

Council



Please contact: Democratic Services

Please email: Democratic.Services@north-norfolk.gov.uk

Please Direct Dial on: 01263 516010

10 December 2024

A meeting of the **Council** of North Norfolk District Council will be held in the Council Chamber - Council Offices on **Wednesday, 18 December 2024 at 6.00 pm.**

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:Democratic.Services@north-norfolk.gov.uk.

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

Emma Denny
Democratic Services Manager

To: Cllr T Adams, Cllr P Bailey, Cllr M Batey, Cllr K Bayes, Cllr D Birch, Cllr H Blathwayt, Cllr J Boyle, Cllr A Brown, Cllr S Bütikofer, Cllr C Cushing, Cllr N Dixon, Cllr P Fisher, Cllr A Fitch-Tillett, Cllr T FitzPatrick, Cllr A Fletcher, Cllr W Fredericks, Cllr M Hankins, Cllr C Heinink, Cllr P Heinrich, Cllr V Holliday, Cllr N Housden, Cllr K Leith, Cllr R Macdonald, Cllr G Mancini-Boyle, Cllr P Neatherway, Cllr L Paterson, Cllr S Penfold, Cllr P Porter, Cllr J Punchard, Cllr C Ringer, Cllr L Shires, Cllr E Spagnola, Cllr M Taylor, Cllr J Toye, Cllr K Toye, Cllr E Vardy, Cllr A Varley, Cllr L Vickers 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

A G E N D A

1. APOLOGIES FOR ABSENCE

To receive apologies for absence, if any.

2. MINUTES

1 - 14

To confirm the minutes of the meeting of the Council held on 20 November 2024

3. 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.

4. TO RECEIVE DECLARATIONS OF INTERESTS FROM MEMBERS

15 - 20

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)

5. CHAIRMAN'S COMMUNICATIONS

To receive the Chairman's communications, if any.

6. LEADER'S ANNOUNCEMENTS

To receive the Leader's announcements, if any.

7. PUBLIC QUESTIONS AND STATEMENTS

To consider any questions or statements received from members of the public.

8. PORTFOLIO REPORTS

21 - 68

To receive reports from Cabinet Members on their portfolios.

Cllr T Adams - Executive Support & Legal Services

Cllr H Blathwayt – Coast

Cllr A Brown – Planning & Enforcement

Cllr W Fredericks – Housing and People Services

Cllr C Ringer – IT, Environmental & Waste Services

Cllr L Shires – Finance, Estates & Assets

Cllr J Toye – Sustainable Growth

Cllr A Varley – Climate Change & Net Zero

Cllr L Withington – Community, Leisure & Outreach (Including Health & Wellbeing)

Members are reminded that they may ask questions of the Cabinet Member on their reports and portfolio areas but should note that it is not

a debate.

No member may ask more than one question plus a supplementary question, unless the time taken by members' questions does not exceed 30 minutes in total, in which case, second questions will be taken in the order that they are received (Constitution, Chapter 2, part 2, section 12.2)

9. RECOMMENDATIONS FROM CABINET 02 DECEMBER 2024

To approve the following recommendations made by Cabinet at the meeting held on 02 December 2024:

Cabinet Agenda Item 10: Housing Allocations Scheme Proposals 2024

Cabinet **RESOLVED** to recommend that Full Council approve:

- The proposed allocations scheme.

Cabinet Agenda Item 13: Budget Monitoring P6 2024/25

Cabinet **RESOLVED** to seek approval from Full Council in respect of the following:

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

Cabinet Ageda Item15: Fees & Charges 2025/26

Cabinet **RESOLVED** to recommend to full Council:

- The fees and charges from 1 April 2025 as included in

Appendix A.

- That delegated authority be given to the Section 151 Officer, in consultation with the Portfolio Holder for Finance and relevant Directors/Assistant Director to agree the Decision List Monday, 2 December 2024 fees and charges not included within Appendix A as required (outlined within the report).

10. RECOMMENDATIONS FROM THE OVERVIEW & SCRUTINY COMMITTEE 11 DECEMBER 2024

The Overview and Scrutiny Committee meeting of 11 December was held after the publication of the Full Council agenda – any recommendations to Full Council from the Overview and Scrutiny Committee will be reported verbally at the meeting.

11. PROGRAMME OF MEETING 2025-26

69 - 72

DRAFT PROGRAMME OF MEETINGS 2025-26

Executive Summary: A draft Programme of Meetings for 2025-26 prepared and circulated for consultation and at Appendix.

Conclusions: Following review, the proposed draft Programme of Meetings 2025-26 follows the established meetings as closely as possible.

Recommendations: **That Members adopt the Programme of Meetings 2025-26.**

Cabinet Member(s)	Cllr Tim Adams
Ward(s) affected	All
Contact Officer	Alison Argent alison.argent@north-norfolk.gov.uk

12. BUDGET MONITORING P6 2024/25

73 - 84

BUDGET MONITORING P6 2024/25	
Executive Summary	This report provides an update on the Council performance and projected full year outturn 2024/25 for the revenue account, capital projects and reserves statement as at the end of September 2024. As at 30 September 2024, the General Fund deficit is £0.995m (£0.801m on Net Expenditure) for the full year 2024/25. This is after adjusting for all known variations and full year forecasts from service managers.
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 Full Council:</p> <ol style="list-style-type: none"> 1) Note the contents of the report and the current forecast year end position. 2) Note that officers will work together to take action to reduce the overall projected General Fund deficit for 2024/25. <p>It is recommended that Full Council approve:</p> <ol style="list-style-type: none"> 3) to include an addition to the revenue budget of £13,000 for an addition to existing Exacom software as laid out in paragraph 4.8.1 4) to include a permanent increase to the revenue budget of £34,000 for an additional member of staff in the Licensing Team as detailed in paragraphs 4.8.2 to 4.8.5. This will be funded from the ring-fenced licencing income. 5) to include an additional capital budget of £22,000 to complete the Cromer Offices LED lighting project. This is to be funded from the Net Zero Initiatives reserve as detailed in paragraph 5.4.2 6) to include an additional capital budget of £5,600 to pay the retention sum for the Crinkle Crankle Wall and that this is funded from the Major Projects Reserve as detailed in paragraph 5.4.3 7) to include an additional capital budget of £30,000 to rethatch the Collector's Cabin roof and that this is to be funded from the Asset Management reserve as detailed in paragraph 5.4.4 8) to include an additional capital budget of £23,400 to develop the customer services C3 software and is to be funded from the Development Plan reserve. as detailed in paragraph 5.4.5
Reasons for recommendations	To update members on the current budget monitoring position for the Council.
Background papers	
Wards affected	All
Cabinet member(s)	Cllr Lucy Shires
Contact Officer	Tina Stankley, Tina.stankley@north-norfolk.gov.uk

13. **FEES AND CHARGES 2025/26**

85 - 138

Fees & Charges 2025/26	
Executive Summary	This report recommends the fees and char

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

Wards affected	All
Cabinet member(s)	Cllr Lucy Shires
Contact Officer	James Moore, Technical Accountant, James.M.norfolk.gov.uk

14. **POLLING DISTRICT AND PLACES REVIEW**

139 - 150

Periodic Review of North Norfolk District Polling Districts and Polling Places 2024	
Executive Summary	<p>The District Council is required to undertake a formal review of polling districts and polling places in its area at least once every five years.</p> <p>The proposals detailed in this report are considered to offer the best arrangements in terms of polling districts and polling places currently available within the district.</p> <p>The report sets out changes that have been proposed through the review process and also details some other areas where there will be no change in designation but where other issues have been raised and considered and, as far as possible, addressed through the review process</p>
Options considered	Looking at alternative locations for polling stations in polling districts where alternative premises exist.
Consultation(s)	Consultations with Parish Councils, elected members

	and several local groups in terms of polling station accessibility for electors with mobility issues or disabilities.
Recommendations	<p>Full Council is recommended to:-</p> <p>Approve the list of Polling Districts and Polling Places within the North Norfolk District following this periodic review as detailed in Appendix 1 to this report.</p> <p>Council should note that in exceptional circumstances (such as a polling place becoming unavailable) changes can be made to polling place designations between periodic reviews</p>
Reasons for recommendations	These recommendations are made and considered to be the best locations within local communities to be designated as polling places which will provide for electors the most convenient and accessible polling arrangements.
Background papers	Comments made during the consultation and the schedule of proposals.

Wards affected	All North Norfolk District Council Wards
Cabinet member(s)	Tim Adams, Leader of the Council
Contact Officer	Rob Henry, Senior Elections Officer & Steve E Executive and Returning Officer

15. QUESTIONS RECEIVED FROM MEMBERS

None Received.

16. OPPOSITION BUSINESS

None Received.

17. NOTICE(S) OF MOTION

None Received.

18. EXCLUSION OF PRESS AND PUBLIC

To pass the following resolution – if necessary:

“That under Section 100A(4) of the Local Government Act 1972 the press and public be excluded from the meeting for the following item(s) of business on the grounds that they involve the likely disclosure of exempt information as defined in paragraph(s) _ of Part 1 of Schedule 12A (as amended) to the Act.”

19. PRIVATE BUSINESS

This page is intentionally left blank

COUNCIL

Minutes of the meeting of the Council held on Wednesday, 20 November 2024 in the Council Chamber - Council Offices at 6.00 pm

Members Present:

Cllr T Adams	Cllr K Bayes
Cllr D Birch	Cllr H Blathwayt
Cllr J Boyle	Cllr A Brown
Cllr C Cushing	Cllr N Dixon
Cllr P Fisher	Cllr A Fitch-Tillett
Cllr T FitzPatrick	Cllr A Fletcher
Cllr W Fredericks	Cllr C Heinink
Cllr V Holliday	Cllr N Housden
Cllr K Leith	Cllr R Macdonald
Cllr G Mancini-Boyle	Cllr P Neatherway
Cllr L Paterson	Cllr S Penfold
Cllr P Porter	Cllr L Shires
Cllr J Toye	Cllr K Toye
Cllr E Vardy	Cllr L Withington

Also in attendance: Steve Blatch, Chief Executive
Cara Jordan, Assistant Director Legal and Governance / Monitoring Officer
Lauren Gregory, Democratic Services and Governance Officer

53 APOLOGIES FOR ABSENCE

Apologies were received from Cllr Bailey, Batey, Butikofer, Hankins, Heinrich, Puchard, Ringer and Varley

54 MINUTES

The minutes were approved as a true and accurate record, and these were signed by the Chair.

Proposed Cllr Withington, Seconded Cllr Neatherway

55 TO RECEIVE DECLARATIONS OF INTERESTS FROM MEMBERS

None Received

56 ITEMS OF URGENT BUSINESS

None Received

57 CHAIRMAN'S COMMUNICATIONS

The Chairman updated members on the following civic events she had attended:

- Royal British Legion Branch Standard – Laying up Event - 28 September 2024 – St Nicholas Church – New standard bearer. Royal British Legion is going from strength to strength in Blakeney.
- 50 Years of NNDC Celebration – 02 October 2024 – NNDC

- Thank you to all the staff who brought food and for all the people who put together the montage. It was lovely to see so many old friends.
- High Sheriff of Norfolk's Justice Service – 13 October 2024 – Norwich Cathedral – very interesting, High Sheriff was very grand. very solemn service
- Trafalgar Day Supper – 21 October 2024 – Kings Lynn Town Hall - very interesting evening learnt a lot about Trafalgar Day
- Mayor of Wisbech Cllr Sidney Imafidon – 22 October 2024 – Charity Indian Supper
- Dedication of the Field of Remembrance – 24 October 2024 – Cromer Churchyard – a very nice service.
- Songs that Won the War – 09 November 2024 – Hoveton Village Hall – Great fun. The Jeff Short Swing Band were brilliant had a wonderful time at Hoveton Village Hall.
- Remembrance Parade and Service – 10 November 2024 – Cromer Parish Church – very solemn and memorable remembrance parade and service.
- Remembrance at NNDC Office – 11 November 2024 – NNDC Office - Thought provoking moment of remembrance.

The Chairman then invited Alison Jackson to speak from the Memory Lane Café, Mundesley about their dementia group.

There had previously been a dementia cafe in Mundesley, and Alison and her fellow church warden, Bob White, could really see a need for this to return.

They talked to a number of different people, went to Cameo café at North Walsham and Poppy café in Holt to get ideas of what could be done.

The aim of the group is to help those that are suffering from dementia, those that are caring for those with dementia and those that have lost someone with dementia.

Various volunteers that come and help, from within the area.

The constitution states that the Memory Lane Café aims to hold friendly fortnightly sessions in Mundesley Community rooms, providing drinks, cakes, games and entertainment in a safe and relaxed atmosphere for those suffering with dementia, their support group, be it carers or family and the group comes under the umbrella of All Saints Community Church. The Memory Lane café is a non-religious group that is open to all.

Cllr Fredericks stated that she was very grateful to Alison and Bob for bringing back the much-needed Dementia café and urged people to attend if they thought it could be of help.

Cllr Withington responded that she understood how important the facility is to the residents in Mundesley. She explained that it is possible for people to live well with dementia but that they can't live well with dementia without the support of these amazing groups.

Cllr Neatherway declared that he could not think of anyone who would be better at running this group than the current trustees.

58 LEADER'S ANNOUNCEMENTS

The Leader, Cllr T Adams began by congratulating the Revenues Service for being declared by the Institute of Revenues, Rating and Valuation Performance Awards the 'Revenues Team of the Year! We are now recognised as the best Revenues Services out of all the District/Borough councils nationally!

He also commented that North Norfolk District Council has become the first non-stock holding Council in the East of England to be awarded the Domestic Abuse Housing Alliance (DAHA) accreditation, the UK benchmark for how housing providers should respond to people experiencing domestic abuse.

The Leader was also able to confirm that NNDC have now received confirmation of funding from the Government for the Fakenham Leisure and Sports Hub (FLASH) project.

He said that it was lovely to be able to provide some good news stories at a fairly grim time, showing that the Council remains highly functional despite the numerous challenges currently being faced.

Both members and officers are currently trying to understand the ambiguity of the autumn budget. 62 households are currently in temporary accommodation, but this may increase in the coming days and weeks due to the severe weather protocol. So far, the Council has spent £1.3 million on temporary accommodation this year, without this expenditure the Council would not be considering the cost cutting measures currently under discussion.

Cllr Toye updated members on the Council's Gold award for the Defence Employer recognition scheme. The Council has signed up to the Armed Forces Covenant, showing its commitment to veteran forces, reservist and cadet forces. A huge amount of work has gone into this. Cllr Toye thanked those officers that have been involved in the work which is important not only to North Norfolk but to the nation.

59 PUBLIC QUESTIONS AND STATEMENTS

The Chairman invited Martin Booth to speak on behalf of the Save Benjamin Court Campaign.

Mr Booth started by providing a bit of background to his question.

Benjamin Court has been sitting empty since July last year, when the County Council decided to withdraw the reablement service from it without any consultation.

The Save Benjamin Court Group are campaigning for the centre to be reopened for reablement and rehabilitation for those discharged from hospital who are not yet ready or able to go home.

He stated that the group were very grateful to the Council and Parish Councils for the support it has shown for this aim.

The NHS Norfolk and Waveney Integrated Care Board conducted a public engagement exercise which included a HealthWatch survey. Of the 295 people who responded – 79% said they wanted Benjamin Court reopened for rehabilitation and reablement. The other 21% said they wanted it reopened for another health use. Despite this at the end of September the ICB said that it did not meet their model of care and have said it is not financially viable. They have therefore passed the building back to NHS Property Services who are now looking to dispose of the building.

This is in light of figures that have been obtained that show that £10 million a month is being wasted on people being in hospital when they are fit to go home but do not

have the necessary care provision or support in place to allow this.

There is now a concern over what will happen to the building as there may be decisions in the future that we need the facility, but the building will be gone and no longer available for this purpose.

Question being asked is: Will the Council directly approach NHS Property Services to ensure the Benjamin Court site in Cromer will continue to be used for health purposes?

Cllr Adams responded to say that the Council has written to the Government again regarding this matter. The outcomes that have been reached are at odds with the "Health in an Ageing Society" report (Professor Chris Witty Annual Report 2023). The Council feels the ICB is moving with undue haste with respect to the disposal of this property. This is a relatively modern clinical setting that could be serving the needs of residents across the District and more specifically those patients at the Norfolk and Norwich Hospital who are medically fit to leave hospital but may need time to regain their confidence, be assessed for a care package, need adjustments or adaptations to their homes or secure a place in a supported care setting. We welcome the continued efforts of the campaigners and the Overview & Scrutiny Committee members of this council.

The Council is committed to continuing to question relevant NHS departments including NHS estates over this issue.

Any information received will be fed back to Members and residents through the appropriate channels.

60 PORTFOLIO REPORTS

Cllr Bayes asked Cllr Shires, following the Overview and Scrutiny Committee meeting where it was announced that the Collector's Cabin in Cromer requires a new thatched roof with an estimated cost of £30,000, that given the Council's current financial position a far cheaper option should be investigated. This would also help to reduce the insurance costs as thatched roofs are expensive to insure.

Cllr Shires responded that Officer Stankley is currently investigating this, and further information will be provided at the next Council meeting when this item will be discussed further.

Cllr Vickers asked Cllr Withington why the Council has removed the gates on the Lawn's Children's play area in Fakenham. Officers have said the gates have been removed as they no longer meet safety standards and replacing them would cost £700.00, however there is no money left in the budget for the replacement of these. How is it therefore possible that £65,000 has been set aside for new play area in Sheringham but the Council can't provide £700.00 for a gate in Fakenham.

Cllr Withington passed this question to Cllr Shires.

Cllr Shires replied that she wasn't aware of this matter and asked that Cllr Vickers provided information of her conversations in an email so that this could be addressed.

Cllr Leith requested that Cllr Brown provide an update on the Local Plan consultation progress.

Cllr Brown answered that the next round of the Local Plan journey is a public consultation, which was launched on 7 November and will run until 19 December. The consultation focuses on additional sites and provision for additional small growth sites in villages being included. Online submission system allows submissions via a form, email, letter and in person.

Initially there was a couple of issues with this system, but these have now been resolved. So far 23 submissions have been received online and 7 offline, all of which have been responded to in a timely manner. These will then be submitted to the inspector, and he will revisit in the spring. If the modifications can be agreed it is hoped the Plan can be adopted in May.

Planning training will be held on Friday morning at 9.30am in the Boardroom – every member is invited – this will enable you to be a member or substitute member of Development Committee 9.30am

Cllr Taylor enquired whether Cllr Fredricks felt that bigger ideas were needed in light of the £9 million black hole the Council is facing to address the pressure on temporary accommodation.

Cllr Fredericks thanked Cllr Taylor for highlighting the fact the Council have not been properly funded for the last 14 years. This situation is critical, and we are doing everything we can, we have bought 25 units of temporary accommodation, which is saving the Council a vast amount of money. Currently the Council is looking at a £1.3 million net cost of temporary accommodation in nightly paid accommodation and if we hadn't bought these 25 properties this would have been double.

This authority is doing incredibly well and the Housing Team are recognised across the country as being leaders in the field. Homelessness figures are falling as we have been trialling a new allocations scheme that seems to be working. The new allocations scheme will be coming to Cabinet following the completion of the consultation. This consultation supports what we are doing is the right thing. If you are worried about homelessness, please approach the Council as early as possible. Teams are here ready and willing to support.

Now looking to the government funding allocation to see how we allocate funding for homelessness prevention and further temporary accommodation properties.

Cllr Taylor queried if the owners of two very large buildings within the Stalham ward, one a former hotel and one a former hospital building with approved planning applications had been approached with a view to the Council acquiring these buildings for temporary accommodation facilities.

Cllr Fredericks responded that yes, these properties have been looked at. The hotel is not viable – cannot be brought back into use for temporary accommodation as it would cost too much money to bring it up to the required specifications – fire regulations, EPC standards. Catfield property haven't been able to approach the owner due to a bereavement within the family but would be happy to progress this further if contact details can be provided.

Cllr Fredericks to get Housing Strategy Manager to send the report on the Stalham hotel to Cllr Taylor.

Cllr Fletcher questioned Cllr Toye on how the distribution of grants for local economy

projects translates to employment and the flourishing of the local economy generally.

Cllr Toye replied that the graphic was created through GIS mapping. In time everyone should have access to this system and will be able to interrogate. 87% of North Norfolk has a rural context. 88% of businesses are in the micro category of 10 or less employees. Much economic activity goes on in hinterland. 51% of businesses in North Norfolk survive past 5 years whereas this figure is just a third nationally. We have higher than national average occupancy rates high for industrial units and shops, which is growing business rates income. Local economy addressing some green issues, ensuring people do not have to travel. Benefitting the whole economy

Cllr Vardy asked if Cllr Adams could confirm if food waste collection will be mandatory by 2026 and what the Council doing about this.

Cllr Adams answered that in due course there will be reports to Council on this issue. Currently a business plan is being prepared regarding the introduction of food waste and plastic film collection. There will be a cost involved in this as we will be introducing a new round of collections, new vehicles and bio-digestion.

The fact that every Council in the county that is looking towards introduction will be looking to buy new waste caddies means that there may well be some supply and demand issues.

Officers will keep members informed once more information is known.

Cllr Vardy replied to ask Cllr Adams if when this proposal is being worked up budgetary implications will be forefront of the discussion.

Cllr Adams confirmed that any budgetary implications are being looked at closely before any changes are made.

Cllr Penfold congratulated Cllr Fredericks for the speed of staff in the Benefits team in processing new claims and enquired whether the £1.2million of additional benefits claimed so far this year has improved the wellbeing of families and resulted in fewer families losing their accommodation.

Cllr Fredericks confirmed that it is vital that we keep this team and the work they are doing going. So far they have brought in £1.23 million of additional benefits that people are entitled to but would not otherwise have received. This has paid a fundamental part of preventing people becoming homeless by ensuring people can pay their bills. The team have proved their worth time and time again. The work will get harder for the Benefits team because of the changes to Universal Credit.

Cllr Cushing enquired whether Cllr Adams endorsed the response by Steffan Aquarone MP to the announcement that Viaro Energy the new owners of the Shell terminal at the Bacton Gas site had proposed that the site should accommodate a small nuclear reactor by saying that *“nuclear was not a renewable option and goes against the grain of everything we are doing in North Norfolk”*.

Cllr Adams stated that he would look to learn about any proposal. The Council is seeking discussions with Viaro. The announcement came without any prior knowledge within the local government sector and the local community. Cllr Adams went on to say that he wasn't surprised that such proposals are being brought forward, as we are going to need electricity for hydrogen production, electrolysis and desalination. He stated that we needed to learn more about the potential for such

developments before the Council comes to any conclusions, or position on Viaro's proposals, and he would try to keep everyone informed as details emerge.

Cllr Cushing was delighted that Cllr Adams was considerably more open-minded about these developments than perhaps was the local MP. A small nuclear reactor could provide power for 250,000 homes and provide excellent employment opportunities for high level jobs.

Cllr Adams responded that as yet we don't know if this is a domestic electricity supply, we are still have a lot to learn.

Cllr Toye stated that he is working with the County Council to develop an Energy Plan for Norfolk, to understand and hopefully address constraints in local electricity and water supplies so this is being looked at not only at a local level but also a County level.

Cllr Boyle enquired of Cllr Adams whether the upgrading of septic tanks as part of the mitigation for Nutrient Neutrality that is working to release housing areas, could it be easily rolled out in other areas.

Cllr Adams deferred to Cllr Brown.

Cllr Brown answered that yes the first tranche of grant money from Government has been used by Norfolk Environmental Credits to support schemes to replace failing septic tanks to provide advantages and benefits in the Nutrient Neutrality calculation for the District. This will release credits for developers to buy if they cannot provide onsite mitigation to enable developments to proceed. At the moment there is only one approved contractor, but it is hoped that there will soon be a second contractor that can complete the work. The real game changer will be purchasing land with the grant money that will be used for further mitigation.

Cllr McDonald asked about the changes in law that affect the time in which enforcement action can be taken.

Cllr Brown replied that some people look to develop land without obtaining planning and if four years lapsed, deemed planning permission could be applied for. This would mean that the property owner would not need to apply for planning permission to regularise the development. This 4-year period has now been extended to 10 years. Initially this should relieve some pressure on our enforcement team but may mean we need more resource in the future to undertake reviews.

61 APPOINTMENTS TO COMMITTEES, SUB-COMMITTEES, WORKING PARTIES AND OUTSIDE BODIES

The Chairman introduced this item and invited the Leader to speak. The Leader, Cllr Adams, informed members of the following changes:

Cllr Fredericks to be appointed to the Planning Policy and Built Heritage Working Party.

Cllr Brown to be appointed to the Norfolk Rivers Internal Drainage Board replacing Cllr Ringer.

The following appointment was a Full Council decision and Cllr Adams proposed the following appointment, seconded by Cllr Toye

It was put to the vote and RESOLVED that Cllr Brown would be appointed to the Norfolk Rivers Internal Drainage Board.

62 RECOMMENDATIONS FROM CABINET 04 NOVEMBER 2024

Car Park Fees and Charges

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

Cllr Cushing asked if it would be possible to take recommendations B to H on block: but proposed that recommendation A should be changed so there was no increase in the fees on Standard car parks.

Cllr Cushing explained that the proposal initially was for a flat rate increase of 20p per hour across all car parks, which would have raised £410,000. At the time it was explained that the Council were looking to raise circa £400,000 from this proposal and it was then other permutations were discussed. At the time he had suggested no increase for the Standard car parks. Standard car parks only represent 9% of income and therefore the 10p increase would only raise £32,700. If we looked at the proposals currently put forward, he stated they will actually raise over £473,000 well above the £410,000 that was initially proposed.

Cllr Cushing therefore proposed that losing the £32,000 increase through the 10p per hour rise across the Standard car parks, the Council would still raise £440,000. This would provide a great deal of support to the shop owners in inland towns such as Fakenham, North Walsham and Stalham. So, while this proposal would have no impact on the Council, as it is such a small amount of money to the Council it would provide big support for businesses.

Cllr Shires responded that she was very grateful for the support across all parties with rising to the challenge of the financial deficit. She welcomed the seriousness to which everyone had taken the conversations.

She recognised that the Overview and Scrutiny committee had been very bold with their discussion on the proposed increases and was very grateful to them for this. Increases have been looked so that they are in line with inflation, as we need to cover the maintenance of our carparks. Tried to do this as fairly as possible. Residents in resorts and coastal areas need to visit shops and town centre businesses in their local towns as well.

Parking permits provide best value for money for those residents who want to use the car parks regularly.

We do need to raise in line with inflation across all car parks.

Cllr Cushing formally proposed the change of no increase in Standard car parking tariffs. The point is we don't need to do anything we don't want to. £32,000 will be negligible against a budget of many millions of pounds. The Council should be looking at its economic development priorities to help enhance the economy in our local market towns. Cllr Cushing stated that his proposal was endorsed by Fakenham Town Council and also the Town Council in Stalham. Still raising well above what was proposed to be raised when these fee increases were first put forward.

Cllr Taylor confirmed he was happy to second the amended proposal to support Stalham business owners.

Cllr Penfold took issue with Cllr Cushing's comment of £32,000 not being a lot of money, when one of his members previously stated that £30,000 for the Collector's Cabin roof was quite a large amount of money. Cllr Penfold suggested that Cllr Cushing Couldn't have it both ways - £32,000 either is or isn't a large sum of money. The increase will be for increased maintenance costs and upkeep of the car parks.

Cllr Adams agreed with Cllr Penfold. £32,000 is a lot of money and if the £32,000 is removed from the car parking income it will need to be found elsewhere. Inflation has impacted the cost of services. Discretionary services are provided in the inland towns as well as in coastal and resort areas and these have all increased in costs. The car parks have ensured we have been able to fund discretionary services across the district. Needs to increase on a relatively frequent basis to keep up with the increasing costs.

All here to represent our communities but we need to take responsibility for the budget as a whole.

Cllr Vickers stated that Cllr Penfold was comparing apples and pears. The roof of a kiosk in a park could not be compared with the many local businesses in Stalham, Fakenham and North Walsham.

Cllr Toye interjected that beyond anecdote there is little published evidence that links parking charges to town footfall. Lack of signage and ability to find businesses can make it difficult. The increased income can be used to support businesses through our economic growth processes. If we don't put the car parking charges up, the Council will need to find additional funds from elsewhere which could result in the reduction of other services.

Cllr Paterson enquired as to the inflation rate being used as the inland fees show an inflation of 12% but current inflation sits at 4%.

Cllr Shires answered that the figures were based on the accumulated inflation since the prices were last increased. Fees have not been increased annually, but this is something that will be looked at annually moving forward.

Cllr Fredericks asked when the Council last raised car parking fees and stated that if we do not increase fees does that mean the costs would fall to Council taxpayers rather than those that use the facilities.

Cllr FitzPatrick refuted Cllr Toye's comment and stated that the federation of Small

Business say the opposite, that parking charges can have a direct impact on the number of people visiting towns. There is always the differential, meaning that some places will pay more for car parking. Currently the places that are really affected are small towns. North Walsham may have seen a revival but that is not the same in Stalham, Fakenham and even Holt. A car park in Fakenham is just about to be closed so there will be a saving in maintenance costs for this, on top of the saving of closing the public lavatory. Really important that we support our market towns. It is a small amount of money, but it is about being seen to do the right thing by supporting market towns.

Cllr FitzPatrick supported freezing the car parking fees for market towns and allowing prosperous towns to take the weight.

Cllr Toye stated there was no doubt that the car parks are required but alongside this comes the responsibility to maintain them, if we don't increase fees, it will be harder for people to accommodate larger price increases that will be required in the future. If there are no people in town, it is not because of car parking charges.

Cllr Vardy responded that he sees no issue with an inflation-based increase in car park fees. Car parks generate about £700,000 net profit per annum, it would be very useful if there was some kind of communication strategy to explain use of profits for discretionary services. Improved toilets and other facilities, benefits to economy in a positive way.

The Chair moved to take a vote on the proposal that fees for the Standard car parks do not increase.

In Favour – 11

Against – 18

Abstain – 1

Proposal Failed

Cllr Adams explained that the Council has seen £500,000 in inflationary pressure. The increase in car parking fees will help to ensure we are able to run facilities and maintain assets. Assets across the district cost a lot of money to maintain. Car parking fees contribute to ensure we are able to accommodate so many visitors. Revenue is put to use supporting services. These car parking fees are still lower than many other comparable coastal areas. Revenue is now being eaten into by other pressures across the Council, sustaining assets is becoming increasingly challenging.

The Chair moved to a vote on proposal A

In Favour - 17

Against - 11

Abstain - 2

The Chair moved to a vote on proposals B to H

Favour – 30

Against – 0

Abstain – 0

63 RECOMMENDATIONS FROM THE OVERVIEW & SCRUTINY COMMITTEE 16 OCTOBER & 13 NOVEMBER

There were no recommendations from Overview and Scrutiny Committee for the November Full Council. Recommendations for December will be brought to the

December Full Council.

64 UPDATE ON THE BENJAMIN COURT FACILITY, CROMER

The Chief Executive recognised the decision and recommendations from the Overview and Scrutiny committee meeting of 16 November 2025 with respect to the Benjamin Court facility at which there were three recommendations made. The first of these related to the availability of data detailing those people who were medically fit for discharge from acute hospitals in Norfolk but could not leave due to needing assessment for care packages, adaptations to their homes or other support. It has not been possible for this to be updated since the Overview and Scrutiny Committee meeting of the 16 October due to staff absence. The Council has made enquiries of the Norfolk virtual ward pilot scheme, which has only gone live relatively recently, and the Council are seeking responses from Norfolk Adult Services and the Norfolk First Support Programme looking at the availability of carers, which was raised by local stakeholders as part of the engagement with Health Watch. Currently there has been no response to these enquiries.

Data in July suggested 20% of beds in the Norfolk and Norwich University Hospital and slightly lower number in the Queen Elizabeth Hospital at Kings Lynn and the James Paget at Gorleston are occupied by people medically fit for discharge but were waiting for a care package to be set up to allow them home, for adaptations to their property or for a place in a care home

This comes at a huge cost with the cost of a bed in an acute hospital being three times as much as a reablement, convalescent or recuperation facility, where care is provided but not medical intervention.

With regard to our representation to NHS England Property Services, the Council haven't received any communication regarding the marketing or disposal of the facility. This however does not come as a surprise, given the ICB position was only determined at the end of September.

The Chief Executive stated that he was happy on the basis of Mr Booth's question for the Council to instigate an approach to NHS Property Services directly to understand what their intentions for the Benjamin Court facility are as understanding their approach would be helpful to the campaigners, local stakeholders and residents so that as a Council we can consider our position further.

In the HealthWatch engagement response there was also suggestion that there was a demand for a small office for the community nursing team to be based out of in the Cromer area, which currently operated out of the Benjamin Court facility. It is felt that this could be accommodated within the Council's offices, and we have been in contact with the service provider to see if these requirements can be met.

Cllr Adams welcomed the endorsement that the Council do seek to make contact with the NHS Property Services team and report back to Overview and Scrutiny Committee as we learn more. It is important that we keep this issue in the public domain. The winter will be very challenging in terms of the pressures put on NHS acute services across the county.

Cllr Withington asked that the Council keep monitoring the figures of those in acute hospital beds that are fit for discharge, especially in line of the virtual ward introduction. Especially as the capacity of this service is thought to only be 15 patients a day, which is not a significant number of people for a service covering the

whole of North Norfolk. It will therefore be interesting to see how the service impacts on discharging people safely into the community.

Cllr Dixon confirmed that in respect to the recommendations set out by Overview and Scrutiny there was an expectation that the matter would be considered at this meeting, but there was no expectation that there was going to be an outcome but that this would be ongoing work in progress. There is a lot that has and continues to progress, and there is still some more work that can be done. Some clarity will be required in the justification of data one way or the other and we must allow time for this to happen.

Cllr Fredericks acknowledged that when we think of care and carers, we think of two or three visits during the day, but it is the night times when the individuals and carers are most at risk. It is the night times that would be the biggest benefit of this facility. It is possible to provide care during the day, but it is very difficult to get carers for nights. Having a facility that looks after vulnerable people 24 hours a day cannot be underestimated. Unfortunately, at the meeting in July our voices went unheard, and the decision was a forgone conclusion. So therefore, we must fight on and if there are other ways of using the building to the benefit of our communities we will find them.

The Chief Executive responded to Cllr Withington's question about data collection by explaining that the Council does have a Data Analyst who is giving her attention to this. The Council are using contacts within the wider health and social care setting to build our understanding. The data shows that 200 bed nights at the Norfolk and Norwich University Hospital (approx. 20% of all beds) are being used to care for people in hospital who are medically fit for discharge rather than in an environment where more individualised or family care could be provided, particularly in Benjamin Court where there were individual ensuite rooms where people can be supported throughout the day and night by family, partners and carers. Staff would have oversight throughout the night, but this could be ameliorated in the daytime by people who want to assist with their family member's care.

The Chief Executive further stated that if you live in the North Norfolk District, if you have retired here or you age here, and your partner becomes incapacitated, and you are dependent on public transport, friends or neighbours to take you to the Norfolk and Norwich University Hospital requires a significant commitment to go to the hospital every day. The value of a facility like Benjamin Court that assists those in the North Norfolk area cannot be underestimated in terms of the quality of life and care benefits.

The value of the facility was outlined in the HealthWatch consultation process, and the submissions people submitted. The conclusion of HealthWatch Norfolk was that those issues should be investigated further by the ICB before any decision is made, but this didn't happen.

The Chief Executive stated that he is on record as part of the Healthwatch engagement process, of saying that the Council understands that the local health and social care system is under very acute pressure but having centralised facilities in Norwich some distance from much of North Norfolk does not meet the needs of our communities and demographics.

65 QUESTIONS RECEIVED FROM MEMBERS

None Received

66 OPPOSITION BUSINESS

None Received

67 NOTICE(S) OF MOTION

None

68 EXCLUSION OF PRESS AND PUBLIC

None

69 PRIVATE BUSINESS

None

The meeting ended at 7.42 pm.

Chairman

This page is intentionally left blank

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>

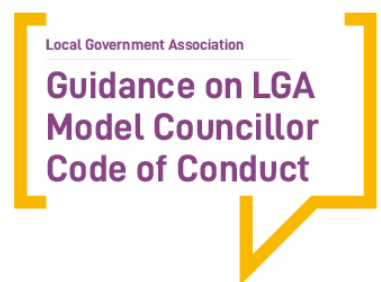
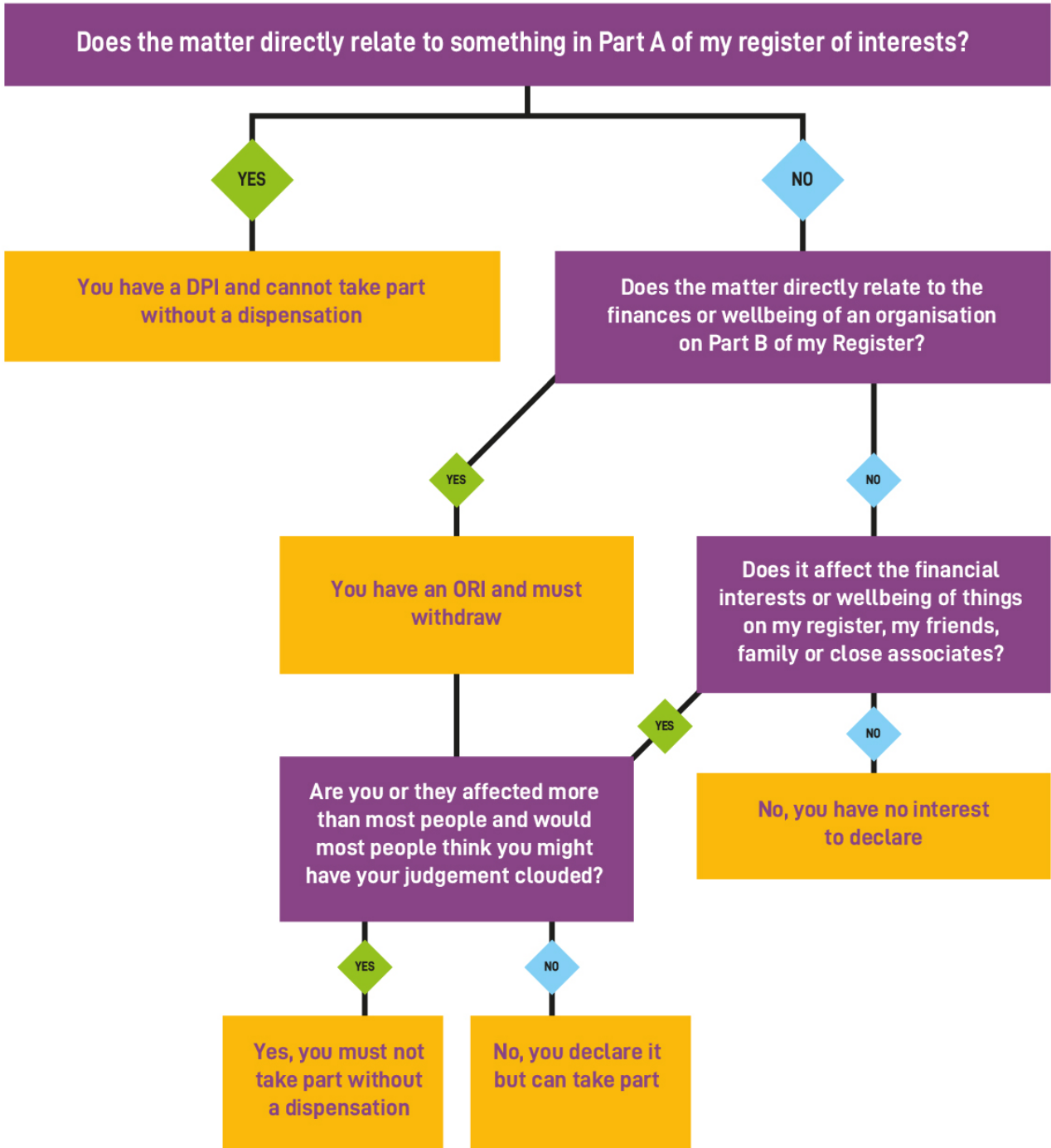
	spouses/civil partners has a beneficial interest exceeds one hundredth of the total issued share capital of that class.
--	---

* 'director' includes a member of the committee of management of an industrial and provident society.

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

Table 2: Other Registrable Interests

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



CABINET MEMBERS REPORT TO COUNCIL

December 2024

COUNCILLOR ADAMS - CABINET MEMBER FOR STRATEGY, COUNTRYWIDE WORKING AND EXTERNAL PARTNERSHIPS, PERFORMANCE, COMMUNICATIONS, HR AND LEGAL SERVICES

For the period November 2024 to December 2024

1 Progress on Portfolio Matters.

Legal

Coastwise

- The new Climate Change and Coastal Erosion Transition Lawyer started in post in September and has been providing direct support to the Coastwise team identifying legislation, policy and case law to ascertain how councils can best transition homes, businesses and infrastructure away from the coast, to eventually feed back to the Environment Agency and DEFRA with proposals for policy and legislative change. In addition, they have been advising Coastwise in relation to NNDC's potential liabilities and all types of contracts relating to the project, which have so far included drafting T&Cs for an art competition, negotiating consultancy agreements, advising on IP rights, and, significantly, drafting and bringing to completion a first of a kind agreement for the purchase of a 'planning replacement opportunity' from a member of the public whose home is at risk of coastal erosion.

Freedom of Information

- FOI/DPA request figures show that the Council's current performance to responding to requests within the statutory twenty working days is at 98% and has not dipped below 95% in 2024/25.

Litigation

- Focus remains on recovery of larger and longstanding debts at this time in conjunction, particularly, with the revenues and benefits team.
- Recovery of £29,000 of a £50,000 debt, with agreed installments of a further £4,000 per months until April 2025 which will see recovery of the full debt.
- The Council has instigated a winding up petition in the high court against a single creditor in relation to outstanding council debts of £44,694.50.
- This is over and above multiple charging orders which secure outstanding debts.

Property matters

- eastlaw completed on another house to be used as temporary accommodation.

ACV matters

- Eastlaw have considered a number of Assets of Community Value ["ACV"] listings (either at first instance or upon review), with the following deemed successful:
 - Hunny Bell, Hunworth

Planning matters

- NNDC can be seen to be leading the way in trying to mitigate the impact of the "nutrient neutrality" regulations by preparing and using section 106 agreements being signed by owners of houses who agree to the upgrading of their septic tanks which in turn releases new housing in areas affected by the "nutrient neutrality" regulations. In October alone eastlaw has completed 11 section 106 agreements to enable the release of 31 new build dwellings in the District.
- eastlaw also drafted and completed a section 106 planning agreement with the National Trust in a record two weeks to enable the expedited construction of a pedestrian bridge at Cabbage Creek , Stiffkey.

Code of Conduct matters

- Most matters have not warranted investigation, with words of advice being provided as part of the initial assessment process.
- There is one matter which resulted in an investigation and is progressing to a hearing before the Standards Committee in December.

Human Resources

Pay Award

- The pay award was agreed nationally for all employees covered under the NJC National Agreement on Terms and Conditions and paid in the November payroll. This was also the case for the pay increase for Chief Executives. Chief Officer pay award was agreed earlier in the year.

Strategies

- The Workforce Development and People Strategy and the Learning and Development Strategy are now at the final draft stage.

Elections

- The annual canvass is now complete. Around 6% short on last year's responses, but as we recently had a general election, that is to be expected. The revised register has been created and distributed accordingly.
- The polling place review is now complete and will be shared with Full Council in due course.

Communications

The team has:

- Continued to update the public regarding the Cromer/Mundesley coastal protection works
- Provided transparent comms regarding forthcoming transitional works at Happisburgh being delivered via Coastwise
- Covered the successful installation of solar panels at Victory in North Walsham

- Supported White Ribbon Day
- Kept the public informed regarding Storm Darragh
- Promoted public consultation on Public Space Protection Orders
- Promoted Community Connectors and Coastwise outreach activity via Positivitea and Coastwise Cafes respectively

2 Forthcoming Activities and Developments.

3 Meetings attended

Media Engagements:

- That's TV, EDP, Independent, LGC.

Meetings attended:

- North Norfolk & Broadland & Fakenham MPs
- Various meetings between Norfolk & Suffolk District Leaders
- Kings Lynn BC and Breckland District Councils.
- Potter Heigham Parish Council.
- Conservative Group Leader alongside Monitoring Officer to discuss consultation on remote meeting attendance.
- Walsingham PC, estate, faith groups and business representatives.
- Numerous internal/officer meetings.

To occur:

- Business Planning
- Council Tax Support Group.
- Norfolk/ Suffolk Leaders Group.
- Anglian Water.
- Peer Review Challenge Progress Review

Attended:

- Trimmingham & Overstrand Coastwise Cafés
- DCN 50 years of District Councils reception and fair – Portcullis House
- EELGA Parliamentary Reception.
- Thursford Show.

This page is intentionally left blank

CABINET MEMBERS REPORT TO COUNCIL

18 December 2024

COUNCILLOR HARRY BLATHWAYT – CABINET MEMBER FOR COAST

For the period November 2024

1 Progress on Portfolio Matters

Coast protection works

Activity over this period has included the completion of the rock delivery in both Cromer and Mundesley and completion of construction of the rock defences in Cromer. Consequently, plant and machinery has been removed from the beach in Cromer. Rock placement is ongoing at Mundesley along with concreting works. Successful Local Liaison Group meetings were held on 22nd and 23rd October with very positive feedback from both groups.



Repairs and Maintenance works completed at Overstrand, Sheringham, Cromer, West Runton, Weybourne and Happisburgh. Floodgate inspections carried out. Potholes filled in at Vale Road (west of Mundesley) and at Ostend. Repairs to beacons along the coastal frontage.

Coastwise

- Phase 3 of the Coastwise Café drop-ins comprised events in Overstrand, Trimmingham, Happisburgh and West Runton. A report will be produced on the matters that came to light at these, and the issues of relevance to coastal adaptation and transition planning will be fed into the Coastwise programme.

- Work has been commissioned by consultant Jacobs, on assessing the performance of the rock berm and ramp at Happisburgh future options.
- The MIND sUStain project held its first meeting on 25th October in Happisburgh.
- In partnership with Norfolk Farming and Wildlife Advisory Group (FWAG) a workshop was held on 21st November with farmers and landowners in at-risk areas.



2 Forthcoming Activities and Developments.

Cromer and Mundesley Coastal Management Scheme

- Ongoing concreting and completion of rock placement at Mundesley
- Completion of access improvement works at Cromer
- Timber groyne reinstatement works at both Cromer and Mundesley
- Demobilisation of Cromer works site office at Runton Road (a smaller compound will remain until the Mundesley part of the scheme is complete).

Coastwise

- Work with Happisburgh Primary School to produce stop-motion videos on coastal processes (in progress).
- Starting work on refreshing and updating the Council's coastal webpages.
- Finalise work on an interactive map, showing Coastwise activities, by location.

- Further develop concepts for addressing residential properties at risk in the medium to longer term.

Bacton Sandscaping

- Monitoring agreement to be signed and sent out to all parties.

3 Meetings attended

November

- 1st – Public flood meeting for Hickling Ward
- 4th – Cabinet and Business Planning
- 5th – Norfolk Coastal Forum
- 5th – Marine Management Organisation Workshop for the East Coast Marine Plan Launch
- 5th – BA Chairs pre- Boat Toll Meeting.
- 6th – Cromer and Mundesley Board Meeting
- 7th – BA Navigation Committee
- 7th – BA Meeting with North Norfolk MP
- 8th – BA Planning Committee
- 8th – BA Meeting with Great Yarmouth Borough Council Leader and CEO
- 12th – BA Planning Design Quality Training
- 13th – Joint Coastal Management Group meeting
- 14th – BA Chairs catch up
- 18th – Business Planning
- 19th – Overstrand Coastwise Café
- 19th – LGA Coastal SIG Welcome Meeting for new Councillors
- 20th – Broads Local Access Forum
- 20th – Full Council
- 21st – BA CEO Briefing
- 23rd – Happisburgh Coastwise Café
- 25th – Leader and CEO meeting re Public Convenience with Potter Heigham PC.
- 26th – West Runton Coastwise Café
- 27th – BA Risk Audit and Governance Committee
- 28th – Norfolk Strategic Flood Alliance Meeting
- 28th – Chairs pre-Board Briefing
- 29th – BA Full Board.

This page is intentionally left blank

CABINET MEMBERS REPORT TO COUNCIL

18th December 2024

COUNCILLOR ANDREW BROWN - CABINET MEMBER FOR PLANNING AND ENFORCEMENT

For the period 9th November 2024 to 6th December 2024

1 Progress on Portfolio Matters

As the gap since the last Council meeting has only been 4 weeks, this Report is shorter than most previous ones.

In terms of **Planning Policy**:

- (i) As reported at the last Council meeting, the ***Further Consultation on the Local Plan*** commenced on 7th November 2024 and will conclude on 19th December 2024. The consultation can be accessed via: [Local Plan Consultation](#).
- (ii) The Planning Policy and Built Heritage Working Party (21st November 2024) considered a paper on an updated ***Health Protocol*** that sets the parameters around collaborative ways of working between the Integrated Care Board's estates team and health partners, Public Health, Local Planning Authorities (LPAs) in order to help ensure the impacts on health and care services from local plans and a growing population are measured, understood, mitigated, and managed appropriately through applications and appropriate consultation. The Protocol can be accessed via: [Planning in Health Protocol 2024](#). The Working Party recommended the Protocol to Cabinet – who resolved - at their meeting on 2nd December 2024 - that it should be used when preparing our Local Plan and determining planning applications.
- (iii) Also, at its meeting on 21st November 2024, the Working Party decided to recommend to Cabinet that the ***Green Infrastructure and Recreational Impact Avoidance Mitigation Strategy (GIRAMS) Action Plan*** and associated governance arrangements be endorsed, and that Councillor Holliday be the Council's representative on the relevant Norfolk wide GIRAMS Board. More information is available via: [GIRAMS Working Party Report](#). The Working Party Recommendations were agreed by Cabinet on 2nd December 2024.

In terms of **Development Management**:

- (iv) The Development Committee has met only once since the last Report. That Committee considered **one major application** – for 47 dwellings at Land Off Mill Road, Wells-Next-The-Sea – see [Development Committee Report PF241572](#).
- (v) The consultation on our new draft **Local Validation List** has now concluded. This List relates to the information that needs to be submitted to support different types and scales of planning application. The outcome of the consultation will be reported to the Development Committee meeting on 12th December 2024 – with a view to the final version of the List being adopted for use from January 2025. For more information see: [North Norfolk Local Validation List Consultation](#).

In terms of **Planning Enforcement**:

- (vi) The **enforcement periods** for planning infringements has been changed via the Levelling Up and Regeneration Act so that the historic four-year time limit for bringing enforcement action against building or engineering operations and changes of use to a single dwelling-house have been removed and have been replaced by a single 10-year tariff. This ten year limit for bringing enforcement action applies where alleged operational development was substantially completed on or after 25 April 2024, or where the date of an alleged change of use to a single dwellinghouse was on or after 25 April 2024.

In terms of **Building Control**:

- (vii) The Building Control team has implemented the LABC ISO 9001 **Quality Management System** for its processes and has recently completed internal auditing of procedures. This audit has identified a number of Opportunities for Improvement and will be dealt with via a Building Control Service Improvement Plan in the new year.
- (viii) The Building Safety Regulator has commenced its **5 year rolling program of assessing the adequacy of individual Building Control Teams**. It is understood that the first batch of Local Authorities (48) have been identified for review – and we do not believe we are on that list. We await with interest the findings and learnings, from that first phase, to ensure that we can be best prepared for our review in due course.
- (ix) The Team is currently working through the 50+ **applications that have 'reverted' back to Local Authority Building Control** – i.e. from the private sector. These are being done in a staged manner to ensure the team can accommodate the unexpected additional workload.
- (x) A recent update session regarding the **Building Safety Levy** has been attended. Whilst not aimed specifically at Building Control, it appears that the system will be complex and time consuming – it is assumed that the Building Control team will pick this up or at least be heavily involved in its collection. Hopefully new funding will offset the resource required.

- (xi) 2 of the Team recently attended the **LABC Management and Legislation conference** where speakers from both the Government and the Building Safety Regulator reinforced the duties that are given on Local Authorities to ensure their Building Control teams are managed and resourced. Updates were given on further upcoming changes to the legislation etc that will be rolled out over the following 18-24 months.

In terms of Government led **Changes to Planning**:

- (xii) The Council expects the final version of the Government's **National Planning Policy Framework** to be published prior to Christmas 2024. No response has yet been received to the letter sent to the Deputy Prime Minister on the matter – or to the Council's formal consultation response submitted in September 2024. The Council's response was considered and endorsed at the Planning Policy and Built Heritage Working Party meeting of 10th October 2024. See items 7 and 8 available via: [Agenda for Planning Policy & Built Heritage Working Party - 10th October 2024](#).

The Council objected to the proposed increase in its housing target that was contained within the draft – i.e. an increase to 943 new homes a year - an increase of 70% on the most recently published national target of 556.

Finally, on other matters:

- (xiii) Work continues on the Government's nationwide initiative to transfer **Land Charges to HM Land Registry**. The exact dates for this to take place in North Norfolk are not yet known – the programme is incremental – i.e. done in phases – rather than the whole country on the same day. Further information can be accessed at [Local Land Charges Programme](#).

2 Forthcoming Activities and Developments

The next Development Committee is due to be held on 12th December 2024 (i.e. before the Council meeting) and then there is one scheduled for 9th January 2025.

3 Meetings attended

November (from 9th)

10th Holt for wreath laying on Remembrance Sunday
 12th Melton Constable PC
 13th Overview and Scrutiny
 13th Corpusty & Saxthorpe PC
 14th Development Committee
 18th Cabinet and Business Planning
 18th Edgefield PC

20th Full Council
21st Planning Policy & B Heritage Working Party

December

2nd Cabinet and Business Planning
3rd Portfolio Holder meeting

4 Future Meetings (after 6th December 2024) due to be Attended

December

9th Stody PC
11th Thornage PC
11th Development Committee
12th Pre Cabinet and Business Planning
16th Nutrient Neutrality Working Party
16th Full Council
18th Standards Committee
19th Development Committee

January

9th Development Committee
13th Briningham PC
20th Pre Cabinet and Business Planning
22nd Portfolio Holder meeting
22nd Overview and Scrutiny

CABINET MEMBERS REPORT TO COUNCIL

November 2024

COUNCILLOR WENDY FREDERICKS - CABINET MEMBER FOR PEOPLE SERVICES

For the period up to 30th November 2024

1 Progress on Portfolio Matters.

Benefits

Council Tax Support scheme 2025/26

The Council Tax Support scheme consultation ended on 24th November. An evaluation of the responses will be presented to the working party shortly, recommending the proposals are put forward to cabinet for consideration.

Financial Inclusion

In this financial year, the team have claimed over £1.4 million* in missed benefits and/or funding for households across North Norfolk, with the highest amount of income being claimed for disabled households.

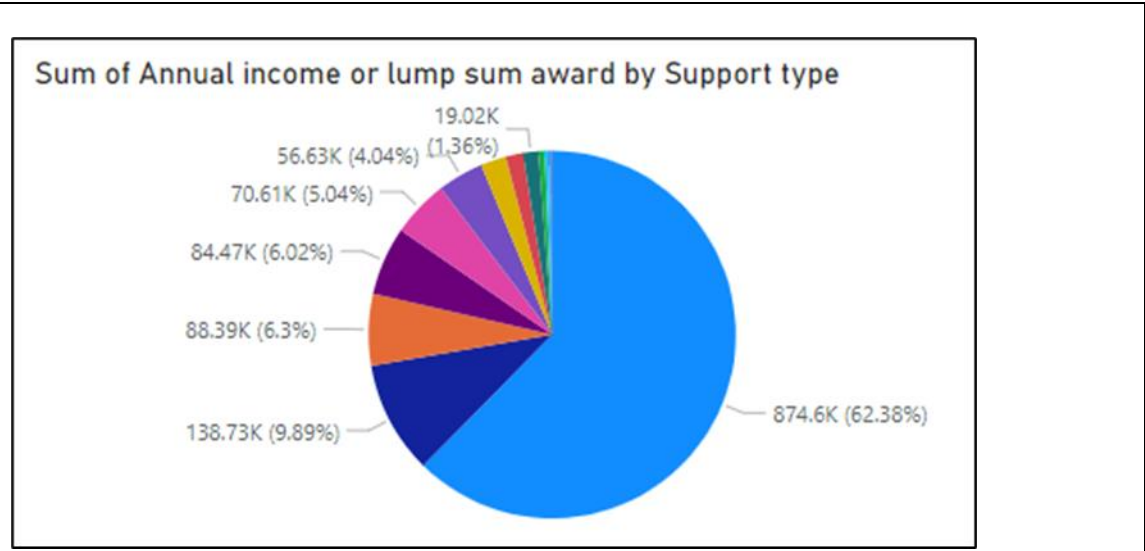
We are continuing to run take-up campaigns to maximise household income. So far this year the take up campaigns for Council Tax Support and Pension Credit have realised over £100,000 of additional support to households.

Households which have been contacted through our take-up campaigns but have not yet claimed, are now being contacted by the Financial Inclusion Triage Officer to support with their application.

** Sum of income or lump sum award calculated on an annual basis.*

Income Tracker 24/25

<u>Support type</u>	<u>Sum of Annual income or lump sum award</u>
Carer's Allowance /Premium	70,605.60
Council Tax Support/ Discount	84,473.60
Disability Living Allowance/ Attendance Allowance / Personal Independence Allowance	874,595.80
Discretionary Housing Payment	4,720.13
Edenred/Argos Voucher	7,515.00
Employment and Support Allowance or Jobseeker's Allowance	21,304.40
Energy Bank Voucher	3,819.00
Household Support Fund/ Discretionary Household Support Grant	670.00
Housing Benefit	56,625.40
Pension Credit	138,725.60
Take-up Campaign Council Tax Support	31,595.01
Take-up Campaign Pension Credit	88,393.76
Universal Credit	19,021.68
Total	1,402,064.98



- Support type**
- Disability Living Allowance/ Attend...
 - Pension Credit
 - Take-up Campaign Pension Credit
 - Council Tax Support/ Discount
 - Carer's Allowance /Premium
 - Housing Benefit
 - Take-up Campaign Council Tax Sup...
 - Employment and Support Allowanc...

- Support type**
- Universal Credit
 - Edenred/Argos Voucher
 - Discretionary Housing Payment
 - Energy Bank Voucher
 - Household Support Fund/ Discretio...

Discretionary Housing Payments

We continue to administer Discretionary Housing Payments (DHP) to support tenancy sustainment, homelessness, and to support people to stay within the community. Cases are worked on as a panel which includes officers from the Benefits Team and Housing Options.

For 2024/25, North Norfolk has been allocated funding of £103,037.00, and up to 30th November 2024 we have spent 77% of our allocation across 91 households. A further total of 176 applications (across 162 households) have been refused as the circumstances of the household are outside the scope of the scheme. Where we have not been able to provide support through the DHP scheme, the team considers other funding options and support available and signposts the customer accordingly.

A breakdown of how the expenditure has been allocated across the 91 households can be seen below.

Single Working Age Households	
Number of successful households	57
Rent Arrears	£5,058.10
Rent Deposit/Moving Costs	£2,275.00
Ongoing Rent Shortfall	£36,915.50
Sub Total Expenditure	£44,248.60
Single Pension Age Households	
Number of successful households	5
Rent Arrears	£0.00
Rent Deposit/Moving Costs	£0.00
Ongoing Rent Shortfall	£5,360.48
Sub Total Expenditure	£5,360.48
Couple Working Age Households	
Number of successful households	4
Rent Arrears	£2,034.73
Rent Deposit/Moving Costs	£0.00
Ongoing Rent Shortfall	£822,38
Sub Total Expenditure	£2,857.11
Couple Pension Age Households	
Number of successful households	1
Rent Arrears	£0.00
Rent Deposit/Moving Costs	£2,154.00
Ongoing Rent Shortfall	£0.00
Sub Total Expenditure	£2,154.00
Family Working Age Households	
Number of successful households	24
Rent Arrears	£2,527.26
Rent Deposit/Moving Costs	£2,265.95
Ongoing Rent Shortfall	£20,261.98
Sub Total Expenditure	£25,055.19
Family Pension Age Households	
Number of successful households	0
Rent Arrears	£0.00
Rent Deposit/Moving Costs	£0.00
Ongoing Rent Shortfall	£0.00
Sub Total Expenditure	£0.00
Total Expenditure	£79,675.38

Helping to reduce the council's environmental footprint

To support the council in achieving its ambitious environmental and climate targets, we are starting to move our working age customers onto paperless notifications, to reduce the distribution, paper, ink, and energy use which will in turn reduce the costs to the council financially and support its carbon emission targets.

Housing Options and Homelessness Prevention

Your Choice Your Home

As at the 30 November 2024 there were 2315 households on the housing list with 483 (21%) being on the Housing register – this register contains those qualifying applicants who have the most urgent housing needs, including households to whom the council owns a statutory housing duty.

The tables below highlight the makeup of housing need and the size property that is required by applicants on the housing list. Although the greatest demand for housing is for those with a 1-bedroom need, there are significantly fewer larger properties allocated with a current demand for 4 beds+ properties being 219 with only 1 four-bedroom house being let between 01 April to 30 November 2024.

Some properties have a minimum age requirement, for example, in some cases only people over 55 years of age can apply, this applies to 37 properties let during 01 April to 30 November.

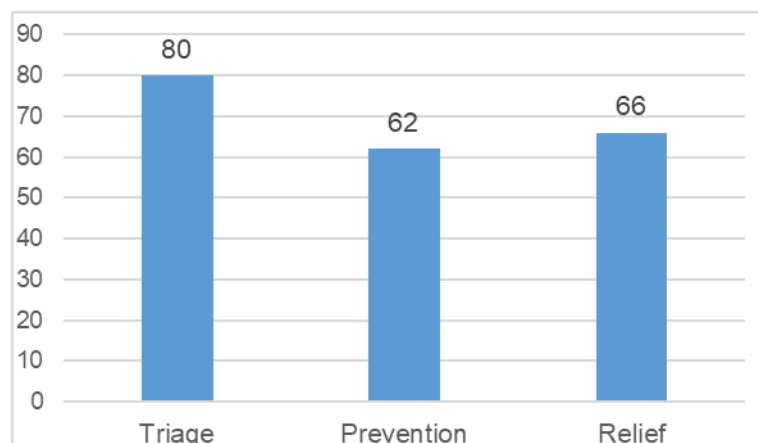
Housing List by Bedroom Need					Homes Let by Property size (Bedrooms)			
	Housing Register	Housing Options	Transfer	Total	Housing Register	Housing Options	Transfer	Total
1 Bed	212	913	173	1298	66	2	6	74
2 Bed	98	355	91	544	84	7	7	98
3 Bed	76	106	47	229	18	1	4	23
4 Bed	88	95	36	219	1			1
5 Bed +	9	9	7	25	0			0
Total	483	1478	354	2315	169	10	17	196

Households Assessed and Duty Owed

Our Housing Options Service offers advice to anyone who has a housing problem, and offers support and assistance if someone is homeless, or threatened with homelessness, within the next 56 days.

Approaches to the service remain high and between 01 April 2024 to 30 November 2024 we have opened 821 new cases. Each case represents a household who has contacted us as they have some sort of housing need, and we are still seeing an increase in homeless households (relief cases).

As at the 30 November 2024 there were 207 open homeless cases. The table below shows the levels of Homelessness, where a household is owed either the prevention or relief duty following initial assessment.



The three most common triggers of homelessness for Households owed a homeless duty by reason for loss, or threat of loss, of last settled home were:

- End of Private Tenancy
- Family/Friends no longer/willing to accommodate
- Domestic Abuse

Outcome of main duty decisions for eligible households

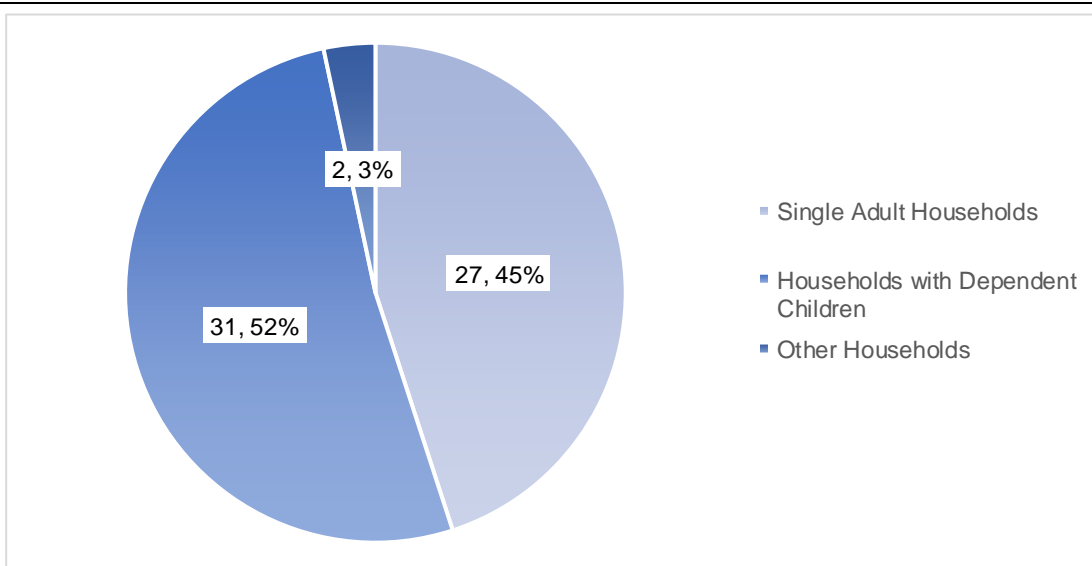
Main homelessness duty describes the duty a local authority has towards an applicant who is unintentionally homeless, eligible for assistance and has priority need. Households are only owed a main duty if their homelessness has not been successfully prevented or relieved.

Between 01 April to 30 November 2024, 125 main duty decisions have been taken with 92 households (74%) being found to be Homeless, priority need, and unintentionally homeless.

Temporary Accommodation

As at the 30 November 2024 there were 60 households in Temporary Accommodation.

Included in the 31 Family Households there were 81 children.



Rough Sleeping

During the month of November (at various points in time) 6 people were reported/verified as sleeping rough in North Norfolk, this includes 1 person with entrenched experience of rough sleeping, 4 people who have previously slept rough in the district and 1 person who was a new rough sleeping in the district.

At the end of the month, 2 people remain sleeping rough, 1 person has been supported into Next Steps Accommodation Programme (NSAP), 1 person has been offered interim emergency accommodation and two have left the area.

[Housing Strategy](#)

Temporary Accommodation

The Council currently holds 25 units of Temporary or other homeless accommodation (including five units of move on accommodation for ex-rough sleepers). Some of these units have been partly funded using government grant, including Local Authority Housing Fund Grant (which has also helped to fund Flagship Housing to purchase 10 affordable homes).

Value for money analysis of our in-house TA has been completed and has concluded the homes do provide VFM, especially compared to expensive (and inferior) nightly paid accommodation.

New Affordable Homes

We have a healthy affordable housing scheme pipeline, many of which are 'rural exception' housing sites at various points in the development process. There are over twenty developments which will, subject to approvals, yield more than 350 new affordable homes in the next few years. In common with most of Norfolk, 'Nutrient neutrality' is a delaying factor for many sites within the district.

In 2024/25 we expect Housing Associations to provide 59 new affordable homes in the district – this is a lower figure than previously reported as one scheme will now begin handing over homes in early 2025/26. So far in 2024/25 23 new homes have been completed, including well-received Exception Schemes in Northrepps and Hindringham.

Recently Planning has been approved for a site of 47 affordable homes in Bacton and 50+ homes on Station Road in North Walsham.

Development of affordable homes in Sheringham (Westwood), Warham, Salthouse and West Beckham are also on site, as well as affordable homes as part of a market site at Beresford Road, Holt.

North Norfolk recently gave a presentation on our success in delivering affordable homes through rural expectation schemes at a national Rural Services Network event.

Social Prescribing

There has been an increase in referrals from NN2 surgeries this month due to proactive promotion of the service amongst new GPs.

November 2024:

Referrals received into SP = **45**

Total number of issues/concerns supported by SP = **147**

Total number of referrals discussed at North Norfolk Help Hub = **20**

YTD: (Figures from 1/4/2024)

Referrals received into SP = **350**

Total number of issues/concerns supported by SP = **928**

Total number of referrals discussed at North Norfolk Help Hub = **179**

Note: All cases raised at the North Norfolk Help Hub meeting are complex cases with multiagency working practices in place.

North Norfolk Help Hub

The North Norfolk Help Hub will hold its last official meeting of the year on the 11th December. A smaller meeting will be held on 18th December. The first meeting of 2025 will take place on the 15th January.

Community Hub

The latest meeting took place on Thursday 15th November. This was the last meeting of 2024.

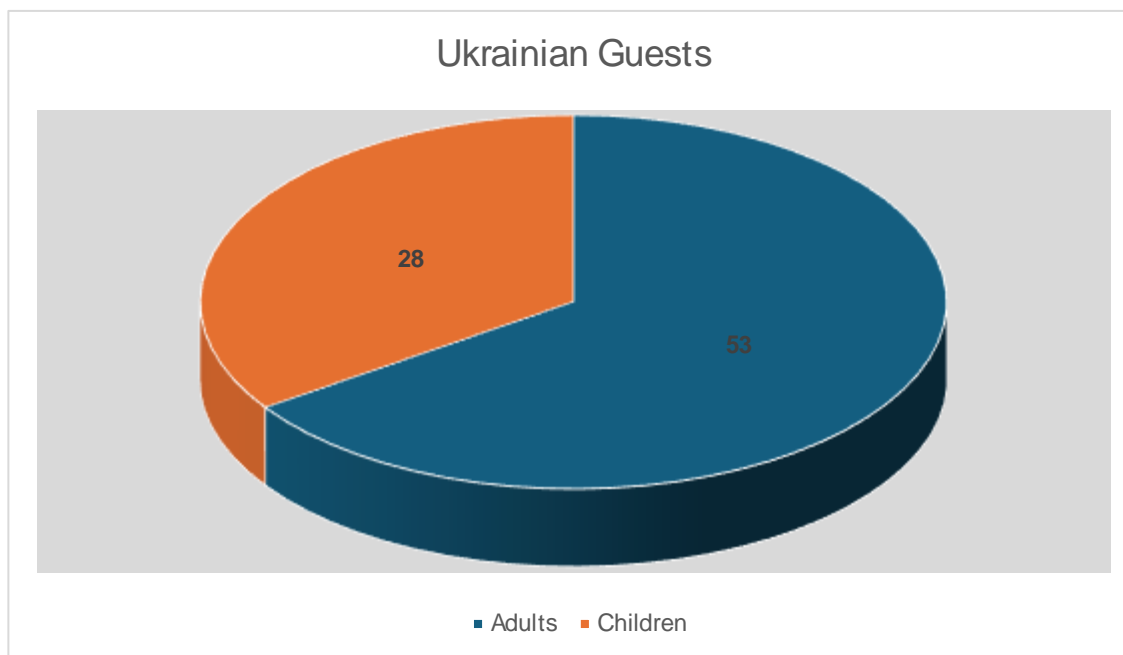
Presentations included:

- Mind – Suicide Support Service Norfolk & Waveney
- Mind – Routes Employment Services

The next newsletter will be going out to all partners on Friday 6th December 2024.

Homes for Ukraine (H4U)

There are currently eighty-one Ukraine guests being supported in North Norfolk, of which fifty-three are adults and twenty-eight are under the age of eighteen, in thirty-two host settings.



In addition, there have been a number of updates for the new Visa Scheme which the Ukrainian officer will be supporting the Ukrainian guests with over the coming months.

IHAT

- Reviewing and evaluating current discretionary grant policy looking at what benefit grants have provided and identifying any further gaps in provision.
- Researching and networking with other IHAT districts to explore potential options for expanding the discretionary policy and the amount of grants offered under this.
- Reviewing team resource and identifying potential additional demand on team resource and existing customer wait times from expanding policy.
- Consideration to where the introduction of new discretionary grants could aid the streamlining of the DFG process as a whole and maximise overall spend and outcomes whilst reducing wait times for each stage.
- Increase in demand across IHAT as a whole is placing additional pressure on each stage and leading to wait times increasing across the whole DFG process. Evaluating how we manage this along with the predicted continuation in demand following promotion of IHAT grants and natural increase in demand for adaptations due to demographics and focus on prevention from other services, such as NHS and local community healthcare services.

Update on figures 2024-25 – Disabled Facilities Grant

YTD Total approved grants 2024 – 25	£880,321.13
YTD Approved value outstanding 2024-25	£625,610.92 / 61 cases
Brought forward approval value from 2023-24 (not yet completed)	£113,627.94
Brought forward approved cases 2023-24 (not yet completed)	11 cases
Oct 24 & Nov 24 total spend	£357,088.80
Oct 24 & Nov 24 total approval value	£344,821.51 / 31 cases
Total spend YTD	£1,038,502.90
Average time for all category of cases (working days) between:	
Triage and assessment being completed	65 days
Recommendation for adaptations schedule of work	105 days
Case start to completion of work	325 days

2 Forthcoming Activities and Developments.

3 Meetings attended

Meetings for November and December 2024

- Cabinet
- Business Planning
- Laying Wreath at Mundesley
- LGA Training Risk Management
- Armistice Day at NNDC
- Social Value Calculator Meeting
- Overview and Scrutiny
- AGM Libdem
- Business Planning Budget
- Group Meeting
- Portfolio Catch up with Housing Strategy
- NNDC Full Council
- Housing Conference London 26-28th November
- District Council Network presentation HOP Westminster
- Homestead Charity Meeting
- Business Planning & Budget Meeting
- LGA Audit Training
- Planning Training Refresher
- Coastal Forum

- PH Catchup Peoples Services
- Site Visit to Warham with Flagship
- DCN Reception (Parliament) to celebrate 50 years of District Councils (NDC to present their works)
- Housing Strategy with local agent re MUN03
- Development Committee
- Meeting with WNKL & Breckland DC
- Overview and Scrutiny Snap meeting North Walsham, Mundesley Parish Council and Full Council Meeting
- Mundesley Site Visit to High Street with NCC Highways

CABINET MEMBERS REPORT TO COUNCIL

COUNCILLOR RINGER - CABINET MEMBER FOR IT, WASTE AND ENVIRONMENTAL SERVICES

For the period November 2024

1 Progress on Portfolio Matters.

Public Protection

The Licensing team have drafted a revision of the taxi handbook and policy. The team met with elected members as a working group to discuss and review the changes. It is hoped that a further draft version will be available for full public consultation in late January.

Number of Licences issued by type, Year to Date and November 2024:

	YTD	November 2024
Lic Animal Activities	17	3
Caravan Site	6	2
Caravan Site	6	1
House to House Collection	12	2
Lottery - Small Premises	25	3
Personal	69	4
Premise Licence	242	13
TENS	400	32
Hackney Carriage Operator	12	2
Hackney Carriage Vehicle	158	18
Hackney Carriage Vehicle	1	1
Private Hire Vehicle	336	45
Taxi Driver	242	24
Pavement Licence	8	1
Street Trading	11	3

Environmental Protection

A programme of rat mitigation and baiting is now being undertaken in East Runton and the Sunken Gardens, Cromer.

Changes have been introduced to the abandoned vehicle process, where greater clarity on the definition and criteria for abandonment have been described, the vehicle must now have been in situ for 21 days before considering it abandoned, unless burnt out or dangerous. A consultation on public space protection orders (PSPOs) on inconsiderate and inappropriate vehicle is open until 9th December. Once closed consideration will be given to feedback. The EP team are now fully staffed.

Civil Contingencies

The Civil Contingencies manager has attended the Coastal Forum meeting, NLARP and Bacton Gas Terminal Emergency Services Liaison Group.

The annual report Civil Contingencies report was presented to GRAC on 3rd of December and GRAC also approved the changes to Business Continuity policy/framework.

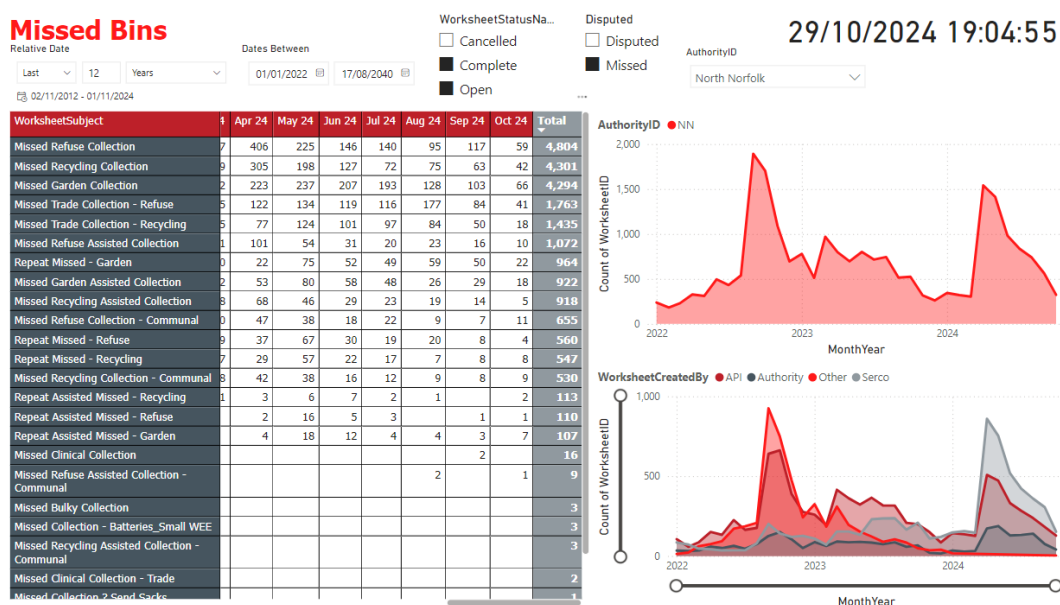
Coastal flood alerts were issued re Spring Tides 16-19 Nov, some flood gates across the district were closed.

Broads River Flood Alerts have been in force and ongoing since 26th November.

Environmental and Safety Services

Serco on behalf of the Cromer RNLi have planted a rose to commemorate their 200-year anniversary.

Below are the missed bins stats supplied by Serco for the period April 2024-October 2024. The demonstrate an improvement in service post the route reorganisation in April.



Inclement weather in mid-November meant garden waste collections were interrupted, there was minimal impact on a small number of customers. Measures were put in place to collect side waste from those impacted.

Plans for the Christmas collection, details of changes will be published on the NNDC website and social media channels.

IT Infrastructure Team

- The scoping document for the Cyber Assessment Framework has been accepted and we will receive £15,000 as an early adopter.
- The project to upgrade our storage at Cromer and Fakenham is ongoing.
- Review our usage of Microsoft products is underway. The aim is to ensure our IT estate is configured as securely as possible and then to look at the products in the Microsoft Agreement that we are not making full use of.
- The server for an impending upgrade to the Environmental Health system is built and awaiting implementation.
- DWP Audit interview has been completed and we are awaiting the final report.
- Arranged the upgrade from analogue to Digital for telephone/broadband lines in anticipation of the PSTN switch off.
- All staff have re-signed the latest revision of IT Security Policy. The changes are minor and as members have recently signed it, we won't be asking Members to re-sign.

IT Web Team

- Ongoing development of new online forms platform
- The bin collection lookup service has been transferred to the new platform as a test and is now being used by the public. This has been used approximately 1,650 times in 5 days and is working well.
- Data has been supplied to ES to facilitate contacting Garden Bin customers for outstanding payment.
- New form for residents to register to make council tax payments by Direct Debit now live – this is to replace a paid-for form.
- New form to register for the Custom and Self Build register including payments facility being made available to the public on Monday 09 December
- Automation of data transfers between Planning software and ES software nearly complete – this will stop double-handling of information by officers
- Updates to Parking Permit Application customers screen – simplifying and improving the ability to order new and replacement passes, reducing Customer Service workload in this area.

Website content updates including for:

- Coastwise
- Planning
- Invest North Norfolk

- Licencing
- Abandoned Vehicle reporting
- Finance

ICT Applications Support Team

- Work ongoing to archive data held in Revenues and Benefits to reduce disk space.
- Support of Revenues and Benefits procurement.
- Pressure being applied upon Environmental Health software supplier to resolve long-standing service issues with software.
- New document management system introduced in testing environment in Environmental Health.

2 Forthcoming Activities and Developments.

IT Infrastructure Team

- We are seeking advice on the equipment in the Council Chamber and Committee room to make it more reliable.
- Finish the upgrade of the new Storage.
- Carry on the project to maximise our usage of Microsoft 365.
- Implementing recommendations from Cyber Security Audit.
- Investigate next steps for the Cyber Assessment framework.
- Replace laptops that are older than 5 years old.

IT Web Team

- Following successful live roll-out of council developed online forms package, we are planning further forms for the new year with the aim of fully moving away from our current platform in 2025.
- Supporting planning with new and updated forms for Preapplication Advice process.
- Further automation of council data transfer processes.

ICT Applications Support Team

- Work to migrate land registry data to national database

3	Meetings attended

This page is intentionally left blank

CABINET MEMBERS REPORT TO COUNCIL

December 2024

COUNCILLOR SHIRES - CABINET MEMBER FOR FINANCE, ASSETS AND PROPERTY SERVICES

For the period November 2024 to December 2024

1 Progress on Portfolio Matters.

Finance

Audit of Accounts

- Our EY external auditor plans to issue his audit opinion before the deadline date of 10 December 2024 for the 2021/22 and 2022/23 Statements of Accounts, these are disclaimed under the Government's reset and recovery legislation.
- The draft 2023/24 Statement of Accounts is being completed. It is planned to publish these on our website before Christmas.

2025/26 Budget

- Assistant Directors working with budget managers have submitted savings bids totalling over £1.8m for 2025/26. There is still a shortfall on the General Fund budget, but the position will be updated when the business rates income is forecast. This cannot be completed until the NNDR1 form is prepared in January 2025. Detailed budget papers are being presented to Cabinet at its meeting on 20 January 2025.

Revenues

Collection for 2024/25 as of 26 November 2024.

- The Council Tax collection was 72.79% as at 26 November 2024 against the 30 November 2024 target of 73.15%. This equates to £340k to be collected over the remaining few days in November.
- The NDR collection was 75.77% as of 26 November 2024 against the 30 November 2024 target of 74.95%. This equates to an increase of £215k in collect already before we reach the end of November.
- Revenues continue to work well with legal on several cases that are progressing through the courts to increase revenue for NNDC.

Estates

Vacant property

- Cornish way letting – There is interest from existing tenant to relocate to a vacant unit, a further unit is being marketed with some interest following the tenant vacating.

- The Cedars Barns are being advertised with little interest; however, land is being let temporarily as a compound. Vacant Annex has some interest from an existing tenant.
- North Lodge Park hard standing is vacant.
- Fakenham Connect first floor offices maybe required to facilitate the Flash project. Lift to this unit would require upgrading.

Leases

- Lease negotiations for the RNLI and Rocket House Café at the Rocket House are progressing subject to governance approvals. Refurbishment of the building is progressing.
- Short term agreement for car parking at Gold Park continues to progress as an interim arrangement until terms over a longer-term agreement are agreed.
- Fakenham industrial unit lease renewal with solicitors is expected to complete shortly with an increase in rent.
- Solicitors continue to progress with the lease renewal to North Walsham Football Club in consultation with the funding body.
- Awaiting tenant confirmation on funding to contribute to repairs at Marrams Bowls Club, and lease renewal is progressing at Suffield Park.
- Lease renewal negotiations for industrial unit at Catfield, Cornish Way with rental increases continue.
- Donkey shelter – Building redevelopment by community organisation being considered.
- Cromer Council office first floor lease short term lease being progressed and longer-term lease for a smaller reconfigured area is being considered. This is expected to create additional space with initial discussions with potential public sector tenants.
- Lease negotiations to facilitate the FLASH project are progressing and the land has been registered.
- The beach hut and chalet waiting list – people on the list are being contacted in relation to the weekly lets sites becoming available for 5-year leases following the Cabinet decision 4th November. The rent review is being further considered.

Disposal

- Enabling land at Sheringham. The option agreement is to be further extended for a period of 6 months to enable the purchaser time to apply for planning consent for an amended scheme, alongside this advertising of the site for sale, will also commence.
- Sale of Station Approach putting greens to the Town Council in Sheringham is nearing completion.
- Disposal of Highfield Road car park in Fakenham to local housing association continues to progress.
- Mundesley - a disposal of amenity land to Parish Council continues to progress.

Acquisition

- Supporting Housing colleagues to review a potential property as temporary

accommodation.

- Supporting Coastwise/Coastal Team in acquiring 2 areas of land in Happisburgh and a further 2 residential properties are progressing, and completion is expected shortly.

Property Services

Public Conveniences

- All works at the Leas public convenience are complete. This facility will reopen on Monday 2nd December including the changing places facility.
- Works at Albert Street Holt public conveniences rebuild are progressing. Completion is expected in December securing the changing places funding.

Collaborative Working

- Collaborative working with Estates to deliver numerous projects
 - the Chalet roof repair works, including the Art Deco building and Red Lion tenanted units at Cromer and chalet roof repairs at Sheringham.
 - The Rocket House, The Reef, Watch House and Marrams Bowls Club.
- Working with Climate & Environmental Policy Manager for energy efficiency and improvement works to Holt Road offices to include improvements to existing roof PV's, electric vehicle charging points and new boilers.
- Holt Country Park - Working with Countryside and Leisure to deliver an electricity supply. Modular buildings have been installed and are operational providing a new workshop and an office.
- Collaborative working with Countryside on a bid submission for funding for an educational unit at Holt Country Park.

NNDC Offices

- Cromer offices final phase LED lighting project is in progress and will be complete by the end of December.

Marrams

- Works to reposition the lighting columns and footpath at the Marrams footpath Cromer has seen the first phase successfully completed and reopened to the public.

Car Park Enforcement

- Discussions around the renewal or not of the current car park enforcement service level agreement with Borough Council West Norfolk Kings Lynn are progressing.

The Pier

- Current programme of pier substructure works are complete.
- Pier sub-structure survey is currently work in progress with the report expected in December.
- Working with Leisure Services and Openwide on the Pier backstage refurbishment works planned for January 2025. Tender exercise is now complete and under evaluation.

Housing

- Collaborative working with Housing Options on the target hardening scheme for vulnerable persons.
- Continue to work with Housing Options on inspecting and maintaining temporary accommodation and refugee accommodation.
- Collaborative working with Estates and Housing Options on feasibility of purchase and conversion of a possible property for temporary accommodation.

2 Forthcoming Activities and Developments.

Finance

Staffing

- Recruitment for a Chief Technical Accountant is underway.

Audit

- As per the internal audit plan, the key controls audit, covering key financial risk including banking and treasury, will begin in January 2025.
- Interim external audit work for 2024/25 will be undertaken, this will include transaction sample testing from analytics data supplied.

Budget Monitoring

- The period 10 budget monitoring report will be prepared for members, this will forecast the likely Outturn position and will be the final estimated position prepared before the actual Outturn report is produced in June.

Revenues

Second Homes Work

- North Norfolk District Council has voted to implement the premium charge from April 2025 and is still in discussions with Norfolk County Council as to how a proportion of the additional Council Tax receipts generated from the premium in North Norfolk can be used to address the acute housing pressures which exist in the district – through investing in new social housing developments with Housing Association partners.
- There is additional work needed here to communicate to residents of the potential increase and implement measures to reduce avoidance of the premium.

System Procurement

- The Civica Open revenues system will expire for Revenues and Benefits on 1 October 2025, and we are in the process of procuring with the successful tender.

Training/Development

- One team leader is nearing completion of her level 5 CMI management qualification, one Revenues Officer now starting the level 3 certificate in Institute of Revenues, Rating & Valuation (IRRV) and another officer looking to start within the next twelve months.

Service Improvements

- Online forms - reviewing and improving the most used customer paper forms is continuing. We have gone live with a new council tax direct debit form that replaces one by Capita. We are working on a Non-Domestic (Business) Rates Change of Address form.
- The Long-term empty property review forms, as part of our Business Process Review of the current process, has been completed and is now live with updated webpages.
- Work has been completed on the Second Homes Review form which will be rolled out to customers ahead of annual billing in March 2025. The plan is to send this via email, mobile text and then paper for those customers who do not have digital methods to keep the costs down.

OPEN Revenues Workflow Disk Space discussion

- Revenues and Benefit services in conjunction with IT and System Teams are reviewing the amount of disc space being used with a view to the size reducing. It is hoped a rolling plan to undertake this exercise can start so we are in a much better place before annual billing starts in January/February 2025 and we need to create and save another year's worth of data. Once this is up to date, then it will become an annual exercise.

Estates

- Asset valuation procurement
- Asset Management Plan

Property Services

Bids/Tenders

- Capital works bids for 2025/2026 submitted. Awaiting outcome.
- Budget saving proposals for 2025/2026 submitted. Awaiting outcome.
- Working up tender for car park refurbishment from current capital fund.
- Working up tender brief for new asset management system.
- Consultant Contract tender exercise is now complete and under evaluation

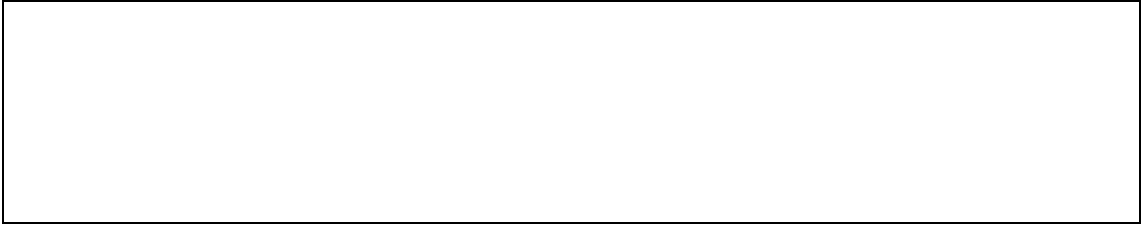
Temporary Accommodation

- Working with EELGA on options for temporary housing solution. Awaiting outcome.

Staffing

- Property Services multi skilled operative shift pattern changes have been implemented. This will mean no Saturday working or out of hours call out service.
- Estates are handing over to Property Services their current project workload. Presently this includes the Rocket House and Watchhouse in Cromer and remedial works at the Reef North Walsham.
- Property Services will continue with the programmes through to delivery.

3 Meetings attended



CABINET MEMBERS REPORT TO COUNCIL

18 December 2024

COUNCILLOR JOHN TOYE - CABINET MEMBER FOR SUSTAINABLE GROWTH

For the period November to December 2024

1 Progress on Portfolio Matters.

Funding and Programmes

The UK Shared Prosperity Fund (UKSPF) and Rural England Prosperity Fund (REPF) programmes continue to be delivered in Quarter 3 of their third year. As reported previously, most of our UKSPF schemes have already met or exceeded their output and outcome targets (for the business, community, workforce and skills interventions that the programmes were designed to deliver); however, support to more beneficiaries will continue to be provided through to March 2025.

A programme of additional business engagement activity is being delivered over the remaining few months of the UKSPF programme, and this will include the production of business case studies, including profiles for some of the businesses/organisations that have benefitted from the REPF Rural Business and Community Grant scheme. Case study examples will be produced by all project partners to illustrate the outcomes of the various UKSPF support schemes.

Feedback from REPF grant beneficiaries has been very positive. Several projects have now been completed including: the refurbished café at North Lodge Park (About with Friends) to provide training and employment opportunities for young people with special needs; enhancing the visitor offer of the Pumpkin House (pictured); Colby and Banningham Parish Council's improved play area for children in the village and wider local communities; Stody Estate's empty barn converted into office space and now occupied by a local business; and, Naked Kitchens' investment into advanced automated control (CNC) equipment to increase production/productivity and help the business grow.



A video case study of the Pumpkin House project can be found [here](#)

Another successful UKSPF supported project has been the collaboration with Norfolk Warm

Homes. Complemented by and enhancing other funding, this project has supported over 50 local households with carbon saving advice and information and will deliver retrofitting in over 21 homes, reducing bills, carbon emissions and improving EPC ratings. Below is a recent case study.

Norfolk Warm Homes Case Study

Gary – North Norfolk

Loft, Cavity, Flat Roof Insulation, Air Source Heat Pump & Solar PV

Gary embarked on an energy efficiency journey through the joint support of the Norfolk Warm Homes Team and North Norfolk District Council's UKSPF programme. Cavity, loft and flat roof insulation has been installed alongside an air source heat pump and solar panels.

The energy efficiency improvements have increased the home's Energy Performance Certificate score by four bands, moving from F (33) to B (89). The improvements have reduced the household CO2 emissions by an estimated 7.5 tonnes per year.

Gary's Story

'The Norfolk Warm Homes Scheme has been an amazing experience. We were really worried about how we would survive next winter when our old oil central heating system finally broke down. We were informed about the Warm Homes Grants after seeking help from our local District Council. It turned out to be the best call we ever made.

The Warm Homes Team explained everything and led us through the application process. After this, we had a visit from an assessor, and we learned all about the benefits of a whole house upgrade.

All our worries were behind us because the contractors contacted us to introduce themselves and gave us a contact name for any help we needed during the installations.

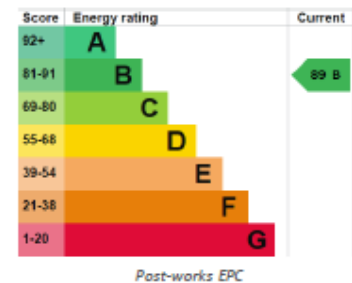
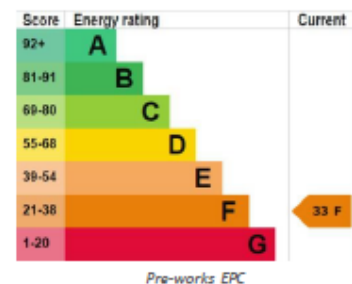
Our improvements were considerable as we had an air source heat pump and solar panels fitted as well as cavity, loft and flat roof insulation.

We can't fault the workmen. They turned up at appointed times. The work was carried out expertly and timely and they cleaned up as they went. As well as courteous and professional they were friendly and cared about our property.

The insulation alone has improved our home comfort and has removed any need for portable heating.

The Air Source Heat Pump and hot water system is less noisy than the old oil boiler and is so much better for my help as I suffer from a lung condition that was aggravated by burning fossil fuels.

We can recommend the Warm Homes Scheme to everyone and encourage you to enquire. Like for us it may be your opportunity to help the planet and be the best call you ever made'.



Air Source Heat Pump

Business Engagement Activities

The Economic Growth, Communications and Web Development teams are presently working together to develop the Council's approach to business engagement, to improve our understanding of business needs/challenges, find new ways of sharing information and to celebrate business success stories.

This will include reviewing the 'Invest North Norfolk' brand and web pages, e-communications and events (commencing in 2025). Further details will follow as this work develops.

The Council continues to engage with several investors into the District, with recent announcements including Sainsburys' acquisition of the Homebase site and B&M's planned investment into the Co-op store, both on Holt Road, Cromer. Jarrolds has also recently acquired the Back to Garden Farm Shop, Café & Garden near Holt and will seek to invest further in this successful venture.



2 Forthcoming Activities and Developments.

Social media for your business workshop

Thursday 9 January 2025 from 9.15am to 12.45pm

Venue: Committee Room, North Norfolk District Council, Holt Road, Cromer, NR27 9EN

Organised by New Anglia Growth Hub

Find out more [here](#)

Business Funding Solutions workshop

Friday 7th February 10:30 – 12:00

Venue: Cromer Library

Organised by Let's do Business

Find out more [here](#)

3 Meetings attended

East Coast College

Jonas Seafoods

Norfolk Business Board

This page is intentionally left blank

CABINET MEMBERS REPORT TO COUNCIL

December 2024

COUNCILLOR ADAM VARLEY CABINET MEMBER FOR CLIMATE CHANGE AND NET ZERO

For the period November to December 2024

1 Progress on Portfolio Matters.

Victory swim and fitness Centre

Work has completed on the Victory Leisure Centre solar array. The project was managed by the Council, following the success of its application for a grant covering 100% of the costs from Sport England. This project will reduce running costs by providing on-site renewable energy; the array should provide a third of the centre's electricity requirements.



PSDF applications

The Council has submitted two applications for grant funding from the Public Sector Decarbonisation Scheme. These are for partial funding of a Cromer Council Office decarbonisation project, and for retrofit measures to improve the energy efficiency and Carbon emissions from the existing Fakenham Sports Centre, which is not funded by the Levelling Up grant for the proposed new facility.

Community carbon awareness training

As part of the Norfolk Climate Change Partnership, NNDC's climate team have developed and trialled an "Introduction to Climate Awareness" session suitable for residents, parish councils, community and voluntary groups which can be provided across the district. The pilot was hosted in Stalham.

Energy efficiency and Warm Homes scheme

The team is assisting Norfolk Warm Homes in finalising its bid for the 'Warm Homes: Local Grant Scheme, which will replace the Home Upgrade Grant (HUG) scheme from April 2025 in providing low cost, low carbon heating for eligible north Norfolk households.

Our Energy Officer has been providing advice at the recent Council PositiviTea events, which are aimed at those with health conditions who are often eligible for assistance in installing low-carbon heating solutions.

Let's Go Zero and North Norfolk Schools

Working with let's Go Zero, the team have contacted all the schools in the district to promote the free consultancy services available to help them reduce their carbon emissions and become zero carbon by 2030.

2 Forthcoming Activities and Developments.

There are still opportunities for members to attend Carbon Literacy training. Please contact Cllr Varley for more details.

December will see the inaugural meeting of the staff climate change forum which will provide a space for staff to share best practice in making energy and efficiency savings in their Council roles as well as championing projects to make the office more sustainable. The forum will report to the Decarbonisation Board.

3 Meetings attended

Cllr Varley, Officer Rawlings and Officer Bolton attended the Climate Technology, Electric Vehicle and Unlock Net Zero Homes exhibitions at the Excel. The event was a great networking opportunity and showcased new technology, including retrofit options for hard-to-treat homes and advances in larger electric vehicles.



CABINET MEMBERS REPORT TO COUNCIL

November 2024

COUNCILLOR LIZ WITHINGTON - CABINET MEMBER FOR COMMUNITY, LEISURE AND OUTREACH SERVICES

For the period up to 30th November 2024

1 Progress on Portfolio Matters.

Community Connectors Portfolio Holder report: activity and achievements in November 2024



PositiviTea:

Three PositiviTea events have been delivered this month:

1. 6th November – Special Educational Needs & Disabilities – SEND up to 25 years. (Wells Coastal Health & Wellbeing)
2. 8th November – Living Well in Winter (The Venue – Holt)
3. 26th November – Living Well in Winter (Cromer Parish Hall)

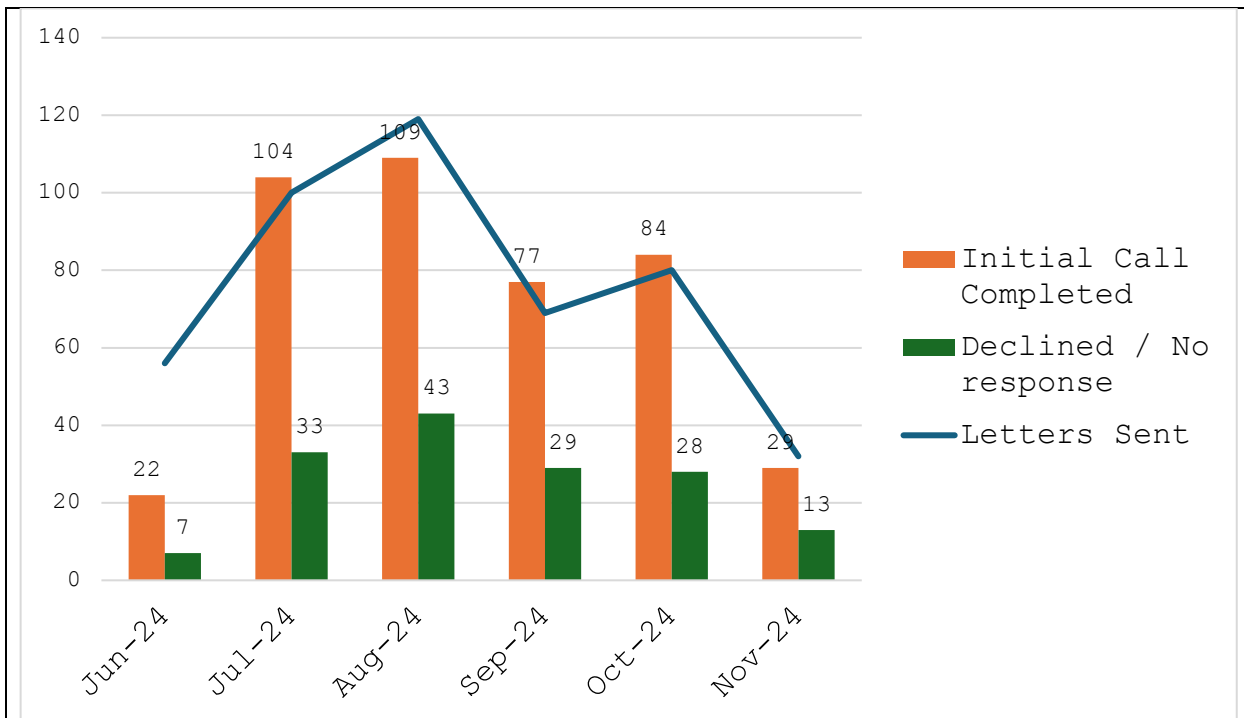
The webpage <https://www.north-norfolk.gov.uk/communityconnectors> has been updated to reflect upcoming PositiviTea dates

An interview around PositiviTea was completed for BBC Radio Norfolk on 5th November.

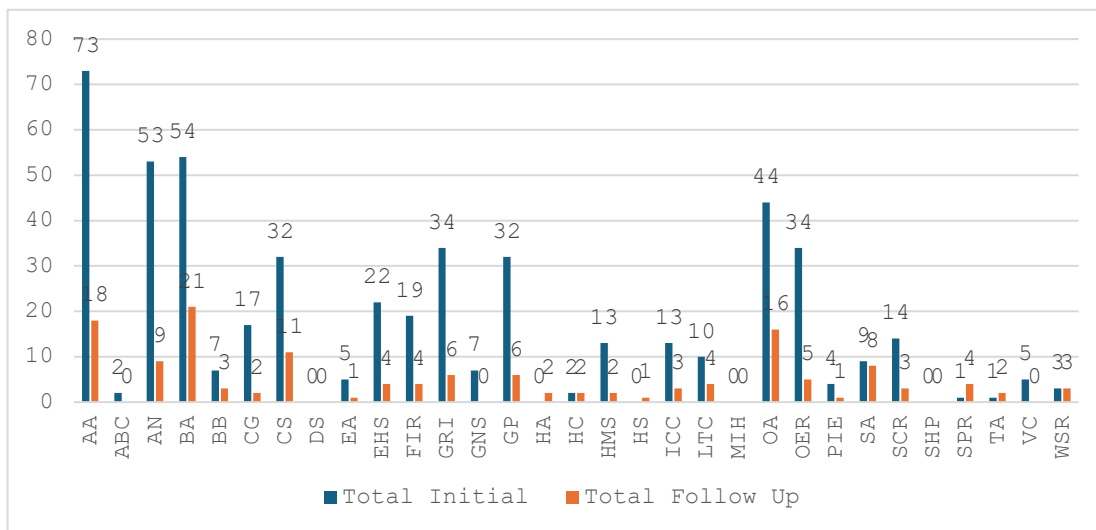
Falls & Frailty:

Data from the NNUH continues to be received on a weekly basis. Referrals for North Norfolk average around 20-30 a week. Close collaborative work continues with the ICB and ICC teams.

In November, Officers have made 92 calls to residents
524 calls have been made to residents to date, plus 10 home visits.



Falls and Frailty contact status



Combined referral totals (both NNDC and Broadland Council) as part of the project, based on the agreed codes below.

AA – Aids and Adaptations	HMS – Handyman Service (Broadland and South Norfolk Only)
ABC – Assisted Bin Collection	HS – Hoarding Support
AN – Active Now Falls and Frailty Pathway Referral	ICC – Escalated to ICC for MDT review or intervention
BA – Benefit Advice	LCT – Long Term Condition Support
BB – Blue Badge Application	MIH – Make it Happen Funding Used
CG – Community Group Signposting	OA – Other Action
CS – Carer Support	OER – Other Exercise Referral
DS – Debt Support	PIE – Purchase of Items or Equipment
EA – Everyone Active Referral	SA – Safety Advice
EHS – Energy and Heating Support	SCR – Social Care Referral

FIR – Financial Inclusion Referral (North Norfolk Only)
 GRI – Grant Funding Identified
 GNS – Good Neighbour Scheme or Community Support Referral
 GP – Signposting back to GP
 HA – Housing Application (Or Suitability Assessment Referral)
 HC – Hearing Concerns Referral /Signposting

SHP – Referred back to Social Housing Provider
 SPR – Social Prescribing Referral
 TA – Transport Advice
 VC – Visual Concerns Referral / Signposting
 WSR – Wellbeing Service Referral

High Intensity Users:

November

Community Groups Attended: 21
 Signposting Activities: 45
 Referrals Made from Group Attendance: 17
 Referrals Received: 40
 Communal Room Visits: 2
 Attendance Allowance Claims Supported: 20

YTD (figures from 1/4/2024)

Community Groups Attended: 132
 Signposting Activities: 185
 Referrals Made from Group Attendance: 55
 Referrals Received: 124
 Attendance Allowance Claims Supported: 63
 Blue Badge Applications Supported: 9

Age Friendly Communities:

The Older People Working Group has made the decision to commence Age Friendly work in Stalham. Community Connectors have started to make arrangements for community engagement and commencing work in the town.

The Age Friendly Businesses and Sit You Down schemes continue to be live across the district.

North Norfolk Health & Wellbeing Partnership:

The Partnership met on the 15th of November. Discussions commenced around the use of Better Care Funding for the 2025-26 period. This was delegated into a task and finish group to agree upon, and this group met on the 29th of November for the first time.

The Older People Working Group met on the 21st of November. Discussions centred on the next area for Age Friendly Communities work. Based on interest from the town council and data reviewed in the meeting, the group selected Stalham.

Upcoming meetings:

Wednesday 29th January 2025, 10am-12noon in the Committee Room
Wednesday 5th March 2025, 2pm-4pm in the Council Chamber

Poppyland Radio:

Two shows recorded on

<https://www.poppylandradio.co.uk/shows/community-connectors>

Breast screening-why is it important? And Pension Credit and what's on in North Norfolk

Leisure Portfolio Holder report:**Leisure Contract**

EA returned strong participation figures across the 5 leisure facilities in October, attracting 44016 visits. This is an increase on October 2023.

Works have commenced on the Sport England Funded Solar Panel Works at Victory Swim and Fitness Centre. These works should be completed before Christmas.

Countryside

The Ranger team are working hard with practical management tasks and planned tree works across the 15 sites they manage. Storm Bert did not cause any significant damage across our sites and there were no closures put in place.

Over 80 children and 90 dogs are now booked in to see Santa at our Christmas Trail and Santa Paws events later in December.

Beaches/RNLI

Bathing water classifications were recently released, and all 6 North Norfolk beaches have been classified as 'excellent'. This means that applications can now be submitted blue flag status in all six of these locations. The closing date is noon 14th January 2025

Markets

The team have worked hard in preparing for and booking in a great number of stalls for the Special Christmas Market on the 7th December. This was a sold-out event which was in addition to the existing Saturday Market. Last years Christmas market and the advertising for this generated a number of new Stalls for the Main market which benefitted the Main Market numbers throughout the year. Sadly, due to the safety alerts issued around Storm Darragh this market had to be cancelled for safety reasons. Next year, there are a number of Additional markets already planned as part of a yearlong programme to support the Main Market and also local events linked to the town centre and local economy.

Physical Activity Development

Internal conversations are taking place to see if we can deliver an offer to our residents which seeks to benefit those who will no longer be able to access Sport and Physical Activity in the holidays if/when The Big Norfolk Holiday Fun programme ceases.

The Cromer 3G Football Facility project application has now been submitted and will be heard by The Football Foundations Panel imminently. We expect a decision early in the New Year.

With the Government funding being approved for the Swimming pool at the Fakenham Leisure Centre this project is moving ahead and will not only bring a much-needed swimming pool for this area in the district but also improvements to the current leisure facility.

Pier Pavilion Theatre

The Christmas Show opened one week earlier this year, on November 16th, and will run until 29th December. Sales were up on the previous year at the time of writing.

The works to significantly improve the dressing rooms and backstage area are due to commence on January 6th and should be complete in 10 weeks.

Culture Portfolio Holder report:

Funding and Programmes

We continue to support community groups coming forward for funding from the Rural England Prosperity Fund (REPF). As we are nearing the end of this funding cycle, the team are working to ensure projects that have funding allocated are able to complete.

The latest projects to complete and claim the grant are Colby and Banningham Play Space and East Anglian Cruising Club (see pictures).



The team supported the development of a bid to the Hornsea 3 Legacy Fund for an indoor and outdoor community eco-learning space at Holt Country Park (further details and the outcome of which will be reported once known).

Tourism

Visit North Norfolk held its annual autumn networking event/conference in partnership with the Council on 14th November at Fakenham Racecourse. The event attracted approximately 140 delegates, who were treated to presentations about consumer trends for 2025, the success of recent marketing campaigns and an extremely animated and entertaining address from this year's guest speaker, travel journalist and broadcaster Simon Calder, who gave his very positive reflections on our destination and how businesses can thrive in an increasingly challenging and competitive market. Simon shared insights from his international travels and his views on the future of domestic and inbound tourism.

News was shared about the forthcoming VNN Marketing campaign 'Nip Back to North Norfolk'.



Customer Services Portfolio Holder report:

It's been business as usual in Customer Services with over 5,000 customer contacts received in the month of November. The average wait time to speak to an advisor for November was 6 minutes and 19 seconds, a significant improvement from the summer however this also reflects a drop in customer contact as we approach the winter months.

Our customer satisfaction survey received a 15% response rate for the enquiries resolved by Customer Services in November. Of those completing the survey, 85.40% of customers has expressed satisfaction with their ability to contact the Council, 93.80% were satisfied with the helpfulness of the advisor, 93.00% were satisfied with the advice provided and 89.80% satisfied with their overall experience of contacting the Council.

With detailed reporting available we can analyse our customers contact. For November over 30% of contacts have been in regarding Revenues Services in relation to recovery reminders, summonses, and various reviews.

During November and December, Environmental Services issued emails and letters to their non-direct debit customers, requesting payment for the for the 2024/25 garden waste service. Over 7% of customer contact has been in relation to these outbound correspondence. With the vast majority of customer now paying by direct debit, the impact of those not paying this way has significantly reduced over the past year.

Reporting is now available on the usage of our online forms. This data, along with the contact centre data enables us to paint a true picture of the how and why our services are accessed, and will help us to shape the development, and promotion of services moving forward.

2 Forthcoming Activities and Developments.

Leisure Portfolio Holder report:

Development of an active spaces strategy.

Customer Services Portfolio Holder report:

All Customer Service Advisors will be back and ready to manage the anticipated surge in contacts following the Christmas break.

In January, we will also begin working closely with colleagues across the council to prepare for the end of the financial year. This period typically sees an increase in contact volumes across all channels, which we will strive to handle efficiently.

Work is ongoing to develop an online Revenues contact us form. This will enable the automation of customer contacts, and significantly reduce the manual process of scanning and uploading customer documents onto their council tax accounts. This should also reduce the turnaround time in processing customer enquiries. We are hoping to have this live before year end commences.

Work should begin to develop a new workflow system in conjunction with C3, our contact and CRM system provider. This will enable a smoother, more efficient hand off resulting in reduced processing time and an improved customer experience.

3 Meetings attended

Culture Portfolio Holder report:

Visit North Norfolk Conference – 14th November 2024

This page is intentionally left blank

DRAFT PROGRAMME OF MEETINGS 2025-26

Summary: A draft Programme of Meetings for 2025-26 has been prepared and circulated for consultation and is attached at Appendix .

Conclusions: Following review, the proposed draft Programme of Meetings 2025-26 follows the established cycle of meetings as closely as possible.

Recommendations: **That Members adopt the Programme of Meetings for 2025-26.**

Cabinet Member(s)	Ward(s) affected
Cllr Tim Adams	All
Contact Officer, telephone number and email: Alison Argent, Tel: 01263 516058, Email: alison.argent@north-norfolk.gov.uk	

1. Preparation of Programme of Meetings 2025-26

1.1 A draft Programme of Meetings for 2025-26 has been prepared and circulated for consultation. The following issues should also be noted:

- 1.2
- a) All meetings will be held in the day, with the exception of Full Council.
 - b) The starting times of Development Committee and Overview & Scrutiny Committee meetings have been moved to 10.00am which is in line with the starting times of other morning meetings.
 - c) Most standing committees meet on set cycles and this cycle has been retained as closely as possible within this draft programme. However, some variations have been made to avoid clashes with other meetings, particularly Full Council, Cabinet and Overview and Scrutiny Committee meetings.
 - d) School holidays have been avoided as far as possible especially for meetings of Full Council, Cabinet and Overview and Scrutiny Committee. Please note that Full Council in February 2026 will take place during half-term to allow sufficient time for the processing of Council Tax bills.
 - e) The Norfolk Rivers Internal Drainage Board and the Broads Internal Drainage Board have forwarded dates of their meetings for 2025 so that we can highlight where there will be meeting clashes in our 2025/26 programme, as there is very little flexibility to change these dates:

Meeting date clashes	IDB meeting	NNDC meeting
14 May 2025	Norfolk Rivers IDB	Overview & Scrutiny Cttee
22 October 2025	Norfolk Rivers IDB	Licensing & Appeals Cttee
13 November 2025	Broads IDB	Development Cttee

- f) Members are asked to put all Member Development Group workshop dates in their diaries.

2. Financial Implications and Risks to the Council

- 2.1 If we did not have an agreed schedule of meetings, the Council would not be able to adequately carry out its business. This would have wide-ranging financial implications and make it difficult, if not impossible, to plan and agree a budget.
- 2.2 An agreed programme of meetings is essential to the management of the Council's business to ensure that it is carried out in a timely manner in accordance with legislation. Failure to do so could result in financial penalty and litigation. Furthermore, if the programme of meetings was not published in the public domain, the Council would not be complying with legislation and would be open to challenge.

3. Equality and Diversity

- 3.1 The process of preparing the programme of meetings has included reference to the multi-faith calendar. The times of the meetings reflects the preference of the majority of Members in the current Council.

DRAFT - PROGRAMME OF MEETINGS 2025/2026 - DRAFT

			2025								2026			
MEETING	DAY	TIME	MAY	JUN	JUL	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR
FULL COUNCIL ^AGM ^^BUDGET MEETING	Wed	18.00	21^	-	23	-	24	-	19	17	-	18^^	25	29
CABINET	Mon	10.00	6 (Tues)	2	7	-	8	6	3	1	19	2	9	14 (Tues)
OVERVIEW & SCRUTINY COMMITTEE	Wed	10.00	14	11	16	-	17	15	12	10	28	11	18	22
DEVELOPMENT COMMITTEE	Thurs	10.00	2(Fri) /29	27 (Fri)	24	21	18	16	13	11	22	19	19	16
DEVELOPMENT COMMITTEE (RESERVE)	Thurs	10.00	15	12	10	7	4	2/30	27	-	8	5	5	2/30
PLANNING POLICY AND BUILT HERITAGE WORKING PARTY	Thurs	10.00	22	-	17	-	11	-	6	-	15	-	12	-
LICENSING AND APPEALS COMMITTEE (PREMISES & GAMBLING / REGULATORY)	Weds	10.00	-	-	9	-	-	22	-	-	14	-	-	15
LICENSING SUB-COMMITTEES (PREMISES & GAMBLING / REGULATORY)	Tues	10.00	13	16 (Mon)	14 (Mon)	-	23	14	18	18 (Thurs)	20	10	11 (Weds)	28
GOVERNANCE, RISK AND AUDIT COMMITTEE ^SP MTG- ANNUAL ACCOUNTS	Tues	14.00	-	3	8^	-	9	-	-	2	-	-	24	-
CONSTITUTION WORKING PARTY**	Tues	10.00	-	17	-	-	16	-	-	9	-	-	17	-
STANDARDS COMMITTEE	Tues	14.00	-	-	-	-	-	7	-	-	-	-	-	21
JOINT STAFF CONSULTATIVE COMMITTEE*	Mon/ Tues/ Wed	14.00	-	-	22 (Tues)	-	-	8 (Wed)	-	-	27 (Tues)	-	-	27 (Mon)
MEMBER DEVELOPMENT GROUP** ^WORKSHOP	Wed	10.00	7	18^	-	-	10	21^ (Tues)	-	3	-	4	4^	-
COASTAL FORUM**	Tues	10.00	-	-	15	-	-	-	11	-	-	-	3	-
GENERAL RESERVE DAYS (FOR POSSIBLE EXTRA MEETINGS)			8/20	4/20	11/21	12/28	3/15	9/24	4/26	4/8	13/27	9/25	10/26	17/23

Notes: Committees marked * are occasional Committees and will not meet unless express notification is given.

Meetings marked ** are not formal meetings and are recorded here for convenience.

This page is intentionally left blank

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

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

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

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

1. Introduction and Executive Summary

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

2. Revenue

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

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

2.5 Table 1: General Fund Summary

General Fund Summary Period 6 2024/25

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

Forecast variance explanations

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

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

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

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

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

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

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

3. Performance against savings targets

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

3.2 Table 2: Performance against £975k Savings Target

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

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

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

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

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

4. Non-Service Income and Expenditure

Investment Interest

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

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

4.3 This shortfall is due to:

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

Borrowing Interest

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

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

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

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

5. Capital

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

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

6 Reserves

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

7 Corporate Priorities

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

8 Financial and Resource Implications

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

9 Legal Implications

None as a direct consequence of this report

10 Risks

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

11 Net Zero Target

None as a direct consequence of this report

12 Equality and Diversity

None as a direct consequence of this report

13 Community Safety Issues

None as a direct consequence of this report

14 Conclusion and Recommendations

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

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

Wards affected	All
Cabinet member(s)	Cllr Lucy Shires
Contact Officer	James Moore, Technical Accountant, James.Moore@north-norfolk.gov.uk

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

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

1. Purpose of the report

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

2. Introduction & Background

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

3. Fees & Charges 2025/26

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

3.3 **Elections**

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

3.4 **Communications**

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

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

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

3.5 **Customer Services & ICT**

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

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

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

3.6 **Leisure**

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

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

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

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

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

3.7 **Legal**

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

3.8 **Environmental Health**

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

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

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

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

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

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

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

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

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

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

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

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

3.9 **Planning**

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

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

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

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

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

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

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

3.10 Estates

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

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

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

3.11 Car Parks

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

3.12 External Facilities

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

4. Corporate Priorities

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

5. Financial and Resource Implications

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

Comments from the S151 Officer

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

6. Legal Implications

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

Comments from the Monitoring Officer

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

7. Risks

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

8. Net Zero Target

None as a direct consequence of this report.

9. Equality, Diversity & Inclusion

None as a direct consequence of this report.

10. Community Safety issues

None as a direct consequence of this report.

11. Conclusion and Recommendations

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

This page is intentionally left blank

Appendix A - Fees and Charges - 2025/26

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

All fees are shown excluding VAT.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

This page is intentionally left blank

Periodic Review of North Norfolk District Polling Districts and Polling Places 2024	
Executive Summary	<p>The District Council is required to undertake a formal review of polling districts and polling places in its area at least once every five years.</p> <p>The proposals detailed in this report are considered to offer the best arrangements in terms of polling districts and polling places currently available within the district.</p> <p>The report sets out changes that have been proposed through the review process and also details some other areas where there will be no change in designation but where other issues have been raised and considered and, as far as possible, addressed through the review process</p>
Options considered	Looking at alternative locations for polling stations in polling districts where alternative premises exist.
Consultation(s)	Consultations with Parish Councils, elected members and several local groups in terms of polling station accessibility for electors with mobility issues or disabilities.
Recommendations	<p>Full Council is recommended to:-</p> <p>Approve the list of Polling Districts and Polling Places within the North Norfolk District following this periodic review as detailed in Appendix 1 to this report.</p> <p>Council should note that in exceptional circumstances (such as a polling place becoming unavailable) changes can be made to polling place designations between periodic reviews</p>
Reasons for recommendations	These recommendations are made and considered to be the best locations within local communities to be designated as polling places which will provide for electors the most convenient and accessible polling arrangements.
Background papers	Comments made during the consultation and the schedule of proposals.

Wards affected	All North Norfolk District Council Wards
Cabinet member(s)	Tim Adams, Leader of the Council
Contact Officer	Rob Henry, Senior Elections Officer & Steve Blatch, Chief Executive and Returning Officer

Links to key documents:	
Corporate Plan:	N/A

Medium Term Financial Strategy (MTFS)	N/A
Council Policies & Strategies	N/A

Corporate Governance:	
Is this a key decision	Yes
Has the public interest test been applied	This is a periodic review of polling places and districts. Consultation has been conducted with all Town and Parish Councils in the district with a small number of responses received.
Details of any previous decision(s) on this matter	Not Applicable

1. Purpose of the report

- 1.1 The Authority is required to undertake a compulsory review of its polling districts and polling places in accordance with Section 17 of the Electoral Administration Act 2013.

2. Introduction & Background

- 2.1 The review requires us to consider the suitability of the polling stations used throughout the district at the time of an election to ensure their ongoing suitability and accessibility following the implementation of the Elections Act 2021.
- 2.2 Proposals have been made by the (Acting) Returning Officer and these have been consulted on with Parish Councils, current District and County members, as well as groups who support members of the community with various disabilities.
- 2.3 Further changes and amendments to Polling Districts and Polling Places can be made outside of a compulsory periodic review should the need arise.

3. Proposals and Options

- 3.1. As part of this review consideration has been given to existing polling place arrangements that have been in place for a number of years and in a small number of locations where alternative arrangements have had to be implemented due to designated polling place having a change in circumstances or no longer being available.
- 3.2. There are a small number of examples where an arrangement which has been used on a temporary basis is now seen more appropriate as a permanent arrangement and the recommendation is to designate the “new” polling place for the polling district going forward.

- 3.3. A full interim review of the district was carried out by Electoral Services in 2022 because of issues experienced during the 2021 Police and Crime Commissioner and County Council elections conducted during the COVID pandemic where some suggestions were made in terms of improved accessibility to some polling places, however, considering North Norfolk is a vastly rural district the vast majority of polling stations used are village and community halls and are therefore considered to provide accessible polling arrangements for the majority of electors.
- 3.4. The following changes of previous temporary arrangements have been proposed by the Acting Returning Officer following this review:

3.4.1. Holkham Parish (WH1)

The Ancient House, Park Road, Holkham is proposed as the designated polling place for the Holkham parish (WH1 polling district) having been successfully used on a trial basis over the two most recent elections. The former designated polling place at The Victoria Hotel is no longer available following a change of use of the Residents Lounge and the Holkham Estate are keen to retain a location within the parish and have continued to kindly offer an alternative place for parish polling. A representation was received from Holkham Parish Council which supported this proposal.

3.4.2. Kelling Parish (CO3)

The previously designated polling place at Beck House, Kelling is no longer available for use and over the past three elections use has been made of The Old Reading Room café and gallery in the village. There are no other alternatives within the parish and this arrangement has worked well on the occasions it has been used so is now proposed for designation as the polling place for the Kelling (CO3) polling district in the future. No comments or alternative proposals were received.

3.4.3. Sustead (ER8)

During the initial consultation period, representation was received from Sustead, Bessingham and Metton Parish Council advising that Sustead Village Hall was back under their control (having been previously used as a business premises) and was in the final stages of renovation and that it would be their wish for it to be used as the polling place for the ER8 polling district in the future. A visit has been undertaken by the Electoral Services Team and following the completion of the remaining renovations it is considered that the village hall will provide for a suitable and accessible polling place. The revised ARO proposal is therefore to redesignate Sustead Village Hall, Aylmerton Road, Sustead as the polling place for the ER8 polling district for future elections rather than Hanworth Village Hall in the adjoining polling district.

3.4.4. Thursford (PR7)

As part of the review it was considered that the existing arrangement at Thursford Methodist Church was no longer suitable as for designation as a polling place as the venue didn't provide for a good polling

experience, in terms of its condition, lighting, comfort for staff and accessibility. Earlier this year the Electoral Services Team were also informed that the premises is no longer available for hire, so for the Police and Crime Commissioner elections in May and the Parliamentary Election in July use was made of the Garden Pavilion at the Thursford Collection. Positive feedback was received from the two elections where this premises has been used so it is proposed that this location is designated as the polling place for the Thursford parish PR7 polling district going forward with the understanding that should an election fall within the late autumn or winter period when the venue is heavily used as part of the Thursford Collection's Christmas events, an alternative venue will need to be sought, with this likely being St Andrews Parish Church.

3.4.5. Wighton (PR9)

Following the demolition of the formerly designated Wighton Recreation Hut, electors within the PR9 Wighton parish polling district had to vote in person at the Reading Room, Warham in the neighbouring Warham polling district. In the elections held this year, polling has returned to the new Village Hall in Wighton which occupies the site of the former Recreation Hut and this premises is now proposed as the designation as the polling place for the parish for future elections.

3.5. Other issues raised through this review:

3.5.1 North Walsham Town Centre East and West (NWX1 & NWX2) polling districts

Comments were received from the elected member for the North Walsham East County Division and the District Council's North Walsham West ward which stated that residents in the furthest points of these polling district could be adversely affected in terms of accessing the Sacred Heart polling place particularly if they had limited mobility as access to the polling place on foot was difficult involving the need to cross a busy junction and the route along Kings Arms Street having narrow pavements.

Having considered the comments and looked at possible alternatives it is deemed that the existing arrangement at the Sacred Heart Church Hall, which has car parking, good facilities and access arrangements in to the building, and being large enough to accommodate electors from both polling districts, (and which following the Norfolk County Council Division boundary review are both situated in the new North Walsham East Division, that this should be retained as the designated polling district for both parish wards going forward.

It is considered that those from the far-reaching points within the polling district would travel into the town centre to conduct many of their daily activities in terms of shopping, health or social visits and given the accessibility of the Sacred Heart Church Hall they would be well supported by polling staff if they did have any additional needs. For those who are unable to travel, the Electoral Services Team could assist with arranging for an absent vote should that be required.

In terms of voter safety, Police Slow signs are requested to be put into place at district wide elections so those accessing the polling place on foot along Kings Arms Street can do so safely.

3.5.2. Tunstead (HT8)

At the Parliamentary Election held on Thursday 4th July 2024, a decision was made to not use the designated polling place of the Horse and Groom public house for the Tunstead (HT8) polling district because of a number of issues experienced with the polling place at previous elections. Electors from the Tunstead polling district were therefore advised in advance of the election that they would need to vote at the Preston Rooms in Ashmanhaugh (adjoining polling district) at that election. This decision had to be made quickly due to the short lead in times for the production of poll cards ahead of the General Election.

This decision was not supported by Tunstead Parish Council who wished for polling to be retained within the Parish and comment was made at the time through the Acting Returning Officer that the issues involved could be considered further through this scheduled periodic review. Tunstead Parish Council have therefore submitted a representation through this consultation stating they objected to the arrangements adopted at the Parliamentary Election and want the Horse and Groom to continue to be used as the designated polling place for the Tunstead polling district moving forward.

The Electoral Services Team have therefore asked that the Council's Health and Safety Officer, who has worked as both a Presiding Officer and more recently, a Polling Station Inspector, to undertake an independent assessment of the Horse and Groom public house for use as a polling place/ station during which he also met with both the new owner and manager of the public house and a member of Tunstead Parish. At that visit, it was established that with some additional measures, such as the removal of the pool table, provision of basic kitchen facilities, the proposed renovation of a nearby toilet and sink and also the closing off of the doorway (on election days) to the bar area (except if required to assist disabled voters), that the Horse and Groom would be retained as the designated polling place for the Tunstead (HT8) polling district at future elections, with an evaluation taking place following the next election which is to be held on 1st May 2025.

3.5.3. Walsingham (Great WA3 & Little WA5)

The designated polling place for the WA3 (Great Walsingham) and WA5 (Little Walsingham) polling districts) is Walsingham Village Hall. However, the village hall suffered from extensive fire damage in January 2023 and is therefore currently out of use, during which time use has been made of the Parish Hall, situated on the High Street, for polling purposes. This premises has been used successfully for the past three elections although it has no parking which is considered to be an issue particularly because of the large area covered by the WA3 polling district meaning that many electors would travel to vote by car. However, in the absence of any other suitable alternative premises it is proposed that use will continue to be made of the Parish Hall for election

purposes until the Village Hall is rebuilt. It is therefore proposed to retain Walsingham Village Hall as the designated polling place for the WA3 and WA5 polling districts, but continue to use the Parish Hall for elections for the intervening period.,

4. Financial and Resource Implications

Comments from the S151 Officer:

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

Comments from the Monitoring Officer

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

5. Risks

- 5.1. The District Council is required to undertake periodic reviews of polling districts and places in its area and the risk of not maintaining a list of designated polling stations is that there could be issues of access which could affect the experience of voters at an election meaning we would not be complying with measures detailed in the Elections Act 2022.

6. Net ZeroTarget

- 6.1 There are no Net Zero implications from this report – the provisions of the Elections Act require polling places to be designated within local communities to ensure that electors are able to cast their vote easily at an accessible location within their immediate neighbourhood or locality. The rural nature of North Norfolk with its dispersed settlement pattern means that many electors would need to travel to their local polling place by personal transport, but for the majority of electors this would mean a journey shorter than many people undertake for work or essential everyday living in terms of accessing shops, post offices, school or medical appointments.

7. Equality, Diversity & Inclusion

- 7.1. The need to undertake a regular review of polling places is to ensure that the premises used for elections allow for inclusive access so that electors are able to cast their vote in their local polling station should they wish to do so.
- 7.2. North Norfolk is an extensive rural district with many “small” village and hamlet communities meaning that there is not always a wide choice of accessible premises to facilitate voting so, where required, Presiding Officers are instructed to assist any voter who requires additional help to cast their vote should they need it.

8. Community Safety issues

- 8.1. The Electoral Services Team liaises with Norfolk Constabulary ahead of each district-wide election and identifies locations where further measures may be required to enable voters to attend their polling stations safely, including the provision of traffic cones, Police Slow notices etc in locations where forward visibility on busy roads / junctions are believed to exist and where pedestrian movements on election days might be larger than at other times such as Felbrigg; Kings Arms Street, North Walsham and Merchants Place in Cromer.
- 8.2. The Electoral Services Team also provides additional lighting where required to polling stations where outside areas are not sufficiently well lit – again to improve the experience of voters.

9. Conclusion and Recommendations

- 9.1. As stated in the report, given that North Norfolk is a large rural area, it has a limited number of suitable premises to serve as polling places within some parishes. However, through conducting this review it is considered that the polling places designated provide good premises for elections within our polling districts and where it has not been possible to provide a polling place within a polling district, we have considered the best nearby alternative.
- 9.2. The limited response received to the consultation suggests that most communities believe that the existing designated polling places are suitable venues for polling; with only two communities Sustead (ER8) and Tunstead (HT8) requesting that polling places be returned to or retained in their polling districts – both of which are proposed for endorsement through this report and recommendation to Full Council.
- 9.3. The designations as seen in Appendix 1, the matrix of ARO proposals following consultation are recommended to Full Council for adoption and will be in place for the Norfolk County Council elections being held on 1st May 2025.

Full Council is therefore recommended to:-

Approve the list of Polling Districts and Polling Places within the North Norfolk District following this periodic review as detailed in Appendix 1 to this report.

This page is intentionally left blank

APPENDIX 1
REVIEW OF POLLING DISTRICTS AND POLLING PLACES 2024-2025 - FINAL RECOMMENDATIONS FOR APPROVAL BY FULL COUNCIL

Polling District Identifier	Polling District (Polling Place)	Parish Name	Designated Polling Place	Electorate	Parliamentary Constituency	District Ward	County Division (Current)	New County Division (1 Dec 2024 onwards)	Date Inspected	ARO Proposals and comments	Revised ARO Proposals	Recommendation for approval
ER1	Alby	The Civil parish of Alby	Aldborough Community Centre, The Green	195	North Norfolk	Erpingham	North Walsham West and Erpingham	Erpingham	2022	No change proposed	No change from initial proposal	No change from initial proposal
ER2	Aldborough	The Civil parish of Aldborough and Thurgarton	Aldborough Community Centre, The Green	495	North Norfolk	Erpingham	North Walsham West and Erpingham	Erpingham	2022	No change proposed	No change from initial proposal	No change from initial proposal
TR1	Antingham	The Civil parish of Antingham	Antingham Village Hall, Cromer Road	273	North Norfolk	Trunch	Mundesley	Erpingham	2022	No change proposed	No change from initial proposal	No change from initial proposal
HT1	Ashmanhaugh	The Civil parish of Ashmanhaugh	Ashmanhaugh Preston Rooms, Neatishead Road	164	North Norfolk	Hoveton and Tunstead	Hoveton and Stalham	Hoveton	2022	No change proposed	No change from initial proposal	No change from initial proposal
GR1	Aylmerton	The Civil parish of Aylmerton	Aylmerton Village Hall, Church Road	392	North Norfolk	Gresham	Holt	Erpingham	2022	No change proposed	No change from initial proposal	No change from initial proposal
GR2	Baconsthorpe	The Civil parish of Baconsthorpe	Baconsthorpe Village Hall, School Lane	156	North Norfolk	Gresham	Melton Constable	Erpingham	2022	No change proposed	No change from initial proposal	No change from initial proposal
BA1	Bacton	The Civil parish of Bacton	Bacton-on-Sea Village Hall, Coast Road	1032	North Norfolk	Bacton	Mundesley	North Walsham East	2022	No change proposed	No change from initial proposal	No change from initial proposal
WA1	Barsham	The Civil parish of Barsham	Barsham & Houghton Village Hall, Lime Kiln Lane	187	Broadland and Fakenham	Walsingham	Wells	Wells	2022	No change proposed	No change from initial proposal	No change from initial proposal
HT2	Barton Turf	The Civil parish of Barton Turf	St Michael and All Angels Church, Church Road	390	North Norfolk	Hoveton and Tunstead	South Smallburgh	Hoveton	2022	No change proposed	No change from initial proposal	No change from initial proposal
BE1	Beeston Regis	The Civil parish of Beeston Regis	West Runton Scout HQ, Cromer Road	841	North Norfolk	Beeston Regis and The Runtons	Sheringham	Sheringham	2022	No change proposed	No change from initial proposal	No change from initial proposal
PR2	Binham	The Civil parish of Binham	Binham Memorial Hall, Westgate, Warham Road	268	North Norfolk	Priory	Wells	Wells	2022	No change proposed	No change from initial proposal	No change from initial proposal
CO1	Blakeney	The Civil parish of Blakeney	Blakeney Village Hall, Langham Road	579	North Norfolk	Coastal	Wells	Wells	2022	No change proposed	No change from initial proposal	No change from initial proposal
GR3	Bodham	The Civil Parish of Bodham	Bodham and Beckham Village Hall, The Street, Bodham	386	North Norfolk	Gresham	Melton Constable	Erpingham	2022	No change proposed	No change from initial proposal	No change from initial proposal
STO1	Briningham	The Civil Parish of Briningham	Briningham Village Hall, Dereham Road	95	North Norfolk	Stody	Melton Constable	Holt	2022	No change proposed	No change from initial proposal	No change from initial proposal
STO2	Brinton	The Civil Parish of Brinton	Sharrington Village Hall, The Street	171	North Norfolk	Stody	Wells	Holt	2022	No change proposed	No change from initial proposal	No change from initial proposal
BR1	Briston	The Civil Parish of Briston	The Copeman Centre, Hall Street	2097	North Norfolk	Briston	Melton Constable	Holt	2022	No change proposed	No change from initial proposal	No change from initial proposal
HA1	Brumstead	The Civil Parish of Brumstead	East Ruston Village Hall, School Road	53	North Norfolk	Happisburgh	South Smallburgh	Stalham	2022	No change proposed	No change from initial proposal	No change from initial proposal
STA1	Catfield	The Civil Parish of Catfield	Catfield Village Hall, The Street	806	North Norfolk	Stalham	South Smallburgh	Stalham	2022	No change proposed	No change from initial proposal	No change from initial proposal
CO2	Cley-Next-The-Sea	The Civil Parish of Cley-Next-The-Sea	Cley Village Hall, The Fairstead	347	North Norfolk	Coastal	Holt	Wells	2022	No change proposed	No change from initial proposal	No change from initial proposal
ER3	Colby	The Civil Parish of Colby	Banningham & Colby Jubilee Hall, Colby Road	402	North Norfolk	Erpingham	North Walsham West and Erpingham	Erpingham	2022	No change proposed	No change from initial proposal	No change from initial proposal
STO3	Corpusty	The Civil Parish of Corpusty and Saxthorpe	Corpusty & Saxthorpe Village Hall, Heydon Road, NR11 6QQ	587	North Norfolk	Stody	Melton Constable	Erpingham	2022	No change proposed	No change from initial proposal	No change from initial proposal
CT3	Cromer Town South	The South Ward of the Civil Parish of Cromer	Merchants Place, 16 Church Street	1199	North Norfolk	Cromer Town	Cromer	Cromer	2022	Continued use of Merchants Place although it sits just outside the CT3 polling district boundary.	No change from initial proposal	Continued use of Merchants Place, Cromer as the polling place for the CT3 polling district (Cromer Town South ward).
CT1	Cromer Town-East	The East Ward of the Civil Parish of Cromer	Cromer Community Centre, 5 Garden Street	1282	North Norfolk	Cromer Town	Cromer	Cromer	2022	No change proposed	No change from initial proposal	No change from initial proposal
CT2	Cromer Town-West	The West Ward of the Civil Parish of Cromer	Cromer Methodist Church, West Street	1629	North Norfolk	Cromer Town	Cromer	Cromer	2022	No change proposed	No change from initial proposal	No change from initial proposal
HT3	Dilham	The Civil Parish of Dilham	Dilham Village Hall, The Street	286	North Norfolk	Hoveton and Tunstead	North Walsham East	Hoveton	2022	No change proposed	No change from initial proposal	No change from initial proposal
RA1	Dunton	The Civil Parish of Dunton	Hempton Memorial Hall, The Green	99	Broadland and Fakenham	The Raynhams	Fakenham	Fakenham and The Raynhams	2022	No change proposed	No change from initial proposal	No change from initial proposal
GR4	East Beckham	The Civil Parish of East Beckham	Bodham and Beckham Village Hall, The Street, Bodham	28	North Norfolk	Gresham	Holt	Erpingham	2022	No change proposed	No change from initial proposal	No change from initial proposal
HA2	East Ruston	The Civil Parish of East Ruston	East Ruston Village Hall, School Road	428	North Norfolk	Happisburgh	South Smallburgh	Stalham	2022	No change proposed	No change from initial proposal	No change from initial proposal
STO4	Edgefield	The Civil Parish of Edgefield	Edgefield Village Hall, The Green, Edgefield	387	North Norfolk	Stody	Melton Constable	Holt	2022	No change proposed	No change from initial proposal	No change from initial proposal
ER4	Erpingham	The Civil Parish of Erpingham	Erpingham with Cathorpe Village Hall, The Street	517	North Norfolk	Erpingham	North Walsham West and Erpingham	Erpingham	2022	No change proposed	No change from initial proposal	No change from initial proposal
LN1	Fakenham North	The North Ward of the Civil Parish of Fakenham	Fakenham Rugby Club, Old Wells Road	2085	Broadland and Fakenham	Lancaster North	Fakenham	Fakenham and The Raynhams	2022	No change proposed	No change from initial proposal	No change from initial proposal
LS1	Fakenham South	The South Ward of the Civil Parish of Fakenham	Fakenham Community Centre, Oak Street	4396	Broadland and Fakenham	Lancaster South	Fakenham	Fakenham and The Raynhams	2022	No change proposed	No change from initial proposal	No change from initial proposal
RO1	Felbrigg	The Civil Parish of Felbrigg	Felbrigg Village Hall, The Green	171	North Norfolk	Roughton	Cromer	Erpingham	2022	No change proposed	No change from initial proposal	No change from initial proposal
TR2	Felmingham	The Civil Parish of Felmingham	Felmingham Village Hall, Aytsham Road	433	North Norfolk	Trunch	North Walsham West and Erpingham	Erpingham	2022	No change proposed	No change from initial proposal	No change from initial proposal
PR3	Field Dalling	The Civil Parish of Field Dalling	Field Dalling & Saxlingham Village Hall, 84 Holt Road	255	North Norfolk	Priory	Wells	Wells	2022	No change proposed	No change from initial proposal	No change from initial proposal
ST1	Fulmodeston	The Civil Parish of Fulmodeston	Old School Hall, Barney Road	366	Broadland and Fakenham	Stibbard	Melton Constable	Wells	2022	No change proposed	No change from initial proposal	No change from initial proposal
RO2	Gimingham	The Civil Parish of Gimingham	Gimingham Village Hall, Church Street	348	North Norfolk	Roughton	Mundesley	Erpingham	2022	No change proposed	No change from initial proposal	No change from initial proposal
WA2	Great Snoring	The Civil Parish of Great Snoring	Great Snoring Social Club, Walsingham Road	153	Broadland and Fakenham	Walsingham	Wells	Wells	2022	No change proposed	No change from initial proposal	No change from initial proposal
GR5	Gresham	The Civil Parish of Gresham	Gresham Village Hall, Cromer Road	337	North Norfolk	Gresham	Holt	Erpingham	2022	No change proposed	No change from initial proposal	No change from initial proposal
PR1	Gunthorpe (North)	The North Ward of the Civil Parish of Gunthorpe	Gunthorpe Village Institute, Swanton Road	98	North Norfolk	Priory	Melton Constable	Wells	2022	No change proposed	No change from initial proposal	No change from initial proposal
PR4	Gunthorpe (South)	The South Ward of the Civil Parish of Gunthorpe	Gunthorpe Village Institute, Swanton Road	109	North Norfolk	Priory	Melton Constable	Wells	2022	No change proposed	No change from initial proposal	No change from initial proposal
ER5	Hanworth	The Civil Parish of Hanworth	Hanworth Village Hall, The Common	135	North Norfolk	Erpingham	North Walsham West and Erpingham	Erpingham	2022	No change proposed	No change from initial proposal	No change from initial proposal
HA3	Happisburgh	The Civil Parish of Happisburgh	Wenn Evans Centre, Blacksmiths Lane	632	North Norfolk	Happisburgh	North Walsham East	Stalham	2022	No change proposed	No change from initial proposal	No change from initial proposal
RA2	Helhoughton	The Civil Parish of Helhoughton	Helhoughton Village Hall, The Street	159	Broadland and Fakenham	The Raynhams	Fakenham	Fakenham and The Raynhams	2022	No change proposed	No change from initial proposal	No change from initial proposal

GR6	Hempstead	The Civil Parish of Hempstead	Hempstead Village Hall, The Street, Hempstead	125	North Norfolk	Gresham	Melton Constable	Erpingham		2022	No change proposed	No change from initial proposal	No change from initial proposal
RA3	Hempton	The Civil Parish of Hempton	Hempton Memorial Hall, The Green	435	Broadland and Fakenham	The Raynhams	Fakenham	Fakenham and The Raynhams		2022	No change proposed	No change from initial proposal	No change from initial proposal
H11	Hickling	The Civil Parish of Hickling	Hickling Barn, Tate Loke	798	North Norfolk	Hickling	South Smallburgh	Stalham		2022	No change proposed	No change from initial proposal	No change from initial proposal
HO2	High Kelling	The Civil Parish of High Kelling	High Kelling Village Hall, 15 Avenue Road	459	North Norfolk	Holt	Holt	Holt		2022	No change proposed	No change from initial proposal	No change from initial proposal
ST3	Hindolveston	The Civil Parish of Hindolveston	Hindolveston Village Hall, The Street	433	Broadland and Fakenham	Stibbard	Melton Constable	Holt		2022	No change proposed	No change from initial proposal	No change from initial proposal
PR5	Hindringham	The Civil Parish of Hindringham	Hindringham Village Hall, The Street	395	North Norfolk	Priory	Wells	Wells		2022	No change proposed	No change from initial proposal	No change from initial proposal
WH1	Holkham	The Civil Parish of Holkham	The Victoria Residents Lounge, Park Road	170	North Norfolk	Wells With Holkham	Wells	Wells		2022	Changes at the Victoria Hotel have required a change in venue and the Holkham Estate have kindly allowed for use of a ground floor suite in their Ancient House, Park Road, Holkham which is situated just across the drive. This has been adopted on a trial basis for elections since 2023 as detailed in the report to Full Council of 1st March 2023 and has proved successful. Whilst we propose to designate this as the polling place for future elections, we invite comments from local stakeholders on any other potential locations within the parish.	No change from initial proposal	The Ancient House, Holkham is designated as the polling place for the civil parish of Holkham polling district (WH1)
HO1	Holt	The Civil Parish of Holt	Holt Community Centre, Kerridge Way	3340	North Norfolk	Holt	Holt	Holt		2022	No change proposed	No change from initial proposal	No change from initial proposal
HA4	Honing	The Civil Parish of Honing	Honing & Crostwright Village Hall, The Street	258	North Norfolk	Happisburgh	North Walsham East	Stalham		2022	No change proposed	No change from initial proposal	No change from initial proposal
STB1	Horning	The Civil Parish of Horning	Horning Village Hall, Mill Hill	945	North Norfolk	St Benet	South Smallburgh	Hoveton		2022	No change proposed	No change from initial proposal	No change from initial proposal
H12	Horseley	The Civil Parish of Horseley	School Room, Horseley Methodist Church, All Saints Lane	59	North Norfolk	Hickling	South Smallburgh	Stalham		2022	No change proposed	No change from initial proposal	No change from initial proposal
HT4	Hoveton	The Civil Parish of Hoveton	Hoveton Village Hall, Stalham Road	1799	North Norfolk	Hoveton and Tunstead	Hoveton and Stalham	Hoveton		2022	No change proposed	No change from initial proposal	No change from initial proposal
HA5	Ingham	The Civil Parish of Ingham	Ingham Village Hall, Mill Road	299	North Norfolk	Happisburgh	South Smallburgh	Stalham		2022	No change proposed	No change from initial proposal	No change from initial proposal
ER6	Ingworth	The Civil Parish of Ingworth	Erpingham with Calthorpe Village Hall, The Street	81	North Norfolk	Erpingham	North Walsham West and Erpingham	Erpingham		2022	No change proposed	No change from initial proposal	No change from initial proposal
ER7	Itteringham	The Civil Parish of Itteringham	Bure Valley Community Centre, The Street	100	North Norfolk	Erpingham	Melton Constable	Erpingham		2022	No change proposed	No change from initial proposal	No change from initial proposal
CO3	Kelling	The Civil Parish of Kelling	The Barn, Beck House, The Street	143	North Norfolk	Coastal	Holt	Wells		2023	The Barn, Beck House is no longer available so in the interim, the Old Reading Room Tea Room and Gallery has been used for all elections since May 2023 and is proposed as the designated polling place for the civil parish of Kelling. Comments are invited on this proposal.	No change from initial proposal	The Old Reading Room Tea Room and Gallery, Kelling is designated as the polling place for the civil parish of Kelling polling district (CO3).
ST4	Kettlestone	The Civil Parish of Kettlestone	Kettlestone Village Hall, The Street	167	Broadland and Fakenham	Stibbard	Melton Constable	Wells		2022	No change proposed	No change from initial proposal	No change from initial proposal
TR3	Knaption	The Civil Parish of Knaption	Knaption Village Hall, Hall Lane	347	North Norfolk	Trunch	Mundesley	North Walsham West and Mundesley		2022	No change proposed	No change from initial proposal	No change from initial proposal
PR6	Langham	The Civil Parish of Langham	Langham Parish Room, Binham Road	322	North Norfolk	Priory	Wells	Wells		2022	No change proposed	No change from initial proposal	No change from initial proposal
HA6	Lessingham	The Civil Parish of Lessingham	Lessingham Village Hall, School Road	456	North Norfolk	Happisburgh	South Smallburgh	Stalham		2022	No change proposed	No change from initial proposal	No change from initial proposal
HO3	Letheringsett	The Civil Parish of Letheringsett with Glandford	Letheringsett Village Hall, Holt Road	186	North Norfolk	Holt	Wells	Holt		2022	No change proposed	No change from initial proposal	No change from initial proposal
WA4	Little Snoring	The Civil Parish of Little Snoring	Little Snoring Community Room, The Playing Field, Stevens Road	513	Broadland and Fakenham	Walsingham	Melton Constable	Wells		2022	No change proposed	No change from initial proposal	No change from initial proposal
GR7	Little Barningham	The Civil Parish of Little Barningham	Little Barningham Village Hall, The Street	117	North Norfolk	Gresham	Melton Constable	Erpingham		2022	No change proposed	No change from initial proposal	No change from initial proposal
STB2	Ludham	The Civil Parish of Ludham	Ludham Methodist Church Hall, Catfield Road	1089	North Norfolk	St Benet	South Smallburgh	Hoveton		2022	No change proposed	No change from initial proposal	No change from initial proposal
GR8	Mattaske	The Civil Parish of Mattaske	Baconsthorpe Village Hall, School Lane	131	North Norfolk	Gresham	Holt	Erpingham		2022	No change proposed	No change from initial proposal	No change from initial proposal
STO5	Melton Constable	The Civil Parish of Melton Constable	Melton Constable Country Club, 6 Briston Road	463	North Norfolk	Stody	Melton Constable	Holt		2022	No change proposed	No change from initial proposal	No change from initial proposal
CO4	Morston	The Civil Parish of Morston	Morston Village Hall, Quay Lane, The Street	74	North Norfolk	Coastal	Wells	Wells		2022	No change proposed	No change from initial proposal	No change from initial proposal
MU1	Mundesley	The Civil Parish of Mundesley	Coronation Hall, Cromer Road	2209	North Norfolk	Mundesley	Mundesley	North Walsham West and Mundesley		2022	No change proposed	No change from initial proposal	No change from initial proposal
HT5	Neatishead	The Civil Parish of Neatishead	The New Victory Hall, The Street	493	North Norfolk	Hoveton and Tunstead	South Smallburgh	Hoveton		2022	No change proposed	No change from initial proposal	No change from initial proposal
NWE1	North Walsham East	The East Ward of the Civil Parish of North Walsham	North Walsham Community Centre, New Road	3784	North Norfolk	North Walsham East	North Walsham East	North Walsham East		2022	No change proposed	No change from initial proposal	No change from initial proposal
NWW2	North Walsham North	The North Ward of the Civil Parish of North Walsham	St Benet Hall, St Nicholas Church Halls complex, Vicarage Street	1357	North Norfolk	North Walsham West	North Walsham East	North Walsham West and Mundesley		2022	Continued use of St Benets Hall is proposed although it sits just outside the NWW2 polling district boundary. Comments and suggestions are invited on this proposal.	No change from initial proposal	Continued use of St Benets Hall is proposed although it sits just outside the NWW2 polling district boundary. There is no building within the polling district capable of accommodating voting.
NWX1	North Walsham Town Centre East	The East Town Centre Ward of the Civil Parish of North Walsham	Sacred Heart Church Hall, Kings Arms Street	1405	North Norfolk	North Walsham Market Cross	North Walsham East	North Walsham East		2022	No change proposed	No change from initial proposal	No change from initial proposal - these two town wards are in the same District Council - (North Walsham Market Cross) ward and following a review of County Council electoral divisions will be in the same County Division (North Walsham East from the May 2025 election - retain polling place as Sacred Heart Church Hall, Kings Arms Street, North Walsham
NWX2	North Walsham Town Centre West	The West Town Centre Ward of the Civil Parish of North Walsham	Sacred Heart Church Hall, Kings Arms Street	813	North Norfolk	North Walsham Market Cross	North Walsham West and Erpingham	North Walsham East		2022	No change proposed	No change from initial proposal	No change from initial proposal
NWW1	North Walsham West	The West Ward of the Civil Parish of North Walsham	Victory Leisure Centre, Station Road	3090	North Norfolk	North Walsham West	North Walsham West and Erpingham	North Walsham West and Mundesley		2022	No change proposed	No change from initial proposal	No change from initial proposal
PO1	Northrepps	The Civil Parish of Northrepps	Northrepps Village Hall, School Lane	814	North Norfolk	Poppyland	Mundesley	Cromer		2022	No change proposed	No change from initial proposal	No change from initial proposal
PO2	Overstrand	The Civil Parish of Overstrand	The Parish Hall, The Londs, High Street	828	North Norfolk	Poppyland	Mundesley	Cromer		2022	No change proposed	No change from initial proposal	No change from initial proposal
BA2	Paston	The Civil Parish of Paston	Bacton-on-Sea Village Hall, Coast Road	192	North Norfolk	Bacton	Mundesley	North Walsham East		2022	No change proposed	No change from initial proposal	No change from initial proposal
GR9	Plumstead	The Civil Parish of Plumstead	Baconsthorpe Village Hall, School Lane	110	North Norfolk	Gresham	Melton Constable	Erpingham		2022	No change proposed	No change from initial proposal	No change from initial proposal
H13	Potter Heigham	The Civil Parish of Potter Heigham	Potter Heigham Village Hall, School Road	878	North Norfolk	Hickling	South Smallburgh	Stalham		2022	No change proposed	No change from initial proposal	No change from initial proposal
RA4	Pudding Norton	The Civil Parish of Pudding Norton	Hempton Memorial Hall, The Green	210	Broadland and Fakenham	The Raynhams	Fakenham	Fakenham and The Raynhams		2022	No change proposed	No change from initial proposal	No change from initial proposal

RA5	Raynham	The Civil Parish of Raynham	West Raynham Village Hall, The Street	505	Broadland and Fakenham	The Raynhams	Fakenham	Fakenham and The Raynhams	2022	No change proposed	No change from initial proposal	No change from initial proposal
RO3	Roughton	The Civil Parish of Roughton	Roughton Village Hall, Felbrigg Road	797	North Norfolk	Roughton	Cromer	Erpingham	2022	No change proposed	No change from initial proposal	No change from initial proposal
BE2	Runton (East)	The East Ward of the Civil Parish of Runton	East Runton Village Hall, Lower Common	618	North Norfolk	Beeston Regis and The Runtons	Holt	Sheringham	2022	No change proposed	No change from initial proposal	No change from initial proposal
BE3	Runton (West)	The West Ward of the Civil Parish of Runton	West Runton Church Hall, Station Road	742	North Norfolk	Beeston Regis and The Runtons	Holt	Sheringham	2022	No change proposed	No change from initial proposal	No change from initial proposal
ST2	Ryburgh (Great)	The Great Ward of the Civil Parish of Ryburgh	Great Ryburgh Memorial Hall, 32 Fakenham Road	527	Broadland and Fakenham	Stibbard	Metton Constable	Wells	2022	No change proposed	No change from initial proposal	No change from initial proposal
ST5	Ryburgh (Little)	The Little Ward of the Civil Parish of Ryburgh	Great Ryburgh Memorial Hall, 32 Fakenham Road	36	Broadland and Fakenham	Stibbard	Metton Constable	Wells	2022	No change proposed	No change from initial proposal	No change from initial proposal
CO5	Salthouse	The Civil Parish of Salthouse	British Columbia Hall, Cross Street	150	North Norfolk	Coastal	Holt	Wells	2022	No change proposed	No change from initial proposal	No change from initial proposal
WO1	Scottow	The Civil Parish of Scottow	Battle of Britain Memorial Hall, Lamas Road, Badersfield	787	North Norfolk	Worstead	Hoveton and Stalham	Hoveton	2022	No change proposed	No change from initial proposal	No change from initial proposal
WA6	Sculthorpe	The Civil Parish of Sculthorpe	Sculthorpe Village Hall, Moor Lane	579	Broadland and Fakenham	Walsingham	Wells	Wells	2022	No change proposed	No change from initial proposal	No change from initial proposal
HI4	Sea Palling	The Civil Parish of Sea Palling	Sea Palling and Waxham Village Hall, Waxham Road	410	North Norfolk	Hickling	South Smallburgh	Stalham	2022	No change proposed	No change from initial proposal	No change from initial proposal
SS1	Sheringham (South)	The South Ward of the Civil Parish of Sheringham	Sheringham Community Centre, Holway Road	4041	North Norfolk	Sheringham South	Sheringham	Sheringham	2022	No change proposed	No change from initial proposal	No change from initial proposal
SN1	Sheringham(North)	The North Ward of the Civil Parish of Sheringham	St Andrews Methodist Church Hall, St Andrews Close	1927	North Norfolk	Sheringham North	Sheringham	Sheringham	2022	No change proposed	No change from initial proposal	No change from initial proposal
SS2	Sheringham(Upper)	The Civil Parish of Upper Sheringham	Upper Sheringham Village Hall, Church Lane	218	North Norfolk	Sheringham South	Holt	Sheringham	2022	No change proposed	No change from initial proposal	No change from initial proposal
PO3	Sidestrand	The Civil Parish of Sidestrand	Trimingham Village Hall, Cromer Road	78	North Norfolk	Poppyland	Mundesley	Cromer	2022	No change proposed	No change from initial proposal	No change from initial proposal
WO2	Skeyton	The Civil Parish of Skeyton	Skeyton Village Hall, Felmingham Road	195	North Norfolk	Worstead	North Walsham West and Erpingham	Hoveton	2022	No change proposed	No change from initial proposal	No change from initial proposal
HT6	Sloley	The Civil Parish of Sloley	Sloley Methodist Chapel, Frankfort	223	North Norfolk	Hoveton and Tunstead	Hoveton and Stalham	Hoveton	2022	No change proposed	No change from initial proposal	No change from initial proposal
HT7	Smallburgh	The Civil Parish of Smallburgh	Smallburgh Village Hall, Yarmouth Road	443	North Norfolk	Hoveton and Tunstead	Hoveton and Stalham	Hoveton	2022	No change proposed	No change from initial proposal	No change from initial proposal
RO4	Southrepps	The Civil Parish of Southrepps	Southrepps Village Hall, Chapel Street	716	North Norfolk	Roughton	Cromer	Erpingham	2022	No change proposed	No change from initial proposal	No change from initial proposal
STA2	Stalham	The Civil Parish of Stalham	Stalham Town Hall, High Street	2783	North Norfolk	Stalham	Hoveton and Stalham	Stalham	2022	No change proposed	No change from initial proposal	No change from initial proposal
ST6	Stibbard	The Civil Parish of Stibbard	Stibbard Village Hall, Guist Road	288	Broadland and Fakenham	Stibbard	Metton Constable	Wells	2022	No change proposed	No change from initial proposal	No change from initial proposal
CO6	Stiffkey	The Civil Parish of Stiffkey	Stiffkey Village Hall, Church Street	177	North Norfolk	Coastal	Wells	Wells	2022	No change proposed	No change from initial proposal	No change from initial proposal
STO6	Stody	The Civil Parish of Stody	Hunworth & Stody Village Room, King Street	143	North Norfolk	Stody	Wells	Holt	2022	No change proposed	No change from initial proposal	No change from initial proposal
TR4	Suffield	The Civil Parish of Suffield	Suffield Village Hall, Rectory Road	118	North Norfolk	Trunch	North Walsham West and Erpingham	Erpingham	2022	No change proposed	No change from initial proposal	No change from initial proposal
SP1	Suffield Park	The Suffield Park Ward of the Civil Parish of Cromer	St Martin's Hall, Mill Road	2183	North Norfolk	Suffield Park	Cromer	Cromer	2022	No change proposed	No change from initial proposal	No change from initial proposal
ER8	Sustead	The Civil Parish of Sustead (incorporating Metton and Bessingham)	Hanworth Village Hall, The Common	172	North Norfolk	Erpingham	Holt	Erpingham	2022	No change proposed	Following representation from Sustead, Metton and Bessingham Parish Council, we are aware that Sustead Village Hall is currently being refurbished and will be available for use at future elections. An inspection was carried out on 7th October and the revised proposal is that Sustead Village Hall, Aylmerton Road, Sustead is designated as Polling Place/Station for Sustead parish (ER8).	Sustead Village Hall, Aylmerton Road, Sustead is designated as the Polling Place/Station for the Sustead parish polling district (ER8).
STA3	Sutton	The Civil Parish of Sutton	Sutton Village Hall, New Road	950	North Norfolk	Stalham	Hoveton and Stalham	Stalham	2022	No change proposed	No change from initial proposal	No change from initial proposal
TR5	Swafeld	The Civil Parish of Swafeld	Swafeld Village Hall, The Street	235	North Norfolk	Trunch	Mundesley	North Walsham West and Mundesley	2022	No change proposed	No change from initial proposal	No change from initial proposal
WO3	Swanton Abbott	The Civil Parish of Swanton Abbott	Swanton Abbott Village Hall, The Street	343	North Norfolk	Worstead	North Walsham West and Erpingham	Hoveton	2022	No change proposed	No change from initial proposal	No change from initial proposal
ST7	Swanton Novers	The Civil Parish of Swanton Novers	Swanton Novers Village Hall, St Giles Road	196	Broadland and Fakenham	Stibbard	Metton Constable	Holt	2022	No change proposed	No change from initial proposal	No change from initial proposal
RA6	Tattersett	The Civil Parish of Tattersett	Green Park Rural Centre, Chapel Road	777	Broadland and Fakenham	The Raynhams	Fakenham	Fakenham and The Raynhams	2022	No change proposed	No change from initial proposal	No change from initial proposal
STO7	Thornage	The Civil Parish of Thornage	Gregories Barn, Thornage Hall	159	North Norfolk	Stody	Wells	Holt	2022	No change proposed	No change from initial proposal	No change from initial proposal
RO5	Thorpe Market	The Civil Parish of Thorpe Market	Thorpe Market Village Hall, Cromer Road	273	North Norfolk	Roughton	Cromer	Erpingham	2022	No change proposed	No change from initial proposal	No change from initial proposal
ST8	Thurning	The Civil Parish of Thurning	Hindolveston Village Hall, The Street	54	Broadland and Fakenham	Stibbard	Metton Constable	Holt	2022	No change proposed	No change from initial proposal	No change from initial proposal
PR7	Thursford	The Civil Parish of Thursford	Thursford Methodist Chapel, Clarks Lane	181	North Norfolk	Priory	Metton Constable	Wells	2022	Methodist Chapel was not considered a suitable location and it has since been closed down. The Thursford Collection Garden Pavilion has been used for elections in 2024 and has received positive feedback and it is proposed this is designated as the polling place for future elections for the civil parish of Thursford. Will need to seek an alternative should an election occur when the venue is preparing for and running their Events which occur in the winter.	No change from initial proposal	The Thursford Collection Garden Pavilion is designated as the polling place for future elections for the civil parish of Thursford polling district (PR7).
PO4	Trimingham	The Civil Parish of Trimingham	Trimingham Village Hall, Cromer Road	296	North Norfolk	Poppyland	Mundesley	Cromer	2022	No change proposed	No change from initial proposal	No change from initial proposal
TR6	Trunch	The Civil Parish of Trunch	Trunch Village Hall, Knapton Road	797	North Norfolk	Trunch	Mundesley	North Walsham West and Mundesley	2022	No change proposed	No change from initial proposal	No change from initial proposal

HT8	Tunstead	The Civil Parish of Tunstead	The Horse and Groom Public House, Market Street	616	North Norfolk	Hoveton and Tunstead	Hoveton and Statham	Hoveton	2022	At the time of the last Review of Polling Places conducted in 2018 the designated polling place for Tunstead was Tunstead Primary School on Market Street in the parish. However, following the District Council and European Elections held in May 2019 concerns were expressed about a number of issues regarding the use of the school and its impact on the school community and, in the absence of the parish having a village or community hall, it was proposed that use be made of space within the Horse and Groom Public House and these arrangements were made for the General Election held in December 2019. However, following negative feedback from polling teams at elections held in 2021, 2023 and the Police and Crime Commissioner election of May 2024 raising concerns as to the space available and compatibility of public house and polling station uses it was decided to allocate Ashmanhaugh Preston Rooms as the polling station for Tunstead electors at the July 2024 General Election. Tunstead Parish Council have raised their concerns and objections to these arrangements and it is therefore considered important that as part of this review that comments are invited from local stakeholders as to how the requirements for a polling station in Tunstead might be met moving forward. We therefore welcome comments from local stakeholders proposing suitable venues within the parish which can be considered as part of this review.	Following a recent inspection of the Horse and Groom public house and following assurances from the premises owner, it is proposed that this venue retains its designation as the polling place for Tunstead parish. Following the County Council Elections which are being held on Thursday 1st May 2025 we will liaise with the owners of the Horse and Groom and also Tunstead Parish Council to evaluate the delivery of the election in this location to ensure it remains a viable solution for parish polling in the parish.	The Horse and Groom public house is retained as the designated polling place for future elections for the civil parish of Tunstead polling district (HT8).
BA3	Walcott	The Civil Parish of Walcott	Walcott Village Hall, Coast Road	547	North Norfolk	Bacton	North Walsham East	North Walsham East	2022	No change proposed	No change from initial proposal	No change from initial proposal
WA3	Walsingham (Great)	The Great Ward of the Civil Parish of Walsingham	Walsingham Village Hall, Wells Road	299	Broadland and Fakenham	Walsingham	Wells	Wells	2023	We will retain the use of the Village Hall as the designated polling place, however due to a severe fire this remains out of action. Walsingham Parish Rooms on the High Street has been used as an alternative polling station and will continue to do so until the new Village Hall is in service.	No change from initial proposal	No change from initial proposal
WA5	Walsingham (Little)	The Little Ward of the Civil Parish of Walsingham	Walsingham Village Hall, Wells Road	351	Broadland and Fakenham	Walsingham	Wells	Wells	2023		No change from initial proposal	No change from initial proposal
PR8	Warham	The Civil Parish of Warham	Warham Reading Room, The Street	166	North Norfolk	Priory	Wells	Wells	2022	No change proposed	No change from initial proposal	No change from initial proposal
WH2	Wells-Next-The-Sea	The Civil Parish of Wells-Next-The-Sea	Wells Methodist Church, Peter Collingwood Hall, Theatre Road	1737	North Norfolk	Wells With Holkham	Wells	Wells	2022	No change proposed	No change from initial proposal	No change from initial proposal
GR10	West Beckham	The Civil Parish of West Beckham	Bodham and Beckham Village Hall, The Street, Bodham	197	North Norfolk	Gresham	Holt	Erpingham	2022	No change proposed	No change from initial proposal	No change from initial proposal
WO4	Westwick	The Civil Parish of Westwick	Swanton Abbott Village Hall, The Street	60	North Norfolk	Worstead	North Walsham West and Erpingham	Hoveton	2022	No change proposed	No change from initial proposal	No change from initial proposal
CO7	Weybourne	The Civil Parish of Weybourne	Weybourne Village Hall, Beach Lane	422	North Norfolk	Coastal	Holt	Sheringham	2022	No change proposed	No change from initial proposal	No change from initial proposal
ER9	Wickmere	The Civil Parish of Wickmere	Wickmere Village Hall, Regent Street	109	North Norfolk	Erpingham	North Walsham West and Erpingham	Erpingham	2022	No change proposed	No change from initial proposal	No change from initial proposal
PR9	Wighton	The Civil Parish of Wighton	Wighton Village Recreation Hut, Buddells Lane	181	North Norfolk	Priory	Wells	Wells	2024	Wighton Village Recreation hut was demolished in 2022 and has been replaced by a new Village Hall which has been used for the elections held in 2024. This will now be designated as the polling place for the Civil Parish of Wighton for future elections.	No change from initial proposal	Wighton Village Hall is designated as the polling place for future elections for the civil parish of Wighton polling district (PR9).
BA4	Witton	The Civil Parish of Witton and Ridlington	Witton and Ridlington Village Hall, Stonebridge Road	284	North Norfolk	Bacton	North Walsham East	North Walsham East	2022	No change proposed	No change from initial proposal	No change from initial proposal
CO8	Wiveton	The Civil Parish of Wiveton	Wiveton Parish Room, The Street	97	North Norfolk	Coastal	Wells	Wells	2022	No change proposed	No change from initial proposal	No change from initial proposal
ST9	Wood Norton	The Civil Parish of Wood Norton	Wood Norton Village Hall, Stibbard Road	181	Broadland and Fakenham	Stibbard	Melton Constable	Holt	2022	No change proposed	No change from initial proposal	No change from initial proposal
WO5	Worstead	The Civil Parish of Worstead	Queen Elizabeth Hall, Ruin Road	782	North Norfolk	Worstead	North Walsham West and Erpingham	Hoveton	2022	No change proposed	No change from initial proposal	No change from initial proposal