

Cabinet



Please contact: Democratic Services

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Friday, 21 February 2025

A meeting of the **Cabinet** of North Norfolk District Council will be held in the Council Chamber - Council Offices on **Monday, 3 March 2025** 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. Please note this meeting is live-streamed: [NNDC eDemocracy - YouTube](#)

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 - 18

To approve, as a correct record, the minutes of the meetings of the Cabinet held on 20th January 2025 and 3rd February 2025.

3. DECLARATIONS OF INTEREST

19 - 24

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)

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. PUBLIC QUESTIONS AND STATEMENTS

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

6. MEMBERS' QUESTIONS

To receive oral questions from Members, if any

7. RECOMMENDATIONS FROM OVERVIEW & SCRUTINY COMMITTEE

To consider any recommendations referred to the Cabinet by the Overview & Scrutiny Committee for consideration by the Cabinet in accordance within the Overview and Scrutiny Procedure Rules

The following recommendations to Cabinet were made at the meeting of Overview & Scrutiny Committee on 12th February:

Homelessness Task & Finish Group

RESOLVED that the:

1. the Portfolio Holder for Housing & People Services writes to central government, setting out the situation in North Norfolk regarding the private rental sector reducing housing stock levels and the key reasons for the withdrawals and asks central government for action to address the progressive stock loss and help this Council retain and even grow private sector stock levels; and
2. Committee should receive a further report on this subject in July 2025 to coincide with the pre scrutiny of the homeless strategy.

Corporate Plan 23-27 Action Plan 24-25

Resolved

1. to note that Corporate Plan 2023-27 Action Plan 2024-2025; and
2. that the Cabinet undertakes a review of the available options to:
 - i. analyse the reasons why mobile phone mast applications fail.
 - ii. develop a map of signal "not spots" from data gathered by the current surveying program.
 - iii. support providers to improve mobile signals strength.
 - iv. evaluate how it communicates its actions regarding this issue to both residents and businesses.

8. CORPORATE PLAN 2023-2027 - ANNUAL ACTION PLAN 2025/26

25 - 36

Executive Summary	This report and accompanying appendix present the 2023 – 2027 Corporate Plan Action Plan for the period April 2025 – March 2026 to Cabinet for approval.
Options considered	<p>The actions detailed in the Action Plan have been developed in support of the five themes in the adopted Corporate Plan recognising the increasing pressure on the Council’s budget, the moves towards establishing a Combined Authority for Norfolk and Suffolk under the Government’s English Devolution programme and proposed Local Government Reorganisation which will change the context in which the District Council operates and works over the next three years, alongside continuing with Business As Usual maintaining service delivery for the district’s residents until any proposals for new unitary councils in Norfolk are agreed.</p> <p>The actions proposed seek to balance the capacity of the organisation to deliver, taking into account the staff and financial resources available to the Council, the need to focus on supporting the transition of services into any new unitary council(s) and the potential to access external funding or partnership resources, with the aspirations laid out in the Corporate Plan.</p> <p>In this respect it is recognised that there is some degree of choice and prioritisation as to the actions proposed for delivery in the period April 2025 – March 2026, although perhaps less compared to previous years given the need to create capacity to respond to and engage with the process of local government reorganisation across the County</p>
Consultation(s)	The development of the 2025/26 Action Plan has been somewhat later than in previous years

	<p>when the Annual Action Plan has been agreed in the autumn. This has been due to uncertainties around the 2025/26 local government financial settlement impacting on the setting of the Council's 2025/26 budget, new policy announcements being made by Government during the autumn following the July General Election, and the publication of the English Devolution White Paper which raises the prospect of significant public service reform through proposals for devolution and local government reorganisation.</p> <p>The 2025/26 Annual Action Plan has been developed against this background but has involved processes of consultation and engagement in terms of development of a strengthened Medium-Term Financial Strategy and preparation of the 2025/26 budget, which has been taken through Cabinet and Overview and Scrutiny processes before adoption at the 19th February 2025 meeting of Full Council.</p>
Recommendations	That the Cabinet approves the Corporate Plan Annual Action Plan for 2025/26.
Reasons for recommendations	Sound management of the authority's staff, property and financial resources to deliver projects and initiatives which support improved service delivery and positive outcomes aligned to the previously agreed Corporate Plan themes and seeks to position North Norfolk's residents, communities and businesses strongly in the context of any proposals to establish a Norfolk and Suffolk Combined Authority through the English Devolution proposals and any related programme of local government reorganisation in Norfolk which seeks to replace the existing two-tier County and District structure of local government with unitary councils.
Background papers	2023 – 2027 Corporate Plan

Wards affected	All
Cabinet member(s)	Cllr Tim Adams, Leader of the Council
Contact Officer	Steve Blatch, Chief Executive Email:- steve.blatch@north-norfolk.gov.uk Tel:- 01263 516232

9. BUDGET MONITORING P10 2024-2025

37 - 60

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 January 2025.</p> <p>As at 31 January 2025, the General Fund projected surplus is £0.048m for the full year 2024/25. This is after adjusting for all known variations and full year forecasting by service managers.</p>
Options considered	<p>This is an update report on the Council's financial position and so no other options were considered.</p>
Consultation(s)	<p>Cabinet Member Section 151 officer Budget Managers</p>
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. Continue the work to minimise the risk of a General Fund revenue deficit for 2024/25. 3. Seek approval from full Council to make all the changes to the Capital Programme as laid out in paragraph 5.5 of the report.
Reasons for recommendations	<p>To update members on the current budget monitoring position for the Council.</p>
Wards affected	<p>All</p>
Cabinet member(s)	<p>Cllr Lucy Shires</p>
Contact Officer	<p>Tina Stankley, Director for Resources.</p>

10. COASTWISE - HAPPISBURGH COMMUNITY CAR PARK - DELEGATION OF APPOINTMENT OF CONSTRUCTION CONTRACTOR AND LEASE ARRANGEMENTS

61 - 70

Executive Summary	<p>Erosion is impacting on the existing Happisburgh car park and it is critical that the progression of construction is taken forward as soon as possible. The car park is operated under a lease arrangement with Happisburgh Parish Council, and authority is sought to undertake appointment of a contractor and to finalise a lease arrangement.</p>
Options considered	<p>Construction Contract: A1: Cabinet delegate authority to appoint the</p>

	<p>construction contractor. Recommended.</p> <p>B1: Awaiting evaluation of tenders and present to Cabinet to approve contractor. Would delay progress of the scheme with local and programme impacts.</p> <p>C1: Not progress with appointment and construction. Would impact on the local community, long term local revenue generation and investment, reputational impacts locally and nationally, limit delivery of Coastwise, not work to deliver Corporate Priorities regarding preparing for climate/coastal change.</p> <p>Lease arrangements:</p> <p>A2: Cabinet delegate authority to finalise amended lease arrangements with Happisburgh Parish Council. Recommended.</p> <p>B2: Awaiting final lease arrangements to be completed for Cabinet approval.</p> <p>C2: Not to progress with amending existing successful lease arrangement.</p>
Consultation(s)	<ul style="list-style-type: none"> • Cllr. Harry Blathwayt, Portfolio Holder for Coast • Cllr. Luke Paterson, District Councillor, Happisburgh • Martyn Fulcher, Director for Place and Climate Change • Joe Ferrari, Communications Manager • Tina Stankley, Director of Resources • Cara Jorden, Assistance Director Legal and Governance
Recommendations	<ul style="list-style-type: none"> • That Cabinet authorises the Chief Executive, in consultation with Coastal Portfolio Holder and Head of Finance, to undertake the appointment the of Happisburgh Car park construction contractor, following tender appraisal. • That Cabinet authorises the Chief Executive, in consultation with Coastal Portfolio Holder, Estates Manager and Head of Finance, to agree to the surrender of Happisburgh Parish Councils current lease for the Beach Road car park and enter into a new lease for the relocated car park off Lighthouse Lane.
Reasons for recommendations	<ul style="list-style-type: none"> • To enable transition of current car park away from erosion risk. • To build community resilience to coastal erosion. • To support the viability of the community through the continued revenue generated by the car park. • To provide examples of coastal

	<p>transition and generate learning to support national coastal adaptation.</p> <ul style="list-style-type: none"> To contribute to the delivery of the Coastwise programme
Background papers	Planning Application ref: PF/22/2510

Wards affected	Happisburgh
Cabinet member(s)	Cllr. Harry Blathwayt, Portfolio Holder for Coast
Contact Officer	<p>Rob Goodliffe, Coastal Transition Manager, Rob.Goodliffe@north-norfolk.gov.uk 01263 516321</p> <p>Alastair Zangs, Coastal Transition Place Maker, Alastair.Zangs@north-norfolk.gov.uk 01263 516277</p>

11. 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 3 of Part I of Schedule 12A (as amended) to the Act.”

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:

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

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

The information is commercially sensitive, relating to commercial options being considered by the authority. Releasing this information would be likely to have a prejudicial impact upon third parties as well as the Council in obtaining best value.

12. PRIVATE BUSINESS

71 - 78

Exempt Appendix – Lighthouse car park, Happisburgh

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CABINET

Minutes of the meeting of the Cabinet held on Monday, 20 January 2025 at the Council Offices, Holt Road, Cromer, NR27 9EN 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 Toyne	Cllr L Withington

Members also attending:

Cllr C Cushing
Cllr N Dixon
Cllr A Fitch-Tillett

Officers in Attendance:

Chief Executive, Director for Resources / S151 Officer and Assistant Director for Finance, Assets, Legal & Monitoring Officer, The Coastal Transition Manager

Apologies for Absence:

Cllr A Varley

1 MINUTES

Minutes of the meeting held on 2nd December were approved as a correct record and signed by the Chairman.

2 PUBLIC QUESTIONS AND STATEMENTS

None received.

3 ITEMS OF URGENT BUSINESS

None.

4 DECLARATIONS OF INTEREST

None.

5 MEMBERS' QUESTIONS

The Chairman informed members that they could ask questions as matters arose during the meeting.

6 RECOMMENDATIONS FROM OVERVIEW & SCRUTINY COMMITTEE

There were no recommendations from the Overview & Scrutiny Committee.

7 VISITOR INFORMATION SERVICE

Cllr L Withington, Portfolio Holder for Leisure, introduced this item. She said that she was supportive of the recommendations and wanted to highlight the following key issues; it was a savings proposal and did not include the closure of the public toilets on the site. It did not indicate in any way that the Council was no longer committed to tourism in the district and the partnership with Visit North Norfolk reflected this.

She said that it was important to move the process forward quickly now so that the use of the building could be considered and focus on how tourism would be promoted and supported ahead of the upcoming season.

Cllr Withington proposed the following amendment (in italics) to recommendation 4:

- 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. *If this cannot be accommodated, then to consider alternative options across wider museum locations.*

The Chairman supported the amendment. He said that there had been considerable interest in the building which was reassuring.

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

RESOLVED

To 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. £93,000 for the 2025/26 budget.

To agree to: -

- Advertise the premises occupied by the Visitor Information Centre service as available for let with expressions of interest invited by Friday 28 March 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. *If this cannot be accommodated, then to consider alternative options across wider museum locations.*

Reason for the decision:

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.

8 DELEGATED DECISIONS

The Chairman explained that this was a statutory report and members were required to note the record of delegated decisions.

RESOLVED

To receive and note the report and the register of decisions taken under delegated powers

9 COUNCIL TAX SUPPORT SCHEME 2025-26

Cllr W Fredericks, Portfolio Holder for Benefits, introduced this item. She began by thanking the Council Tax Support Working Party for their work in reviewing the proposed options for a council tax support (CTS) scheme for 2025/2026.

She explained that the proposed scheme was largely a continuation of the 2024/25 CTS scheme for working-age people, with changes proposed to align the scheme with Universal Credit, simplifying the process of claiming, and to bring efficiencies in the administration of these CTS claims. She added that CTS Scheme rules would also continue to reflect any relevant welfare benefit changes made to the working-age Housing Benefit scheme or Pension Age CTS scheme.

Cllr Fredericks explained that by choosing option 2, which introduced a flat rate, claimants would receive more money and the administration of the scheme would be simplified.

The Chairman thanked everyone for their work on the new scheme and commended it for continuing to protect vulnerable residents whilst providing flexibility to accommodate a change in circumstances.

Cllr Withington sought clarification that the new scheme would put North Norfolk residents in a better position than before. She also asked how it compared to the schemes provided at neighbouring Norfolk authorities. Cllr Fredericks confirmed that it would ensure residents were in a better position financially and that by aligning the scheme with Universal Credit, claims would be processed much more quickly.

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

RESOLVED to recommend to Full Council:

That the proposed Council Tax Support scheme (CTS) for 2025/26 is implemented as the final working-age CTS Scheme for 2025/26.

Reason for the decision:

To ensure a CTS scheme for working-age people for 2025/26 is agreed by full Council by 19th February 2025

10 FUTURE COASTAL MANAGEMENT ARRANGEMENTS

The Portfolio Holder for Coast, Cllr H Blathwayt, introduced this item. He explained that NNDC has entered into a Partnership agreement (under Section 113 of the Local Government Act 1972) in 2016 with Suffolk Coastal District Council, Waveney

District Council (now East Suffolk Council) and Great Yarmouth Borough Council to share resources and prioritise activities relating to coastal matters. This created "Coastal Partnership East". However, in the intervening years each Council had faced significant demands relating to coastal change, climate change and competing pressures of project delivery and bidding for funding. As a result, it was believed that it was a prudent time for each partner Council to consider its future coastal management resourcing requirements and approach to ensure that local priorities were met. Cllr Blathwayt said that his coastal colleague on East Suffolk District Council, Cllr Kay Yule, had sadly passed away in December and he wished to send his condolences to her family and friends.

Cllr Blathwayt said that the only option was to dissolve the partnership as it required all parties to commit to its future. He added that he was confident that they would continue to work together on matters that affected them all.

Cllr A Fitch-Tillett said that she was sad to hear of the proposals as Coastal Partnership East had been established when she was Portfolio Holder for Coast. However, she understood the reasons behind the proposals. Cllr Fitch-Tillett referred to the Cromer to Mundesley coastal project which was not yet complete and asked if the Portfolio Holder was confident that there were enough qualified engineers to undertake the remaining work and sign it off. Cllr Blathwayt said that he was confident that the work would be completed. The Chairman agreed, adding that NNDC's coastal team was exceptional and this was recognised nationally. He said that he had raised coastal matters at Government level as they were not mentioned in the Devolution White Paper.

Cllr Blathwayt said that the amount of time spent by officers would remain the same and the Council would continue to provide an outstanding coastal service.

It was proposed by Cllr H Blathwayt, seconded by Cllr J Toye and

RESOLVED:

That Cabinet:

1. Approve the dissolution of the Coastal Partnership known as Coastal Partnership East with effect from 20th January 2025 (taking into account the appropriate notice period to end the Section 113 agreement).
2. Continue to support partnership working and retain/explore service level agreements with other Local Authorities as appropriate.

Reason for the decision:

To ensure that the Council has effective coastal management arrangements in place

11 DRAFT REVENUE BUDGET FOR 2025/26

Cllr L Shires, Portfolio Holder for Finance, introduced this item. She began by saying that she was pleased to present a balanced budget and thanked officers for their hard work in achieving this. She also thanked members for their input, specifically Overview & Scrutiny Committee.

Cllr Shires referred members to section 2.2 of the report, specifically the following: *'There were 133 out of the 164 District Councils that received a zero per cent increase, with NNDC being allocated £805,000 to bring its increase up to 0.0% i.e. without this the Council would have seen a reduction in funding of this £805,000'*. With that in mind, Cllr Shires said that it was very clear that Government ministers

did not understand North Norfolk. There was no mention of the coast and everything was focused on 'working age' residents which did not reflect the demographic of the district. She said that given the move towards devolution, it was unlikely that this approach would change.

Cllr Shires went on to refer page 250, line 5, and reassured members that there were no savings to be identified. She then confirmed that deficit projections were significantly reduced compared to this time last year. Regarding savings. She said that she had asked officers to ensure that any future reports clearly set out the savings against the criteria listed in section 8.

In conclusion, Cllr Shires said that she could provide more information on the temporary accommodation borrowing proposals if required.

The Chairman agreed with Cllr Shires' comments regarding the financial settlement, explaining that it effectively meant 1 pence of additional spending per head of the district's population. This meant that north Norfolk residents paid considerably more for services than those in northern urban areas. Consequently, the council had had to work really hard to achieve a balanced budget and this was against additional pressures such as the demand for temporary accommodation, with over 80 children in such housing on some nights.

Cllr C Cushing said that he endorsed the comments made by the Chairman and the Portfolio Holder regarding the Government's approach to rural districts. He said that ministers represented urban areas and had no understanding of countryside matters.

Cllr Cushing referred to the final page of the report and references to public conveniences, specifically the lack of reference to the toilets in Stalham which had previously been put forward as a potential saving. He sought clarification as to whether this meant that it was no longer a savings proposal. Cllr Shires confirmed that this was correct.

Cllr N Dixon referred to the chart on page 249 and said that there should be an additional column stating 'zero' for NNDC. This would clearly set out the current position and send a strong message to residents about the Government's approach to district councils.

He went onto refer to page 255 and the table of reserves. He asked whether the statement at section 3.16 included the reserves used to cover revenue spends on services which was unplanned. Cllr Shires replied that there was no unplanned spend projected for 2025/2026 so clarified whether Cllr Dixon was referring to unplanned spend for 2024/2025. The Director for Finance confirmed that the table on page 255 set out the planned spend for future years and it did include revenue expenditure where money had been set aside for planned use – such as grant funding for specific projects.

Cllr Dixon sought confirmation that no money had been spent from the reserves on services that were not planned. The Director of Finance replied that there was no unplanned expenditure included in the table, it was all planned. In response to a further question from Cllr Dixon as to whether any money from the reserves had been spent on service delivery, the Director for Finance confirmed that it had. Cllr Dixon asked whether the amount could be identified and shared at the Overview & Scrutiny Committee meeting.

Cllr Dixon asked for an update on the latest overspend forecast figure as referred to

on page 251. He asked whether the figure stated in section 3.2 was still the same. The Director for Finance replied that it was currently being worked on and the period 10 Budget Monitoring report would cover this. She did not anticipate much variation though.

Cllr J Toye spoke in support of Cllr Shires and the work that officers and members had done to produce a balanced budget.

Cllr L Shires drew members' attention to page 247 and the reference to the budget consultation taking place. She said that it hadn't opened for consultation yet and this was likely to happen in early February.

The Monitoring Officer advised Cabinet members to clarify which of the proposed savings and which of the proposed capital bids they wished to recommend to Full Council. The Chairman confirmed that they supported the proposals as set out in the report.

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

RESOLVED to recommend to Full Council:

1. That the list of proposed savings as set out in the report are agreed so that a balanced budget can be recommended to full Council.
2. That an alternative option for balancing the budget should be agreed to replace savings not taken if there are any.
3. That any additional funding announced as part of the final Local Government Settlement announcement be transferred to reserves.
4. That new capital bids, as set out in the report, be recommended to full Council for inclusion in the Capital Programme

Reasons for the decision:

To enable the Council to set a balanced budget.

12 EXCLUSION OF PRESS AND PUBLIC

13 PRIVATE BUSINESS

The meeting ended at 11.01 am.

Chairman

CABINET

Minutes of the meeting of the Cabinet held on Monday, 3 February 2025 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

Members also attending:

Cllr N Dixon
Cllr C Cushing
Cllr T FitzPatrick
Cllr Dr V Holliday

Officers in Attendance:

Chief Executive, Director for Resources / S151 Officer and Assistant Director for Finance, Assets, Legal & Monitoring Officer, Director for Communities

Apologies for Absence:

Cllr L Withington

1 MINUTES

The Chairman advised members that the minutes of the meeting held on 20th January would be approved at the next meeting of Cabinet.

2 ITEMS OF URGENT BUSINESS

None.

3 DECLARATIONS OF INTEREST

None.

4 PUBLIC QUESTIONS AND STATEMENTS

None.

5 MEMBERS' QUESTIONS

The Chairman advised members that they could ask questions as matters arose.

6 RECOMMENDATIONS FROM OVERVIEW & SCRUTINY COMMITTEE

The Chairman invited Cllr N Dixon, Chairman of the Overview & Scrutiny Committee to introduce this item. Cllr Dixon said that the Committee had considered the items in detail.

Regarding the Treasury Management Strategy, he said that the second recommendation was for the Leader to engage with the Leaders of neighbouring district councils to agree a collective approach to central Government and its advice and guidance on the impact of devolution and local government reorganisation on the financial stability of councils in Norfolk. He added that there was a significant element of concern that the inevitable transition period required full engagement with central government and a clear understanding of the 'rules of engagement' for the Council's own financial systems and the wider systems of the county.

With regards to the Capital Strategy 2025 – 2026, it was proposed that the Committee, together with the Portfolio Holder for Finance, Estates & Property Services, undertake a review of the capital bids process to consider how the committee could effectively engage with the process for 2026 – 2027. The Portfolio Holder added that the recommendation came about because the committee did not understand the process which Cabinet undertook when agreeing the capital bids. She said that she would like to link this into a wider piece of work that was being undertaken about ensuring a clear understanding of which of the Council's services were discretionary and which were statutory. Cllr Dixon replied that in his view, the recommendation had two aspects to it, firstly to ensure that the committee understood the process and secondly how it could engage in a meaningful and proactive way that would add value.

Finally, regarding the draft Revenue Budget 2025/2026, Cllr Dixon set out the following four recommendations:

1. Cabinet considers the list of proposed savings and agree on which ones should be taken so that a balanced budget can be recommended to full Council.
2. an alternative option for balancing the budget should be agreed to replace savings not taken if there are any.
3. Cabinet agree that any additional funding announced as part of the final Local Government Settlement announcement be transferred to reserves.
4. Cabinet decides which proposed new capital bids should be recommended to full Council for inclusion in the Capital Programme.

The Portfolio Holder clarified that the second recommendation would only come into effect if Cabinet did not agree to support the list of proposed savings as set out in the budget report.

The Chairman added that regarding the impact of devolution on local authorities, he was pleased to confirm that there were ongoing discussions with his counterparts across Norfolk and Suffolk and there had recently been representations to Government seeking clarity on various issues.

The Chairman proposed that the recommendations from the Overview & Scrutiny Committee were accepted. Cllr Shires seconded the proposal.

7 DELEGATED DECISIONS - DECEMBER 2024 TO FEBRUARY 2025

The Chairman explained that this was a statutory report and proposed that it was accepted.

RESOLVED

To note the list of delegated decisions

8 REPORTING PROGRESS IMPLEMENTING CORPORATE PLAN 2023 - 2027, ACTION PLAN 2024 - 2025 TO END OF QUARTER 3 - 31ST DECEMBER 2024

The Chairman outlined the key points from the report and provided an update on items that had an 'amber' rating. He advised members that with the reorganisation of local government underway, the number of actions would be reviewed and reduced over the next year to reflect a shift in priorities to a significant focus on service delivery and core services.

Cllr N Dixon asked whether an analysis would be undertaken on the opportunities presented by local government reorganisation and the Council's strengths and weaknesses as it entered the 'transition' period, as well as identifying the threats and risks ahead. He added that all organisations going through considerable change were at risk of 'performance dip' and thought should be given as to how to mitigate against this.

The Chairman agreed and said that this work would be developed in the coming months. The Chief Executive added that the points raised by Cllr Dixon were appropriate. He said that there was no detail at the current time as to how local government reorganisation could look. The published guidance was minimal and indicated that new unitary authorities should have a minimal population of 500k, which was very challenging in a diverse county such as Norfolk. Work was ongoing with district and county partners and further guidance was awaited. As soon as this was available an all-member briefing would be held. He said that a report on the Corporate Plan Action Plan would come to the next meeting of Cabinet and it was proposed that space would be created within this to ensure that officers and members engaged and ensured that North Norfolk's interests were promoted in the context of local government reorganisation. A request had already been submitted to the Ministry of Housing, Communities and Local Government seeking clarity regarding the district's tourism offer and how it might be financed going forward. He added that the pressure on discretionary provision was likely to increase over the coming months and that officers were aware of this. He assured members that senior management was abreast of the situation and would keep members updated. The Chairman added that there were a lot of questions regarding the future of the Council's assets.

Cllr Dixon acknowledged that it was hard to move forward until further information was available but reiterated the need to be prepared.

Cllr Dr V Holliday commented on mobile coverage and said she was surprised to this rated as 'green' as at least two villages in her ward had limited coverage. She then asked about the need to recruit a Strategic Head of IT, given the focus on reorganisation and whether there was a business case underpinning this.

Cllr J Toye, Portfolio Holder for Sustainable Growth, said that he was aware of the challenges around mobile coverage and that he was working to tackle it but ultimately there was no government department responsible for this and it was down to individual companies to provide a mast. He assured members that there was work ongoing and he was engaging with county council colleagues to address the shortcomings and possibly identify pieces of land where a mast could be sited. Cllr Holliday said she had undertaken some work on this and it would be helpful if she

could work with Cllr Toye to ensure that they were coordinating efforts.

Regarding recruitment of a new Head of IT, the Leader said that services needed to continue for the foreseeable future as local government reorganisation would not happen imminently.

RESOLVED

To note the report.

9 MEDIUM TERM FINANCIAL STRATEGY 2025 - 2026

The Portfolio Holder for Finance, Cllr Shires, introduced this item. It had been considered by the Overview & Scrutiny Committee and they had commented on the accessible format. She added that it was a fluid document that we would be updated as the Council's financial position changed.

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

RESOLVED

To recommend that Full Council approves the Medium Term Financial Strategy 2024/25 to 2027/2028

To recommend that Full Council approves the Medium Term Financial Strategy 2024/25 to 2027/2028

Reason for the decision:

To ensure that the Council's financial position is secure.

10 TREASURY MANAGEMENT STRATEGY REPORT 2025/26

The Portfolio Holder for Finance, Cllr L Shires, introduced this item. She said that this strategy had been through the Scrutiny process and she welcomed the input of the committee.

Cllr N Dixon said that the committee considered this report in its 'overview' capacity as the scrutiny role now sat with Governance, Risk & Audit Committee.

Cllr Shires added that s 5.1.2 had been updated to correct an error.

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

RESOLVED

To recommend to Full Council that the Treasury Management Strategy 2025/26 is approved.

Reason for the decision:

Approval by Full Council demonstrates compliance with the Prudential Codes to ensure.

- A flexible investment strategy enabling the Council to respond to changing market conditions.

- Ensure compliance with CIPFA and MHCLG guidance.
- Confirming capital resources available for delivery of the Council's capital programme.

It is a requirement that any proposed changes to the prudential indicators are approved by Full Council

11 CAPITAL STRATEGY 2025 - 2026

The Portfolio Holder for Finance, Cllr L Shires, introduced this item. She said that this strategy had been considered by the Overview & Scrutiny Committee and she thanked them for their input. The Chairman said that it was a very thorough document and he commended officers for their hard work.

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

RESOLVED

To recommend to Full Council that the Capital Strategy 2025/2026 is approved.

Reason for the decision:

The Council is required to approve a Capital Strategy to demonstrate compliance with the Codes and establishes the strategic framework for the management of the capital programme.

12 COUNCIL TAX DISCOUNTS & PREMIUMS DETERMINATION 2025-26

The Portfolio Holder for Finance, Cllr L Shires, introduced this item. She said that this was an annual report and just wanted to remind members that it included the introduction of a new second homes premium which had been discussed at the extraordinary meeting of Full Council on 29th January.

The Chairman thanked officers for their work in preparing this report, acknowledging the complexity involved when calculating the impact of the second homes premium on the council tax base.

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

RESOLVED to

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

- 1) The discounts for the year 2025-26 and beyond are set at the levels indicated in the table at paragraph 3.1.
- 2) To continue to award a local discount of 100% in 2025-26 for eligible cases of hardship under Section 13A of the Local Government Finance Act 1992 (as amended). See the associated policy in Appendix B.
- 3) That an exception to the empty property levy charges may continue to be made by the Revenues Manager in the circumstances laid out in section 4.2 of this report.
- 4) The long-term empty-property premiums for the year 2025-26 (subject to the empty premium exceptions shown in Appendix C) are set at the levels

- indicated in the table at paragraph 4.2
- 5) To continue to award a local discount of 100% in 2025-26 for eligible cases of care leavers under Section 13A of the Local Government Finance Act 1992 (as amended).
 - 6) Those dwellings that are specifically identified under regulation 6 of the Council Tax (Prescribed Classes of Dwellings) (England) Regulations 2003 will retain the 50% discount as set out in paragraph 2.1 of this report.
 - 7) Those dwellings described or geographically defined at Appendix A which in the reasonable opinion of the Revenues Manager are judged not to be structurally capable of occupation all year round and were built before the restrictions of seasonal usage were introduced by the Town and Country Planning Act 1947, will be entitled to a 35% discount.
 - 8) A new second homes premium of 100% as detailed in paragraph 4.3 (subject to the second home premium exceptions shown in Appendix C) is applied from 1 April 2025.

Reasons for the recommendations:

To set appropriate council tax discounts and premiums which will apply in 2025-26 and to raise council tax revenue.

13 2025/2026 BUDGET - SAVINGS FROM PUBLIC TOILETS BUDGET

The Chairman thanked parish councils, businesses and local members for their positive engagement on this matter. He said that it was acknowledged that with the possibility of the formation of a large unitary authority on the horizon, that the provision of services such as public conveniences were being put under considerable pressure. He added that discussions were ongoing as the Council sought to ensure that these quite disparate assets were retained for the long term, whilst recognising that many of them were isolated from any nearby revenue opportunities. Discussions continued regarding Potter Heigham and Stalham would be retained in its current location for at least 12 months to allow for further engagement with the Town Council. Likewise, the site in Walsingham would be retained until March 2026 and West Runton until the end of the summer season. The Chairman said that appreciable savings had already been achieved and further ongoing savings would be detailed in the Budget report. There was still a lot of work to be done however to ensure future provision was retained in some form.

Cllr L Shires added that it was important to focus on how assets could be protected for local communities in the future. It was the revenue spend that required savings but the achievement of a balanced budget for this year had bought some time for the immediate future. Cllr Toye reiterated that work was ongoing to ensure that facilities were retained where they were most needed.

Cllr V Holliday sought assurance that Weybourne Eco toilet would be kept open. The Chairman said that the level of abuse at that facility meant that it would be reviewed and if it became too much to deal with then it would be closed. Conversations with the Parish Council would continue to see if a more sustainable option was available.

Cllr T FitzPatrick thanked the Chairman and the Chief Executive for attending a meeting in Walsingham to discuss concerns regarding the public conveniences in the village. He said that he was also appreciative that a year's delay for the introduction of any changes had been agreed. He then referred to page 142, section 2.44 and the reference to the facilities being used by a large number of pilgrims and the cost being borne by the churches. He said that there were actually toilet

provisions at both shrines and that a lot of the visitors to the council-owned toilets were not pilgrims but members of the public – either walking or visiting the miniature railway. He asked that the approach set out in the paper was reconsidered to reflect this. The Chairman replied that the Council understood the value of the services provided in Walsingham and he recognised that, like many of the facilities across the district, they were unique in terms of usage, location etc. He added that Walsingham's importance to the tourism offer of the district was acknowledged and it was hoped that the facility could be retained. He offered to liaise with Cllr FitzPatrick and the local community in the coming months.

Cllr H Blathwayt said that he welcomed these conversations taking place before devolution so that there was an opportunity to preserve local facilities before a larger unitary authority was formed.

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

RESOLVED

- 1) to confirm its support for discussions being progressed with local businesses at Potter Heigham with the objective of securing sponsorship to meet the costs of retaining the Potter Heigham public toilets;
- 2) to agree that proposals and a business case be prepared for a new public toilet facility to be developed on, or adjoining, the District Council's public car park and principal bus stop at the western end of the High Street in Stalham with a report being presented to Cabinet on such a proposal in the future. In the meantime, the existing toilets will be retained for a minimum of twelve months.
- 3) to agree that the public toilets in Walsingham be retained at least until March 2026 with further discussions being held with local partners as to whether a sustainable financial model for the facilities can be agreed in the medium-term.
- 4) to retain the West Runton public toilets at least for this summer (through until the end of September 2025) with further discussions being held with local partners as to whether a sustainable financial model for the facilities can be agreed in the medium-term.
- 5) to confirm its support for the position adopted in removing the leased unit at Beach Lane, Weybourne realising a financial saving of approximately £26,000 per annum and retaining the eco-loo at this location and monitoring its use / mis-use and to advise that we will continue to work with Weybourne Parish Council to establish if a more sustainable location can be found for the provision of a public toilet in the village.

Reasons for the decision:

To deliver savings from the public toilet budget as part of preparing the 2025/26 budget and help reduce the deficits shown in the Medium-Term Financial Strategy given contract, wage and energy inflation, significant increases in the Temporary Accommodation and homelessness support and no increase in the District Council's spending power.

14 DRAFT REVENUE BUDGET 2025 - 2026

The Portfolio Holder for Finance, Cllr L Shires, introduced this item. She said that it had been to Cabinet previously and to Overview & Scrutiny Committee. She added that the final settlement from central Government had not yet been confirmed. She

thanked members for their engagement and input so far.

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

RESOLVED

1. To agree the list of proposed savings so that a balanced budget can be recommended to full Council.
2. That an alternative option for balancing the budget should be agreed to replace savings not taken if there are any.
3. To agree that any additional funding announced as part of the final Local Government Settlement announcement be transferred to reserves.
4. To agree to the proposed new capital bids and recommend them to full Council for inclusion in the Capital Programme.

Reason for the recommendations

To achieve a balanced budget for 2025/2026.

15 UK SHARED PROSPERITY FUND (UKSPF) 2025-26 TRANSITION YEAR FUNDING

Cllr J Toye, Portfolio Holder for Sustainable Growth, introduced this item. He explained that the Government had announced the UK Shared Prosperity Fund (UKSPF) funding allocations to local authorities in December 2024 for a 'transition' year of funding, with anticipated new models of funding from 2026/27. NNDC would receive a total allocation for the next financial year (2025-26) of £405,095, composed of £330,302 of revenue and £74,793 of capital funding. The one-year allocation of UKSPF funding would continue to support businesses and communities in North Norfolk to address identified local challenges. This would be achieved through the development of business and community support schemes and would seek to complement existing business and community support. He added that a review of the previous funding would come to Overview & Scrutiny Committee in April. He drew members' attention to the focus on collaboration and said that this would be continued.

He said that the successful initiatives to reduce fuel poverty and carbon reduction in households would be continued. The majority of the funding would go towards working with local stakeholders to identify and deliver projects that foster local economic growth and support the vitality of the district's towns.

The Chairman thanked officers for their hard work on this scheme and the excellent outcomes that had been achieved so far. He expressed disappointment that the level of funding had effectively been halved but said that the Council would focus on achieving the best possible outcomes with the allocated funding. He said it was hoped that further information on the Rural England Prosperity Fund would be received soon.

Cllr Toye added that through collaborative working, more than the headline figure would be delivered by leveraging in additional support.

Cllr V Holliday welcomed the funding and asked if there were business cases

underpinning the projects that would be supported by the scheme. Cllr Toye replied that there was a basic outline in the report of the high-level schemes. The detail would then be worked up and then, depending on the schemes applying for grant funding, they would go through a robust application process before funding was allocated. The Assistant Director for Sustainable Development added that a report was going to the Overview & Scrutiny Committee in April outlining the delivery of the programme for the previous three years. A dissemination of the grant funding for this would be provided in this report. He said that it was hoped to be able to also outline what would be coming up for the next year. He reiterated that the Council was still waiting to hear about the future of the Rural Prosperity Fund which contained the grants to businesses.

It was proposed by Cllr J Toye, seconded by Cllr W Fredericks and

RESOLVED

1. To confirm Cabinet's support for the approach to the UKSPF programme (transitional year 2025/26) outlined in this report
2. To delegate to the Assistant Director for Sustainable Growth, in consultation with the Portfolio Holder for Sustainable Growth, the detailed definition of the projects to be delivered within the overall programme headings and the commissioning of specific projects and the procurement and/or appointment of any project delivery partners or contractors, as appropriate.

16 NON-DOMESTIC (BUSINESS) RATES POLICY 2025-26

The Portfolio Holder for Finance, Cllr Shires, introduced this item. She explained that the Council's Policy had been revised to reflect the changes to schemes announced by the Government and included guidelines as to how the schemes were to be implemented.

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

RESOLVED to recommend to Full Council

1. That the Revenues Manager continues to have delegated authority to make decisions up to the NNDC cost value of £4k as indicated in Appendix A.
2. That the Revenues Manager continues to have delegated authority to make Hardship Relief decisions up to the NNDC cost value of £4k as indicated in Appendix C.
3. That the Rate Relief Policy is revised as indicated in Appendix A, B and C.

Reason for the decision:

The new policy will enable the Retail Hospitality and Leisure Relief, Supporting Small Business Relief, Hardship Relief, Film Studios and Flood Relief to be awarded discretionary reliefs.

17 PROHIBITION OF INCONSIDERATE AND INAPPROPRIATE VEHICLE USE RELATED TO ANTISOCIAL BEHAVIOUR.

Cllr C Ringer, Portfolio Holder for Environmental Services, introduced this item. He explained that the Councils proposed to introduce 4 new public space protection

orders (PSPOs) in Fakenham, North Walsham, Cromer, and Stalham. The introduction of these orders was to support the Norfolk Constabulary and in particular the multi-agency operation entitled 'Operation Octane', specifically to enhance enforcement powers to deal with antisocial driving activities. As part of this process a 6-week public consultation was launched and was concluded on the 11th of Dec 2024. During the consultation, 7 responses were received from the public and all were unanimous in their support for these proposals.

Although North Norfolk received a small number of complaints relating to these issues, it was recognised that it was important to support Norfolk Constabulary in their efforts to tackle anti-social behaviour.

Cllr L Shires thanked officers for their work on this. North Walsham residents were grateful as they had been experiencing an increase in such incidents in the town.

Cllr W Fredericks said that she welcomed these proposals and the flexibility to add areas in the future. She added that any requests needed to be supported by evidence and encouraged members of the public reporting any concerns to ensure that they were well evidenced, where possible.

Cllr A Brown asked how frequently the policy would be reviewed. He raised concerns about the way noise nuisance was monitored and actioned and which organisation was responsible for enforcement. The Chairman replied that the areas included in the current proposal had been put forward by Norfolk Constabulary and were based on evidence. Any future additions would need to go through a consultation process.

The Director for Communities clarified that public protection orders were reviewed every 3 years and the review process began in the months leading up to the expiration date. In response to Cllr Brown's concerns, he said that when issues appeared in any areas not covered under the current order, then the Police would assess the evidence and where necessary commence the consultation process in order to bring forward a separate new order for that locality. He confirmed that the relationship between the Council's environmental protection team and the Police was excellent and he had full confidence in it. He concluded by saying that in regards to vehicle noise and anti-social behaviour, it gave the Police an additional 'tool' to deal with problems where it was effectively on private land and challenging such behaviour could be challenging.

Cllr Shires added that in North Walsham there were ongoing issues with modified cars and although car owners were often willing to reverse the modifications, it was not always the case and the Police were able to issue a statutory notice to enforce compliance.

Cllr J Toye said that it was important to tackle anti-social behaviour as it gave other car owners a bad name. The Director for Communities concurred that these orders were not aimed at reducing planned car meets but tackling street racing, revving engines and general abusive language and intimidating behaviour.

It was proposed by Cllr C Ringer, seconded by Cllr J Toye and

RESOLVED

To introduce four new public space protection orders (PSPOs) within the North Norfolk District to prohibit inconsiderate and inappropriate vehicle use related to

antisocial behaviour.

Reason for the decision:

- Fulfil the council's contribution to Operation Octane (refer to appendix 2) and support the Norfolk Constabulary initiative.
- Support our local authority partners and maintain consistency regarding enforcement.
- Provide additional enforcement powers to NNDC regarding this type of ASB.

18 FUTURE OF CAR PARK MANAGEMENT AND ENFORCEMENT

The Chairman on introducing this item said that there was some exempt information included within the report and he had received a request to discuss this. The meeting would therefore need to go into private session.

It was **RESOLVED**

To pass the following resolution:

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

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:

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

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

The information is commercially sensitive, relating to commercial options being considered by the authority. Releasing this information would be likely to have a prejudicial impact upon third parties as well as the Council in obtaining best value.

The meeting went into private session 11.22 am. The meeting reconvened at 11.28 am.

The Portfolio Holder for Finance, Cllr Shires, said that the contract provided excellent value for money and residents were familiar with the enforcement vehicles. The agreement had been in place for some time and a new agreement would start on 1st April 2025.

The Chairman said that alternative options had been explored and assessed and it was agreed that the existing arrangements provided the best service and value for money.

Cllr A Brown referred to paragraph 4.19 which referred to synchronising ticket machines to avoid the third-party transaction 5 pence cost. He asked whether this was factored into the proposals. Cllr Shires replied that this was in relation to an upgrade to the machinery and this would be an invest to save opportunity that could be considered in the future.

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

1. That Cabinet agree to sign an updated SLA with BCKLWN for the full car park enforcement arrangement to include the patrolling of enforcement officers, cash collection and banking of cash and processing of PCNs.
2. That the signing of the SLA be delegated to the Director of Resources.

RESOLVED

3. to sign an updated SLA with BCKLWN for the full car park enforcement arrangement to include the patrolling of enforcement officers, cash collection and banking of cash and processing of PCNs.
4. That the signing of the SLA be delegated to the Director of Resources.

Reason for the decision:

To allow the Council to continue to deliver a car park enforcement service throughout the district that provides value for money for the council and council taxpayers.

19 EXCLUSION OF PRESS AND PUBLIC

20 PRIVATE BUSINESS

21 EXEMPT APPENDIX - CAR PARK MANAGEMENT AND ENFORCEMENT

The meeting ended at 11.32 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>

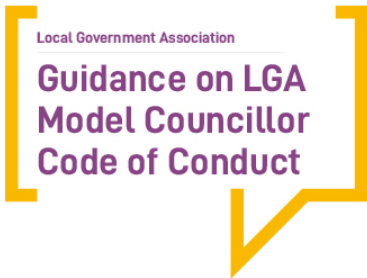
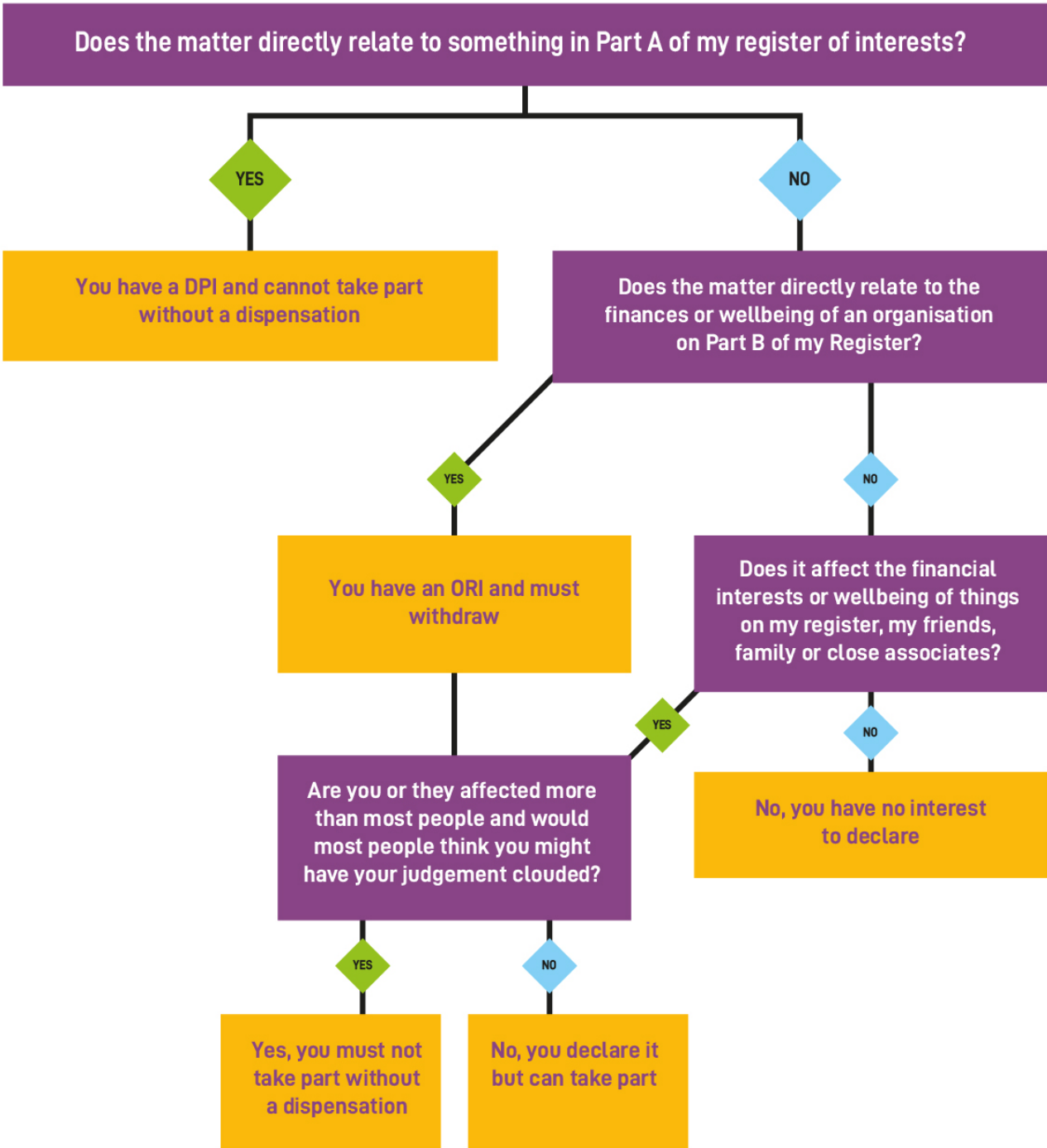
	spouses/civil partners has a beneficial interest exceeds one hundredth of the total issued share capital of that class.
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* 'director' includes a member of the committee of management of an industrial and provident society.

* '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 authority b) any body <ul style="list-style-type: none"> (i) exercising functions of a public nature (ii) any body directed to charitable purposes or (iii) one of whose principal purposes includes the influence of public opinion or policy (including any political party or trade union)
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Agenda Item 8

CORPORATE PLAN 2023-2027 - ANNUAL ACTION PLAN 2025/26	
Executive Summary	This report and accompanying appendix present the 2023 – 2027 Corporate Plan Action Plan for the period April 2025 – March 2026 to Cabinet for approval.
Options considered	<p>The actions detailed in the Action Plan have been developed in support of the five themes in the adopted Corporate Plan recognising the increasing pressure on the Council’s budget, the moves towards establishing a Combined Authority for Norfolk and Suffolk under the Government’s English Devolution programme and proposed Local Government Reorganisation which will change the context in which the District Council operates and works over the next three years, alongside continuing with Business As Usual maintaining service delivery for the district’s residents until any proposals for new unitary councils in Norfolk are agreed.</p> <p>The actions proposed seek to balance the capacity of the organisation to deliver, taking into account the staff and financial resources available to the Council, the need to focus on supporting the transition of services into any new unitary council(s) and the potential to access external funding or partnership resources, with the aspirations laid out in the Corporate Plan.</p> <p>In this respect it is recognised that there is some degree of choice and prioritisation as to the actions proposed for delivery in the period April 2025 – March 2026, although perhaps less compared to previous years given the need to create capacity to respond to and engage with the process of local government reorganisation across the County</p>
Consultation(s)	<p>The development of the 2025/26 Action Plan has been somewhat later than in previous years when the Annual Action Plan has been agreed in the autumn. This has been due to uncertainties around the 2025/26 local government financial settlement impacting on the setting of the Council’s 2025/26 budget, new policy announcements being made by Government during the autumn following the July General Election, and the publication of the English Devolution White Paper which raises the prospect of significant public service reform through proposals for devolution and local government reorganisation.</p> <p>The 2025/26 Annual Action Plan has been developed against this background but has involved processes of consultation and engagement in terms of development of a strengthened Medium-Term Financial Strategy and preparation of the 2025/26 budget, which has been taken through Cabinet and Overview and Scrutiny processes before adoption at the 19th February 2025 meeting of Full Council.</p>

Recommendations	That the Cabinet approves the Corporate Plan Annual Action Plan for 2025/26.
Reasons for recommendations	Sound management of the authority's staff, property and financial resources to deliver projects and initiatives which support improved service delivery and positive outcomes aligned to the previously agreed Corporate Plan themes and seeks to position North Norfolk's residents, communities and businesses strongly in the context of any proposals to establish a Norfolk and Suffolk Combined Authority through the English Devolution proposals and any related programme of local government reorganisation in Norfolk which seeks to replace the existing two-tier County and District structure of local government with unitary councils.
Background papers	2023 – 2027 Corporate Plan

Wards affected	All
Cabinet member(s)	Cllr Tim Adams, Leader of the Council
Contact Officer	Steve Blatch, Chief Executive Email:- steve.blatch@north-norfolk.gov.uk Tel:- 01263 516232

Links to key documents:	
Corporate Plan:	This report details the list of actions and proposals the Council proposes taking forward in support of the five Corporate Plan themes in the twelve months April 2025 – March 2026.
Medium Term Financial Strategy (MTFS)	Proposed actions, projects or initiatives will need to give due consideration to the Council's financial position as detailed in finance reports and a revised Medium-Term Financial Strategy and have the necessary resources allocated to them or efficiency savings as identified through the preparation of the 2025/26 budget.
Council Policies & Strategies	See comment under Corporate Plan heading above

Corporate Governance:	
Is this a key decision	Yes
Has the public interest test been applied	Yes – there is no private or confidential information to be considered by this report
Details of any previous decision(s) on this matter	N/A

1. Purpose of the report

- 1.1 This report and accompanying appendix present the 2023 – 2027 Corporate Plan Action Plan for the period April 2025 – March 2026 to Cabinet for approval.
- 1.2 Cabinet is asked to approve the actions to be taken forward through the 2025/26 Annual Action Plan recognising the increasingly challenged financial context in which the Council is operating as recently agreed through the approval of the 2025/26 budget and the need for the Council to create capacity to engage constructively with the devolution, public service reform and local government reorganisation agendas as detailed in the Government's English Devolution White Paper, alongside maintaining Business As Usual core service delivery.

2. Introduction & Background

- 2.1 Following the District Council elections held on 4th May 2023, the Council adopted a new Corporate Plan for the four years 2023 – 2027 at its meeting held on 19th July 2023.
- 2.2 In agreeing the new Corporate Plan and making a positive recommendation to Full Council to adopt the Plan at its 19th July 2023 meeting, the Cabinet meeting of 3rd July 2023 resolved to :-

- 1. Agree the content of the draft Corporate Plan 2023 – 2027 as a statement of the Council's intent and ambition for the term of this Council administration.**
- 2. Authorises the Chief Executive, in consultation with the Leader of the Council, to agree any minor revisions and changes to the final draft of the Corporate Plan document and thereafter the format / design of the document for publication, following adoption by Full Council.**
- 3. That Cabinet publishes an Action Plan detailing how the objectives detailed in the Corporate Plan will be delivered / achieved to its November 2023 meeting; and**
- 4. Recommended to Full Council that it adopts the Corporate Plan 2023 – 2027.**

- 2.2 In agreeing the Corporate Plan members were advised that, given experience of delivering against the 2019 – 2023 Corporate Plan where organisational capacity was initially hindered by the need for the Council to develop a local response to the COVID pandemic and subsequently responding to the cost of living pressures experienced in the national economy; there would be some merit in looking to develop an Annual Action Plan of project delivery in each year of the Plan.
- 2.3 This would allow the Council to respond flexibly to changing circumstances over the four-year lifetime of the Corporate Plan, not least in response to possible changes to the policy framework nationally associated with a General Election which had to be held before January 2025.
- 2.4 This position has subsequently been confirmed as sound given the significant number of policy announcements made by the incoming Government following

the July 2024 General Election across a range of service areas (Planning, Waste, Housing, Local Government Finance) requiring a response from the Council and then the publication of the English Devolution White Paper in December 2024 responding to which is likely to command a significant amount of corporate capacity throughout the coming year.

3. Proposals and Options

- 3.1 In looking to agree the Annual Action Plan for 2025/26 consideration has been given to the progress made in delivering the objectives and actions in the 2024/25 Action Plan. Progress against these objectives has been reported regularly to Cabinet and the Overview and Scrutiny Committee, most recently to the February 2025 cycle of meetings, with overall good progress and achievements having been made.
- 3.2 However, given the increasingly challenging financial context in which the Council is operating and the demands which will be placed on the authority in the coming year related to proposals for Devolution and Local Government Reorganisation, it has been considered necessary to significantly review our capacity to propose new actions for delivery during the period April 2025 to March 2026.
- 3.3 This year's Annual Action Plan has therefore been "pared back" with a significantly reduced number of proposed actions and commitments, albeit that actions in respect of delivering the Fakenham Leisure and Sports Hub and co-ordinating action at the Bacton Energy Hub site following the recent Summit event have been retained and strengthened. The attached appendix therefore now outlines a proposed series of actions to be taken forward through an Action Plan covering the period April 2025 – March 2026.
- 3.4 Cabinet is therefore now asked to approve the Corporate Plan Action Plan for 2025/26.

4. Corporate Priorities

- 4.1 The outcomes from this report will contribute to the Corporate Plan priorities and reflect the capacity and availability of resources across the Council to support project delivery and positioning of North Norfolk's residents, communities and businesses in the context of any new Combined Authority and local government reorganisation during the 2025/26 civic year.

5. Financial and Resource Implications

- 5.1 The proposals made within this report and the Annual Action Plan for 2025/26 reflect the financial resources and capacity issues available to support project delivery and improved working in the 2025/26 civic year
- 5.2 The Director of Resources (Section 151 Officer) has provided the following comments in advising on the preparation of this report:-

Comments from the S151 Officer

The Annual Action Plan has been wisely updated to reflect the position the Council finds itself in whereby external factors have resulted in a uncertain financial position over the medium term. It has been pared back so that existing schemes can continue to completion and so that priorities can be delivered. The proposals are prudent and sensible in light of the uncertainty around the future financial position and the capacity for our staffing resource.

6. Legal Implications and Comments from the Monitoring Officer

No specific legal issues arise regarding this report around the Corporate Action Plan for the Year 25/26 which now takes into account the current financial climate and the capacity issues and challenges that Devolution and Local Government Reorganisation will bring.

7. Risks

7.1 None as a direct consequence of this report.

8. Net Zero Target

8.1 None as a direct consequence of this report, although one of the Corporate Plan's five themes is "our Greener Future" where the issue of Net Zero is a key consideration for and objective of the authority over the lifetime of the Corporate Plan.

9. Equality, Diversity & Inclusion

9.1 None as a direct consequence of this report, although a key theme running through the Corporate Plan is the issue of inclusion and equity – particularly under the themes - Meeting our local housing need; Developing our communities; Investing in our Local Economy and Infrastructure and A strong, responsible and accountable council.

10. Community Safety issues

10.1 None as a direct consequence of this report

11. Conclusion and Recommendations

That the Cabinet approves the Corporate Plan Annual Action Plan for 2025/26.

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NORTH NORFOLK DISTRICT COUNCIL

CORPORATE PLAN 2023 – 2027

ANNUAL ACTION PLAN PROCESS for APRIL 2025 – MARCH 2026

OUR GREENER FUTURE

We will continue our work to create a cleaner, green and zero-carbon future for North Norfolk.

Actions:-

We will:-

1. Complete the further work requested by the Planning Inspector on making revisions to the draft North Norfolk Local Plan and to take account of new Government policy announcements with the objective of formally adopting the Plan by December 2024. (This action has been carried forward and updated from the 2024/25 Annual Action Plan (AAP)).
2. Continue to monitor and report on the greenhouse gas emissions of the Council's operations and activities and ensure the climate impact of all decisions are fully accounted for. Commit to reviewing previously proposed investment to reduce the carbon footprint of the Council's main Cromer offices pending clarity over any local government reorganisation, whilst continuing to assess the Council's wider assets and implement works which improve their environmental performance and reduce the Council's carbon footprint. (Carried forward as an amended action from the 2024/25 AAP).
3. Monitor and look to increase the percentage of household waste collected which is recycled through programmes of education and public awareness and introduction of a food waste collection service in the 2025/26 civic year and plastic film products in future years. (Carried forward as an amended action from the 2024/25 AAP).
4. Complete the Cromer Phase 2 and Mundesley Coast Protection Schemes by March 2026. (Carried forward as an action from the 2024/25 AAP with an expectation of completion in 2025/26)
5. Working with DEFRA, the Environment Agency, local partners and communities to progress delivery of the Coastwise programme in the development and implementation of innovative approaches to coastal adaptation – ongoing until March 2027. (Carried forward as an action from the 2024/25 AAP).

DEVELOPING OUR COMMUNITIES

We will develop our work to support confident, engaged, resilient and inclusive communities.

Actions:-

We will:-

1. Produce a Rural Position Statement which maps the provision of key rural services including village shops, post offices, pubs, community halls, rail, bus and community transport services and mobile / broadband coverage by August 2025 and proposes future policy responses so that there is a clear baseline record of such assets to pass to any “new” local authority established through Local Government Reorganisation. (Carried forward as an amended action from the 2024/25 AAP).
2. Continue to promote greater take up of Neighbourhood Plans by local communities with the objective of supporting more communities adopt Neighbourhood Plans a year – strengthening local community voices and capacity in the context of future local government reorganisation. (Retained as an action from the 2024/25 AAP.)
3. With partners we will continue to pursue funding opportunities to develop initiatives which proactively and reactively support our communities prioritising health prevention, wellbeing and financial inclusivity of our most vulnerable and hard to reach residents. (Carried forward as an amended action from the 2024/25 AAP).
4. With local partners we will continue to lobby for the retention and development of innovative health and social care facilities for older people in the District, including the re-opening of the Benjamin Court NHS asset in Cromer, reflecting the district’s aged demographic – the oldest average age in the country. (Retained and carried forward as an amended action from the 2024/25 AAP.)
5. Progress delivery of the Fakenham Leisure and Sports Hub project through securing planning permission, appointment of a construction partner and commencement of construction. (New action for 2025/26).
6. Having secured funding approval for the Cromer 3G pitch deliver this new (replacement) facility by September 2025 and continue to pursue funding for similar facilities at Fakenham and North Walsham. (Carried forward as an amended action from the 2024/25 AAP).
7. Explore external funding opportunities such as the Norfolk GIRAMs scheme, Hornsea 3 Legacy fund and S106 agreements to contribute to the improvement of the facilities within Holt Country Park, working towards maintaining Green Flag status at this location and our other Countryside sites.

MEETING OUR HOUSING NEED

We will seek to meet the challenges of local housing need.

Actions:-

We will:-

1. Continue to gather and share data about the number of permanent, affordable, second and holiday homes, empty homes and numbers of local people on the housing register at a parish level on an annual basis so that there is a very clear understanding of the context of local housing issues at a local community level to inform future development of rural exceptions and other affordable housing schemes. (Retained as an action from the 2024/25 AAP).
2. Monitor the impact and expenditure of the returned Second Homes Council Tax Premium income negotiated with Norfolk County Council to support investment in Temporary Accommodation and financing the delivery of affordable homes developments in the district from April 2025. (New action for 2025/26).
3. Take forward with partners a programme of new affordable homes development in the district, with a target number of 307 new affordable homes completed over the period March 2025 to March 2027 (76 in 2025/26 and 231 in 2026/27) with schemes at Sheringham, Bacton, Walcott, Wells and Fakenham being taken forward during 2025. (Retained and carried forward as an amended action from the 2024/25 AAP).
4. Continue to work with partners in the North Norfolk Help Hub to respond to housing standard issues as and when they arise in a timely and satisfactory manner. Conduct at least 50 inspections under the Housing Health and Safety Rating System per year of privately rented accommodation in response to complaints received. Inspect all new Houses in Multiple Occupation (HMOs) applications received by the Council and using a risk-based approach inspect on a rolling basis all HMOs in the District. In all cases take appropriate action in accordance with the Council's enforcement policy. (Retained as an action from the 2024/25 AAP).
5. Continue to monitor and take action to reduce the number of Long-Term Empty properties in the District through investigation and enforcement action – pursuing at least 50 cases a year. (New action for 2025/26).

INVESTING IN OUR LOCAL ECONOMY & INFRASTRUCTURE

We will create an environment where businesses thrive and prosper, supporting jobs and economic opportunity for all.

Actions:-

We will:-

1. Develop and maintain engagement and dialogue with and between the district's business community, with a series of regular business briefing events to be staged throughout the year. (Retained as an action from the 2024/25 AAP).
2. Take forward co-ordinated actions on behalf of key partners and stakeholders agreed at the January 2025 Bacton Summit event to raise the profile of the Bacton Energy Hub site as one of the UK's principal locations for carbon capture and storage and hydrogen production in support of the UK's energy transition to Net Zero realising the employment, supply chain and wider economic benefits for North Norfolk, Norfolk and the wider East of England region. Ongoing from now throughout the period of the Corporate Plan. (Retained and carried forward as an amended action from the 2024/25 AAP).
3. Continue to work with the local community and partners in Stalham through the Government's High Street Task Force programme to develop a vision which contributes to the future vitality of the town for delivery over the period April 2024 – March 2027. (Retained as an action from the 2024/25 AAP).
4. Work with LINK, Cash Access UK and local partners in the district's market and coastal towns to retain banking and post office services in locations across the district. (Retained and carried forward as an amended action from the 2024/25 AAP.)
5. Continue to support and work with tourism interests across the district to promote North Norfolk as a key visitor destination with a diverse visitor offer.
6. Ensure, through sound programme management and appropriate promotion, that full commitment and draw down is made of the UK Shared Prosperity Fund and Rural England Prosperity Fund monies allocated to the district.
7. Based on previously commissioned surveys, develop pipeline project proposals which seek to increase the supply of serviced land or advance factory premises and can be delivered at pace if external funding can be secured for such an investment. (Retained as an action from the 2024/25 AAP).

A STRONG, RESPONSIBLE & 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.

Actions:-

We will:-

1. Engage with local partners (County and District Councils in Norfolk) in seeking to secure new powers, functions and budgets for Norfolk as part of the Government's English Devolution White Paper and as appropriate seek to position North Norfolk's residents, communities and businesses positively in respect of any reorganisation of local government in Norfolk and in establishing any new unitary councils. (New action for 2025/26).
2. Continue the Council's improvement journey through taking forward the recommendations made by the LGA Corporate Peer Challenge throughout 2025, particularly the new Workforce Development Strategy so that our staff continue to provide good quality services to our residents, businesses and communities and are well-equipped to realise new opportunities presented by local government reorganisation. (Retained and carried forward as an amended action from the 2024/25 AAP).
3. Continue to monitor progress towards the objectives detailed the new Medium-Term Financial Strategy through continuously reviewing service delivery arrangements so as to realise efficiencies and ensure value for money service provision in meeting the needs of our residents, businesses and visitors. (Retained and carried forward as an amended action from the 2024/25 AAP).
4. Seek Heritage Lottery funding for the refurbishment of the auditorium of the Cromer Pier Pavilion Theatre so as to place the theatre in the best possible position in the context of anticipated local government reorganisation, recognising the Pier and theatre's key role in the cultural and tourism appeal of North Norfolk and marking its 125th anniversary in 2026. (New action for 2025/26).
5. Consider the implications of LGR on the future management and maintenance of tourism infrastructure assets and explore whether these might be safeguarded in the longer term through being placed in an appropriate structure which recognises their importance in the context of continued pressure on discretionary services in any new unitary council structures. (New action for 2025/26).
6. Continue to review and maximise the Council's approach to Asset Commercialisation to realise new and emerging opportunities around the use of the Council's land and property assets through implementing the actions detailed in a revised Asset Management Strategy from April 2025. (Retained and carried forward as an amended action from the 2024/25 AAP).

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Agenda Item 9

BUDGET MONITORING P10 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 January 2025.</p> <p>As at 31 January 2025, the General Fund projected surplus is £0.048m 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. Continue the work to minimise the risk of a General Fund revenue deficit for 2024/25. 3. Seek approval from full Council to make all the changes to the Capital Programme as laid out in paragraph 5.5 of the report.
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
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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 31 January 2025.

2. Revenue

- 2.1 The Council has an approved General Fund revised revenue budget of £20.266 million (Including Parish Precepts and funding from reserves). 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 31 January 2025 is £20.363 m against the budget of £20.266m which is a projected Overspend of £0.096m 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 The Period 6 monitoring report forecast a full year overspend of £0.995m. This Period 10 monitoring report is forecasting a full year a small underspend of £0.048m. This is a significant change in the year end position which is explained in the main body of the report.
- 2.5 In summary the swing is due to a large underspend of over £0.7m on employee costs, some further significant savings on supplies and services, improvements in income levels for both services and investment. Whilst the expenditure forecasts are quite certain and will result in an underspend, the overall forecast underspend is also dependent on some income levels being maintained for the last two months of the year. There is less certainty here. Where there are predicted savings related to expenditure items that are being funded from Reserves, the reserve position has been updated to reflect this.
- 2.6 It should be noted that officers have worked very hard to bring the financial position back round. Many teams have held vacancies to generate the employee savings, and this puts pressure on the existing workforce and service delivery. The Portfolio Holder for Finance and Assets and the Director of Resources would like to acknowledge this and thank all the staff for their hard work.

2.7 Table 1: General Fund Summary

General Fund Summary Period 10 2024/25

Service Area	2024/25 Base Budget £000	2024/25 Revised Budget £000	2024/25 Full Year Forecast Period 10 £000	Period 10 Variance £000
Corporate Leadership/ Executive Support	576	528	287	(240)
Communities	11,530	11,387	11,221	(167)
Place and Climate Change	7,121	7,130	6,349	(781)
Resources	4,538	4,628	5,083	455
Savings to be Identified	(250)	0	0	0
Net Cost of Services	23,516	23,673	22,939	(734)
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)	(1,455)	410
External Interest Paid	40	340	340	0
Revenue Financing for Capital:	210	2,448	2,448	0
Minimum Revenue Provision	488	488	507	19
IAS 19 Pension Adjustment	268	268	268	0
Net Operating Expenditure	22,062	24,757	24,453	(304)
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	4,491	4,042	(449)
Contribution To/(From) Reserves	(1,796)	(4,491)	(4,090)	401
(Surplus)/Deficit Position	0	0	(48)	(48)

Forecast variance explanations

- 2.8 The net cost of services full year forecast position is a net Underspend of £0.734m. 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 £4.090m rather than the budgeted £4.491 i.e. a saving of £0.401m in the use of earmarked reserves. This is discussed in more detail in Section 6 below and at Appendix D.
- 2.9 The net cost of services underspend is offset in part by a shortfall in investment income and a revised MRP calculation. However the investment position has improved slightly with the shortfall reducing from £0.445m at Period 6 to £0.410m in Period 10. The forecast variance for investment income is explained in detail in Section 4 below.
- 2.10 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 has been used to reduce the overall General Fund deficit.
- 2.11 The significant variances between the revised full year budget and the full year forecast are highlighted in paragraphs 2.12 to 2.15 below.
- 2.12 **Corporate Leadership/Executive Support** - £0.241m Underspend. The main reasons are outlined below: -
- i. An underspend of £0.147 in Employee Costs related to reductions in contracted hours and having vacant posts where there has been staff turnover.
 - ii. Savings of £0.076m in supplies and services including printing and publication expenditure.
- 2.13 **Communities** - £0.166m underspend.
- i. An Underspend of £0.120m in Employee Costs related to having vacant posts.
 - ii. An Overspend in premises related expenditure of £0.018m relates to drainage levy costs, which is unavoidable.
 - iii. Reduced supplies and services costs in relation to commercial waste disposal are forecast to deliver a saving of £0.130m.
 - iv. Income for garden bins is expected to fall short of target by £0.080m, this is partially offset by income for bulky waste collection which has exceeded the budget expectation by £0.010m.
- 2.14 **Place and Climate Change** - £0.781m underspend due to the following: -
- i. An underspend of £0.444m in Employee Costs Employee Costs, £0.140m of which was being funded from reserves.
 - Reduction in contracted hours and being unable to recruit to 2 vacant fixed term posts 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 £0.319m in Supplies and Services due to
- Local Plan work originally expected to be completed in 2024/25 but will now be done in 2025/26 has resulted in £0.086m less expenditure on Professional fees. The expenditure would have been funded from earmarked reserves.
 - Slippage in climate projects of £0.070m within Environmental Sustainability which would have been funded from reserves.
 - Cost provision made in 2024/25 for 2023/24 related expenditure was £0.033m more than the actual expenditure, thus generating a saving.
 - There being less revenue spending on coastal protection projects of £0.047m than expected because of delayed capital schemes.
 - £0.020m contribution towards coastal manager post not incurred due to there being a vacancy.
- iii. There is a favourable income variance of £0.059m
- It was reported as part of the period 6 budget monitoring that Planning and Building Control fee income was predicted to be below budget by £0.160m. This position has been reviewed and updated following an upturn in income being received. Budget managers now forecast that the full fee income budget will be delivered at outturn.
 - Improvements to the pre-application service in Development management is set to deliver increased income of £0.017m.
 - Land Charge fees increased £0.040m in relation to wind turbines, however this is offset by a reduction of £0.017m in discretionary search fees.

2.15 Resources - £0.455m overspend due to: -

- i. A forecast Underspend of £0.158m for Employee Costs
- Finance vacant posts have resulted in a saving of £0.055m, this has been offset by agency costs.
 - ICT vacant posts and reduced contract hours will generate full year savings of £0.067m.
 - Estates vacant posts will deliver an Underspend of £0.043m.
- ii. A forecast Underspend of £0.031m on premises costs that is made up of the following.
- £0.061m reduction in Repairs and Maintenance spend, including Public Conveniences and the Rocket House.
 - £0.023m overspend on Public Conveniences costs due to hiring the temporary toilet block facility in Weybourne.

- There is an overspend on water and electricity costs of £0.061m.
 - There is a reduction in Business Rates of £0.023m.
 - Insurance Premiums are £0.027m less than was budgeted for.
- iii. There is a forecast Underspend £0.102m on Supplies and Services made up of
- Overspend of £0.020m on the car park management contract due to increased employee costs.
 - £0.034m net Underspend on Computer maintenance, software and consumables.
 - Underspend on Audit fees £0.187m because full audits have not been carried out on the 21/22, 22/23 and 23/24 accounts, plus an underspend of £0.018m Internal Audit fees.
 - £0.194m is forecast to be spent on 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 (£0.158m) in Employee costs for the vacant posts. So the net overspend will effectively be £0.036m.
- iv. **Income** - £0.715m 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 £0.725m for the year. This relates to the subsidy the Council can claim to cover the cost of temporary accommodation.
 - 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 £0.042m 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 £0.025m is forecast.
 - Additional income £0.026m from Legal professional fees.
 - Additional income of £0.133m is anticipated from car parking income.

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 £0.975m Savings Target

Directorate	Assistant Director	Base Budget Savings £'000s	Period 10 - full year forecast £'000s	Variance £'000s
Corporate	Corporate	49	49	0
Communities	Environment & Leisure	148	78	(70)
	People	235	235	0
Place & Climate Change	Sustainable Growth	43	43	0
	Planning	182	180	(2)
Resources	Legal and Governance	85	82	(3)
	Finance, Assets & Revenues	234	207	(27)
Total		976	874	(102)

3.3 The savings forecast at Period 10 is still largely positive with the forecast that 90% of the savings will be achieved by the end of the year. In-year vacancies and difficulties in recruitment into the Environmental Services team have meant it has not been possible to undertake the planned garden bin promotions work and the additional budgeted income of £0.050m will not be achieved. Again due to resourcing issues it hasn't been possible to deliver some planned external training courses which means that the anticipated additional income of £0.020m (included in the £975k savings target) won't be achieved. The extension to the Meadow car park in Cromer scheme has not taken place, so the additional car park income of £79k identified as a saving won't be generated. However the current car park income levels indicate that there will be a surplus of actual income of £130k over budget for the year. The proposal to generate additional income of £20k from advertising and concessions in areas such as the Pier and Car Parks has not progressed as planned, again due to a lack of capacity.

3.4 In addition to the identified savings of £0.975m included in the balanced budget a further £0.250m of savings 'to be identified' was also. £0.256m of service savings were identified by managers up to period 6, the revised budget has now been updated to take account of these savings. All further savings have been identified as part of the forecasting exercise.

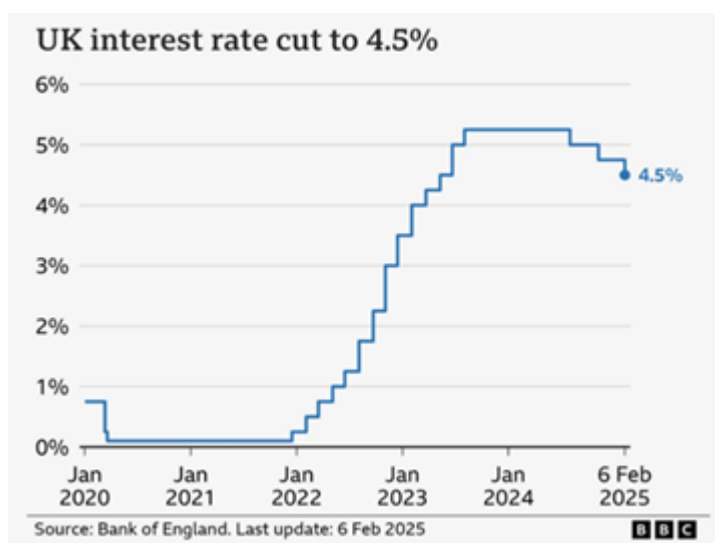
3.5 Table 3: Progress against £0.250m Unidentified Savings Target

	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 balance of £33.8m). Since then, the Monetary Policy Committee (of the Bank of England) has made a series of cuts to the interest rate with the latest one being on 6 February 2025 to the current 4.5%, (see chart below which shows the movement in interest rates since January 2020), as it was felt that the higher interest rates have achieved their purpose in bringing UK inflation back under control (with the December 2024 inflation sitting at 2.7%). However, this has had an adverse impact on the investment income the Council is achieving.



- 4.2. At period 10, the Council had earned £1.3m in investment interest, which is under budget by £250k. This variance is due to the average rate of 5.54% being lower than the 6% when the budget was set and the average level of investments of £28m being lower than the £33.8m assumed when the budget was set. The full year forecast calculation predicts a shortfall of £410k for the year which is a slight improvement on the Period 6 shortfall forecast of £445k. Investment income for the year is now expected to be £1.455m.
- 4.3. The lower level of cash balances, averaging £28m instead of the budgeted £33.8m is due to the delays in receiving grants from the Environment Agency (Cromer & Mundesley coastal schemes) and the Fakenham Leisure Centre and Sports Hub scheme (FLASH) being put on hold whilst the new government reviewed the funding commitments it inherited from the previous government. The Levelling-up grant we expected to receive for this scheme has not yet been received and therefore has been unavailable for investment.

Borrowing Interest

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

- 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 the 25th of September 2024, Full Council approved the use of the Treasury Management Reserve (£300k) to provide a budget for 2024/25 borrowing costs. There was an existing budget of £40k, so the total budget now stands at £340k. PWLB borrowing costs for the year will be £266k and short-term borrowing costs as at period 10 are £54k, meaning a total of £321k will be spent at year-end. This leaves £19k for any short-term borrowing requirements during February and March, which should cover the borrowing costs until the end of the year. This time of year is always a period of low levels of cash as we do not receive much council tax income at this time of the year as we collect the majority of the income over 10 months (April to January).
- 4.7. Currently the Council doesn't have any outstanding short-term borrowing commitments as at the end of period 10.

5. Capital

- 5.1. This section of the report presents the capital programme 2024/25 position as at the end of period 10, 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. Total capital expenditure for 2024/25 as at period 10 was £22.321m compared to an updated full year capital budget of £39.740m, leaving £17.419m to be spent by the year end.
- 5.3. The level of underspend is not a cause for concern as the Council has several large on-going schemes that are being delivered and are being delivered over more than one year. The most notable delay is in the delivery of the FLASH scheme which was put on hold due to the government reviewing its inherited commitment to the Levelling Up Schemes. These large schemes are largely government funded,
- 5.4. There are some adjustments to be made to the capital programme, subject to approval by full Council. These changes have all been included in Appendix C to show what the programme will be assuming all the adjustments are approved.
- 5.5. **It is requested that Cabinet recommend that full Council approve the following**
 - 5.5.1. Increase the 2024/25 capital budget for the Mundesley Coastal Defence scheme from £6.206m to £7.637m, following the award of additional grant funding from the Regional Flood & Coastal Committee and the Environment Agency to fund inflationary costs to the project over its lifetime. The Council is awaiting the outcome of a bid to the Regional Flood & Coastal Committee from NNDC for £0.750m to both replace the previous £0.250m contribution from Anglian Water that will not be forthcoming and seek additional funding to cover the projects costs towards reducing coastal erosion risk.
 - 5.5.2. Increase the 2024/25 capital budget for the Cromer Coastal Defence scheme from £10.106m to £10.250m. This is covered by additional grant from the Environment Agency to fund inflationary costs over the project's lifetime.

- 5.5.3. Increase the capital budget for the Disabled Facilities Grants in 2024/25 by £0.203m to a total of £2.079m. This will be funded by additional grant funding awarded to the Council in January 2025 by MHCLG.
- 5.5.4. Increase the capital budget for the Provision of Temporary Accommodation in 2024/25 by £280,000 to £578,307, and fund this from the Local Authority Housing Fund thus reducing the fund to zero. This aligns with the Council's decision to use the remaining Local Authority Housing Fund Grant to purchase a property to use for Temporary Accommodation.
- 5.5.5. Increase the UK Shared Prosperity Fund capital budget by £0.050m to £0.239m. This will be funded by a re-allocation of UKSPF revenue grant funding (which is not ring-fenced for revenue) to the capital budget.
- 5.5.6. Increase the Fakenham Leisure and Sports Hub capital budget by £60,000 in 2024/25, following the award of additional grant by MHCLG in January 2025 as a local growth capacity and support payment. This payment is being provided to mitigate any immediate delivery issues caused by the Government's delay in approving the Levelling-up Schemes.
- 5.5.7. Remove the Backup Network Upgrade capital budget totalling £14,000 as the IT Network Manager has confirmed the project has been completed.
- 5.5.8. Reduce the Coastwise capital budget in 2024/25 by £86,000 to a total of £14.610m to match the level of grant funding awarded by the Environment Agency for this scheme.

6. Reserves

- 6.1 The Council's current reserve position is shown at Appendix B. This position has been updated as part of preparing the forecast for 2024/25.
- 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 £401k 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 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.

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

- 9.1 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

11.1 None as a direct consequence of this report

12 Equality and Diversity

12.1 None as a direct consequence of this report

13 Community Safety Issues

13.1 None as a direct consequence of this report

14 Conclusion and Recommendations

14.1 The revenue budget is showing an estimated full year underspend for the current financial year of £0.048m. The overall financial position continues to be closely monitored. The Council will continue to take steps to minimize expenditure and maximise income for the remainder of the year.

14.2 There are two recommendations for Cabinet to note the report and to continue its work to balance the budget.

14.3 There is a recommendation to seek approval from full Council for all the recommendations for changes to the capital programme as laid out in paragraph 5.5.

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Proposed Savings/Income 2024/25 to 2027/28

Assistant Directorate	Service Area	Savings Title	Brief Outline of Saving/Additional Income (where applicable)	Saving(S) /Income(I)	Permanent (P) /One off (O)	Budgeted 2024/25 Savings /Income		
SAVINGS BIDS SUBMITTED BY ASSISTANT DIRECTORS								

COMMUNITIES

People Services	People Services - Housing Options	Temporary Accommodation additional Income	Increase in temporary accommodation rental income due to rent increases from 1 January 2024 and 1 April 2024.	I	P	70,000	70,000	Discuss with Jenny - will this still below the threshold ?
People Services	People Services - Early Help and Prevention	Sustainable Communities Fund	Cease payment of Grant	S	O	131,550	131,550	Savings met - £0 budget in 2024/25
People Services	People Services - Early Help and Prevention	Arts and Cultural Grant	Cease payment of Grant	S	P	33,260	33,260	Savings met - £0 budget in 2024/25
Environment and Leisure	Environment and Safety Services	Savings from provision of street signs.	Fewer signs need replacing as more robust signs are now used resulting in a savings in expenditure.	S	P	2,000	2,000	Budget reduced for 2024/25
Environment and Leisure	Environment and Safety Services	Income from further promotion of garden bins.	Further active promotion of the garden waste collection service could generate additional income from 1,000 additional subscribers.	I	P	50,000	0	Insufficient resources within the team to promote for 2024/25
Environment and Leisure	Environment and Safety Services	Income from health and safety training.	Opportunity for NNDC to act as a training provider to 3rd parties and charge for this service. Expanding additional service to increase income.	I	P	20,000	0	Income budget created for 2024/25 ; however no income received to date due to lack of resources. H&S manager covering for ES Manager.
Environment and Leisure	Environment and Safety Services	Reduction in spend on recycling initiatives.	Budgets for the promotion of recycling initiatives both internally and in conjunction with the Norfolk Waste Partnership have not fully been spent in recent years and so a saving can be offered for both aspects.	S	P	10,000	10,000	Budgets reduced for 2024/25
Environment and Leisure	Leisure & Locality Services	Pier Pavilion Theatre changes to budget	Remove budget allocated to electricity at the Pier Pavilion Theatre as this is no longer required.	S	P	5,000	5,000	Budget taken out for 2024/25
Environment and Leisure	Leisure & Locality Services	Holt Country Park Car Parking	Increase the budget for car parking income to better reflect the actual income received which has increased in recent years. Also to increase parking by 20p per visit to increase income received. Increasing the cost of parking at HCP to £2.50 is still seen as very good value.	I	P	18,500	18,500	Budget increased for 2024/25
Environment and Leisure	Leisure & Locality Services	HCP Events and Sale of goods	Increased income from events and sale of goods.	I	P	4,000	4,000	Budget adjusted for 2024/25
Environment and Leisure	Leisure & Locality Services	Pier Contract Profit Share	The Pier Pavilion Theatre has had a strong year and it is predicted that the Council will receive a profit share from the contract for the first time this year.	I	P	10,000	10,000	Income budget created for 2024/25
Environment and Leisure	Leisure & Locality Services	Reduce R&M on Foreshores	R&M of promenades and foreshores. By its very nature this can fluctuate form year to year depending on weather and other factors and this saving is reflective of activity.	S	P	15,000	15,000	Budget reduced for 2024/25
Environment and Leisure	Leisure & Locality Services	Memorial Seats/Benches	Review of repair & maintenance responsibilities.	S	P	13,700	13,300	Budget reduced for 2024/25 - £400 spent to 24/07/24
SUB TOTAL COMMUNITIES						383,010	312,610	

CORPORATE

Corporate	Human Resources	HR & Common Training Budget Review	Review of HR & Common training budgets realising savings across Equipment Purchases, First Aid Purchases, Subscriptions, Other Fees & Charges and Health & Safety.	S	P	3,270	3,270	Budgets reduced for 2024/25
Corporate	Customer Services	DM/Reprographics Restructure	Deletion of vacant post	S	P	45,456	45,456	Speak to Stuart Harber, can see Paul's actuals are still going through here, do these need to move to the post room cost centre where the budget is?
SUB TOTAL CORPORATE						48,726	48,726	

Proposed Savings/Income 2024/25 to 2027/28

Assistant Directorate	Service Area	Savings Title	Brief Outline of Saving/Additional Income (where applicable)	Saving(S) /Income(I)	Permanent (P) /One off (O)	Budgeted 2024/25 Savings /Income		
SAVINGS BIDS SUBMITTED BY ASSISTANT DIRECTORS								
PLACE								
Planning	Development Management	Fee Income	Reduction in 2024/25 reflects the under recovery in 2023/24 influenced by the state of the national economy and age of the Local Plan. This is partially offset by the recently announced Government increases in fee levels. Adoption of the Local Plan should increase the number of applications received (but that will probably take effect in the 2nd half of 2025/26).	I	P	(50,000)	(50,000)	Budgets reduced for 2024/25
Planning	Planning	Various Minor Savings	Minor reductions to a number of services.	S	P	10,225	9,200	DM subscriptions saving of £1,025 cannot be met due to overspend.
Planning	Planning Policy	Planning Policy Savings	The Local Plan is expected be adopted in the summer of 2024 and a review of resource will be undertaken then. It is considered that a lower staffing level would be appropriate and it is estimated that this could be introduced in-year at no direct cost to the Council.	S	P	45,000	45,000	Budgets reduced for 2024/25
Planning	Planning	Use of Planning Reserve	The Local Plan Examination is expected to be completed by the end of March 2024. Some further expenditure above normal budget levels might be required prior to adoption (although these could possibly be funded from within existing resources) . The production of a new Plan should be a cheaper process as the Government are endeavouring to simplify the process and the Council won't be starting from a review of a Plan that is significantly out of date. It is estimated that a reserve position of £200,000 for the 2025/26 financial year is appropriate and therefore the level above that can be offered by way of a reduction in reserve levels.	S	O	87,300	87,300	Reserve adjusted for 2024/25
Planning	Land Charges	Use of Land Charges Reserve	Reduction in reserve to a level that allows for £40,000 per annum (for this year and the 4 years of the Medium Term Plan). As a consequence, a saving is offered by way of a proposed reduction in the reserve level.	S	O	89,100	89,100	Reserve adjusted for 2024/25
Sustainable Growth	Housing Strategy & Delivery	Reduction in staffing levels (with no redundancy)	Review of the way in which services within the wider team are managed.	S	P	11,900	11,900	Budgets reduced for 2024/25
Sustainable Growth	Climate and Environment	Greenbuild	Discontinuing a "Greenbuild" style event. event. Engagement would be limited to smaller activities and/or where events are entirely sponsored or paid for by third parties.	S	P	10,000	10,000	Budgets reduced for 2024/25
Sustainable Growth	Economic Growth	Conference Expenses	Reduction in Conferences attended	S	P	1,000	1,000	Budgets reduced for 2024/25
Sustainable Growth	Economic Growth	Marketing General (Deep History Coast).	Reduction in Marketing spend. A core budget needs to be retained for maintaining the Deep History Coast app and general marketing savings are achievable.	S	P	10,000	10,000	Budgets reduced for 2024/25
Sustainable Growth	Economic Growth	Grants	Reduction of grant award	S	P	10,000	10,000	Reserve adjusted for 2024/25
SUB TOTAL PLACE						224,525	223,500	

RESOURCES								
Legal and Governance	IT Infrastructure	Personnel Budget Saving	Reduction in resource requirement	S	P	18,876	18,876	£18,876 taken at Budget Setting, staffing budget underspent.
Legal and Governance	IT Web	Replacing Council Workflow System	Workbench, workflow and online forms system needs to be replaced as it will soon no longer be supported by the software provider. The proposal is to work with C3 (providers of contact centre software for Customer Services) to develop this so that it can be rolled out across the council at no extra cost. Also Microsoft software can be used to create any required online forms.	S	P	15,000	13,000	Removed budget for Silktide software by mistake therefore saving not achievable for this.
Legal and Governance	Legal	Legal Reserves	A contribution can be made of some of legal reserve fund of £36,000.	S	O	36,000	36,000	Reserve taken
Legal and Governance	Legal	Additional Legal Fee Income	Increase income target by increasing the number of section 106 agreements and income from legal work on beach hut leases.	I	P	5,000	5,000	On target to achieve.

Proposed Savings/Income 2024/25 to 2027/28

Assistant Directorate	Service Area	Savings Title	Brief Outline of Saving/Additional Income (where applicable)	Saving(S) /Income(I)	Permanent (P) /One off (O)	Budgeted 2024/25 Savings /Income		
SAVINGS BIDS SUBMITTED BY ASSISTANT DIRECTORS								
Legal and Governance	Democratic Services	Travelling General	Non-formal meetings such as pre-agendas etc to move to a remote format to reduce members travel claims (and also help meet our Net Zero target). More decisions could be taken under delegation..	S	P	4,000	4,000	On target to achieve.
Legal and Governance	Democratic Services	Member Training	Reduction in Member Training budget (providing there is capacity to increase in an election year).	S	P	6,000	5,000	Peer review highlighted need for training, will achieve £5k of target.
Finance,Assets & Revenues	Revenues	Various	Improvements in service delivery	S/I	P	12,500	10,500	Still paying Capita, may get money back as in house form developed but not yet live.
Finance,Assets & Revenues	Revenues	Council Tax Support Cases	The current benefits scheme awards only 91.5% of Council Tax Support in some cases. It is proposed that 100% is awarded in all cases to remove the unnecessary administration and associated costs. The change to the scheme will need to be consulted upon so the savings may not be achieved in 24/25, but if this is the case other savings will looked for within the service to achieve these still.	S	P	5,000	5,000	Member working party still working on this with the benefits managers, the revenue manager will review other income generated schemes to cover the £5k if the 100% CTS scheme is not adopted.
Finance,Assets & Revenues	Estates	Various expenditure Savings	- Catfield Industrial Estates - Fakenham Connect Marketing budget reduction - Chalets and beach huts: Equipment and Marketing - Other lettings: Marketing - Estates -Professional fees, Subscriptions.	S	O	33,272	33,112	Water on target to achieve, providing no vacant units in the future.
								On target to achieve.
								On target to achieve.
Finance,Assets & Revenues	Estates	Various Income Generation	- Fakenham Connect: - Other Lettings: Electricity recharge. - Shared Equity Insurance Recharges..	I	P	4,700	4,700	On target to achieve.
Finance,Assets & Revenues	Estates	New Ideas - Income generation	QR codes income donation on pier & other assets in Cromer. Advertising on car parks Concessions/Click and Collect.	I	P	20,000	0	Had planned to do this at beginning of the year, but this has turned into a bigger project (Tina S aware) - Advertising policy has also changed.
Finance,Assets & Revenues	Estates	Employee Savings	Deletion of fixed term strategic surveyor post along other efficiencies within the team.	S	O/P	50,755	50,755	£50,755 taken at Budget Setting, staffing budget underspent.
Finance,Assets & Revenues	Estates	Mileage Claims	Reduction in Mileage Claims	S	P	1,000	1,000	On target to achieve.
Finance,Assets & Revenues	Property Services	Reduction in generic training	Reduction in generic training	S	P	5,000	5,000	On target to achieve.
Finance,Assets & Revenues	Property Services	Travel allowances	Remove the travel allowance general budget.	S	P	3,000	3,000	On target to achieve.
Finance,Assets & Revenues	Property Services	Sale of additional unused temporary facility	Unit purchased for temporary use was not installed.	S	O	8,000	3,117	Woo Woo toilet sold for less than expected.
Finance,Assets & Revenues	Property Services	Extension of The Meadow Car Park	Extension of the Car Park into the grassed area in the vacant pitch and putt area. This car park is always busy all year round.	I	P	79,000	79,000	This extension has not been done, so the additional income will not be generated as anitcipated form this. However car parking income is still forecast to exceed the budget for 2024/25 by £133k so the saving has effectively been achieved.
Finance,Assets & Revenues	Property Services	Stop support for non-NNDC events	Stop the support for non NNDC Events by PS Team. This includes Cromer Carnival / New Years Fire Works and Openwide events	S	P	11,500	11,500	On target to achieve.
SUB TOTAL RESOURCES						318,603	288,560	
						974,864	873,396	

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Reserve	Purpose and Use of Reserve	Balance 01/04/22	Outturn Movement 2022/23	Balance 01/04/23	Outturn Movement 2023/24	Balance 01/04/24	Budgeted Movement 2024/25	Forecast Movement P10	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	A working balance and contingency, current recommended balance is £2.1 million.	3,276,687	(161,864)	3,114,823	(891,501)	2,223,322	(4,043)	(4,043)	2,219,279	(14,706)	2,204,573	0	2,204,573	0	2,204,573
Earmarked Reserves:															
Capital Projects	To provide funding for capital developments and purchase of major assets.	555,618	0	555,618	(70,910)	484,708	(484,708)	(555,618)	(70,910)	0	(70,910)	0	(70,910)	0	(70,910)
Asset Management	To support improvements to our existing assets as identified through the Asset Management Plan.	882,030	(35,923)	846,107	(243,732)	602,375	(310,033)	(248,186)	354,189	0	354,189	0	354,189	0	354,189
Benefits	To be used to mitigate any claw back by the Department of Works and Pensions following final subsidy determination. Timing of the use will depend on audited subsidy claims. Also included in this allocation are service specific grants for service improvements that have not yet been offset by expenditure.	749,248	(23,426)	725,822	2,000	727,822	(46,622)	(46,622)	681,200	(51,567)	629,633	0	629,633	0	629,633
Building Control	Building Control surplus ring-fenced to cover any future deficits in the service.	224,115	0	224,115	(78,316)	145,799	(122,542)	(108,020)	37,779	(19,874)	17,905	0	17,905	0	17,905
Business Rates	To be used for the support of local businesses and to mitigate impact of final claims and appeals in relation to business rates retention scheme.	3,516,233	(1,687,078)	1,829,155	122,845	1,952,000	(18,000)	(18,000)	1,934,000	(18,000)	1,916,000	(18,000)	1,898,000	(18,000)	1,880,000
Coast Protection	To support the ongoing coast protection maintenance programme and carry forward funding between financial years.	299,889	166,400	466,288	(224,754)	241,534	(265,738)	(265,738)	(24,204)	0	(24,204)	0	(24,204)	0	(24,204)
Communities	To support projects that communities identify where they will make a difference to the economic and social wellbeing of the area.	569,776	(163,226)	406,550	(106,059)	300,491	(131,550)	(131,550)	168,941	0	168,941	0	168,941	0	168,941
Delivery Plan	To help achieve the outputs from the Corporate Plan and Delivery Plan.	4,326,421	(1,202,392)	3,124,029	(902,928)	2,221,101	(1,961,768)	(1,670,025)	551,076	(80,000)	471,076	0	471,076	0	471,076
Economic Development and Regeneration	Earmarked from previous underspends within Economic Development and Regeneration Budgets.	197,621	34,800	232,421	(54,095)	178,326	(10,000)	(10,000)	168,326	0	168,326	0	168,326	0	168,326
Election Reserve	Established to meet costs associated with district council elections, to smooth the impact between financial years.	103,000	83,015	186,015	(123,015)	63,000	60,000	60,000	123,000	60,000	183,000	60,000	243,000	60,000	303,000
Enforcement Works	Established to meet costs associated with district council enforcement works including buildings at risk .	90,125	(29,635)	60,490	(14,528)	45,962	0	0	45,962	0	45,962	0	45,962	0	45,962
Environmental Health	Earmarking of previous underspends and additional income to meet Environmental Health initiatives.	311,193	183,283	494,476	(18,372)	476,104	0	(572,426)	(96,322)	0	(96,322)	0	(96,322)	0	(96,322)
Environment Reserve	To fund expenditure relating to the Council's Green Agenda.	150,000	0	150,000	0	150,000	0	0	150,000	0	150,000	0	150,000	0	150,000
Grants	Revenue Grants received and due to timing issues not used in the year.	2,357,656	262,700	2,620,356	66,340	2,686,696	(77,969)	(5,646)	2,681,050	(85,159)	2,595,891	0	2,595,891	0	2,595,891
Housing	Previously earmarked for stock condition survey and housing needs assessment. Also now contains the balance of the Housing Community Grant funding received in 2016/17.	2,107,358	166,678	2,274,036	(851,588)	1,422,448	(356,479)	(356,479)	1,065,969	(56,299)	1,009,670	(57,406)	952,264	(58,535)	893,729

Reserve	Purpose and Use of Reserve	Balance 01/04/22 £	Outturn Movement 2022/23 £	Balance 01/04/23 £	Outturn Movement 2023/24 £	Balance 01/04/24 £	Budgeted Movement 2024/25 £	Forecast Movement P10 £	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 £
Innovation Fund	Contract default payments earmarked to fund service improvement projects.	0	0	0	539,170	539,170	0	532,426	1,071,596	0	1,071,596	0	1,071,596	0	1,071,596
Land Charges	To mitigate the impact of potential income reductions.	339,152	0	339,152	0	339,152	(89,100)	(105,250)	233,902	0	233,902	0	233,902	0	233,902
Legal	One off funding for Compulsory Purchase Order (CPO) work and East Law Surplus.	124,323	(30,871)	93,452	(4,538)	88,914	(36,000)	(36,000)	52,914	0	52,914	0	52,914	0	52,914
Major Repairs Reserve	To provide provision for the repair and maintenance of the councils asset portfolio.	329,207	258,772	587,979	(130,000)	457,979	(55,600)	(55,600)	402,379	0	402,379	0	402,379	0	402,379
Net Zero Initiatives	to support the Councils Net Zero programme	0	500,000	500,000	(28,143)	471,857	(22,000)	(19,400)	452,457	0	452,457	0	452,457	0	452,457
New Homes Bonus (NHB)	Established for supporting communities with future growth and development and Plan review*	222,543	0	222,543	(76,394)	146,149	(150,000)	(64,000)	82,149	(83,763)	(1,614)	0	(1,614)	0	(1,614)
Organisational Development	To provide funding for organisation development to create capacity within the organisation, including the provision and support for apprenticeships and internships.	173,097	(17,873)	155,224	(43,003)	112,221	(26,123)	(26,123)	86,098	0	86,098	0	86,098	0	86,098
Pathfinder	To help Coastal Communities adapt to coastal changes.	89,566	0	89,566	0	89,566	0	0	89,566	0	89,566	0	89,566	0	89,566
Planning	Additional Planning income earmarked for Planning initiatives including Plan Review.	217,926	198,965	416,891	(128,965)	287,926	(37,300)	(37,300)	250,626	46,763	297,389	50,000	347,389	50,000	397,389
Restructuring & Invest to Save Proposals	To fund one-off redundancy and pension strain costs and invest to save initiatives. Transfers from this reserve will be allocated against business cases as they are approved. Timing of the use of this reserve will depend on when business cases are approved.	898,995	(234,987)	664,008	53,043	717,051	(45,456)	(45,456)	671,595	0	671,595	0	671,595	0	671,595
Treasury	To smooth impacts on the Revenue account of movement in fair value changes of the Councils holdings in Pooled Funds	500,000	0	500,000	(200,000)	300,000	(300,000)	(300,000)	0	0	0	0	0	0	0
Total Reserves		22,611,779	(1,732,663)	20,879,116	(3,407,443)	17,471,673	(4,491,031)	(4,089,056)	13,382,618	(302,605)	13,080,013	34,594	13,114,607	33,465	13,148,072

Capital Programme - Budget Monitoring 2024/25

Scheme	Scheme Total Approval	Pre 2024/25 Expenditure	Updated Budget		Remaining Budget (Forecasted YE Spend)	Budget	Budget	Budget	Budget	Budget
			2024/25	2024/25	2024/25	2025/26	2026/27	2027/28	2028/29	2029/30
	£	£	£	£	£	£	£	£	£	£
Our Greener Future										
Cromer Offices LED Lighting Programme	172,000	62,879	109,121	104,352	4,769	0	0	0	0	0
Cromer Coast Protection Scheme	18,469,916	8,220,258	10,249,658	9,936,782	312,877	0	0	0	0	0
Coastal Erosion Assistance (Grants)	90,000	62,069	27,931	14,595	13,336	0	0	0	0	0
Coastal Adaptations (Cliff Protection)	247,493	2,503	244,990	0	244,990	0	0	0	0	0
Mundesley Coastal Management Scheme	9,881,227	2,080,964	7,637,263	4,709,820	2,927,443	163,000	0	0	0	0
Coastal Management Fund	950,000	108,250	341,750	0	341,750	250,000	250,000	0	0	0
Coastwise	14,609,914	176,834	2,702,403	527,737	2,174,666	5,583,051	6,147,712	0	0	0
Purchase of Bins	600,000	Annual Programme	146,285	48,450	97,835	150,000	150,000	150,000	0	0
Electric Vehicle Charging Points	248,600	215,283	33,317	0	33,317	0	0	0	0	0
The Reef Solar Carport	596,000	530,820	65,180	0	65,180	0	0	0	0	0
Holt Country Park Electricity Improvements	400,000	0	400,000	139,354	260,646	0	0	0	0	0
Solar PV Panels at Victory Swim and Fitness Centre	200,000	6,713	193,288	172,883	20,404	0	0	0	0	0
Public Conveniences Energy Efficiencies	150,000	0	150,000	1,281	148,719	0	0	0	0	0
Coastal Defences	600,000	0	150,000	131,058	18,942	150,000	150,000	150,000	0	0
			22,451,187	15,786,313	6,664,874	6,296,051	6,697,712	300,000	0	0

Capital Programme - Budget Monitoring 2024/25

Scheme	Scheme Total Approval £	Pre 2024/25 Expenditure £	Updated Budget		Remaining Budget (Forecasted YE Spend)	Budget				
			2024/25 £	2024/25 £	2024/25 £	2025/26 £	2026/27 £	2027/28 £	2028/29 £	2029/30 £
Developing Our Communities										
Public Conveniences (Fakenham & Wells)	986,963	966,963	20,000	1,508	18,492	0	0	0	0	0
Public Conveniences (Sheringham & North Walsham)	545,514	439,772	105,742	83,493	22,250	0	0	0	0	0
Public Conveniences - Albert Street, Holt	332,552	11,572	320,979	225,994	94,986	0	0	0	0	0
Countryside Machinery	38,465	36,508	1,957	0	1,957	0	0	0	0	0
Cromer Pier - Steelworks and Improvements to Pavilion Theatre	1,134,000	857,742	276,258	147,413	128,845	0	0	0	0	0
3G Facilities	860,000	12,432	847,568	0	847,568	0	0	0	0	0
Cromer 3G Football Facility	1,000,000	4,725	995,275	16,001	979,274	0	0	0	0	0
The Reef Leisure Centre	12,861,000	12,598,276	262,724	9,901	252,823	0	0	0	0	0
Green Road Football Facility (North Walsham)	60,000	9,777	50,223	0	50,223	0	0	0	0	0
New Play Area (Sheringham, The Lees)	65,000	0	65,000	48,571	16,429	0	0	0	0	0
Fakenham Leisure and Sports Hub (FLASH)	10,910,000	87,362	2,553,638	366,157	2,187,481	8,269,000	0	0	0	0
Back Stage Refurbishment - Pier Pavilion Theatre	405,000	0	405,000	113,201	291,799	0	0	0	0	0
Holt Country Park Staff Facilities	93,500	0	93,500	77,576	15,924	0	0	0	0	0
Cromer Church Wall	50,000	0	50,000	0	50,000	0	0	0	0	0
Cabbell Park Clubhouse	237,000	0	237,000	0	237,000	0	0	0	0	0
			6,284,864	1,089,815	5,195,050	8,269,000	0	0	0	0

Capital Programme - Budget Monitoring 2024/25

Scheme	Scheme Total Approval	Pre 2024/25 Expenditure	Updated Budget		Remaining Budget (Forecasted YE Spend)	Budget	Budget	Budget	Budget	Budget
			2024/25	2024/25	2024/25	2025/26	2026/27	2027/28	2028/29	2029/30
			£	£	£	£	£	£	£	£
Meeting Our Housing Needs										
Disabled Facilities Grants	2,079,040	Annual Programme	2,079,040	1,126,711	952,329	2,080,858	1,600,000	1,600,000	1,600,000	1,600,000
Compulsory Purchase of Long-Term Empty Properties	930,000	500,528	429,472	45,637	383,835	0	0	0	0	0
Community Housing Fund (Grants to Housing Providers)	1,653,373	1,425,212	228,161	0	228,161	0	0	0	0	0
Provision of Temporary Accommodation	4,846,584	4,268,277	578,307	490,045	88,262	0	0	0	0	0
Housing S106 Enabling	2,500,000	836,000	1,064,000	150,000	914,000	300,000	300,000	0	0	0
Loans to Housing Providers	600,000	260,000	340,000	0	340,000	0	0	0	0	0
Local Authority Housing Fund	1,040,000	728,000	312,000	312,000	0	0	0	0	0	0
			5,030,980	2,124,393	2,906,587	2,380,858	1,900,000	1,600,000	1,600,000	1,600,000

Capital Programme - Budget Monitoring 2024/25

Scheme	Scheme Total Approval £	Pre 2024/25 Expenditure £	Updated Budget	Actual Expenditure	Remaining Budget (Forecasted YE Spend)	Budget	Budget	Budget	Budget	Budget
			2024/25 £	2024/25 £	2024/25 £	2025/26 £	2026/27 £	2027/28 £	2028/29 £	2029/30 £
Investing In Our Local Economy And Infrastructure										
Rocket House	1,077,085	62,691	1,014,394	50,220	964,174	0	0	0	0	0
Fakenham Connect/Crinkle Crinkle Wall	297,337	291,737	5,600	1,652	3,948	0	0	0	0	0
North Walsham Heritage Action Zone	4,034,457	3,879,303	155,154	5,721	149,433	0	0	0	0	0
Fakenham Urban Extension	1,800,000	218,538	1,581,462	1,581,462	0	0	0	0	0	0
Property Acquisitions	710,000	5,216	704,784	3,825	700,959	0	0	0	0	0
Chalet Refurbishment	125,000	72	124,928	0	124,928	0	0	0	0	0
Marrams Building Renovation	50,000	1,675	48,325	0	48,325	0	0	0	0	0
Car Parks Refurbishment	601,000	78,665	252,335	50,535	201,800	210,000	60,000	0	0	0
Marrams Footpath and Lighting	50,000	275	49,725	52,352	(2,627)	0	0	0	0	0
Asset Roof Replacements (Art Deco Block, Red Lion Retail Unit, Sheringham Chalet's)	175,000	37,887	137,113	37,251	99,862	0	0	0	0	0
UK Shared Prosperity Fund	404,459	165,826	238,633	234,841	3,792	74,793	0	0	0	0
Rural England Prosperity Fund	1,457,848	364,463	1,093,385	1,093,388	(3)	0	0	0	0	0
New Fire Alarm and Fire Doors in Cromer Offices	150,000	115,638	34,362	33,088	1,275	0	0	0	0	0
West Prom Sheringham, Lighting & Cliff Railings	55,000	0	55,000	0	55,000	0	0	0	0	0
The Lees Walkway and Structural Works	34,258	534	33,723	43,288	(9,564)	0	0	0	0	0
Collectors Cabin Roof	30,000	0	30,000	0	30,000	0	0	0	0	0
			5,558,923	3,187,623	2,371,300	284,793	60,000	0	0	0

Capital Programme - Budget Monitoring 2024/25

Scheme	Scheme Total Approval £	Pre 2024/25 Expenditure £	Updated Budget	Actual Expenditure	Remaining Budget (Forecasted YE Spend)	Budget	Budget	Budget	Budget	Budget
			2024/25 £	2024/25 £	2024/25 £	2025/26 £	2026/27 £	2027/28 £	2028/29 £	2029/30 £
A Strong, Responsible And Accountable Council										
User IT Hardware Refresh	300,000	Annual Programme	82,138	1,873	80,264	60,000	60,000	0	0	0
Financial Management System	295,000	291,966	3,034	0	3,034	0	0	0	0	0
Server Replacement	100,000	43,673	56,327	0	56,327	0	0	0	0	0
New Revenues and Benefits System	200,720	0	98,720	0	98,720	102,000	0	0	0	0
Replacement Storage Hardware	150,000	0	150,000	131,159	18,841	0	0	0	0	0
Customer Services C3 Software	23,400	0	23,400	0	23,400	0	0	0	0	0
			413,619	133,032	280,587	162,000	60,000	0	0	0
Totals			39,739,573	22,321,176	17,418,398	17,392,702	8,717,712	1,900,000	1,600,000	1,600,000

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2024/25 Capital Programme Financing Table	Budget 2024/25	Actual 2024/25	Remaining Budget 2024/25	Budget 2025/26	Budget 2026/27	Budget 2027/28	Budget 2028/29	Budget 2029/30
Grants	27,833,768	19,079,923	8,753,845	15,751,979	7,747,712	1,600,000	1,600,000	1,600,000
Other Contributions	2,127,014	901,265	1,225,749	718,723	300,000	0	0	0
Reserves	2,447,783	985,949	1,461,833	0	0	0	0	0
Revenue Contribution to Capital (RCCO)	0	0	0	0	0	0	0	0
Capital receipts	3,302,190	645,191	2,656,999	712,000	610,000	300,000	0	0
Borrowing	4,028,818	708,848	3,319,971	210,000	60,000	0	0	0
Total	39,739,573	22,321,176	17,418,398	17,392,702	8,717,712	1,900,000	1,600,000	1,600,000

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Coastwise - Happisburgh Community Car Park – delegation of appointment of construction contractor and lease arrangements	
Executive Summary	Erosion is impacting on the existing Happisburgh car park and it is critical that the progression of construction is taken forward as soon as possible. The car park is operated under a lease arrangement with Happisburgh Parish Council, and authority is sought to undertake appointment of a contractor and to finalise a lease arrangement.
Options considered	<p>Construction Contract:</p> <p>A1: Cabinet delegate authority to appoint the construction contractor. Recommended.</p> <p>B1: Awaiting evaluation of tenders and present to Cabinet to approve contractor. Would delay progress of the scheme with local and programme impacts.</p> <p>C1: Not progress with appointment and construction. Would impact on the local community, long term local revenue generation and investment, reputational impacts locally and nationally, limit delivery of Coastwise, not work to deliver Corporate Priorities regarding preparing for climate/coastal change.</p> <p>Lease arrangements:</p> <p>A2: Cabinet delegate authority to finalise amended lease arrangements with Happisburgh Parish Council. Recommended.</p> <p>B2: Awaiting final lease arrangements to be completed for Cabinet approval.</p> <p>C2: Not to progress with amending existing successful lease arrangement.</p>
Consultation(s)	<ul style="list-style-type: none"> • Cllr. Harry Blathwayt, Portfolio Holder for Coast • Cllr. Luke Paterson, District Councillor, Happisburgh • Martyn Fulcher, Director for Place and Climate Change • Joe Ferrari, Communications Manager • Tina Stankley, Director of Resources • Cara Jorden, Assistance Director Legal and Governance
Recommendations	<ul style="list-style-type: none"> • That Cabinet authorises the Chief Executive, in consultation with Coastal Portfolio Holder and Head of Finance, to undertake the appointment of the Happisburgh Car park construction contractor, following tender appraisal. • That Cabinet authorises the Chief Executive, in consultation with Coastal Portfolio Holder, Estates Manager and Head of Finance, to agree to the surrender of Happisburgh Parish Councils current lease for the Beach Road car park and enter into a new lease for the relocated car park off Lighthouse Lane.
Reasons for recommendations	<ul style="list-style-type: none"> • To enable transition of current car park away from erosion risk. • To build community resilience to coastal erosion.

	<ul style="list-style-type: none"> To support the viability of the community through the continued revenue generated by the car park. To provide examples of coastal transition and generate learning to support national coastal adaptation. To contribute to the delivery of the Coastwise programme
Background papers	Planning Application ref: PF/22/2510

Wards affected	Happisburgh
Cabinet member(s)	Cllr. Harry Blathwayt, Portfolio Holder for Coast
Contact Officer	Rob Goodliffe, Coastal Transition Manager, Rob.Goodliffe@north-norfolk.gov.uk 01263 516321 Alastair Zangs, Coastal Transition Place Maker, Alastair.Zangs@north-norfolk.gov.uk 01263 516277

Links to key documents:	
Corporate Plan:	PROTECT AND TRANSITION OUR COASTAL ENVIRONMENTS - Realising the opportunities of external funding to secure a sustainable future for our coastal communities through transition and adaptation responses
Medium Term Financial Strategy (MTFS)	Externally funded capital investment with no direct impact on NNDC capital budget.
Council Policies & Strategies	Shoreline Management Plan 6

Corporate Governance:	
Is this a key decision	Yes
Has the public interest test been applied	The report is not exempt, Appendix 1 is exempt due to it being in draft and subject to final negotiation.
Details of any previous decision(s) on this matter	January 3 rd 2023 – Cabinet – approval of Coastal Transition Accelerator Programme and governance arrangements. March 2024 Coastwise Board – to support the purchase of land for the car park, construct the car park through the Coastwise project and to enter into a similar lease agreement with the Parish Council.

1. Purpose of the report

The purpose of this report is to enable continued progression of the replacement and rollback of Happisburgh car park as part of the Coastwise project to better prepare North Norfolk for erosion.

The requested delegation of authority to appoint a construction contractor will enable the continued delivery of the car park replacement to ensure the new facilities can be made operational as soon as possible, either prior to the loss of the existing car park/car park entrance or as soon as is practical. The delegation to enable the details of the amended lease arrangements will enable details to be finalised and ensure ongoing community management.

2. Introduction & Background

- 2.1 Happisburgh is a popular destination for local people and visitors throughout the year and the car park is noted locally as an important part of the community infrastructure, enabling access to the coast, beach and coast path.
- 2.2 A car park has been operational on the coast in the village for many years, with the original being replaced following loss to erosion in 2011, delivered through the government funded Pathfinder programme. The car park includes a public toilet and picnic area and was supplemented by the Parish Council with a children's play area.
- 2.3 This car park is owned by NNDC and operated under a successful lease arrangement with Happisburgh Parish Council.
- 2.4 The car park and entrance are now being eroded by the sea and only remains open following a neighbour voluntarily allowing the access to be reconfigured over their garden. Given the unpredictability of coastal erosion on this section of coast and the immediate vulnerability of the entrance, the car park and entrance is being moved.
- 2.5 The Parish Council considered options for the relocation of the car park and obtained planning consent in 2024 for an alternative site near the existing asset but outside of the Shoreline Management Plan coastal erosion risk zones. The access is via Beach Road and Lighthouse Lane.
- 2.6 Following the approval of planning consent in January 2024, it was agreed by the coastwise project board and Happisburgh Parish Council that NNDC, through the Coastwise project (funded through the Defra/Environment Agency Coastal Transition Accelerator Programme), would take forward the replacement of the car park. This includes the land purchase, construction of the replacement car park and entrance, with the intention to then continue under a similar arrangement with the Parish Council regarding operation. Future operation will also make contributions into a new Happisburgh coastal management fund to assist with future coastal management revenue costs associated with this location.
- 2.7 During 2024 the land purchase was negotiated, and services were obtained to complete detailed design, discharging of planning conditions, development of the tender specifications and for construction supervision. The project is now progressing into the construction tender process and this report seeks to enable timely appointment of the contractor and agree future management.

3. Proposals and Options – Construction

- 3.1 Tender documents and process are in preparation/underway for the selection and appointment of a suitable construction contractor.
- 3.2 The construction work will include the decommissioning of the existing car park and entrance, reclamation and reuse of materials where this is feasible to do so, construction for the new entrance, highways improvements, construction of the car park, installation of necessary signage and planting of the agreed landscaping.
- 3.3 This phase of work is also mindful of further localised needs that will need to be considered such as the future replacement of the public toilets, need to move the play area, future beach access and potential improvements such as electric charging points. These will all be considered during this phase and where possible, aspects to support future delivery will be incorporated in this phase to ensure efficiencies.
- 3.4 The procurement of the construction contractor is following the usual NNDC contract procurement process. This has been informed with input by the Property Services Team to ensure incorporation of current NNDC best practice.
- 3.5 Although the final costs of construction will not be known until tenders are received, this is expected to be above current officer delegation. As such in order to ensure continued progress to construction, powers of delegated are sought from Cabinet to appoint the selected contractor following procurement.
- 3.6 Options for construction:
- 3.7 A1: Cabinet delegate authority to appoint the construction contractor. Recommended. As described, this would enable a timely appointment and progression of the scheme. **Recommended.**
- 3.8 B1. Awaiting evaluation of tenders and present to Cabinet to approve contractor. Not Recommended. Any recommendation to Cabinet would be following a detailed tender evaluation process and as such it is unlikely to alter the outcome of the appointment. As such time would be lost between evaluation and appointment and ultimately the opening of an operational car park. Not Recommended.
- 3.9 C1. Not progress with appointment and construction. Not Recommended. This would result in the decommissioning of the current car park, loss of a coastal car park in the village of Happisburgh, loss of local recreation access, visitor facilities and is likely to generate wider parking issues. The process of identifying if and where a car park should be located would restart, likely beyond the Coastwise funding period and therefore would require new funding sources to be identified. Not Recommended.

4. Proposals and Options – Lease

- 4.1 The current car park and associated community infrastructure (under mixed ownership) has been successfully managed for many years by Happisburgh

Parish Council. Through managing the asset locally, they have taken responsibility for the quality of the local offer, been enabled to invest in local infrastructure, support local jobs and set aside funds to support future coastal transition. The Parish Council completed work to identify a new site, secure landowner interest and obtain planning consent.

- 4.2 The Coastwise project, as part of a core objective to support local coastal erosion transition, is in a position to enable the land purchase and construction of the car park.
- 4.3 The approach to maintain arrangements with local operation of the facilities is welcomed by the Parish Council and supports the ethos and progression of the project through Coastwise. Longer term the Parish Council will continue to enable funds to be directed towards local projects to support the vitality of the community and also continue to raise funds to support local coastal erosion transition and management. Draft Lease Heads of Terms are included in an exempt appendix 1..
- 4.4 Options for lease:
- 4.5 A2: That Cabinet authorises the Chief Executive to finalise amended lease arrangements with Happisburgh Parish Council. **Recommended.**
- 4.6 B2: Awaiting final lease arrangements to be completed for Cabinet approval leading to potential delays and uncertainty. Not recommended.
- 4.7 C2: Not to progress with amending existing successful lease arrangement. Not recommended.

5. Corporate Priorities

- 5.1 The replacement car park is being delivered as part of the government funded Coastwise programme. This programme is key to assisting developing evidence and practical actions to assist with shaping the future national approach to coastal erosion transition.
- 5.2 The project assists with delivering the needs of the Shoreline Management Plan where communities require assistance in mitigating the impacts of coastal erosion. This is incorporated into the Corporate Plan as: PROTECT AND TRANSITION OUR COASTAL ENVIRONMENTS - Realising the opportunities of external funding to secure a sustainable future for our coastal communities through transition and adaptation responses.

6. Comments from the S151 Officer

The precise scheme cost is not yet known, but the funding for the whole scheme will come from the Coastwise Project. This will deliver on protecting and transitioning our coastal environment. A reserve is to be set up with the initial contribution coming from Happisburgh Parish Council. The use of this reserve will be restricted to coastal management activities at Happisburgh.

7. Comments from the Monitoring Officer

Any appointment of a construction contractor would need to comply with the relevant procurement rules. These are set out in the Council's Constitution.

8. Risks

8.1 The following significant risks have been identified in relation to the proposed option and the alternatives:

8.2 ***Construction preferred option A1 – Delegate appointment of construction contractor***

- There are no significant risk identified at this time associated with this option. There is a risk the value will come in higher than the estimate, however, this is mitigated through price estimation in detailed design phase.
- Funds are in place for the delivery of the option through the Coastwise programme.
- It should be noted even with this option, there is a risk the current car park entrance will be lost to erosion before construction of the new car park can commence.

Construction Option B2 – Awaiting evaluation of tenders and present to Cabinet to approve contractor

- This option increases the risk that the car park entrance will be lost before construction for the new car park can commence.
- There are reputational risks from slowing progression of construction of this community asset.

Construction Option C2 - Not progress with appointment and construction.

- This option has a significant risk. The car park would be lost and no alternative would be provided, creating a loss in coastal access locally and for visitors.
- There could be wider implications on the village with regards to inappropriate parking, ultimately resulting in reputational issues with not progressing.
- Coastwise has been created to take forward practical coastal transition options. This is a good example of transition and not taking the project forward would likely cause reputational issues for NNDC with regards to capabilities in delivering such a programme.

8.3 ***Lease preferred option – A2: Cabinet delegate authority to finalise amended lease arrangements with Happisburgh Parish Council***

- There are no significant risk identified in association with this option.

Lease Option B2: Awaiting final lease arrangements to be completed for Cabinet approval leading to potential delays and uncertainty.

- There are risks in delays to finalising operating arrangements and reputational risk relating to the uncertainties a delayed decision may create in Happisburgh.

Lease Option C2: Not to progress with amending existing successful lease arrangement.

- There are risks not having operating arrangements in place when finalising construction details alongside local reputational risks.

9. Net ZeroTarget

- 9.1 Coastwise is seeking to understand the carbon impacts of coastal transition to minimize and offset greenhouse gas emissions through project activities. To support this ambition a Net Zero assessment has been completed for the project. This assessment is supported by a carbon calculator tool for coastal management alongside identifying key principles to limit carbon through project actions and decisions.
- 9.2 The replacement car park is the first major example in Coastwise to use the learning from the Net Zero assessment. The following activities are being incorporated into this initiative:
- 9.3 Car park design is seeking to reuse materials from the existing car park where feasible to do so and use green materials and design where possible. This should include block paving, aggregates, barriers and gates. Materials removed will where possible be sorted for reuse/recycling off site. This action reduces the embodied carbon in the construction of the replacement car park.
- 9.4 Design includes cycle racks alongside landscaping to include hedges, trees and wildflower planting.
- 9.5 Investigations are underway to understand if the site is suitable for EV charging points and eligibility for NCC funding.
- 9.6 The design process to date has been capturing information to enable carbon calculation of this phase and details will be included in the construction tender to seek to capture information to enable carbon calculation to be completed. This can then be utilised to seek to offset via appropriate local initiatives and to inform future transition activities.
- 9.7 The construction procurement process will include scoring with regards to 'Sustainability', seeking progressive net zero targets, working practices and carbon management throughout the process. For example, tenders utilizing electrified vehicles and tools, use of HVO (hydrotreated vegetable oil) as alternative fuels, local firms to reduce travel requirements will be favoured in the appraisal process.
- 9.8 Data obtained through the construction process will be a good opportunity to test the Coastwise Coastal Erosion and Transition Carbon Calculator tool.

10. Equality, Diversity & Inclusion

An Equality, Diversity and Inclusion assessment was completed as part of the Coastwise Outline Business Case. The car park is replacing an existing asset and will continue to provide facilities such as disabled parking provision and access paths to facilities. There are no specific equality, diversity and inclusion issues identified as a direct result of this report.

11. Community Safety issues

The scheme is being delivered in line with approved planning consents, as such no Community Safety Issues have been identified as a direct consequence of this report.

12. Conclusion

The car park at Happisburgh is a valuable local asset and there is a funded opportunity through Coastwise to enable it to be replaced away from erosion risk as part of preparing the locality for ongoing coastal erosion. There should be no delay in progressing with construction following procurement of a contractor as the existing entrance to the current car park is at severe coastal erosion risk. Following this phase of car park and entrance replacement, a further phase will seek to appropriately move and other associated facilities and seek any other beneficial improvements.

Happisburgh Parish Council have successfully operated the car park for many years and have invested in local facilities and community infrastructure. The replacement car park, delivered by NNDC through Coastwise builds upon the Parishes effort to identify and gain consent on a new site. To update the lease arrangements will enable continued local investment in the village community infrastructure and local coastal management. It also enables the community of Happisburgh a further way to play an ongoing role in their future.

Recommendation:

A1. That Cabinet authorises the Chief Executive, in consultation with Coastal Portfolio holder and Head of Finance, to undertake the appointment of Happisburgh car park construction contractor following tender appraisal; and

A2: That Cabinet authorises the Chief Executive, in consultation with Coastal Portfolio Holder, Estates Manager and Head of Finance, to agree amended Happisburgh car park lease arrangements.

Exempt Appendix 1 : DRAFT Happisburgh Car Park Lease Heads of Terms

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

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