

# Cabinet



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Friday, 21 March 2025

A meeting of the **Cabinet** of North Norfolk District Council will be held in the Council Chamber - Council Offices on **Monday, 31 March 2025 at 10.00 am.**

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

Members of the public who wish to ask a question or speak on an agenda item are requested to arrive at least 15 minutes before the start of the meeting. It will not always be possible to accommodate requests after that time. This is to allow time for the Committee Chair to rearrange the order of items on the agenda for the convenience of members of the public. Further information on the procedure for public speaking can be obtained from Democratic Services, Tel:01263 516010, Email:[democraticservices@north-norfolk.gov.uk](mailto:democraticservices@north-norfolk.gov.uk).

Anyone attending this meeting may take photographs, film or audio-record the proceedings and report on the meeting. Anyone wishing to do so should inform the Chairman. If you are a member of the public and you wish to speak on an item on the agenda, please be aware that you may be filmed or photographed. This meeting is live-streamed: [NNDC eDemocracy - YouTube](#)

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

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

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



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

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

**1. TO RECEIVE APOLOGIES FOR ABSENCE**

**2. MINUTES**

1 - 6

To approve, as a correct record, the minutes of the meeting of the Cabinet held on 03 March 2025.

**3. PUBLIC QUESTIONS AND STATEMENTS**

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

**4. DECLARATIONS OF INTEREST**

7 - 12

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. ITEMS OF URGENT BUSINESS**

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

**6. MEMBERS' QUESTIONS**

To receive oral questions from Members, if any

**7. RECOMMENDATIONS FROM OVERVIEW & SCRUTINY COMMITTEE**

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

**8. LOCAL AUTHORITY HOUSING FUND ROUND 3 - FUNDING FOR TEMPORARY ACCOMMODATION**

13 - 20

Executive Summary	North Norfolk District Council has been successful in bidding for Round 3 funding through the Government's Local Authority Housing Fund (LAHF). This report sets out proposals to use the £588,000 of LAHF grant to help purchase a further six units of Temporary Accommodation for homeless households.
Options considered	<b>1.</b> To accept the LAHF grant to help fund purchase of six homes for use as temporary accommodation, with the Council providing the match funding and staffing resources to undertake the purchases and necessary repairs to the properties by April 2026.

	<ol style="list-style-type: none"> <li>2. To not accept the LAHF grant funding offered</li> </ol>
Consultation(s)	Portfolio Holder for Housing and Peoples' Services; Officers in Housing Options, Estates and Property Services
<b>Recommendations</b>	<p>It is recommended that Cabinet:</p> <ol style="list-style-type: none"> <li>1. Agree to accept the £588,000 of Local Authority Housing Fund grant</li> <li>2. Use the LAHF grant to part fund the purchase six further units of temporary accommodation, with one to be prioritised for Afghan resettlement households.</li> <li>3. Seek approval from full Council to allocate £0.9m of the additional income from the Second Homes Premium (both from the County Council and District Council elements) as match funding for the LAHF grant.</li> <li>4. Give delegated authority to the Section 151 Officer, in consultation with the Portfolio Holder for Housing and Peoples' Services, to agree the actual purchases of up to six properties (within the identified budget limits).</li> </ol>
Reasons for recommendations	To seek approval for the Council to accept the LAHF grant and use the grant to help acquire further homes to use as temporary accommodation
Background papers	<p>Cabinet October 2023 – Round 2 Local Authority Housing Fund</p> <p>Cabinet June 2023 - Purchase of Temporary Accommodation Unit</p> <p>Cabinet March 2023 – LAHF Round 1 Opportunity</p> <p>Cabinet November 2022 - Purchase of Temporary Accommodation Unit</p>

Wards affected	Districtwide
Cabinet member(s)	Cllr Fredericks, Portfolio Holder for Housing and Peoples' Services
Contact Officer	Nicky Debbage, Housing Strategy & Delivery Manager, <a href="mailto:nicky.debbage@north-norfolk.gov.uk">nicky.debbage@north-norfolk.gov.uk</a>

9. **COASTAL MANAGEMENT - BUDGET FOR REACTIVE COASTAL WORKS**

21 - 26

<p>Executive Summary</p>	<p>The existing Coast Protection budget is for the maintenance and repair of coast protection assets. It is increasingly called upon to meet the costs of miscellaneous other coastal-related issues, as, at present there is no specific budget for such works. Cliff-related works includes both reactive works, as required following a cliff slip, such as closure of accesses, signage, etc, and planned works, such as maintenance of routes between the clifftop and the coastal defences below. When these works are required, identifying an appropriate budget can be time-consuming and subject to debate, as each service area already has its own tight budgetary constraints and these works often sit between assets which are the responsibility of Coastal Management, NNDC Assets, Property Services or Leisure Services.</p> <p>This report proposes that a budget is established specifically for reactive works, which council services can request access to, but which sits within and is overseen by the Coastal Management team, which is where the technical expertise and oversight of such works resides.</p>
<p><b>Options considered</b></p>	<p>The following options have been considered:</p> <ol style="list-style-type: none"> <li>1) The establishment of a dedicated reactive works budget, which rests with the Coastal Management team, but which is separate from any existing budgets. - <i>This is the recommended option.</i></li> <li>2) No specific budget is identified, and business continues as usual. - <i>This option is not recommended as it will not facilitate effective timely responses to issues as they arise or provide clarity over budget position.</i></li> </ol>
<p><b>Consultation(s)</b></p>	<p>Portfolio Holder for Coast Director for Place and Climate Change CLT</p>
<p><b>Recommendations</b></p>	<p>Recommend to Council: The establishment of a dedicated cliff works budget, overseen by the Coastal Management</p>

	department, and separate from any existing budgets.
<b>Reasons for recommendations</b>	By establishing a dedicated budget for cliff related works, the ambiguity surrounding remedial and emergency works is removed, allowing such issues to be addressed in a timely manner. This new budget provision, which any service area needing cliff related works completed can request access to, should be the responsibility of the Coastal Management team, due to the existing expertise within the team and better ability to align and co-ordinate any necessary spend.
<b>Background papers</b>	N/A

<b>Wards affected</b>	Coastal, Sheringham South, Sheringham North, Beeston Regis and The Runtons, Cromer Town, Suffield Park, Poppyland, Roughton, Mundesley, Bacton, Happisburgh
<b>Cabinet member</b>	Cllr Blathwayt, Portfolio Holder for Coast
<b>Contact Officers</b>	Tamzen Pope Coastal Engineering Manager <a href="mailto:Tamzen.pope@north-norfolk.gov.uk">Tamzen.pope@north-norfolk.gov.uk</a>  Fiona Keenaghan Assistant Coastal Engineer <a href="mailto:Fiona.keenaghan@north-norfolk.gov.uk">Fiona.keenaghan@north-norfolk.gov.uk</a>

<b>Wards affected</b>	Coastal, Sheringham South, Sheringham North, Beeston Regis and The Runtons, Cromer Town, Suffield Park, Poppyland, Roughton, Mundesley, Bacton, Happisburgh
<b>Cabinet member</b>	Cllr Blathwayt, Portfolio Holder for Coast
<b>Contact Officers</b>	Tamzen Pope Coastal Engineering Manager <a href="mailto:Tamzen.pope@north-norfolk.gov.uk">Tamzen.pope@north-norfolk.gov.uk</a>  Fiona Keenaghan Assistant Coastal Engineer <a href="mailto:Fiona.keenaghan@north-norfolk.gov.uk">Fiona.keenaghan@north-norfolk.gov.uk</a>

## 10. COAST PROTECTION WORKS AT OVERSTRAND

27 - 40

<b>Executive Summary</b>	Some parts of the sea wall at Overstrand have reached the end of their useful life and now these need to be replaced with new sections to
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	<p>improve the overall protection to the cliffs.</p> <p>This report sets out the works that are needed to improve the sea wall defences and protection of the cliffs. It outlines the expected costs of doing this, outlining the options considered and the likely implementation timescales.</p>
<b>Options considered</b>	<p>1.1 Option 1. Continue with regular repair and maintenance, utilising NNDC's coastal repair and maintenance budget. <i>Not recommended.</i></p> <p>1.2 Option 2. Extensive refurbishment along the Overstrand frontage, with sheet pile and concrete for the full 600m length of the existing seawall. <i>Not recommended.</i></p> <p>1.3 Option 3. Do nothing except manage public health and safety obligations. <i>Not recommended.</i></p> <p>1.4 Option 4 More limited, targeted works at the specific locations of the greatest immediate known structural concern on the Overstrand sea wall. <i>Recommended.</i></p>
<b>Consultation(s)</b>	Portfolio Holder for Coast
<b>Recommendations</b>	<p>That Cabinet recommend to full Council that it approves the required works to the Overstrand sea wall (option 4 of this report at paragraph 3.9) and that £1.280m be added to the Capital Programme for 2025/26 for this scheme and that this be funded by £0.245m of capital receipts, £0.386m of grant funding if able to obtain grant funding and the balance from borrowing.</p> <p>That Cabinet agree an option (from options 1 to 4 as outlined in the table at paragraph 1.5 of Appendix A) to reallocate existing scheme budgets to reduce the level of overall borrowing if it is minded to do so.</p> <p>That Cabinet recommend to full Council that the scheme be funded by up to a maximum of £1.035m of borrowing depending on which option it would like to agree. It should be noted that the Council may be able to access grant funding (c. £0.386m) for this scheme and if</p>

	<p>successful it is proposed that the level of borrowing be reduced to £0.649m.</p> <p>That Cabinet approve that delegated authority be given to the Assistant Director for Sustainable Growth, in consultation with the portfolio holder for Coast, to procure, design and deliver the scheme, together with the development of any applications for external funding or necessary consents.</p>
<b>Reasons for recommendations</b>	To ensure appropriate measures are taken in a timely manner to maintain the integrity of the sea wall at Overstrand for as long as is feasible in the circumstances and in accordance with the Shoreline Management Plan.

<b>Wards affected</b>	Poppyland
<b>Cabinet member(s)</b>	Cabinet Member for Coast
<b>Contact Officer</b>	Robert Young, Assistant Director for Sustainable Growth

#### 11. DONATION STATION OPTIONS ON CROMER PIER

41 - 48

<b>Executive Summary</b>	This paper proposes the provision of devices that allow donations to be made by members of the public towards the ongoing costs of the maintenance of Cromer Pier.
<b>Options considered</b>	<ol style="list-style-type: none"> <li>1. Donation Stations</li> <li>2. QR Codes</li> </ol>
<b>Consultation(s)</b>	Property Services
<b>Recommendations</b>	<b>It is recommended that Cabinet approve the purchase of 2 Dona devices to use for the public to make voluntary donations towards the costs of maintaining Cromer Pier for a six-month trial period over the 2025 summer season. This will be funded from the Invest to Save Reserve.</b>
<b>Reasons for recommendations</b>	<ul style="list-style-type: none"> <li>• Dona already works with a number of other Local Authorities.</li> <li>• With the purchase of a Dona terminal, NNDC will also get a donation webpage and QR code at no additional cost, which can be used to allow donations via our website and social media as well.</li> </ul>

	<ul style="list-style-type: none"> <li>• Although the initial cost of the Dona machines is slightly higher than the alternative device considered, the lower transaction fees mean over time and with more donations this option becomes more cost effective.</li> <li>• The larger display screen also aids accessibility and reduces the need for additional information to be displayed around the device.</li> </ul>
<b>Background papers</b>	None

<b>Wards affected</b>	Cromer
<b>Cabinet member(s)</b>	Cllr Lucy Shires – PFH for Finance, Estates and Property Services Cllr Liz Withington – PFH for Community, Leisure and Outreach
<b>Contact Officer</b>	Erika Temple Project Manager <a href="mailto:Erika.temple@north-norfolk.gov.uk">Erika.temple@north-norfolk.gov.uk</a>

**12. EXCLUSION OF PRESS AND PUBLIC**

To pass the following resolution:

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

**13. PRIVATE BUSINESS**



## CABINET

**Minutes of the meeting of the Cabinet held on Monday, 3 March 2025 at the Council Chamber - Council Offices at 10.00 am**

### Committee

#### Members Present:

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

#### Members also attending:

Cllr C Cushing  
Cllr N Dixon

#### Officers in Attendance:

Chief Executive, Director for Resources / S151 Officer, Assistant Director for Finance, Assets, Legal & Monitoring Officer, Coastal Manager, Director for Place & Climate Change and Director for Communities

#### Apologies for Absence:

Cllr C Ringer

## 22 MINUTES

The minutes of the meetings of the Cabinet held on 20<sup>th</sup> January 2025 and 3<sup>rd</sup> February 2025 were approved as a correct record and signed by the Chairman.

## 23 DECLARATIONS OF INTEREST

None received.

## 24 ITEMS OF URGENT BUSINESS

None received.

## 25 PUBLIC QUESTIONS AND STATEMENTS

The following question had been received from Mr John Martin. He was not able to attend the meeting, so the Chairman read it out on his behalf:

"What meetings and/or discussions have been held with Norfolk County Council in relation to the proposed content of the local government re-organisation plan for Norfolk, which has to be submitted to the Ministry of Housing Communities & Local Government on or before 21 March 2025 by Norfolk County Council, and with what (if any) result?"

The Chairman replied that Norfolk County Council (NCC) had their own focus regarding Local Government Reorganisation (LGR), whilst North Norfolk District

Council (NNDC) was primarily concerned with the impact on discretionary services such as coastal adaptation and the local economy. It was likely that NCC would have their own vision. Consequently, discussions with NCC had been limited although it had been agreed to share data and it was hoped that NCC would do the same in return.

The Chief Executive added that a written response would be provided as Mr Martin could not attend the Cabinet meeting. He said that a report would be going to Full Council on 19<sup>th</sup> March which would outline the Council's response to the Government's invitation to submit interim proposals around unitarisation, for the deadline of 21<sup>st</sup> March. The same report would be considered by all the District, Borough and City councils during the week commencing 17<sup>th</sup> March.

## **26 MEMBERS' QUESTIONS**

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

## **27 RECOMMENDATIONS FROM OVERVIEW & SCRUTINY COMMITTEE**

The Chairman, Cllr N Dixon, said that there were two matters to report on:

- a) Homelessness Task & Finish Group - the following recommendations were made to Cabinet:

That the:

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

The Chairman said that there were three key points:

- To incorporate any benefits from the council tax second homes premium such as investing in the prevention of homelessness, forming partnerships, refurbishing homes etc.
- Working more proactively with partnership organisations
- Need to incorporate, where possible, timelines to the streams of work that were in progress.

- b) Corporate Plan Action Plan 2024/2025 – the following recommendations were made:

Mobile Phone coverage:

- analyse the reasons why mobile phone applications fail,
- produce a map of mobile phone 'not spots' and support providers to improve mobile signal strength
- evaluate how the Council communicates its actions regarding the above to residents and businesses.

Cllr J Boyle said that, on looking at the second recommendation, she believed that it

should read as 'the Portfolio Holder and relevant Director to review options to improve mobile signal 'hot spots', 'not spots' and the reasons why mobile mast applications fail and communicate actions to residents and businesses'.

Cllr Dixon said that the Overview & Scrutiny Committee had not confirmed the recommendations yet as the minutes for this meeting had not been approved and he proposed that the second item should be deferred until the Committee had reviewed it.

The Chairman thanked Cllr Dixon and said that the first item would be taken forward and the second one deferred.

Cllr W Fredericks, Portfolio Holder for Housing, responded to the recommendations from Homelessness Task and Finish Group. She said that she was happy to accept them and any other actions agreed by the Overview & Scrutiny Committee. She went on to say that she had attended the Overview & Scrutiny Committee meeting and responded to all the matters raised and that the Housing Team was working hard to do everything that they could to reduce homelessness.

Cllr J Toye, Portfolio Holder for Sustainable Growth, said that he was happy to support the recommendations regarding mobile phone coverage, but would suggest that if the Overview & Scrutiny Committee was supportive, that the Council looked at the wider picture and considered all of the relevant factors that could support improvement in this area.

It was **RESOLVED** that the:

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

## **28 CORPORATE PLAN 2023-2027 - ANNUAL ACTION PLAN 2025/26**

The Chairman explained that the actions detailed in the Action Plan had been developed in support of the five themes in the adopted Corporate Plan recognising the increasing pressure on the Council's budget, the moves towards establishing a Combined Authority for Norfolk and Suffolk under the Government's English Devolution programme and proposed Local Government Reorganisation which would change the context in which the District Council operated and worked over the next three years, alongside continuing with 'Business As Usual' and maintaining service delivery for the district's residents until any proposals for new unitary councils in Norfolk were agreed.

The actions proposed therefore sought to balance the capacity of the organisation to deliver, taking into account the staff and financial resources available to the Council, the need to focus on supporting the transition of services into any new unitary council(s) and the potential to access external funding or partnership resources, with the aspirations laid out in the Corporate Plan. He said that it was therefore recognised that there was some degree of choice and prioritisation as to the actions proposed for delivery in the period April 2025 – March 2026.

He set out the key actions that would be focussed on going forward and explained that the number of targets had been reduced and the focus would be on strategic project delivery rather than policy development.

Cllr J Toye, Portfolio Holder for Sustainable Growth, referred to 'Investing in our Local Economy and Infrastructure', item 2, and the reference to Stalham and the High Street Task Force. He encouraged all communities to develop a vision, such as a neighbourhood plan, which would help them focus on opportunities and funding and help the Council assist them with their vision for the future.

Cllr A Brown, Portfolio Holder for Planning, said that following on from a question asked at Full Council by the Local Members for Stalham, arrangements had been made to meet with them and progress some of the matters raised.

Cllr L Shires, Portfolio Holder for Finance, Estates and Property Services, referred to Action 5, and proposals to safeguard the Council's tourism infrastructure assets in the face of local government reorganisation. She encouraged any local communities which had an asset which they wanted to safeguard going forward, to contact the Council. The Chairman agreed, adding that several communities had already been in touch. He acknowledged that it was a real concern, particularly those that were discretionary assets. North Norfolk had a particularly rich tourism related asset portfolio and it was imperative that this was protected for the future.

Cllr L Withington, Portfolio Holder for Leisure and Culture, commented on how well engagement with the parish and town councils had been received. She highlighted three forthcoming events focussed on business engagement.

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

## **RESOLVED**

To approve the Corporate Plan Annual Action Plan for 2025/26.

Reason for the decision:

Sound management of the authority's staff, property and financial resources to deliver projects and initiatives which support improved service delivery and positive outcomes aligned to the previously agreed Corporate Plan themes and seeks to position North Norfolk's residents, communities and businesses strongly in the context of any proposals to establish a Norfolk and Suffolk Combined Authority through the English Devolution proposals and any related programme of local government reorganisation in Norfolk which seeks to replace the existing two-tier County and District structure of local government with unitary councils.

## **29 BUDGET MONITORING P10 2024-2025**

The Portfolio Holder for Finance, Estates and Property Services, introduced this item. She said that the latest budget monitoring report, set out where the Council was at year end rather than 'in the moment' and this had enabled officers to see where changes could be made to improve the financial position and this was now demonstrated by a more positive update in the period 10 report. She thanked the Finance team for their hard work and the Overview & Scrutiny Committee for their engagement and input. She drew members' attention to the changes to the Capital Programme (page 45 onwards) and this was mainly due to additional grant funding.

Cllr Shires concluded by reminding Cabinet members that there was a forecast deficit for the following year and work would be starting soon on the budget setting process for 2026/2027.

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

**RESOLVED to**

1. Note the contents of the report and the current forecast year end position.
2. Continue the work to minimise the risk of a General Fund revenue deficit for 2024/25.
3. Seek approval from full Council to make all the changes to the Capital Programme as laid out in paragraph 5.5 of the report.

Reason for the decision:

To ensure robust ongoing monitoring of the Council's budget and expenditure.

**30 COASTWISE - HAPPISBURGH COMMUNITY CAR PARK - DELEGATION OF APPOINTMENT OF CONSTRUCTION CONTRACTOR AND LEASE ARRANGEMENTS**

The Chairman said that there was an exempt appendix for this item and if any member wished to discuss anything within that document, the meeting would have to go into closed session.

Cllr H Blathwayt, Portfolio Holder for Coast, was invited to introduce the report. He said that the project had been in the planning phase for some time now and whilst the weather was clement, it was hoped to progress it as soon as possible. The Chairman said that it was an important scheme for Happisburgh and he welcomed the commencement of the work.

The Coastal Transition Manager said that it was a good opportunity to continue working with the parish of Happisburgh and the support of the local community was greatly appreciated.

Cllr L Shires said that this project had started when she was local member for Happisburgh and she welcomed it reaching this stage. She thanked the Coastal Transition Manager for his hard work in progressing this, sometimes in the face of considerable challenge, and said that his continued engagement and focus had resulted in a strong relationship with the parish.

Cllr A Varley referred members to section 9 of the report which set out the Net Zero aspects of the project and he was very pleased to see the amount of work that had gone into mitigating the carbon impact of the scheme.

It was proposed by Cllr H Blathwayt, seconded by Cllr A Varley and

**RESOLVED**

- That Cabinet authorises the Chief Executive, in consultation with Coastal Portfolio Holder and Head of Finance, to undertake the appointment the of Happisburgh Car park construction contractor, following tender appraisal.
- That Cabinet authorises the Chief Executive, in consultation with Coastal Portfolio Holder, Estates Manager and Head of Finance, to agree to the

surrender of Happisburgh Parish Councils current lease for the Beach Road car park and enter into a new lease for the relocated car park off Lighthouse Lane.

Reasons for the Decision:

- To enable transition of current car park away from erosion risk.
- To build community resilience to coastal erosion.
- To support the viability of the community through the continued revenue generated by the car park.
- To provide examples of coastal transition and generate learning to support national coastal adaptation.
- To contribute to the delivery of the Coastwise programme

**31 EXCLUSION OF PRESS AND PUBLIC**

**32 PRIVATE BUSINESS**

The meeting ended at 10.32 am.

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Chairman

## Registering interests

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

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

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

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

## Non participation in case of disclosable pecuniary interest

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

## Disclosure of Other Registerable Interests

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

## Disclosure of Non-Registerable Interests

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

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

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

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

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

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



**Table 1: Disclosable Pecuniary Interests**

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

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

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

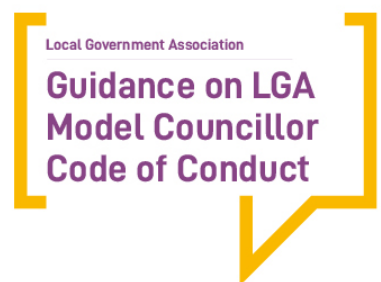
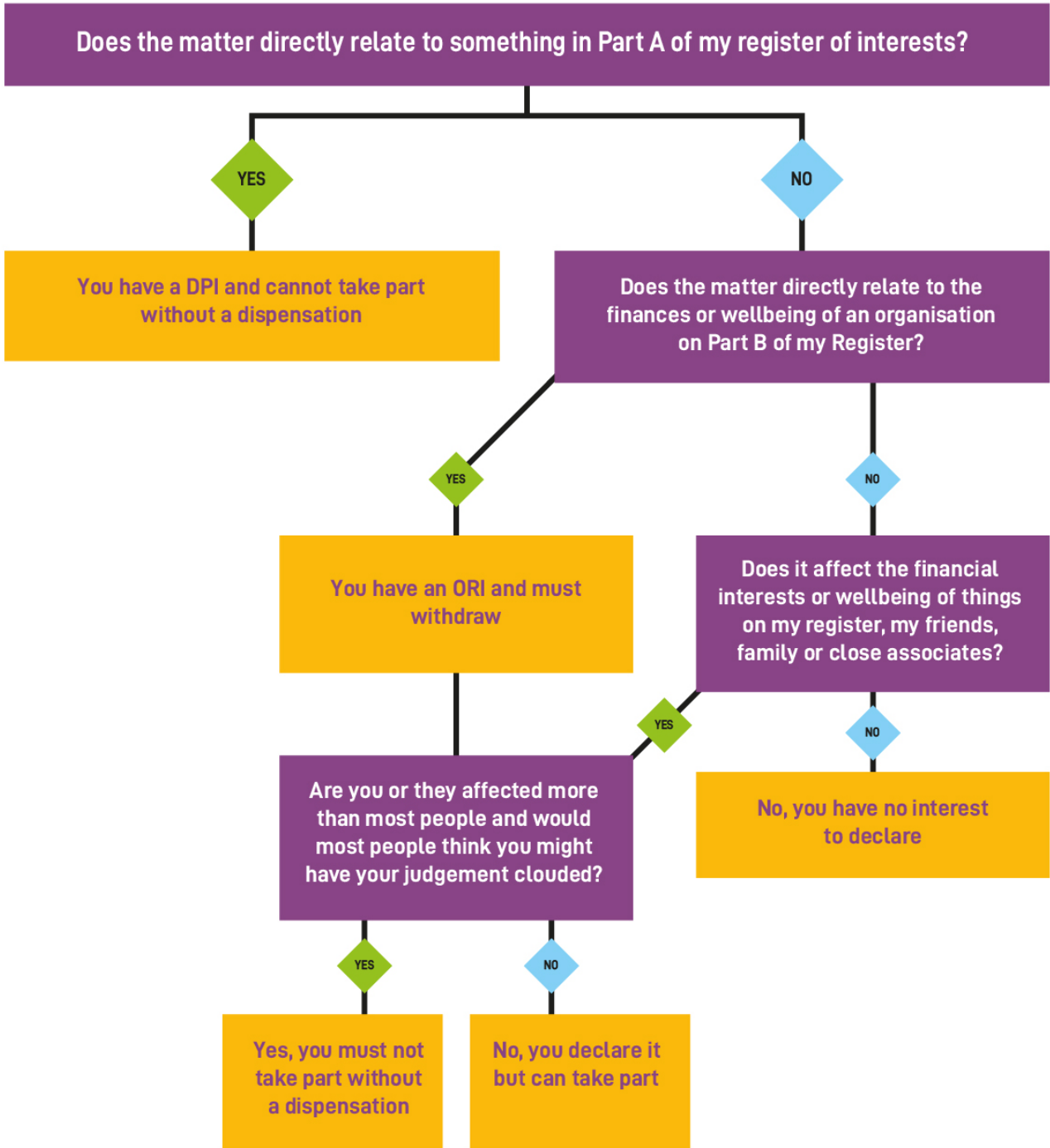
	spouses/civil partners has a beneficial interest exceeds one hundredth of the total issued share capital of that class.
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\* 'director' includes a member of the committee of management of an industrial and provident society.

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

**Table 2: Other Registrable Interests**

<p>You have a personal interest in any business of your authority where it relates to or is likely to affect:</p> <ul style="list-style-type: none"> <li>a) any body of which you are in general control or management and to which you are nominated or appointed by your authority</li> <li>b) any body <ul style="list-style-type: none"> <li>(i) exercising functions of a public nature</li> <li>(ii) any body directed to charitable purposes or</li> <li>(iii) one of whose principal purposes includes the influence of public opinion or policy (including any political party or trade union)</li> </ul> </li> </ul>
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<b>Local Authority Housing Fund Round 3 – Funding for Temporary Accommodation</b>	
<b>Executive Summary</b>	North Norfolk District Council has been successful in bidding for Round 3 funding through the Government’s Local Authority Housing Fund (LAHF). This report sets out proposals to use the £588,000 of LAHF grant to help purchase a further six units of Temporary Accommodation for homeless households.
<b>Options considered</b>	<ol style="list-style-type: none"> <li>1. To accept the LAHF grant to help fund purchase of six homes for use as temporary accommodation, with the Council providing the match funding and staffing resources to undertake the purchases and necessary repairs to the properties by April 2026.</li> <li>2. To not accept the LAHF grant funding offered</li> </ol>
<b>Consultation(s)</b>	Portfolio Holder for Housing and Peoples’ Services; Officers in Housing Options, Estates and Property Services
<b>Recommendations</b>	<p>It is recommended that Cabinet:</p> <ol style="list-style-type: none"> <li>1. Agree to accept the £588,000 of Local Authority Housing Fund grant</li> <li>2. Use the LAHF grant to part fund the purchase six further units of temporary accommodation, with one to be prioritised for Afghan resettlement households.</li> <li>3. Seek approval from full Council to allocate £0.9m of the additional income from the Second Homes Premium (both from the County Council and District Council elements) as match funding for the LAHF grant.</li> <li>4. Give delegated authority to the Section 151 Officer, in consultation with the Portfolio Holder for Housing and Peoples’ Services, to agree the actual purchases of up to six properties (within the identified budget limits).</li> </ol>
<b>Reasons for recommendations</b>	To seek approval for the Council to accept the LAHF grant and use the grant to help acquire further homes to use as temporary accommodation
<b>Background papers</b>	<p>Cabinet October 2023 – Round 2 Local Authority Housing Fund</p> <p>Cabinet June 2023 - Purchase of Temporary Accommodation Unit</p> <p>Cabinet March 2023 – LAHF Round 1 Opportunity</p> <p>Cabinet November 2022 - Purchase of Temporary Accommodation Unit</p>

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

<b>Links to key documents:</b>	
Corporate Plan:	Meeting our Housing Need.
Medium Term Financial Strategy (MTFS)	The six homes acquired will be used for Temporary Accommodation for homeless households delivering financial savings compared to the cost of alternatives such as bed and breakfast accommodation. There will need to be a revenue repairs and maintenance budget set aside for each of the properties. The purchase of each unit will give the authority an additional non-current asset which if sold would generate a capital receipt for the authority.
Council Policies & Strategies	NNDC Housing Strategy 2021-2025 Homelessness and Rough Sleeper Strategy

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

## 1. Purpose of the report

- 1.1 This report sets out details of the Round 3 Local Authority Housing Fund (LAHF) grant that NNDC has been offered to acquire six homes to meet housing need. The report recommends NNDC accepts the grant and acquires these homes to be used as temporary accommodation (TA) for homeless households.

## 2. Introduction & Background

- 2.1 NNDC has been successful in bidding for two previous rounds of LAHF grant. In December 2022 we were awarded £205k LAHF1 to help provide one larger 4+ bed home and in June 2023 we were awarded LAHF2 of £560k to help acquire four family homes.
- 2.2 The two previous LAHF grant awards have been key in helping to deliver the Council's portfolio of TA homes. The Council now has 25 properties used as temporary homes for homeless households. The properties have been

acquired over the last eight years, at a total cost of £4.3m, but supported by £2.2m of various types of grant funding. Five of the current properties provide housing for up to 2-years for ex-rough sleepers and the remaining 20 are used as TA. Four of these TA homes are to be prioritised for Afghan resettlement households, in line with the terms of the government grant. Thus far NNDC has not accommodated any Afghan resettlement households and has used the homes as general TA.

- 2.3 Homelessness remains a major challenge in the District and the Council regularly needs to accommodate 60+ households in TA, so there is still a need for more quality temporary accommodation in order that it does not need to resort to less suitable and more expensive bed and breakfast accommodation.

### 3. LAHF3 grant

- 3.1 NNDC was invited to submit a bid for Local Authority Housing Fund Round 3 grant in January of this year and was successful in securing £588k of grant to help with the purchase of four homes (three for general TA and one to be prioritised for Afghan resettlement).
- 3.2 However, through negotiations with colleagues at the Ministry of Housing Communities and Local Government, the Council has been given permission to purchase our initial request of six homes in the LAHF grant agreement. This means the Council will receive £588k grant for six homes, but the purchases will all be exempt from Stamp Duty. This will help deliver value for money on purchases, which would otherwise have been subject to an additional cost of 5% Stamp Duty Land Tax.
- 3.3 The Council currently has a capital budget of £1.4m included in the 2025/26 capital programme to purchase TA properties. It is intended that the grant funding be used to part fund these purchases, which were previously to be funded by borrowing.
- 3.4 It is proposed, to acquire the homes as quickly as possible, to purchase six homes from the open market. Analysis on the need for TA placements shows that need is split broadly equally between singles/couples (130 placed in TA in 2023/24) and families with children (140 placed in TA in 2023/24). However the duration of stay in TA is longer for families. Therefore, both in terms of costs, but also importantly in terms of the impact on families living for prolonged periods of time in nightly paid accommodation with limited space and facilities, the biggest impact the Council can have, if acquiring more TA homes, would be to acquire family homes.
- 3.5 The LAHF grant is primarily aimed at delivering more family homes. That, together with the analysis of the future need for TA, means it is intended to use the grant to help purchase four family homes (2 or 3-bed). However, the current portfolio of homes includes very few 1-bed homes so it is also intended to purchase two x 1-bed TA homes. The current portfolio of Council-owned TA consist of:

1-beds	6 (5 for ex-rough sleepers)
2-beds	7
3-beds	9

4-beds	3
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These additional six purchases will bring the total to 31 homes, 8 x 1-bed and 23 x family homes.

- 3.6 The homes for TA need to be in localities with a reasonable range of facilities. Public transport links are particularly important, as households needing TA could have come from any part of the District and may need to maintain school, employment or family connections whilst placed in TA and may not have access to private means of transport. The availability of modern, good standard homes at a reasonable price means the largest number of current TA owned by the Council are located in North Walsham (11 homes). The remainder of homes are spread across the District - seven homes in the West (Holt, Fakenham, Briston), four homes in Central coastal (Sheringham, Cromer, Mundesley) and three in the East (Stalham, Hoveton, Ludham). The aim is to ensure that any new purchases will provide a good geographical spread of homes.
- 3.7 Any homes purchased must be modern, in good condition and with good energy efficiency standards (an EPC rating of at least C). Analysis of properties for sale shows there are homes that meet these criteria and are available at a reasonable price. It is estimated that acquiring six further homes for TA will, including legal costs and allowing for minimal repairs to bring them into use, requires a budget of around £1.5m. A budget of £1.488m for TA has already been included in the 2025/26 capital programme. This includes carry forward of £88,262 from 2024/25 yet to be approved when the outturn position is reported in July to Cabinet. Therefore, in addition to the £588k LAHF grant, Council match funding of £900k will be needed (which was previously identified as being borrowing).
- 3.7 If members agree to accept the funding, the LAHF grant will be paid in two tranches, one in April 2025 and the second/remaining grant once 80% spend of the first tranche payment has been demonstrated. The Government aims for all homes to be delivered by April 2026. Our aim would be to purchase homes and bring them into use as soon as possible to alleviate the need for other more costly and less suitable forms of meeting TA needs.

#### 4. Corporate Priorities

Providing more affordable homes in the District is in line with the Corporate Plan priority of “*Meeting Our Local Housing Need*” and specifically the aims of “*Increasing our portfolio of Temporary Accommodation to support residents in crisis*” and “*Working with national, regional and local partners to support the needs of refugees*”.

Adding to the Council’s stock of good quality TA homes helps deliver financial savings to the Council’s revenue budget, when compared to the costs of more expensive, and inferior, bed and breakfast type TA. There will additional costs associated with the maintenance of these homes, but the Council will also generate rental income from the homes.

#### 5. Financial and Resource Implications

The Council will be required to match-fund the £588k LAHF grant with an estimated £900k of mainstream funding. Cabinet have already agreed that



the additional funding that it will receive from additional Council Tax, raised from the 100% Council Tax premium on Second Homes, could be used for affordable housing and to alleviate homelessness. Therefore, this income could potentially be used to fund the purchase of six further TA homes.

Recent research commissioned by the Council from the East of England Local Government Association (EELGA), confirmed that the Council's own portfolio of TA offered better value for money than the alternatives such as nightly paid (bed and breakfast) accommodation. EELGA, in discussion with the Property Services team, also identified that within current staffing resources, the council had the capacity to manage and maintain further TA homes.

Staff resources have been identified to support the legal processes involved in the purchase of the six additional homes.

#### **Comments from the S151 Officer**

*Acceptance of the grant will reduce the need to borrow to provide the six units of temporary accommodation and therefore should be accepted. It will require match funding by the Council but this is already included in the Capital program.*

## **6. Legal Implications**

The Council is able to hold in the General Fund, and let on license, homes to be used for TA for homeless households.

The Memorandum of Understanding for acceptance of the LAHF grant has been checked by Eastlaw. The Memorandum commits NNDC to using best endeavours to meet the LAHF requirements. However, if it is unable to deliver, the Council is able to return the grant with no penalties.

Legal input will be required to ensure effective conveyancing and to identify any legal constraints on properties that are considered for purchase.

#### **Comments from the Monitoring Officer**

*This report considers the acceptance of funding for the purchase of temporary accommodation, once accepted the Council needs to use its best endeavors to comply with the LAHF requirements*

## **7. Risks**

- 7.1 The LAHF will provide grant to help the Council to provide homes for Temporary Accommodation for homeless households, with some homes prioritised for Afghan refugees. The fund aims to relieve pressure on existing limited temporary and affordable housing. The LAHF is a national scheme which will see additional funding for housing purposes in North Norfolk. There is some risk that local people in housing need might feel the Council's focus is on meeting the needs of refugees rather than existing residents and this situation would need to be sensitively managed. However, as is highlighted above, so far none of the homes the Council has purchased with LAHF grant, which were to be prioritised for Afghan households, have been used for this purpose, as the need has not arisen, and all are being used as general TA.

7.2 NNDC will be responsible for the acquisition, long-term management and maintenance of the six homes and for managing the associated financial risks, which can be summarised as:

- Risk of failing to deliver homes within target prices and costs over-running – mitigated by setting realistic budget for purchase and closely monitoring costs
- Risk of failure to deliver homes within tight timescales – mitigated by early identification of suitable homes
- Risk of purchasing homes that do not offer value for money – mitigated by requiring an independent valuation and condition survey of homes prior to purchase.
- Risk of homes incurring rising management and maintenance costs – mitigated by purchasing modern, good condition homes requiring very limited repair.

7.4 There is a reputational risk with MHCLG if NNDC fails to deliver six homes by April 2026. Initial research indicates that there are suitable homes available within the target price range. The risk can be managed by identifying suitable properties as soon as possible and being able to move swiftly to agree purchase, which will leave time to complete purchases and carry out any repairs and safety checks before the April 2026 deadline.

7.5 However, the risks of not taking the funding are:

- Risk of not meeting the housing needs of the fund's eligible households. Afghan households may still present to the Council as homeless and the responsibility for providing them with Temporary Accommodation and supporting them to find secure accommodation would remain. This would put further strain on housing and staff resources, but without the benefit of the additional LAHF homes.
- Risk the increasing use of inappropriate and expensive (nightly paid) temporary accommodation.

## **8. Net Zero Target**

Homes purchased for use as TA will need to achieve good energy standards, and improvements to heating and insulation will be undertaken where required to ensure this – the aim will be for homes purchased to have an Energy Performance Certificate rating of at least C (preferably a B) if possible to achieve this within the agreed budget. However, the addition of these properties to our estate will increase the Council's carbon footprint. This will need to be off-set in order to achieve the carbon net zero policy by 2030. As the homes purchased will be existing homes, the overall 'community' emissions will not increase as a result of purchases.

## **9. Equality, Diversity & Inclusion**

One of the homes will be prioritised for use as resettlement temporary accommodation for Afghan refugee households. Long-term, all the homes would be available to households on the Council's housing list as temporary accommodation. Therefore, there are not considered to be any negative impacts on EDI.

## **10. Community Safety issues**

The Council will work with partner agencies to ensure the safety of households accommodated in these properties.

## **11. Conclusion and Recommendations**

- 11.1 If NNDC takes up the offered Round 3 LAHF funding, this would help fund six additional properties to be used as Temporary Accommodation for homeless households. One of the six homes would initially be prioritised to resettle Afghan households.
- 11.2 NNDC have a capital budget of £1.488m (subject to approval of the carry forward of £88k underspend in 2024/25 in the outturn report in July) to purchase properties for Temporary Accommodation. The Council will collect, for the first time, additional council tax income from charging a Second Homes Council Tax premium (there will be both district council and county council shares of the additional income) which could be used as the match funding element for these purchases. The purchase of six further homes will bring the total number of properties held to 31.
- 11.3 It is recommended that Cabinet:
- Agree to accept the £588,000 of Local Authority Housing Fund grant
  - Use the LAHF grant to help fund the purchase six further units of temporary accommodation, with one to be prioritised for Afghan resettlement households.
  - Seek approval from full Council to allocate £0.9m of the additional income from the Second Homes Premium (both from the County Council and District Council elements).
  - Give delegated authority to the Section 151 Officer, in consultation with the Portfolio Holder for Housing and Peoples' Services, to agree the actual purchases of up to six properties (within the identified budget limits).

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<b>Coastal Management – Budget for reactive coastal works</b>	
<b>Executive Summary</b>	<p>The existing Coast Protection budget is for the maintenance and repair of coast protection assets. It is increasingly called upon to meet the costs of miscellaneous other coastal-related issues, as, at present there is no specific budget for such works. Cliff-related works includes both reactive works, as required following a cliff slip, such as closure of accesses, signage, etc, and planned works, such as maintenance of routes between the clifftop and the coastal defences below. When these works are required, identifying an appropriate budget can be time-consuming and subject to debate, as each service area already has its own tight budgetary constraints and these works often sit between assets which are the responsibility of Coastal Management, NNDC Assets, Property Services or Leisure Services.</p> <p>This report proposes that a budget is established specifically for reactive works, which council services can request access to, but which sits within and is overseen by the Coastal Management team, which is where the technical expertise and oversight of such works resides.</p>
<b>Options considered</b>	<p>The following options have been considered:</p> <ol style="list-style-type: none"> <li>1) The establishment of a dedicated reactive works budget, which rests with the Coastal Management team, but which is separate from any existing budgets. - <i>This is the recommended option.</i></li> <li>2) No specific budget is identified, and business continues as usual. - <i>This option is not recommended as it will not facilitate effective timely responses to issues as they arise or provide clarity over budget position.</i></li> </ol>
<b>Consultation(s)</b>	<p>Portfolio Holder for Coast Director for Place and Climate Change CLT</p>
<b>Recommendations</b>	<p>Recommend to Council: The establishment of a dedicated cliff works budget, overseen by the Coastal Management department, and separate from any existing budgets.</p>
<b>Reasons for recommendations</b>	<p>By establishing a dedicated budget for cliff related works, the ambiguity surrounding remedial and emergency works is removed, allowing such issues to be addressed in a timely manner. This new budget provision, which any service area needing cliff related works completed can request access to, should be the responsibility of the Coastal Management team, due to the existing expertise within the team and better ability to align and co-ordinate any necessary spend.</p>

<b>Background papers</b>	N/A
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<b>Wards affected</b>	Coastal, Sheringham South, Sheringham North, Beeston Regis and The Runtons, Cromer Town, Suffield Park, Poppyland, Roughton, Mundesley, Bacton, Happisburgh
<b>Cabinet member</b>	Cllr Blathwayt, Portfolio Holder for Coast
<b>Contact Officers</b>	Tamzen Pope Coastal Engineering Manager <a href="mailto:Tamzen.pope@north-norfolk.gov.uk">Tamzen.pope@north-norfolk.gov.uk</a>  Fiona Keenaghan Assistant Coastal Engineer <a href="mailto:Fiona.keenaghan@north-norfolk.gov.uk">Fiona.keenaghan@north-norfolk.gov.uk</a>

<b>Links to key documents:</b>	
Corporate Plan:	Investing in our local economy & infrastructure  A strong responsible & accountable Council
Medium Term Financial Strategy (MTFS)	This is proposed to be a more efficient way of allocating budgets; it need not lead to an additional cost.
Council Policies & Strategies	Corporate Plan 2023-2027 Climate Impact Assessment Tool

<b>Corporate Governance:</b>	
Is this a key decision	Yes
Has the public interest test been applied	No
Details of any previous decision(s) on this matter	N/A

## 1. Purpose of the report

1.1. This paper proposes the establishment of a budget to fund, and be used primarily in two distinct ways:

1) for reactive works, such as for clearance of cliff failures onto NNDC's assets, remedial works to and clearance of cliff material from access steps and ramps, closures and re-openings of NNDC assets when effected, erection of warning signage, and in other matters as and when necessary; and

2) maintenance of cliff accesses, such as steps and ramps down from the clifftop to the beach or promenade.

- 1.2 Overall, the intention is that this budget would be available for miscellaneous (but reasonably frequent and often predictable) coastal-related matters that are in addition to coast defence maintenance and repair.

## 2. Introduction & Background

- 2.1. North Norfolk's cliffs are composed of sands, gravels, silts and clays and have been eroding during the thousands of years since the last ice age. These cliffs 'slip', either through large collapses at irregular intervals caused by the action of the waves or rainfall, or through a slow continuous slumping as waterlogged cliffs are dragged down by their own weight. From Weybourne to Happisburgh, there are several notable and many smaller cliff slips each year, some of the larger of which make it into local and national news. Whilst many of these cliff slips are in areas where no action is required, and the material is dispersed gradually by the sea, some slips take place in locations where reactive actions need to be undertaken as a result of fallen cliff material or the safety risk to the public.
- 2.2. These cliff slips cause a myriad of problems which need to be rectified, from causing damage to defences such as revetments and groynes, blocking accesses to and from the beach, and emergency closures of NNDC and other private assets. However, there is no dedicated budget for paying for these works.
- 2.3. Whilst any damage to defences is covered by the Coastal Management 'Coastal Defences' budget, the other effects of and responsibilities resulting from cliff slips are often outside the remit of any existing NNDC budgets. As such, it is proposed to establish a reactive coastal works budget that will set aside funds where they are needed, in reaction to coastal related matters that fall outside of repairs and maintenance responsibilities.

## 3. Proposals and Options

- 3.1. This report seeks authority to establish a dedicated budget for funding reactive works i.e. cliff related works. Options considered are described below.

### Options

- 3.2. Option 1 – The establishment of a dedicated revenue based, reactive coastal works budget, to be the responsibility of the Coastal Management Team, and separate from any existing budgets. ***This is the recommended option.***

By establishing a dedicated budget for reactive works i.e. cliff related, the questions of ownership and budget identification for remedial and emergency works is removed. Suitable reactive and, where appropriate, preventative works can take place in a timely manner, in the knowledge that the budget (and budget holder) is identified and available. This new budget is proposed to be the responsibility of the Coastal Management Team, as the technical expertise sits within the team.

- 3.3. Option 2 – No budget is identified, and business continues as usual. ***This option is not recommended.***

The existing issues will continue to be problematic, namely problems with identifying which budget should pay for reactive works, potentially delaying them. Similarly, accesses which sit in the 'grey area' between the sea defences and the cliff top will continue to go unfunded and unmaintained.

#### **4. Corporate Priorities**

- 4.1. This report is linked to the Corporate Plan priorities: INVESTING IN OUR LOCAL ECONOMY & INFRASTRUCTURE, A STRONG, RESPONSIBLE & ACCOUNTABLE COUNCIL, PROTECT AND TRANSITION OUR COASTAL ENVIRONMENTS ('Continuing our programme of investment in coastal and resort infrastructure and amenities, building on the progress made in recent years'), and EFFECTIVE AND EFFICIENT DELIVERY ('Providing services that are value for money and meet the needs of our residents').

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

- 5.1. The most significant implication is the budget itself: A budget of £125,000 is proposed.
- 5.2. Given that the necessary works already take place from existing budgets, there may be commensurate in-year savings if these are in future to be paid for out of the proposed new budget. Aside from the budget requested within this report, the only further significant additional resource implications relate to staffing. However, having this dedicated budget will remove the need for staff to spend time ascertaining which department is responsible for the above-mentioned cliff-related works prior to commissioning them and may well save staff time. As such, it is possible that the existence of this budget may reduce required staffing resource related to cliff related works.

##### **Comments from the S151 Officer:**

*No comments received*

#### **6. Legal Implications**

- 6.1. This proposal seeks a dedicated budgetary provision for reactive works, including cliff related matters, such as cliff slips. As such, there are no specific legal implications to consider. The legal considerations relating to works themselves will be addressed in any future report seeking authority to undertake said works.

##### **Comments from the Monitoring Officer**

*No comments received*

#### **7. Risks**

Please refer to the table below of the risks associated with the decision of a cliff budget being assigned or not.



<b>Risk</b>	<b>Likelihood</b>	<b>Mitigation</b>
No budget being identified	Medium	Seek Cabinet approval.
Injury to members of the public due to cliff material not being removed from promenades and assets	High	Removal of cliff material on promenade and assets.
Injury to members of the public due to cliff material on promenades and assets and the area not being closed off	High	Close off necessary areas
Injury to members of the public due to inadequate accesses due to lack of maintenance of accesses	High	Repair works to assets
Reputational damage to the Council due to not dealing with cliff material on assets	High	Removal of cliff material on promenade and assets.
Further deterioration of assets due to lack of maintenance	Medium	Available budget to complete the necessary repair works and/or closures
Members of public clearing slip material	Low	NNDC complete the clearing of the slip
Catastrophic failure of a cliff	Medium	Separate budgets would need to be identified

## **8. Net Zero Target**

- 8.1. Climate change has led to increased frequency of coastal erosion related issues, such as cliff slips. This report is focused on the provision of a specific budget to be used to address reactive issues that result from these climatic changes, and other factors. This budget would not be used for routine maintenance e.g. groynes repairs, as this is funded from the Coast Protection budget.
- 8.2. In relation to the Council's Net Zero aspirations and based on findings from the Climate Impact Assessment Tool, the establishment of budget will facilitate better planning and more efficient management of reactive or preventative works. This will allow smarter logistics planning to minimise transportation emissions relating to delivery and removal of machinery on site. This will result in slight reductions of emissions due to planning works accordingly with tide and a more joined up approach to carrying out works in nearby locations.
- 8.3. Further mitigations can potentially be achieved by using manual labour, where possible, to reduce machinery use.
- 8.4. Hard coastal engineering works naturally have high carbon emissions. Due to working conditions further decarbonisation solutions are very challenging and require significant foresight on procurement processes and significantly increased financial spend.

## **9. Equality, Diversity & Inclusion**

- 9.1. There are no implications related to discrimination and the Council's Equality, Diversity & Inclusion Strategy as a consequence of the decision being proposed.

## **10. Community Safety issues**

- 10.1. The allocation of a reactive budget will allow the effectiveness of the works to be implemented thus reducing the potential safety issues that could present to communities. This budget will allow a quick reaction to cliff slips in regard to closures and/or damage to cliff assets that could otherwise result in a safety implication to communities.

## **11.0 Conclusion and Recommendations**

- 11.1 There is a need for a dedicated reactive coastal works budget to ensure the Council is providing the most effective and efficient service to stakeholders, communities and users of coastal areas. Assigning this budget will improve the effectiveness and efficiency of cliff-related works (both reactive works and planned/preventative works), and works will be completed in a timely manner.
- 11.2 The works will be covered within the existing Small Works Measured Term Contract (SW MTC).
- 11.3 It is recommended that Cabinet resolves to:

### **Recommend to Council:**

- A. The establishment of a dedicated reactive coastal works budget (£125k), administered by the Coastal Management Team.**

<b>Coast Protection Works at Overstrand</b>	
<b>Executive Summary</b>	<p>Some parts of the sea wall at Overstrand have reached the end of their useful life and now these need to be replaced with new sections to improve the overall protection to the cliffs.</p> <p>This report sets out the works that are needed to improve the sea wall defences and protection of the cliffs. It outlines the expected costs of doing this, outlining the options considered and the likely implementation timescales.</p>
<b>Options considered</b>	<p>1.1 Option 1. Continue with regular repair and maintenance, utilising NNDC's coastal repair and maintenance budget. <i>Not recommended.</i></p> <p>1.2 Option 2. Extensive refurbishment along the Overstrand frontage, with sheet pile and concrete for the full 600m length of the existing seawall. <i>Not recommended.</i></p> <p>1.3 Option 3. Do nothing except manage public health and safety obligations. <i>Not recommended.</i></p> <p>1.4 Option 4 More limited, targeted works at the specific locations of the greatest immediate known structural concern on the Overstrand sea wall. <i>Recommended.</i></p>
<b>Consultation(s)</b>	Portfolio Holder for Coast
<b>Recommendations</b>	<p>That Cabinet recommend to full Council that it approves the required works to the Overstrand sea wall (option 4 of this report at paragraph 3.9) and that £1.280m be added to the Capital Programme for 2025/26 for this scheme and that this be funded by £0.245m of capital receipts, £0.386m of grant funding if able to obtain grant funding and the balance from borrowing.</p> <p>That Cabinet agree an option (from options 1 to 4 as outlined in the table at paragraph 1.5 of Appendix A) to reallocate existing scheme budgets to reduce the level of overall borrowing if it is minded to do so.</p> <p>That Cabinet recommend to full Council that the scheme be funded by up to a maximum of £1.035m of borrowing depending on which option it would like to agree. It should be noted that the Council may be able to access grant funding (c. £0.386m) for this scheme and if successful it is proposed that the level of borrowing be reduced to £0.649m.</p>

	That Cabinet approve that delegated authority be given to the Assistant Director for Sustainable Growth, in consultation with the portfolio holder for Coast, to procure, design and deliver the scheme, together with the development of any applications for external funding or necessary consents.
<b>Reasons for recommendations</b>	To ensure appropriate measures are taken in a timely manner to maintain the integrity of the sea wall at Overstrand for as long as is feasible in the circumstances and in accordance with the Shoreline Management Plan.

<b>Wards affected</b>	Poppyland
<b>Cabinet member(s)</b>	Cabinet Member for Coast
<b>Contact Officer</b>	Robert Young, Assistant Director for Sustainable Growth

<b>Links to key documents:</b>	
Corporate Plan:	Protect and transition our coastal environments <ul style="list-style-type: none"> <li>Realising opportunities of external funding to secure a sustainable future for our coastal communities through transition and adaptation responses</li> <li>Continuing our programme of investment in coastal and resort infrastructure and amenities, building on the progress made in recent years</li> </ul>
Medium Term Financial Strategy (MTFS)	The proposed scheme will require funding, which will be largely through borrowing, which will result in a cost to the council tax payer of interest charges and a minimum revenue provision. This will not have been accounted for in the MFTS
Council Policies & Strategies	Kelling to Lowestoft Hard Shoreline Management Plan (adopted August 2012) <a href="#">Overstrand 6.06   Shoreline Management Plans</a>

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

## 1. Purpose of the report

- 1.1 This report sets out the case for a scheme to improve the sea wall in Overstrand. The sea wall plays an important role in defending the toe of the cliff from erosion by the sea in this locality; it is vital also to maintaining access to the beach. The condition of the sea wall has deteriorated and needs investment to improve sections of it so that it is fit for purpose and this

report sets out the case for providing the necessary budget to enable this to progress.

## 2. Introduction & Background

2.1 Overstrand's soft cliffs are protected at their toe by a sea wall, which also acts as a walkway (promenade), on which the England Coast Path passes. This sea wall comprises a series of integrated concrete defences which, as beach levels have dropped, have become significantly undermined in several places. As a result of the undermining, they have sustained at least two major (reflective) fractures from top to bottom. The steel sheet piles which form the base of the seawall have become severely degraded, and in places the sea has penetrated through the corroded sheets undermining the structure above.

2.2 The Shoreline Management Plan (SMP) adopted in 2012 ([Overstrand 6.06 | Shoreline Management Plans](#)) states that:

*"The long term plan for this frontage is to allow the coast to develop naturally. The eroding cliffs provide sediment inputs to the wider area and are therefore strategically important to wider Shoreline Management Plan objectives. The approach will support continued natural functioning of the cliff ecology, which is internationally important and protected. Whilst there is insufficient justification for new defences, a gradual and managed approach will allow time for longer term adaptation of the built environment and community assets."* (report author's underlining)

2.3 The SMP policy has been to 'hold the line' up until 2025, however, in recognition that the failure of the defences at Overstrand would have a significantly detrimental impact (on individual properties, on the wider community and the local economy on which it is reliant) the policy from 2025 allows for 'managed realignment', stating:

*"Where protection is currently provided by coastal defence structures that might be maintained or repaired if funding allows but not replaced if they fail or reach the end of their design life." [sic]*

2.4 The SMP includes an action for this unit, to:

*"Develop a longer term adaptive transition approach with timescale informed by strategic studies and assessments".*

The narrative of the main document for this frontage (up to 2025), states:

*"The policy option for the next twenty years is to continue to protect the village frontage through initially undertaking regular maintenance of the existing defences and repairing them when areas are damaged, where it is economical to do so. This is a hold the line policy option.*

*In parallel, however, investigations will be undertaken to identify technical options and establish an appropriate package of social mitigation measures, in preparation for the transition to the medium to long term policy option of managed realignment. Only when such adequate mitigating social measures are identified to limit the impact on the lives of individuals and the community, would the change to a managed realignment policy option be implemented. (report author's underlining)*

- 2.5 Therefore the proposed action is now to undertake works to improve the overall sea defences by replacing parts of the sea defences. These improvement works if done now will 'buy time' for the 'package of social mitigation measures' to be developed. The SMP does not bring with it any assurance of funding for either the engineering works or the social mitigation, however, the opportunity for the latter, to some extent, is now available via the Coastal Transition Accelerator Programme (CTAP, branded locally as Coastwise) and any future consequential changes in government policy and approach this might influence.
- 2.6 The CTAP is intended to begin to develop coastal adaptation solutions in scenarios such as this, where in the medium to long term, coastal change will have inevitable consequences. Such approaches are however not yet locally or nationally developed and, in order to do so, it is important to ensure there is sufficient time for community adaptation to take place. Whilst it is technically feasible to do so, maintaining the defence structures in a timely manner is therefore important; although this is clearly expensive and the CTAP funding cannot be used to fund coast protection measures. Important lessons from the former NNDC Coastal Pathfinder programme (2010 – 2012) demonstrated that for meaningful conversations about longer-term adaptation to take place with those whose properties are at risk, it is vitally important to provide reassurance that short term measures are being taken to safeguard their interests.

### **3. Proposals and Options**

- 3.1 Various options, aimed at ensuring the seawall remains effective in protecting the toe of the cliff from erosion, have been evaluated and a project group of officers from all relevant departments has been created to develop and implement suitable solutions to the multiple issues this coastal frontage faces, which include coast protection works; cliff stability; access issues; public safety; and coastal adaptation.
- 3.2 The costs of the possible engineering works have been estimated, and opportunities for external funding have been assessed. External expert technical advice has been provided around the opportunities for such a scheme to attract government Flood and Coastal Erosion Risk Management Grant in Aid (FCERM GiA) from the Environment Agency. In devising the recommended scheme, a balance has had to be struck between what is likely to be permissible under the SMP policy, what is likely to be achievable within the budget constraints of the Council, and what is likely to be forthcoming through GiA.
- 3.3 The poor condition of part of the sea defences means the timing of the works is critical. The works should be considered urgent and a suitable programme developed, ideally securing the sea wall before the next winter storm season because of the harsh environmental conditions for such work, and also because winter working will add significantly to the cost.
- 3.4 The Council currently holds a marine licence (with discharge conditions) within the relevant area, to undertake works such as set out in this report. This licence expires on 3 July 2028. It is not anticipated that planning permission or other consents will be needed.

- 3.5 The options listed below provide an outline of varying levels of interventions considered; within each, the likelihood of meeting the objectives is outlined.
- 3.6 Option 1.  
Continue with regular repair and maintenance, utilising NNDC's coastal repair and maintenance budget. This financial year, £116,094 has been spent on coastal works in Overstrand, out of a total budget of £300,000, for which there is huge demand across the whole NNDC coastal management frontage. This value of spend at Overstrand is likely to double before the end of this financial year. This budget is barely sufficient for routine works and using it in one location would jeopardise deteriorating coastal assets elsewhere. Such a small level of investment would mean the risk of failure at Overstrand will remain. This option is not therefore recommended.
- 3.7 Option 2.  
Extensive major refurbishment along the Overstrand frontage, with sheet pile and concrete for the full 600m length of the existing sea wall. The indicative cost of this is £6 million, including 20% design cost and 60% optimum bias. A potential reduction in repair and maintenance demand for 5-10 years would result, subject to weather, it would be likely to comprehensively fulfil the project objectives. This is clearly a relatively major scheme, the implementation of which would incur significant delays (during which the frontage would be at risk). It is a high-cost option which would most likely attract a relatively small amount of external funding (GiA). This option is not therefore recommended.
- 3.8 Option 3.  
Do nothing except manage public health and safety obligations. This would lead to a high risk of failure of the sea wall, affecting beach access in the short term, with gradual further deterioration of the wider coast protection assets locally, exposing the cliff to damaging erosive processes. This would rapidly impact on the recreational and other benefits of the village, property and the local economy. This option is not therefore recommended.
- 3.9 Option 4  
Carry out targeted works at the specific locations of the greatest immediate known structural concern on the Overstrand sea wall. These limited works would entail steel sheet piling and concreting at the sea wall toe, undertaken over 2 x 150 metre frontages at the north-western and south-eastern beach accesses. The estimated cost of this option is £1.280m (details can be found in Appendix 1 to this report). It should be noted that they include 20% fee and 60% optimism bias (OB). At this stage, with costs being estimated, this level of OB is considered prudent (and indeed necessary for making a case for GiA). This option provides the benefits of extending the life of the sea wall defences in the most cost effective way and will allow time to develop a package of social mitigation measures. This scheme is within the realms of affordability and will most likely attract a reasonable Grant in Aid sum. This option is therefore recommended.
- 3.10 Option 4 is the **recommended approach**, the rationale for which can be summarised as follows.
- It would be able to be delivered relatively expeditiously.
  - To delay the impacts that would result from the further failure and inevitable premature loss of a major coastal defence asset at Overstrand, by extending its effective life.

- To implement the SMP policy for the Overstrand village frontage.
- To maintain coastal erosion protection at Overstrand, to provide more time to facilitate adaptation measures in response to the predicted impacts of coastal and climate change.
- Preserve the recreation, leisure and economic value (tourism) of the Overstrand frontage, including beach access and beach huts.
- Maintain the historic and visual amenity and character of the Overstrand frontage.

### 3.11 **Partnership Funding (PF) calculator/GiA for option 4**

A review of the funding potential for the preferred option was commissioned by RPA (consultants), following their prior consideration of the whole range of options, in January 2025. This indicated there was considerable potential Flood and Coastal Erosion Risk Management Grant in Aid (FCERM GiA) funding, through application of a Partnership Funding (PF) calculator. This was based upon the estimated cost of works set out in Appendix 1 and included an allowance for fees and a 60% optimism bias. The percentage of potential FCERM GiA funding is higher, at 30% of the scheme cost for this option, in comparison to 18-19% for Option 2.

- 3.12 It is recommended that any application for grant is made under an urgent works procedure, immediately following full Council approval. This will inform the EA that urgent works are needed, following which the Council will be expected to submit a short form Outline Business Case (OBC) (which can most likely be completed in-house). It is suggested that procurement for design works commence in parallel with the OBC. Assuming the grant application is successful, it should be noted that it is probable that there will be considerable delay before payment is made.

### 3.13 **Programme**

Were the scheme to be approved, the cautiously estimated, implementation timescale will be as follows.

- Consultant tendering process can start as soon as approval has been given and once the scope is agreed. Depending on the procurement route (see below) and the scope of the approved approach, the instructions to tenderers etc. could be drafted by the end of March.
- Request responses from tenderers within **6-8 weeks**
- Tender evaluation – around **one week** from receipt of the tender submissions.
- Tendering stand still period – minimum **eight working days** (if above the threshold)
- Contract award – dependent on legal support but this could be done within **two weeks**.
- Contract start – within **two weeks** of award
- Consultant Contract duration – will depend on the tender returns. Could be up to **six months** bearing in mind ground investigations will most likely need to be undertaken, followed by detailed design and production of construction tender documents (although efforts will be made to ensure this is kept to a minimum).
- Once the outputs are reviewed, the procurement process will need to be repeated to procure a contractor to undertake the works.



3.14 Clearly such works are more easily (and quickly/efficiently) undertaken outside the main (winter) storm season. In all likelihood, it will not be possible to commence works on site until at least autumn 2025, so considerable risk has to be recognised, which might be managed/mitigated by phasing the works.

3.15 **Procurement**

It is highly probable that work of this nature could be undertaken by local contractors so many procurement options exist. Consultancy services to undertake any site survey/investigation, followed by designing solutions and drafting the contract brief (and potentially managing the works) would be openly procured, but a procurement framework or 'direct purchasing system', could be utilised. The cost differential for the various procurement options will be assessed and the most advantageous approach adopted; however, the overall cost estimates for the proposed scheme do include professional fees. The recommendation seeks to delegate authority for procuring the works to ensure any delays are minimised.

3.16 **Finance**

3.17 A Summary of indicative potential funding sources for option 4 capital works is given in the Appendix A to this report. This shows the anticipated level of grant funding and the projected budget shortfall. Other sources of funding (including grants and local contributions) will continue to be explored. It is suggested that the capital receipts funding for an existing capital budget (Coastal Adaptations (Cliff Protection)) be used to part fund the scheme, with the remaining shortfall funded by borrowing, as there are no other funding sources available unless a grant funding application is successful.

4. **Corporate Priorities**

4.1 The following Corporate Plan objectives are relevant to the proposed course of action:

*Protect and transition our coastal environments*

- *Realising opportunities of external funding to secure a sustainable future for our coastal communities through transition and adaptation responses*
- *Continuing our programme of investment in coastal and resort infrastructure and amenities, building on the progress made in recent years*

5. **Comments from the S151 Officer**

*The scheme should be approved if the Council want to 'buy time' to develop a package of social mitigation measure. However the funding of the scheme will be through borrowing with the possibility of some grant funding which would reduce the overall level of borrowing required. There are some options to reduce the level of funding if Members are willing to reallocate budgets from other coastal works (as laid out in paragraph 1.5 of Appendix A). However this would significantly reduce the Council's ability to move swiftly in addressing any other coastal issues as there would be no approved budget. I would recommend that*

*Members only consider Options 2 or 3 of the possible budget reallocations.*

## 6. Comments from the Monitoring Officer

*The options considered to improve the sea wall range from doing the minimal amount to address health and safety obligations only, to a full refurbishment. The recommendation – option 4 – is for more targeted works. Various funding options are outlined, but if none are considered suitable, and/or if grant funding is not successful, there may be increased borrowing: the cost of which and making repayment will need to be considered. If works are to be carried out, the timing is detailed as relevant regarding urgency and cost factors.*

## 7. Risks

<b>Risk</b>	<b>Commentary/Consequence/mitigation</b>
Failure of sea defences before works have begun	Rough seas, particularly storms from a northerly direction, especially coupled with high tides, can have a damaging impact on the coast by reducing beach levels and exposing vulnerable areas of the sea wall. Clearly these could occur at any time and there is no effective mitigation. It is crucial that the proposed repair works are undertaken as soon as possible.
Winter working	A scheme such as that proposed is best undertaken at when daylight working is maximised and stormy weather is less likely/frequent. Any delays in implementing the scheme will push it further away from the ideal working window. Winter working will lead to the works taking longer and being more expensive, and risk further failure as a result of stormy weather. Expediting processes to ensure work can start as soon as possible will help mitigate this risk. Failure to complete the scheme before winter might be managed by phasing the scheme, ensuring the most vulnerable areas of the sea wall are secured first of all, with the others perhaps following on after the winter has passed.
Public safety	Deteriorating condition of the sea wall will lead to greater risk to the public (users of the promenade/beach either on/in the vicinity of the degraded sea wall/promenade and linked coast protection structures owned by NNDC, with consequential liability for the Council. This can be mitigated by monitoring the condition of the assets, and any hazards posed, and managing public access in their vicinity accordingly. Expediting the implementation of the scheme will help to manage this risk.
Resources	The timely and successful implementation of the

	<p>scheme will depend not only on the availability of finances but on availability of suitable NNDC staffing, consultants and contractors. NNDC staffing resource (for procurement and technical coastal and project management roles) will need to be planned for, nevertheless, the scheme's timely delivery will rely on the availability of suitable external consultants and contractors, which will need to be procured as soon as possible. The project plan suggests that the procurement procedures are undertaken in parallel with funding bid drafting. The 60% optimism bias is believed to help mitigate any resource constraints by providing suitable budget headroom.</p> <p>Whilst the Cromer and Mundesley scheme is nearing completion, thus potentially freeing up internal staff resources, the impact of weather events or other unplanned for or urgent works elsewhere, contributes to this risk.</p>
<p>Unaffordable scheme cost due to inflation (or other unexpected occurrences)</p>	<p>The cost estimates include an optimism bias (OB) of 60%, which is deemed essential at this early stage in the scheme's development. This should allow sufficient headroom for any substantive cost increases. Significant delays in commencing the scheme, especially if they necessitate winter working, may not be mitigated by this OB allowance.</p>
<p>Ability to attract Grant in Aid (GiA) funding</p>	<p>A reasonable proportion of GiA has been predicted for the recommended option on the basis of technical analysis and relevant consultations undertaken, however it is not guaranteed; neither is the timing of any GiA payment known (were such an application to be successful). The amount of GiA may be lower than predicted or may not be awarded at all.</p> <p>There is presently a typical wait of twelve months for approval of (grant aided) spending on detailed design and tendering. Awaiting an outcome would thus push a potential start date for on-site works at Overstrand into the 2026-2027 financial year, with a commensurate increase in costs (and risks) over this timeframe.</p> <p>It is recommended that a short form Outline Business Case (OBC) be submitted for FCERM GiA funding in parallel with progress on detailed design and tendering of the proposed works.</p> <p>There will be a need to ensure sufficient funds are available to cover the entire scheme cost, in the event that GiA is not forthcoming. The costs</p>

	(e.g. interest) of any delayed GiA payment (were such an application to be successful) will also need to be covered by the budget for the recommended scheme.
Borrowing costs	The costs of borrowing (interest) to fund the capital scheme (or the opportunity costs of savings, were it to be funded from reserves) will need to be accounted for. Clearly interest rates could change, so informed estimates for this will need to be made.
Cliff slips	<p>The cliffs along the entire Overstrand coastal frontage, including those behind the sea wall, are unstable and prone to slumping, sliding and erosion, particularly when the water content is high. A cliff slip in the vicinity of the recommended works may lead to delays and/or increased costs or complications.</p> <p>Frequent monitoring of this frontage is undertaken, especially of the most active cliff areas, although unforeseen slips can occur, and this occurrence cannot be mitigated.</p>
Failure to implement the recommended scheme	Failure to act would lead to the imminent loss of a major coastal asset at Overstrand, exacerbating erosion along the Overstrand coastal frontage, impacting residential, business and community assets. This would detrimentally impact upon the recreation and tourism value of the Overstrand promenade, including beach access and beach huts as well as the amenity value of the Overstrand frontage, in advance of any adaptation plan being implemented.
Timescales: Procurement/Resourcing	The route to procurement needs to be determined, both in terms of initial consultancy support with detailed design (which may also require ground investigation) and production of construction tender documents and subsequent procurement of construction works. Timescales are very much dependent upon the procurement route used. In addition, demands on NNDC's Coastal Management professionals are high, being still engaged in the Cromer and Mundesley Scheme as well as a full pipeline of ongoing repair and maintenance works.
Timescales: Marine Management Organisation (MMO) Marine Licence and Additional Consents	<p>NNDC has a MMO marine licence in place until 3 July 2028, for the repair and maintenance of existing sea walls and toe piling repair and maintenance. This is subject to meeting a limited number of conditions, at least six weeks before commencement of licensed activities.</p> <p>Requirement for planning permission or other</p>

	consents would also need to be determined and sufficient timetables/costs be built in to mitigate for potential delays.
Timescales: Shoreline Management Plan Action Plan and Implementation of Adaptation Plan	The proposed works to the Overstrand sea wall are based upon providing time for developing a longer-term adaptive transition approach to be implemented at Overstrand. This is in line with the Shoreline Management Plan Action Plan for the Overstrand frontage. Without capital coast protection works, there is the possibility that there may be a move towards a more reactive management approach having to be utilised, operating over a much shorter timescale, due to sea wall/promenade failure and resultant cliff top landwards transgression/coastal slope movement.

## 8. Net Zero Target

An initial appraisal of the likely climate and environmental impacts has been undertaken using the climate impact assessment tool.

Works such as those proposed will utilise materials with unavoidable embedded carbon, and during the implementation of the scheme, emissions will be inevitable. Based on a very high-level early-stage assessment, using information relating to similar government schemes, the following formulae might be applied.

- During construction: 5 tonnes of carbon dioxide equivalent per £10K scheme cost
- Lifecycle: 10 tonnes carbon dioxide per £10K cost

Using this, appendix 1 (which gives the scheme cost estimates) shows the indicative estimated total emissions. This is an indicative figure only, commonly used at the earliest stage of such project submissions.

It is unlikely that alternative plant/materials could be used to complete the proposed works in such a way as to significantly reduce emissions given the specific requirements for working in the marine environment and the likely budgetary constraints. These matters will be addressed as far as possible in procurement processes.

The proposed refurbishment of the Overstrand sea wall will 'buy time' for a 'package of social mitigation measures' to be developed, as referenced in the Shoreline Management Plan (SMP), Overstrand 6.06 unit, adopted in 2012. This will help ensure the whole settlement of Overstrand remains sustainable in the long term and does not unduly experience the adverse impacts of coastal change and blight. The quantum of emissions avoided by delaying the loss of property cannot be estimated.

Improving the condition of the Overstrand sea wall through the proposed refurbishment, will obviate the need for multiple, frequent smaller works over a longer time period, with additional increase in greenhouse gas emissions.

Wherever feasible materials will be reused as part of the scheme and waste materials will be utilised/recycled.

**9. Equality, Diversity & Inclusion**

The contents and recommendations of this report have no impact upon the Council's [Equality, Diversity & Inclusion Strategy](#) or obligations.

**10. Community Safety issues**

The contents and recommendations of this report will lead to a means by which potential future public safety concerns might be avoided or mitigated, e.g. by suitably securing the structural integrity of the sea wall.

**11. Conclusion and Recommendations**

Given the importance of ensuring the timely refurbishment of the coast defences at Overstrand, it is considered necessary to establish a capital budget and to commence the scheme as soon as possible.

**That Cabinet recommend to full Council that it approves the required works to the Overstrand sea wall (option 4 of this report at paragraph 3.9) and that £1.280m be added to the Capital Programme for 2025/26 for this scheme and that this be funded by £0.245m of capital receipts, £0.386m of grant funding if able to obtain grant funding and the balance from borrowing.**

**That Cabinet agree an option (from options 1 to 4 as outlined in the table at paragraph 1.5 of Appendix A) to reallocate existing scheme budgets to reduce the level of overall borrowing if it is minded to do so.**

**That Cabinet recommend to full Council that the scheme be funded by up to a maximum of £1.035m of borrowing depending on which option it would like to agree. It should be noted that the Council may be able to access grant funding (c. £0.386m) for this scheme and if successful it is proposed that the level of borrowing be reduced to £0.649m.**

**That Cabinet approve that delegated authority be given to the Assistant Director for Sustainable Growth, in consultation with the portfolio holder for Coast, to procure, design and deliver the scheme, together with the development of any applications for external funding or necessary consents.**

## Cabinet Report Coast Protection works at Overstrand: Appendix 1

### Summary of indicative potential funding sources for capital works (option 4)

- 1.1 The following table illustrates the estimated scheme cost and how it might be funded. The figures are based on initial analysis of the likely scheme costs, including an allowance for fees. Because the estimates were made based on many uncertainties - the scheme designs have not been prepared at this early stage and tenders have yet to be sought - a significant allowance (60%) has been made for optimism bias (OB) which essentially provides headroom for matters that have not yet been costed in detail, or for costs that might increase.
- 1.2 The costs should be considered indicative and are shared here in order that sufficient budgetary provision is made. They show the anticipated budget envelope and potential grant award but it should be noted that the actual scheme costs and grant may vary from this.

<b>Capital Expenditure</b>	<b>Amount £m</b>
Total Estimated Scheme Cost (including fees and 60% optimism bias)	<b>£1.280</b>
<b>Funding</b>	
External Grant - Potential FCERM GiA	£0.386
Capital Receipts - Use of funding set aside in the Capital Programme for Coastal Adaptations (Cliff Protection) in 2024/25	£0.245
<b>Total potential funding</b>	<b>£0.631</b>
Anticipated shortfall to be funded by borrowing	£0.649

- 1.3 The table above shows the total estimated capital cost of this scheme will (**£1.280m**) It is proposed that the existing Capital Budget in 2025/26 for Coastal Adaptations (Cliff Protection) that has not been spent in 2024/25 be carried forward and reallocated to this scheme. Also an application will be made to secure Flood and Coastal Erosion Risk Management (FCERM) Grant in Aid (GiA) be made to contribute to as much of the cost as possible. Therefore the scheme will be funded by capital receipts of £0.245m, borrowing £0.649m and by applying grant funding of £0.386m. If grant funding cannot be secured then the total funding will be by borrowing, i.e. £1.035m
- 1.4 Another Capital Budget that could be utilised is the Coastal Management Budget for 2024/25. This budget of £342k has not been spent in 2024/25. It is for an annual programme of coast protection and related works. Again as with the above budget this could be carried forward and reallocated to this scheme. This would leave a Coastal Management Budget of £250k for 2025/26 and a further £250k for 2026/27. These budgets could be reallocated to this scheme. It should be noted that would reduce the Council's overall need to borrow as the Capital Programme would be reduced by £0.342m if the unspent budget for 2024/25 is reallocated or by £0.592m if the £0.250m budget for 2025/26 is reallocated or by £0.649m if £0.057m of the £0.250m budget for 2026/27 is reallocated. However this would clearly reduce the amount of funding available for coastal schemes elsewhere across the coast protection frontage which is probably unacceptable.

- 1.5 The table below gives options for consideration as to the savings in borrowing that could be achieved if existing budgets are reallocated.

Option		Funding – borrowing £m	Borrowing reallocated £m	Cumulative reduction in borrowing £m
1	New scheme – Overstrand sea wall improvements	0.649		
2	2024/25 Coastal Management		0.342	(0.342)
3	2025/26 Coastal Management		0.250	(0.592)
4	2026/27 Coastal Management		0.057	(0.649)

- 1.6 It is recommended that the funding shortfall (£0.649m) assuming the GiA application is successful, as estimated) is funded from borrowing. This would increase the Council's CFR (capital financing requirement) by the same amount, which would be paid for by the council taxpayer as the repayment of the borrowing would be a General Fund revenue cost.

### **Net Zero Target (supplementary information)**

- 1.7 An initial appraisal of the likely climate and environmental impacts has been undertaken using the climate impact assessment tool.
- 1.8 Works such as those proposed will utilise materials with unavoidable embedded carbon, and during the implementation of the scheme, emissions will be inevitable. Based on a very high-level early-stage assessment, using information relating to similar government schemes, the following formulae might be applied.
- During construction: 5 tonnes of carbon dioxide equivalent per £10K scheme cost
  - Lifecycle: 10 tonnes carbon dioxide per £10K cost
- 1.9 Based on the cost estimates shown in this appendix the estimated total emissions would be as shown below. This is an indicative figure only, commonly used at the earliest stage of such project submissions.
- 1.10 For a £1,277,100 scheme cost, this would result in 639 tonnes carbon dioxide equivalent (construction) and 1,277 tonnes carbon dioxide equivalent (lifecycle); a total of **1,916** tonnes.



<b>Donation Station Options on Cromer Pier</b>	
<b>Executive Summary</b>	This paper proposes the provision of devices that allow donations to be made by members of the public towards the ongoing costs of the maintenance of Cromer Pier.
<b>Options considered</b>	<ol style="list-style-type: none"> <li>1. Donation Stations</li> <li>2. QR Codes</li> </ol>
<b>Consultation(s)</b>	Property Services
<b>Recommendations</b>	<b>It is recommended that Cabinet approve the purchase of 2 Dona devices to use for the public to make voluntary donations towards the costs of maintaining Cromer Pier for a six-month trial period over the 2025 summer season. This will be funded from the Invest to Save Reserve.</b>
<b>Reasons for recommendations</b>	<ul style="list-style-type: none"> <li>• Dona already works with a number of other Local Authorities.</li> <li>• With the purchase of a Dona terminal, NNDC will also get a donation webpage and QR code at no additional cost, which can be used to allow donations via our website and social media as well.</li> <li>• Although the initial cost of the Dona machines is slightly higher than the alternative device considered, the lower transaction fees mean over time and with more donations this option becomes more cost effective.</li> <li>• The larger display screen also aids accessibility and reduces the need for additional information to be displayed around the device.</li> </ul>
<b>Background papers</b>	None

<b>Wards affected</b>	Cromer
<b>Cabinet member(s)</b>	Cllr Lucy Shires – PFH for Finance, Estates and Property Services Cllr Liz Withington – PFH for Community, Leisure and Outreach
<b>Contact Officer</b>	Erika Temple Project Manager <a href="mailto:Erika.temple@north-norfolk.gov.uk">Erika.temple@north-norfolk.gov.uk</a>

<b>Links to key documents:</b>	
Corporate Plan:	<ul style="list-style-type: none"> <li>• <b>Promote Culture, Leisure and Sports Activities</b> Continuing to support cultural assets across the District to provide cultural opportunities for all.</li> <li>• <b>An Environment for Business to Thrive In</b> Continuing to promote North Norfolk's diverse tourism and visitor offer</li> <li>• <b>Effective And Efficient Delivery</b> Managing our finances and contracts robustly to ensure best value for money Exploring opportunities to work further with stakeholders and partner organisations</li> </ul>
Medium Term Financial Strategy (MTFS)	The proposed recommendation will provide a source of revenue for the Council that can be used for re-investment into the Pier helping to sustain it for the future.
Council Policies & Strategies	None

<b>Corporate Governance:</b>	
Is this a key decision	No
Has the public interest test been applied	N/A
Details of any previous decision(s) on this matter	None

## 1. Purpose of the report

1.1. This report looks at potential options to allow the public to make donations towards the costs the District Council incurs in maintaining Cromer Pier and suggests piloting an approach over the 2025 summer season to establish if this could provide a viable way for the Council to generate additional revenue to maintain the iconic Grade 2 Listed Pier in sound condition for the future as a key element of North Norfolk's tourism appeal and offer.

1.2. Two options have been considered:

- 1.2.1. Donation Stations
- 1.2.2. QR Codes

## 2. Introduction & Background

2.1. As part of the ongoing work to make NNDC assets as sustainable as possible for the future it was proposed that investigations be made for members of the

public to make voluntary donations to support the work the Council does in the preservation and maintenance of Cromer Pier.

2.2. Two options have been considered; either the use of a Donation Station or QR codes.

### 3. Proposals and Options

#### Donations Stations

3.1. As Cromer Pier is not set up as Charitable fund, this created some limitations on the suppliers the Council could look to use.

#### 3.2. Case Studies

Looking into similar schemes, cited by providers, this provides some examples as to the possible revenue that can be generated through the use of donation stations. Although some are associated with religious practices, others are based on the upkeep of a building or provision of a service.

<b>Case Study</b>	<b>Monthly income</b>
St James' Church, Spanish Place	£4,166.67
Lantern Arts Centre, Wimbledon	£3,055.56
East Ren Centre, Glasgow	£3,750.00
The Khalsa Jatha British Isles, London	£1,666.67
St John the Baptist Cathedral, Norwich	£2,777.78

#### 3.3. Requirements

The collection of donations via a digital payment method at Cromer Pier, and potentially in the future public convenience facilities, will require a data enabled, weather-proof, self-service device or terminal.

3.4. The key features required are:

- 3.4.1. Digital display for letting users know about the donation process and use of funds.
- 3.4.2. Ability to take payments through either contactless or 'tap and pin' payments.
- 3.4.3. Suitable for outdoor use (preferably strong weatherproofing due to the Pier's climate).
- 3.4.4. Self-Service in function, securely mounted to prevent theft.
- 3.4.5. Ability to monitor donations.
- 3.4.6. Installation must be simple and not cause damage to the structure.

#### 3.5. Suppliers found

Two suppliers were identified that were considered to meet the Council's requirements and were able to offer a monthly service allowing a trial to be conducted without lengthy contracts being put in place.

These were:

- 3.5.1. The Apollo supplied by Cantaloupe
- 3.5.2. The Digital Collection Plate (DCP) v3 supplied by Dona

### 3.6. Comparison Device and Fees

Device	Device Cost	Wall Mount Cost	Monthly Fee	Transaction Fee
Apollo with Cantaloupe	£355.00	£10.00	£9.00	2.00%
DCP v3 with Dona	£550.00	£50.00	£15.00	1.58%

#### Monthly Income Examples

Device	Transaction Fee	Net Income @ 100	Net Income @ 500	Net Income @ 1000
Apollo with Cantaloupe	2.00%	£481.00	£2,441.00	£4,891.00
DCP v3 with Dona	1.58%	£477.10	£2,445.50	£4,906.00

These figures have been based on an average donation amount of £5.00. The net calculation is monthly donations minus the monthly fee and any transaction fees.

### 3.7. Functionality

Feature	Apollo with Cantaloupe	DCP v3 with Dona
Wall mounted	Yes	Yes
Digital Display	Yes (3.5-inch touch screen)	Yes (8-inch High-Definition screen)
Contactless Payment Method	Yes (touch screen pin enabled)	Yes (payment terminal with keypad)
Payment Portal	Yes	Yes
Weatherproof	Yes	Yes
Additional QR management	No	Yes (portal allows for creation and management of QR codes and links to the same payment system)
Installation Timeline	Up to 2 weeks delivery – self installation	Up to 2 weeks delivery – self installation

Contract Type	Device bought outright with a Pay Monthly model. (no minimum contract length)	Device bought outright with a Pay Monthly model. (no minimum contract length)
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### QR Code Use

- 3.8. There were some security concerns raised with regard to the use of QR codes and payment methods in public settings as it is possible for third parties to alter the QR code with stickers to redirect users to a fraudulent payment service. A possible solution for this would be to use digital displays where a sticker would be more detectable.
- 3.9. Officers also conducted some research in the area and businesses near to the Pier have stated that they have trialled QR codes with limited success as they are not used by the typical visitor demographic.
- 3.10. It was therefore determined that the use of QR codes would be unlikely to provide a viable solution due to other trials which showed low usage and the potential risk of fraud.

## 4. Corporate Priorities

### 4.1. Promote Culture, Leisure and Sports Activities

Continuing to support cultural assets across the District to provide cultural opportunities for all.

### 4.2. An Environment for Business to Thrive In

Continuing to promote North Norfolk's diverse tourism and visitor offer

### 4.3. Effective And Efficient Delivery

Managing our finances and contracts robustly to ensure best value for money

Exploring opportunities to work further with stakeholders and partner organisations

## 5. Financial and Resource Implications

- 5.1. Officers consulted with Property Services who have confirmed that they would be able to manage the installation of the devices, provided that they do not cause any damage to the structure of the Pier.
- 5.2. Based on an average donation of £5 it would take approximately 130 transactions to cover the cost of each machine and installation.

### Comments from the S151 Officer:

*It is proposed to fund the initial cost of the machines from the Invest To Save Reserve and that 100% of the surplus from these donations will be reinvested in the Pier once all costs have been covered.*

## 6. Legal Implications

6.1. No direct legal implications from this report.

### Comments from the Monitoring Officer

*Given the costs of the donation stations, it is unlikely that a formal procurement process needs to be undertaken but reference should be made to the Council's contract rules and procedures.*

## 7. Risks

- 7.1. There is a reputational risk to the Council should the donation stations not work or be tampered with, causing payments to be redirected to incorrect sources.
- 7.2. This is why the donation stations are considered as a preferable option to the use of QR codes as these are more secure and more difficult to tamper with.
- 7.3. There is also a risk of damage caused by the environment on the Pier and this is why Property Services have been consulted to ensure that the stations are best placed for their protection and one of the key features was the device had to be weatherproof.

## 8. Net Zero Target

- 8.1. There are no direct net zero implications of this proposal, but the money raised could be used to improve the carbon efficiency of the structures on the Pier, helping to reduce the Council's carbon footprint.

## 9. Equality, Diversity & Inclusion

- 9.1. The devices have been assessed and meet the necessary requirements for accessibility.

## 10. Community Safety issues

- 10.1 No relevant matters arise from the contents of this report.

## 11. Conclusion and Recommendations

**It is recommended that Cabinet approve the purchase of 2 Dona donation devices to allow visitors to make voluntary donations towards the costs of maintaining Cromer Pier for a six-month trial period during the summer of 2025. This will be funded from the Invest to Save Reserve.**

This is because:

- Dona already works with a number of other Local Authorities.
- With the purchase of a Dona terminal, the Council will also get a donation webpage and QR code at no additional cost.
- Although the initial cost of the machine is slightly higher than the other option, the lower transaction fees mean over time and with more donations this option becomes more cost effective.
- The larger display screen also aids accessibility and reduces the need for additional information to be displayed around the device

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