

Cabinet



Please contact: Democratic Services

Please email: democraticservices@north-norfolk.gov.uk

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Friday, 22 November 2024

A meeting of the **Cabinet** of North Norfolk District Council will be held in the Council Chamber - Council Offices on **Monday, 2 December 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

Members of the public who wish to ask a question or speak on an agenda item are requested to arrive at least 15 minutes before the start of the meeting. It will not always be possible to accommodate requests after that time. 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 516010, Email:democraticservices@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 should inform the Chairman. If you are a member of the public and you wish to speak on an item on the agenda, please be aware that you may be filmed or photographed.

Emma Denny
Democratic Services Manager

To: Cllr W Fredericks, Cllr L Shires, Cllr T Adams, Cllr A Brown, Cllr H Blathwayt, Cllr C Ringer, Cllr J Toye, Cllr A Varley and Cllr L Withington

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



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

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A G E N D A

1. TO RECEIVE APOLOGIES FOR ABSENCE

2. MINUTES

1 - 10

To approve, as a correct record, the minutes of the meeting of the Cabinet held on Monday 4th November.

3. PUBLIC QUESTIONS AND STATEMENTS

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

4. ITEMS OF URGENT BUSINESS

To determine any other items of business which the Chairman decides should be considered as a matter of urgency pursuant to Section 100B(4)(b) of the Local Government Act 1972

5. DECLARATIONS OF INTEREST

11 - 16

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

6. MEMBERS' QUESTIONS

To receive oral questions from Members, if any

7. RECOMMENDATIONS FROM OVERVIEW & SCRUTINY COMMITTEE

The Overview and Scrutiny Committee at the meeting held on Wednesday 13th November 2024 recommended the following:

Visitor Information Centre

The Overview and Scrutiny Committee recommended that Cabinet consider:

- The building being made available for an alternative income generating use.
- What provision can be made to continue a tourist information service – be that through an enhanced online presence, electronic information boards or physical leaflet stands at prominent locations within Cromer such as the Pier and other visitor attractions.
- Relocation of the current Deep History Coast display housed within the North Norfolk Visitor Centre to a suitable alternative location, possibly Cromer Museum.

MTFS

The Overview and Scrutiny Committee confirmed support for the proposed steps to close the gaps within the MTFS.

It also made the following recommendations to Cabinet:

1. To take a twin track approach to savings, looking not only at those that can be achieved within 2025/26 but also those with a longer lead in time to ensure savings are progressed into 2026/27 and beyond.
2. The awaited Workforce strategy be used to help understand staff costs arising from use of part time and hybrid working and agency staff cover to explore scope for greater efficiency savings.
3. A Workshop be arranged to understand options around statutory and non-statutory service provisions and to explore and evaluate options for beneficial changes. Action Cllr Shires.

Budget Monitoring

O&S noted the contents of the report and the current forecast year end position and recommended that:

1. Officers to work to further reduce the overall projected General Fund deficit for 2024/25
2. In respect of item 7 below, the Estates Team to explore the most cost-effective materials options (in addition to rethatching) for the re-roof of the Collectors Cabin with competitive quotes and that the budget for the work should be up to £30,000.

The Overview and Scrutiny Committee supports Cabinet seeking approval from Full Council in respect of the following:

- 3.) to include an addition to the revenue budget of £13,000 for an addition to existing Exacom software as laid out in paragraph 4.8.1
- 4.) to include a permanent increase to the revenue budget of £34,000 for an additional member of staff in the Licensing Team as detailed in paragraphs 4.8.2 to 4.8.5. This will be funded from the ring-fenced licencing income.
- 5.) to include an additional capital budget of £22,000 to complete the Cromer Offices LED lighting project. This is to be funded from the Net Zero Initiatives reserve as detailed in paragraph 5.4.2
- 6.) to include an additional capital budget of £5,600 to pay the retention sum for the Crinkle Crankle Wall and that this is funded from the Major Projects Reserve as detailed in paragraph 5.4.3
- 7) to include an additional capital budget of £30,000 to rethatch the Collector's Cabin roof and that this is to be funded from the Asset Management reserve as detailed in paragraph 5.4.4
- 8) to include an additional capital budget of £23,400 to develop the customer services C3 software and is to be funded from the Development Plan reserve. as detailed in paragraph 5.4

8. RECOMMENDATIONS FROM PLANNING POLICY & BUILT HERITAGE WORKING PARTY

The Planning Policy & Built Heritage Working Party at the meeting held on Thursday 21st November 2024 recommended to Cabinet:

Norfolk Green Infrastructure and Recreational Impact Avoidance and Mitigation Strategy

I. The Action Plan and Governance arrangements are endorsed, subject to caveats, with additional requests made to the Norfolk Strategic Framework that other stakeholders (such as Norfolk County Council) and those that have wider environmental interests across the County are actively engaged with and, where appropriate, invited to attend board meetings. Final Wording to be delegated to the Acting Planning Policy Manager in consultation with the Planning Portfolio Holder and Chairman of Planning Policy & Built Heritage Working Party.

II. Nominate appropriate Member to sit on the GIRAMS board. The Working Party endorsed Cllr Victoria Holliday as its preferred nominee.

Planning In Health Protocol

I. The revised Planning for Health Protocol be used when preparing Local Plans and determining planning applications.

9. HICKLING PUBLIC TOILET LEASE SURRENDER

Hickling Public Toilet Lease Surrender	
Executive Summary	<p>The Council's lease of the Hickling public toilets is currently due to end in 2071, with the Council being liable for operational costs at this property until the end of the lease.</p> <p>The proposed mutual surrender of the lease relinquishes the Council's rights and liabilities granted by the lease along with its operational costs for the duration of the lease term.</p> <p>It is understood that the Landlord intends to continue the operation of the facilities for use by the public following the surrender of the lease.</p> <p>It is recommended that the Cabinet approve the lease surrender for the Hickling public toilets and delegate authority to the Asset Strategy Manager to negotiate the terms of the surrender.</p>
Options considered	<p>The following options have been considered:</p> <ol style="list-style-type: none"> 1. Surrendering the Council's lease of the public toilet facilities – Recommended. 2. Continuing operation of the public toilet facilities – Not Recommended. 3. Closing the public toilet facilities but not surrendering the lease – Not Recommended.

Consultation(s)	Alun Lane - Corporate Health & Safety Officer Russell Tanner - Assets and Property Programme Manager Landlord - Norfolk Wildlife Trust
Recommendations	Resolution for Cabinet to approve: <ul style="list-style-type: none"> To surrender the Council's lease of the public toilet at Hickling Staithe Delegated authority to the Asset Strategy Manager to agree terms and associated costs relating to the lease surrender.
Reasons for recommendations	<ul style="list-style-type: none"> To reduce the Councils financial and property management liabilities.
Background papers	NA

Wards affected	Hickling
Cabinet member(s)	Cllr Lucy Shires Portfolio Holder for Finance, Estate Property Services
Contact Officer	Milo Creasey – Trainee Estates Surveyor milo.creasey@north-norfolk.gov.uk Renata Garfoot - Asset Strategy Manager Renata.Garfoot@north-norfolk.gov.uk

10. HOUSING ALLOCATIONS SCHEME PROPOSALS 2024

23 - 38

Housing Allocations Scheme proposals 2024	
Executive Summary	<p>NNDC is responsible for assessing and addressing housing need in the District. The Council's Allocation Schemes sets out the rules, criteria and procedures that determine how we allocate affordable homes to households in North Norfolk.</p> <p>The current Allocations Scheme has broadly been in place for over 14 years and now requires review to ensure that it is fit for purpose and that there is a consistent and fair approach for our Registered Provider (RP) partners to letting homes to meet the greatest housing needs.</p> <p>Following consultation with partner RPs a draft new Allocations Scheme was produced.</p> <p>Customers and other stakeholders were consulted on the draft new policy and their views are included in this report.</p> <p>Implementing any major changes to our allocations policy would require significant IT changes and work for the Housing Options team. An implementation plan will need to be developed to introduce the new policy in the most cost effective and least disruptive way possible.</p>
Options considered	The Allocations Scheme is a statutory policy of the Council which must be relevant and effective, not providing an up-to-date Allocations Scheme in line with current legislation is not

	an option Options for implementation of any new Allocations Scheme will need to consider the impact on staff, budgets and customers to ensure effective delivery of change
Consultation(s)	RP partners Customers of “Your Choice Your Home” Partner organisations / advice agencies NNDC Councillors Town & Parish Councils Staff across housing / housing related teams
Recommendations	It is recommended that Cabinet: <ul style="list-style-type: none"> • Agree the proposed allocations scheme summarised in this report and attached as Appendix A • Gives delegated authority to officers, in consultation with the Portfolio Holder for Housing & Peoples’ Services, for the implementation of the revised allocation scheme over the next 18-months within allocated service budgets.
Reasons for recommendations	To ensure the Council has an effective Allocations Scheme in place – a statutory policy of the Council
Background papers	Report to Cabinet 15 th April 2024 - Housing Allocations Policy 2024

Wards affected	Districtwide
Cabinet member(s)	Cllr Fredericks, Portfolio Holder for Housing and Peoples’ Services
Contact Officer	Nicky Debbage, Housing Strategy & Delivery Manager nicky.debbage@north-norfolk.gov.uk

11. **DELEGATED DECISIONS (SEPTEMBER TO DECEMBER 2024)**

39 - 44

Delegated Decisions (September to December 2024)	
Executive Summary	This report details the decisions taken under delegated powers from September to December 2024.
Options considered	Not applicable – the recording and reporting of delegated decisions is a statutory requirement.
Consultation(s)	Consultation is not required as this report and accompanying appendix is for information only. No decision is required and the outcome cannot be changed as it is historic, factual information.
Recommendations	To receive and note the report and the register of decisions taken under delegated powers.
Reasons for recommendations	The Constitution: Chapter 6, Part 5, sections 5.1 and 5.2 details the exercise of any power or function of the Council where waiting until a meeting of Council or a committee would disadvantage the Council. The Constitution requires that any exercise of such powers should be reported to the next meeting of Council,

	Cabinet or working party (as appropriate) Section 2.1 sets out the requirements regarding the reporting of conditional delegated decisions.
Background papers	Signed delegated decision forms.

Wards affected	All
Cabinet member(s)	Leader, Cllr T Adams
Contact Officer	Cara Jordan, Monitoring Officer Cara.jordan@north-norfolk.gov.uk

12.

VISITOR INFORMATION SERVICE

45 - 56

Visitor Information Service	
Executive Summary	<p>As part of the 2025/26 budget process consideration has been given to possible financial savings from some discretionary service areas including the visitor information service operated by the Council and the options that exist for alternative service provision. The review looked at the opportunities for operating the service from alternative premises and also, providing it in conjunction with other external organisations.</p> <p>Having considered the available service options, and trends in how visitors access tourist information via smartphones and other devices and the closure of Visitor Information Centres by many local authorities around the country; it is not considered that these offer sufficient benefit or value for money for the Council. Ceasing the operation of the service will yield a significant financial saving and presents options for the future use of the building it currently occupies, thus generating rental income.</p>
Options considered	<p>A review was undertaken that considered a range of alternatives both for the service and for the building from which it operates, these included:</p> <ol style="list-style-type: none"> 1. Outsourcing – not considered to yield sufficient immediate savings. 2. Greater commercialisation - not considered to yield sufficient income to offset the costs. 3. Delivery in partnership with an externally run facility – not considered to represent value for money. 4. Replacing the service by digital provision – insufficient certainty about set up and future costs or benefits.
Consultation(s)	<p>The service review and subsequent draft business case that led to the recommendations in this report involved relevant staff from the following teams: Customer Services, Economic Growth, Estates, Finance and Human Resources. Its contents were also informed by input from</p>

	<p>the potential delivery partners.</p> <p>A report on the possible closure of the Visitor Information Service was discussed by the Overview and Scrutiny Committee at its meeting on 13 November 2024, when the Committee resolved to make the following recommendations to Cabinet: -</p> <p>That Cabinet consider: -</p> <ul style="list-style-type: none"> • The building being made available for an alternative income generating use. • What provision can be made to continue a tourist information service – be that through an enhanced online presence, electronic information boards or physical leaflet stands at prominent locations within Cromer such as the Pier and other visitor attractions. • Relocation of the current Deep History Coast display housed within the North Norfolk Visitor Centre to a suitable alternative location, possibly Cromer Museum.
<p>Recommendations</p>	<p>That Cabinet agree to the Council withdrawing from the provision of a physical Visitor Information Service from the North Norfolk Information Centre building at The Meadow Car Park, Cromer (these proposals do not involve the closure of the public toilets also provided from the building) to deliver a financial saving of approx. £129,000 for the 2025/26 budget.</p> <p>If Cabinet are minded to agree with the above recommendation, it is also recommended that they agree to: -</p> <ul style="list-style-type: none"> • Advertise the premises occupied by the Visitor Information Centre service as available for let with expressions of interest invited by Friday 28 February 2025. • Officers considering alternative means of providing visitor information within the town and wider district – including strengthening an online presence, a commercial arrangement with providers of electronic information boards and poster sites / leaflet stands in prominent locations • The relocation of the Deep History Coast display to another location in the town being explored with a preference for this to be accommodated in Cromer Museum recognising the partnership nature of the development of the Deep History Coast initiative with the Norfolk Museums Service.

Reasons for recommendations	To make financial savings from a service that is discretionary, considered to no longer to present value for money due to the changing way in which visitors access information and to generate additional income from the asset that would be vacated due to the termination of the service.
Background papers	Background papers that informed the contents of this report include a service review and a business case for a potential alternative delivery model; these contain confidential information relating to staffing, budgets and commercially sensitive information.
Wards affected	All in relation to the provision of the Visitor Information service but specifically Cromer in relation to the premises
Cabinet member(s)	Cllr Withington
Contact Officer	Tina Stankley, Director of Resources

13. **BUDGET MONITORING P6 2024/2025**

57 - 68

BUDGET MONITORING P6 2024/25	
Executive Summary	<p>This report provides an update on the Council's financial performance and projected full year outturn position for 2024/25 for the revenue account, capital programme and reserves statement as at the end of September 2024.</p> <p>As at 30 September 2024, the General Fund projected deficit is £0.995m (£0.801m on Net Operating Expenditure) for the full year 2024/25. This is after adjusting for all known variations and full year forecasting by service managers.</p>
Options considered	This is an update report on the Council's financial position and so no other options were considered.
Consultation(s)	Cabinet Member Section 151 officer Budget Managers
Recommendations	<p>It is recommended that Cabinet:</p> <ol style="list-style-type: none"> 1) Note the contents of the report and the current forecast year end position. 2) Note that officers will work together to take action to reduce the overall projected General Fund deficit for 2024/25. <p>It is recommended that Cabinet seek approval from full Council:</p> <ol style="list-style-type: none"> 3) to include an addition to the revenue budget of £13,000 for an addition to existing Exacom software as laid out in paragraph 4.8.1

	<p>4) to include a permanent increase to the revenue budget of £34,000 for an additional member of staff in the Licensing Team as detailed in paragraphs 4.8.2 to 4.8.5. This will be funded from the ring-fenced licencing income.</p> <p>5) to include an additional capital budget of £22,000 to complete the Cromer Offices LED lighting project. This is to be funded from the Net Zero Initiatives reserve as detailed in paragraph 5.4.2</p> <p>6) to include an additional capital budget of £5,600 to pay the retention sum for the Crinkle Crankle Wall and that this is funded from the Major Projects Reserve as detailed in paragraph 5.4.3</p> <p>7) to include an additional capital budget of £30,000 to rethatch the Collector's Cabin roof and that this is to be funded from the Asset Management reserve as detailed in paragraph 5.4.4</p> <p>8) to include an additional capital budget of £23,400 to develop the customer services C3 software and is to be funded from the Development Plan reserve. as detailed in paragraph 5.4.5</p>
Reasons for recommendations	To update members on the current budget monitoring position for the Council.
Background papers	
Wards affected	All
Cabinet member(s)	Cllr Lucy Shires
Contact Officer	Tina Stankley, Tina.stankley@north-norfolk.gov.uk

14. **MEDIUM TERM FINANCIAL STRATEGY 2025-2029** 69 - 98

15. **FEES & CHARGES 2025/26** 99 - 144

Fees & Charges 2025/26	
Executive Summary	This report recommends the fees and charges for the financial year 2025-26 that will come into effect from 1 April 2025.
Options considered.	Alternatives for the individual service fees and charges proposed have been considered by service managers as part of the process of creating this report.
Consultation(s)	Portfolio Holder Director of Resources/S151 Officer Budget Managers
Recommendations	That Cabinet agree and recommend to full

	<p>Council:</p> <ul style="list-style-type: none"> • The fees and charges from 1 April 2025 as included in Appendix A. • That delegated authority be given to the Section 151 Officer, in consultation with the Portfolio Holder for Finance and relevant Directors/Assistant Director to agree the fees and charges not included within Appendix A as required (outlined within the report).
Reasons for recommendations	To approve the Council's proposed fees and charges for 2025/26.
Background papers	Fees & Charges 2024/25 report (Full Council – 20 February 2024)

Wards affected	All
Cabinet member(s)	Cllr Lucy Shires
Contact Officer	Tina Stankley, Section 151 Officer

16. EXCLUSION OF PRESS AND PUBLIC

To pass the following resolution:

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

17. PRIVATE BUSINESS - EXEMPT APPENDICES - HICKLING PUBLIC TOILET LEASE SURRENDER & TOURIST INFORMATION CENTRE 145 - 150

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CABINET

Minutes of the meeting of the Cabinet held on Monday, 4 November 2024 at the Council Chamber - Council Offices at 10.00 am

Committee

Members Present:

Cllr W Fredericks (Deputy Chair)	Cllr L Shires
Cllr T Adams (Chair)	Cllr A Brown
Cllr H Blathwayt	Cllr C Ringer
Cllr J Toye	Cllr A Varley
Cllr L Withington	

Members also attending:

Cllr N Dixon
Cllr A Fitch-Tillett
Cllr V Holliday

Officers in Attendance:

Chief Executive, Director for Resources / S151 Officer, Assistant Director for Finance, Assets, Legal & Monitoring Officer, Director for Place & Climate Change, Assistant Director for Planning, Planning Policy Team Leader and Estates and Asset Strategy Manager

43 MINUTES

The Minutes of the Cabinet meeting held Monday 7th October were approved as a correct record.

44 PUBLIC QUESTIONS AND STATEMENTS

None received.

45 DECLARATIONS OF INTEREST

None received.

46 ITEMS OF URGENT BUSINESS

None.

47 MEMBERS' QUESTIONS

No questions were raised.

48 RECOMMENDATIONS FROM THE PLANNING POLICY & BUILT HERITAGE WORKING PARTY

- a. Cllr A Brown outlined the recommendation from the Planning Policy & Built Heritage Working Party to proceed with the public consultation. He noted that the emerging Local Plan had been in development since January 2015 and had taken considerable resources to reach this stage.

The consultation, if agreed to proceed, would allow the public and elected Members the opportunity to express their individual views with respect to the proposed additional sites, small growth villages, and updated gypsy and travellers' policy following legislative changes.

Cllr A Brown recognised that views had been expressed suggesting the Council should challenge the Inspector and the government regarding changes to the transitional arrangements and the increased housing figures. He cautioned that three other Local Authorities who had recently paused their plans were now at risk of having their plans thrown out altogether. In the case of Elmbridge Borough Council, it was noted that the Local Authority was asked to provide an additional 6,300 homes, not dissimilar to the 70% increase asked of North Norfolk District Council. Elmbridge Borough Council subsequently requested a 12–15-month time extension to enable changes to be made. The Planning Inspector rejected this request and indicated the Local Plan would be cancelled should Elmbridge Borough Council proceed with this course of action, which the Borough Council was in the process of challenging. The Planning Inspector had made it clear that the Local Plan must be found sound at the examination stage with limited additional work to address soundness issues. Delays of six months or more would be considered unacceptable. Cllr A Brown stressed the risk to the Local Authority should the recommendation fall and affirmed that without a five-year housing land supply, North Norfolk would be at risk of speculative planning applications on sites which may be considered far less acceptable than those proposed within the Plan. Furthermore, the Local Plan process would need to be restarted, wasting nine years' worth of work, and at the additional expense of £2.5 million.

- b. The Chairman thanked current and former staff for their work in developing the emerging Local Plan. He recognised the many positive elements the emerging Plan would bring, including better development standards, meeting the Council's climate resilience aspirations, and sustainable growth, amongst others.

The Chairman acknowledged concerns regarding the proposed increased scale of development and whether this could be realistically achieved in North Norfolk given local constraints owing to vast areas of protected landscape and infrastructure limitations. The Chairman confirmed that he would separately write to the Deputy Prime Minister on housing targets and the inability of Local Authorities nationwide to deliver increased housing growth.

The Chairman shared the concerns raised by Cllr A Brown with respect to the risks of not progressing with the Plan and agreed that it was important for the Local Authority to swiftly proceed with the proposed consultation. He confirmed that Members would not be precluded from submitting their own personal comments and sharing their concerns regarding site allocations within the consultation process. He expressed his own reservations for several of the proposed sites, specifically Clifton Park, which offered important ecological and biodiversity value, and the infrastructure limitations in Briston.

- c. Cllr W Fredericks asked if additional sites could be brought forward as

exception sites as opposed to allocated sites, as she considered exception sites better addressed local need for affordable housing.

- d. Cllr L Shires stated that as Local Member for North Walsham, she was broadly supportive of housing growth in the town, specifically the development of affordable housing. She expressed her reservations for the newly proposed NW16 site allocation, which she considered would place additional pressure on existing infrastructure. Cllr L Shires agreed it was important to proceed with the consultation and welcomed residents submitting their comments through the correct channels.
- e. Cllr J Toye noted the proposed changes and shared the hope that the Inspector would fully consider comments and concerns submitted. He agreed it was right to proceed with consultation and to work with the Inspector.
- f. Cllr A Brown stated that it was a sobering statistic that between 2000 and 2024, just under 400 dwellings were built per annum. It was now expected that an additional 573 dwellings would need to be developed per annum to achieve government targets.

Cllr A Brown proposed, Cllr J Toye seconded.

RESOLVED

- I. The draft Action Plan is endorsed and taken forward to the timelines outlined;**
- II. The updated evidence and background papers are endorsed;**
- III. The consultation arrangements and communication plan are endorsed;**
- IV. That delegated authority is given to the Acting Planning Policy Manager in consultation with the Planning Portfolio Holder to finalise the Action Plan and consultation material and continue to respond to the Inspector's questions during the examination period and hearing(s)**

49 RECOMMENDATIONS FROM OVERVIEW & SCRUTINY COMMITTEE

The Chairman of Overview and Scrutiny introduced the recommendations and confirmed they had received unanimous support from the cross-party Committee. He advised that the Committee had challenged the Officer recommendation for Beach Huts and Chalets and proposed an alternative recommendation. The Chairman of Overview and Scrutiny spoke positively of the level of discussion and engagement at the Committee and considered that the Committee had been able to add value to the recommendations presented to Cabinet.

The Chairman thanked the Chairman of Overview and Scrutiny and agreed that it had been a productive meeting which had helped inform decision-making. He further thanked the Overview and Scrutiny Committee for their response to issues at Benjamin Court.

Noted.

50 CAR PARKING FEES AND CHARGES

- a. Cllr L Shires thanked the Overview and Scrutiny Committee for their contributions, and for the shared understanding and recognition of the Council's financial position. She thanked the Committee for their boldness and spoke highly of the wide-ranging and productive discussions which had taken place.

With respect to the recommendations made by the Overview and Scrutiny Committee, Cllr L Shires expressed her support for some of the recommendations but advised she would be unable to support all of them.

Cllr L Shires considered an increase of 10p per hour for Standard Car Parks, 20p per hour for Resort Car Parks, and 30p for the Coastal Car Parks would more fairly reflect inflation. She felt the proposed 25% increase suggested by the Overview and Scrutiny Committee for Resort Car Parks of 30p per hour would be too much. Further, she was uncomfortable with the 40p per hour increase on Coastal Car Parks, as this would be an above-inflation rise.

Cllr L Shires endorsed the recommendation not to increase seasonal charges at this time, nor to introduce evening charges.

With respect to Season Ticket prices, Cllr L Shires expressed her support for option 4. She thanked Cllr V Holliday for her balanced perspective and comments at Committee for a stepped increase, rather than enacting an inflationary increase all at once.

Regarding Coach Parking charges, Cllr L Shires advised, having researched the matter, that the 24-hour ticket charge was far higher than comparable sites across the UK. Therefore, she suggested a £13 charge for 24 hours would be far more reasonable.

Cllr L Shires agreed with the introduction of charges to Hornbeam Road (North Walsham), via app only, with permit holders also having usage.

Having reflected on the differences between a Resort and a Coastal Car Park, set out within the Officer's report, S.1.5m, Cllr L Shires argued that Mundesley Car Park should be reclassified as a Resort Car Park.

In addition, Cllr L Shires affirmed that car park charges should be reviewed again in 2025/2026 as opposed to in two years' time.

- b. The Chairman confirmed that in reviewing car parking charges, the Council had considered charges at other local authorities and local private providers. It was felt that the Council-owned car parks aligned with, or were cheaper than, many other similar locations nationwide.

The Chairman welcomed the competitive pricing of Coach Parking fees to encourage the tourist economy, noting that this was not a significant revenue consideration for the Council, rather it was more of a service provision consideration. He considered that a review of coach parking locations would be beneficial, though this would not preclude the Council from responding to or accommodating individual requests for specific sites.

The Chairman endorsed Victory Car Park (North Walsham) having a three-hour rather than two-hour restriction to better enable leisure facility users.

- c. Cllr L Withington endorsed comments made by Cllr L Shires with respect to

Resort Car Park charges, noting that in Sheringham the Station Road and Morris Street car parks were used by residents and visitors alike. Additionally, she reflected that local people in coastal communities were often reliant on seasonal car parking tickets and welcomed the stepped charge approach suggested. Cllr L Withington supported the reduced increase to Coach Parking and stated the importance of retaining this provision to ensure the vitality of towns. She noted that several towns were seeking Coach Friendly status in recognition of the important role this played.

Cllr L Withington asked if a review of accessible car parking could be undertaken for 2025/2026, to ensure appropriate provision was available at the appropriate locations.

- d. Cllr J Toye reflected on his prior experience as a coach driver and affirmed that a primary consideration in deciding where to go was based on pricing. He welcomed the Coach Friendly approach which aligned with the Council's net-zero ambitions to reduce individual car movements.

Cllr J Toye endorsed the recommendation to redesignate Mundesley Car Park to a Resort Car Park, and to review car parks again in 2025/2026.

- e. Cllr W Fredericks welcomed the redesignation of Mundesley Car Park.
- f. Cllr H Blathwayt asked if Officers could continue to monitor the offerings of other Local Authority-owned car parks, specifically whether any innovative schemes were forthcoming to provide different charging rates to registered residents.
- g. The Chairman noted charges were being introduced and/or increased across the County. He stated North Norfolk District Council welcomed innovation and expressed his disappointment that certain options were not available to the public sector as they were to the private sector.
- h. Cllr C Ringer endorsed comments made and agreed that whilst it was not appropriate to introduce seasonal charges at this time, this may be an option the Council wishes to revisit in the coming years.
- i. The Chairman summarised the proposals and confirmed the off-street car parking order would be subject to a statutory consultation period.
- j. Cllr L Shires reiterated that she would not support the introduction of a weekly coach parking charge having considered the offering of other Local Authority-owned car parks. She confirmed the wording for the car parking order relating to three-hour use of Victory Leisure Centre.
- k. The S151 Officer noted that Great Yarmouth offered weekly coach parking at £61 per week. She suggested if a charge was introduced it should be treated as seven days for the price of four, in line with other offerings.
- l. The Chairman noted bespoke arrangements were in place on request of coach companies. He was satisfied with the current arrangement offered.
- m. Cllr J Toye agreed that a weekly coach parking charge should not be introduced, and welcomed the opportunity to push forward with Coach Friendly status.

Cllr L Shires proposed, and the Chairman seconded.

RESOLVED to recommend to Full Council

- a. Fees for the Council's Standard Car Parks be increased by 10p per hour, 20p per hour for Resort Car Parks, and 30p for the Coastal Car Parks.**
- b. No Evening or Seasonal Charges be introduced at this time.**
- c. Season Ticket prices be increased in line with inflation.**
- d. Coach Car Parking Charges be increased £2.5 hr / £13 for 24hr. No weekly charge to be introduced at this time.**
- e. 3hrs Car Parking be offered for leisure users at Victory Leisure Centre. Hornbeam Road (North Walsham) to be as standard but charged via app only with permit holders also having usage.**
- f. Beach Road and Gold Park (Mundesley) be re classified as a Resort Car Park.**
- g. To proceed with consultation on the updated Off-Street Parking Places Order.**
- h. Car Parking fees and charges be reviewed again in 2025/2026.**

51 ANNUAL REVIEW OF BEACH HUTS AND CHALETS

- a. Cllr L Shires thanked the Overview and Scrutiny Committee for their comments and cross-party contributions. She noted the recommendation from the Committee that half of the weekly let units be transferred to longer leases, with a review of whether the remaining units should also be transferred for longer lets. The Committee and Cllr L Shires considered that more information would have been beneficial to provide a clear steer. Cllr L Shires was uncertain how the 14% figure for the increase of lets had been determined and confirmed that the estates team were reviewing charges for lets.

Following comments from the Overview and Scrutiny Committee, and discussions with the Estates Team, Cllr L Shires proposed a bolder course of action given the known demand for longer-term lets and recommended that all 33 short-term leases be converted into long-term leases. She noted frustration from some local residents about the length of time they had been on the waiting list and considered that the revenue provided by the short-term lets did not justify the level of officer time or resources.

She confirmed she would speak with the Estates Manager regarding the increased charge for new lets.

Cllr L Shires noted that circumstances may change in the future with respect to weekly let demand and reflected that it would be beneficial for Officers to be able to consider the matter and respond accordingly.

- b. The Chairman agreed that a flexible approach was required to allow Officers delegated authority, in consultation with the Portfolio Holder, to respond and react to changes in demand.
- c. Cllr J Toye asked whether, when allocating beach huts, weight could be given to North Norfolk residents.

- d. Cllr L Shires clarified that the wait time figures were somewhat erroneous, as some on the waiting list had very specific requests for a certain town or plot. It was not the case that those on the waiting list always lacked the opportunity to have a beach hut.
- e. Cllr L Withington welcomed the approach suggested. She considered the weekly lets involved a greater level of resourcing compared to the revenue provided. She agreed with Cllr J Toye that a local priority should be introduced.
- f. Cllr H Blathwayt considered the Beach Huts offered fantastic value for money for the occupiers.
- g. Cllr W Fredericks expressed her support for the recommendation and noted usage figures detailed in the officer's report, reflecting the lack of use in April and May 2024.
- h. Cllr L Shires asked if the new lets should be limited to North Norfolk residents only. She advised that the majority of those on the list already lived in the district.
- i. The Chairman suggested the allocation system should not be reviewed at this time but could be reviewed in the future.

Cllr L Shires proposed, and Cllr J Toye seconded.

RESOLVED

The 33 existing weekly lets be converted into leased (5 year) units, with delegated authority given to the Asset Strategy Manager in consultation with the Portfolio Holder for Finance, Estates & Property Services, to consider market demands for weekly lets in future when voids arise and act accordingly.

52 ANNUAL UPDATE - REGULATION OF INVESTIGATORY POWERS ACT 2000 (RIPA)

- a. Cllr C Ringer reiterated it was Home Office guidance to review the Regulation of Investigatory Powers Act 2000 Policy and Procedures annually. No changes had been made to the policy.

Cllr C Ringer proposed, The Chairman seconded.

RESOLVED

Members note that there are no amendments required to the Regulation of Investigatory Powers Act 2000 Policy and Procedures.

Members note that there are no amendments required to the Internet & Social Media Research & Investigations Policy.

Members note there has been no activity undertaken under RIPA within the period since the last report.

**53 CORPORATE PLAN 2023-27 ACTION PLAN 2024- 25 – TO END OF QUARTER 2
– 30 SEPTEMBER 2024**

- a. The Chairman introduced the report and highlighted some of the actions contained therein:

Action 2: It was noted that Carbon literacy training was ongoing, with further sessions planned for Members.

Action 3: The project was soon to commence at the Victory Swim and Fitness Centre (North Walsham). Work was ongoing to secure grants for further work elsewhere.

Action 13: Work had now been completed, as far as could be achieved in this action plan. North Norfolk District Council was committed to the ongoing partnership with Active Norfolk.

Action 14: Levelling Up funding for the Fakenham Leisure and Sports Hub proposal had now been confirmed by the Government, following the Autumn budget.

Action 17: The next tranche of data would be shared with Parish Councils soon.

Action 25: A statement had been issued on the potential developments at Bacton Gas terminal. The Council would seek to engage with the operator to discuss their vision.

Action 27: Further developments would be reported soon with respect to bank hubs in Fakenham and North Walsham.

Action 30: Meetings had been held with external bodies, and reporting of these meetings would be shared in due course.

Action 37: Temporary Accommodation continued to be the biggest pressure for North Norfolk, and many other District Councils. An initial analysis was undertaken by officers into the Value for Money of the Council's Temporary Accommodation, with a further review considered.

- b. Cllr V Holliday questioned the colour grading of actions 9 and 31 and asked how two projects, both listed as 'Not Started', could be colour-coded differently. Cllr V Holliday stressed the need for consistency.
- c. The Chairman advised that action 9 would be further appraised with the next corporate plan progress review. The Chairman agreed that action 31 should be updated to 'in progress' as opposed to 'not started'.
- d. Cllr J Toye advised that work had started with respect to action 31, which would be reported with the next update.
- e. Cllr V Holliday noted that action 20 was marked red. She recognised this was an especially important action and asked what work was taking place to push this forward.
- f. The Chairman confirmed discussions were ongoing with the Norfolk Local Authorities to have a common position. He had requested the status remain marked red, due to the risk associated with this not going ahead.
- g. Cllr A Varley thanked the Climate Change Project Officer for delivering the in-house training and thanked all those who had engaged in the process to date. He encouraged those members who had not attended the training to get trained as soon as possible. He confirmed the Council was seeking to attain bronze status as a Carbon Literate Organisation.

- h. Cllr H Blathwayt endorsed the provision of an ATM in Hoveton, as one of the district's primary tourist economies, and considered this needed to be elevated as an issue.
- i. The Chairman commented he would discuss this matter with Cash Access UK.
- j. Cllr D Nixon welcomed Cllr H Blathwayt's comments.

Noted - Action 31 to be amended as in progress rather than "not started".

54 RESIDENTIAL SOLAR ADVISE AND INSTALLATIONS

- a. Cllr A Varley introduced the report and thanked officers for their continued hard work. In 2019 NNDC declared a Climate Emergency and pledged to district wide Net Zero ambitions by 2045. Furthermore, the Council has set out in its latest Corporate Plan and Annual Action Plan specific goals and objectives to help achieve this, including "Supporting homeowners upgrade the environmental performance of their homes". Cllr A Varley endorsed option 5, which had been successfully modelled at another Local Authority.
- b. Cllr N Dixon considered it may be beneficial to partner with more than one business.
- c. Cllr A Varley advised a vetting process had been undertaken, and the intention was to align with the one company and replicate what they had done at another Local Authority.
- d. Cllr V Holliday asked if there was a sufficient number of vetted local suppliers.
- e. Cllr A Varley was informed that there was sufficient numbers, and confirmed the approved organisation would work with local contractors.
- f. The Climate and Environmental Policy Manager advised that Norfolk County Council currently vet local suppliers on their trusted trader, and don't currently vet anyone in North Norfolk. It was the expectation that the third-party organisation would work to establish relationships with local contractors to fulfil this work. The third party would take responsibility for contract delivery of the installation.

Cllr A Varley proposed, the Chairman seconded.

RESOLVED

To contract with the most suitable company to deliver a combination of solar modelling and impartial advice with optional managed installation for north Norfolk householders at no cost to the Council.

To delegate authority to the Director for Place and Climate Change to reach a suitable agreement with an appropriate contractor.

55 EXCLUSION OF PRESS AND PUBLIC

56 PRIVATE BUSINESS

The meeting ended at 11.23 am.

Chairman

Registering interests

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

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

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

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

Non participation in case of disclosable pecuniary interest

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

Disclosure of Other Registerable Interests

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

Disclosure of Non-Registerable Interests

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

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

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

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

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

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

Table 1: Disclosable Pecuniary Interests

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

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

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

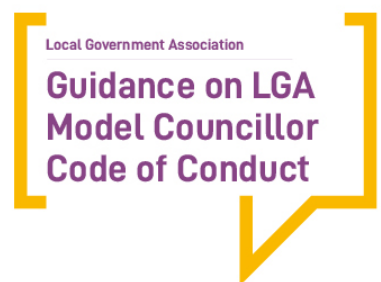
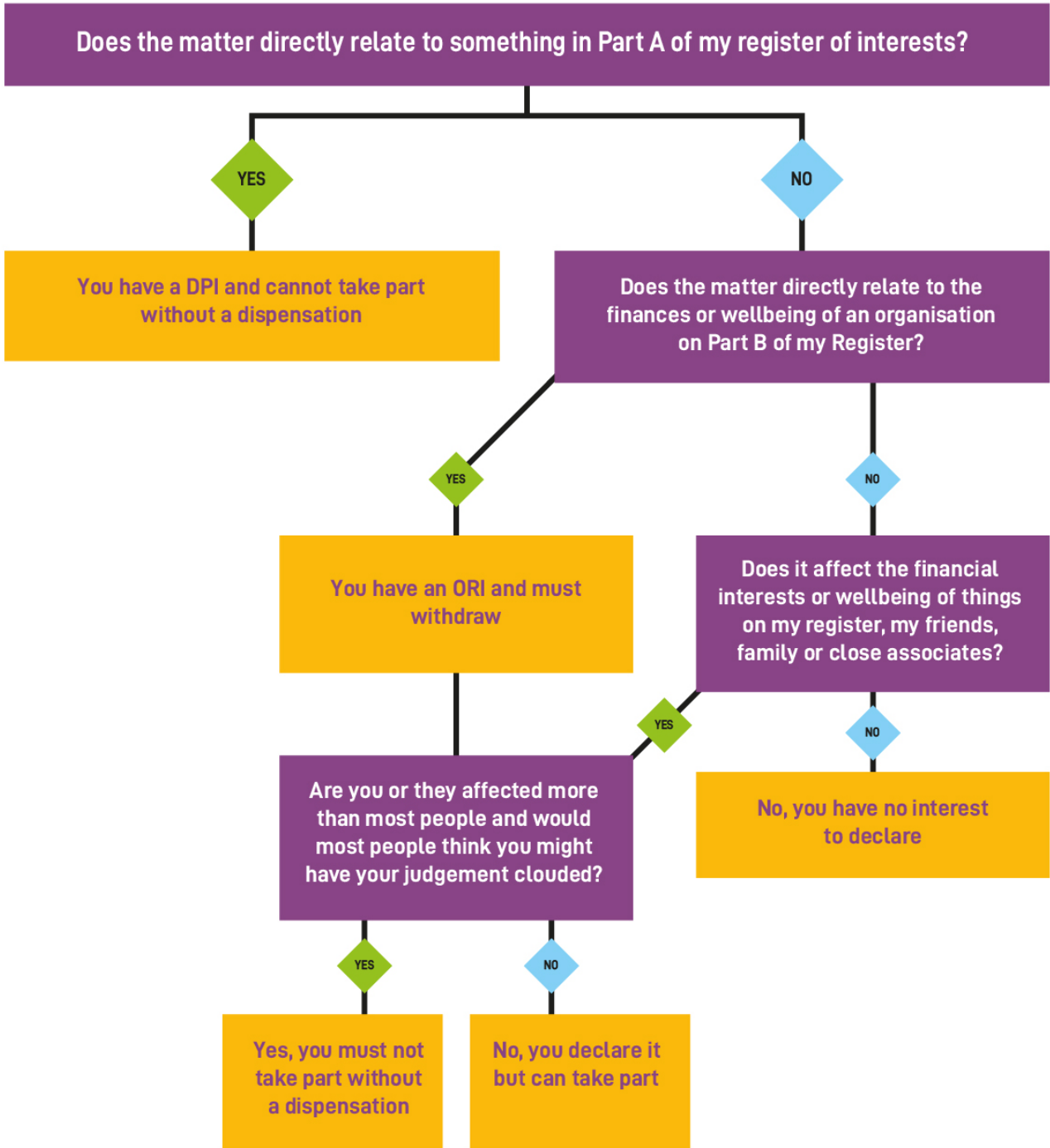
	spouses/civil partners has a beneficial interest exceeds one hundredth of the total issued share capital of that class.
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* 'director' includes a member of the committee of management of an industrial and provident society.

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

Table 2: Other Registrable Interests

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



Hickling Public Toilet Lease Surrender	
Executive Summary	<p>The Council's lease of the Hickling public toilets is currently due to end in 2071, with the Council being liable for operational costs at this property until the end of the lease.</p> <p>The proposed mutual surrender of the lease relinquishes the Council's rights and liabilities granted by the lease along with its operational costs for the duration of the lease term.</p> <p>It is understood that the Landlord intends to continue the operation of the facilities for use by the public following the surrender of the lease.</p> <p>It is recommended that the Cabinet approve the lease surrender for the Hickling public toilets and delegate authority to the Asset Strategy Manager to negotiate the terms of the surrender.</p>
Options considered	<p>The following options have been considered:</p> <ol style="list-style-type: none"> 1. Surrendering the Council's lease of the public toilet facilities – Recommended. 2. Continuing operation of the public toilet facilities – Not Recommended. 3. Closing the public toilet facilities but not surrendering the lease – Not Recommended.
Consultation(s)	<p>Alun Lane - Corporate Health & Safety Officer Russell Tanner - Assets and Property Programme Manager Landlord - Norfolk Wildlife Trust</p>
Recommendations	<p>Resolution for Cabinet to approve:</p> <ul style="list-style-type: none"> • To surrender the Council's lease of the public toilet at Hickling Staithe • Delegated authority to the Asset Strategy Manager to agree terms and associated costs relating to the lease surrender.
Reasons for recommendations	<ul style="list-style-type: none"> • To reduce the Councils financial and property management liabilities.
Background papers	NA

Wards affected	Hickling
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Cabinet member(s)	Cllr Lucy Shires Portfolio Holder for Finance, Estates & Property Services
Contact Officer	Milo Creasey – Trainee Estates Surveyor - milo.creasey@north-norfolk.gov.uk Renata Garfoot - Asset Strategy Manager - Renata.Garfoot@north-norfolk.gov.uk

Links to key documents:	
Corporate Plan:	A strong responsible and accountable Council
Medium Term Financial Strategy (MTFS)	The proposal secures cost savings to the Council following the surrender of the lease.
Council Policies & Strategies	Asset Management Plan 2018 - 2022

Corporate Governance:	
Is this a key decision	Yes
Has the public interest test been applied	Information in this 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. This paragraph relates to: <p style="margin-left: 40px;">Para 3. Information relating to the financial or business affairs of any particular person (including the authority holding that information)</p> The public interest in maintaining the exemption outweighs the public interest in disclosure for the following reasons: Paragraph 3: The appendix contains information which is commercially sensitive, relating to business information, including financial information around council assets. Releasing this information would be likely to have a prejudicial impact upon the Council.
Details of any previous decision(s) on this matter	Cabinet 9 September 2024 – Decision - Full and winter closures is progressed by officers, for the least well used and most aged sites in terms of management or maintenance, to include discussions with town and parish councils and other interested parties, regarding possible transfer of sites, where there is a particular context for doing so.

1. Purpose of the report

- 1.1. The purpose of the report is to seek Cabinet approval to surrender the Council's lease of the public toilet located in Hickling.

2. Introduction & Background

- 2.1. The property is a brick building with a pan tile roof with male and female facilities and a separate accessible toilet.
- 2.2. The current lease of the property commenced in October 1991 and is due to expire in October 2071
- 2.3. Following the identification of the site in the Cabinet report, Savings - public toilets dated 9/9/24 and subsequent decision to consider the potential transfers of public toilet sites, negotiation to implement the recommendation with the landlord of the property has taken place.
- 2.4. This report outlines the proposal to surrender the Council lease for the property as soon as is practically possible to reduce the Council's operational costs for operating public toilets.

3. Proposals and Options

- 3.1. Following negotiations to surrender the Council's lease of the public toilet facilities in Hickling, proposed terms have been agreed with the Landlord to implement this. Full details are outlined in the exempt appendix.
- 3.2. This option preserves the public toilet facilities as it is understood the Landlord intends to continue operating the building as public toilets.
- 3.3. Alternative options for public toilets were considered in the 'Savings – Public Toilets' report dated 9/9/24.

4. Corporate Priorities

- 4.1. This proposal aligns with the Council's Corporate Plan priority. A Strong Responsible and Accountable Council by reducing the expenditure.

5. Financial and Resource Implications

- 5.1. Officer resource is required to process the lease surrender; however, following this, there will be a reduced demand on office resources as a result of the surrender of this asset.
- 5.2. Surrendering the lease will reduce the Council's financial liabilities associated with this asset. Further financial details have been provided in the exempt appendix.

Comments from the S151 Officer:

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

The Council needs to make savings so that it can set a balanced budget for 2025/26. Members have been looking at numerous service areas to identify where savings can be made and in doing so have identified several public conveniences that could be closed permanently, closed throughout the winter or transferred to another provider. The toilets at Hickling if transferred would still retain the facility but would reduce the Council's operational costs for public toilets.

6. Legal Implications

- 6.1. By ending the lease early, the Council relinquishes its rights and obligations under the terms of the lease.
- 6.2. Eastlaw have provided advice and will deal with the transaction.

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.

This report, with exempt appendix, follows on from Cabinet's previous recommendation which included entering into discussions with interested parties regarding possible transfer of sites. Such a discussion has resulted in a positive outcome but further Cabinet authority is required to action the transfer.

7. Risks

- 7.1. Risks have been outlined in the 'Savings – Public Toilets' report dated 9/9/24.

8. Net Zero Target

- 8.1. The Council's Net Zero Strategy & Action Plan identified leased building emissions and a commitment to reduce carbon by improving energy efficiency. If the Council surrenders this property there would be a reduction in the Council's own emissions.

9. Equality, Diversity & Inclusion

- 9.1. There are no equality, diversity and inclusion implications identified with this proposal.

10. Community Safety issues

10.1. There are no community safety issues identified as a result of the surrender of this lease

11. Conclusion and Recommendations

11.1. Following the 'Savings – Public Toilets' report approved by Cabinet on 9/9/24, negotiations have taken place with the landlord to surrender the lease.

11.2. It is recommended that Cabinet approve the surrender of the lease for the Hickling public toilets and delegate authority to the Asset Strategy Manager to agree the terms of surrender and associated costs relating to the lease surrender.

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Housing Allocations Scheme proposals 2024	
Executive Summary	<p>NNDC is responsible for assessing and addressing housing need in the District. The Council’s Allocation Schemes sets out the rules, criteria and procedures that determine how we allocate affordable homes to households in North Norfolk.</p> <p>The current Allocations Scheme has broadly been in place for over 14 years and now requires review to ensure that it is fit for purpose and that there is a consistent and fair approach for our Registered Provider (RP) partners to letting homes to meet the greatest housing needs.</p> <p>Following consultation with partner RPs a draft new Allocations Scheme was produced.</p> <p>Customers and other stakeholders were consulted on the draft new policy and their views are included in this report.</p> <p>Implementing any major changes to our allocations policy would require significant IT changes and work for the Housing Options team. An implementation plan will need to be developed to introduce the new policy in the most cost effective and least disruptive way possible.</p>
Options considered	<p>The Allocations Scheme is a statutory policy of the Council which must be relevant and effective, not providing an up-to-date Allocations Scheme in line with current legislation is not an option</p> <p>Options for implementation of any new Allocations Scheme will need to consider the impact on staff, budgets and customers to ensure effective delivery of change</p>
Consultation(s)	<p>RP partners Customers of “Your Choice Your Home” Partner organisations / advice agencies NNDC Councillors Town & Parish Councils Staff across housing / housing related teams</p>
Recommendations	<p>It is recommended that Cabinet:</p> <ul style="list-style-type: none"> • Agree the proposed allocations scheme summarised in this report and attached as Appendix A • Gives delegated authority to officers, in consultation with the Portfolio Holder for Housing & Peoples’ Services, for the implementation of the revised allocation scheme over the next 18-months within allocated service budgets.
Reasons for recommendations	<p>To ensure the Council has an effective Allocations Scheme in place – a statutory policy of the Council</p>
Background papers	<p>Report to Cabinet 15th April 2024 - Housing Allocations Policy 2024</p>

Wards affected	Districtwide
Cabinet member(s)	Cllr Fredericks, Portfolio Holder for Housing and Peoples’

	Services
Contact Officer	Nicky Debbage, Housing Strategy & Delivery Manager, nicky.debbage@north-norfolk.gov.uk

Links to key documents:	
Corporate Plan:	Meeting our Housing Need.
Medium Term Financial Strategy (MTFS)	An effective Allocations Scheme will help the council tackle housing need and potentially reduce the cost of temporary accommodation for homeless households the Council has a duty to accommodate
Council Policies & Strategies	NNDC Housing Strategy 2021-2025 Homeless and Rough Sleeper Strategy 2020- 2024

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

1. Purpose of the report

This report summarises the proposed new Allocations Scheme and the results of public consultation on the revised policy, and recommends agreement of the new Allocations Scheme, with implementation to be phased over the next 12-18 months.

2. Introduction & Background

2.1 North Norfolk District Council is the statutory housing authority and responsible for understanding and tackling housing need in the District. To do this the Council holds a common waiting list of applicants for affordable homes in the District. The Council is also responsible for the Allocations Scheme, which sets out the rules, criteria and procedures that determine how we allocate affordable homes to households in North Norfolk. We last reviewed our scheme in 2018, since then the scheme has been updated to reflect changes in the law, and minor changes as allowed by the scheme. To ensure that people have homes that meet their needs, that we give priority to those in greatest need, and make the application process easier; we have undertaken a review of our current Allocations Scheme.

2.2 The current Housing Allocation Scheme involves a Choice Based Lettings (CBL) system. This is referred to as “Your Choice Your Home”. CBL allows registered, eligible households to ‘bid’ (i.e. register an interest) for available properties, with success based on assessed priority and date. Most homes are then offered to the bidder with the highest priority/oldest date. However,

for homes on Rural Exception Sites the criteria are different, and homes will be offered to those who bid and have the strongest local connection.

- 2.3 The major challenge with our allocations policy is that demand for affordable housing far exceeds available supply (there are c.2,500 on the housing list and around 250 homes available per year). Therefore, a review of the housing allocation scheme seeks to meet the following aims:
- Ensure people in the greatest housing need have the greatest opportunity to access suitable housing that best meets their needs
 - To prevent and relieve homelessness and reduce placement in temporary accommodation
 - Make effective use of available housing stock
 - To meet legal requirements for the allocation of social housing as set out in the Housing Act 1996 Homelessness Act 2002 Localism Act 2011 and Homeless Reduction Act 2017
 - To help contribute to the development of sustainable communities;
 - Make the housing process accessible, transparent, fair and easy to use
 - Provide information about the availability of homes to enable applicants to make realistic choices about their housing options
 - Be more efficient and user friendly for applicants, the council, housing associations and other partner organisations
- 2.4 Whilst the Council is responsible for the current allocations policy, its effectiveness relies on partner RPs working with us. An RP could choose to hold their own waiting list and allocate their homes according to their own allocations policy. Currently all the main RPs choose to work with the Council and use our housing list and allocations policy to let their homes. The only exception to this is the smaller, community led organisations who let homes using their own allocations policies (e.g. Homes for Wells who prioritise key workers). In addition, all participating RPs have the ability to allocate up to 20% of their lets to their own tenants who want/need to move home. It is key that any review of our allocations scheme is carried out in partnership with our RPs. Therefore, the review has been overseen by a Working Group consisting of the main RP partners (Victory / Flagship, Broadland, Orbit, Hastoe).
- 2.5 Initial customer feedback was also sought to develop the Allocation Scheme proposals. 545 people completed a survey open to all customers of Your Choice Your Home - approximately 30% of people on the register. This has given us valuable insights into how customers feel the current allocations process works and helped shape proposals for the new Scheme.
- 2.6 Whilst partners' and customers' views are important in shaping the Allocations Scheme, in reality much of the allocation policy is governed by legislation, which identifies groups that must be given reasonable preference or additional preference. The key legislation is set out in the Housing Act 1996 Part VI as amended by the Homeless Act (2002), the Localism Act 2011, and the Homelessness Reduction Act 2017. Other legislation is also relevant, some of which (e.g. that relating to members of the Armed Forces or those suffering domestic abuse) has changed since we last agreed our Allocations Scheme and needs to be reflected in any new policy.

3. Context for Review of the Allocations Scheme

3.1 The key facts on housing need and supply of affordable housing (based on housing allocations for 2023/24) are:

- The Allocations Scheme covers c. 6,500 affordable homes (rented & shared ownership) across eight RPs, 78% of these homes are Victory Homes
- There were (as at 1/4/24) 2,454 households on our housing list and 258 homes were available in 2023/24.
- 1,125 households approached the Council as homeless / threatened with homelessness in 2023/24 (a 12% increase from the previous year)
- 406 households in 2023/24 were initially assessed as Homeless or threatened with Homelessness (a 7% increase from the previous year), and over the year 189 were placed in Temporary Accommodation
- 478 households on the list are in the most urgent need,
- The list is split relatively evenly between single people/couples and families, although families with children are the largest group on the Housing Register (those applicants in the highest need)
- 48% of the homes available in 2023/24 were 1-bed, there was only one 4-bed home available.

3.2 The key issues identified that the allocations review needs to consider are:

- An overall shortage of affordable housing and the increase in housing demand through both homelessness and those wishing to access more affordable accommodation due to loss of private rented tenancies
- Policy on Choice – whilst the Council is committed to enabling people to play an active role in choosing where they wish to live, the housing pressures faced within North Norfolk will limit the degree of choice that we are able to offer along with the legal responsibility the Council has to ensure that those in greatest housing need are given priority for affordable housing

3.3. A range of changes to allocations have already been used over the last 3-4 years to try to deal with the overwhelming level of need for affordable homes:

- During the pandemic emergency powers were used to ensure those in the most unsuitable accommodation were housed, so all properties were withdrawn from being advertised through Your Choice Your Home and instead allocated directly.
- A phased return to choice-based lettings was then used, with one in every three lets going directly to those in TA or otherwise likely to go into TA.
- A further 6-month pilot was tested to speed up rehousing for homeless households, which involved awarding a Priority Card to all clients accepted as having a main housing duty (i.e. homeless)
- Since September 2023 a pilot blended approach has been used with our main RP partner Victory, with 1 in every 5 lets used by Victory to move existing tenants (their transfer quota), 2 in every 5 lets nominated by NNDC (homeless households) and 2 in every 5 lets through CBL

3.4 The pilot blended approach in place since September 2023 has helped reduce the number of households in TA and the length of time households spend in TA before securing a home. However, this approach is a pilot and cannot, within the rules of the Allocations Scheme, continue indefinitely.

Therefore, the Council must decide whether a new policy should be introduced.

4. Proposed New Allocations Scheme

- 4.1 Following initial partner and customer consultation a proposed new Allocations Scheme was developed, which was the basis for statutory consultation with customers and partners that has taken place over the summer. A more detailed summary is included in Appendix A but below is a very brief overview of the proposals.
- 4.2 **Overall Model** - The proposed Allocations Scheme uses a blended system – meaning some homes are let through CBL, some are matched and nominated by NNDC, and some will be allocated by RPs using their (up to) 20% transfer quota. This approach allows the Council to respond more flexibly to acute housing need.
- 4.3 **New bandings system** - The proposed Allocations Scheme is simplified with a single housing register with five bands A – E, with A being for applicants in the highest needs. The banding criteria seeks to be more responsive to individual needs and allows the Council to be more flexible, whilst continuing to be transparent about the way social housing is allocated in North Norfolk. It also introduces eligibility for people who are under occupying social housing and want to downsize, this is in order to free up family sized accommodation.
- 4.4 **Eligibility to join the housing register** - The proposed Allocations Scheme will require all applicants to re-apply and those assessed as having no housing needs will not be allowed to join the register.
- 4.5 **Local Connection** – the new scheme will remove eligibility for the Housing Register to those who do not have a local connection to North Norfolk. There will be a number of statutory exemptions to this (for example those fleeing domestic or armed forces personnel).
- 4.6 **Financial resources** – the scheme will amend the current savings and income threshold to ensure that only applicants who do not have the resources to resolve their own housing situation are permitted to join the Housing Register.
- 4.7 **Bedroom eligibility** – the Allocations Scheme will follow the Government's Bedroom Standard. This is a relatively ungenerous standard but reflects the shortage of family homes.
- 4.8 **Local Letting Policy** - The proposed Allocations Scheme will move to simpler local connection criteria with two bands: a stronger 5-year connection and a lesser 2-year connection to a parish or adjoining parishes.
- 4.9 In summary the proposed new Allocations Scheme should better reflect local need for affordable homes, ensure homes go to those in the highest need (or strongest local connection in the case of local lets), allow nomination of high priority applicants helping to reduce or avoid the need for placements in TA, be more transparent, and eventually manage customer expectations and reduce the number of households on the list who have little prospect of accessing affordable housing.

5. Consultation outcome

5.1 The Allocation Scheme is a statutory document, and formal consultation is required as the proposals represent significant changes to the allocation scheme. Formally there is only a requirement to consult with Registered Providers who have social housing units in the North Norfolk District, but it is good practice to widen consultation to local communities, including those likely to be affected by the proposals. Therefore, we have consulted:

- Registered Providers of Social Housing in North Norfolk, including community led housing organisations (most of whom would not be directly impacted),
- Local residents likely to be affected by any changes to policy, including those currently on the housing register,
- Key partners and voluntary organisation's likely to be affected by the policy including internal council directorates, town and parish councils and Norfolk County Council.

5.4 Consultation information was also available on the council's, giving any other interested parties the opportunity to have their say. The focus of consultation was the areas highlighted earlier in the report, namely:

- Overall approach – moving from fully choice-based lettings to blended approach.
- Changes to the way in which people qualify – Local Connection and Housing need
- The new banding scheme
- Other categories of change – including financial threshold, bedroom eligibility,
- Refusals and Suspension from the register
- Local Lettings
- What it means for applicants currently on the register.

5.5 A full summary of the online consultation responses is provided in Appendix B. Overall, the consultation received 461 online responses. Most responses were from North Norfolk Residents (69%), with the vast majority also being current applicants. The analysis of the responses shows that overall, the majority of respondents agreed or strongly agreed with each of the proposals. The table below summarises the levels of support for each of the proposed changes

	For	Neutral	Against
Qualification			
Local Connection	80.92%	7.02%	10.96%
Housing Need	50.55%	20.04%	28.18%
Savings	58.01%	13.44%	25.97%
Income	84.09%	5.96%	8.18%
Property Ownership	81.49%	9.26%	7.67%
Behaviour – ASB	86.33%	8.20%	4.10%
Housing Related Debt	46.70%	24.14%	26.21%
Revised Banding System			
Single Register	58.95%	25.94%	7.81%
Band A	77.97%	13.37%	5.49%

Band B	71.33%	17.71%	6.74%
Band C	63.91%	17.71%	6.74%
Band D	61.81%	24.12%	9.30%
Band E	60.85%	20.45%	13.97%
Delivery Model			
Hybrid Approach	58.04%	22.36%	14.32%
Bedroom Eligibility			
Revised Bedroom Standard	60.10%	24.24%	9.09%
Local Lettings Provision			
Simplified Criteria	74.94%	14.94%	8.36%
Bidding and Refusals			
Refusal Quota		8.70%	13.81%
Remove from Register	56.15%	17.18%	22.05%
Demonte on Register	68.72%	12.31%	14.87%
Requirement to bid	59.13%	12.85%	25.15%

5.6 Of the proposals with the lowest levels of support:

Housing Need (28% against) - Much of the feedback around housing need related to single parents with access to children, working households currently housed but struggling with high unaffordable private rents, the perception that it is a waiting list and if you have been on it a long time you should get a house and not be pushed to the back of the queue, existing social housing tenants and local people should be prioritised over others. Other comments related to how it could create an incentive for people to make themselves homeless to gain priority for housing, which is unfair to others in need.

Housing Related Debt (26.21%) – Feedback related to needing context around individual circumstances. If the claimant has repeatedly refused to help repay or has exhausted all options, then their case should be looked at and potentially removed from the housing register. They should not automatically be excluded from joining the register.

Savings (25.97%) - Comments from people who disagreed with the proposal relate to everyone's circumstance being different and not all who have equity will have a liveable income and therefore even those with jobs, income, and capital need to be given advice regarding their options. Other comments relating to savings felt that the limit was too low and should be higher.

Requirement to bid (25.15%) - Feedback mostly related to the lack of suitable properties becoming available in the first place and that it is not realistic to expect people who work or have children at a particular school to bid for properties outside of these areas. Other feedback related to people's ability or confidence to bid independently and proactively, and we should only consider removing if we are confident that support was offered and declined.

Refusals – Removing applicants from the Register (22.05%) - Those who disagreed with the proposal and provided comment felt that there was little clarity over what constituted a 'suitable' offer and voiced concern over the quality of information available relating to the properties which are very

different when viewed in person, which then results in a refusal. Another viewpoint expressed the need to make sure applicants are supported to understand what a suitable offer of accommodation means and by removing people we will not reduce demand but potentially create other demand in other areas, such as homelessness.

- 5.7 Having considered the above feedback we are satisfied that the proposed allocation scheme does offer enough flexibility to consider individual circumstances, and discretion will be applied when exceptional circumstances are identified. Clear communications on the changes to the allocations policy will be essential. This will provide an opportunity to better explain areas of the policy that have raised concerns and to be able to address some of the negative comments received as part of the consultation. Many of these comments may have derived from a lack of understanding of the detail of the policy and areas where the council will have discretion in the policy to deal with exceptional cases.

6. Next Steps

- 6.1 It is clear from the consultation responses that there is broad support for the proposed Allocations Scheme and the reasons behind why we are proposing changes (i.e. the overall shortage of affordable homes). However, to implement the new policy fully would require significant resources – both in terms of budget for the IT changes required but also in work for the Housing Options Team.
- 6.2 Implementation of the full new Allocations Scheme will require significant IT changes. This will include a new on-line application form, the ability to restrict bidding (so only those eligible can bid), to shortlist bids as required (e.g. to prioritise homeless households), to assess need and place applicants into the new bands, to identify local connections, etc. The estimated costing for these changes from our IT supplier Locata is £35-50k. However, for some parts of the policy there are choices around the implementation approach, and it may be possible to identify ‘work arounds’ that do not require a full IT solution.
- 6.3 Staff (both Housing Options but also wider staff such as Customer Services) will need to be retrained on the new policy and on the IT changes. To implement the changes a new online application form will be needed, and all applicants will need to reapply for housing, and their circumstances and housing priority will need to be reassessed. This will mean much work in itself, but will also lead to many customer enquiries, concerns and potentially complaints.
- 6.4 Many of the staff in Housing Options are funded from government or other grant (e.g. Rough Sleepers Initiative or Homeless Prevention Grant) and on fixed term contracts – over half of the teams are affected. At this stage we do not know what funding will be available from these grants 2025/26. So, whilst there is budget available in this financial year (2024/25) to implement much of the change, we are uncertain about future funding and may need to amend plans for implementing the new Allocations policy to align with the resources available.
- 6.4 Further work on options and the cost benefits of different approaches will now be undertaken to help develop an implementation plan. The plan will be

developed in partnership with Locata our IT partner, and with RP partners to Your Choice. The implementation plan will need to reflect the funding available, at this stage we believe the changes can, with careful planning, be delivered within existing budgets.

7. Corporate Priorities

An effective Allocations Scheme which ensures the right homes go the right applicants will help the council deliver its key corporate priority – Meeting our Housing Need.

8. Financial and Resource Implications

The outcome of review of the Council's Allocation Scheme will have an impact on access to homes and implications for the use of TA for homeless households.

As set out above, there are resource implications to changes to the Allocations Scheme which we believe can be met from existing budgets. However, if there is a significant reduction in the grant the council receives for housing in 2025/26, then a separate business case will be made for funding any remaining implementation changes.

Comment from the Section 151 Officer

There is sufficient funding within the 2024/25 budget to cover the cost of making the required changes to the existing Locata system so that we can implement the new housing allocations policy. However, if we're unable to do this work in 2024/25 then as there is no guarantee of funding for 2025/26 this will need to be added as a risk in the operational risk register. Confirmation of whether the budget can be carried forward will be sought

9. Legal Implications

As set out in the report, the Allocations Scheme is a statutory policy, and many aspects of policy are governed by legislation. The proposals in the new Allocations Scheme adhere to the relevant legislation which has been confirmed by Eastlaw.

Locata are our existing IT supplier for YourChoiceYourHome, procured through the local government G-cloud and have a 3-year contract from October 2024. Procurement have advised that the changes associated with the new Allocations Scheme represent an update and can be dealt with as an amendment to the existing contract without the need for formal procurement.

Comment from the Section 151 Officer

The Council needs to have an allocations scheme to provide a fair, lawful and transparent process on allocation.
The report indicates that major changes may involve significant IT changes. Whilst the software provider would need to be involved, so too would the Council's own IT department – with sufficient notice and allowance for resourcing purposes.

10. Risks

By working in partnership with our partner RPs we have ensured that the proposed Allocations Scheme is acceptable to them, and they remain in partnership, using our housing list and Allocations Scheme for letting their homes.

Modelling of the impact of proposed changes has been undertaken, together with an initial equalities impact screening to ensure there are no unforeseen consequences and no negative equalities implications of changes.

There is a reputational risk to the Council if communications on the review are not clear and if those affected by the review are dissatisfied with the process or the outcome. This is particularly key as all existing applicants will need to re-apply to join the housing list and some will no longer qualify.

11. Net Zero Target

No direct implications

12. Equality, Diversity & Inclusion

An Equalities Impact screening has been completed on the proposed changes to the allocations scheme to ensure the council meets its legal obligations under the Equality Act. This is attached as Appendix C.

Appendix C shows that the housing register is made up of a range of different groups in need, the initial screening has assessed how the changes are likely to affect applicants with protected characteristics. Overall, the Allocations Scheme has many provisions in place to meet the needs of particular households in the protected groups (disabled people; the elderly people with support needs), and we have provisions to exercise discretion in exceptional circumstances and where a negative impact may arise.

Further analysis and a full impact assessment will be brought forward with the final Allocations Scheme.

13. Community Safety issues

No direct implications

14. Conclusion and Recommendations

NNDC is responsible for assessing and addressing housing need in the District. The Council's Allocation Schemes sets out the rules, criteria and

procedures that determine how we allocate affordable homes to households in North Norfolk.

The current Allocations Scheme has broadly been in place for over 14 years and now requires review to ensure that it is fit for purpose and that there is a consistent and fair approach for our Registered Provider (RP) partners to letting homes to meet the greatest housing needs.

Following consultation with partner RPs a draft new Allocations Scheme was produced. Customers and other stakeholders were consulted on the draft new policy and their views are included in this report.

Implementing any major changes to our allocations policy would require significant IT changes and work for the Housing Options team. An implementation plan will need to be developed to introduce the new policy in the most cost effective and least disruptive way possible. This will be done in partnership with Locata our IT supplier and our Registered Provider partners.

It is recommended that Cabinet:

- Agree the proposed allocations scheme summarised in this report and attached as Appendix A
- Gives delegated authority to officers, in consultation with the Portfolio Holder for Housing & Peoples' Services, for the implementation of the revised allocation scheme over the next 18-months within allocated service budgets.

Summary of Proposed Allocations Scheme

1. Overall Model

The proposed Allocations Scheme involves a **blended system** – meaning some homes are let through CBL, some are matched and nominated by NNDC, and some will be allocated by RPs using their (up to) 20% transfer quota.

This proposal is in line with the current pilot approach, i.e.

- 1 in every 5 lets will be used to move existing tenants
- 2 in every 5 lets will be let from nominations by NNDC
- 2 in every 5 will go through CBL

However, the proposed policy is written in a way which means that the Council and RP partners can agree to change these proportions. For example, if acute housing need subsides the model could go back to all (outside of 20% RP transfer quota) homes let using CBL.

Choice based lettings has many positive aspects; it is a more transparent approach to allocating homes where customers can see how many people are bidding and the likelihood of them getting a property. All available properties are advertised and customers are able to choose whether to bid, rather than being allocated a home that they may not have chosen. However, CBL may also raise unrealistic expectations – i.e. there is no real choice for the vast majority of applicants. It may also mean those in the highest need do not bid on a home that would meet their needs, but ‘hold out’ for a better option (that probably does not exist). For the RPs, CBL can also mean delays in lettings whilst dealing with applicants who have placed bids on multiple properties or who refuse a property in the belief they will be offered an alternative, more attractive, property.

There are equally pros and cons to a system where applicants and homes are matched by NNDC. This approach can speed up the letting process and ensure those in the greatest need are offered a home. Matching, and removing an element of choice, may also mean making better use of existing homes. However, customer choice is removed, and it is a less transparent system. There is also the risk that applicants will be allocated a home they do not want, and this could lead to poor tenancy sustainment.

A blended approach is felt to be the best balance of both models

2. New bandings system

The proposed Allocations Scheme is simplified with a single housing register with **five bands A – E**, with A being for applicants in the highest needs.

Currently we have three separate registers within the housing list – the Housing Register (those in the highest needs – Priority Card, Band 1 or Band 2, and including high need existing social housing tenants), Housing Options (those in lower need), Transfer (those in lower need who are existing social housing tenants). This is confusing and the proposed Allocation Scheme seeks to move to one register or list, with five bands (A to E). The banding aims to prioritise housing need, where those assessed as being in the highest need are in Band A. Those in Band E have lower needs but would be eligible for specific housing, for example housing with care or Local lettings homes on exception sites.

The banding criteria seeks to be more responsive to individual needs and allows the Council to be more flexible, whilst continuing to be transparent about the way social housing is allocated in North Norfolk. It also introduces eligibility for people who are under occupying social housing and want to downsize, this is in order to free up family sized accommodation. The new banding is summarised below:

- **Band A** – includes households who are owed a main housing duty (i.e. homeless), those who cannot be discharged from hospital as they have no suitable housing, those with a severe medical condition and detrimental effects from current accommodation, members of the armed forces with an urgent housing need, those fleeing domestic abuse and, in a refuge, or other temporary accommodation.
- **Band B** – includes applicants threatened with homelessness and owed a Homeless Prevention Duty, those who are overcrowded according to the Government’s bedroom standard, those with an urgent medical condition that is seriously adversely affected by their current accommodation, those needing to move to give/receive essential care/support, those under-occupying who want to downsize.
- **Band C** – includes homeless/threatened with homelessness households who do not have priority need, those in lower-level overcrowding situation, households with (or expecting) children sharing with others, households with a non-urgent medical need to move.
- **Band D** – includes homeless/threatened with homelessness households who have worsened their housing circumstances and/or do not establish a local connection to North Norfolk, households without children who are sharing with others.
- **Band E** – as set out above households with limited need but who are seeking specific housing such as extra care or local lettings homes.

3. Eligibility to join the housing register

The proposed Allocations Scheme will require all applicants to re-apply and **those assessed as having no housing needs will not be allowed to join the register.**

The new scheme seeks to ensure that allocations are made to applicants with an identified housing need. All households currently on the Housing Options or Transfer register (those in lower need) have little prospect of being re-housed. All applicants will be invited to complete a new application in case there has been any change in circumstances which might improve their banding. Those assessed as having no housing needs will not be allowed to join the register.

4. Local Connection

The proposed Allocations Scheme will require all applicants to **have a local connection to North Norfolk** to join the register.

The new scheme will remove eligibility for the Housing Register to those who do not have a local connection to North Norfolk. A local connection will be through continuous residency in North Norfolk for the last 3 years or lived in the district for at least 3 out of the last 5 years, employment in North Norfolk for a minimum of 16 hours per week, or Immediate family members (parent, adult sibling or adult child) who has lived in the area for a minimum of five years continuously. There will be a number of statutory exemptions to this (for example those fleeing domestic or armed forces personnel, however, this change will potentially reduce the number of people eligible to join the list.

5. Financial resources

Those **with income or savings above the threshold** will not be able to join the housing register

The scheme will amend the current savings and income threshold to ensure that only applicants who do not have the resources to resolve their own housing situation are permitted to join the Housing Register. The income threshold is proposed as where a household's gross taxable income is more than £60,000 per annum. The permitted savings threshold will be in line with the capital sums for Universal Credit purposes, which is currently £16,000. Additionally, applicants that own or part own a freehold or leasehold property will be unable to join the housing register, although there will be the ability to allow discretion where exceptional circumstances apply.

6. Bedroom eligibility

The Allocations Scheme will follow the **Government's Bedroom Standard** to determine how many bedrooms a household is entitled to

The Allocations Scheme will follow the Government's Bedroom Standard, meaning a bedroom for each of the following: a couple, a single person aged 21 or over, two children under 10 regardless of sex, two adolescents aged 10-20 of the same sex. This is a relatively ungenerous standard but reflects the shortage of family homes.

7. Local Letting Policy

The proposed Allocations Scheme will move to **simpler local connection criteria** with two bands: a stronger 5-year connection and a lesser 2-year connection to a parish or adjoining parishes

Whilst the majority of home will be allocated according to need, some homes have different local letting arrangements. Some of these are bespoke and relate to the owning organisation of the homes, but most are homes on rural exception schemes

which are let to those with the strongest local connection. The current local allocations agreement involves seven bands of local connection, with A being the strongest and G the weakest. The current local lettings allocations agreement can be confusing and often results in contention. As the current agreement looks through all local connection cases first (need is considered to prioritise between applicants within the same local connection band) it may result in homes being let to households with a weak local connection and limited housing need. The new scheme proposes a much simpler system, with just two bands of local connection. Homes would be let by local connection band first, then highest needs banding, then longest time spent on the housing register.

- **Band 1** local connection would include: anyone who is living in the parish or adjoining parishes and has lived there for at least five years, or has been employed there for at least five years, or lived there for five out of the last ten years or has immediate family member who has lived there for at least five years.
- **Band 2** local connection would be very similar, but the time required would be two years. In the unlikely situation there was no applicants with a Band 1 or 2 local connection the home will be allocated in line with the normal Allocations Scheme, i.e. to the applicant in the highest need.

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Delegated Decisions (September to December 2024)	
Executive Summary	This report details the decisions taken under delegated powers from September to December 2024.
Options considered	Not applicable – the recording and reporting of delegated decisions is a statutory requirement.
Consultation(s)	Consultation is not required as this report and accompanying appendix is for information only. No decision is required and the outcome cannot be changed as it is historic, factual information.
Recommendations	To receive and note the report and the register of decisions taken under delegated powers.
Reasons for recommendations	<p>The Constitution: Chapter 6, Part 5, sections 5.1 and 5.2 details the exercise of any power or function of the Council where waiting until a meeting of Council or a committee would disadvantage the Council. The Constitution requires that any exercise of such powers should be reported to the next meeting of Council, Cabinet or working party (as appropriate)</p> <p>Section 2.1 sets out the requirements regarding the reporting of conditional delegated decisions.</p>
Background papers	Signed delegated decision forms.

Wards affected	All
Cabinet member(s)	Leader, Cllr T Adams
Contact Officer	Cara Jordan, Monitoring Officer Cara.jordan@north-norfolk.gov.uk

Links to key documents:	
Corporate Plan:	N/A
Medium Term Financial Strategy (MTFS)	N/A – information report only
Council Policies & Strategies	N/A

Corporate Governance:	
Is this a key decision	No
Has the public interest test been applied	Yes – no exempt information is included.
Details of any previous decision(s) on this matter	Dates of any Cabinet decisions providing delegated authority are included in the attached appendix.

1. Purpose of the report

1.1 This report summarises any decisions taken under delegated powers since September 2024.

1.2 Delegated decisions are available to the public through the website and are reported to Members via Cabinet. The process for reporting and consulting on these decisions is contained in the Constitution at Chapter 6, 2.1 (Conditional Delegation) and 5.1 and 5.2 (Full Delegation to Chief Officers) and the publication of these decisions is a legal requirement.

1.3 Historic lists are available on the Council’s website.

2. Introduction & Background

2.1 The Constitution requires that for the exercise of any power or function of the Council in routine matters falling within established policies and existing budgets, where waiting until a meeting of the Council, a committee or working party would disadvantage the Council, an elector or a visitor to the District, then the officer exercising the power must consult with the Leader, the relevant portfolio holder and if it relates to a particular part of the District, the local member.

2.2 For the exercise of any power or function of the Council, which in law is capable of delegation, in an emergency threatening life, limb or substantial damage to property within the District, the senior officer shall consult with the Leader or the Deputy Leader.

2.3 Overview and Scrutiny Committee can request to review the delegated decisions list at their meetings so they can fully understand why they were taken and assess the impact on the Council.

3. Proposals and Options

No alternative proposals and options are set out in this report as it is a factual report, for information only and provided to ensure compliance with statutory reporting requirements.

4. Financial and Resource Implications

The majority of decisions recorded have been delegated by Cabinet at a formal meeting and the financial implications have been set out clearly as part of the committee report. For any other decisions, financial implications are set out on the delegated decision form and summarised in Appendix A (attached)

Comments from the S151 Officer:

The S151 Officer (or member of the Finance team on their behalf) will complete this section.
No comment required.

5. Legal Implications

The Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012 require that all decisions, including those taken by officers, must state:

- The decision taken and the date it was made
- The reasons for the decision
- Details of options considered and rejected and the reasons why they were rejected
- Declarations of interest and any dispensations granted in respect of interests

Officers taking a decision under delegation are required to complete a delegated decision form.

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.

No comments required.

6. Risks

There is a reputational risk if the Council does not comply with the statutory requirements (set out in section 5 above)

Any risks relating to individual delegated decisions were set out as part of the initial committee report and/or included in the delegated authority form.

7. Net Zero Target

Not applicable. No decision is being taken, this report is for information only.

8. Equality, Diversity & Inclusion

Not applicable. No decision is being taken, this report is for information only.

9. Community Safety issues

10. Not applicable. No decision is being taken, this report is for information only.

11. Conclusion and Recommendations

Each decision has been recorded and a summary is provided at Appendix A

Recommendation:

Cabinet is asked to receive and note the register of decisions taken under delegation.

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Record of Decisions taken under Delegated Authority (Appendix A)

Delegated Power being exercised; <i>*see footnote</i>	Key Decision y/n	Officer / Member exercising Delegation	Details of decision made	Date of decision	Date Reported to Cabinet
Chapter 3, Part 3, Section 1.1	No	Director for Place & Climate Change	To award a consultant contract for a review of use of Rock Armour and Beach Access – Happisburgh	18 October 2024	2 December 2024

August 2024

** Chapter 6; Conditional delegation Section 2.1, Full delegation to Chief Officers Section 5.1 - Routine matters, Section 5.2 Emergency powers*

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Visitor Information Service	
Executive Summary	<p>As part of the 2025/26 budget process consideration has been given to possible financial savings from some discretionary service areas including the visitor information service operated by the Council and the options that exist for alternative service provision. The review looked at the opportunities for operating the service from alternative premises and also, providing it in conjunction with other external organisations.</p> <p>Having considered the available service options, and trends in how visitors access tourist information via smartphones and other devices and the closure of Visitor Information Centres by many local authorities around the country; it is not considered that these offer sufficient benefit or value for money for the Council. Ceasing the operation of the service will yield a significant financial saving and presents options for the future use of the building it currently occupies, thus generating rental income.</p>
Options considered	<p>A review was undertaken that considered a range of alternatives both for the service and for the building from which it operates, these included:</p> <ol style="list-style-type: none"> 1. Outsourcing – not considered to yield sufficient immediate savings. 2. Greater commercialisation - not considered to yield sufficient income to offset the costs. 3. Delivery in partnership with an externally run facility – not considered to represent value for money. 4. Replacing the service by digital provision – insufficient certainty about set up and future costs or benefits.
Consultation(s)	<p>The service review and subsequent draft business case that led to the recommendations in this report involved relevant staff from the following teams: Customer Services, Economic Growth, Estates, Finance and Human Resources. Its contents were also informed by input from the potential delivery partners.</p> <p>A report on the possible closure of the Visitor Information Service was discussed by the Overview and Scrutiny Committee at its meeting on 13 November 2024, when the Committee resolved to make the following recommendations to Cabinet: -</p> <p>That Cabinet consider: -</p> <ul style="list-style-type: none"> • The building being made available for an alternative income generating use. • What provision can be made to continue a tourist information service – be that through an enhanced online presence, electronic information boards or physical leaflet stands at prominent locations within

	<p>Cromer such as the Pier and other visitor attractions.</p> <ul style="list-style-type: none"> • Relocation of the current Deep History Coast display housed within the North Norfolk Visitor Centre to a suitable alternative location, possibly Cromer Museum.
Recommendations	<p>That Cabinet agree to the Council withdrawing from the provision of a physical Visitor Information Service from the North Norfolk Information Centre building at The Meadow Car Park, Cromer (these proposals do not involve the closure of the public toilets also provided from the building) to deliver a financial saving of approx. £129,000 for the 2025/26 budget.</p> <p>If Cabinet are minded to agree with the above recommendation, it is also recommended that they agree to: -</p> <ul style="list-style-type: none"> • Advertise the premises occupied by the Visitor Information Centre service as available for let with expressions of interest invited by Friday 28 February 2025. • Officers considering alternative means of providing visitor information within the town and wider district – including strengthening an online presence, a commercial arrangement with providers of electronic information boards and poster sites / leaflet stands in prominent locations • The relocation of the Deep History Coast display to another location in the town being explored with a preference for this to be accommodated in Cromer Museum recognising the partnership nature of the development of the Deep History Coast initiative with the Norfolk Museums Service.
Reasons for recommendations	<p>To make financial savings from a service that is discretionary, considered to no longer to present value for money due to the changing way in which visitors access information and to generate additional income from the asset that would be vacated due to the termination of the service.</p>
Background papers	<p>Background papers that informed the contents of this report include a service review and a business case for a potential alternative delivery model; these contain confidential information relating to staffing, budgets and commercially sensitive information.</p>

Wards affected	All in relation to the provision of the Visitor Information service but specifically Cromer in relation to the premises
Cabinet member(s)	Cllr Withington
Contact Officer	Tina Stankley, Director of Resources

Links to key documents:

Corporate Plan:	<p>Investing in our Local Economy and Infrastructure:</p> <ul style="list-style-type: none"> • <i>“Continuing to promote North Norfolk’s diverse tourism and visitor offer”</i> <p>Action Plan 2024/25</p> <p><i>“Continue to support and work with Visit North Norfolk to promote North Norfolk as a key visitor destination with a diverse visitor offer”</i></p> <p>A strong responsible and accountable Council</p> <ul style="list-style-type: none"> • <i>“We will ensure the Council maintains a financially sound position, seeking to make best use of its assets and staff resources, effective partnership working and maximising the opportunities of external funding and income.”</i> • <i>“Reviewing contract and partnership arrangements to ensure the most appropriate and efficient means of delivering services to our diverse communities and customers”</i> • <i>“Reviewing service delivery arrangements so as to realise efficiencies without compromising service standards and outcomes”</i> • <i>“Investigating the implementation of a Tourist Tax to finance the provision and maintenance of visitor infrastructure so that the costs do not fall directly on local Council Tax payers/making sure tourism pays for itself”</i> • <i>“Continuing a service improvement programme to ensure our services are delivered efficiently”</i> • <i>“Exploring opportunities to work further with stakeholders and partner organisations”</i> <p>Action Plan 2024/25</p> <p><i>“Review the Council’s approach to Asset Commercialisation to reflect the findings of the Corporate Peer Challenge in seeking to realise new and emerging opportunities around the use of the Council’s land and property assets through preparing a revised Asset Management Strategy by September 2024.”</i></p>
Medium Term Financial Strategy (MTFS)	The recommendation of this report would yield a significant saving for the Council
Council Policies & Strategies	

Corporate Governance:	
Is this a key decision	No
Has the public interest test been applied	<p>The appendix to this report is to be treated as exempt for the following reason:</p> <p>Information in this appendix involves the likely disclosure of exempt information as defined in paragraphs 1,2 and 3, Part 1 of schedule 12A (as amended) to the Local Government Act 1972.</p> <p>These paragraphs relate to:</p> <ul style="list-style-type: none"> • Para 1. Information relating to any individual • Para 2. Information which is likely to reveal the identity of an individual • Para 3. Information relating to the financial or business affairs of any particular person (including the authority holding that information) <p>The public interest in maintaining the exemption outweighs the public interest in disclosure for the following reasons:</p> <ul style="list-style-type: none"> • Paragraphs 1 & 2: The appendix contains information relating to individuals at the Council and it is considered that disclosure of this information may have a prejudicial or detrimental impact. The privacy rights of such individuals outweigh the public interest in disclosure. • Paragraph 3: The appendix contains information which is commercially sensitive, relating to business information around assets and inventories. Releasing this information would be likely to have a prejudicial impact upon the Council.
Details of any previous decision(s) on this matter	None

1. Purpose of the report

1.1 This report relates to the provision of the Council's visitor information service, the North Norfolk Visitor Centre (NNVC) premises from which it operates and the alignment of the current or potential operating models with the Corporate Plan. It provides a recommendation on the future of the service and a summary of the alternative options that have been explored in reaching that.

2. Introduction & Background

2.1 The Council has provided a tourist information service for many years. Historically this has been undertaken from premises in several North Norfolk localities but in light of cost pressures and the changing way in which visitors accessed tourist information, the delivery of the service has changed over time through outsourcing, rationalisation and other means of provision. The service has therefore shrunk so that the only remaining District-wide Tourist Information

Centre (TIC) is at the North Norfolk Visitor Centre (NNVC) at the Meadow Car Park in Cromer. Other TICs in the District operate from Mundesley (voluntary/community provision), Holt (Holt Town Council), and Wells-next-the-Sea (provided by Wells Maltings trust). The former Sheringham TIC, previously provided by NNDC, was until recently operated by the North Norfolk Railway under an agreement that essentially outsourced the service; however, the provision of the service terminated following the expiry of the Service Level Agreement (SLA) in 2022.

- 2.2 It is considered that the visitor information service is expensive in comparison to the benefits it brings and that as a non-statutory service, opportunities should be taken to reduce the cost. Many other visitor destinations have reviewed their role in providing TICs, with many choosing to combine the provision with other visitor attractions, providing static or video displays, moving visitor information to a digital platform or ceasing provision altogether.
- 2.3 A review was undertaken of the Council's visitor information service and the premises from which it operates – the North Norfolk Visitor Centre. The review considered all relevant costs and issues and evaluated options for different methods of service delivery, including terminating the service. A business case for a possible alternative (partnership) delivery model with the Norfolk Museums Service was explored, which contemplated the service being delivered from the reception of Cromer Museum; this was considered to involve significant compromises and remained costly to the Council and is therefore not recommended on the basis of value for money.
- 2.4 The net cost of providing the service and wider financial challenges faced by the Council are the key factors influencing the officer recommendation.

3. Proposals and Options

- 3.1 The service review had the following objective:
To identify ways of realising savings and/or generating additional income from the visitor information service.
- 3.2 This report summarises the most suitable options for achieving that objective and sets out the rationale for the recommendation to cease provision of the service altogether.

Current service provision

- 3.3 The Visitor Information Service caters for a wide range of visitor needs. Visitors engage with the service through various channels, primarily visits to the NNVC, but also by phone calls, via emails, and through social media, from people seeking information on events, accommodation, transport, attractions, walks, and other activities. Staff operating from the NNVC provide a friendly and enthusiastic reception to visitors to the area, and the centre is designed to create a fulfilling and engaging experience. In addition to reactive communications, staff initiate monthly email newsletters and frequently post out information to potential visitors.
- 3.4 The opening (and hence staffing) hours for the NNVC in 2023/4 are as follows:

Summer:	15 May to 10 Sept	Winter:	11 Sept to 12 May
Mon to Sat:	10am to 5pm	Mon to Sun:	10am to 4pm
Sun:	10am to 4pm		

- 3.5 Apart from providing traditional information services – principally display racks, printed literature and face-to-face interaction - the centre plays host to the Deep History Coast (DHC) Discovery Centre, showcasing the region's rich historical heritage through displays and videos. The team at the NNVC also facilitate National Express bookings and they issue the keys to visitors who have made beach hut bookings.
- 3.6 Sales of souvenir merchandise, largely featuring North Norfolk, DHC or Cromer branding, help offset some of the costs; the net sales income, however, is not significant.
- 3.7 The service has very limited links to other NNDC services or delivery partners (e.g. open space/country parks, events, destination marketing, Everyone Active, Open Wide, business support etc.)
- 3.8 The number of visitors to the centre is measured by manually 'clicking' people in and is recorded on a monthly basis. The total number of visitors in 2023 was 82,854 (varying from 14,755 in August to just 2,140 in December that year). Whilst the centre is located in Cromer, it is intended to provide information about the entire destination of North Norfolk.
- 3.9 There are very few destinations, such as North Norfolk, that have retained a physical information service of this kind. Many such destinations have moved over to a Tourist/Visitor Information Point (TIP/VIP) offer (which is not staffed), whilst most of those that do still offer staffed facilities, tend to co-locate them with popular venues, attractions or facilities. TICs are still prevalent in national parks or specific themed locations, such as nature reserves, historic buildings, parks etc. (especially where messages seeking to guide visitor behaviour or interpret the special features of the area are deemed important), or at pay-to-enter attractions, and they exist in certain narrower geographical locations, e.g. towns and cities where facilities are concentrated, and visitor numbers are high.
- 3.10 Whilst the visitor economy (VE) is by far the biggest sector in North Norfolk (latest data (2023) suggested the District welcomed a total of 9,432,400 visitors, providing a total value to the economy of £519,653,378 and supporting an estimated total employment of 11,779 jobs), there is little to suggest how the TIC in Cromer contributes towards that. Fundamentally, it is a service for visitors on their arrival in Cromer, it is unlikely to play a role in attracting them (although it could be argued that the DHC as a brand, together with the installations and video display at the NNVC, does play some role in that).

Budget

- 3.11 Analysis of the budget for the current financial year (2023/24), showed the total cost as £169,382 (after deducting budgeted income but including internal support services costs of £61,050), showing a potential saving of £105,681 (were the service to cease). Depending on the future lease arrangements of the building, certain minor property related costs would remain. It should be noted that all figures used are taken from the budget figures, not actual expenditure/income. The breakdown of the budget for 2023/24 and the financial analysis of the saving potential is set out in the tables in Appendix 1.

Premises (*North Norfolk Visitor Centre*)

- 3.12 The building is located at the Meadow Car Park, Cromer, adjacent to the public conveniences and 'changing places' facility. The floor area of the NNVC is

109.83m² (excluding the public conveniences and the lobby); the footprint of the whole building is 239.64m².

- 3.13 Due to its location, design and condition, the building would lend itself to a variety of alternative uses and there are no restrictive covenants preventing alternative use of the building or the use of the adjacent paved areas for concessions or extensions. The following should be noted:
- Planning permission for change of use may be required, depending on proposed use.
 - Sub-meters would need to be fitted to ensure the units are billed separately for electricity usage.
 - Heating serves the whole building via underfloor heating
 - There is a shared lobby, that would be very difficult to segregate (costs include cleaning, automatic door maintenance, window cleaning, decoration, general wear and tear) so a service charge would need to be levied in addition to the rent for the premises.

Options reviewed

- 3.14 The review of the service considered alternative ways in which it might be delivered differently; it also considered different locations from which it might be delivered and also opportunities for the existing building to be used in other ways. The principal options are summarised below, with a commentary about each.

Outsourcing

- 3.15 Enquiries were made of certain external organisations that were considered as likely candidates for operating the information service, along the lines of the existing model. Whilst it was considered possible to introduce a more commercial approach to delivering the service, the costs of the service were considered to be too high to make this a realistic option for an external organisation, without significant levels of subsidy being provided by the Council. This option was therefore discounted as it would not achieve the objective of significantly reducing the cost of the service to the Council. It would not yield sufficient immediate savings and would expose to Council to uncertain levels of service and potential risks in the medium term, were it not to succeed.

Greater commercialisation

- 3.16 The service has been operating in its current form for many years and the budget position has scarcely changed. Operating in the manner it has been, relies on relatively high levels of staffing. Due to the limited footprint, and because, as currently designed, the premises has little space for storing retail goods, there is reduced opportunity for diversification from its traditional format. Much of the internal space is taken up with displays and racks of leaflets, with only minimal sales opportunity; the external space surrounding the building has not been well designed for trading outlets (potentially operated by concessions), however, it is adjacent to Cromer's small weekly market. The limitations on the premises therefore constrain the opportunities to yield sufficient income to offset the significant existing service costs; in addition to which, the Council does not have the necessary experience of running a retail type operation that might generate and the necessary levels of income or profit to the Council.

Delivery in partnership with an externally run facility

- 3.17 A number of Councils operate TICs alongside other facilities, and indeed, this has been done in North Norfolk previously in the case of the North Norfolk Railway in Sheringham and at Wells Maltings (an arrangement that continues, with the goodwill of Wells Maltings Trust, at no cost to the Council). The service operated at the NNVC could be provided in collaboration with other facilities, although the Council does not have a prominent role in any of these, in which case some form of incentive would be required in order for a partnership arrangement to work.
- 3.18 Given that the service is district/destination wide, an accessible central location is considered essential. Having reviewed options, officers explored the opportunity for the service to operate from the reception at Cromer Museum, a facility operated by Norfolk County Council. The business case for such an option was explored in some depth but given the likely costs and compromises that would be deemed necessary in order for this to work, the option was unable to achieve the objective of significantly reducing the cost of the service; nor would it provide co-benefits for the museum without extensive subsidy from the Council.
- 3.19 Alternative visitor information provision opportunities may exist within other Council owned assets, such as Cromer Pier. Should closure of the existing facility be agreed, the Council will be open to ideas/options presented by its tenants and/or service delivery partners.

Replacing the service by digital provision

- 3.20 A number of local authorities across the country have changed their TIC service away from a physical service to one which is self-serving, for example with static displays and interactive screens, or just a virtual offer, e.g. via an app. This could be done within North Norfolk (or beyond) as a means of spreading the locations from which visitor information is available, potentially siting 'tourist information points' (TIPs) at attractions and popular locations. This would not rely on a fixed place and time, therefore freeing up the NNVC premises and staffing, whilst enabling a 365-day, 24/7 access to information. The very traditional model by which the TIC has operated however, doesn't respond well to the trend in visitor information. At the time the centre was refurbished and transformed into the DHC discovery centre, a DHC app was also developed. The app has proven to be relatively popular, and has been kept operational, however there is little to suggest what the levels of demand (or the benefits) for an expansion of this to wider visitor information might be. Obviously major tech companies, such as Google and Tripadvisor, provide extensive information about all destinations, including user generated content (UGC). There is little point in competing with these popular online services; however, it should be accepted that such provision does not meet the needs of people who are not able to, or choose not to, rely on on-line content. A local in-situ model could be developed – perhaps using interactive screens - but the costs and benefits of doing so are difficult to predict. Insufficient certainty exists about set up and future costs or benefits of this service model, however, if it were deemed to become a beneficial way of delivering the service, and funding was available (perhaps via grants), it could be considered at a later date. This does not impact on the options for the future use of the NNVC premises at present.

4. Corporate Priorities

- 4.1 Various elements of the Corporate Plan and Annual Action Plan relate to matters addressed in this report. These are quoted below.

Investing in our Local Economy and Infrastructure:

- *“Continuing to promote North Norfolk’s diverse tourism and visitor offer”*

Action Plan 2024/25

“Continue to support and work with Visit North Norfolk to promote North Norfolk as a key visitor destination with a diverse visitor offer”

A strong responsible and accountable Council

- *“We will ensure the Council maintains a financially sound position, seeking to make best use of its assets and staff resources, effective partnership working and maximising the opportunities of external funding and income.”*
- *“Reviewing contract and partnership arrangements to ensure the most appropriate and efficient means of delivering services to our diverse communities and customers”*
- *“Reviewing service delivery arrangements so as to realise efficiencies without compromising service standards and outcomes”*
- *“Investigating the implementation of a Tourist Tax to finance the provision and maintenance of visitor infrastructure so that the costs do not fall directly on local Council Tax payers/making sure tourism pays for itself”*
- *“Continuing a service improvement programme to ensure our services are delivered efficiently”*
- *“Exploring opportunities to work further with stakeholders and partner organisations”*

Action Plan 2024/25

“Review the Council’s approach to Asset Commercialisation to reflect the findings of the Corporate Peer Challenge in seeking to realise new and emerging opportunities around the use of the Council’s land and property assets through preparing a revised Asset Management Strategy by September 2024.”

5. Financial and Resource Implications

- 5.1 The net annual revenue saving from the proposed approach amounts to £129,321 against the existing budget for the service. This is made up of:
- reduction in staffing and related costs
 - reduction in property related costs for the existing premises
 - income from letting the existing premises (based on the professional advice of the Council’s Estates and Asset Strategy Manager, having regard to comparable premises).

- 5.2 The existing budget breakdown is set out in Appendix 1, together with the breakdown of the projected savings.
- 5.3 Any decision to cease operation of the Visitor Information Service would place three members of staff at risk or redundancy. In such cases the Council operates a redeployment policy, but in the event that impacted staff are not able to be redeployed details of the redundancy costs which the Council would need to meet are provided in table 2 of Appendix 1
- 5.4 Matters relating to the lease of the existing property to a third party would be taken forward by staff in the Council's Estates and Legal teams.

Comments from the S151 Officer:

The Council are required to set a balanced budget for 2025/26. The revenue savings from the proposed approach of £129,000 will help to close the £1.8million budget gap the Council is currently facing.

6. Legal Implications

- 6.1 The recommended approach is not believed to give rise to the need for any specific legal issues. The lease of the existing premises to a third party will be led by the Council's Estates team and any redundancy procedures would be led by the Council's HR team.

Comments from the Monitoring Officer

Whilst no legal issues are identified at this stage, Eastlaw are available to provide advice and assistance as may be needed.

7. Risks

- 7.1 Risks principally relate to reputational matters, caused by the loss of a service and DHC assets that visitors, relevant local businesses and some residents might value. A carefully conceived and well executed communications strategy will be necessary in order to mitigate the reputational harm.

8. Net ZeroTarget

- 8.1 The recommended approach will not alter the overall emissions for which the Council is responsible, however, it will shift emissions from scope 2 (electricity used by the Council directly) to scope 3 (electricity used by tenants of Council premises).

9. Equality, Diversity & Inclusion

- 9.1 No relevant matters arise from the contents of this report

10. Community Safety issues

10.1 No relevant matters arise from the contents of this report

11. Conclusion and Recommendations

11.1 There is clearly an opportunity to reduce the cost of the visitor information service; its delivery in the current form is considered to be anachronistic and expensive. Alternative methods of delivering the service (as is) have been evaluated and are not considered to provide value for money for the Council, nor to yield other overriding benefits. Alternative means of providing visitor information will continue to be explored, together with partner organisations and other interested parties.

11.2 The existing NNVC premises could be let in order to provide on-going income to the Council. Alternative (Council-related) uses for the building are not considered to be of sufficient benefit in relation to the loss of income to which this would give rise.

The recommendation is that Cabinet agree to the Council withdrawing from the provision of a physical Visitor Information Service from the North Norfolk Information Centre building at The Meadow Car Park, Cromer (these proposals do not involve the closure of the public toilets also provided from the building) to deliver a financial saving of approx. £129,000 for the 2025/26 budget.

If Cabinet are minded to agree with the above recommendation, it is also recommended that they agree to: -

- **Advertise the premises occupied by the Visitor Information Centre service as available for let with expressions of interest invited by Friday 28 February 2025.**
- **Officers considering alternative means of providing visitor information within the town and wider district – including strengthening an online presence, a commercial arrangement with providers of electronic information boards and poster sites / leaflet stands in prominent locations**
- **The relocation of the Deep History Coast display to another location in the town being explored with a preference for this to be accommodated in Cromer Museum recognising the partnership nature of the development of the Deep History Coast initiative with the Norfolk Museums Service.**

BUDGET MONITORING P6 2024/25	
Executive Summary	<p>This report provides an update on the Council's financial performance and projected full year outturn position for 2024/25 for the revenue account, capital programme and reserves statement as at the end of September 2024.</p> <p>As at 30 September 2024, the General Fund projected deficit is £0.995m (£0.801m on Net Operating Expenditure) for the full year 2024/25. This is after adjusting for all known variations and full year forecasting by service managers.</p>
Options considered	This is an update report on the Council's financial position and so no other options were considered.
Consultation(s)	Cabinet Member Section 151 officer Budget Managers
Recommendations	<p>It is recommended that Cabinet:</p> <ol style="list-style-type: none"> 1) Note the contents of the report and the current forecast year end position. 2) Note that officers will work together to take action to reduce the overall projected General Fund deficit for 2024/25. <p>It is recommended that Cabinet seek approval from full Council:</p> <ol style="list-style-type: none"> 3) to include an addition to the revenue budget of £13,000 for an addition to existing Exacom software as laid out in paragraph 4.8.1 4) to include a permanent increase to the revenue budget of £34,000 for an additional member of staff in the Licensing Team as detailed in paragraphs 4.8.2 to 4.8.5. This will be funded from the ring-fenced licencing income. 5) to include an additional capital budget of £22,000 to complete the Cromer Offices LED lighting project. This is to be funded from the Net Zero Initiatives reserve as detailed in paragraph 5.4.2 6) to include an additional capital budget of £5,600 to pay the retention sum for the Crinkle Crankle Wall and that this is funded from the Major Projects Reserve as detailed in paragraph 5.4.3 7) to include an additional capital budget of £30,000 to rethatch the Collector's Cabin roof and that this is to be funded from the Asset Management reserve as detailed in paragraph 5.4.4 8) to include an additional capital budget of £23,400 to develop the customer services C3 software and is to be funded from the Development Plan reserve. as detailed in paragraph 5.4.5
Reasons for recommendations	To update members on the current budget monitoring position for the Council.

Background papers	
Wards affected	All
Cabinet member(s)	Cllr Lucy Shires
Contact Officer	Tina Stankley, Tina.stankley@north-norfolk.gov.uk

Links to key documents:	
Corporate Plan:	Budgets set to support the Corporate Plan objectives.
Medium Term Financial Strategy (MTFS)	Budget process in line with MTFS
Council Policies & Strategies	Service Budgets set in line with the council policies and strategies.

Corporate Governance:	
Is this a key decision	No
Has the public interest test been applied	Not an exempt item
Details of any previous decision(s) on this matter	N/A

1. Introduction and Executive Summary

- 1.1 This report sets out the General Fund Revenue Budget and Capital Programme forecast full year out turn position against the budget for 2024/25 as at 30 September 2024.
- 1.2 It should be noted that the presentation of this report (and future budget monitoring reports) has been changed. The focus will now be to concentrate on forecasting a year end position rather than looking at the actual position at a point in time. This new approach gives us a better understanding of where our pressures are and what the likely outturn position will be at the year end.

2. Revenue

- 2.1 The Council has an approved General Fund revised revenue budget of £22.456 million (Including Parish Precepts). This report provides a forecast of spending and income against budget for 2024/25.
- 2.2 The overall revenue budget forecast performance for the year as at 30 September 2024 is £23.257m against the budget of £22.456m which is a projected overspend of £0.801m on Net Operating Expenditure as shown in Table 1
- 2.3 The Base Budget which was approved by Full Council on 21 February 2024 has been updated to reflect approved budget movements and changes in the reporting structure where Customer Services has moved from the Resources Directorate to Corporate Leadership and Executive Support.

- 2.4 Where there are predicted savings related to expenditure items that are being funded from Reserves, the reserve position has been updated to reflect this.

2.5 Table 1: General Fund Summary

General Fund Summary Period 6 2024/25

Service Area	2024/25 Base Budget £000	2024/25 Revised Budget £000	2024/25 Full Year Forecast Period 6 £000	Period 6 Variance £000
Corporate Leadership/ Executive	576	533	348	(185)
Communities	11,530	11,387	11,300	(87)
Place and Climate Change	7,121	7,117	6,714	(402)
Resources	4,538	4,573	5,603	1,030
Savings to be Identified	(250)	0	0	0
Net Cost of Services	23,516	23,610	23,966	356
Parish Precepts	3,129	3,129	3,129	0
Capital Charges	(2,962)	(2,962)	(2,962)	0
Refcus	(762)	(762)	(762)	0
Interest Receivable	(1,865)	(1,865)	(1,420)	445
External Interest Paid	40	340	340	0
Revenue Financing for Capital:	210	210	210	0
Minimum Revenue Provision	488	488	488	0
IAS 19 Pension Adjustment	268	268	268	0
Net Operating Expenditure	22,062	22,456	23,257	801
Funded By				
Parish Precepts	(3,129)	(3,129)	(3,129)	0
Council Tax	(7,069)	(7,069)	(7,069)	0
Collection Fund Surplus	(108)	(108)	(108)	0
Retained Business Rates	(7,683)	(7,683)	(7,828)	(145)
New Homes bonus	(6)	(6)	(6)	0
Revenue Support Grant	(309)	(309)	(309)	0
3% Funding Guarantee	(1,231)	(1,231)	(1,231)	0
Rural Services Delivery Grant	(657)	(657)	(657)	0
Ctax Discount Grant	(52)	(52)	(52)	0
Services Grant	(23)	(23)	(23)	0
Income from Government Grant and Taxpayers	(20,266)	(20,266)	(20,411)	(145)
(Surplus)/Deficit	1,796	2,190	2,846	656
Contribution To/(From) Reserves	(1,796)	(2,190)	(1,851)	339
(Suplus)/Deficit Position	0	0	995	995

Forecast variance explanations

2.6 The full year forecast position is a net overspend of £0.356m. This is the net figure after adjusting for savings in staffing and professional fees, some of which were to be funded from reserves. Where these savings have occurred there has also been an equal adjustment made to the use of reserves so that we are now forecasting a use of reserves of £1.851m rather than the budgeted £2.190m i.e. a saving of £0.339m in the use of earmarked reserves. This is discussed in more detail in Section 6 below and at appendix D. The

salary pay award has just recently been agreed and has been considered when calculating the period 6 forecast figures.

- 2.7 Along with variances against service area budgets the forecast for investment income is now £0.400m less than originally budgeted for. This variance is explained in detail in Section 4 below.
- 2.8 The Council has received some windfall income i.e. £0.145m from the County Council which was from the Norfolk business rates pool prior years' surplus. This was not budgeted for and will be used to reduce the overall General Fund deficit.
- 2.9 The significant variances in this period 6 forecast are highlighted in paragraphs 2.7 to 2.13 below.
- 2.10 **Corporate Leadership/Executive Support** - £0.185m underspend. The main reasons are outlined below: -
- i. An underspend of £0.141m in Employee Costs related to reductions in contracted hours and having vacant posts where there has been staff turnover.
 - ii. Savings of £0.036m in printing and publication expenditure.
- 2.11 **Communities** - £0.087m underspend.
- i. An underspend of £0.071m in Employee Costs related to having vacant posts.
 - ii. Income for bulky waste has exceeded the budget expectation by £0.010m.
- 2.12 **Place and Climate Change** - £0.402m underspend due to the following: -
- i. An underspend of £0.422m in Employee Costs Employee Costs, £0.140m of which was being funded from reserves.
 - Reduction in contracted hours and unable to recruit to 2 vacant fixed term post in Environmental Strategy giving a saving of £0.060m.
 - There are several vacant posts in Development Management some of which are reserve funded giving a saving of £0.132m,
 - Vacant posts in Conservation, Design & Landscape giving a saving of £0.095m, which would have been funded from reserves.
 - Reduced contracted hours and savings for vacant post in Planning Policy giving a saving of £0.044m.
 - ii. There is an underspend of £0.177m in Supplies and Services due to
 - Slippage with the Local Plan has resulted in less expenditure on Professional Fees in the year than originally budgeted for. The expenditure would have been funded from earmarked reserves.
 - There is an underspend of £0.070m on a climate project within Environmental Sustainability which would have been from reserves.

- iii. There is a forecast shortfall in income of £0.160m
 - Planning Fee income is forecast to be £0.100m below the budget. There are fewer major applications being submitted than expected. With the new Local Plan not expected to be adopted until at least May 2025, the pipeline of new major housing sites is reducing and will be reliant on applications for schemes ahead of the Local Plan being adopted. However with a new government and new methodology for calculating housing land supply now in the public domain, the expectation is that housing numbers will increase, and this may increase speculative applications for which predicting fee income becomes more challenging.
 - Building control fee income is expected to be £0.060m below the revised budget due to the knock-on impact of reduced number of major planning schemes coming through.

2.13 **Resources** - £1.030m overspend due to: -

- i. A forecast overspend of £0.042m for Employee Costs which is due to paying for maternity cover along with some additional training and recruitment costs.
- ii. There is a small net underspend of £0.003m on premises costs that is made up of several larger offsetting amounts.
 - There is a £0.031m overspend on Public Conveniences costs due to hiring the Woo Loo facility in Weybourne.
 - There are additional utility costs of £0.011m.
 - There is a reduction in Business Rates of £0.014m.
 - Insurance Premiums are £0.027m less than was budgeted for.
- iii. There is a forecast overspend on Supplies and Services of £0.181m which is due to having Agency and Locum staff to cover vacant posts e.g. the Assistant Director in Finance and Chief Technical Accountant. However this will have been partly offset by savings in Employee costs for the vacant posts.
- iv. **Income** - £811k shortfall.
 - Based on the 2024/25 initial Housing Benefit subsidy claim submitted to the Department for Works and Pensions (DWP) the forecast shortfall in non-HRA subsidy is £0.65m for the year. This relates to the subsidy the Council can claim to cover the cost of temporary accommodation. For our own Temporary Accommodation (TA) properties the full housing costs can be reclaimed. However, for bed and breakfast accommodation the amount that can be reclaimed is capped at a maximum of £98.08 per week, but it may be less than this. The actual average cost of a placement is significantly higher than this and the Council must bear this cost.
 - A proposal to extend the Meadows Car Park extension was put forward to generate additional income. It was accepted and included in the approved budget for 2024/25. Since then there has been further consideration and thought given to other options for providing additional parking in the district. So the extension has been put on hold until all options have been explored further. Therefore the anticipated additional income of £79k will not be achieved.

- Whilst the work at the Rocket House takes place and the RNLI move out for the duration of this work the Council will not receive any contribution for service charges from the RNLI. This is forecast to be a £36k loss in income over the year.
- Due to void periods at one of the industrial units in North Walsham a full year income shortfall of £18k is forecast.

3. Performance against savings targets

3.1 To set a balanced budget for 2024/25 £0.975m of savings were identified and approved by Members in February 2024. Service Managers and Assistant Directors have provided an update on the progress being made in achieving these savings. Table 2 below summarises the forecast achievement of these savings at the year-end. A more detailed breakdown can be found in appendix A.

3.2 Table 2: Performance against £975k Savings Target

Directorate	Assistant Director	Base Budget Savings £'000s	Period 6 - full year forecast £'000s	Variance £'000s
Corporate	Corporate	49	49	0
Communities	Environment & Leisure	148	143	(5)
	People	235	235	0
Place & Climate Change	Sustainable Growth	43	43	0
	Planning	182	181	(1)
Resources	Legal and Governance	85	82	(3)
	Finance, Assets & Revenues	234	128	(106)
Total		976	861	(115)

3.3 The forecast is largely positive with all but £115k being achieved. The two main areas where the savings will not be achieved are for the income generated (£79k) with the extension to the Meadow car park mentioned at section 2.9 above. This will have an ongoing impact on the budget position. Additional income from advertising and concessions in areas such as the Pier and Car Parks (£20k) has not progressed as planned.

3.4 In addition to the identified savings of £975k included in the balanced budget a further £250k of unidentified savings was also included. £256k of service savings have now been identified and the P6 revised budget has been updated. Any savings identified above the required £250k (to date this amounts to £6k) will be transferred to the General reserve. Table 3 below provides members with a summary of those identified savings. Appendix B accompanying this report outlines in more detail how the savings to date have been achieved. It should be noted that £139k of these savings are recurring and so will help bridge the gap in future years.

3.5 Table 3: Progress against £250k Unidentified Savings Target

	Base Budget Savings £'000s	Pd 6 - savings identified £'000s	Transfer to General Fund £'000s
Savings to be identified	(250)		
Breakdown of savings achieved			
Corporate Directorate		(43)	
Environment & Leisure		(87)	
People		(56)	
Sustainable Growth		(5)	
Legal and Governance		(32)	
Finance, Assets & Revenues		(32)	
Total	(250)	(256)	(6)

4. **Non-Service Income and Expenditure**

Investment Interest

4.1 The 2024/25 investment interest budget is £1.866m. This budget was calculated based on the economic position in November 2023 (6% interest rates and average cash balances of £33.8m). Since then, the Monetary Policy Committee (of the Bank of England) has brought interest rates down again slightly as it was felt that the higher interest rates have achieved their purpose in bringing UK inflation back under control. However, this has had an adverse impact on the investment income the Council is achieving.

4.2 Currently the average interest rate being achieved is 5.37% on an average investment balance of £28.3m. It is expected that there will be a year-end shortfall of £445k, with anticipated earnings of £1.420m against the budget of £1.866m.

4.3 This shortfall is due to:

- Lower interest rates, which peaked at 5.25% instead of the forecast average of 6.00%, rates are currently at 5%. Rates are expected to continue to decline to 4.25% by the year-end.
- A lower investment balance, averaging £28.3m instead of the budgeted £33.80m. This is largely due to not having received the capital grants in advance of spending for the large coastal projects which was the expectation, and the FLASH project was put on hold prior to and following the General Election. The receipt of the £9m grant for this was built into the cashflow forecast but it has only just been confirmed again following the Budget on 30 October.

Borrowing Interest

4.4 The Council has previously approved borrowing to fund some of its capital projects, most notably for the Reef (c.£5m) and refuse freighters (c.£3m). Up until recently it has been able to “internally borrow” for these projects, saving on borrowing costs, but at the expense of investment income. It is prudent to do this as borrowing interest rates are always higher than investment interest

rates. This internally borrowed cash will at some point have to be replaced to bring the cash back to the level that it should be (an increase of £8m in cash for the above two projects), and this is when external long-term borrowing is taken.

- 4.5 During 2023/24 there was an increased requirement to borrow short-term to meet cashflow shortfalls. This ongoing shortfall is an indicator that longer term borrowing is required to replenish cash balances. Therefore a 13 month £5m loan at an interest rate of 5.39% was taken from the PWLB in March 2024.
- 4.6 At its meeting on 25 September 2024 full Council approved the use of the Treasury Management Reserve (£300k) to provide a budget for borrowing costs for 2024/25. There was a small budget of £40k so the total budget now stands at £0.340m. PWLB borrowing costs for the year will be £0.293m. Short-term borrowing costs as at Period 6 was £0.052m. Therefore allowing for some additional borrowing costs during the remainder of the year the anticipated overspend against the budget is around £100-£110k.
- 4.7 A budget will be included in the future to cover any borrowing costs the Council will incur.
- 4.8 There are two requests for approval to add additional budget the approved General Fund budget.
 - 4.8.1 The first is for an addition to the existing Exacom software which will enable officers to collate, use and manage effectively the increasingly large quantities of information and data we need to capture regarding Biodiversity Net Gain. The cost of this will be £13,000 and it is to be funded from the Delivery Plan Reserve. This will be recouped via a contribution of £4,350 from the additional income generated through the scheme being made back to Delivery Plan Reserve for 3 years to cover the cost.
 - 4.8.2 The second request is for an increase in the establishment. The Licensing team has seen a significant increase in work associated with taxis. In 2019/20 there were 41 new driver applications compared with 103 in 2023/2024. In 2019/20 there were 43 new vehicle applications compared with 220 in 2023/24. This significant increase in applications has had resourcing implications for the team.
 - 4.8.3 In providing the licensing function, the council, under the provisions of the Local Government Misc. Provisions Act 1976, is entitled to levy fees to recover the reasonable cost associated with:
 - recovering the costs of the issue and administration of drivers' licences
 - the inspection of vehicles for the purposes of determining whether any such licence should be granted or renewed
 - the provision of hackney carriage stands
 - any administrative or other costs in connection with the control and supervision of hackney carriage and private hire vehicles.
 - 4.8.4 Licensing income from these schemes must be ring-fenced, in that licensing fees and charges cannot be spent on other areas of council activity – even other areas of licensing business.
 - 4.8.5 It is therefore proposed to use the ring fenced fee income from taxi licensing to undertake some of the admin function of the team and recruit an additional Environmental Health Administrative Officer on a Grade 10. The budget

required for this will be £34k. However as stated above it will be met from the ring fenced income.

5. Capital

- 5.1 This section of the report presents the capital programme 2024/25 position, together with an updated capital programme for the financial years 2025/26 to 2029/30. Appendix C provides the details of the current position.
- 5.2 Actual Capital expenditure for 2024/25 as at period 6 was £14.8m compared to an updated full year capital budget of £37.8m. Officers have reported that progress on schemes is as expected, and that expenditure is forecast to be in line with the budgets at the year-end.
- 5.3 The large amount of remaining budget is due to the Council having multiple high-value projects in its capital programme in the current financial year. These are primarily funded by external grants and so this variance is not a concern to the Council's own internal financing of the capital programme.
- 5.4 The following adjustments will be made to the capital programme subject to approval by full Council at its meeting on 20 November 2024. These changes have all been reflected in Appendix C so that it shows what the approved capital programme will be if all the adjustments are approved.
- 5.4.1 The Cromer Coast Protection Scheme and Mundesley Coastal Management Scheme has been reprofiled to reflect when the expenditure is expected to be incurred during 2024/25 and 2025/26.
- 5.4.2 The Cromer Offices LED Lighting Programme has a budget of £89k to cover the cost of completing the works, however the tender prices for the works were all substantially higher. The lowest contract price was £111k, which has been accepted. Therefore an additional budget of £22k is requested. This is to be funded from the Net Zero Initiatives reserve.
- 5.4.3 The Crinkle Crinkle Wall project was completed in 2023/24 but there was a retention sum that wasn't accrued for at the year-end for £5,600. Therefore an additional budget of £5,600 is being requested to cover this expenditure and it will be funded from the Major Repairs Reserve.
- 5.4.4 The thatched roof on the Collector's Cabin needs to be replaced as it has come to the end of its life and there is now rainwater leaking through into the building. To retain our rental income for this building it needs to be well maintained. The estimated cost to thatch the roof is £30k however once quotes have been received it could be less. Therefore approval is sought to include this project in the Capital Programme and to fund the expenditure from the Asset Management Reserve.
- 5.4.5 The Council has used a system called Workbench, which is our workflow and online forms system. However it is no longer supported and so we need to replace it. The Council has an existing system called C3 which is the contact centre software used in Customer Services. The providers of C3 will work with the Council to develop this so that it can be rolled out across the council. The annual sum for this will be £3,300 but this will be contained within existing Customer Services budgets. However there will be initial one-off costs of £23,400 to develop to the C3 software to fulfil our requirements. This will be funded from the Delivery Plan reserve.

- 5.4.6 The Reserves Statement presented in this report does not include the use of the reserves as outlined above, but if approved then they will be adjusted.
- 5.4.7 There have been some minor amendments to the descriptions of some of the capital projects which will hopefully make it clearer to know what they are specifically covering. These are
- “Coastal Erosion Assistance” has been renamed to “Coastal Erosion Assistance (Grants)” to highlight how this project differs from the Coastwise scheme. This budget is to provide financial support the community in the event of unexpected damage caused by coastal erosion.
 - “Coastal Adaptations” has been renamed to “Coastal Adaptations (Cliff Protection)” to highlight how this project it differs from the other coastal schemes. This budget is for small-scale emergency coastal works on the cliffs.
 - “Community Housing Fund” has been renamed to “Community Housing Fund (Grants to Housing Providers)” to highlight how this project differs from the “Loans to Housing Providers” project.
- 5.4.8 It should be noted that the Public Conveniences Access Control project has been removed from the Capital Programme following the Business Planning meeting on the 7 October 2024.
- 5.4.9 The Cromer Offices Floor Power Boxes project has been removed from the Capital Programme following the Business Planning meeting on the 7 October 2024.

6 Reserves

- 6.1 The Council’s current reserve position is shown at appendix D. This position has been updated as part of preparing the forecast for 2024/25. The position has been updated to take account of capital financing slippage from 2023/24.
- 6.2 Where base budgets funded from reserves are underspent it has been anticipated that this saving will remain in the earmarked reserve and reallocated in the future. An adjustment of £339k has been made to earmarked reserves which offsets savings in the net cost of services. Where applicable this commitment has been moved to the 2025/26 financial year.
- 6.3 The Treasury Management Reserve has been updated to reflect the approved use of £300k. This was required to establish a budget for borrowing costs in 2024/25.
- 6.4 Savings of £256k have been identified against a target of £250k, the additional £6k has been allocated to the General Reserve to balance the budget.
- 6.5 The Major Projects reserve, Net Zero Initiatives reserve, Delivery Plan reserve and the Asset Management reserve have not been adjusted to reflect the use of the reserves as discussed in paragraphs 5.4.2 to 5.4.5.

7 Corporate Priorities

- 7.1 Corporate Plan objectives are supported by the Council’s allocated budgets.

8 Financial and Resource Implications

- 8.1 This report is financial in nature and financial implications are included within the content of the report.

9 Legal Implications

None as a direct consequence of this report

10 Risks

- 10.1 The detail within section 2 of the report highlights the more significant variances including those that are estimated to result in a full year impact.
- 10.2 The estimated outturn will continue to be monitored during the year.

11 Net Zero Target

None as a direct consequence of this report

12 Equality and Diversity

None as a direct consequence of this report

13 Community Safety Issues

None as a direct consequence of this report

14 Conclusion and Recommendations

- 14.1 The revenue budget is showing an estimated full year overspend for the current financial year of £0.995m. The overall financial position continues to be closely monitored.
- 14.2 The Council will continue to take steps to reduce the forecast deficit for the year by looking to make further savings and reallocate resources within the current budget as the reserves are already under pressure and only represent a one-off source of funding, which is not sustainable in the medium term. The Council will need to use other reserves to meet any in year deficit and to balance the budget.
- 14.3 There are two recommendations seeking full Council approval for additions to the revenue budget as laid out in paragraph 4.8.
- 14.4 There are several recommendations seeking full Council approval for additions to the capital budget as laid out in paragraph 5.4.2 to 5.4.5.

Medium Term Financial Strategy*

2024/25 to 2027/28

North Norfolk District Council

*Subject to update following the budget announcements on 30 October 2024.

Executive Summary

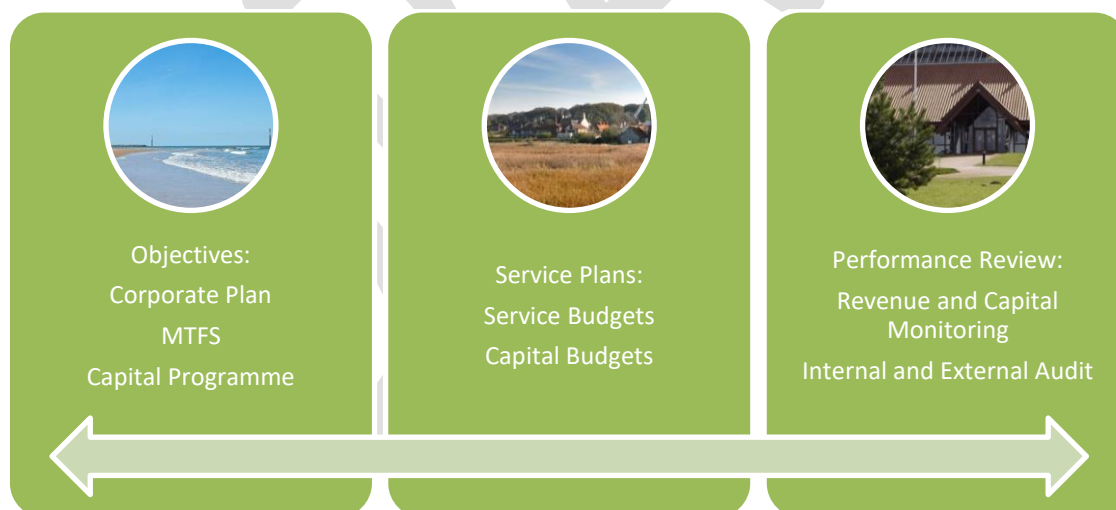
North Norfolk District Council's Medium Term Financial Strategy (MTFS) is a strategic document that supports the delivery of the Corporate Plan. The MTFS sets out how Council's priorities will be achieved by setting out the framework within which resources are available to the Council over the medium term and the financial challenges facing the Council in terms of future funding gaps.

The MTFS aims to:

- provide a high-level assessment of the resources available and outlines the projections for the following four financial years (beyond the current year);
- refresh the financial projections taking into account a number of local and national factors. These will include known spending pressures and commitments, along with forecast future funding reductions and the impact of the national economic outlook;
- provide preparatory work for the following year's budget;
- explore the demands on the capital programme both in terms of ambition and resources along with the impact on the revenue account and reserve levels held by the Council;
- address the sustainability of the Council's financial position.

The MTFS is fundamentally linked to the Corporate Plan, a summary of which can be found at: <https://www.north-norfolk.gov.uk/media/9394/corporate-plan-2023-to-2027.pdf>

The following diagram provides an overview of the financial processes undertaken by the Council to ensure value for money for the tax payers.



The Council is currently projecting a deficit position for the coming years. Forecasting the deficit allows the Council time to plan mitigating actions more effectively, meaning they are more likely to be successful. This strategy will explore some of the Council's plans for addressing this deficit.

Contents

1. Context
2. National Pressures
3. Local Pressures
4. Inflation
5. Funding changes
6. Income
7. Looking forward
8. Closing the budget gap

Tables and Charts

Chart 1: Inflation forecast

Chart 2: Settlement Funding Assessment

Chart 3: Funding Sources

Chart 4: Funding from Business Rates Retention

Chart 5: Council Tax Shares

Chart 6: Fee & Charges Income

Chart 7: Reserves Balances as at 1 April 2024

Chart 8: Projected Reserve Balances to 1 April 2028

Chart 9: Impact on overall deficit projections as a result of inflation movements

Chart 10: The impact of effective interest rates earned on investment on the Deficit position

Chart 11: The level of projected grant funding expected to be received.

Table 1: General Fund Summary 2024/25 – 2027/28

Table 2: Reserves

Table 3: Capital Programme

Appendix 1: General Fund Summary

Appendix 2: Reserve Statement

Appendix 3: Capital programme

1. Context

The population of North Norfolk is gradually increasing, with residents living longer. There is a higher than average number of residents migrating into the district, particularly in the 50-64 years age group as people retire to the area. When compared to county and regional averages, there are far more over 55 year olds proportionately that live in North Norfolk; this puts pressure on services such as Adult Social Care in the district.

North Norfolk has a fairly low index of deprivation score, but is higher than the Norfolk and East of England averages. Areas of deprivation often require higher levels of service provision and are a budget pressure for both NNDC and the County Council. Barriers to housing services and living environment are the highest deprived domains within North Norfolk and these are increasing in deprivation.

The strongest business sectors in the district are:

- Accommodation and food services
- Manufacturing
- Arts, entertainment and recreation
- Retail

There is a higher than average number of micro-businesses in North Norfolk and this trend is increasing. This area has a lower than average number of new business start-ups. The Council offers support for its small businesses through Business Rates relief schemes.

North Norfolk has proportionally more residential property sales than the East of England average, with house prices higher than the County average. The unaffordability of houses and number of second homes is proportionally higher in North Norfolk and is on the increase. The high number of second homes particularly increases the burden on Council services, as well as affecting the sense of community in individual areas with a high number of second homes.

A large part of the North Norfolk economy is dependent on tourism and travel to the area, with the Council itself benefiting directly from tourism in the form of car parking income. Visitor trips to North Norfolk are increasing, with July, August and December being the most popular months for tourists. Overall, visitors spend and the numbers of jobs in the tourism sector are increasing.

2. National Pressures

Some financial pressures are driven nationally and are beyond the control of the Council and may come about due to policy directions or new legislation from Central Government. Some of these which act NNDC are shown below.

National Pay Review

The discussions on pay come at a time whereby other public sectors have negotiated pay deals with junior doctors agreeing a 22.3% increase in pay over two years, alongside teachers who have negotiated a 5.5% pay increase. NHS Nurses have recently been awarded a 5.5% pay increase.

For Local Government Specifically, the 2022/23 and for 2023/24 pay awards have been given as a flat rate increase for all NJC staff at £1,925 per annum for, giving an average increase of around 5% for each year. The pay award for 2024/25 was agreed with the Unions on 23 October 2024 of a flat rate increase of £1,290 for Grade 12 – Grade 5, with an 2.5% increase for Grade 4 – Grade 1.

Interest rates

Interest rates fluctuate based on several factors, driven primarily by economic conditions, Bank of England policies, and market dynamics

The current Bank of England base rate, as of October 2024, stands at 5%, following a series of significant rate increases throughout the past 4 years peaking at 5.25% in August 2023 aimed at controlling inflation. The Bank of England base rate was reduced to 5% in August 2024. These changes in rates have impacted the Council's investment strategy, as investment income remains a crucial source of revenue derived from the investment of reserves and surplus funds, including the timing of daily cash inflows and outflows.

While the higher interest rates have improved returns on investments, the cost of borrowing has increased, therefore meaning that any borrowing either short term to cover potential shortfalls in cash flows, or longer-term borrowing which may be sort to cover larger projects becomes more expensive. Therefore, requiring careful consideration in the current interest rate environment.

3. Local Pressures

Local Economic changes

NNDC derives significant sums of income from fees and charges for services such as car parking and planning. These will be affected by factors outside the Council's control, such as the weather, consumer confidence and the general health of the economy.

Coastal Erosion & Environmental considerations

North Norfolk's coastline is vulnerable to erosion and the impacts of climate change. Protecting coastal areas and managing flood risks is a growing priority that requires significant investment. The council must also address the environmental sustainability of its services, which includes reducing carbon emissions. Grants are sought where possible for such coastal schemes.

Local Council Tax Support Schemes (LCTS)

The LCTS scheme was implemented in April 2013 as a replacement to Council Tax Benefit. This change was part of wider welfare reforms to reduce expenditure, giving responsibility of the replacement scheme to Local Councils. LCTS schemes should encourage people into work and be based on the ability to pay. Previously the Council Tax Benefit scheme was 100% funded through subsidy paid to the Council from the Department for Work and Pensions (DWP).

From April 2013 each billing authority was given the discretion to set their own scheme, although at the outset the government did stipulate that the scheme would not change the 100% maximum support for low-income pensioners i.e. they would receive the same level of support as they did under the system of Council Tax Benefit. Funding for LCTS is no longer received as a separate subsidy grant but is now within the overall Local Government Funding system as non ring-fenced funding within the Revenue Support Grant (RSG) and baseline funding level. The local scheme (for North Norfolk) has remained the same since the introduction of LCTS in 2013/14. The local scheme means that those of working age previously entitled to 100% maximum council tax benefit are required to pay a maximum of 8.5% of their council tax liability.

The Council Tax Support Working Group are currently meeting to consider the options for the LCTS for 2025/26. The Council will need to review options going forward to ensure this remains a cost effective, affordable scheme. There is currently a live consultation on this revised scheme - a report will be presented to members shortly regarding this matter.

4. Inflation

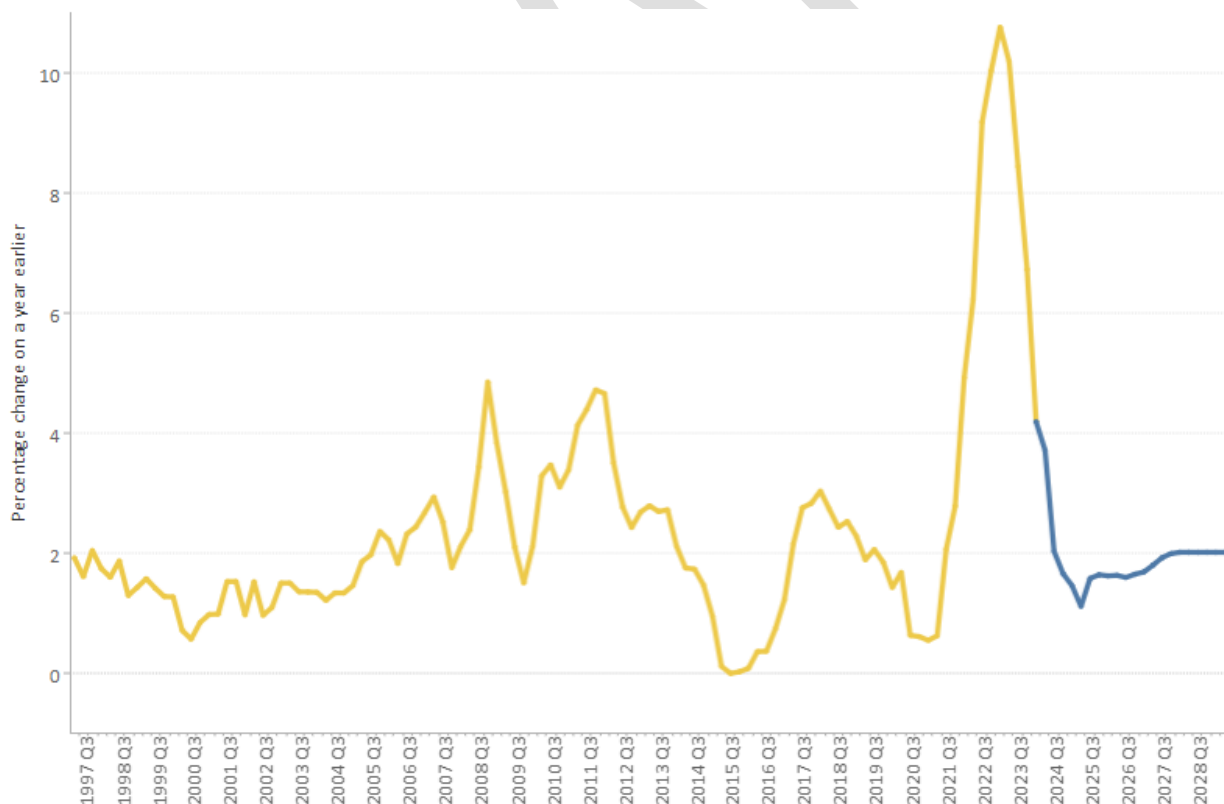
Inflation is the rate at which the prices for goods and services that the Council buys are expected to rise. At the end of September, Consumer Price Index (CPI) inflation was at 1.7%, largely in line with the Government's target rate of 2%

Inflation in recent years has been particularly volatile. Inflation peaked at 11.1% in October 2022. This spike was driven largely by global supply chain disruptions, surging energy costs attributable to geopolitical tensions, and the economic recovery following the COVID-19 pandemic. The Bank of England Monetary Policy Committee has been altering the base rate to bring inflation back to the Government 2% target. Since the peak of inflation, it has slowly been brought back under control with the latest CPI inflation in September 2024 being 1.7% suggesting that further changes to the base rates are imminent. Please refer to Chart 1 for the inflation forecasts for the upcoming period to Q3 2028.

General prices and contracts – There are also some areas and contracts, such as the waste contract, which use different indices to calculate annual increases, and these are taken account of where appropriate.

Income (fees and charges) – In recent years budgets for fees and charges have included a percentage increase reflecting the rate of inflation at the time, unless there have been specific reasons for higher or lower increases or alternatively the Council is not able to influence them.

Chart 1 – Inflation Forecast 2024/25 onwards (source OBR)



Source: ONS, OBR

5. Funding changes

Local Government is currently going through a significant period of change in terms of the way it is funded and the way the funding elements are to be calculated for the future.

Settlement Funding

The Local Government funding settlement is issued each year by the Ministry of Housing, Communities and Local Government (MHCLG) and for NNDC comprises several elements. These include Revenue Support Grant, New Homes Bonus, Baseline Funding Level (via the Business Rates Retention Scheme), Council Tax and Rural Services Delivery Grant.

Revenue Support Grant is not ring-fenced grant and can be spent on services at NNDC's discretion. Based on the current financial projections it is currently showing negative revenue support grant. This occurs when a local authority is deemed to have enough local resources (e.g., from council tax or business rates) that, according to the funding formula, it would no longer require any Revenue Support Grant.

Rather than requiring authorities to pay money back, the government has traditionally intervened to "cancel out" the effect of Negative Revenue Support Grant, meaning authorities with negative amounts are held at a zero level of Revenue Support Grant instead of being asked to return funds.

The total amount of settlement funding is anticipated to drop, as detailed below and is summarised below in Chart 2. Chart 3 shows the change in total funding sources, including Council Tax.

Spending Review/Fair Funding Review

There are two large projects currently being carried out, a review of the business rates systems, and the fair funding review, both of which have been delayed for a number of years.

Business rate reform is also something being discussed with the potential resetting of the baseline, which would have a significant adverse effect potentially amounting to £2m - £3m less income per annum.

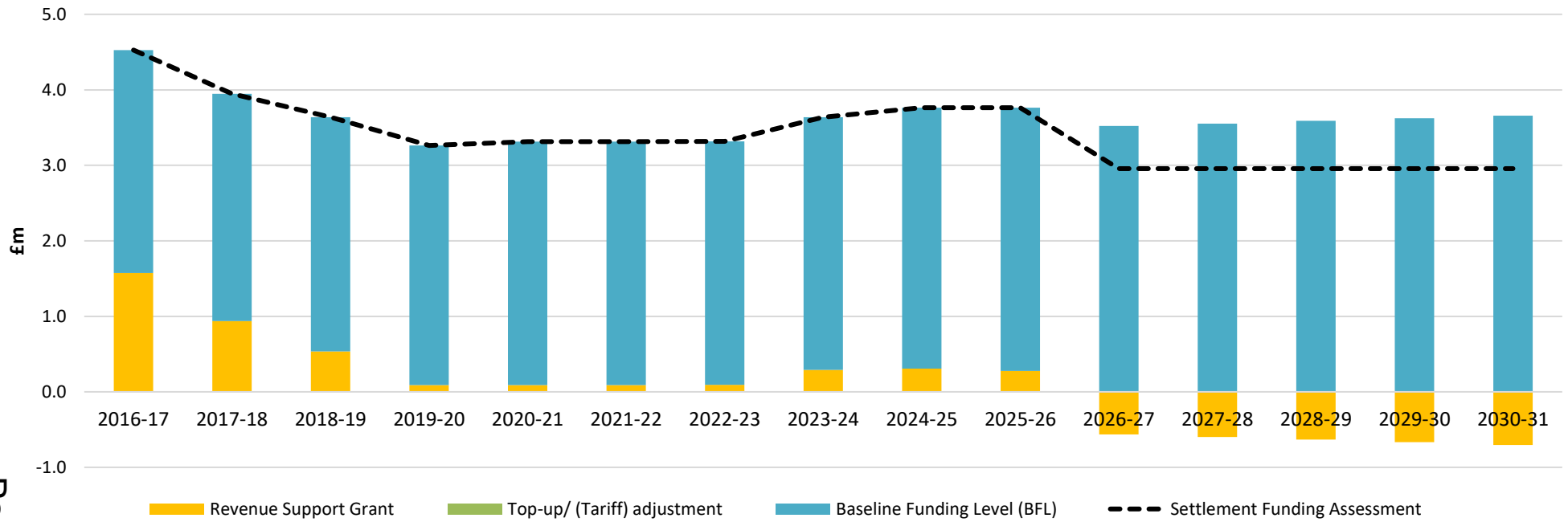
There are a number of projects currently being carried out by MHCLG which have the potential to have a large and unpredictable impact on the Council's finances. The Fair Funding Review is looking at refreshing the data and formulas that sit behind funding allocations for Local Authorities from Central Government. This has not been done since 2011, so even simply refreshing the data would potentially cause large shifts in funding between Councils.

The current crisis in social care funding is likely to mean that more money is channelled towards Authorities with social care responsibilities (such as the County) and away from Authorities such as NNDC. The Fair Funding Review will look again at what drives a Council's need to spend, what resources they can raise locally and create new funding allocations for each authority. Updates on this review, and the consequential financial implications are eagerly awaited from the new Government, who have stated their intention of progressing with the Fair Funding Review, and intention of including multi-year settlements as a part of that process.

The overall amount of funding available for allocation will be governed by the Spending Review, which will effectively decide how much money each Central Government department will have available to spend. Both of these reviews represent significant risk to NNDC's balanced budget position and are being monitored closely by officers.

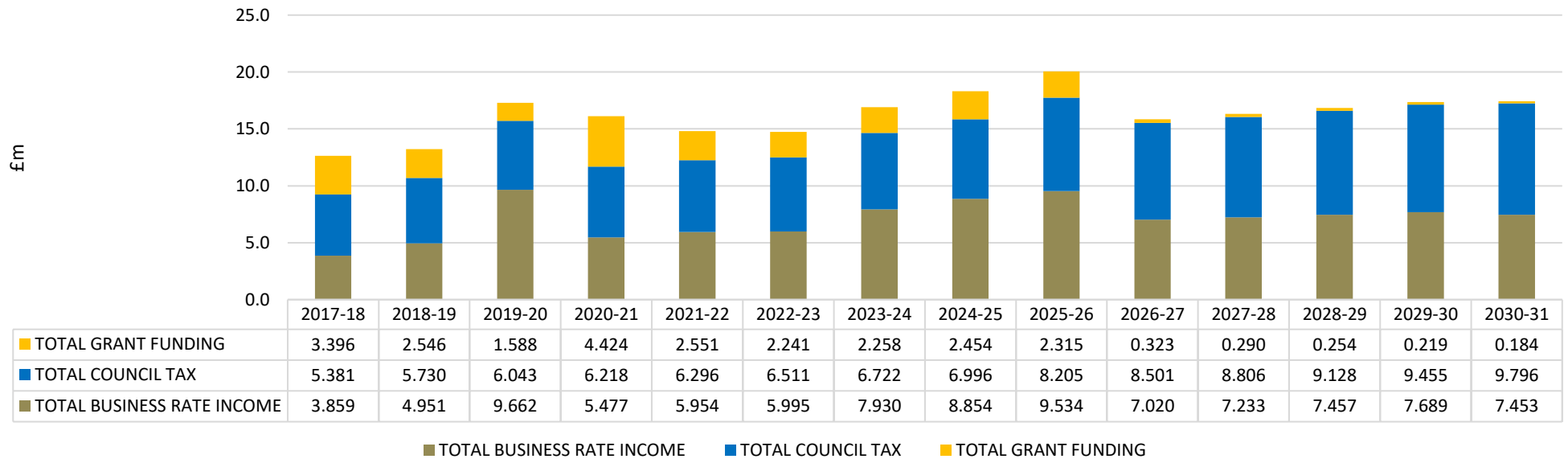
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Chart 2 - Settlement Funding Assessment, Revenue Support Grant and Baseline Funding Level



Page 78

Chart 3 - Sources of Funding



6. Income

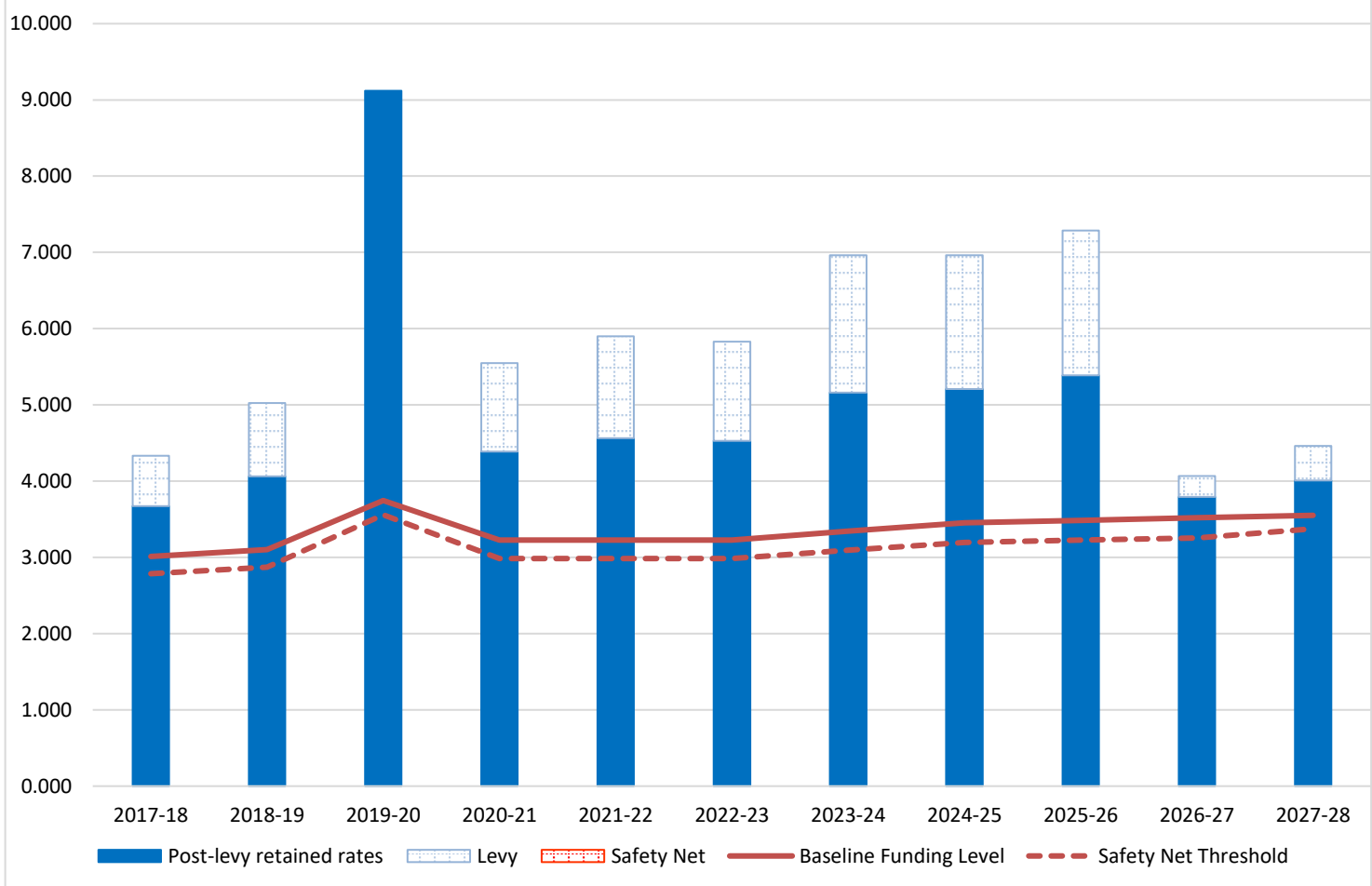
The Council derives a limited and reducing amount of funding from Central Government, with the main sources of income now being locally raised taxes, fees and charges and specific grants. This section explains more about how the Council is funded and how this is expected to change over the coming years.

Business Rates Retention

Since the 2013/14 financial year, local government has been able to retain 50% of the growth in the local business rates income to support services. As part of a manifesto commitment, the Government had pledged to allow Councils more control locally over their finances, and as part of this began to plan for an eventual system of 100% local retention of business rates growth. In exchange for this, Councils would have to forgo certain grants received from Central Government.

The income from the current system is shared on the basis of 50% being returned to Central Government, 40% being retained by NNDC with 10% going to the County. However, while technically NNDC's share is projected to be around £15.9m, after the tariff payment is made the net income to NNDC reduces to around £5.4m for 2025/26. Chart 4 shows the anticipated funding for the Council from the Business Rates Retention Scheme.

Chart 4 - Funding from Business Rates (post-levy/ safety net)



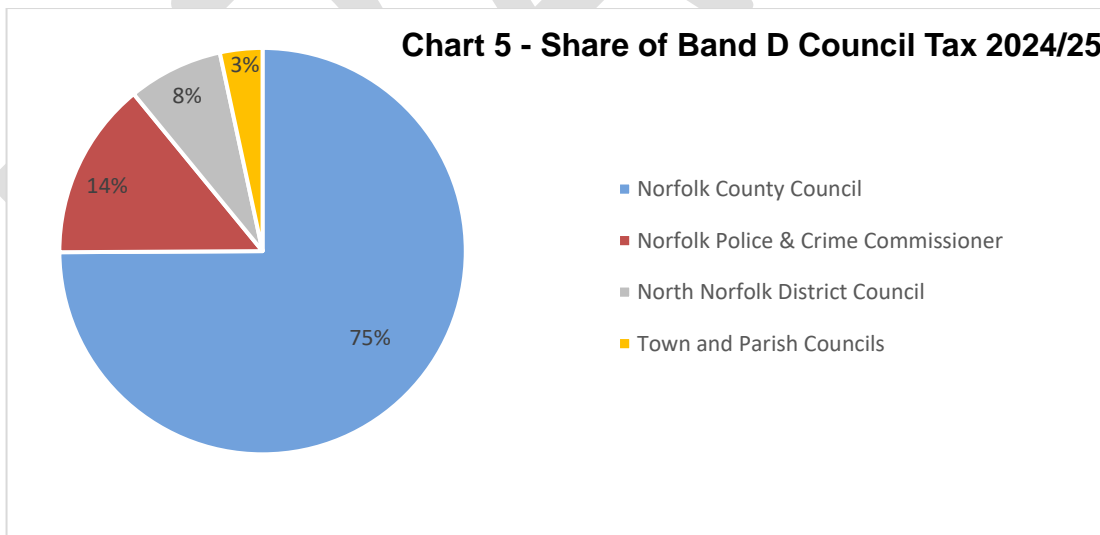
New Homes Bonus

The New Homes Bonus (NHB) was introduced in 2011/12 as an incentive and reward mechanism to promote housing growth. Councils receive payment for new houses built in the district and also long term empty properties that have been brought back into use with 80% kept by NNDC and 20% returned to the County. Since its initial introduction the payment mechanism has undergone two fundamental changes which have significantly impacted on the income received by NNDC.

The first was the transition from payments rolled up over a 6 year period up to 2016/17 (for which the Council received £2.1m, to 5 years in 2017/18 to the new ‘floor’ of 4 years from 2018/19 onwards. The second was in 2017/18 when a national baseline of 0.4% (based on property numbers within the district) was introduced. The combined effect of these two changes is forecast has seen income drastically decrease from the highest point in 2016/17 of £2.1m to only £31k in 2023/24, further falling to a budgeted £5.6k in 2024/25. The level we receive depends upon the number of houses brought back into use alongside the number of new developments – this is an area that the current Government are looking to review.

Council Tax

NNDC is the billing authority for the district of North Norfolk. This means that NNDC send out the Council Tax bills to residents and collect the Council Tax, but most of this is then distributed to the County Council and Norfolk Police Authority with a further element then going to town and parishes councils.



The charge on a Band D property which is retained by NNDC is currently £168.57. Any increases on this amount are restricted by a cap put in place by the Government, which means that NNDC cannot increase its precept by more than 3% or £5, whichever is the greater. The Government is currently consulting on this, but the current view is that this cap will remain the same for the coming year. Within the MTFS, it has been assumed that NNDC will increase its precept annually by the maximum amount to partly offset the reduction in grant funding from Central Government.

Fees and charges

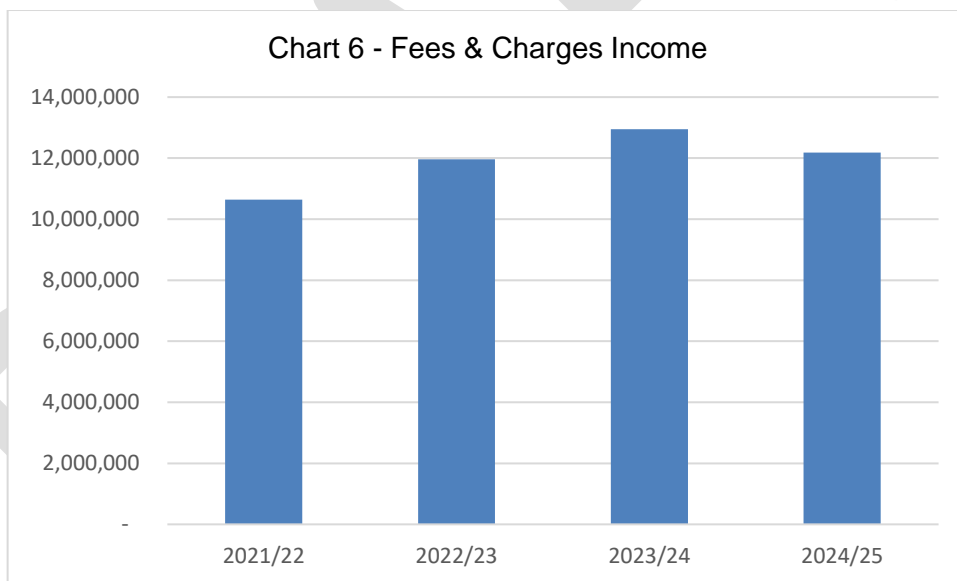
The Council generates income through various fees and charges for services provided to residents and businesses. These charges help fund essential services and maintain financial sustainability. The way these fees are determined can vary, with some being set by central government and others by the Council themselves. Additionally, some services have specific rules around how any profit or surplus is managed.

Typically fees and charges regulated by Central Government include the fee structures in place for planning applications and licencing fees, whereby any increases in such fees are within limits set by Central Government.

Other fees and charges are determined by local councils based on local priorities, needs, and economic conditions. Examples of such fees include leisure services and parking fees.

Ring fencing also exists for specific areas regarding any surplus generated through the fees and income, meaning that it can only be used in the specific area it was generated. This mechanism of Ring-fencing ensures transparency and accountability, ensuring that residents see a direct benefit from the fees they are charged.

Chart 6 below shows the actual income received for the years 2021/22 – 2023/24, alongside the budgetted income for 2024/25.



7. Looking forward

In the context of these pressures and reduced funding, the Council has produced a forecast for spend for Capital and Revenue purposes and also anticipated use of Reserves

General Fund

The General Fund shows how much the services provided by the Council cost the taxpayer, and how much funding is required from other sources.

This General Fund Summary is as presented and approved on 21 February 2024.

Table 1: General Fund Summary 2024/25 – 2027/28

	2024/25 Base Budget £	2025/26 Projection £	2026/27 Projection £	2027/28 Projection £
Net Operating Expenditure	22,062,303	21,934,464	22,471,738	23,255,185
Contributions to/(from) Earmarked Reserves:	(1,796,456)	(189,330)	(3,053)	7,707
Amount to be met from Government Grant and Local Taxpayers	20,265,847	21,745,134	22,468,685	23,262,892
Income from Government Grant and Taxpayers	(20,265,847)	(19,898,824)	(19,476,542)	(19,941,455)
(Surplus)/Deficit	-	1,846,310	2,992,143	3,321,437

Reserves

The Council holds a number of 'useable' reserves both for revenue and capital purposes which fall within one of the following categories:

- General Reserve
- Earmarked Reserves
- Capital Receipts Reserve

The General Reserve is held for two main purposes:

- to provide a working balance to help cushion the impact of uneven cashflows and avoid temporary borrowing
- a contingency to help cushion the impact of unexpected events or emergencies

As part of setting the budget each year the adequacy of all reserves is assessed along with the optimum level of general reserve that an authority should hold. The optimum level of

the general reserve takes into account a risk assessment of the budget and the context within which it has been prepared.

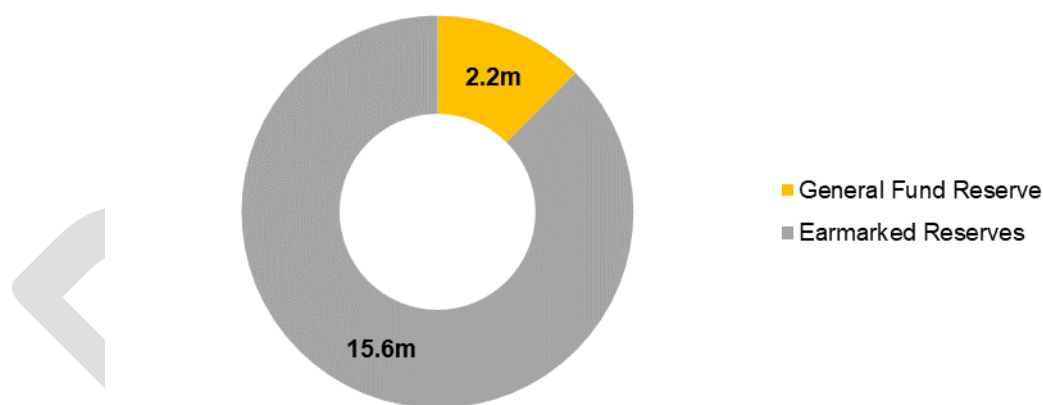
Earmarked Reserves provide a means of building up funds to meet known or predicted liabilities and are typically used to set aside sums for major schemes, such as capital developments or asset purchases, or to fund restructurings. A number of contingency reserves are also held by the Council to reduce the impact on Council Taxpayers of future uncertain events such as business rate appeals or clawback of benefit subsidy.

All reserves, general and earmarked, will be reviewed over the coming months as part of setting the budget for 2025/26, with a view that where commitments have not been identified and funds or reserve balances are no longer required these are re-allocated to specific reserves to address other requirements as applicable.

Use of reserves to balance a budget provides only a short term solution as the funds can only be used once. They can however be used to smooth the impact of funding gaps over the short to medium term and to allow for planning and implementing projects and work streams that will deliver a longer term financial benefit through reduced costs and/or additional income.

Chart 7 – Reserves Balances as at 1 April 2024

Reserve Balances at 1 April 2024

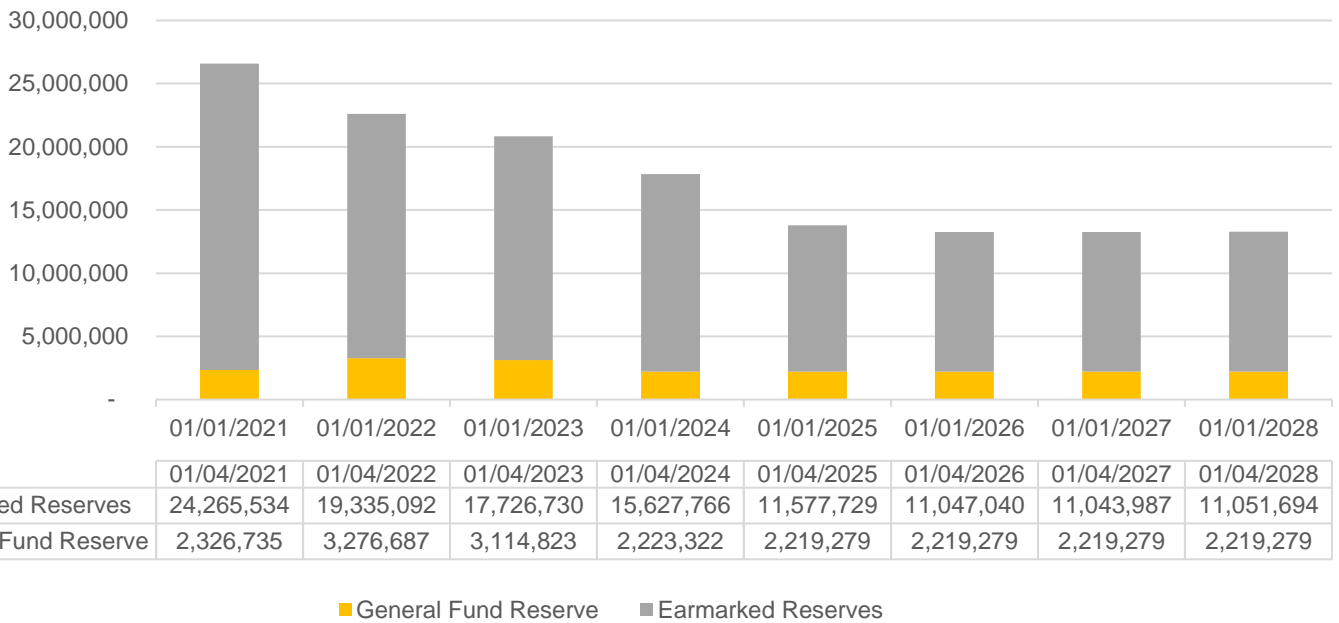


There are currently 26 earmarked reserves alongside the General Fund Reserve. The names and individual details of these earmarked reserves can be found in Appendix 2.

Similarly, reserves can be used to fund one-off costs for projects that will deliver a longer-term benefit. For example the use of the Restructuring and Invest to Save reserve to fund one-off restructuring costs, where a restructuring will deliver a longer term saving for a service and for some of the implementation and project costs for the Business Transformation programme that will deliver future savings. The use of reserves in this way will be considered as part of the full business case for individual project proposals, taking into account the payback period of the project along with indirect financial implications, for example, reduced balances available for investment and the associated loss of investment income.

The Capital receipts Reserve consists of capital receipts from the disposal of assets and land and is used to fund the capital programme. Capital receipts can not ordinarily be used to fund revenue expenditure.

Chart 8 - Projected Reserve Balances to 1 April 2028



The above projection with Chart 8 predicts a fall in the levels of Reserves held from £17.85m to £13.27m by April 2028.

Forward Looking Assumptions

Assumptions play a critical role in the development of a local council’s Medium Term Financial Strategy. The assumptions made about future income, expenditure, inflation, and service demand directly affect the accuracy of forecasts and budgets. If assumptions are overly optimistic or fail to account for potential risks, the council could face significant financial shortfalls, while overly conservative assumptions might lead to under-utilisation of resources or unnecessary service cuts.

Some of the key forward-looking assumptions involve the following:

- **Inflation** – Inflation assumptions affect the costs of delivering services and are essential when forecasting salaries, contracts, and procurement costs. If inflation rises higher than forecasted, costs could outpace available funding.
- **Interest rates** – The Council invests when there is surplus cash, the returns on these investments are typically linked to interest rates. When interest rates are low, the Council earns less on their investments, reducing the income that can support service delivery. When interest rates rise, the cost of servicing debt increases, which can reduce the funds available for other services if borrowing is sought.

- **Government Funding** – A major factor for the Council is the assumption around future government grants and funding levels. Central government funding can fluctuate due to changes in national policy or funding formulas. Councils need to carefully project how much they can expect to receive, especially when funding levels are uncertain.
- **Service Demands** – If demand increases due to demographic changes or social factors, councils will need to allocate more resources, impacting their budgets. Incorrectly predicting demand can lead to underfunding or over-provision of services.

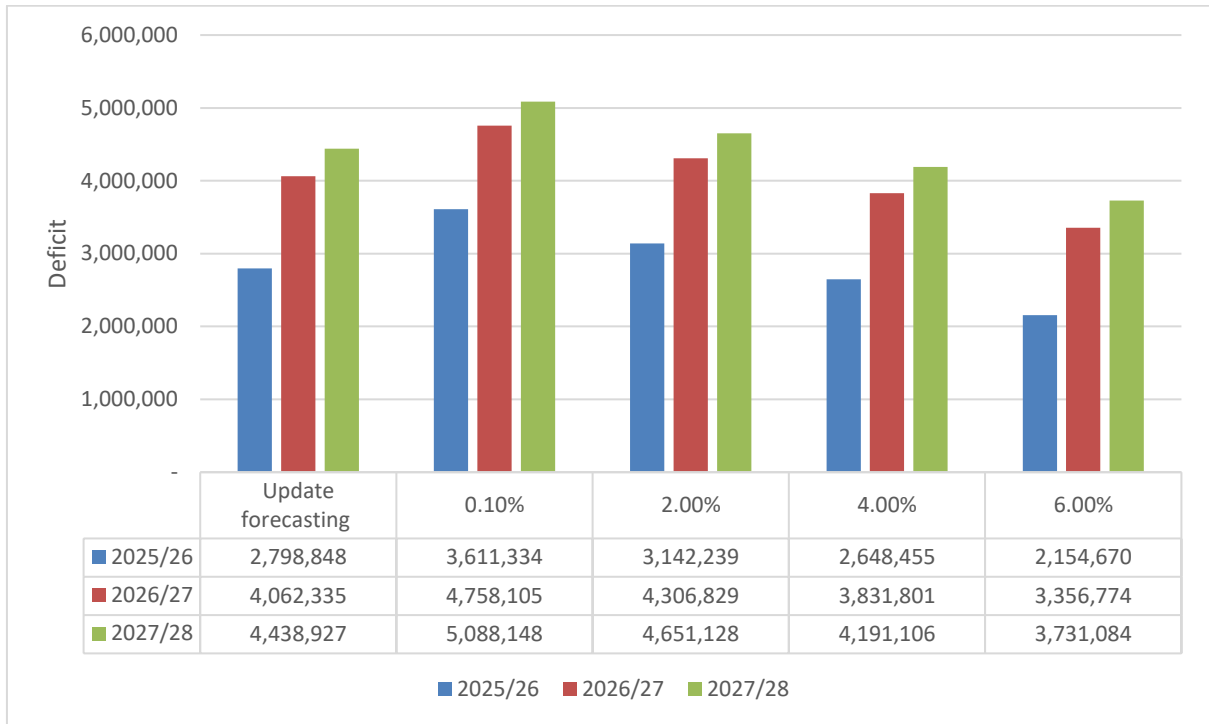
Inflation rates have been turbulent since 2021. To demonstrate how these variances have the potential to impact the projections Chart 9 below shows the impact of inflation on the overall surplus/deficit position at various increments; 2%, 4%, 6%, 8% alongside the current budget and projection as approved by the Council.

Chart 9 - Impact on overall deficit projections from inflation movements



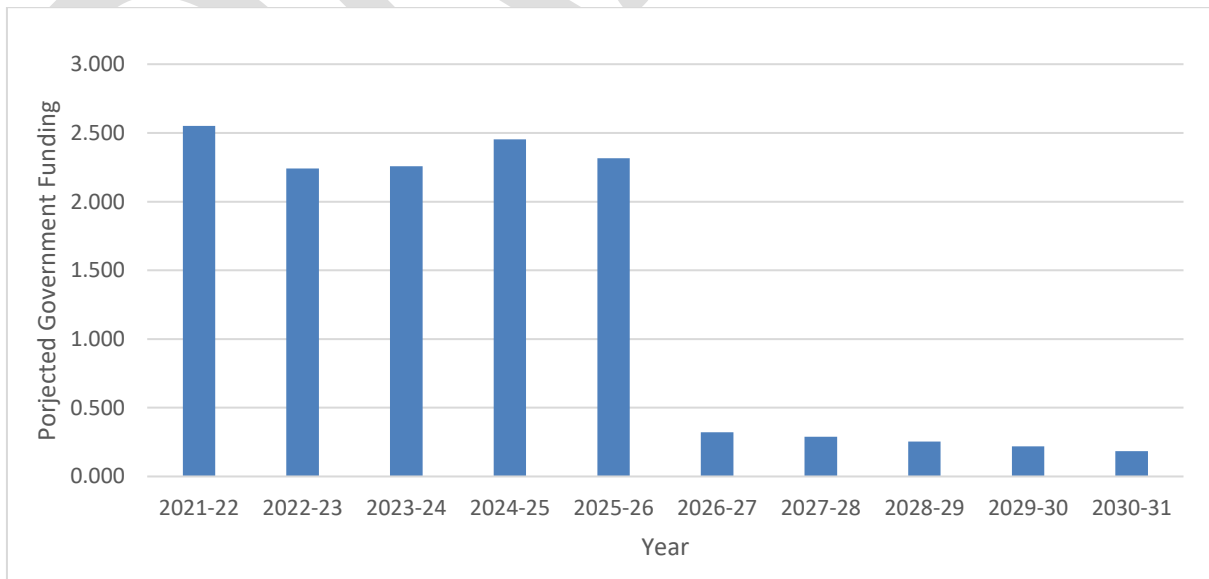
Interest rates have increasing since the beginning of 2022 until it stabilised for a 12-month period at 5.25%, recently have reduced to 5%. Interest is linked to inflation with the Bank of England base rate often set as an attempt to control inflation. As demonstrated in Chart 10 inflation is beginning to settle towards the target set by Central Government, therefore meaning drops in the base rates could be reasonably expected. However, there is scope for interest rates decreases to be held, or for subsequent rises should the economic environment not improve as forecasted. Chart 10 demonstrates the impact of effective return on investments rates on the overall surplus/deficit position at various increments; 0.1%, 2%, 4%, 6%, alongside an updated forecast based on latest interest rate projections.

Chart 10: The impact of effective interest rates earned on investment on the Deficit position



The future of government funding remains uncertain and is inherently difficult to predict with a complete rework of the system possible, with all Councils eagerly awaiting further news from the recently elected Government regarding any funding reviews considering the financial turmoil faced by many Councils across the country. However, to demonstrate the sensitivity of this in relation to the projections Chart 11 below shows the expected levels of government funding currently projected to be received, assuming that the fair funding review proceeds in the 2026/27 year.

Chart 11: The level of projected grant funding expected to be received.



Capital

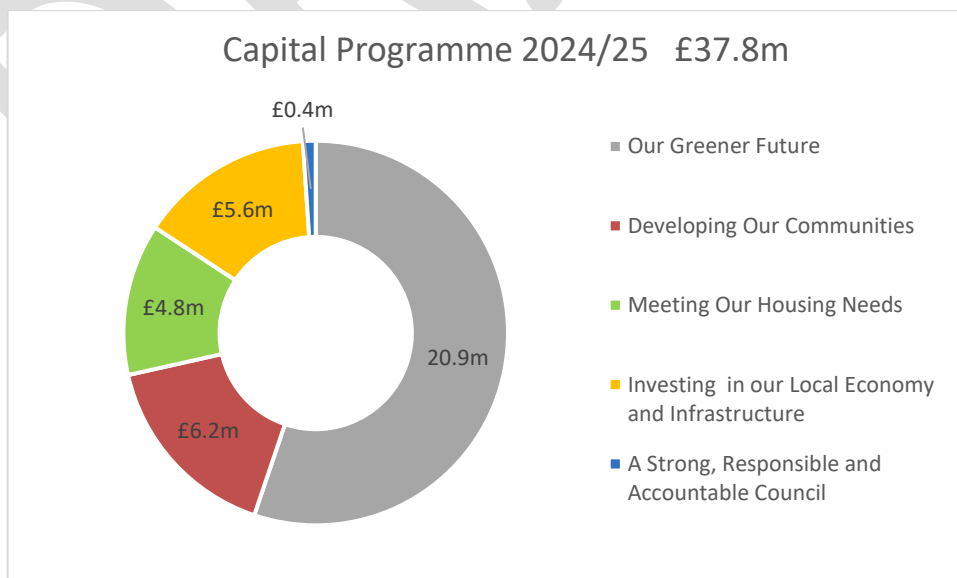
The capital programme shows what the Council intends to spend on purchasing new assets and improving its existing ones over the next three years.

As capital expenditure is incurred, a source of finance must be identified. This can be done through capital receipts, grants and other revenue resources or alternatively through borrowing.

Any expenditure that is financed through borrowing increases the Council's 'Capital Financing Requirement' (CFR). Each year a revenue charge called the Minimum Revenue Provision (MRP) is made to reflect the funding of the CFR by the taxpayer, it is required to be set aside to cover the repayment of debt caused by the need to borrow for capital purposes. As the need to borrow increases, the CFR and MRP also increase. If the Council has sufficient cash resources to meet the expenditure, it will not be necessary to borrow externally and cash balances can be used to cover the expenditure. This is referred to as 'internal borrowing' and attracts an MRP charge in the same way that external borrowing does.

New projects, which are included in the programme in the future, will need to be financed by MRP if no capital resources such as capital grants or capital receipts from future asset sales are available. Alternatively existing revenue reserves could be used to finance these projects through a revenue contribution to capital (RCCO) which would avoid the need to make an MRP charge.

Future external borrowing is assumed to finance a portion of the Sheringham Leisure Centre replacement project and could also be used to finance future capital projects. Short-term borrowing rates are currently very low, meaning it may be preferable to undertaking long-term borrowing at the current time.



8. Closing the Budget gap

The Council's strategy for reducing the budget gap covers several work streams as outlined below.

Property Investment and Asset Commercialisation

Opportunities for investment in property, whether direct or indirect, are being considered to achieve either a direct income stream from the asset or improved returns on investment.

Opportunities for the most efficient utilisation of the Council's assets and maximising returns where appropriate are vital. Indirect property investments via treasury instruments, such as the purchase of pooled property funds, can potentially provide a return in terms of a regular income and growth in the value of the investment. Under the Treasury Management Strategy, the Council has made investments in a number of pooled funds which invest in property. One of these funds, the LAMIT Pooled Property Fund, invests exclusively in various property assets with the aim of achieving a regular income and growth in the value of the investment. In addition to these investments, the Council has agreed to provide capital expenditure loans to registered providers of social housing to facilitate the delivery of housing in the district, along with achieving an income return on its investment. The Council can choose to use its capital resources to finance a programme of asset commercialisation which aims to deliver long-term revenue streams for the Council and work on an ongoing basis is required to identify the most appropriate projects. This strategy of direct property investment can ensure a secondary benefit to the district as it is possible to generate an economic growth benefit when the investment is located in North Norfolk. This is; however, more resource intensive to manage than externalising these investments.

Service reviews

Service reviews often reveal areas where costs can be reduced without severely impacting service quality. For example, a review might uncover inefficient processes, opportunities for automation. Service reviews may find through reviews that alternative models - such as partnerships, outsourcing, or shared services with neighbouring authorities - could deliver the same or even improved services at lower costs.

Savings Proposals

Service managers across the Council have been asked to provide savings proposals, these are currently being received and will be considered as part of the budget setting process.

Generating additional income

Generating additional income through services like car parks and waste collection can provide a steady revenue stream that helps close the Council's budget gap reducing the impact on services the Council provides.

Cessation of non-economically viable non statutory services

One of the approaches to addressing the budget gap is the cessation of non-economically viable non-statutory services. Non-statutory services - those not legally required by government mandates - are often valued by communities but can significantly strain the

Council's budget, especially when they operate at a financial loss. By carefully assessing which services are both non-statutory and non-viable economically, the council can make informed decisions about which offerings to discontinue or reduce.

This process typically involves a detailed cost-benefit analysis to identify services that may be underutilised, duplicative, or unsustainable without substantial subsidy. Redirecting funds from these services allows the council to prioritise statutory and essential functions.

Reduce level of statutory services

Investigating the standard of statutory services provided offers an opportunity to identify where levels of service can be adjusted while still meeting the essential needs of the community. By reviewing current service standards, the council can pinpoint areas where delivery might be scaled back without compromising basic requirements. For instance, reducing the frequency of certain services, such as routine maintenance.

Shared Services, collaboration and selling services

Creating efficiencies through shared services continues to be a priority for central government. Identifying such opportunities must therefore continue at a local level, ensuring that realistic and deliverable benefits can be achieved. This could include joint procurement opportunities such as the new banking contract, shared service delivery where appropriate and selling services.

Council Tax

In the current funding environment, increasing council tax has become an important consideration for maintaining essential services amidst rising costs and budget constraints. Reduced central government funding, combined with inflationary pressures on service delivery, has intensified the need for councils to generate more local revenue. An increase in council tax can provide the council with the necessary funds to bridge budget gaps, ensuring that statutory services and vital community support are maintained at an acceptable standard.

Alongside this the increased flexibilities around council tax discounts provides a further potential income stream. There is currently a review ongoing and recommendations on the level of council tax discounts will be reported for approval as part of the budget reports for 2025/26.

New opportunities

Given the current uncertainties around issues such as changes to the Local Government funding mechanisms it will be essential to identify new opportunities to either increase income, increase efficiency through the redesign of services, explore new partnership models for service delivery etc and this will be one of the main challenges over the medium term.

While the Council's reserves do provide some level of comfort over the short term and could be used to address budget deficits this is not a sustainable financial strategy for the medium to long term.

Appendix 1 – General Fund Summary – As presented to full council

Service Area	2023/24 Base Budget £	2023/24 Updated Base Budget £	2024/25 Base Budget £	2025/26 Projection £	2026/27 Projection £	2027/28 Projection £
Corporate Leadership/ Executive Support	484,705	525,720	406,877	435,410	447,048	459,189
Communities	11,834,134	11,733,424	11,530,421	11,998,954	12,406,133	12,857,050
Place and Climate Change	6,509,032	6,500,859	7,121,376	6,606,105	6,577,614	6,721,991
Resources	5,518,103	5,518,103	4,707,483	4,560,815	4,693,816	4,855,348
Savings to be Identified	-	-	(250,000)	-	-	-
Net Cost of Services	24,345,974	24,278,106	23,516,157	23,601,283	24,124,610	24,893,579
Parish Precepts	2,875,207	2,875,207	3,129,194	3,129,194	3,129,194	3,129,194
Capital Charges	(2,456,953)	(2,456,953)	(2,962,374)	(2,962,374)	(2,962,374)	(2,962,374)
Refcus	(1,677,167)	(1,677,167)	(761,647)	(761,647)	(761,647)	(761,647)
Interest Receivable	(1,533,436)	(1,533,436)	(1,865,172)	(1,865,172)	(1,865,172)	(1,865,172)
External Interest Paid	-	-	40,285	23,880	23,880	23,880
Revenue Financing for Capital:	710,000	3,757,578	210,000	-	-	-
Minimum Revenue Provision	330,000	330,000	487,860	501,300	515,247	529,725
IAS 19 Pension Adjustment	265,496	265,496	268,000	268,000	268,000	268,000
Net Operating Expenditure	22,859,121	25,838,831	22,062,303	21,934,464	22,471,738	23,255,185
Contributions to/(from) Earmarked Reserves:	2023/24 Base Budget	2023/24 Updated Base Budget	2024/25 Base Budget	2025/26 Projection	2026/27 Projection	2027/28 Projection
Capital Projects Reserve	(400,000)	(400,000)	-	-	-	-
Asset Management	-	(405,564)	(120,000)	-	-	-
Benefits	(111,305)	(111,305)	(46,622)	-	-	-
Building Control	(81,866)	(89,690)	(122,542)	(11,883)	-	-

Business Rates Reserve	(1,278,267)	(1,278,268)	(18,000)	(18,000)	(18,000)	(18,000)
Coast Protection	-	(134,003)	(265,738)	-	-	-
Communities	(275,000)	(275,000)	(131,550)	-	-	-
Delivery Plan	(1,289,412)	(2,472,360)	(451,894)	(159,764)	(10,000)	(10,000)
Economic Development & Tourism	(44,800)	(44,800)	(10,000)	(10,000)	(10,000)	(10,000)
Elections	(100,000)	(133,015)	60,000	60,000	60,000	60,000
Enforcement Board	-	-	-	-	-	-
Environmental Health	(16,000)	(34,372)	(40,000)	-	-	-
Grants	-	(304,784)	(77,969)	(44,410)	(19,780)	(9,020)
Housing	(555,898)	(1,257,875)	(128,318)	(55,273)	(55,273)	(55,273)
Land Charges	-	-	(89,100)	-	-	-
Legal	(31,745)	(31,745)	(36,000)	-	-	-
Major Repairs Reserve	-	(341,223)	(50,000)	-	-	-
New Homes Bonus Reserve	(178,000)	(48,000)	(150,000)	-	-	-
Organisational Development	(42,742)	(42,742)	(26,123)	-	-	-
Planning Revenue	(148,965)	(128,965)	(37,300)	50,000	50,000	50,000
Restructuring/Invest to save	-	-	(45,456)	-	-	-
Contribution to/(from) the General Reserve	(356,461)	(356,460)	(9,844)	-	-	-
Amount to be met from Government Grant and Local Taxpayers	17,948,660	17,948,660	20,265,847	21,745,134	22,468,685	23,262,892

Funding	2023/24 Base Budget	2023/24 Updated Budget	2024/25 Base Budget	2025/26 Projection	2026/27 Projection	2027/28 Projection
Parish Precepts	(2,875,207)	(2,875,207)	(3,129,194)	(3,129,194)	(3,129,194)	(3,129,194)
Council Tax	(6,738,797)	(6,738,797)	(7,068,941)	(7,309,692)	(7,583,998)	(7,868,911)
Collection Fund Surplus	-	-	(108,332)	-	-	-
Retained Business Rates	(6,315,000)	(6,315,000)	(7,683,000)	(7,683,000)	(7,683,000)	(7,863,000)
New Homes bonus	(31,080)	(31,080)	(5,600)	-	-	-
Revenue Support Grant	(102,462)	(102,462)	(309,046)	(325,048)	(325,048)	(325,048)
Funding Guarantee	(974,416)	(974,416)	(1,230,666)	(700,273)	-	-

Rural Services Delivery Grant	(567,386)	(567,386)	(656,974)	(567,386)	(567,386)	(567,386)
LCTS Admin Grant	(136,747)	(136,747)	-	-	-	-
Ctax Discount Grant	(50,074)	(50,074)	(51,576)	(52,608)	(53,660)	(53,660)
Lower Tier Services Grant	-	-	-	-	-	-
Services Grant	(130,442)	(130,442)	(22,518)	(131,623)	(134,256)	(134,256)
Business rates Levy Surplus	(27,049)	(27,049)	-	-	-	-
Income from Government Grant and Taxpayers	(17,948,660)	(17,948,660)	(20,265,847)	(19,898,824)	(19,476,542)	(19,941,455)
(Surplus)/Deficit	-	-	-	1,846,310	2,992,143	3,321,437

Appendix 2 – Projected Reserve Movements

Reserve	Balance 01/04/24	Updated Movement 2024/25	Forecast Balance 01/04/25	Budgeted Movement 2025/26	Balance 01/04/26	Budgeted Movement 2026/27	Balance 01/04/27	Budgeted Movement 2027/28	Balance 01/04/28
	£	£	£	£	£	£	£	£	£
General Fund - General Reserve	2,223,322	(4,043)	2,219,279	-	2,219,279	-	2,219,279	-	2,219,279
<u>Earmarked Reserves:</u>			-						
Capital Projects	555,618	(555,618)	-	-	-	-	-	-	-
Asset Management	633,544	(248,186)	385,358	-	385,358	-	385,358	-	385,358
Benefits	725,822	(46,622)	679,200	-	679,200	-	679,200	-	679,200
Building Control	145,799	(110,542)	35,257	(23,883)	11,374	-	11,374	-	11,374

Business Rates	1,784,591	(18,000)	1,766,591	(18,000)	1,748,591	(18,000)	1,730,591	(18,000)	1,712,591
Coast Protection	241,534	(265,738)	(24,204)	-	(24,204)	-	(24,204)	-	(24,204)
Communities	300,491	(131,550)	168,941	-	168,941	-	168,941	-	168,941
Delivery Plan	2,221,101	(1,600,718)	620,383	(401,509)	218,874	(10,000)	208,874	(10,000)	198,874
Economic Development and Regeneration	178,326	(12,250)	166,076	(10,000)	156,076	(10,000)	146,076	(10,000)	136,076
Election Reserve	63,000	60,000	123,000	60,000	183,000	60,000	243,000	60,000	303,000
Enforcement Works	45,962	-	45,962	-	45,962	-	45,962	-	45,962
Environmental Health	1,152,018	(572,426)	579,592	-	579,592	-	579,592	-	579,592
Environment Reserve	150,000	-	150,000	-	150,000	-	150,000	-	150,000

Grants	2,686,696	(77,969)	2,608,727	(44,410)	2,564,317	(19,780)	2,544,537	(9,020)	2,535,517
Housing	1,422,448	(356,479)	1,065,969	(55,273)	1,010,696	(55,273)	955,423	(55,273)	900,150
Innovation Fund	-	532,426	532,426	-	532,426	-	532,426	-	532,426
Land Charges	339,152	(89,100)	250,052	-	250,052	-	250,052	-	250,052
Legal	88,914	(36,000)	52,914	-	52,914	-	52,914	-	52,914
Major Repairs Reserve	767,979	(50,000)	717,979	-	717,979	-	717,979	-	717,979
Net Zero Initiatives	471,857	-	471,857	-	471,857	-	471,857	-	471,857
New Homes Bonus (NHB)	146,149	(62,386)	83,763	(87,614)	(3,851)	-	(3,851)	-	(3,851)
Organisational Development	112,221	(26,123)	86,098	-	86,098	-	86,098	-	86,098
Pathfinder	89,566	-	89,566	-	89,566	-	89,566	-	89,566

Planning	287,926	(37,300)	250,626	50,000	300,626	50,000	350,626	50,000	400,626
Restructuring & Invest to Save Proposals	717,051	(45,456)	671,595	-	671,595	-	671,595	-	671,595
Treasury	300,000	(300,000)	-	-	-	-	-	-	-
Total Reserves	17,851,087	(4,054,080)	13,797,008	(530,689)	13,266,319	(3,053)	13,263,266	7,707	13,270,973

Appendix 3 – Capital Programme 2024/25 and beyond

Corporate Priority	Current Budget 2024/25 £	Forecast Expenditure 2024/25	Updated Budget 2025/26 £	Updated Budget 2026/27 £	Updated Budget 2027/28 £
Our Greener Future	20,875,958	10,998,538	6,440,051	6,697,712	300,000
Developing our Communities	6,173,416	5,589,956	8,209,000	-	-
Meeting our Housing Need	4,827,670	3,549,777	1,300,000	1,300,000	1,000,000
Investing in our Local Economy and Infrastructure	5,551,787	2,510,002	210,000	60,000	-
A Strong, Responsible and Accountable Council	404,219	404,219	162,000	60,000	-
Total Expenditure	37,833,050	23,052,492	16,321,051	8,117,712	1,300,000
Grants and Contributions	28,101,069		14,373,328	7,447,712	1,000,000
Reserves	2,352,670		718,723	-	-
Capital Receipts	3,539,929		712,000	610,000	300,000
Internal / External Borrowing	3,839,382		517,000	60,000	-
Total Funding	37,833,050		16,321,051	8,117,712	1,300,000

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Fees & Charges 2025/26	
Executive Summary	This report recommends the fees and charges for the financial year 2025-26 that will come into effect from 1 April 2025.
Options considered.	Alternatives for the individual service fees and charges proposed have been considered by service managers as part of the process of creating this report.
Consultation(s)	Portfolio Holder Director of Resources/S151 Officer Budget Managers
Recommendations	That Cabinet agree and recommend to full Council: <ul style="list-style-type: none"> • The fees and charges from 1 April 2025 as included in Appendix A. • That delegated authority be given to the Section 151 Officer, in consultation with the Portfolio Holder for Finance and relevant Directors/Assistant Director to agree the fees and charges not included within Appendix A as required (outlined within the report).
Reasons for recommendations	To approve the Council's proposed fees and charges for 2025/26.
Background papers	Fees & Charges 2024/25 report (Full Council – 20 February 2024)

Wards affected	All
Cabinet member(s)	Cllr Lucy Shires
Contact Officer	Tina Stankley, Section 151 Officer

Links to key documents:	
Corporate Plan:	This report helps to ensure that the Council is financially sound by setting charges for external services, adequately reimbursing the costs of delivering the Council's services and generating extra income where appropriate.
Medium Term Financial Strategy (MTFS)	This report includes opportunities that service managers have identified to generate extra income from within their current operations.
Council Policies & Strategies	N/A

Corporate Governance:	
Is this a key decision	Yes
Has the public interest test been applied	Not an exempt item
Details of any previous decision(s) on this matter	Current approvals on Fees & Charges 2024/25 report (Full Council – 20 February 2024)

1. Purpose of the report

- 1.1 This report recommends the fees and charges the Council issue for the financial year 2025-26 that will come into effect on 1 April 2025. It is requested that Cabinet review these and then recommend approval to Full Council.
- 1.2 Cabinet is also asked to agree that delegated authority be given to the Section 151 Officer, in consultation with the Portfolio Holder for Finance and relevant Director/Assistant Director to agree the fees and charges not included within Appendix A.

2. Introduction & Background

- 2.1 The setting of the fees and charges for the next financial year forms part of the annual budget setting process. The reasons for presenting the fees and charges for approval ahead of the detailed budget report is to provide enough time for the service areas to make changes/issue notification letters to the public before the beginning of the new financial year.
- 2.2 This earlier setting also allows opportunity for income budgets to be updated and included in the new financial year's budget report, along with any forecasted impact in future year's budget projections.

3. Fees & Charges 2025/26

- 3.1 Fees and charges proposals for 2025/26 have been circulated by the Finance Team and reviewed by the relevant budget manager so that income budgets can be updated as part of the annual budget setting process. The proposal is to increase fees and charges by 2% (rounded to the nearest 10p or £1) in line with inflationary costs. Appendix A provides the detail of the proposed 2025/26 charges to come into effect on 1 April 2025.
- 3.2 Fees are increased by one of following dependent upon what they are:
 - By inflation increases to cover the inflationary increases in costs of providing the service.
 - Statutory increases which are set by central government e.g. planning fees and election charges.
 - Fee increases which must be set on a cost recovery basis e.g. land charges, building control and the majority of our locally set licencing fees.

3.3 **Elections**

These fees related to the delivery of elections and disclosure of information from the register of electors. These are all statutory (set by central government). There have been no changes from the 2024/25 fees.

3.4 **Communications**

These fees relate to filming costs when external bodies request the use of a Council asset (such as the Cromer Pier).

These have been reviewed and increased where demand has been higher. Fees are charged based on the size of the filming activity (number of cast/crew). An additional fee is charged if the operation requests exclusive use of a Council asset for filming.

However, the fees given are only indicative as the Communications team reserve the right to individually assess large scale filming operations to ensure that no cost will be incurred by the taxpayer for any private filming.

3.5 **Customer Services & ICT**

The Customer Services team only provide one direct service that comes with a cost, foreign pension verifications. This is a statutory service which the Council is required to provide.

The Council provides external photocopying services to Parish Councils, Local Businesses, and not-for-profit organisations upon request. This service currently generates around £4,000 a year for the Council in addition to the normal reprographics function.

These fees have been reviewed by the service manager to ensure that the Council is charging at a rate that generates income whilst keeping the service affordable for its customers. Costs for large plot printing have been increased for 2025/26 above inflation to recover the rising material costs to produce larger documents. Printing fees are set by the Council at its own discretion.

3.6 **Leisure**

The Holt Country Park team have continued to sell firewood in the local area by advertising at the park/on social media whenever required forestry works have resulted in tree felling. Following significant interest from the public in buying firewood during 2024/25, the charge has been increased above the recommended inflation rate by 4%. This fee is set by the Council at its own discretion.

School visit fees have also been increased above the rate of inflation to ensure that the service is recharging for staff costs. This service is primarily aimed at helping schools as opposed to generating a profit, but the increased fee will ensure that all costs are covered.

The Council facilitates open-air market days at Sheringham (Saturday's) and Cromer (Friday's) all year round, with an additional day on Wednesday's during the Spring/Summer months at Sheringham.

These fees are set by the Council at its own discretion with the aim to charge a competitive rate, ensuring the Council generates income whilst attracting tourists to two popular areas in the district.

There is not yet a proposed increase for these charges for 2025/26, the service manager will undertake a separate exercise in the future to determine the most appropriate rates for pitch fees. It is requested that this decision be delegated to officers.

3.7 **Legal**

The Council offers multiple legal services as outlined in Appendix A, a set fee is not declared for these services and customers are charged depending on the skill level of Solicitor required to handle the case. The legal team operates on a cost-recovery basis and does generate a net income to the Council.

3.8 **Environmental Health**

The Environmental Health team have undertaken a large benchmarking exercise (comparing North Norfolk's charges to other Norfolk Authorities) to identify areas where fees are below those set by other Norfolk authorities. Other fees for services provided have also been reviewed to make sure charges accurately reflect the costs to deliver services and have been increased by the rate of inflation to ensure adequate cost recovery.

Waste collection fees have not published in this report. This is because the full costs to the Council to deliver these services for 2025/26 are not known yet. It is quite a complex set of fees and charges to calculate, and we need to be closer to the 2024/25 year end to use more actual data. This will ensure that the fees set for the service can be calculated to fully cover the costs of providing the service. It is requested that the setting of these fees is delegated to the Director of Resources/S151 officer once the service areas are more certain of future costs. This is a statutory service of the Council that it must operate.

Environmental service charges that have been increased above the rate of inflation following the benchmarking exercise have been summarised below:

Garden bin collection fees have been increased above the rate of inflation for 2025/26. This is a discretionary service that the Council provides which generates a significant amount of income. The benchmarking exercise identified that the fees were low compared with other local authorities, and so these have been set at the average charge for the area and increasing income generation for the Council, whilst still providing value for money for customers. There is still a higher charge for non-direct debit arrangements to account for the extra administration fee to arrange billing.

Commercial services are a statutory function of the Council, the fee is determined on a full cost recovery basis and so has been increased either by/above the rate of inflation to match the cost in service delivery. Larger fees have been benchmarked against other local authorities resulting in larger increases for the forthcoming financial year.

Private water supply charges are a statutory function of the Council, the fee is determined on a cost recovery basis. All fees have been increased by the rate of inflation which has allowed for appropriate cost recovery.

Housing Act Notices and HMO licences fees are a statutory function of the Council. Fees have all been increased to equal the statutory fees set by the Government.

Environmental Protection fees and Fixed Penalty Notice fees are a statutory function of the Council. The fees are set at the statutory levels which have not increased for 2025/26.

Taxi Licencing fees are a statutory function of the Council, fees have all been increased by the rate of inflation to allow for appropriate cost recovery. There is a cap on the maximum fee, but the Council has not reached this limit yet.

As a caveat, it is noted from the Assistant Director of Environmental Health & Leisure that a Taxi Licensing fee review is scheduled to be undertaken by the team to assess if taxi licensing fees should be increased above the current levels. Any increase must be evidenced to show that it is proportionate in line with the officer time costs to deliver the service. This review will be taken to the Licencing Committee and Full Council once completed.

Most other licencing fees are a statutory function of the Council, so fees have remained the same as there has been no increase in the statutory limits. The Council is currently charging the highest fee allowed.

There are a small number of licencing fees (other than taxi licences which are mentioned above) where the charge can be set by the Council, albeit there is a cap on the maximum fee. This includes skin piercing premises, scrap metal dealers, adult entertainment venues and street trading consents. The fees for these venues have been increased by inflation to allow for cost recovery. There are a few exceptions; skin piercing, scrap metal collector 3-year licences and the fee to reissue a licence, these have been increased above the rate of inflation following benchmarking with other local authorities, which showed that our fees were below other authorities' fees.

3.9 **Planning**

Planning services are a statutory function of the Council and so the fees are determined at a national level by Government legislation.

The Town and Country Planning (fees for applications, deemed applications, requests and site visits) 2023 regulations introduced an automatic annual increase to the nationally set planning fees. This means that increases in planning fees will be announced before 1 of April 2025 by central government to allow for inflationary increases in the service.

The Council fees will increase the statutory planning fees when they are announced.

As part of the Planning Service Improvement Plan and audit recommendations, a new pre-application advice service has been developed. This was reported to Development Committee in August 2024 who supported the proposals. The new service options and fee structure is shown in Appendix A for approval by Full Council.

A revised fee structure has also been proposed for the street numbering scheme, with an increased price for single developments, but a larger saving for large-plot developments,

Revised fees have also been proposed for Land Charges services as CON 29 enquiry fees have now been split between commercial and residential fees.

It is requested that the planning charges be approved with a start date earlier than 1 April 2025 as the Planning department would like to start using the new fee structure at the earliest convenience. It is requested that a start date of 2 January 2025 is approved for the new pre-application charges.

3.10 **Estates**

The fees for the professional estates services have been increased by the rate of inflation to remain competitive. The only exception is the annual licence charge for a table (with maximum 4 chairs) which has been increased above the inflationary rate to £100.

For chalets and beach huts, it has been determined that the current prices are still appropriate with the current level of demand. The winter season prices for both have been increased as bookings for these have continued to be popular as with prior years.

A new fee has been introduced for Mundesley beach huts to be hired in the Spring season for up to six weeks, this is anticipated to generate extra income in the lead up to the busy summer season.

3.11 **Car Parks**

The proposed increases for Car park charges are being presented to Members in a separate report. The report details all the options for increases and recommends to full Council the increased charges to be implemented from 1 April 2025.

3.12 **External Facilities**

Please note, Council facilities operated by an external contractor (for example sports centres) are excluded from this report as the Council has no discretion on the setting of these fees.

4. **Corporate Priorities**

- 4.1 Corporate Plan objectives are supported by the Council's allocated budgets, the Fees & Charges report will directly support the Council's budget setting 2025/26 report.

5. **Financial and Resource Implications**

Inflationary increases in fees and charges are required to meet the increased costs that the Council is facing. Without these increases the Council may have to consider making additional savings in service delivery to meet the shortfall in the Council's budget for 2025/26 and future years.

Comments from the S151 Officer

An annual review of the Council's fees and charges takes place to ensure that we cover the costs of providing services. The additional income generated is included in the budgets and is an integral part in setting a balanced budget for the coming year.

6. Legal Implications

Any Fee described as statutory is set at a higher than District government level, the Council does not have the power to impose a higher fee.

Comments from the Monitoring Officer

Fees and charges are set annually and are an important aspect of income to the Council and part of the budget setting process. The proposed fees and charges are brought in sufficient time to allow service areas to notify our customers and put mechanisms in place. Some are statutory amounts over which the Council may have no discretion, but some allow the Council to reflect the work and experience involved in delivering services.

7. Risks

For demand led services, there is a risk that demand will fall, and the actual income received will fall short of the budgeted income. To mitigate this risk when producing income budgets assumptions will be made around the level of income to be achieved which will be based on the best estimates calculated by services managers and the finance team working together.

8. Net Zero Target

None as a direct consequence of this report.

9. Equality, Diversity & Inclusion

None as a direct consequence of this report.

10. Community Safety issues

None as a direct consequence of this report.

11. Conclusion and Recommendations

This report makes recommendations for the fees and charges that will come into effect on 1 April 2025. These are considered as part of the Council's service's income budgets that will be included within the details 2025/26 budget when it is presented for recommendation and approval.

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Appendix A - Fees and Charges - 2025/26

The following pages detail the current fees for 2024/25 and proposed fees for 2025/26.

All fees are shown excluding VAT.

Any fee shown as District (capped) means that there is a maximum level these fees can be set at by Government, but Districts are required to set fees on a cost recovery basis so we will not necessarily be charging the highest possible amount as all fees have to be evidence based.

There is a column provided for managers to list their proposals for the 2025/26, this year the recommendation is a 2% increase where applicable (as per August 2024 inflation rate) and rounded to nearest £1 or 10p unless an exception has been applied. Inflated fees are marked in yellow when proposed but not yet confirmed by Manager.

Elections		2024/25	2025/26	Statutory Service / Discretionary Services	Set by Government / Set By District
		Agreed Charge	Proposed Charge		
VAT		£ : p	£ : p		
T					
ELECTIONS					
Statutory Charges					
Sale of Edited Register of Electors - Printed Copy - Basic Charge (per first 1,000 names, or part thereof).	O	£10.00	£10.00	Statutory	Government
Printed copy as above, extra 1,000 names or part thereof.	O	£1.50	£1.50	Statutory	Government
Sale of edited Register of Electors - Data Form - Basic Charge (per <u>first</u> 1,000 names or part thereof).	O	£20.00	£20.00	Statutory	Government
Data form as above, extra 1,000 names or part thereof.	O	£1.50	£1.50	Statutory	Government
Supply of Full Register and monthly updates (to credit reference agencies and government departments) - Printed Copy - Basic Charge (per first 1,000 names or part thereof).	O	£10.00	£10.00	Statutory	Government
Printed copy as above, extra 1,000 names or part thereof.	O	£1.50	£1.50	Statutory	Government
Supply of Full Register and monthly updates (to credit reference agencies and government departments) - Data Form - Basic Charge (per first 1,000 names or part thereof).	O	£20.00	£20.00	Statutory	Government
Data Form as above, extra 1,000 names or part thereof.	O	£1.50	£1.50	Statutory	Government
Sale of Marked Registers - Printed Copy - Basic Charge.	O	£10.00	£10.00	Statutory	Government
Printed copy of Marked Registers - 1,000 names or part thereof.	O	£2.00	£2.00	Statutory	Government
Data form of Marked Registers - 1,000 names or part thereof.	O	£1.00	£1.00	Statutory	Government
Sale of Overseas Elector List - Printed Copy - Basic Charge (per <u>first</u> 100 names or part thereof).	O	£10.00	£10.00	Statutory	Government
Printed copy as above, extra 100 names or part thereof.	O	£1.50	£1.50	Statutory	Government
Sale of Overseas Elector List - Data Form - Basic Charge (per <u>first</u> 100 names or part thereof).	O	£20.00	£20.00	Statutory	Government
Data form as above, extra 100 names or part thereof.	O	£1.50	£1.50	Statutory	Government

Communications		2024/25	2025/26	Statutory Service / Discretionary Services	Set by Government / Set By District
		Agreed Charge £ : p	Proposed Charge £ : p		
Filming					
TV drama/advertisements/feature films/Commercial Shoots/Music Videos/Documentaries etc.					
<i>*These figures are for guidance only and any enquiries could be subject to further negotiation prior to agreement. Prices quoted exclude VAT.</i>					
Per day - Low Impact (cast and crew: 1 - 10)		£100 - £500	£150 - £800	Discretionary	District
Per day - Medium Impact (cast and crew: 11 - 25)		£500 - £1,500	£800 - £1,500	Discretionary	District
Per day - High Impact (cast and crew: 25+)		£1,500 - £5,000	£1,500 - £5,000	Discretionary	District
Exclusive use of NNDC owned location (e.g. Cromer Pier)	<i>*Costs calculated depending on location and facilities required. * Not inclusive of other costs occurred by or tenants of owned location.</i>	From £1,500	From £2,500	Discretionary	District
Administration Charge (only charged where a fee and/or contract is appropriate)					
Standard		£50.00	£50.00	Discretionary	District
Less than 7 day's notice		£100.00	£100.00	Discretionary	District
Drone/UAS filming		New	£125.00	Discretionary	District
Education/news/weather/student/individual photographers		Discretionary	Discretionary	Discretionary	District

Customer Services	2024/25 Agreed £ : p	2025/26 Proposed Charge £ : p	Statutory Service / Discretionary Services	Set by Government / Set By District
CUSTOMER SERVICES				
Foreign Pension Verification	£10.00	£10.00	Statutory	Government
PHOTOCOPYING				
A4 and below - black and white	£0.25	£0.25	Discretionary	District
A4 and below - colour	£0.30	£0.30	Discretionary	District
A3 - black and white	£0.40	£0.40	Discretionary	District
A3 - colour	£0.75	£0.75	Discretionary	District
A2 - black and white	£1.75	£3.00	Discretionary	District
A2 - colour	£3.00	£4.50	Discretionary	District
A1 - black and white	£3.00	£4.50	Discretionary	District
A1 - colour	£6.00	£6.70	Discretionary	District
A0 - black and white	£4.50	£5.00	Discretionary	District
A0 - colour	£9.00	£10.00	Discretionary	District

<u>Leisure</u>	2024/25 Agreed Charge £ : p	2025/26 Proposed Charge £ : p	Statutory Service / Discretionary Services	Set by Government / Set By District
HOLT COUNTRY PARK				
Car parking (<i>per occasion</i>)	£2.50	£2.50	Discretionary	District
Fire Wood (<i>sold when available from forestry works</i>) - per load	£135.00	£140.00	Discretionary	District
School visits where Ranger's assistance required (Per Child) <i>(Please note, the school visits charge reserves the right to be made flexible depending on the activities chosen by the School).</i>	£8.00	£8.50	Discretionary	District

Leisure		2024/25	2025/26	Statutory Service / Discretionary Services	Set by Government / Set By District
		Agreed Charge	Proposed Charge		
		£ : p	£ : p		
MARKETS					
PITCH FEES - SIX MONTHS					
<i>Site = 4m Frontage x 5m Depth</i>					
<i>The Council has sites at Sheringham (Wednesday & Saturday) and Cromer (Friday)</i>					
Meadow					
One Pitch	Wednesday's	£255.00	£255.00	Discretionary	District
	Friday's	£255.00	£255.00	Discretionary	District
	Saturday's	£592.00	£592.00	Discretionary	District
Two Pitches	Wednesday's	£510.00	£510.00	Discretionary	District
	Friday's	£510.00	£510.00	Discretionary	District
	Saturday's	£1,184.00	£1,184.00	Discretionary	District
Three Pitches	Wednesday's	£714.00	£714.00	Discretionary	District
	Friday's	£714.00	£714.00	Discretionary	District
	Saturday's	£1,633.00	£1,633.00	Discretionary	District
Four Pitches	Wednesday's	£918.00	£918.00	Discretionary	District
	Friday's	£918.00	£918.00	Discretionary	District
	Saturday's	£2,082.00	£2,082.00	Discretionary	District
Pitch Fee - Second Six Months (October - March)					
One Pitch	Friday's	£133.00	£133.00	Discretionary	District
	Saturday's	£306.00	£306.00	Discretionary	District
Two Pitches	Friday's	£266.00	£266.00	Discretionary	District
	Saturday's	£612.00	£612.00	Discretionary	District
Three Pitches	Friday's	£368.00	£368.00	Discretionary	District
	Saturday's	£842.00	£842.00	Discretionary	District
Four Pitches	Friday's	£470.00	£470.00	Discretionary	District
	Saturday's	£1,072.00	£1,072.00	Discretionary	District

Leisure		2024/25 Agreed Charge £ : p	2025/26 Proposed Charge £ : p	Statutory Service / Discretionary Services	Set by Government / Set By District
PITCH FEES - CASUAL					
<i>Casual fees are on a monthly basis. charge depending on month and day of week chosen</i>					
January	Wednesday's	£15.00	£15.00	Discretionary	District
	Friday's	£15.00	£15.00	Discretionary	District
	Saturday's	£22.00	£22.00	Discretionary	District
February	Wednesday's	£15.00	£15.00	Discretionary	District
	Friday's	£15.00	£15.00	Discretionary	District
	Saturday's	£22.00	£22.00	Discretionary	District
March	Wednesday's	£15.00	£15.00	Discretionary	District
	Friday's	£15.00	£15.00	Discretionary	District
	Saturday's	£22.00	£22.00	Discretionary	District
April	Wednesday's	£19.00	£19.00	Discretionary	District
	Friday's	£19.00	£19.00	Discretionary	District
	Saturday's	£31.00	£31.00	Discretionary	District
May	Wednesday's	£19.00	£19.00	Discretionary	District
	Friday's	£19.00	£19.00	Discretionary	District
	Saturday's	£31.00	£31.00	Discretionary	District
June	Wednesday's	£19.00	£19.00	Discretionary	District
	Friday's	£19.00	£19.00	Discretionary	District
	Saturday's	£31.00	£31.00	Discretionary	District
July	Wednesday's	£28.00	£28.00	Discretionary	District
	Friday's	£28.00	£28.00	Discretionary	District
	Saturday's	£41.00	£41.00	Discretionary	District
August	Wednesday's	£28.00	£28.00	Discretionary	District
	Friday's	£28.00	£28.00	Discretionary	District
	Saturday's	£41.00	£41.00	Discretionary	District
September	Wednesday's	£28.00	£28.00	Discretionary	District
	Friday's	£28.00	£28.00	Discretionary	District
	Saturday's	£41.00	£41.00	Discretionary	District
October	Wednesday's	£19.00	£19.00	Discretionary	District
	Friday's	£19.00	£19.00	Discretionary	District
	Saturday's	£41.00	£41.00	Discretionary	District
November	Friday's	£19.00	£19.00	Discretionary	District
	Saturday's	£31.00	£31.00	Discretionary	District
December	Friday's	£19.00	£19.00	Discretionary	District
	Saturday's	£31.00	£31.00	Discretionary	District

<u>Leisure</u>	2024/25 Agreed Charge £ : p	2025/26 Proposed Charge £ : p	Statutory Service / Discretionary Services	Set by Government / Set By District
PARKING PERMITS				
April - October (Half Year), 1 Pitch	£25.00	£25.00	Discretionary	District
April - March (Full Year), 1 Pitch	£40.00	£40.00	Discretionary	District
April - March (Full Year), 2 Pitches	£50.00	£50.00	Discretionary	District
April - March (Full Year), 3 Pitches	£60.00	£60.00	Discretionary	District

<u>Legal</u>	2024/25 Agreed Charge £ : p	2025/26 Proposed Charge £ : p	Statutory Service / Discretionary Services	Set by Government / Set By District
LEGAL SERVICES				
Legal Work (exclusive of VAT charged)				
Mortgage Redemption			Discretionary	District
Preparation of a new lease			Discretionary	District
Sale of land			Discretionary	District
Preparation of License			Discretionary	District
Private Mortgage	At Solicitors	At Solicitors	Discretionary	District
Quest re: second Mortgage	Hourly Rate.	Hourly Rate.	Discretionary	District
Agreement - section 18 Public Health Act 1936			Discretionary	District
Legal fees in relation to preparation and completion of S106 agreements			Discretionary	District
Legal fees in relation to preparation and completion of legal contracts			Discretionary	District
Legal fees in connection with release of covenant			Discretionary	District

Environmental Health	2024/25 Agreed Charge £ : p	2025/26 Proposed Charge £ : p	Statutory Service / Discretionary Services	Set by Government / Set By District
WASTE COLLECTION SERVICES				
Clinical Waste - Commercial & Prescribed	Charges set separately under Delegated Power	Charges set separately under Delegated Power	Statutory	District (Capped)
Commercial Waste Bins - Collection & Hire				
Commercial Recycling Bins - Collection & Hire				
Sacks - Commercial & Prescribed				
Bulky Items - Commercial, Prescribed & Household				
Garden Bin Collection - Per Annum (Direct Debit)	£60.00	£65.00	Discretionary	District (Capped)
Garden Bin Collection - Per Annum (Non-Direct Debit)	£70.00	£75.00	Discretionary	District (Capped)
EDUCATION & PROMOTION				
(CIEH) Foundation Certificate in Food Hygiene				
Resident or employed in North Norfolk	£70.00	£70.00	Discretionary	District (Capped)
Other	£89.00	£90.00	Discretionary	District (Capped)
Specially arranged courses for businesses - held at business premises for their staff only	£864.00	£880.00	Discretionary	District (Capped)
for up to 15 candidates per additional candidate up to maximum of 18	£59.00	£60.00	Discretionary	District (Capped)
Environmental Health	2024/25 Agreed Charge £ : p	2025/26 Proposed Charge £ : p	Statutory Service / Discretionary Services	Set by Government / Set By District
COMMERCIAL SERVICES				
Food Inspections				
Unfit food inspections	£50.00	£55.00	Statutory	District (Capped)
Food export certificates	£65.00	£70.00	Statutory	District (Capped)
Officer time per hour (plus VAT)	£40.00	£41.00	Statutory	District (Capped)
Sunday Trading Application for loading consent	£118.00	£120.00	Statutory	District (Capped)
Food Hygiene Rerating Visits	£184.00	£250.00	Statutory	District (Capped)
Registration of Food Premises				
Charge for copies of Register (or parts of)	£22.00	£25.00	Discretionary	District (Capped)
- Single Entry	£568.00	£580.00	Discretionary	District (Capped)
- Part of Register	£1,210.00	£1,250.00	Discretionary	District (Capped)
- Complete Register				

Environmental Health		2024/25 Agreed Charge £ : p	2025/26 Proposed Charge £ : p	Statutory Service / Discretionary Services	Set by Government / Set By District
PRIVATE WATER SUPPLY CHARGES					
Private Water Supplies Sampling Regulations					
Laboratory Analysis of a sample		The cost of sample transportation and laboratory analysis is recovered in full from the Relevant Person(s).	The cost of sample transportation and laboratory analysis is recovered in full from the Relevant Person(s).	Statutory	District (Capped)
Sampling - per visit		£69.00	£70.00	Statutory	District (Capped)
Other Investigations (e.g. Investigating failure)		£126.00	£129.00	Statutory	District (Capped)
Granting an authorisation to depart from the standard authorisation		£126.00	£129.00	Statutory	District (Capped)
Risk Assessments	- Single Private Dwelling	£126.00	£129.00	Statutory	District (Capped)
	- Small Domestic Supplies	£252.00	£257.00	Statutory	District (Capped)
	- Large Domestic Supplies	£252.00	£257.00	Statutory	District (Capped)
	- Commercial or Public Small	£252.00	£257.00	Statutory	District (Capped)
	- Commercial or Public Medium	£378.00	£386.00	Statutory	District (Capped)
	- Commercial or Public Large	£630.00	£643.00	Statutory	District (Capped)
	- Commercial or Public Very Large	£630.00	£643.00	Statutory	District (Capped)
Risk Assessment Misc. Visits	- Non-Attendance by PWS Operator	£69.00	£70.00	Statutory	District (Capped)
	- Compliance Visit	£69.00	£70.00	Statutory	District (Capped)
Risk Assessment Reviews	- Single Private Dwelling	£64.00	£65.00	Statutory	District (Capped)
	- Small Domestic Supplies	£64.00	£65.00	Statutory	District (Capped)
	- Large Domestic Supplies	£126.00	£129.00	Statutory	District (Capped)
	- Commercial or Public Small	£126.00	£129.00	Statutory	District (Capped)
	- Commercial or Public Medium	£189.00	£193.00	Statutory	District (Capped)
	- Commercial or Public Large	£252.00	£257.00	Statutory	District (Capped)
	- Commercial or Public Very Large	£349.00	£356.00	Statutory	District (Capped)

Environmental Health		2024/25 Agreed Charge	2025/26 Proposed Charge	Statutory Service / Discretionary Services	Set by Government / Set By District
		£ : p	£ : p		
HOUSING ACT NOTICES					
Hazard Awareness Notice					
Improvement / Suspended Improvement Notice (Section 11 & 12)	Notice with up to 3 hazards identified	£350.00	£375.00	Statutory	District (Capped)
Prohibition/Suspended Prohibition Order		£350.00	£375.00	Statutory	District (Capped)
Emergency Remedial Action		£350.00	£375.00	Statutory	District (Capped)
Emergency Prohibition Order	For each additional hazard included in Notice	£50.00	£55.00	Statutory	District (Capped)
Demolition Order		£50.00	£55.00	Statutory	District (Capped)
Service of second and subsequent HA2004 Statutory Notices (inc. Schedule 3 Notices for works in default)		£70.00	£75.00	Statutory	District (Capped)
Review of suspended HA 2004 Statutory Notices		£70.00	£75.00	Statutory	District (Capped)
HMO LICENSE FEES					
HMO License application fee (up to 6 units of accommodation)		£850.00	£900.00	Statutory	District (Capped)
Additional Unit Charge		£25.00	£27.00	Statutory	District (Capped)
ENVIRONMENTAL PROTECTION SERVICES					
Statutory Release Fee - Dogs (Charge includes VAT)		£25.00	£25.00	Statutory	District (Capped)
Collection Fee		£100.00	£100.00	Statutory	District (Capped)
Kennel Charges - Base Cost (Daily Kennel Charge is paid on top of this fee)		£83.00	£83.00	Statutory	District (Capped)
Daily Kennel Charge Per Day (Maximum 7 Days)		£9.50	£10.00	Statutory	District (Capped)
Contaminated Land Enquiry		£38.00	£39.00	Statutory	District (Capped)
Temporary Stopping Place Fee		£45.00	£45.00	Discretionary	District
FIXED PENALTY NOTICES					
Breach of CPN or PSPO	- Full Amount	£80.00	£80.00	Statutory	Government
	- New Licence valid for 1 year	£60.00	£60.00	Statutory	Government
Depositing Litter	- Full Amount	£80.00	£80.00	Statutory	Government
	- New Licence valid for 1 year	£60.00	£60.00	Statutory	Government
Fly Tipping (Section 33 EPA 1990)	- Full Amount	£300.00	£300.00	Statutory	District (Capped)
	- New Licence valid for 1 year	£200.00	£200.00	Statutory	District (Capped)
Failure to Produce Waste Documentation (Section 34 EPA 1990)		£300.00	£300.00	Statutory	District (Capped)

Environmental Health		2024/25 Agreed Charge £ : p	2025/26 Proposed Charge £ : p	Statutory Service / Discretionary Services	Set by Government / Set By District
TAXI LICENCE FEES					
Taxi Licences					
Licence to Drive Hackney Carriages or Private Hire Vehicles	- New Licence valid for 1 year	£205.00	£210.00	Statutory	District (Capped)
	- New Licence valid for 3 years	£205.00	£210.00	Statutory	District (Capped)
	- Renewal valid for 1 year	£205.00	£210.00	Statutory	District (Capped)
	- Renewal valid for 3 years	£205.00	£210.00	Statutory	District (Capped)
Hackney Carriage Vehicle Licence	- New valid for 1 year	£178.00	£182.00	Statutory	District (Capped)
	- Renewal valid for 1 year with plate	£178.00	£182.00	Statutory	District (Capped)
	- Renewal valid for 1 year with no plate	£157.00	£160.00	Statutory	District (Capped)
Private Hire Vehicle Licence	- New valid for 1 year	£178.00	£182.00	Statutory	District (Capped)
	- Renewal valid for 1 year with plate	£178.00	£182.00	Statutory	District (Capped)
	- Renewal valid for 1 year with no plate	£157.00	£160.00	Statutory	District (Capped)
Private Hire Operators Licence	- New or Renewal valid for 5 years	£184.00	£190.00	Statutory	District (Capped)
Taxi Licence Charges					
Replacement Badge & Licence (Name Change)		£18.00	£19.00	Statutory	District (Capped)
Replacement Licence (Address Change)		£13.00	£14.00	Statutory	District (Capped)
Replacement drivers badge holder with lanyard		£4.00	£5.00	Statutory	District (Capped)
Windscreen pouches (additional or replacement)		£3.00	£4.00	Statutory	District (Capped)
Replacement plate for vehicle		£48.00	£50.00	Statutory	District (Capped)
Replacement internal taxi plates/signs		£11.00	£11.20	Statutory	District (Capped)
Knowledge Tests (New Taxi Driver Applications)		£45.00	£46.00	Statutory	District (Capped)
Knowledge Tests (Retest)		New	£23.00	Statutory	District (Capped)

Environmental Health		2024/25 Agreed Charge £ : p	2025/26 Proposed Charge £ : p	Statutory Service / Discretionary Services	Set by Government / Set By District
OTHER LICENSING					
Premises Licence Fees - Gambling Act 2005					
Betting Premises (excluding tracks)	- New Application	£3,000.00	£3,000.00	Statutory	District (Capped)
	- Annual Fee	£600.00	£600.00	Statutory	District (Capped)
	- Application to Vary	£1,500.00	£1,500.00	Statutory	District (Capped)
	- Application to Transfer	£1,200.00	£1,200.00	Statutory	District (Capped)
	- Application to Reinstatement	£1,200.00	£1,200.00	Statutory	District (Capped)
	- Application for Prov. Statement	£3,000.00	£3,000.00	Statutory	District (Capped)
	- Application (Prov. State Holders)	£1,200.00	£1,200.00	Statutory	District (Capped)
	- Copy Licence	£25.00	£25.00	Statutory	District (Capped)
	- Notification of Change	£50.00	£50.00	Statutory	District (Capped)
	Tracks	- New Application	£1,500.00	£1,500.00	Statutory
- Annual Fee		£1,000.00	£1,000.00	Statutory	District (Capped)
- Application to Vary		£1,250.00	£1,250.00	Statutory	District (Capped)
- Application to Transfer		£950.00	£950.00	Statutory	District (Capped)
- Application to Reinstatement		£950.00	£950.00	Statutory	District (Capped)
- Application for Prov. Statement		£2,500.00	£2,500.00	Statutory	District (Capped)
- Application (Prov. State Holders)		£950.00	£950.00	Statutory	District (Capped)
- Copy Licence		£25.00	£25.00	Statutory	District (Capped)
- Notification of Change		£50.00	£50.00	Statutory	District (Capped)
Family Entertainment Centres		- New Application	£2,000.00	£2,000.00	Statutory
	- Annual Fee	£750.00	£750.00	Statutory	District (Capped)
	- Application to Vary	£1,000.00	£1,000.00	Statutory	District (Capped)
	- Application to Transfer	£950.00	£950.00	Statutory	District (Capped)
	- Application to Reinstatement	£950.00	£950.00	Statutory	District (Capped)
	- Application for Prov. Statement	£2,000.00	£2,000.00	Statutory	District (Capped)
	- Application (Prov. State Holders)	£950.00	£950.00	Statutory	District (Capped)
	- Copy Licence	£25.00	£25.00	Statutory	District (Capped)
	- Notification of Change	£50.00	£50.00	Statutory	District (Capped)

Environmental Health		2024/25 Agreed Charge £ : p	2025/26 Proposed Charge £ : p	Statutory Service / Discretionary Services	Set by Government / Set By District
OTHER LICENSING CONTINUED					
Adult Gaming Centre	- New Application	£2,000.00	£2,000.00	Statutory	District (Capped)
	- Annual Fee	£1,000.00	£1,000.00	Statutory	District (Capped)
	- Application to Vary	£1,000.00	£1,000.00	Statutory	District (Capped)
	- Application to Transfer	£1,200.00	£1,200.00	Statutory	District (Capped)
	- Application to Reinstatement	£1,200.00	£1,200.00	Statutory	District (Capped)
	- Application for Prov. Statement	£2,000.00	£2,000.00	Statutory	District (Capped)
	- Application (Prov. State Holders)	£1,200.00	£1,200.00	Statutory	District (Capped)
	- Copy Licence	£25.00	£25.00	Statutory	District (Capped)
	- Notification of Change	£50.00	£50.00	Statutory	District (Capped)
Bingo	- New Application	£3,250.00	£3,250.00	Statutory	District (Capped)
	- Annual Fee	£1,000.00	£1,000.00	Statutory	District (Capped)
	- Application to Vary	£1,750.00	£1,750.00	Statutory	District (Capped)
	- Application to Transfer	£1,200.00	£1,200.00	Statutory	District (Capped)
	- Application to Reinstatement	£1,200.00	£1,200.00	Statutory	District (Capped)
	- Application for Prov. Statement	£3,250.00	£3,250.00	Statutory	District (Capped)
	- Application (Prov. State Holders)	£1,200.00	£1,200.00	Statutory	District (Capped)
	- Copy Licence	£25.00	£25.00	Statutory	District (Capped)
	- Notification of Change	£50.00	£50.00	Statutory	District (Capped)
Permits					
Family Entertainment Centres	- Application Fee	£300.00	£300.00	Statutory	Government
	- Change of Name	£25.00	£25.00	Statutory	Government
	- Copy of Permit	£15.00	£15.00	Statutory	Government
Prize Gaming	- Application Fee	£300.00	£300.00	Statutory	Government
	- Annual Fee	£300.00	£300.00	Statutory	Government
	- Change of Name	£25.00	£25.00	Statutory	Government
	- Copy of Permit	£15.00	£15.00	Statutory	Government
Small Lottery Society	- Application Fee	£40.00	£40.00	Statutory	Government
	- Annual Fee	£20.00	£20.00	Statutory	Government
	- Change of Name	£25.00	£25.00	Statutory	Government
	- Copy of Permit	£15.00	£15.00	Statutory	Government

Environmental Health		2024/25 Agreed Charge £ : p	2025/26 Proposed Charge £ : p	Statutory Service / Discretionary Services	Set by Government / Set By District
OTHER LICENSING CONTINUED					
Club Gaming	- Application Fee Permit	£200.00	£200.00	Statutory	Government
	- Application Fee Machine Permit	£200.00	£200.00	Statutory	Government
	- Annual Fee Permit	£50.00	£50.00	Statutory	Government
	- Annual Fee Machine Permit	£50.00	£50.00	Statutory	Government
	- Change of Name	£25.00	£25.00	Statutory	Government
	- Change of Name Machine Permit	£25.00	£25.00	Statutory	Government
	- Copy of Permit	£15.00	£15.00	Statutory	Government
	- Copy of Permit Machine	£15.00	£15.00	Statutory	Government
License Premises Gaming Machine Permit	- Application Fee (2 or less)	£50.00	£50.00	Statutory	Government
	- Application Fee (3 or more)	£150.00	£150.00	Statutory	Government
	- Annual Fee	£50.00	£50.00	Statutory	Government
	- Change of Name	£25.00	£25.00	Statutory	Government
	- Copy of Permit	£15.00	£15.00	Statutory	Government
	- Variation	£100.00	£100.00	Statutory	Government
	- Transfer	£25.00	£25.00	Statutory	Government
Licences and certificates of suitability					
Skin piercing premises	- Registration (one-off)	£298.00	£305.00	Statutory	District (Capped)
Skin piercing each additional operative at same premises	- Registration (one-off)	£40.00	£50.00	Statutory	District (Capped)
Scrap Metal Dealer	New/Renewal (3 years)	£535.00	£550.00	Statutory	District (Capped)
Scrap Metal Dealer	Variation	£402.00	£410.00	Statutory	District (Capped)
Scrap Metal Collector	New/Renewal (3 years)	£134.00	£175.00	Statutory	District (Capped)
Scrap Metal Collector	Variation	£101.00	£105.00	Statutory	District (Capped)
Sex Shop or sex cinema		£2,406.00	£2,455.00	Statutory	District (Capped)
Sexual Entertainment Venue		£3,609.00	£3,680.00	Statutory	District (Capped)
Street Trading Consent (FOOD) Annual Fee		£252.00	£252.00	Statutory	District (Capped)
Street Trading Consent (NON-FOOD) Annual Fee		£210.00	£210.00	Statutory	District (Capped)
Street Trading Consents	- Non profit	Free	Free	Statutory	District (Capped)
	- Commercial - per day	£89.00	£91.00	Statutory	District (Capped)

Environmental Health		2024/25 Agreed Charge £ : p	2025/26 Proposed Charge £ : p	Statutory Service / Discretionary Services	Set by Government / Set By District
OTHER LICENSING CONTINUED					
Animal Boarding	- New/Renewal	£364.00	£370.00	Statutory	District (Capped)
	- Variation	£117.00	£120.00	Statutory	District (Capped)
	Verification Inspection Fee for Variation if required.	£55.00	£56.00	Statutory	District (Capped)
Dangerous Wild Animals (and vet fees where appropriate)	- New/Renewal	£216.00	£220.00	Statutory	District (Capped)
Dog Breeding (and vet fees where appropriate)	- New/Renewal	£454.00	£465.00	Statutory	District (Capped)
	- Variation	£65.00	£66.00	Statutory	District (Capped)
	(Plus Vet inspection fees if required for the above).				
Pet Shop	- New/Renewal	£364.00	£370.00	Statutory	District (Capped)
	- Variation	£117.00	£120.00	Statutory	District (Capped)
	Verification Inspection Fee for Variation if required.	£55.00	£56.00	Statutory	District (Capped)
Riding Establishment (and vet fees where appropriate)	- New/Renewal	£454.00	£465.00	Statutory	District (Capped)
	Plus DBS fee if required (per employee).	£59.00	£60.00	Statutory	District (Capped)
	- Variation	£63.00	£64.00	Statutory	District (Capped)
	(Plus Vet inspection fees on top if required for the above).				
Zoo (and vet fees where appropriate)	- New/Renewal	£281.00	£287.00	Statutory	District (Capped)
Keeping Animals for Exhibition	- New/Renewal	£346.00	£355.00	Statutory	District (Capped)
	- Variation	£117.00	£120.00	Statutory	District (Capped)
	Verification Inspection Fee for Variation if required.	£55.00	£56.00	Statutory	District (Capped)
Combination of Activities		Equal to the highest activity fee.	Equal to the highest activity fee.	Statutory	District (Capped)
Variation to reduce the licensable activities or numbers of animals		£64.00	£65.00	Statutory	District (Capped)
Transfer due to death of licensee		£64.00	£65.00	Statutory	District (Capped)
Reissue of Licence (Copy or Name/Address Change).		£12.00	£25.00	Statutory	District (Capped)

Environmental Health		2024/25 Agreed Charge £ : p	2025/26 Proposed Charge £ : p	Statutory Service / Discretionary Services	Set by Government / Set By District
OTHER LICENSING CONTINUED					
Premises Licences (Alcohol)					
Premises Licences, under the Licensing Act 2003, are based on bands determined by the non-domestic rateable value of the property concerned.					
The fees relating to applications for premises licences, club premises certificates and variations or conversions to existing licences are:					
Band	Non-domestic rateable value				
A	£0 - £4,300	£100.00	£100.00	Statutory	Government
B	£4,301 - £33,000	£190.00	£190.00	Statutory	Government
C	£33,001 - £87,000	£315.00	£315.00	Statutory	Government
D	£87,001 - £125,000	£450.00	£450.00	Statutory	Government
E	£125,001 and over	£635.00	£635.00	Statutory	Government
Annual charges relating to the above are:					
Band	Non-domestic rateable value				
A	£0 - £4,300	£70.00	£70.00	Statutory	Government
B	£4,301 - £33,000	£180.00	£180.00	Statutory	Government
C	£33,001 - £87,000	£295.00	£295.00	Statutory	Government
D	£87,001 - £125,000	£320.00	£320.00	Statutory	Government
E	£125,001 and over	£350.00	£350.00	Statutory	Government
Personal Licence	- Initial Fee	£37.00	£37.00	Statutory	Government

Environmental Health	2024/25 Agreed Charge £ : p	2025/26 Proposed Charge £ : p	Statutory Service / Discretionary Services	Set by Government / Set By District
OTHER LICENSING CONTINUED				
Additional Fees and Charges				
Application for copy of licence or summary on theft, loss etc. of premises licence or summary				
Notification of change of name or address (holder of premises licence)	£10.50	£10.50	Statutory	District (Capped)
Application to vary to specify individual as premises supervisor	£23.00	£23.00	Statutory	District (Capped)
Application to transfer premises licence	£23.00	£23.00	Statutory	District (Capped)
Interim authority notice	£23.00	£23.00	Statutory	District (Capped)
Application for making of a provisional statement	£315.00	£315.00	Statutory	District (Capped)
Application for copy of certificate or summary on theft, loss etc. of certificate or summary	£10.50	£10.50	Statutory	District (Capped)
Notification of change of name or alteration of club rules	£10.50	£10.50	Statutory	District (Capped)
Change of relevant registered address of club	£10.50	£10.50	Statutory	District (Capped)
Temporary event notices	£21.00	£21.00	Statutory	District (Capped)
Application for copy of notice on theft, loss etc. of temporary notice	£10.50	£10.50	Statutory	District (Capped)
Application for copy of notice on theft, loss etc. of personal licence	£10.50	£10.50	Statutory	District (Capped)
Notification of change of name or address (personal licence)	£10.50	£10.50	Statutory	District (Capped)
Notice of interest in any premises	£21.00	£21.00	Statutory	District (Capped)
Application for a minor variation to a premises licence or club premises licence	£89.00	£89.00	Statutory	District (Capped)
Pre-application advisory licensing visit	£205.00	£210.00	Statutory	District (Capped)
Check and send service - guaranteed check and verification	£68.00	£70.00	Statutory	District (Capped)
Pre-inspection food safety/business advisory visit and SFBB pack	£256.00	£270.00	Statutory	District (Capped)
Gain or retain - pre-inspection food hygiene rating assessment	£256.00	£270.00	Statutory	District (Capped)
Revisit request for a food hygiene rating assessment	£256.00	£270.00	Statutory	District (Capped)
Fit and Proper Person - Caravan Sites	£205.00	£210.00	Statutory	District (Capped)

Environmental Health		2024/25 Agreed Charge £ : p	2025/26 Proposed Charge £ : p	Statutory Service / Discretionary Services	Set by Government / Set By District
OTHER LICENSING CONTINUED					
Mobile Home Act 2013 (MHA 2013)					
New Park Home Licence	Units - 1-5	£210.00	£210.00	Statutory	District (Capped)
	Units - 6-24	£225.00	£225.00	Statutory	District (Capped)
	Units - 25-29	£240.00	£240.00	Statutory	District (Capped)
	Units - 100 plus	£270.00	£270.00	Statutory	District (Capped)
Annual Licence Fee	1-3	Free	Free	Statutory	District (Capped)
	4-5	£120.00	£120.00	Statutory	District (Capped)
	6-24	£180.00	£180.00	Statutory	District (Capped)
	25-29	£240.00	£240.00	Statutory	District (Capped)
	100 plus	£270.00	£270.00	Statutory	District (Capped)
Licence Transfer	n/a	£97.50	£98.00	Statutory	District (Capped)
Licence Variation	n/a	£97.50	£98.00	Statutory	District (Capped)
Deposit of Site Rules	n/a	£45.00	£45.00	Statutory	District (Capped)

Planning	2024/25	2025/26	Statutory Service / Discretionary Services	Set by Government / Set By District
	Agreed Charge	Proposed Charge		
	£ : p	£ : p		
LAND CHARGES				
LLC1 (not vatable)				
Personal Search of - Part 1 only	Free	Free	Discretionary	District
Official Search (no VAT)	£24.00	£25.00	Discretionary	District
- Additional Parcel	£2.00	£2.10	Discretionary	District
CON 29 Enquiries (VAT applies)				
Commercial premises/site - fee for One Parcel	£102.00	£120.00	Discretionary	District
- Additional Parcel	£17.50	£25.00	Discretionary	District
Residential/domestic site - fee for One Parcel	£102.00	£110.00	Discretionary	District
- Additional Parcel	£17.50	£18.50	Discretionary	District
Optional Enquiries				
Printed	£14.58	£22.00	Discretionary	District
Additional	£20.00	£25.00	Discretionary	District
Full Search Fee - domestic premises/site	£126.00	£135.00	Discretionary	District
Full Search Fee	£126.00	£145.00	Discretionary	District
Other Fees relating to Local Land Charges				
Registration of a charge in Part 11 of the Register (Light Obstruction Notice)	£74.00	£75.00	Discretionary	District
Office copy of any entry in the Register (not including a copy or extract of any plan or document filed pursuant to 1977 Rules)	Free	Free	Discretionary	District

Planning	2024/25	2025/26	Statutory Service / Discretionary Services	Set by Government / Set By District
	Agreed Charge	Proposed Charge		
	£ : p	£ : p		
Pre-Planning Application Advice				
Type 1: Extensions/Change of use and alterations to buildings	NEW	£100.00	Discretionary	District
Type 2: Individual new home	NEW	£200.00	Discretionary	District
Type 3: New commercial development on sites up to 0.1ha OR	NEW	£150.00	Discretionary	District
Type 3: 2-9 Dwellings	NEW	£150.00 per dwelling	Discretionary	District
Type 4: New commercial developments on sites greater than 0.1ha	NEW	£150.00 per 0.1ha	Discretionary	District
Type 4: More than 9 dwellings but less than 50	NEW	£150.00 per dwelling	Discretionary	District
Type 4: More than 50 dwellings	NEW	£150.00 per dwelling up to 50 dwellings then £50 per dwelling thereafter	Discretionary	District
Post Advice meeting (Pre-app Types 3 and 4 only)	NEW	£150.00 per hour	Discretionary	District
Concept Meeting (Pre-app Types 1 and 2)	NEW	£50 for 30 minutes	Discretionary	District
Concept meeting (Pre-apps Types 3 and 4)	NEW	£150.00 per hour	Discretionary	District
Pre-application concessions				
• Town & Parish Council applications will be given a 50% fee reduction.	NEW		Discretionary	District
• Pre-application advice related solely to disability adaptations is given free of charge.	NEW		Discretionary	District
• Affordable Exception Housing schemes submitted by Registered Social Landlords would be free of charge for Type 2 and 3 applications and have a 50% fee reduction for Type 4 proposals	NEW		Discretionary	District

Planning	2024/25	2025/26	Statutory Service / Discretionary Services	Set by Government / Set By District	
	Agreed Charge	Proposed Charge			
	£ : p	£ : p			
Householder Applications					
Alterations/extensions to a single dwellinghouse, including works within boundary	£258.00	£258.00	Statutory	Government	
The erection of dwellinghouses per site area:					
Not more than 0.5 hectares	For each 0.1 hectare (or part thereof)	£578.00	£578.00	Statutory	Government
Between 0.5 and 2.5 hectares	For each 0.1 hectare (or part thereof)	£624.00	£624.00	Statutory	Government
More than 2.5 hectares	Plus £186 per additional 0.1 hectare	£15,433.00	£15,433.00	Statutory	Government
*Maximum Fee		£202,500.00	£202,500.00	Statutory	Government
The erection of buildings (not dwellinghouses) per site area:					
Not more than 1 hectare	For each 0.1 hectare (or part thereof)	£578.00	£578.00	Statutory	Government
Between 1 and 2.5 hectares	For each 0.1 hectare (or part thereof)	£624.00	£624.00	Statutory	Government
More than 2.5 hectares	Plus £186 per additional 0.1 hectare	£15,433.00	£15,433.00	Statutory	Government
*Maximum Fee		£202,500.00	£202,500.00	Statutory	Government
Full Applications					
(and First Submission of Reserve Matters, or Technical Details Consent)					
Alterations/extensions to dwellinghouses, including works within boundaries					
Single dwellinghouse (or single flat)		£258.00	£258.00	Statutory	Government
Two or more dwellinghouse (or two or more flats)		£509.00	£509.00	Statutory	Government
The erection of dwellinghouses:					
Not more than 10 dwellinghouses	For each dwellinghouse	£578.00	£578.00	Statutory	Government
Between 10 and 50	For each dwellinghouse	£624.00	£624.00	Statutory	Government
More than 50 dwellinghouses	For each dwellinghouse. *Plus £186 for each dwellinghouse in excess of 50	£258.00	£258.00	Statutory	Government
* Maximum Fee		£450,000.00	£450,000.00	Statutory	Government
The erection of buildings (not dwellinghouses, agricultural, glasshouses, plant nor machinery.					
No increase in gross floor spaces created by the development, or no more than 40 square metres.		£293.00	£293.00	Statutory	Government
With gross floor space created more than 40, but no more than 1,000 square metres. *Charge per each 75 square metres (or part thereof).		£578.00	£578.00	Statutory	Government
With gross floor space created more than 1,000 but no more than 3,750 square metres. * Charge per each 75 square metres (or part thereof).		£624.00	£624.00	Statutory	Government
With gross floor spaces more than 3750 square metres. *With £186 per each 75 additional square metres (or part thereof) in excess of 3,750 square metres.		£30,860.00	£30,860.00	Statutory	Government
* Maximum Fee		£450,000.00	£450,000.00	Statutory	Government

Planning	2024/25	2025/26	Statutory Service / Discretionary Services	Set by Government / Set By District
	Agreed Charge	Proposed Charge		
	£ : p	£ : p		
The erection of buildings (on land used for agriculture for agricultural purposes).				
With gross floor space created by the development not more than 465 square metres.	£120.00	£120.00	Statutory	Government
With gross floor space created more than 465 square metres but not more than 540 square metres.	£578.00	£578.00	Statutory	Government
With gross floor space created more than 540 square metres but not more than 1,000 square metres. *Price for the first 540 square metres, then £578 for each additional 75 square metres in excess of 540 square metres.	£578.00	£578.00	Statutory	Government
With gross floor space created more than 1,000 square metres and 4,215 square metres. *Price for the first 1,000 square metres, then £624 for each additional 75 square metres in excess of 540 square metres.	£624.00	£624.00	Statutory	Government
With gross floor space create more than 4,215 square metres. *Plus £186 for each additional square metres (or part thereof) in excess of 4,215 square metres.	£30,860.00	£30,860.00	Statutory	Government
* Maximum Fee	£405,000.00	£405,000.00	Statutory	Government
Erection of glasshouses (or land used for the purposes of agriculture).				
With gross floor space created by the development not more than 465 square metres.	£120.00	£120.00	Statutory	Government
With gross floor space created more than 465 square metres but not more than 1,000 square metres.	£3,225.00	£3,225.00	Statutory	Government
With gross floor space created more than 1,000	£3,483.00	£3,483.00	Statutory	Government
Erection/alterations/replacements of plant and machinery				
For site area not more than 1 hectare	£578.00	£578.00	Statutory	Government
For site area more than 1 but not more than 5 hectares	£624.00	£624.00	Statutory	Government
For site area more than 5 hectare	£30,860.00	£30,860.00	Statutory	Government
* Maximum Fee	£450,000.00	£450,000.00	Statutory	Government

Planning		2024/25 Agreed Charge £ : p	2025/26 Proposed Charge £ : p	Statutory Service / Discretionary Services	Set by Government / Set By District
Applications other than Building Works					
Car parks, service roads or other accesses (for existing users)		£293.00	£293.00	Statutory	Government
Waste (use of land for disposal of refuse/waste materials, or deposit of material remaining after extraction or storage of minerals).	Site area not more than 15 hectares. *Price for each 0.1 hectare (or part thereof).	£316.00	£316.00	Statutory	Government
	Site area more than 15 hectares. *£186 for each additional 0.1 in excess of 15 hectares (or part thereof).	£47,161.00	£47,161.00	Statutory	Government
	*Maximum Fee	£105,300.00	£105,300.00	Statutory	Government
Operations connected with exploratory drilling for oil or natural gas.	Site area not more than 7.5 hectares. *Price for each 0.1 hectare (or part thereof).	£686.00	£686.00	Statutory	Government
	Site area more than 7.5 hectares. *£204 for each additional 0.1 in excess of 7.5 hectares (or part thereof).	£51,395.00	£51,395.00	Statutory	Government
	*Maximum Fee	£405,000.00	£405,000.00	Statutory	Government
Operations (other than exploratory drilling) for the winning and working of oil or natural gas.	Site area not more than 15 hectares. *Price for each 0.1 hectare (or part thereof).	£347.00	£347.00	Statutory	Government
	Site area more than 15 hectares. *£204 for each additional 0.1 in excess of 15 hectares (or part thereof).	£52,002.00	£52,002.00	Statutory	Government
	*Maximum Fee	£105,300.00	£105,300.00	Statutory	Government
Other operations (winning and working of minerals) excluding oil and natural gas.	Site area not more than 15 hectares. *Price for each 0.1 hectare (or part thereof).	£316.00	£316.00	Statutory	Government
	Site area more than 15 hectares. *£186 for each additional 0.1 in excess of 15 hectares (or part thereof).	£47,161.00	£47,161.00	Statutory	Government
	*Maximum Fee	£105,300.00	£105,300.00	Statutory	Government
Other operations (not coming within any of the above categories).	Any site area. *Price for each 0.1 hectare (or part thereof).	£293.00	£293.00	Statutory	Government
	*Maximum Fee	£2,535.00	£2,535.00	Statutory	Government
	Not more than 10 dwellinghouses. *Price for each dwellinghouse.	£578.00	£578.00	Statutory	Government
Change of Use to a building to use as one or more separate dwellinghouses, or other cases.	Between 10 and 50 dwellinghouses. *Price for each dwellinghouse.	£624.00	£624.00	Statutory	Government
	More than 50 dwellinghouses. *Plus £186 for each additional dwellinghouse in excess of 50.	£30,860.00	£30,860.00	Statutory	Government
	*Maximum Fee	£405,000.00	£405,000.00	Statutory	Government
		£578.00	£578.00	Statutory	Government
Other Changes of Use to a building or land.		£578.00	£578.00	Statutory	Government

Planning	2024/25 Agreed Charge £ : p	2025/26 Proposed Charge £ : p	Statutory Service / Discretionary Services	Set by Government / Set By District	
Operations in connection with the change of use					
Change of use of a building from Betting Office, Pay Day Loan Shop, Laundrette; a mixed use of combining one of these uses and use as a Dwellinghouse(s); or Hot Food Takeaways to Dwellinghouses (Use Class C3).	£120.00	£120.00	Statutory	Government	
Change of Use of a building and any land within its curtilage from Amusement Arcades/Centres and Casinos to Dwellinghouses (Use Class C3).	£258.00	£258.00	Statutory	Government	
Temporary Use of Buildings or Land for the Purpose of Commercial Film-Making and the Associated Temporary Structures, Works, Plant or Machinery required in Connection with that Use.	£120.00	£120.00	Statutory	Government	
Provision of Temporary School Buildings on Vacant Commercial Land and the use of that land as a State-funded School for up to 3 Academic Years.	£120.00	£120.00	Statutory	Government	
Development Consisting of the Erection or Construction of a Collection Facility within the Curtilage of a Shop.	£120.00	£120.00	Statutory	Government	
Installation, Alteration or Replacement of other Solar Photovoltaics (PV) equipment on the Roofs of Non-domestic Buildings, up to a Capacity of 1 Megawatt.	£120.00	£120.00	Statutory	Government	
Erection, extension or alteration of a university building.	£120.00	£120.00	Statutory	Government	
Moveable structure within the curtilage of a historic visitor attraction, or listed pub/restaurant/etc.	£120.00	£120.00	Statutory	Government	
Erection, extension or alteration on a closed defence site by or on behalf of the Crown of single living accommodation and/or non-residential buildings.	£120.00	£120.00	Statutory	Government	
Construction of new dwellinghouses	Not more than 10 dwellinghouses. *Price for each dwellinghouse.	£418.00	£418.00	Statutory	Government
	Between 10 and 50 dwellinghouses. *Price for each dwellinghouse.	£451.00	£451.00	Statutory	Government
	More than 50 dwellinghouses. *Plus £135 for each additional dwellinghouse in excess of 50.	£22,309.00	£22,309.00	Statutory	Government
	*Maximum Fee	£405,000.00	£405,000.00	Statutory	Government
Reserved Matters					
Approval of reserved matters following outline approval.					
Full fee due; or If full fee already paid.	Full Fee £578.00	Full Fee £578.00	Statutory	Government	
Removal/Variation/Approval/Discharge of condition					
Removal or variation of a condition following grant of planning permission.	£293.00	£293.00	Statutory	Government	
Discharge of condition(s) - Approval of details and/or confirmation that one or more planning conditions have been complied with Householder Permissions.	£43.00	£43.00	Statutory	Government	
All other permissions.	£145.00	£145.00	Statutory	Government	

Planning	2024/25 Agreed Charge £ : p	2025/26 Proposed Charge £ : p	Statutory Service / Discretionary Services	Set by Government / Set By District
Advertising				
Advertising relating to the business on the premises.	£165.00	£165.00	Statutory	Government
Advance signs which are not situated on or visible from the site, directing the public to a business.	£165.00	£165.00	Statutory	Government
Other advertisements	£578.00	£578.00	Statutory	Government
Non-material Amendment Following a Grant of Planning Permission				
Householder developments	£43.00	£43.00	Statutory	Government
Any other developments	£293.00	£293.00	Statutory	Government
Permission in Principle For each 0.1 hectare (or part thereof)	£503.00	£503.00	Statutory	Government

Planning	2024/25	2025/26	Statutory Service / Discretionary Services	Set by Government / Set By District
	Agreed Charge £ : p	Proposed Charge £ : p		
Planning Concessions from 06.12.2023				
This section confirms the general concessions regarding planning applications. Please note not all concessions are valid for all application types. Upon receipt of your application, the local authority will check the fee is correct and if the concession is applicable.				
Listed Building Consent	Free	Free	Statutory	Government
Planning permission for relevant demolition in a Conversation Area.	Free	Free	Statutory	Government
Works to Trees covered by a Tree Preservation Order or in a Conservation Area.	Free	Free	Statutory	Government
Hedgerow removal notice.	Free	Free	Statutory	Government
Exemptions from payment (removed from legislation but remain valid) as outlined below.				
An application that is the first and only revision of a previous application of the same type, for development of the same character or description, on the same site (or part of that site) by the same applicant where it will be received by the Local Authority within 12 months of;				
*The Local Authority receiving the previous application if it was withdrawn; or	Free	Free	Statutory	Government
*The previous application being grants or refused; or	Free	Free	Statutory	Government
*The determination period of the previous application expiring, where that application was validated, not determined, and then appealed on the grounds of non-determination; and in all the above cases, where that relevant 12-month period started no later than the 5th December 2023.	Free	Free	Statutory	Government
An application that is the first and only revision of a previous application, for display advertisement(s) of the same description, on the same site(s) or part(s) of the site(s) by the same applicant, where it will be received by the Local Authority within 12 months of;				
*The Local Authority receiving the previous application if it was withdrawn; or	Free	Free	Statutory	Government
*The previous application being grants or refused; or	Free	Free	Statutory	Government
and in all the above cases, where that relevant 12-month period started no later than the 5th December 2023.				
Exemptions from payment				
An application solely for the alteration or extension of an existing dwellinghouse; or works in the curtilage of an existing dwellinghouse (other than the erection of a dwellinghouse) for the purpose of providing:				
*Means of access to or within it for a disabled person who is resident in it, or is proposing to take up residence in it; or	Free	Free	Statutory	Government
*Facilities designed to secure that person's greater safety, health or comfort.	Free	Free	Statutory	Government

Planning	2024/25 Agreed Charge £ : p	2025/26 Proposed Charge £ : p	Statutory Service / Discretionary Services	Set by Government / Set By District
An application solely for the carrying out of the operations for the purpose of providing a means of access for disabled persons to or within a building or premises to which members of public are admitted.				
If the application relates to an alternate use of buildings or land within the same Use Class that requires planning permission only by the requirements of a condition imposed on a permission granted or deemed to be granted under Part 3 of the Town and Country Planning Act 1990 (as amended).	Free	Free	Statutory	Government
If the application is for a lawful development certificate, for existing use, where an application for planning permission for the same development would be exempt from the need to pay a planning fee under any other planning fee regulation.	Free	Free	Statutory	Government
If the application is for consent to display an advertisement which results from a direction under Regulation 7 of the 2007 Regulations, dis-applying deemed consent under Regulation 6 to the advertisement in question.	Free	Free	Statutory	Government
If the application related to a condition or conditions on an application for Listed Building Consent or planning permission for relevant demolition in a Conservation Area.	Free	Free	Statutory	Government
If the application is for a Certificate of Lawfulness of Proposed works to a listed building.	Free	Free	Statutory	Government
If an application for planning permission (for which a fee is payable) being made by the same applicant on the same date for the same site, buildings or land as the prior approval application (for larger homes extensions, additional storeys on a home, or change of uses).	Free	Free	Statutory	Government
Reductions to payments				
If the application is being made on behalf of a non-profit making sports club for works for playing fields not involving buildings then the fee is £578.	£578.00	£578.00	Statutory	Government
If the application is being made on behalf of a parish or community council then the fee is	50% of fee	50% of fee	Statutory	Government
If the application is an alternative proposal being submitted on the same site by the same applicant on the same day, where this application is of lesser cost then the fee is 50%.	50% of fee	50% of fee	Statutory	Government
In respect of reserved matters you must pay a sum equal to or greater than what would be payable at current rates for approval of all the reserved matters. If this amount has already been paid then the fee is £578.	See Description	See Description	Statutory	Government
If the application is for a Lawful Development Certificate for a Proposed use or development, then the fee is 50%.	50% of fee	50% of fee	Statutory	Government
If two or more applications are submitted for different proposals on the same day and relating to the same site then you must pay the fee for the highest fee plus half sum of the others.	See Description	See Description	Statutory	Government
Fees for cross boundary applications.			Statutory	Government
Where an application cross one or more local or district planning authorities				
proposed development (as if there had only been one application to a single authority covering the entire site); unless *The "total" fee (the sum total of each separately calculated fee for each part of the development within each authorities boundary) is smaller. In which case the "total" fee is the fee due. In either case, the fee should be paid to the authority that contains the larger part of the application site within its boundary	See Description	See Description	Statutory	Government

Planning	2024/25 Agreed Charge £ : p	2025/26 Proposed Charge £ : p	Statutory Service / Discretionary Services	Set by Government / Set By District	
PLANNING - MISCELLANEOUS					
Supply of Information on Permitted Use/History					
Administrative Staff - per hour	£49.50	£55.00	Discretionary	District	
Professional Staff - per hour	£97.00	£100.00	Discretionary	District	
Check compliance with Conditions (for Solicitors, Agents)					
Administrative Staff - per hour	£49.50	£55.00	Discretionary	District	
Professional Staff - per hour	£97.00	£100.00	Discretionary	District	
General Research					
Administrative Staff - per hour	£49.50	£55.00	Discretionary	District	
Professional Staff - per hour	£97.00	£100.00	Discretionary	District	
Naming of new street, consultation process and notification of decision	Single Street	£150.00	£150.00	Discretionary	District
	2-5 Streets	£300.00	£300.00	Discretionary	District
	5+ Streets	£600.00	£600.00	Discretionary	District
Street numbering Schemes - cost per plot (accumulated fees)	1 Plot	£85.00	£100.00	Discretionary	District
	2-10 Plots	£75.00	£75.00	Discretionary	District
	11-50 Plots	£65.00	£65.00	Discretionary	District
FEE CAP PER APPLICATION OF £5,000					
Change of property name	£30.00	£35.00	Discretionary	District	
Admin Fee to join the Custom & Self Build Housing Register	£25.00	£25.00	Discretionary	District	
Monitoring Fee for S106 / IL Obligations:					
The charge will generally be levied at a rate of £500 per obligation covering each District Council related covenant and a monitoring fee will be sought for each. On more complex sites where greater monitoring costs will likely be incurred, a proportionate charge will be levied at a rate of £500 per obligation covering each District Council related covenant or 1 % of the value of the District Council's total obligations up to a maximum of £10,000 per agreement, whichever is the higher.					
	From £500	From £500	Discretionary	District	

Planning	2024/25 Agreed Charge £ : p	2025/26 Proposed Charge £ : p	Statutory Service / Discretionary Services	Set by Government / Set By District
ENFORCEMENT TEAM CHARGES				
High Hedges Complaint	£450.00	£459.00	Discretionary	District
BUILDING CONTROL				
Building Control Hourly rate	£72.00 per hour	£80.00 per hour	Discretionary	District

<u>Estates</u>	2024/25 Agreed Charge £ : p	2025/26 Proposed Charge £ : p	Statutory Service / Discretionary Services	Set by Government / Set By District
PROFESSIONAL ESTATE SERVICE				
Application fee for events (per application). Commercial day event from -	£75.00	£77.00	Discretionary	District
Application fee for events (per application). Commercial 2 + days event from -	£125.00	£128.00	Discretionary	District
Skip licence admin fee (excludes the hire of the land)	£100.00	£102.00	Discretionary	District
Initial application fee for events (per application) - Charitable events local. Excludes hire fees	£35.00	£36.00	Discretionary	District
Initial application fee for events (per application) - Charitable events national. Excludes hire fees	£100.00	£102.00	Discretionary	District
Estate service - Land and property transactions - lease renewals, consents, price from	£200.00	£204.00	Discretionary	District
Estate service - Land and property transactions - Dilapidations surveys	£600.00	£612.00	Discretionary	District
Estate service land and property new transactions	£450.00	£459.00	Discretionary	District
Estate service shared equity transactions	£200.00	£204.00	Discretionary	District
Licence admin fee - less 28 days	£65.00	£66.00	Discretionary	District
Licence admin fee - less 29 - 3 months	£155.00	£158.00	Discretionary	District
Licence admin fee - 3 months plus	£250.00	£255.00	Discretionary	District
Licence admin fee - for environmental community projects	£35.00	£36.00	Discretionary	District
Disposal of assets/asset proposal initial application fee	£80.00	£82.00	Discretionary	District
Annual licence for table with maximum 4 chairs	£95.00	£100.00	Discretionary	District

<u>Estates</u>		2024/25 Agreed Charge £ : p	2025/26 Proposed Charge £ : p	Statutory Service / Discretionary Services	Set by Government / Set By District
CHALETs					
<i>Sheringham</i>					
	Old chalets	Charges set separately under Delegated Power	Charges set separately under Delegated Power	Discretionary	District
	New chalets (inc. electricity)				
<i>Cromer</i>					
	West beach				
	East beach				
Chalets - Peak unserviced per week		£235.00	£235.00	Discretionary	District
Chalets - Peak serviced per week		£290.00	£290.00	Discretionary	District
Chalets - Mid unserviced per week		£135.00	£135.00	Discretionary	District
Chalets - Mid serviced per week		£150.00	£150.00	Discretionary	District
Chalets - Low unserviced per week		£95.00	£95.00	Discretionary	District
Chalets - Low serviced per week		£105.00	£105.00	Discretionary	District
Chalets - Winter season unserviced per season		£400.00	£425.00	Discretionary	District
Chalets - Winter season serviced per season		£450.00	£475.00	Discretionary	District
Beach Huts - Peak per week		£215.00	£215.00	Discretionary	District
Beach Huts - Mid per week		£115.00	£115.00	Discretionary	District
Beach Huts - Low per week		£80.00	£80.00	Discretionary	District
Beach Huts - Autumn season up to 2 months (Mundesley)		£185.00	£200.00	Discretionary	District
Beach Huts - Spring season up to 6 weeks (Mundesley)		New	£185.00	Discretionary	District
Beach Huts - Winter season		£400.00	£425.00	Discretionary	District
<u>Estates</u>		2024/25 Agreed Charge £ : p	2025/26 Proposed Charge £ : p	Statutory Service / Discretionary Services	Set by Government / Set By District
BEACH HUTS					
Beach Hut Sites					
Cromer, Overstrand, Sheringham & Mundesley	One year (excluding rates)	Charges set separately	Charges set separately	Discretionary	District
Extras:					
Charge to go onto beach hut or chalet waiting list	Per List	£50.00	£50.00	Discretionary	District

Car Parks		2023/24 Agreed Charge £ : p	2024/25 Proposed Charge £ : p	Statutory Service / Discretionary Services	Set by Government / Set By District
CAR PARKING - COASTAL CAR PARKS					
Pay & Display Car Parks. Charges Apply Between 08:00 - 18:00					
Cromer	- Runtun Road	£1.80 per hour	£2.10 per hour		
East Runton	- Beach Road				
Happisburgh	- Cart Gap				
Overstrand	- Pauls Lane				
Sea Palling	- Clink Road	£8.50 for 24 hours	£11.00 for 24 hours	Discretionary	District
Sheringham	- East Cliff				
	- Chequers				
Wells	- Stearmans Yard	£34 for 7-Days	£44 for 7-Days		
Weybourne	- Beach Road				
CAR PARKING - RESORT CAR PARKS					
Pay & Display Car Parks. Charges Apply Between 08:00 - 18:00					
Cromer	- Cadogan Road	£1.50 for first hour	£1.70 for first hour		
	- Meadow				
	- Promenade				
Holt	- Albert Street	£1.20 per additional hour	£1.40 per additional hour		
	- Station Yard				
Mundesley	- Gold Park	£8.50 for 24 hours	£8.70 for 24 hours	Discretionary	District
	- Beach Road				
Sheringham	- Station Road				
	- Morris Street	£34 for 7 days	£44 for 7-Days		
Wells	- Staithe Street				

Car Parks		2023/24 Agreed Charge £ : p	2024/25 Proposed Charge £ : p	Statutory Service / Discretionary Services	Set by Government / Set By District
CAR PARKING - STANDARD CAR PARKS					
Pay & Display Car Parks. Charges Apply Between 08:00 - 18:00					
Fakenham	- Bridge Street - Community Centre - Highfield Road - Queens Road - The Limes	£1.20 for first two hours £0.80 per additional hour	£1.30 for first two hours £0.90 per additional hour	Discretionary	District
North Walsham	- Bank Loke - Mundesley Road - Hornbeam Road - New Road	£6 for 24 hours £24 for 7-Days	£6.50 for 24 hours £44 for 7-days		
Stalham	- Vicarage Street - High Street				
CAR PARKING - OTHER					
Fakenham	- Hall Staithe	PERMIT	PERMIT	Discretionary	District
North Walsham	- Hornbeam Road	Free	Removed, no longer free	Discretionary	District

Car Parks		2023/24 Agreed Charge £ : p	2024/25 Proposed Charge £ : p	Statutory Service / Discretionary Services	Set by Government / Set By District
COACH PARKING					
Per Hour		New	£2.50	Discretionary	District
For 4 hours		£6.00	£10.00	Discretionary	District
For 24 hours		£12.00	£13.00	Discretionary	District
SEASON TICKETS / PERMITS					
3 Months	- 3 hour stay max.	£16.00	£21.50	Discretionary	District
	- 24 hour stay max.	£66.00	£88.50	Discretionary	District
6 Months	- 3 hour stay max.	£31.00	£41.50	Discretionary	District
	- 24 hour stay max.	£122.00	£165.00	Discretionary	District
12 Months	- 3 hour stay max.	£56.00	£75.50	Discretionary	District
	- 24 hour stay max.	£204.00	£275.00	Discretionary	District

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