cabinet report of September 2023 remain available for consideration, in January 2024, Members did resolve to commission detailed investigations of the asset to determine the issues and cost of remedial options. This is now available. If Members wish to proceed with remedial works, the cost of doing so detailed in the report, has been arrived at in relation to a planned timeframe based on the departure of the RNLI in July 2024. Costs may rise if this timeframe changes. In the event that negotiations into a further lease or other occupation right are entered into, advice should be sought from the Council's legal team.

8. Risks

- 8.1 The existing RNLI tenant has served notice to vacate and whilst officers will seek to negotiate viable new lease terms for the Council there is a risk that appropriate terms are not agreed. In this instance the Council could market the building to let and seek an alternative tenant.
- 8.2 Due to the location of the building on the sea front, it is vulnerable to adverse weather conditions and storm surges. There is a risk that the building is substantially affected by such in the future.

9. Net Zero Target

- 9.1 Works to support the Council's Net Zero priorities and to meet current energy performance legislation form part of the proposed repairs.

10. Equality, Diversity & Inclusion

- 10.1 There are no equality, diversity and inclusion issues arising from the recommendations in this report.

11. Community Safety issues

- 11.1 There are no community safety issues arising from the recommendations in this report.

12. Conclusion and Recommendations

- 12.1 Following the previous reports to Cabinet 4th September 2023 and 8th January 2024 officers have obtained an independent damp investigation report.
- 12.2 The report provides the council with greater clarity over damp issues at the property, remedial proposals, indicative timeline and budget costings that are within the capital sum of £1m previously allocated.
- 12.3 With this information, Officers seek approval from Cabinet to:
- 12.4 Delegate to the Asset Strategy Manager (Estates), in consultation with the s.151 officer, the existing allocated capital budget to action remedial works as soon feasibly possible to the property, as outlined in the Intrusive Inspection and Damp Investigation Report, subject to the vacation of the tenant (RNLI).

- 12.5 Delegate to the Asset Strategy Manager (Estates), in consultation with the s.151 officer, to utilise any remaining capital budget to undertake energy improvement works to the property in order to increase the energy performance rating to the required standard for leasing.
- 12.6 Delegates authority to the Asset Strategy Manager (Estates), to commence negotiation of terms for a new lease, with the existing RNLI tenant, with a further report back to Cabinet in accordance with governance procedures.

Traditional Procurement

Programme	Duration	2024						2025									
		Mar	April	May	June	July	August	Sept	Oct	Nov	Dec	Jan	Feb	Mar	April	May	June
Issue of DCP Investigation Report	-		◆														
Council review and approval to proceed	8 weeks		■	■	■	■	■	■	■	■	■						
Technical Design (RIBA St. 4)	12 weeks			■	■	■	■	■	■	■	■						
Tender Process	8 weeks						■	■	■	■	■	■	■	■	■	■	■
Lead-In & Contract	4 weeks								■	■	■	■					
RNLI Packing up Rocket House	6 weeks					■	■	■	■	■	■						
Vacancy of building	-																◆
Construction	32 weeks											■	■	■	■	■	■
Occupation	-																◆

JR
Daniel Connal Partnership
22.03.24

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**Cabinet – Monday, 15 April 2024
Decision List**

Notes:

All decisions in this Decision List which are not identified as RECOMMENDATIONS to Council are capable of being "called-in" under Section 8 of Chapter 4, Part 3 of the Constitution. If not called-in, they will take effect on the expiry of 5 clear working days after the publication of this decision list.

For the avoidance of doubt, the deadline for a call-in request for this decision list will be **Monday 22nd April**

The officer listed as taking action will generally be the author of the original report unless otherwise notified to the Democratic Services Team.

ACTION BY

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<p><u>10 - Rocket House, Cromer</u></p> <p>Decision RESOLVED</p> <p>1.1 To delegate to the Asset Strategy Manager (Estates), in consultation with the s.151 officer, the existing allocated capital budget to action remedial works as soon feasibly possible to the property, as outlined in the Intrusive Inspection and Damp Investigation Report, subject to the vacation of the tenant (RNLI).</p> <p>1.2 Delegate to the Asset Strategy Manager (Estates), in consultation with the s.151 officer, to utilise any remaining capital budget to undertake energy improvement works to the property in order to increase the energy performance rating to the required standard for leasing.</p> <p>1.3 Delegate authority to the Asset Strategy Manager to commence negotiation of terms for a new lease, with the existing RNLI tenant, with a further report back to Cabinet in accordance with governance procedures.</p> <p>Reason for the decision:</p>	<p>Renata Garfoot Estates & Assets Strategy Manager</p>
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To address the ongoing issues with damp in the building and increase the energy performance of the building for leasing.

Capital Programme 2023/24 to 2027/28

<u>Scheme</u>	Updated Budget 2023/24 £	Budget 2024/25 £	Budget 2025/26 £	Budget 2026/27 £	Budget 2027/28 £
Our Greener Future					
Cornish Way Industrial Units	52,484	0	0	0	0
Purchase of Property Services Electric Vehicles	14,535	0	0	0	0
Cromer Office LED Lighting Programme	91,597	0	0	0	0
Catfield Industrial Units - Net Zero works	30,000	0	0	0	0
Cromer Coast Protection Scheme	12,210,242	0	0	0	0
Coastal Erosion Assistance	31,991	0	0	0	0
Coastal Adaptations	244,990	0	0	0	0
Mundesley Coastal Management Scheme	7,242,646	0	0	0	0
Sea Palling Ramp	9,650	0	0	0	0
Replacement of Flood Gates at Cable Gap Bacton, The Ship Bacton & Walcott Post Office	45,500	0	0	0	0
Coastal Management Fund	147,000	200,000	250,000	250,000	0
Coastwise	14,554,958	0	0	0	0
Purchase of Bins	100,000	20,000	20,000	20,000	0
Waste Vehicles	649,340	0	0	0	0
Electric Vehicle Charging Points	33,317	0	0	0	0
The Reef Solar Carport	578,449	0	0	0	0
	36,036,699	220,000	270,000	270,000	0

<u>Scheme</u>	Updated Budget	Budget	Budget	Budget	Budget
	2023/24 £	2024/25 £	2025/26 £	2026/27 £	2027/28 £
Developing Our Communities					
Public Conveniences (Fakenham & Wells)	(51,978)	0	0	0	0
Public Conveniences Sheringham & North Walsham	625,942	0	0	0	0
Changing Places Toilets - Stalham (Publicly Accessible, Modular Unit)	20,000	0	0	0	0
Public Conveniences - Albert Street, Holt	370,000	0	0	0	0
Countryside Machinery	31,216	0	0	0	0
Cromer Pier - Steelworks and Improvements to Pavilion Theatre	576,087	0	0	0	0
3G Facility at North Walsham/Fakenham	847,568	0	0	0	0
Cromer 3G Football Facility	1,000,000	0	0	0	0
The Reef Leisure Centre	300,727	0	0	0	0
Green Road Football Facility	50,223	0	0	0	0
Holt Country Park Electricity Improvements	150,000	0	0	0	0
Environmental Health Noise Equipment	18,372	0	0	0	0
New Play Area (Sheringham, The Lees)	65,000	0	0	0	0
Fakenham Leisure and Sports Hub (FLASH)	100,000	2,541,000	8,209,000		
<i>10,850,000</i>					
	4,103,157	2,541,000	8,209,000	0	0

<u>Scheme</u>	Updated Budget 2023/24 £	Budget 2024/25 £	Budget 2025/26 £	Budget 2026/27 £	Budget 2027/28 £
Meeting Our Housing Need					
Disabled Facilities Grants	1,475,730	1,000,000	1,000,000	1,000,000	1,000,000
Compulsory Purchase of Long Term Empty Properties	429,617	0	0	0	0
Community Housing Fund	708,161	0	0	0	0
Provision of Temporary Accommodation	982,598	0	0	0	0
S106 Enabling	1,600,000	300,000	300,000	300,000	0
Loans to Housing Providers	300,000	150,000	0	0	0
Local Authority Housing Fund	1,795,990	311,647	0	0	0
	7,292,096	1,761,647	1,300,000	1,300,000	1,000,000
Investing In Our Local Economy And Infrastructure					
Sheringham Enabling Land	78,681	0	0	0	0
Administrative Buildings	8,868	0	0	0	0
Rocket House	1,036,836	0	0	0	0
Collectors Cabin	29,840	0	0	0	0
Fakenham Connect/Crinkle Crankle Wall	224,360	0	0	0	0
North Walsham Heritage Action Zone	796,116	0	0	0	0
Unit 1 & 2, Surf Lifesaving School, Cromer Promenade	55,000	0	0	0	0
Fakenham Urban Extension	1,780,000	0	0	0	0
Property Acquisitions	704,784	0	0	0	0

<u>Scheme</u>	Updated Budget 2023/24 £	Budget 2024/25 £	Budget 2025/26 £	Budget 2026/27 £	Budget 2027/28 £
Chalet Refurbishment	125,000	0	0	0	0
Marrams Building Repair	50,000	0	0	0	0
Car Parks Refurbishment	226,000	0	0	0	0
Marrams Footpath and Lighting	50,000	0	0	0	0
Asset Roof Replacements (Art Deco Block, Red Lion Retail Unit, Sheringham Chalet's)	175,000	0	0	0	0
Morris Street Car Park Boundary Wall	11,247	0	0	0	0
UK Shared Prosperity Fund	75,551	190,000	0	0	0
Rural England Prosperity Fund	364,460	1,093,388	0	0	0
New Fire Alarm and Fire Doors in Cromer Offices	150,000	0	0	0	0
	5,941,743	1,283,388	0	0	0

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User IT Hardware Refresh	60,602	60,000	60,000	60,000	0
Members IT	26,549	0	0	0	0
Backup Network Upgrade	14,000	0	0	0	0
Fire Wall Replacements	3,510	0	0	0	0
Refurbishment of IT Training Room	15,000	0	0	0	0
Financial Management System	3,034	0	0	0	0
Recruitment Software	35,050	0	0	0	0
Printer Replacement	2,503	0	0	0	0

<u>Scheme</u>	Updated Budget	Budget	Budget	Budget	Budget
	2023/24 £	2024/25 £	2025/26 £	2026/27 £	2027/28 £
Network Hardware Replacement	8,881	0	0	0	0
Server Replacement	100,000	0	0	0	0
Folding Machine Laminator	22,880	0	0	0	0
Digital Mailroom Scanners	15,617	0	0	0	0
	307,627	60,000	60,000	60,000	0
TOTAL OF THE CAPITAL PROGRAMME	53,681,322	5,866,035	9,839,000	1,630,000	1,000,000
New Capital Bids to be reviewed					
Our Greener Future					
Holt Country Park Electricity Improvements		250,000			
Solar PV Panels at Victory Swim and Fitness		200,000			
Public Conveniences Energy Efficiencies		150,000			
Purchase of Waste Bins		130,000	130,000	130,000	130,000
Coastal Defences		150,000	150,000	150,000	150,000
Developing Our Communities					
Back Stage Refurbishment - Pier Pavilion Theatre		331,000			
Holt Country Park Staff Facilities		93,500			
Cromer Church Wall		50,000			
Changing Places Access Control		40,000			
Investing In Our Local Economy And Infrastructure					
Car Park Refurbishments		105,000	210,000	60,000	0
West Prom Sheringham, Lighting & Cliff Railings		55,000			

<u>Scheme</u>	Updated Budget	Budget	Budget	Budget	Budget
	2023/24	2024/25	2025/26	2026/27	2027/28
	£	£	£	£	£
Cromer Offices Floor Power Boxes		50,000			
The Lees Walkway and structural works	30,000	0	0	0	0
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New Revenues and Benefits System		98,720	102,000		
Replacement Storage Hardware		150,000			
	30,000	1,853,220	592,000	340,000	280,000
	53,711,322	7,719,255	10,431,000	1,970,000	1,280,000

Capital Programme Financing

	2023/24	2024/25	2025/26	2026/27	2027/28
Grants	38,871,577	5,136,035	1,000,000	1,000,000	1,000,000
Other Contributions	3,196,250	300,000	300,000	300,000	0
Asset Management Reserve	405,564	0	0	0	0
Major Repairs Reserve	130,000	50,000	0	0	0
Invest to Save Reserve	0	0	0	0	0
Delivery Plan Reserve	1,523,449	0	0	0	0
Capital Projects Reserve	211,223	0	0	0	0
Housing Reserve	1,468,970	0	0	0	0
Benefit Reserve	0	0	0	0	0
Grants Reserve	0	0	0	0	0
Environmental Health Reserve	18,372	0	0	0	0
Revenue Contribution to Capital (RCCO)	100,000	0	0	0	0
Capital Receipts	5,034,582	1,018,720	0	330,000	0
Internal / External Borrowing	2,751,336	1,214,500	9,131,000	340,000	280,000
TOTAL FINANCING	53,711,322	7,719,255	10,431,000	1,970,000	1,280,000

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

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