

Council



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11 November 2025

A meeting of the **Council** of North Norfolk District Council will be held in the Council Chamber - Council Offices on **Wednesday, 19 November 2025 at 6.00 pm.**

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

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

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

Emma Denny
Democratic Services & Governance Manager

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



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

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A G E N D A

1. APOLOGIES FOR ABSENCE

To receive apologies for absence, if any.

2. MINUTES

1 - 12

To confirm the minutes of the meeting of the Council held on 24 September 2024

3. ITEMS OF URGENT BUSINESS

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

4. TO RECEIVE DECLARATIONS OF INTERESTS FROM MEMBERS

13 - 18

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

5. CHAIRMAN'S COMMUNICATIONS

To receive the Chairman's communications, if any.

6. LEADER'S ANNOUNCEMENTS

To receive any announcements from the Leader.

7. PUBLIC QUESTIONS AND STATEMENTS

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

8. APPOINTMENTS TO COMMITTEES, SUB-COMMITTEES, WORKING PARTIES AND OUTSIDE BODIES

To receive any changes to appointments made by the Group Leaders.

9. PORTFOLIO REPORTS

19 - 88

To receive reports from Cabinet Members on their portfolios:

Cllr T Adams – Strategy, Countrywide Working and External Partnerships, Performance, Communications, HR & Legal Services.

Cllr H Blathwayt – Coast

Cllr A Brown – Planning & Enforcement

Cllr W Fredericks – Housing and People Services

Cllr C Ringer – IT, Environmental & Waste Services

Cllr L Shires – Finance, Estates & Assets

Cllr J Toye – Sustainable Growth
Cllr A Varley – Climate Change & Net Zero
Cllr L Withington – Community, Leisure & Outreach (Including Health & Wellbeing)

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

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

10. RECOMMENDATIONS FROM CABINET 03 NOVEMBER 2025 89 - 182

The following recommendations have been made by Cabinet to Full Council:

Cabinet 3rd November 2025:

1. Cabinet Agenda Item 8 – Budget Monitoring P6 2025 -2026

Recommendation to Full Council:

To increase the 2025/26 capital budget for the Holt Country Park Eco Learning Space to £140,000. This is to reflect the apportionment of £40,000 from external S106 contribution towards the scheme

2. Cabinet Agenda item 9: Net Zero Strategy Review & Related Climate Reports

Recommendations to Full Council:

- a) To adopt the revisions to the Environmental Charter
- b) To adopt the Decarbonisation Strategy and associated action plan.

Please note that the Overview & Scrutiny Committee considered the above recommendations at the meeting held on 12th November. The Chair will provide an oral update on the Committee's recommendations to Full Council on these matters at the meeting.

11. RECOMMENDATIONS FROM THE OVERVIEW & SCRUTINY COMMITTEE 15 OCTOBER & 12 NOVEMBER 2025 183 - 194

To consider recommendations from the Overview & Scrutiny Committee meetings held on 15 October and 12 November 2025.

15 October 2025:

Agenda Item 14: Overview & Scrutiny Committee Annual Report 2023 - 2025

The following recommendations were made to Full Council:

To receive the report, affirm the work of the Overview & Scrutiny Committee, and consider the following concerns raised within the key issues section of the report:

- An average of more than 1.5 apologies given every meeting with limited substitutes being sought, needs to be considered and addressed by Members.
- Training needs should be assessed so that the Scrutiny Officer can best support the members of the Committee in fulfilling their roles. Any training Members need to help them feel more confident in their roles should be encouraged.
- Monitor the work programme and avoid slippage in key areas such as the Police and Crime Plan to ensure that there is no lengthy gap.

12 November 2025

Please note that this meeting of the Overview & Scrutiny Committee took place after the Full Council agenda was published, The Chair will therefore provide a verbal update at the meeting.

12. RECOMMENDATIONS FROM THE LICENSING (REGULATORY) COMMITTEE 22 OCTOBER 2025 195 - 234

Agenda item 6: Street Trading Policy 2025 - 2028

Recommendation to Full Council:

- (1) To approve and adopt the revised Street Trading Policy 2025–2028, with effect from 1 April 2026.

13. QUESTIONS RECEIVED FROM MEMBERS

None Received.

14. OPPOSITION BUSINESS

None Received.

15. NOTICE(S) OF MOTION

None Received.

16. EXCLUSION OF PRESS AND PUBLIC

To pass the following resolution – if necessary:

“That under Section 100A(4) of the Local Government Act 1972 the press and public be excluded from the meeting for the following item(s)

of business on the grounds that they involve the likely disclosure of exempt information as defined in paragraph(s) _ of Part 1 of Schedule 12A (as amended) to the Act.”

17. PRIVATE BUSINESS

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COUNCIL

Minutes of the meeting of the Council held on Wednesday, 24 September 2025 in the Council Chamber - Council Offices at 6.00 pm

Members Present:	Cllr T Adams	Cllr P Bailey
	Cllr M Batey	Cllr H Blathwayt
	Cllr J Boyle	Cllr A Brown
	Cllr S Bütikofer	Cllr C Cushing
	Cllr N Dixon	Cllr P Fisher
	Cllr A Fitch-Tillett	Cllr A Fletcher
	Cllr W Fredericks	Cllr M Gray
	Cllr M Hankins	Cllr C Heinink
	Cllr P Heinrich	Cllr V Holliday
	Cllr N Housden	Cllr R Macdonald
	Cllr G Mancini-Boyle	Cllr P Neatherway
	Cllr S Penfold	Cllr P Porter
	Cllr J Punchard	Cllr C Ringer
	Cllr C Rouse	Cllr L Shires
	Cllr M Taylor	Cllr E Tooke
	Cllr J Toye	Cllr K Toye
	Cllr A Varley	Cllr L Withington

Also in attendance:

42 APOLOGIES FOR ABSENCE

Apologies were received from Cllrs K Bayes, D Birch, T FitzPatrick, K Leith, L Paterson and L Vickers.

43 MINUTES

The minutes of the meetings held on 23rd April and 23rd July 2025 were approved as a correct record subject to the following amendments:

Cllrs J and K Toye and Cllr A Varley were in attendance at the meeting of 23rd July but were not recorded as such.

44 TO RECEIVE DECLARATIONS OF INTERESTS FROM MEMBERS

The Monitoring Officer (MO) informed members that she had granted dispensations to those members that were also Norfolk County Council councillors (known as 'Twin Hatters') to enable them to participate in the debate and vote on Local Government Reorganisation (Agenda item 9)

The following members declared that they had received such a dispensation:

Cllr T Adams, Cllr N Dixon, Cllr S Penfold and Cllr L Shires.

Cllr J Punchard declared that he had been granted a dispensation as an employee of Norfolk County Council.

45 ITEMS OF URGENT BUSINESS

None received.

46 CHAIRMAN'S COMMUNICATIONS

The Chair thanked the Vice-Chair, Cllr M Taylor for attending several events in recent weeks. The Chair said that he had attended the following:

10 August - VJ Day 80 Civic Service at Blakeney Parish Church

15 August - VJ 80 Commemoration at North Norfolk District Council

The Vice-Chair had attended the following events:

17 August - Parade & Service of Thanksgiving and Reflection VJ80 Anniversary - South Holland District Council at St Mary's and St Nicholas Church, Spalding

09 September - Norfolk County Scout Council AGM at Easton College

12 September - Battle of Britain Parade & Commemoration at County Hall

14 September - Mayor of Dereham's Civic Service at St Nicholas Parish Church

15 September - Battle of Britain Service at City Hall

47 LEADER'S ANNOUNCEMENTS

The Leader, Cllr Adams, said that he wished to hand over to Cllr H Blathwayt, as he had an announcement to make. Cllr Blathwayt said that the Cromer and Mundesley coastal management schemes had been awarded the Institute of Civil Engineers Award, which was on display in front of the dias. He thanked the Coastal team for their hard work and diligence.

48 PUBLIC QUESTIONS AND STATEMENTS

None received.

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

There were no appointments made.

50 FINAL PROPOSAL FOR LOCAL GOVERNMENT REORGANISATION IN NORFOLK - "FUTURE NORFOLK - PEOPLE, PLACE, PROGRESS - THE POWER OF THREE"

The Chair invited the Leader, Cllr Adams, to introduce this item.

Cllr Adams began by saying that it had taken months of hard work to reach the point of publishing the business case, ready for submission to Central Government. He thanked members, parish councils, statutory bodies and the 5,500 residents who had helped steer the development of the proposals. It was the most responses to any of the consultations on the various proposals that were being put forward.

He said that the engagement at the parish council briefings had led to the galvanisation of the approach on boundaries.

There had been significant commitment from officers and he thanked them too.

There would be further consultation on the most appropriate model with residents over the winter period, subject to an announcement by the national government. He went on to say that the three unitary proposal had been backed by the most councils, councillors and MPs with support from across the political spectrum. This was the only proposal to achieve this level of support and consensus. It was a genuine collaboration that had achieved such a positive outcome.

Cllr Adams then spoke about his concerns regarding LGR, which he had expressed previously. It required significant resources and he was concerned about the 'fallow' years following the adoption of the chosen model. He reminded members that LGR was being imposed on councils, it had not been asked for and local authorities were being asked to submit proposals but not opinions. That said, he believed that the three unitary proposal was the best opportunity to keep local government in Norfolk, local. It was the most detailed proposal of the three being put forward. It shared a vision of transformation, development of services, outlined options around council tax and proposals for social care and coastal management.

The proposal was for three unitary authorities for Norfolk which respected the geographical distinctiveness of such a large county which included rural areas a city and a long coastline, whilst keeping businesses and residents at the heart of the proposal. It achieved the strongest possible identity and representation across all areas of Norfolk with appropriate numbers of councillors. It also achieved the original government ambition of a city unitary council and unlike other proposals removed the inbuilt tension and polarisation of funding distribution across the County. Crucially it met the Government tests for size and scale.

The proposal included an 8-year financial business case that would ensure the three authorities would be financially viable from day one, with a plan to deal with the County Council's debts and a focus on early intervention and prevention across services to reduce demand. Again, crucially, the proposals would ensure that local decisions were made by local people.

Cllr Adams said that there was no desire to follow in the footsteps of several existing over-sized councils and Norfolk deserved to learn from such experiences. He went on to say that the record for Norfolk County Council (NCC) securing investment in Norfolk had been poor and this needed to be changed. It was likely to continue if a larger, single authority was created. The district councils would simply be absorbed into a larger council and NCC's record of overspending would continue unchecked.

A single unitary would be too large and remote and harmonisation of council tax would be hard. The proposal for two would be poorly linked with the functional economic geography of the county and would have inbuilt tension between the city and rural areas. He added that this proposal relied on significant service cuts in year one.

Cllr Adams said that the three unitary model could deliver the smoothest aggregation of services and harmonisation of council tax arrangements, whilst working towards the big strategic goals and delivering on the reform of services. He added that East Norfolk had a valid mission ahead including the achievement of the energy coast, protecting and growing the economy and securing more interventions around public transport and developing a skills profile for the east, whilst addressing deprivation around social care, children's issues and housing. It was an opportunity to redesign services and develop data driven decision-making in a geography that was achievable.

He thanked Members for their patience whilst this matter progressed and it was now a case of awaiting the Government's decision.

Cllr Adams proposed the recommendation. Cllr W Fredericks, seconded the proposal and reserved her right to speak.

The Chair opened the debate:

Cllr C Cushing began by saying he was appalled by the local government reform process and the blatant disregard that central government had shown to rural areas. He was particularly shocked that there had not been any commissioning of an up-to-date analysis of the impact of the costs for LGR. Ultimately, the proposed changes would result in higher council tax bills, poorer service provision and a lack of democratic representation. He believed that an independent body should have been tasked with coming up with the proposals for LGR in each area and that would have avoided the current situation of the County Council being pitched against the District Councils.

Cllr Cushing said that he had two fundamental concerns – whether the new authority would be financially sustainable and how it would work in terms of democratic representation. This was where he felt the proposal for a three unitary model was fundamentally flawed. He referred to the invitation to tender which stated that the objectives of the procurement were to deliver a structured and convincing proposal for a three unitary model. He said that this meant that no other options were considered and it was essentially pre-determined, with no objectivity.

Cllr Cushing then referred to the allocation of council tax spend, saying that over 90% was spent by NCC on adult social care, children's services, education and highways and less than 10% by the district councils. He was really concerned that this proposal grossly underestimated the complexities and cost of splitting out the County Council responsibilities across three unitaries.

He went onto say that in terms of democratic representation, there were currently 399 district and county councillors across Norfolk. Under the three unitary option it would go down to 200 and under the one unitary option proposed by NCC it would be 168. He believed that this would result in an appalling democratic deficit across the County. England was already the most under-represented country in Europe in terms of local government. This would make it even worse and it was probably a deliberate ploy by the Government. It would remove hundreds of rural councillors, most of whom did not represent the Labour Party.

Finally, he spoke about the size of the unitary divisions. He said as he understood it the initial election would be done on the County Council divisions which had an electorate of 8,500 for two elected members. In the Fakenham and the Raynham wards, where there were currently 5 councillors, this would be reduced to just two, meaning that they would be doing their roles on a full time basis. This discriminated against a lot of people standing for election due to the time commitment required. For the reasons stated above, Cllr Cushing said that he was not supportive of the three unitary model and would not be voting for it.

Cllr S Butikofer began by saying that did not support the proposed changes to local government, however, the process had begun and there was no option but to proceed with it. She thanked officers for their work in pulling the proposal together and said that she hoped the figures were more reliable than those used by Central

Government. As Chair of Governance, Risk & Audit Committee (GRAC) she had written to the Auditor General requesting that they look into the figures that the Government had used. Cllr Butikofer then spoke about the partnership working across the districts and the coming together to deliver the best possible outcomes for local communities. She said that she believed this was the best model and that there was a need to do more at source and at an earlier stage. She said that she was also concerned about the number of councillors representing the area but it was a flaw in the unitary model and members needed to be realistic about this. In conclusion the best had been done to deliver the best outcomes and she would be supporting the proposal.

Cllr C Rouse said that he believed the proposal set out a good vision, albeit not one that members would have chosen. It was the only proposal that supported Norwich as an economic hub which was important for the wider county.

Cllr C Ringer said that he agreed with Cllr Cushing regarding the democratic deficit, however, he differed in that he would support the proposal. The two options were to either support a three unitary model or not submit a proposal at all. NCC would just absorb the districts if they achieved their ambition for a one unitary model and a two unitary model would just rip the county in half. He went on to say by voting against the three unitary model and not submitting anything to Government, then Cllr Cushing would allow them to achieve what he feared – a labour vision of unitarization that he so opposed. This was by far the least worse option and he urged all members to support it.

Cllr L Shires said that she wanted to touch on Cllr Cushing's concerns about financial stability going forward. The financial projections in the business case predicted three very financially stable councils, however, no one knew what the Government had planned. There was no certainty and the forecasts could only be based on what was currently known. She thanked the Finance and Revenues Teams who had worked across Norfolk in providing information to make sure every proposal started with the same information. Cllr Shires said that it was important to emphasise that any authority in the future would not be able to operate without proper funding and local government reorganisation was not the solution to the problems local communities faced. This proposal was a forward facing council structure across three areas and put residents at the heart of the work that they will do. This would provide better outcomes for residents and save money in the long-term. She would be supporting the proposal.

Cllr J Toye said that he wanted to thank officers for their hard work on this. He said that in his view, one unitary would have the worst demographic representation and the two unitary model shifted all the power to the right of the county, dividing communities. The three unitary model, however, had been delivered by collaboration across the political spectrum, providing the best option possible. Members had agreed on supporting the three unitary model in March. This meeting was not about selecting the preferred model but supporting the submission for three unitaries.

Cllr J Punchard acknowledged the comments so far and accepted that it was the best of a bad deal, however, he said it would be remiss of him not to represent the people who had elected him and share their views that Fakenham did not sit within the east but was a better fit with the west of the county. He agreed with Cllr Toye's comment about power shifting to the right in terms of finance and said he felt that North Norfolk would be dragged down by propping up the less financially viable eastern side of the district. He agreed with Cllr Cushing's comments about reduced democratic representation and being a councillor would essentially become a full-

time job, which would not attract the wide variety of people that currently sat in the Chamber.

Cllr V Holliday said that she felt that there was a certain amount of pre-determination in the proposal and that it was a flawed process. It would have been helpful for members to have a comparison of the three submissions that were being put forward. There had been minimal input from opposition members into the proposal that was being considered. She said that she agreed that a smaller unitary would have greater representation but with this proposal, she was struggling with the viability of disaggregated statutory services and she couldn't find the evidence base for the two new service models. She concluded by saying that what was presented was hypothetical and she was struggling to understand this fully.

Cllr L Withington began by saying that no one wanted local government reform but there was no choice. Currently, adult social care, children's services and SEND were all broken under NCC and a single unitary model would have difficulty in generating change. Cllr Cushing's comment about 10% of council tax income going to the district councils was interesting because the services and support coming from the district councils was considerably more than 10%. It was therefore clear that district councils were very efficient at providing extensive services at a reduced cost. It was important to remember that the three unitary model was being proposed by District councils and was based on the way that they wanted to work. NNDC already worked to achieve 'demand avoidance' through early prevention work and it was at the heart of everything that NNDC did and was also at the heart of the three unitary model. It also aligned with the 10 year NHS plan and fitted with the command areas for the Police. Like others that had spoken, she recognised the demographic deficit in the unitary model, but said that this proposal ensured that councillors were as closely connected to local communities as they could be.

Cllr N Housden said that when he was first elected, he referred to the Raynham ward as the 'wild west' because it had been forgotten. Its location at the far west of the North Norfolk district meant that democratic representation would fall further and the west side would be forgotten as all the resources and key elements would be pulled to the east. He said that it was important to fight for the west of the district or it would be left behind and dragged backwards instead of forward.

Cllr H Blathwayt said that many councils had already gone through the process of unitarisation and those that were mainly rurally based had shown that large geographic areas did not work as there was too much separation between the various geographical points both socially and economically. It was therefore important to have the smallest amount of geographical area represented as possible. One county unitaries in rural areas were not working and were therefore unlikely to work in Norfolk. He said that there was also the issue of devolution and Members had to decide how best they could represent their voters to the Mayor when they were elected. The new Mayor would find it harder to ignore three unitaries. Cllr Blathwayt said he would therefore be supporting the proposal.

Cllr M Gray said, that like most Members, he did not support the LGR process. However, by submitting this proposal, there was no guarantee that the Government would choose it. Even so, there was a clear choice for Members. They either opted to take no action and be 'done to' or stand up and represent their electors and make a choice and that was what was being asked here. Not choosing anything was a non-option and should not even be considered.

Cllr N Dixon said that in his view there were three flaws in the process. Firstly,

central government had issued an edict that this exercise should be completed in a very short period of time. It was unrealistic to carry out a lot of complex work for something that should potentially last for decades. He acknowledged that efforts had been made to gather information to present to the government in line with their requirements but realistically speaking it was never going to produce an outcome that Members would all feel comfortable with. Secondly, the group of six second tier councils issued a commissioning brief which he believed on predetermination and bias when it should have been based on an open-mind approach and several comparative options should have been presented to Full Council so that Members could assess and evaluate the different models. As it stood, he felt unable to assess if the three unitary model was the best option for Norfolk residents and businesses.

He went onto say that all the models being promoted were skeletal in form and more was needed for members to make a realistic assessment as to whether they were viable, deliverable and sustainable in the long term. They all carried considerable risk around evidence and its credibility and accuracy and whether the evaluation process had been carried out without optimism bias. He said that from his knowledge of the other options being promoted, the three unitary model provided the greatest risk and he could therefore not support it.

Cllr W Fredericks then spoke as seconder of the proposal. She asked what Members would be backing if they were not going to support this proposal. They had been given every opportunity to engage and put forward suggestions and ideas but nothing had been forthcoming. She said that Members had seen what happens when a council held all the money – £1bn in debt and still not delivering the services that were required. In North Norfolk, the District Council was providing services because the County Council didn't/ NNDC did the preventative work and saved NCC millions of pounds a year. If a proposal was not submitted then the Government would impose a structure. She said that she was extremely proud of the Leader, Cllr Adams. He had worked tirelessly, along with the Chief Executive to bring this forward. This was the only proposal that made any sense. Opposition members could choose to abstain as they had done during the pandemic and for every big decision that the Council had taken in recent years. She said that she was proud of the work that had gone into this proposal because it highlighted how much the Council cared about its residents. If Members felt their ward was neglected then they should step up and bring those problems to the Council so they could be looked at.

This proposal was the best opportunity and the best chance.

The Chair then asked Cllr Adams, the proposer of the motion, to close the debate.

Cllr Adams thanked Members for contributing to the debate. He said that for the most part, views were very balanced and well expressed. He said that he agreed with Cllr Cushing on the number of councillors, the lack of an up to date cost analysis by central government and that an independent body should have undertaken the work for possible unitary models.

He reiterated that a three unitary model was better placed to respond to localised demand. NCC was essentially bankrupt and District Councils had led on place-making, strategic planning and securing and in NNDC's case, improving the north Norfolk economy. He said that he could not see that a single unitary model would improve financial sustainability. It would be more of the same but bigger. The two unitary model would just divide the county.

Cllr Adams said that 85% of council tax income went to NCC but they did not provide

85% of services. The three unitary proposal was more detailed on social care than its rivals. A lot of consideration had been made in respect of statutory services and it was the only model that proposed any change in terms of how they were approached.

There had to be a plan in place to deal with the County Council's debts. Even if the process was stopped, it needed to be addressed.

In terms of the Fakenham boundary, he said that there had been a steer from the local community on this. Feedback from the parish briefings indicated that people felt Holt, Wells and Fakenham were indistinct in terms of service provision. The deep rurality that existed in the far west of the District meant that there was a natural boundary there and those in the Raynhams looked towards Fakenham rather than Kings Lynn. He assured Cllr Housden that he would work with him to ensure that the Raynhams were on the map as LGR progressed. All of the District's market towns should be on the radar.

Cllr Adams said that this was the only proposal that was genuinely cross-party and it was heartening to see a consensus develop from Kings Lynn, Norwich, Great Yarmouth and Breckland to secure a visible and accountable local government over this geography. A lot of work had been done over the financial proposals. Like many members, he was concerned over the 'fallow' period that would follow the adoption of the preferred Government model. Following the Government consultation, the District Councils in the east of the County would need to work together and give thought as to how to set the framework.

In conclusion, he thanked everyone for their contributions. Residents were concerned about their involvement in the process and the future of services and he wanted to reassure them that their views had influenced the development of this proposal.

Cllr M Gray requested a recorded vote.

The Monitoring Officer confirmed the following outcome to the recorded vote:

27 in favour, 4 against, 3 abstentions.

It was therefore RESOLVED

1. To note the content of the report and supporting documents detailing the proposal
2. To endorse the final proposal for a three-unitary model for local government reorganisation in Norfolk
3. To delegate to the Chief Executive, in consultation with the Leader, the approval and submission of the final proposal to the Minister of State for Local Government and English Devolution for consideration in accordance with the Government's prescribed process

51 RECOMMENDATIONS FROM CABINET

The Leader proposed that the following Cabinet recommendations were taken en bloc. The Chair sought members agreement and then proceeded to the vote:

It was RESOLVED unanimously:

1. Local Authority Housing Fund Round 3 - Funding for Temporary Accommodation

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.

2. Coastal Management - Budget for reactive coastal works

To establish a dedicated cliff works budget (£125k), administered by the Coastal Management Team.

3. Coast Protection Works at Overstrand

To approve the required works to the Overstrand sea wall (option 4 of the 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.

To approve that the scheme be funded by up to a maximum of £1.035m of borrowing. 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.

4. Budget Monitoring Period 4 2025/26

a) To decrease the 2025/26 capital budget for the Mundesley Coastal Defence scheme to £1,139,806 to reflect the apportionment of £250k from external contributions to the Cromer Scheme.

b) To increase the 2025/26 capital budget for the Cromer Coastal Defences scheme to £1,096,067 to reflect the apportionment of £250k from external contributions from the Mundesley Scheme.

c) To note the contents of the Q1 Treasury Management update report, appendix F.

52 RECOMMENDATIONS FROM THE OVERVIEW & SCRUTINY COMMITTEE

The Chair of the Overview & Scrutiny Committee, Cllr Holliday, confirmed that the Committee had endorsed the Cabinet recommendation – Budget Monitoring P4, 2025 -2026. There were no other recommendations to Full Council at this time.

53 RECOMMENDATIONS FROM THE CONSTITUTION WORKING PARTY - REVIEW OF THE CONSTITUTION

The Chair invited Cllr A Varley, Chair of the Constitution Working Party to introduce this item. Cllr Varley began by thanking the Monitoring officer and Democratic Services & Governance Manager for all their work in undertaking the review of the Constitution. He then explained that initially a full overhaul of the Constitution had been planned but once the LGR process began, the decision was taken to do a lighter touch review. It had been thorough and would ensure that the Constitution was up to date and fit for purpose for the next few years.

Cllr Varley then outlined the key changes which included an increase in the key decision threshold to £250K, an increase in the number of words for notices of motions and items of opposition business and an additional chapter for Development Committee.

It was proposed by Cllr A Varley, seconded by Cllr L Shires and

RESOLVED unanimously

- **To approve all the proposed changes to the Council's constitution.**
- **To delegate to the Monitoring Officer to make any further amendments that may arise as a consequence of the proposed changes.**

54 PORTFOLIO REPORTS

The Chair explained to members that 30 minutes was allocated for this item.

Cllr G Mancini-Boyle asked Cllr A Varley, Portfolio Holder for Climate Change & Net Zero, for a breakdown of numbers for people applying for grant funding across the five categories of the Norfolk Warm Homes programme and a list of completed projects in North Norfolk. Cllr Varley said that he did not have the figures to hand and would provide a written response as soon as possible.

Cllr S Penfold asked Cllr A Brown, Portfolio Holder for Planning, about the Corporate Plan which stated 'that people should feel well informed about local issues and have opportunities to get involved, influence local decision-making and shape their area'. He said these were excellent aspirations but wondered how these tallied with the recent decision of the Development Committee meeting where the Chair used his casting vote to approve the application for a cold storage unit at the Albert Bartlett site in Worstead. Cllr Penfold said that the local community in Worstead felt completely overlooked and ignored by the Council when they expressed their opposition to such a major application and which continued to cause so much distress and anxiety in Worstead. Cllr Brown thanked him for the question. He said that the Council endeavoured to consult communities on every planning application. Parish council clerks were informed and they were well advertised in the local area. He said that that Corporate Plan was satisfied by any planning consideration because consultation happened as a matter of course. He fully understood the anguish in Worstead. The application was not dealt with by officer delegation but called into the Development Committee for consideration by the Assistant Director for Planning. Objectors and supporters were able to speak at the meeting and a decision was taken in line with agreed meeting procedures. However, he explained the reasons for objecting to a planning application were quite limited. If there had been an error in the process then this could be challenged by Judicial Review. If there was an error of fact then it could be challenged in the courts. He said that the decision was properly arrived at and the only recourse now was for the community to lobby the applicant and see if they were prepared to submit a revised application which could address the concerns raised during the meeting by the objectors. He

added that he would also check the early stages of the application process to see if the applicant had approached the Parish Council, he would also see if a pre-application form was submitted to NNDC.

Cllr Penfold thanked Cllr Brown. He said that he believed there were significant flaws in the process from start to finish and Cllr Dixon shared those concerns. Representations were being made to Albert Bartlett and the MP to highlight resident's concerns. He said that he would welcome engagement with himself and Cllr Dixon to review the whole process from start to finish.

Cllr V Holliday asked Cllr L Withington, Portfolio Holder for Leisure, about the over-subscription for classes at the Reef in Sheringham. She said that most of the classes were over-subscribed and this then had a knock-on effect. She asked Cllr Withington if she had any suggestions on how to improve the situation. Cllr Withington said that it reflected the success of the facility and that membership numbers had also exceeded expectations. Some matters had already been addressed, such as cleansing issues. Regarding over-subscription of classes, this was harder to deal with as there were only so many opportunities during the day to run classes and numbers for each session were limited. The issue would be monitored.

Cllr Holliday asked if there were any plans to offer more classes. Cllr Withington replied that timings were an issue but the provider, Everyone Active, was aware of the issue and they were keen to address it, if possible.

Cllr N Dixon, asked Cllr A Varley, Portfolio Holder for Climate Change & Net Zero, about the Council's flagship corporate objective of the Administration was to create a strong response to the challenges of climate change and the net zero agenda. He said that for the Council to become an exemplar in this sector, the larger businesses in the District needed to collectively make a large scale impact on the Net Zero target. He asked for a range of examples across the business sector where the Council had inspired large scale carbon footprint reductions and where possible, quoting the metrics of the scale. Cllr Varley said that he could provide a list of such initiatives in writing. He then referred to a current initiative called 'Make my House Green' which was aimed at ensuring that households and Small and Medium Sized Enterprises (SMEs) had the available opportunities for solar energy but also relied on local contractors for installation. Cllr Dixon said that he would like the written response to focus on businesses which had followed NNDC's example at scale, particularly those with a large carbon footprint. Cllr Varley referred to the solar panels that had been installed on the Council's leisure centres.

Cllr C Cushing asked Cllr L Shires, Portfolio Holder for Finance, Estates & Property Services, about the reference in her report to the disposal of the Highfield car park in Fakenham. He asked if there was any indication when the disposal might go ahead.

Cllr Fredericks, Portfolio Holder for Housing, said that it sat within her portfolio. She acknowledged that it was taking a long time to resolve issues regarding resident's rights of way across the car park. The Housing Association that was developing the site had taken legal advice around indemnity insurance to minimise any future claims and it was this ongoing work that had delayed the project. Cllr Fredericks said that she was frustrated by the lack of progress but was hopeful that work would be able to commence soon.

Cllr J Toye, Portfolio Holder Sustainable Growth said that the Economic Growth Team would provide some information to support the response to Cllr Dixon's question to Cllr Varley.

- 55 **QUESTIONS RECEIVED FROM MEMBERS**
- 56 **OPPOSITION BUSINESS**
- 57 **NOTICE(S) OF MOTION**
- 58 **EXCLUSION OF PRESS AND PUBLIC**
- 59 **PRIVATE BUSINESS**

The meeting ended at 7.32 pm.

Chairman

Registering interests

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

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

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

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

Non participation in case of disclosable pecuniary interest

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

Disclosure of Other Registerable Interests

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

Disclosure of Non-Registerable Interests

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

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

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

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

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

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

Table 1: Disclosable Pecuniary Interests

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

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

	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 — (a) under which goods or services are to be provided or works are to be executed; and (b) which has not been fully discharged.
Land and Property	Any beneficial interest in land which is within the area of the council. ‘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.
Licenses	Any licence (alone or jointly with others) to occupy land in the area of the council for a month or longer
Corporate tenancies	Any tenancy where (to the councillor’s knowledge)— (a) the landlord is the council; and (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.
Securities	Any beneficial interest in securities* of a body where— (a) that body (to the councillor’s knowledge) has a place of business or land in the area of the council; and (b) either— (i) the total nominal value of the securities* exceeds £25,000 or one hundredth of the total issued share capital of that body; or (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

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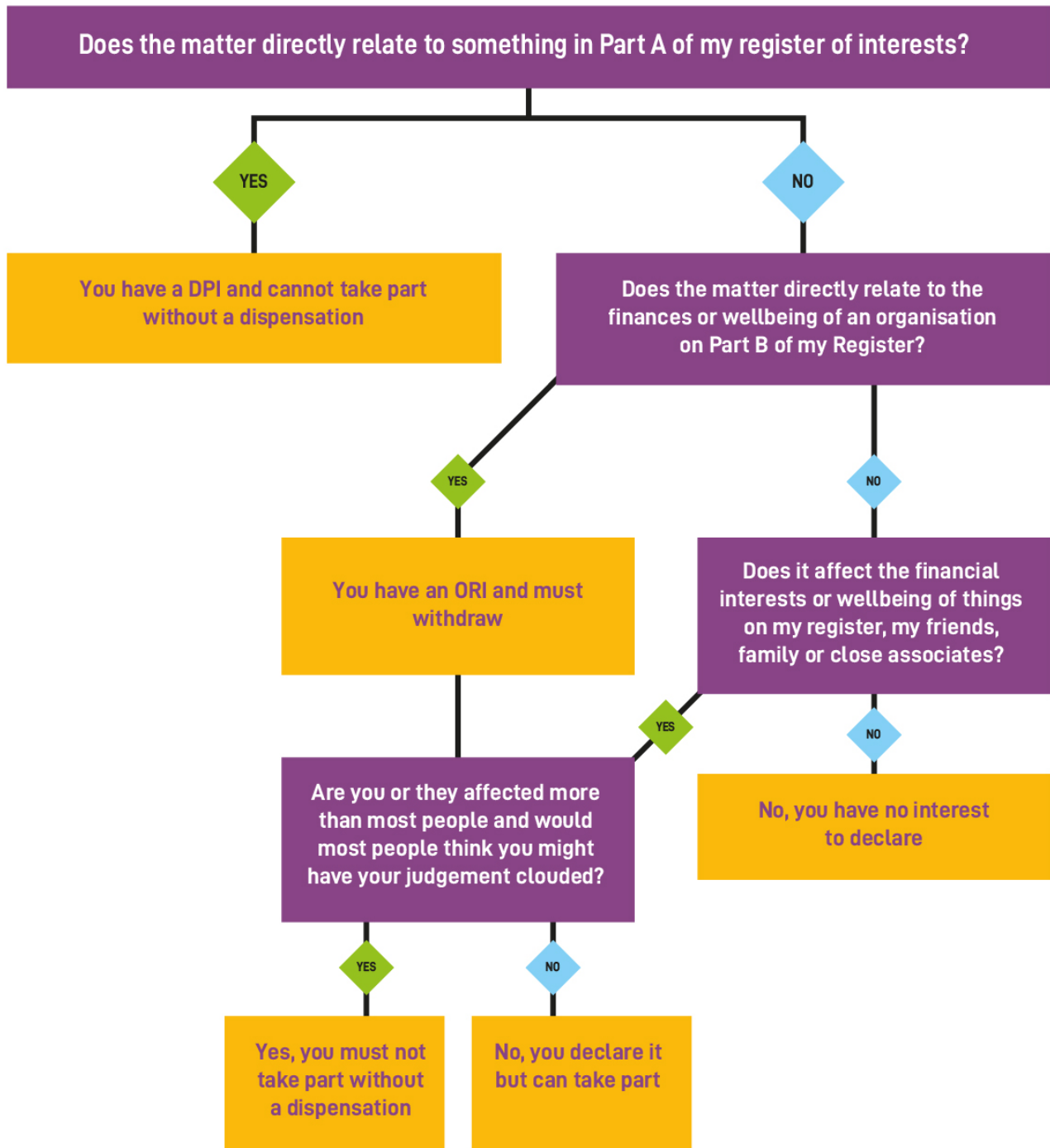
* 'director' includes a member of the committee of management of an industrial and provident society.

* '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

You have a personal interest in any business of your authority where it relates to or is likely to affect:

- a) any body of which you are in general control or management and to which you are nominated or appointed by your authority
- b) any body
 - (i) exercising functions of a public nature
 - (ii) any body directed to charitable purposes or
 - (iii) one of whose principal purposes includes the influence of public opinion or policy (including any political party or trade union)



CABINET MEMBERS REPORT TO COUNCIL

19 November 2025

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

For the period September to November 2025

1 Progress on Portfolio Matters.

Communications

Our audiences on social media platforms continue to grow steadily, with particularly good results on Instagram and TikTok in line with a targeted growth strategy and platform diversification.

Strong pickup from key media on the Fakenham Leisure centre redevelopment groundbreaking event. Further good engagement in Fakenham thanks to participation in the Academy's careers fair.

Continued strong performance in identifying, facilitating and building collaborative commercial filming opportunities in North Norfolk, particularly filming of the BBC drama "But When We Dance" in the Fakenham Area.

Facilitated successful coverage of 'Omaze' house planning decision at the Development Committee, and supported the committee Chair in media interviews, mitigating risk for the council in a high-profile case. Explored further lessons from this high-profile case to enhance future media coverage of controversial planning and development issues.

Supported the Overstrand knotweed project with resident outreach, info posters, letter drop and social media updates.

Supported the Energy Officer's work through facilitating a media interview and social media posting around October energy tariff price cap.

Supported the Coastal team with coverage of SIG event and annual meeting in North Norfolk.

Collaborated with Coastwise on Happisburgh Church project groundwork. Supported Coastwise with further transition location related social media and planning work.

Supported Members and officers with postings on digital connectivity, housing land supply, energy efficiency, shared ownership, housing allocation, growth hubs, Invest North Norfolk, PSPO consultation, land charges, fly

tipping.

Supported Chief Executive on high-profile media MP fact finding visit to Bacton Gas terminals.

Democratic Services

Engagement with the e-democracy YouTube channel continues to rise, with almost 300 subscribers and some committee meetings regularly achieving over 150 views.

The Members' Yearbook for 2026/2027 has been published.

Work on the schedule of meetings for 2026/2027 is almost complete and the final calendar will go to Full Council in December for approval.

Members were invited to attend a joint session with a neighbouring council on personal security. Feedback has been positive, and we will continue to work with the Force Elected Officials Advisor for Norfolk Police, to ensure members feel safe when carrying out their roles in the community.

Elections

The Electoral Services team continue to make good progress with the Annual Canvass and the Postal Vote renewal programme.

Plans are also being made for next year's Combined Authority Mayoral elections and Norfolk County Council elections.

Human Resources

The Workforce Development and People Strategy is in the final stages of drafting and was presented to JSCC on 5th November.

We are currently in the process of reviewing and updating the Supporting Employees Experiencing Domestic Abuse Policy.

2 Forthcoming Activities and Developments.

Democratic Services

Preparation is underway on providing training for members who sit on Licensing sub-committee panels. This will focus on questioning techniques and engaging positively with witnesses.

The Overview & Scrutiny Committee is holding a session on mobile connectivity on 28th January. All four mobile network providers have been invited to attend to respond to questions on 'not spots' across the District and

their plans to improve coverage.

3 Meetings attended

Meetings attended:

Greene King, NCC Highways - Stalham, Norfolk Constabulary, other District Leaders in respect of LGR and devolution, Coastwise drop in - Overstrand

Meetings to Occur:

Local Government East (Various discussions and events), JSCC, MHCLG, Town and Parish Councils Briefing - Hickling.

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CABINET MEMBERS REPORT TO COUNCIL

19 November 2025

COUNCILLOR HARRY BLATHWAYT - CABINET MEMBER FOR COAST

For the period October - November 2025

1 Progress on Portfolio Matters.

General

- NNDC hosted the LGA Coastal SIG annual field visit between 30 September and 2nd October. It was also the celebration of the SIG's 25th anniversary. We showcased Cromer Pier, the Cromer Coast protection scheme, and took delegates along the eroding coast to see the impacts on settlements and the adaptation responses being developed via Coastwise. We also discussed the future energy-related prospects for Bacton Gas Terminal and visited Equinor's Windscape exhibition at Sheringham Museum. The visit was well received by our guests and very positive comments were made about the area and the work of the Council on such a broad spectrum of coastal issues.

Cromer and Mundesley

- Continued monitoring of impacts of Mundesley rock stockpile with both visual drone photography and GNSS rover survey (a land surveying technique that uses a mobile satellite receiver (the "rover") to determine its precise location relative to a fixed base station or a network of reference stations).

Overstrand

- Full Council approved the budget for the required works to Overstrand sea wall and a scheme has been added to the capital programme.
- Outline Business Case has been submitted and comments from Environment Agency are being reviewed/responded to.
- Top and bottom edges of Japanese knotweed outbreak have been sprayed. This will be repeated at least a further three times in spring and autumn in future years, coupled with innovative methods of spraying the central area of the plant growth on the steep and unstable slope.
- The eastern of the two slips, which is not contaminated with knotweed, was removed and deposited behind the revetment to the east and the western slip (containing knotweed) has been removed and disposed of by a licensed contractor. The cliff was reshaped to a safe angle of repose which appears to be holding.
- Suitable stabilisation works at the toe of the cliff, where it meets the sea wall, to help prevent further encroachment of the contaminated material on the walkway, are currently being investigated.

- The condition of the surface of the promenade is being closely monitored, in order for an informed decision to be taken about whether it is safe for the barriers to be removed, allowing access once again along the promenade.

Coastwise

- Coastwise Community Transition Plans: activities in communities facilitated by appointed contractors are ongoing in six communities.
- Happisburgh Car Park contractor has been selected.
- Further ongoing development on housing options for at-risk residential properties.

Repairs and Maintenance

- Potholes filled on Cromer promenade and sea wall joints infilled.
- Repairs to groyne and beacon in Sheringham and groynes in Cromer.
- Handrailing repaired in West Runton.

2 Forthcoming Activities and Developments.

Cromer and Mundesley

- We will be accompanying Mundesley Parish Council on a beach walk to discuss the recent coast protection works.

Overstrand

- Investigating options for future treatments for knotweed, as currently only the outer edges can be reached from the top and bottom of the cliff; novel techniques such as drones may be required.
- Cliff stabilisation measures will be undertaken at the base of the cliff, on top of and behind the sea wall.
- Knotweed growth area and cliff/slope will be monitored over the winter using drones, to survey for movement.

Coastwise

- Submission of phase two Happisburgh Car Park facilities planning application.
- Scoping of strategic transition plan for the whole programme area.
- Development of decommissioning scheme/protocol for redundant risk management assets.

Repairs and Maintenance

- Post-season inspections of all steps, ramps, etc.
- Repairs to groynes where necessary.
- Repairs to navigation Beacons.

3 Meetings attended

Date	NNDC	Broads Authority	In person	virtual	Description
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2/09/25		X		X	CEO Update
		X		X	Suffolk County Council Leaders meeting
	X		X		LGA IDB SIG Parliamentary event
4/09		X	X		Navigation Committee
5/09	X			X	Coastwise Grant sign off meeting
		X		X	CEO recruitment meeting
8/09	X		X		151 officer meeting
	X		X		Cabinet
	X		X		Business Planning
9/09	X			X	Coastal Landscapes sustainable tourism presentation
10/09	X	X	X		Green King Hoveton Site Visit
11/09		X		X	CEO update
12/09		X	X		Planning Committee
16/09		X	X		South Norfolk DC & Broadland CEO meeting
18/09		X		X	Chairs pre-Board Meeting
	X	X	X		EFRA Select Committee Chair meeting. (various subjects)
19/09		X	X		Full Board meeting
22/09		X	X		NPE field trip to New Forest NP
23/09		X	X		National Parks England Board Meeting
24/09	X			X	Coastwise Catch up
	X		X		Full Council
25/09	X			X	LGA IDB SIG meeting
30/9	X		X		LGA Coast SIG Field Trip
1/10	X		X		ditto
2/10	X		X		LGA Coast SIG AGM
6/10		X		X	CEO Up-date
7/10	X			X	Mundesley project meeting with Parish C
		X	X		Boat Tolls Work Shop
9/10		X		X	CEO recruitment selection
10/10	X		X		RNAA Breakfast meeting
14/10		X		X	CEO Briefing
15/10	X		X		O&S
20/10		X	X		NPE Board Meeting
21/10	X		X		Cromer & Mundesley Board
22/10	X		X		Norfolk Rivers IDB
	X			X	LGA Bathing Water Quality SIG
23/10	X			X	Broadlands Futures Initiative
		X		X	CEO Briefing
25/10	X			X	Coastwise update
		X	X		RH J Mayhew MP meeting
30/10		X		X	CEO recruitment short list selection

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CABINET MEMBERS REPORT TO COUNCIL

19 November 2025

COUNCILLOR ANDREW BROWN - CABINET MEMBER FOR PLANNING AND ENFORCEMENT

For the period October to November 2025

1 Progress on Portfolio Matters.

In terms of Planning Policy

1. The final report from the Planning Inspectorate has been received following the independent examination of the emerging **North Norfolk Local Plan**. The Planning Inspector has concluded that the Plan is 'sound', subject to the incorporation of a number of 'main modifications' set out in an appendix to the report.

The Local Plan sets out the vision, objectives and strategy for development in North Norfolk over the next fifteen years. It contains policies to guide the determination of planning applications and allocates sites for development.

The Inspector's report also confirms that the Plan meets the necessary legal compliance tests, paving the way for its anticipated formal adoption by the end of the year. Once adopted, the Local Plan will guide development decisions across North Norfolk through to 2040 (with a national requirement for review every five years).

A number of Local Plan presentations have been delivered to both Members and officers ahead of adoption of the emerging Local Plan, covering content and interpretation of policy. Further sessions will be delivered.

2. The Council has seen a significant boost to its five-year housing land supply, with the publication of the annual five-year Housing Land Supply Statement which demonstrates a 7.3 year supply, predicated on Local Plan adoption as well as updated planning permissions and housing completions.
3. A Local Nature Recovery Strategy (LNRS) has been created by Norfolk County Council (NCC) as is the requirement of the Environment Act 2021. This was approved by NCC Cabinet on 13 October 2025 and is expected to be published shortly. The Norfolk LNRS will need to be "taken account of" in the determination of future planning applications.

The Norfolk LNRS will identify biodiversity priorities and include a local habitats map, which identifies existing natural areas and key locations and opportunities for potential enhancement, expansion and improved habitat connectivity.

In terms of **Conservation, Design & Landscape**

4. The Norfolk Coast Partnership aims to conserve and enhance the natural beauty of the Norfolk Coast National Landscape (formerly known as the Area of Outstanding Natural Beauty). The group of Local Authorities and Natural England have drafted a new **Management Plan** which outlines its priorities and ambitions for the area over the next five years, and is now open for public consultation until 5 December 2025. This will be taken to the next Cabinet meeting before adoption in Spring 2026.

In terms of **Development Management & Planning Processing Unit**

5. The Development Committee has met once since the last report and considered 3 applications at that meeting. One item for Blakeney (**Development Committee Report PF251569**) attracted significant national and local media attention as it [related](#) to unauthorised works to a property that had been subject to a national charity raffle. The Development Committee carefully weighed the planning issues and resolved to agree with the officer recommendation to approve the application. The decision has since been issued.
6. Officer delegated and Development Committee decisions are reflecting a change to the weight being afforded to the emerging Local Plan (see 1 above) ahead of its anticipated adoption in December 2025. In addition to weight now being afforded to emerging policies, the Council is now able to demonstrate a five-year housing land supply which has a significant bearing for housing related applications and appeals in that the 'tilted balance' or presumption in favour of sustainable development test no longer has to be applied.
7. Significant work across the Development Management team is being undertaken in preparation of the imminent adoption of the new Local Plan. This work includes preparing back-office systems (including web content and mapping systems) and supporting documents to reflect updated policy changes.
8. The Open Digital Planning project continues to be implemented with the £50k funding awarded earlier this year, supporting the continued improvements to the planning service, inclusive of support for officers in achieving RTPI status. This fund is also supporting the digitisation of improved document management, digital upskilling of planning, IT and Geographic Information System (GIS) staff, and the creation of a suite of performance dashboards. As part of this project significant work is being undertaken to allow spatial information to be provided on

a national database – this includes Listed Buildings, Tree Preservation Orders, Conservation Areas and Article 4s. This is part of the wider effort of MHCLG to improve the digitisation of planning information nationally.

9. On 14 October the Local Land Charge search function successfully transferred to HM Land Registry (HMLR). As an authority we will continue to provide CON29 searches and ensure all future charges are uploaded to the national database. The team continues to liaise with HMLR during this interim phase.

In terms of **Planning Enforcement**

10. The Enforcement Team has now set up 316 cases this calendar year, with the team closing 259 cases to date. The team has been actively serving Notices, with 7 Enforcement Notices served in the last 3 months, demonstrating the team's appetite and pro-active approach to enforce and seek compliance where it is expedient to do so. Condition Monitoring is actively on going with regular inspections taking place to ensure there is a pro-active approach to service delivery.

In terms of **Building Control**

11. The Governments call for evidence as part of the national review into Building Control provision has now closed. An interim report is expected by mid-November 2025.
12. Preparations for the Building Safety Levy are ongoing with the team attending seminars and training sessions in preparedness for implementation, due in October 2026.
13. An annual audit of the service will be undertaken in November 2025 as part of the Quality Management System and Service Improvement Plan.
14. One of the larger Registered Building Control bodies, The Assent Group, have ceased trading. Two of their Registered Building Control Approver (RBCA) companies 'Oculus' and 'LB Building Control' have been cancelling their Initial Notices. This work will revert to Local Authority Building Control unless a new RBCA is appointed within 7 days of the cancellation. This will bring unexpected work to the team with the vast majority reverting to the Local Authority. These projects will be risk assessed and triaged to prioritise the work, with the team assisting the affected applicants.

2 Forthcoming Activities and Developments.

The next Development Committee is due to be held on 14th December 2025.

3 Meetings attended
October 6. Nutrient Neutrality Mitigation Fund working group 14 Pre Development Committee 16. Development Committee 20. Cabinet Pre Agenda and Business Planning 20 Edgefield PC 21. Energy Savings Trust 30. Planning training session on Local Plan November 3. Cabinet 5. Joint Staff Consultative Committee 5. Rural Services Network on rural planning 12. Planning hearing at Sharrington HM Planning Inspectorate

CABINET MEMBERS REPORT TO COUNCIL

October 2025

COUNCILLOR WENDY FREDERICKS - CABINET MEMBER FOR PEOPLE SERVICES

For the period up to 31st October 2025

1 Progress on Portfolio Matters.

Benefits

IRRV Performance Awards – Benefits Team of the Year (District) 2025



We are delighted to congratulate our Benefits Team, which was announced as the '**Benefits and/or Welfare Reform Team of the Year (District) 2025**'.

The team received the award at the **2025 IRRV Performance Awards** on 2 October, in recognition of their innovation, engagement, and compassion in delivering services to vulnerable households.

This accolade is a well deserved acknowledgement of the team's dedication and the positive impact their work has on some of the most vulnerable residents in our community.

Congratulations to all members of the team on this outstanding achievement.

Caseload (October)

During October, the Council's overall caseload decreased by 32 cases compared to the previous month. The reduction in Housing Benefit claims reflects the ongoing migration of working-age households to Universal Credit, with all households expected to have migrated by December 2025.

The number of households receiving Council Tax Support (CTS) can fluctuate over time. The Council undertakes targeted take-up campaigns to encourage eligible households to apply, helping to maximise income and ensure that residents receive the financial support to which they are entitled.

Alongside this, targeted reviews are conducted to identify and correct instances of fraud and error within the system, which can result in the removal of ineligible claims. Additionally, natural changes in household circumstances can lead to some residents no longer qualifying for support.

Caseload data for the period is presented in the table below.

	September	October	Difference
Housing Benefit only	272	265	-7
Housing Benefit & Council Tax Support	2,103	2,054	-49
Council Tax Support	4,683	4,707	24
Total number of cases	7,058	7,026	-32

Workloads and Speed of Processing Times (October)

The table below presents the Council's processing times for October. The target is **16 days** for processing new claims and **10 days** for processing changes in circumstances.

The service continues to prioritise the processing of changes that affect Housing Benefit to minimise overpayments. This approach helps to reduce the financial impact on customers, prevent potential losses in Housing Benefit subsidy, and avoid the need for costly recovery action.

In October, the team experienced a higher volume of new claims and changes in circumstances compared with the previous month. Speed of Processing performance for Housing Benefit claims declined slightly, while performance for Council Tax Support new claims improved. The reduction in performance for changes in circumstances is primarily attributable to increased workloads and lower staffing levels during the month.

	Number received in October	NNDC number of days to process (October)
New claims HB	163	8.0
New claims CTS		8.4
Changes in circumstances HB	7,314	16.3
Changes in circumstances CTS		12.8

Department for Works and Pension (DWP) Speed of Processing reported benchmarking (Q4 2024/25)

The Department for Work and Pensions (DWP) has published the national Speed of Processing performance data for Quarter 4 of 2024/25, as illustrated below.

Under the benchmarked data, the Council continues to demonstrate strong performance in the processing of new claims, ranking as the highest-performing authority across Norfolk and remaining well above the national average.

Performance in processing changes in circumstances remained slightly below the national average. However, the Council continues to perform positively in this area, achieving the third-fastest processing time in Norfolk, alongside King's Lynn and West Norfolk Borough Council.

		New Claims	Changes in Circumstance
Quarter 4	Breckland	10	2
	Broadland	38	9
	Great Yarmouth	12	3
	King's Lynn and West Norfolk	13	4
	North Norfolk	7	4
	Norwich	23	3
	South Norfolk	23	6
	National Average	20	3

Discretionary Housing Payments

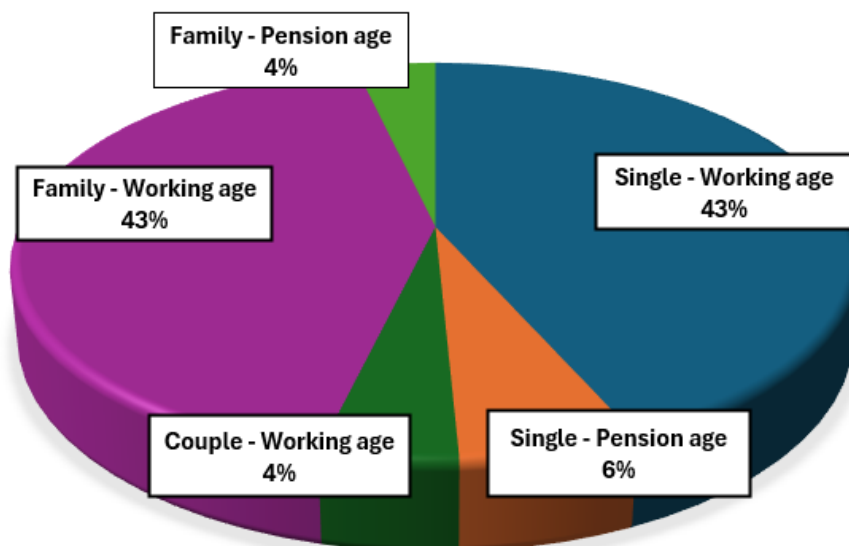
We continue to administer Discretionary Housing Payments (DHP) to support tenancy sustainment, homelessness, and to support people to stay within the community.

For 2025/26, North Norfolk has been allocated funding of **£103,037.00**, and up to **31st October 2025** we have spent **57%** of our allocation across **67** households.

A breakdown of how the expenditure has been allocated across the 67 households can be seen below.

Household Type	Number of Households paid	Expenditure across households
Single - Working age	33	£ 25,638.29
Single - Pension age	3	£ 3,497.71
Couple - Working age	2	£ 2,673.11
Couple - Pension age	0	£ -
Family - Working age	27	£ 25,217.85
Family - Pension age	2	£ 2,146.43
Totals	67	£ 59,173.39

TOTAL EXPENDITURE PER HOUSEHOLD TYPE



Crisis Resilience Fund (CRF)

The CRF is set to replace the Household Support Fund from **1 April 2026** and the Discretionary Housing Payment Scheme from **1st April 2028**. The aim is for multi-year certainty of funding (covering at least until 2028/29) rather than shorter funding bursts that were typical before.

The CRF will provide a safety net for those on low incomes who encounter a financial shock, whilst also investing in local financial resilience to enable communities to better deal with crises in the long-term, reducing dependence and repeat need.

The fund has 3 main outcomes:

- Provision of effective crisis support
- Improving individuals' and local communities' financial resilience
- Bolstering community level support

Key features of the fund include:

- £842m (£1bn including Barnett) per year, including admin costs.
- Scheme runs from 1 April 2026 to 31 March 2029.
- Funding provided directly to LAs via the Local Government Finance Settlement, which still retains local discretion in administration of LA's schemes.
- Consolidates multiple funding streams, enhancing the flexibility and autonomy of LAs to address local needs most effectively.

The DWP will be finalising the design of the CRF, ahead of publication of the scheme guidance in January. In the meantime, we will be starting transition planning, looking at potential scheme modelling, delivery, eligibility, and partnership opportunities.

Financial Inclusion (Pro-active) Delivery Plan

We are continuing to deliver our Financial Inclusion (Pro-active) Delivery Plan.

Council Tax Support take up campaign	This month we have launched a Council Tax Support take-up campaign whereby over 160 households have been contacted to advise of their potential entitlement to Council Tax Support.
Household Support Fund	We will shortly be preparing for the first tranche of targeted payments under the Household Support Fund , to support low-income vulnerable households with food, energy, and wider essentials over the Autumn/Winter months. A second tranche of targeted payments will be issued in January 2026.
Better Off Calculator	The Council is developing the Better Off Calculator (www.north-norfolk.gov.uk/apply), a digital tool for residents and officers to support financial planning and improve household financial resilience. The tool helps users create action plans, set goals, and prepare for changes in circumstances. Since April 2025, 69 households have used the calculator, with 46 households identified as having unclaimed benefits totalling over £26,000. This includes both households partially claiming benefits and those not claiming any. Data from the calculator will be cross-referenced with the Low-Income Family Tracker (LIFT) Dashboard to ensure missed benefits are claimed and households receive follow-up support. Household characteristics such as age, disability, number of children, tenure type, and employment status will inform targeted interventions. Engagement will be promoted through internal staff training, Council communications, and social media campaigns.
Pension Credit Awareness week	This year's Pension Credit Week of Action runs from 27 October to 2 November 2025 . We are helping to reach pensioners who may be eligible for, but unaware of, the extra support available to them through posters, social media, and website updates. We will also be running a Pension Credit take-up campaign shortly. https://www.north-norfolk.gov.uk/tasks/benefits/apply-for-pension-credit/

Housing Options and Homeless Prevention

Your Choice Your Home

The demand for social and affordable housing options remains high within the district and far exceeds the availability and supply. As at the 31 October 2025 there were 2,237 households on the housing list with (23%) being on the Housing Register – this register contains those qualifying applicants who have the most urgent housing needs, including homeless households and households living in Temporary Accommodation.

The Tables below highlight the make up of housing need and the size property that is required by applicants on the housing list. Although the greatest demand for housing is those with a 1-bedroom need, there are significantly fewer larger properties allocated with a current demand for 4 bed+ properties being 272 and year to date only 4, 4-bed properties have been let.

Housing List by Bedroom Need					Homes Let by Property size (Bedrooms)			
	Housing Register	Housing Options	Transfer	Total	Housing Register	Housing Options	Transfer	Total
1 Bed	210	800	165	1175	64	2	1	67
2 Bed	114	400	89	603	63	4	9	76
3 Bed	71	86	38	195	32	1	3	36
4 Bed	88	104	35	227	4	0		4
5 Bed +	13	16	8	37	0	0		0
Total	496	1406	335	2237	163	7	13	183

Applicants on the Housing List as of 31 October 2025

Homes let April to October 2025

Age Restricted Properties

Some properties have a minimum age requirement, for example, in some cases only people over 55 years of age can apply, this applied to 32 (17%) of the properties let between 01 April to 31 October 2025.

Local Letting Agreements

Local Letting agreements supplement the general housing allocations scheme and refer to properties that have been built to meet the identified local needs of particular parish. If a property has local lettings criteria attached, preference will be given to the applicant who has the strongest local connection to that parish (and the adjoining parishes). This applied to 19 properties (18 general needs and 1 shared ownership) let between 01 April to 31 October 2025.

Changes to the Allocation Scheme

The re-registration process with existing members opened on the 27th

October. Existing members of the scheme were contacted to explain the process and were invited to complete a new online application form which will determine if they are still eligible based on the new criteria set out in the Allocation Scheme.

So far over 600 people have completed the re-registration process and are having their circumstances assessed against the new eligibility criteria.

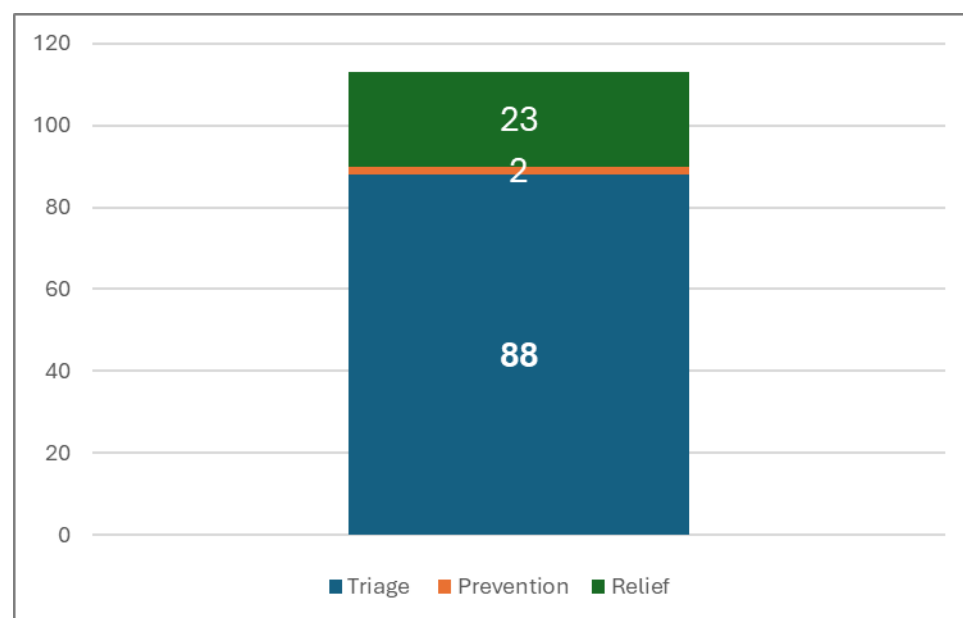
We will be pausing the system to new applications between 27 October and 24 November. This is necessary as we need to be able to collect all the information needed to make an informed decision about someone's housing needs under the new scheme criteria.

Households Assessed and Duty Owed:

When a household becomes homeless, or at risk of homelessness, their local authority owes them a duty. There are three main types of homelessness duties:

1. Prevention duty: Local authorities owe prevention duties to help stop households at risk of homelessness losing their accommodation.
2. Relief duty: If a household is homeless, the local authority owes them a relief duty to provide some sort of accommodation.
3. Main housing duty

Approaches to the service are lower than previous months and during the month of October 2025 we have opened 126 new cases with 25 households being assessed as owed a statutory duty to prevent or relieve homelessness, of which 92% of households were already homeless.



Assessment of approaches October 2025

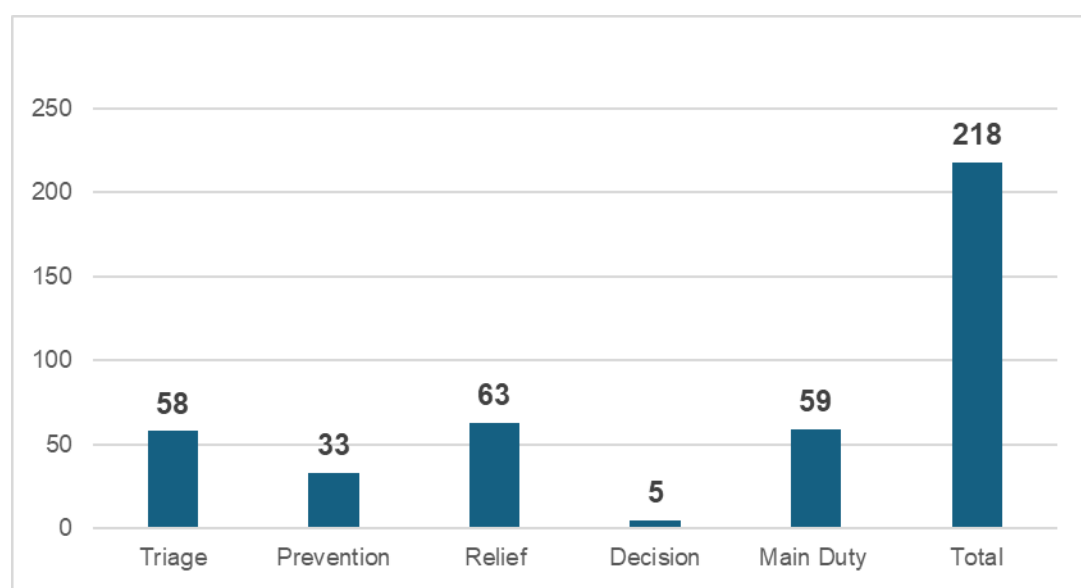
Causes of Homelessness

The three most common triggers of homelessness/loss of last settled home during the month were:

- Domestic Abuse (28%)
- Family/Friends no longer able to accommodate (28%)
- The loss of a private tenancy (15%)

Open Cases:

On the 31 October 2025 there were 218 open cases.



Outcomes of homelessness duties April to October 2025:

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

Outcomes of homelessness prevention duties:

Of those households whose prevention duty ended in the period (April to October) 53% (54 households) secured (existing or alternative) accommodation for 6+ months and 30% (30 households) could not have their homeless prevented. Other reasons why cases are closed included contact being lost and applicant withdrawing application.

Outcomes of homelessness relief duties:

Of those households whose relief duty ended in the period (April to October) 21% (41 households) found secure accommodation and 64% (124 households) were still homeless.

Outcomes of homelessness main duty assessments

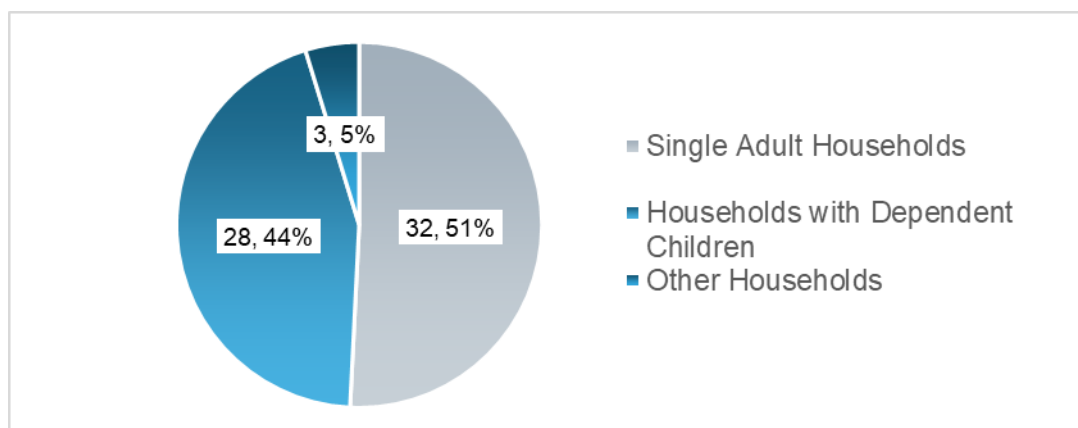
Where relief duty ended during the period, a main duty was owed in 122 cases. Of these 90 applicants were owed the main duty and found to be in priority need and not intentionally homeless.

Where a local authority has accepted main housing duty to an applicant, Section 193 accommodation duty arises. This requires the local authority to ensure that the applicant has access to suitable temporary accommodation until the applicant is rehoused and the Section 193 duty is discharged.

Between 01 April and 31 October 2025, we have discharged 84 main duty decisions with 72 applicants (86%) securing social housing, 4 applicants (5%) securing private rented accommodation. Other reasons why applications are closed include applicant withdrawing their application, becoming intentionally homeless from temporary accommodation or refusing a suitable offer of social housing.

Temporary Accommodation

On the 31 October 2025 there were 63 households in Temporary Accommodation. Households with dependent children made up 44% of placements and included 65 children.



30% of households were in Temporary Accommodation owed by North Norfolk District Council.

Nightly paid, privately managed accommodation (Shared facilities)
--

20

Nightly paid, privately managed accommodation (Self-contained)	21
Accommodation within NNDC stock	19
Accommodation within registered provider stock	3
Total	63

The table below looks at temporary accommodation numbers taken as a snapshot at the end of each month and provides a comparison with the previous year.

	Apr	May	Jun	July	Aug	Sep	Oct
2025-26	64	62	59	54	54	60	63
2024-25	57	60	57	51	52	53	61

Rough Sleeping

During the month of October (at various points in time) 6 people were reported/verified as sleeping rough in North Norfolk. At the end of the month, 4 people remain sleeping rough in the district.

Housing Strategy

Temporary Accommodation

The Council now holds 29 units of Temporary or other homeless accommodation (including five units of move on accommodation for ex-rough sleepers). Value for money analysis of our in-house TA has concluded the homes do provide VFM, especially compared to expensive (and inferior) nightly paid accommodation.

The demand for TA continues and, with funding from the government's Local Authority Housing Fund grant (£588k) and Second Homes Council Tax premium, we are purchasing seven units of homeless accommodation in 2025/26. The LAFH was originally intended to deliver four homes, but we have increased this to seven through use of additional funding from Second Homes Council Tax. Four of these homes have already been purchased (included in the 29 above) and are now in use. A further two homes should complete shortly, and we aim to secure the remaining home in the next 2-3 months.

New Affordable Homes

We have a healthy affordable housing scheme pipeline, many of which are 'rural exception' housing sites at various points in the development process.

There are over twenty developments which will, subject to approvals, deliver more than 650 new affordable homes in the next few years.

Current schemes include:

Flagship Housing Association have submitted a planning application for 9 affordable homes in Pudding Norton at Green Lane.

Blakeney Neighbourhood Housing Society continue to work in partnership with Broadland Housing Association to deliver 8 affordable homes. The planning application has now been submitted and is expected to be determined soon.

Flagship Housing Association's planning application for an affordable housing scheme in Ludham continues to be considered, which subject to approval, will bring 26 homes for the local community.

New affordable homes continue to be let on the Park View development in Holt with a total of 28 expected to become new homes for those in housing need.

45 new affordable homes have completed so far, and we expect a total of 93 new affordable homes to complete in 2025/26. The forecast is 129 new affordable homes in 2026/27

Strategic Housing are currently working on the suitability of 15 early-stage sites. Further details will be reported on sites when these have progressed, and we start community discussions.

[Social Prescribing](#)

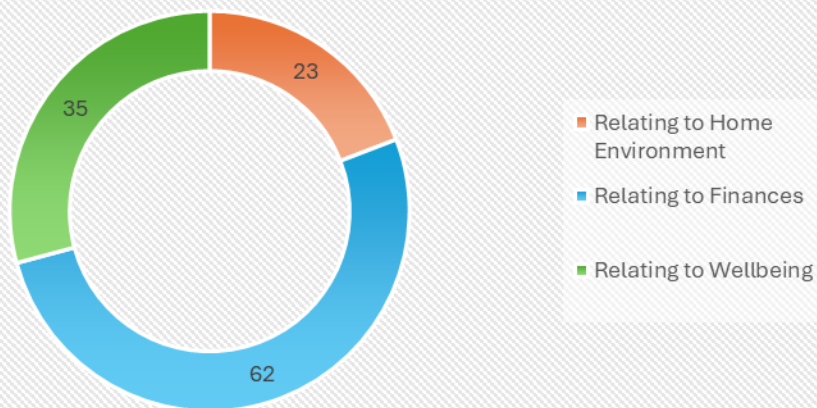
Early Help & Prevention

The Early Help and Prevention team has started to implement a new Case Management system from 1st October 2025. This will incorporate both Social Prescribing and Financial Inclusion. In time we will be able to record and retrieve much more detailed data about the referrals that are coming into the service, and we will be developing a Power BI dashboard to record this data.

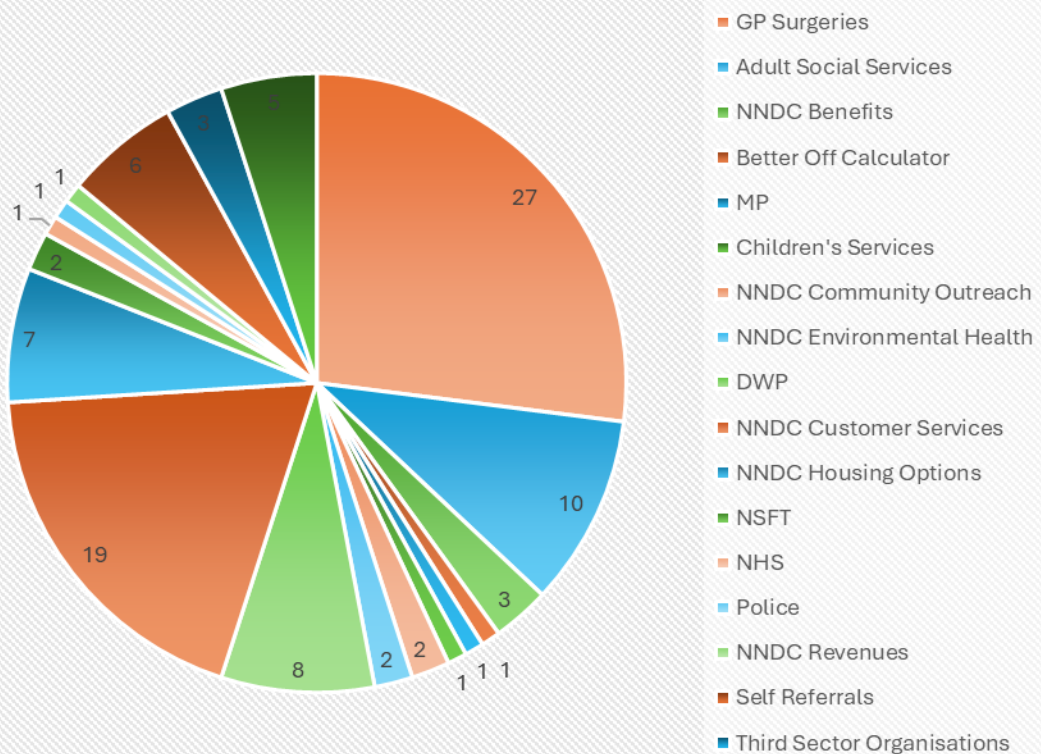
From 1 – 31 October 2025:

TOTAL REFERRALS RECEIVED: 104

Referrals into Early Help & Prevention



Referral Sources



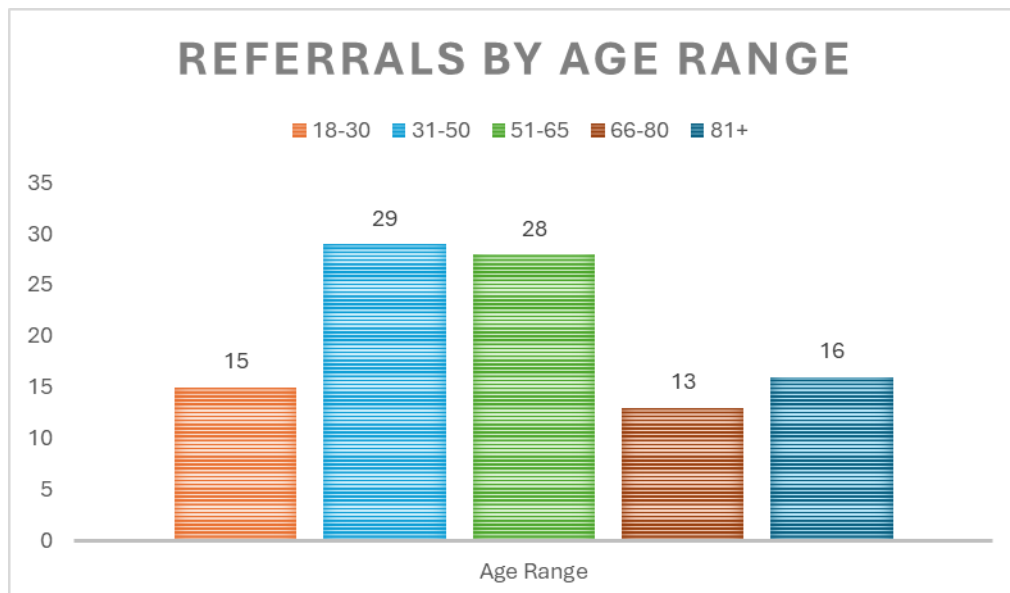
Financial Inclusion Case Study

Miss S has ME and had been put off applying for PIP because of past negative experiences. She was encouraged and supported to apply by a

Financial Inclusion Officer. Unfortunately, her initial claim was unsuccessful, however the Financial Inclusion Officer supported Miss S to request a reconsideration.

Miss S was successfully awarded both the Care and Mobility elements at the standard rate. This has increased her income weekly by £103.10.

In addition. She has received a backdated payment of PIP to the 2nd of February 2025. Council Tax Support was also reviewed, and this was awarded, gaining Miss S a further £15.20 per week, plus a backdated award.



Social Prescribing Case Study

Mrs R was referred into Early Help by a family member, with her consent. The family member had stated that she wanted to look at a care package for Mrs R, and some support with Social Isolation.

Mrs R is registered deaf and is also losing her sight.

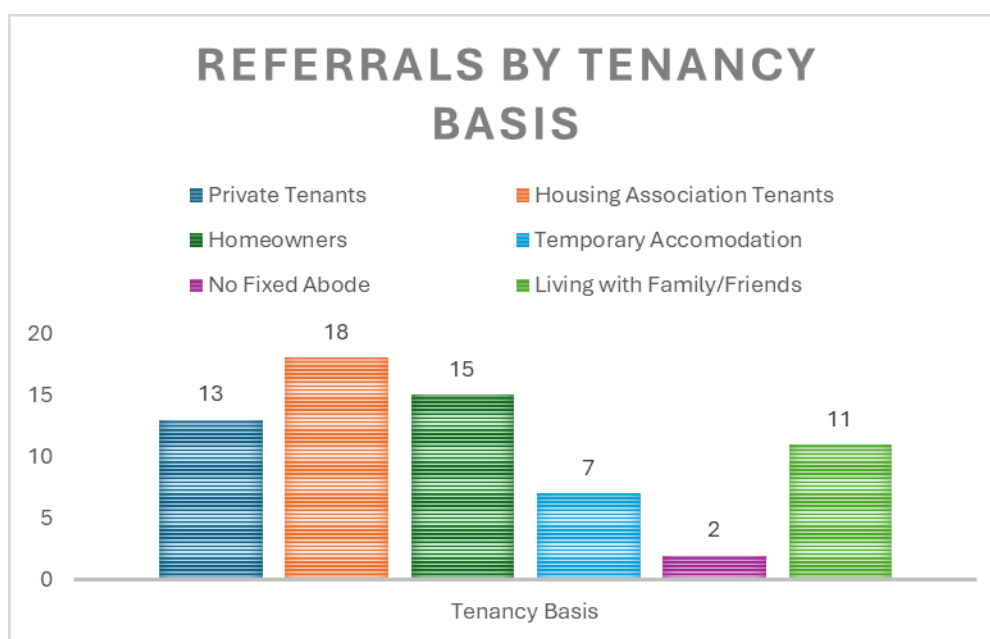
The Social Prescriber attended Mrs R's home to meet with her and her family member. The family member, although their intentions were clearly good, continually spoke over Mrs R and Mrs R became upset.

The Social Prescriber arranged for a visit on a second occasion and made sure to arrive earlier, so that she and Mrs R could speak one-to-one.

Mrs R reported feeling lonely. She didn't feel like she needed a care package yet but perhaps would benefit from some support with shopping and getting out and about.

Referrals and signposting took place and, as a result, Mrs R is now attending a day centre once a week to make social connections, and a local care service is providing support with shopping and accessing the community. Mrs R is also considering joining a seated exercise class.

"It's so nice to just be able to talk through my thoughts with someone, without being told what to do!"



Number of Referrals where
children live in the home:

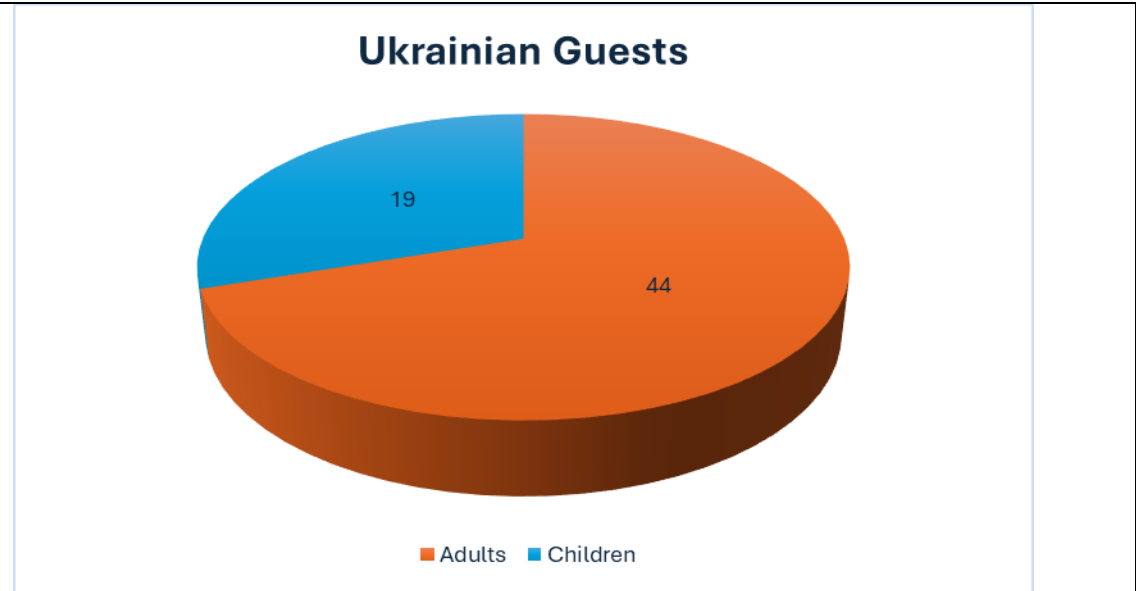
25

In addition to the incoming referrals the service also deals with requests for emergency food and energy support.

For future reports we will be able to provide additional information about the number of requests for food and energy support.

Homes For Ukraine

There are currently 63 Ukrainian guests being supported in North Norfolk, of which 44 are adults and 19 are under the age of eighteen.



During October, our Ukrainian Support Officer has been supporting guests and families with making applications for visa extension, council tax support and tenancy support.

There have been some recent changes to Council Tax legislation for Ukrainian refugees, where Ukrainian Permission Extension Visa holders, who moved on from their hosts and switched from Homes for Ukraine visas, lost their disregards for Council Tax.

The Ukrainian Support Officer has been working with the Revenues team at NNDC to facilitate this.

IHAT

The Council has a statutory duty to provide financial assistance to those who qualify for a Disabled Facilities Grant (DFG) to contribute towards adaptations which help them to safely access their home and the facilities within it.

The funding is provided as a capital grant from the government via the Better Care Fund. The government allocation for DFGs for 2025/26 minus 15% staffing top slice and the addition of £400,000 Covid underspend is **£1,797,681**. The actual spends, as of 31st October, including partially completed adaptations against the budget is **£704,330.59** in mandatory DFG's and **£71,407.25** in Discretionary Grants. A total of **£591.204.05** equating to 77 applications have been approved since April 2025.

Discretionary grants breakdown to date:

Waiver of assessed DFG contribution	1
Top up funding	2
Home repairs	6

Forget me not grant	1
Architects and surveyor fees	19
Fast track end of life grants	2
Minor adaptations grant	15

DFG assessment and recommendation snapshot year on year comparison.

Assessment numbers can fluctuate with demand, staffing availability and complexity.

Assessment Completed	2024	2025
April	5	12
May	7	10
June	6	13
July	15	1
August	19	10
September	10	15
October	12	15

Recommendation Completed	2024	2025
April	12	16
May	7	16
June	5	13
July	26	14
August	18	8
September	18	14
October	14	18

A breakdown of the DFG outcomes and demands is shown below.

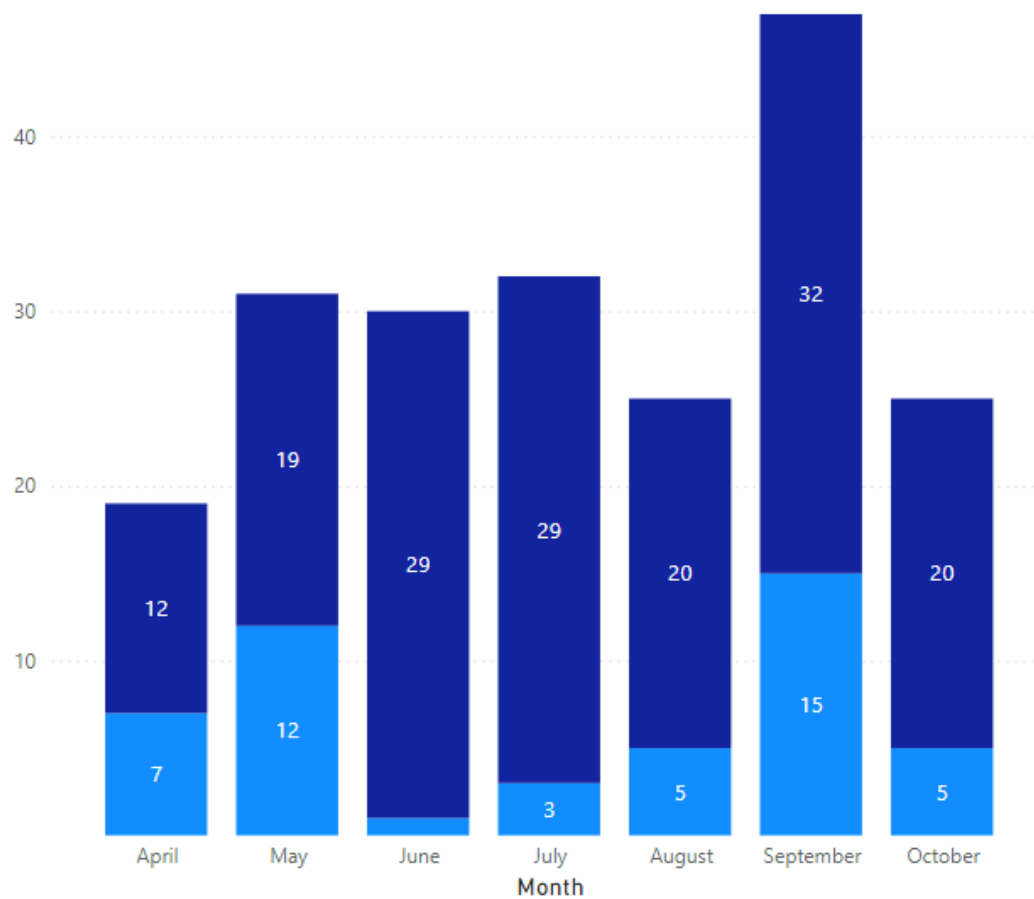
The number of completed Disabled Facilities Grants (DFGs) can vary month to month due to the complex and multi-stage nature of the process, which depends on factors such as contractor availability, supply chain delays, resident circumstances, and the time lag between approval and completion; a low number in any given month often reflects earlier delays or seasonal factors, rather than a lack of activity or progress. Additionally, a grant cannot be formally recorded as completed until the final invoice is received and processed, which can further delay reporting even when works have finished.

Graph 1: number of referrals received

NNDC referrals, Norfolk County Council referrals

BY MONTH

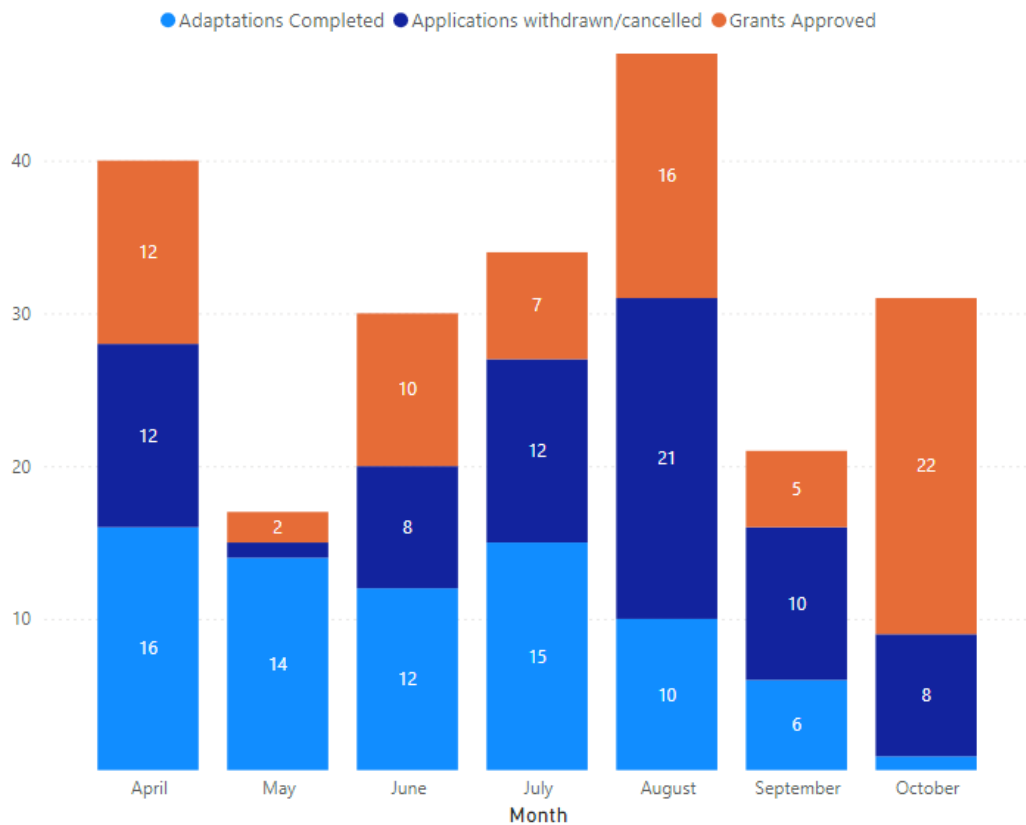
● NNDC referrals ● Norfolk County Council referrals



Graph 2: Outcomes of applications

Adaptations Completed, Applications withdrawn/cancelled, Grants Appro...

BY MONTH

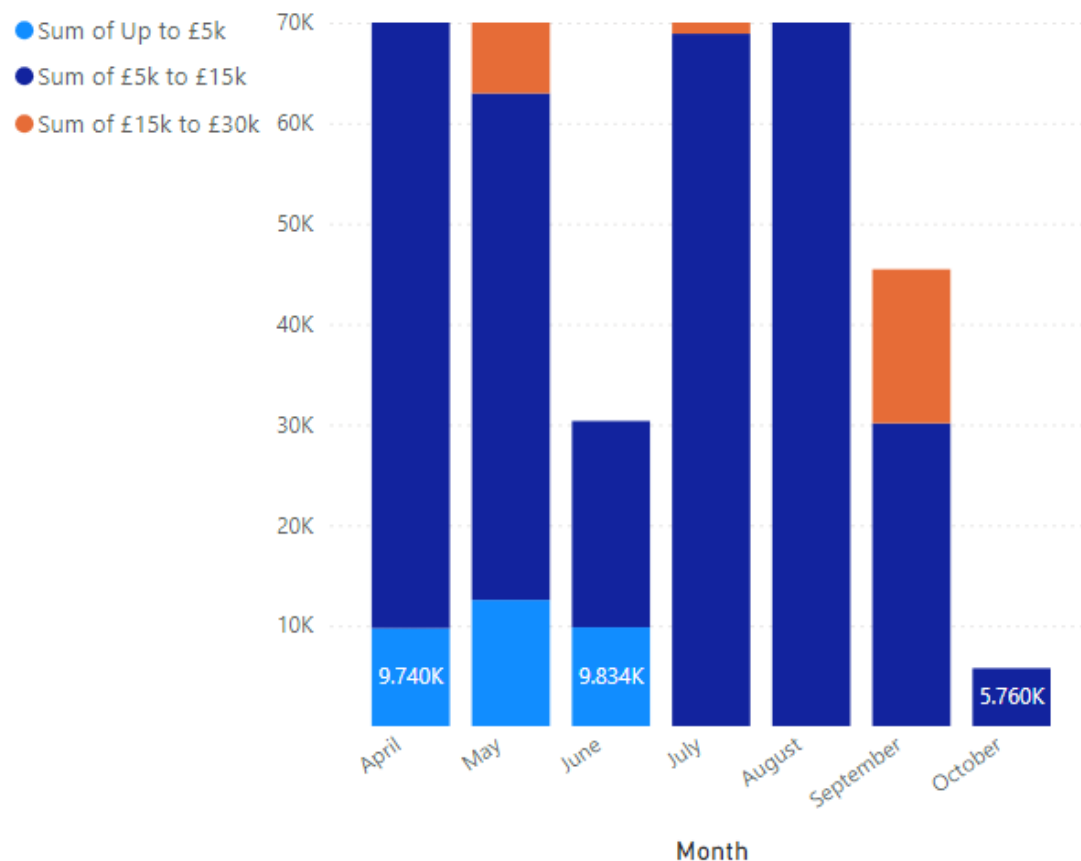


Graph 3: Breakdown of DFG spend by amount

The below spend is calculated from completed DFG's. 'Completed DFG's' are when the work has been completed, the invoice has been received, the client is happy to sign off the work and the invoice is paid. Actual monthly spend is generally higher than completed work spends due to interval payments of DFG's and payment of works from the previous month.

Sum of £5k to £15k, Sum of Up to £5k, Sum of £15k to £30k

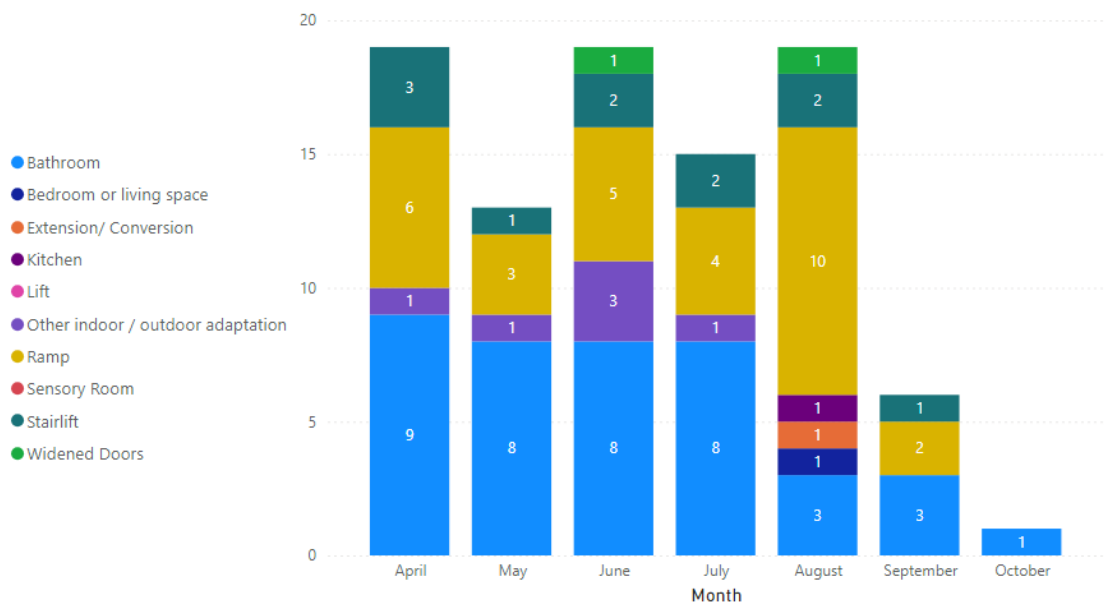
BY MONTH



A summary of how the funding has been used is shown below along with the demographics of clients

The figures of types of adaptations completed are higher than the monthly figures for completed DFG's. This is the result of holistic assessing and clients may require more than one adaptation. E.G. a stair lift is required as well as a level access shower.

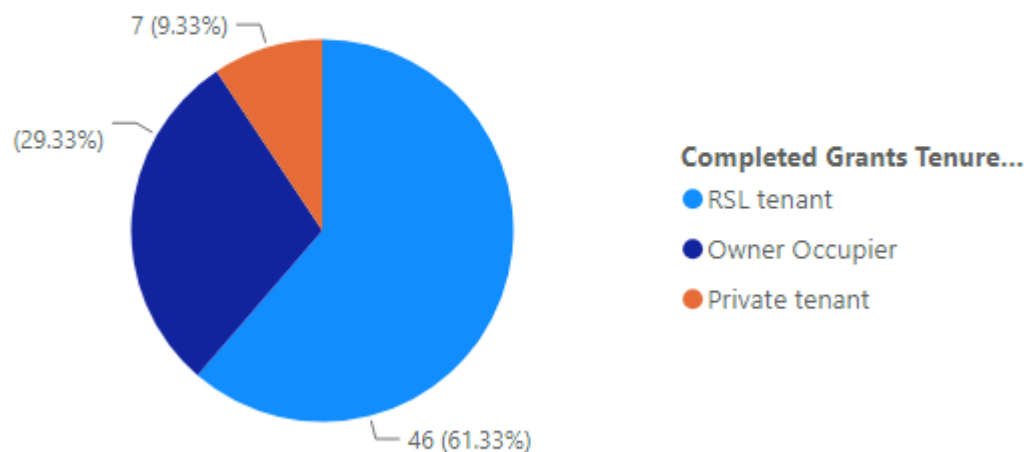
Graph 4: Types of adaptations completed



Graph 5: Accumulative demographics of households receiving grants 25-26

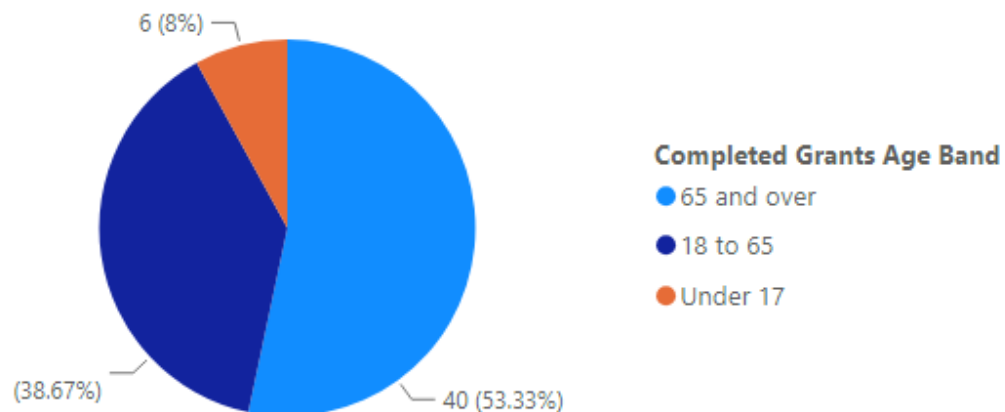
Accumulative Figure for Demographics

BY COMPLETED GRANTS TENURE TYPE



Accumulative Figure for Demographics

BY COMPLETED GRANTS AGE BAND



Key Service Updates

Good progress with using discretionary grants for architects and top up fees. Two high-cost adaptations involving extensions have been completed from a list of cases that couldn't be progressed because of funding restraints. Three more cases are in progress and nearing completion.

Forthcoming Activities and Developments

DFG workshop with all Norfolk Districts to develop understanding of neurodivergent applicants and the adaptations required to meet their needs.

Meetings Attended

Ongoing IHAT weekly meetings to review and discuss DFG applications using the whole IHAT service expertise.

Six-weekly local delivery group meeting with partners of Norfolk County Council.

Ongoing meetings with architect, technical officers and OT for high-cost DFG projects and review of outstanding cases.

Ongoing monthly Flagship Housing Association meetings to maintain communication and progress cases as quickly and effectively as possible.

2	Forthcoming Activities and Developments.
3	Meetings attended

CABINET MEMBERS REPORT TO COUNCIL

19 November 2025

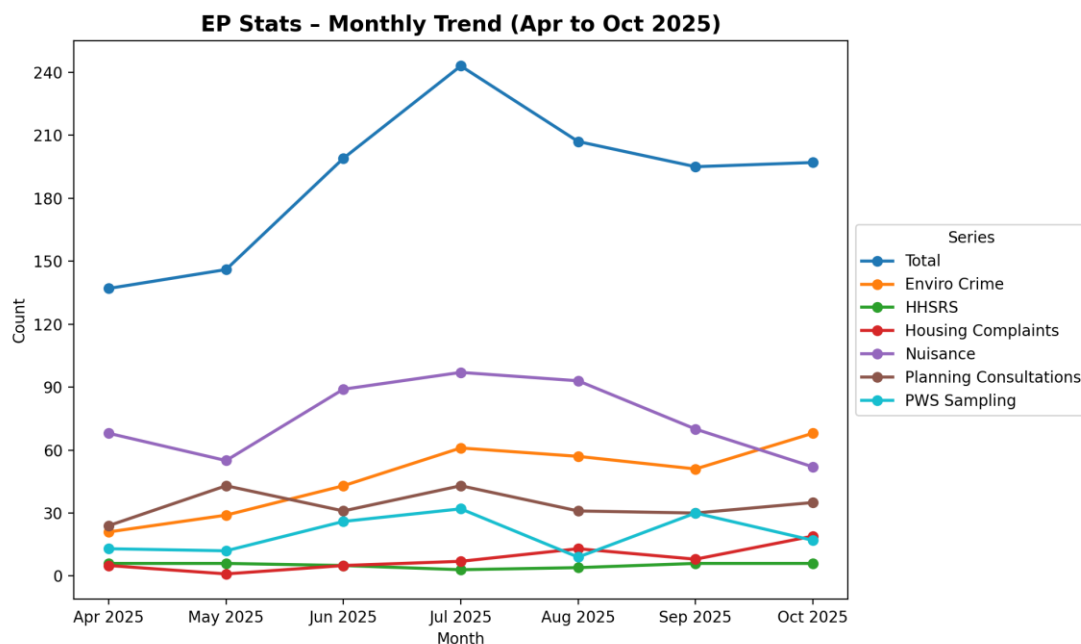
COUNCILLOR RINGER - CABINET MEMBER FOR IT, ENVIRONMENTAL AND WASTE SERVICES.

For the period September to November 2025

1 Progress on Portfolio Matters.

Environmental Protection

The team continue to deal with a wide range of enquiries, and whilst the summer peak has subsided the numbers remain relatively high as demonstrated below:



Consultation has opened and closed for Dog Related Public Space Protections Orders. The Team will now draw up the new proposals and presented them to Cabinet.

Food and Health and Safety

Successful completion of the Local Authority Enforcement Monitoring Survey was returned to the Food Standards Agency. The number of outstanding food businesses' inspections is much improved and continues to decrease.

Attestations certificates have successfully been completed for one local business; this allows Shellfish to be exported to France. This is a good demonstration of the Environmental Health team supporting local businesses.

The team are starting to review and update the 'Toilet provision in Premises Open to the Public' Policy

05/11/2025

Public Protection (Food & H&S) Stats: Monthly

	Total	Sep 2025	Oct 2025
Total	368	195	173
Food: Advice/Complaint	67	38	29
Food: Approved Products	1	0	1
Food: Attestation/Export Certificates	2	1	1
Food: Inspections	187	91	96
Food: Questionnaires	2	2	0
Food: Registrations	45	26	19
Food: Revisit / FHRS Rescore	9	4	5
Food: Sampling	13	6	7
H&S: Accidents	14	7	7
H&S: Advice/Complaint	6	4	2
H&S: Revisits	1	1	0
Other: Infectious Diseases	6	5	1
Other: Inspection Skin Piercing	3	3	0
Other: Notifications	12	7	5

Licensing

The EH and Leisure Business Support manager has undertaken a significant review of the licensing fees and charges; these are proposed to come into effect in April 2026 and are based on cost recovery.

A new mobile home fees policy has also been issued.

All residential caravan site licenses are being reviewed and the archive brought up to date. Licensing committee has approved a revised Street Trading Policy which has been extended to strengthen local economy and protect vibrant urban centres.

The team continues to work with our partners in the Police and County Council to address drug and alcohol related activity and improve public safety in our licensed premises and vehicles.

	Apr	May	Jun	Jul	Aug	Sep
Animal Activites	3	2	2	3	2	1
Betting Premises Non Track	0	0	0	4	0	1
Camping Site	0	0	1	0	0	0
Campsite Class BC	1	0	0	0	0	0
Caravan Residential Site	0	0	0	8	0	0
Caravan Site	0	0	0	0	0	3
Club Premises	2	5	1	4	0	8
Fit and Proper Person	1	0	0	0	0	0
Gambling Club Gaming Permit	0	0	0	0	0	1
Gambling Club Machine Permit	1	1	0	0	0	2
Gambling Premises Notification	0	0	3	4	5	5
Gaming Permit - FEC	0	1	0	0	0	0
Hackney Carriage Operator	1	0	0	1	1	2
Hackney Carriage Vehicle	29	16	15	45	8	24
House to House Collection	2	2	0	3	1	4
Lottery - Small Premises	36	13	15	10	8	9
Pavement Licence	2	0	2	0	1	0
Personal	12	7	8	8	4	5
Premise Licence	51	49	75	79	50	103
Private Hire Operator	0	0	3	1	0	1
Private Hire Vehicle	85	67	126	50	45	61
Scrap Metal Dealer - Collector	0	0	0	1	0	0
Scrap Metal Dealer - Site	1	1	0	0	0	0
Skin Piercing Practitioner	2	1	0	2	4	2
Skin Piercing Premises	1	1	0	0	3	3
Street Collections	4	0	1	5	6	8
Street Trading	0	0	0	1	0	0
Taxi Driver	44	65	162	253	91	56
TENS	30	37	39	54	27	39
Total	308	268	453	536	256	338

Environmental Services

Film and Flexible plastic trial:

The three trial collections have been completed within the selected area of North Walsham. Participation has been approx. 250 households on each

collection and the material collected has been good / clean quality target material. Final leaflet went out W/C- 3rd of November to encourage residents to complete the survey and provide feedback on the trial.

Commercial food waste service: Food waste service is going well, to date we have collected over approx.. 20 tonne of food waste from our businesses and schools who are signed up. Applications are being processed on a weekly basis. We are introducing 140 lockable bins for customers that are located within high footfall areas, these bins will also have QR codes on them so customers can double check what can go into the bins.,

Domestic food waste service: . _

The team continue to plan and work with our contractors on the introduction of a new domestic food waste collection service, which will be implemented in the latter half of 2025.

Service updates:

Assisted collections continue to be under review, along with any which are flagged by crews to ensure our systems are up to date. Visits and notifications are being sent. Vehicle and staff issues at the depot remain to impact on services. Working with Serco on a daily basis to ensure minimal impact to residents and customers, performance deductions are implemented when required.

Civil Contingencies

Exercise Pegasus was a 'Tier 1' exercise simulating a realistic pandemic scenario which took place between September and November 2025. Tier1 = a national-level exercise involving ministerial participation, activation of Cabinet Office Briefing Rooms, COBR, and multiple local resilience forums. Ex Pegasus is the largest of its type in nearly a decade. NNDC played an active role in the exercise.

100% of NNDC-Critical Business Continuity Plans have been updated.

Short video put out on social media focused on businesses and flooding, tying in with the Environment Agency's Flood Action Week, 13-19 Oct.

Operational activity re flood defences for Storm Amy (5 Oct) and Storm Benjamin (22-23 Oct) and the highest Spring Tides of the year (8-9 Oct)

Preparation work for Avian Influenza

Safety Advisory Group review of 2025 events and forward look for 2026 meeting held.

IT

- PSN accreditation achieved for another year. The process involves external Health check and remediation of any vulnerabilities found. This certification is essential for us so we can process Benefit Claims.
- Old laptops donated to NCC have massively helped with the Digital Inclusion project(run by County) .121 laptops have been gifted to North Norfolk residents and personalised training has been given to 646 people, group training sessions held at Sheringham & Cromer and regular drop-in sessions held at village halls & community venues.
- Acceptable Use of AI policy & IT Strategy approved through CLT , now going to Management Team for discussion
- X-Forms now integrated with Gov.uk pay – we can now take online payments with the new forms platform
- Updates to Bulky Collections form to prevent it being used by business
- Working with C3 for updates to CS software
- Website updates include events section for First Aid training, coastwise, Fakenham leisure centre web pages, Local Plan
- PSPO consultation launched
- Complete list of website pages provided to CLT for review
- Upgraded Exchange from 2019 to SE
- Setup new Umbraco for website
- 2 members of staff undertaken Certified Information Systems Security Professional training
- M3 Trade Waste module to be desupported; Service decision to adopt bespoke solution to manage this going forward. Concerns raised of risk to NNDC revenue stream. First demo scheduled by EH for later this week. Risks have been highlighted to EH Service Manager and Projects & Programs team.
- Land registry data migration to national database now complete.
- Preparatory work completed to enable migration of Concerto Property Services system into the cloud. Supplier meeting to be scheduled to agree formal go-live date.

2 Forthcoming Activities and Developments.

- Awaiting AI readiness Audit recommendations
- Supplier engagement to understand any security risks
- Review of IT resources
- PCI compliance software review
- Work underway to add increased security to Assure platform.
- Further IDOX Uniform upgrade scheduled to introduce required Building Control functionality
- Monitoring of Cyber Awareness training

- Testing of invoice file from new trade waste module
- Working on CAF improvement plan and possibly progressing to next stage
- Investigating Data classification software
- Beginning work on new website platform
- Integrating online forms with C3
- Moving more forms to new platform
- Updates to waste forms to allow for domestic food collections
- Further IDox Uniform upgrade scheduled to update Document Management System
- OpenEdge upgrade to be undertaken across Revs/Bens, substantial piece of work undertaken across weekend to minimise staff downtime. Undertaking this will enable us to catch-up to current release levels (current backlog of 8 releases/patches).

3 Meetings attended

Norfolk Waste Partnership
 Joint waste contract review and development board
 Regular meetings with officer on portfolio matters
 North Norfolk Food Waste rollout meetings

CABINET MEMBERS REPORT TO COUNCIL

19 November 2025

COUNCILLOR LUCY SHIRES - CABINET MEMBER FOR FINANCE, ESTATES AND PROPERTY SERVICES

For the period September to November 2025

1 Progress on Portfolio Matters.

Finance

- **External Audit 2024-25** – the finance team have been working to provide our External Auditors, Ernst and Young responses to the 217 audit requests for information, this is ahead of the proposed start date in November 2025.
- **Budget Monitoring P6 2025/26** – The second quarters monitoring (End September 2025) has been produced for November Cabinet. The forecast outturn position has improved from a surplus of £138k reported at P4 to a surplus of £354k. This favourable movement of £216k is predominantly due to an improved forecast in external income receivable which improved by £188k.
- **Budget 2026/27** – Meetings have been held with Service Managers and Assistant Directors to prepare the base budget for 2026/27 and forecasts up to 2029/30. This exercise has included a review of the Councils fees and charges, and a capital project bids exercise.

Estates

Vacant property:

- Cornish way letting – There is interest from existing tenant to relocate to a vacant unit, a further unit is has received offers following marketing, which officers are reviewing.
- The Cedars Barns requiring re development continue to be advertised, with no viable interest.
- Fakenham Connect first floor offices are being advertised.
- North Norfolk Visitor Centre – is now let agreed and the tenant, a dental practice to submit a planning application shortly
- Donkey Shelter –There have been some discussions with an existing tenant have taken place regarding a redevelopment of the who building and infrastructure costs and a viability/options appraisal is

being finalised.

Leases:

- Lease negotiations for the RNLI and Rocket House Café at the Rocket House have Cabinet approval. Following the public toilets the museum phased repair of the building is progressing with tenders to be issued.
- Formalising the short-term agreement for car parking at Gold Park continues to be delayed as officers await a landlord response.
- Fakenham industrial unit lease renewal is expected to complete shortly.
- Lease renewal to North Walsham Football Club in consultation with the funding body, continues to be delayed awaiting a response from the tenant.
- A report is being prepared for Cabinet on the Marrams Bowls Club options following further discussion with the tenants. Suffield Park bowls club is delayed.
- Lease renewal negotiations for industrial unit at Catfield, Cornish Way with rental increases are progressing.
- Cromer Council office 2 lease renewal negotiations are underway.
- Lease negotiations to facilitate the FLASH project have completed.
- Sheringham RNLI lease renewal has been approved by Cabinet and officers await the tenant to confirm when ready to commence the renewal.
- Cabbell Park, car parking lease renewal is to recommence which will include a reviewed rent.

Disposal:

- Enabling land at Sheringham. A review of alternative options is being investigated with an independent valuation being prepared.
- Disposal of Highfield Road car park, Fakenham to local housing association continues to progress.
- Mundesley a disposal of amenity land to Parish Council continues to progress.
- A number of Parish and Town Councils have approached the Council regarding transfers of assets that may be impacted by Local Government Reorganisation. Site information has been provided to

Town and Parish Councils that have expressed an interest and valuations and negotiations will commence.

Acquisition:

- Continued support to Coastwise/Coastal Team in acquiring land and property at risk of coastal erosion. A further property at Trimingham has been negotiated and solicitors are instructed. Further enquiries regarding premises in Trimingham have commenced. Lease negotiation in progress.
- Supporting Housing with purchase of additional properties. 4 properties have been acquired with a further nearing completion. An offer has been made for a further 1 bed property.
- Supporting Leisure with valuation advice regarding the acquisition of an easement at Holt.

Property

- Working with the local member to develop a programme of works for general improvements to the amenity area to the west of the Leas public conveniences. Works to the horsebox shelters is complete as is improvement to cabling and lamping to 11 lamp columns along the pathway east & west of the Leas shelter. Further works have now been scoped with the local member and will focus on removal of the water features and creating a picnic area adjacent to the new play area.
- Working with Kate Rawlings for energy efficiency and improvement works to Holt Road offices to include improvements to existing roof PV's, electric vehicle charging points and new boilers.
- Working with Countryside and Leisure to support delivery of an electrical supply at Holt Country Park.
- Further works at HCP to include provision of an ECO classroom, Design proposals and budget estimate costs for the classroom have been received and are being considered Works have now been scoped and modular build ordered. Works due to commence mid-November.
- Exploring opportunity for a small solar farm to provide power for the ECO classroom and the refurbished public convenience.
- Refurbishment of the existing public convenience and design and installation of a new foul storage system. Bat license has been sought and building control application submitted.
- Drainage scheme is being designed and hopefully works will commence late November.

- Temporary NNDC owned toilet facility will be used at the site whilst toilet is closed.
- Further works at Holt Country Park include increasing the outdoor play provision to include more accessible items of play. These works have been scoped and quotations sought.
- Other works for Countryside and Leisure include provision of changing facilities at Cabbell Park.
- Design proposals and budget estimate costs for the changing rooms have been received and are being considered.
- Scoping works and design proposals for works at the Marrams Sunken Gardens in Cromer are progressing. Works here will include removal of water features replacing with low maintenance planting and improvements to footpath lighting.
- Footpath surfacing and lighting works have been instructed, and we are now actively seeking design options for the works to the sunken gardens.
- Pier sub structure survey has been completed and is currently being reviewed. The report identifies areas requiring immediate attention.
- This includes full rope access solutions below the decking and divers in the water. The survey will assess the structural integrity of the pier and recommend a sequence of works required over the next 5-year period.
- A capital bid for these phased works has been submitted.
- Currently working on emergency temporary roofing solution for Tides restaurant on Cromer. Major water ingress over the weekend 25th – 26th October which prevented Openwide from opening.
- Temporary repair works continue and Openwide reopened on the 28th October.
- A capital bid for substantive repairs has been submitted.
- The work with Leisure Services and Openwide on the Pier backstage refurbishment is now complete.
- Pier donation stations have been installed and are working.
- Capital bids have been submitted and are being reviewed.
- Collaborative working with Corporate H&S and Estates to review

NNDC asbestos management procedures following audit by the HSE.

- This work has now been completed and requires no further action from the HSE.
- Continued collaborative working with Housing Options on the target hardening scheme for vulnerable persons.
- Continue to work with Housing Options on inspecting and maintaining temporary accommodation and refugee accommodation.
- Designs for North Lodge pay & display car park have been received with some changes required before planning is submitted.
- Budget estimate costs have been received, and tender document is due shortly.
- Waiting for final sign off on the Design and Access statement.
- Collaborative working with Estates, Housing Options and Corporate H&S to develop corporate policy and procedures to comply with Awaab's law due to come into effect in October this year. This work is now complete with a policy and procedures in place.
- A consultant has been appointed for the proposed refurbishment of the Pier auditorium to get the project moving forward so an expression of interest can be submitted for potential external funding. We are now progressing this to the scoping stage.
- New toddler and accessible play area swings, replacement see saw and toddler slide have been installed at Ferns Field Park Cromer.
- New trim trail, talking tube, accessible springer has been installed at Sadlers Wood North Walsham.
- Replacement seesaw and swings are planned at Cromer Road Sheringham
- Estates have handed over to Property Services their current and future project workload.
- Rocket House restaurant works are complete.
- Rocket House ground floor public conveniences are now open.
- RNLI Henry Blogg museum damp monitoring has been extended for a further three months with secondary monitoring schedule being undertaken by Property Services.

- Daniel Connal Partnership are now preparing tender documents for the tanking works to the museum along with associated repairs and redecorations both internally and externally.
- Reef remedial works are currently WIP. Rectification to the fire alarm system is complete. New under croft escape hatch has been delivered and is due for installation the same time as the high-level lighting works are undertaken along with other outstanding remedial works.
- There will be a 10-day closure of the pool, 8th – 19th December.
- Car park drainage remedial works will also be completed during this phase.
- Works to defective solar panels have been completed.
- Cedars remedial works are in progress with further investigations required for damp ingress.
- Works to the Watch House Cromer have been scoped and a consultant appointed. A structural engineer has been appointed for the cliff stabilisation, and we expect to receive the design proposal shortly for tendering.
- The design proposal has been received and has been approved by consultants retained by the owner of the Watch House.
- Planning permission has been submitted, and tender documents are being prepared.
- We have engaged MacKinnon Construction for early contractor involvement to discuss methodology and buildability.
- Tender due shortly with works planned for March 2026.
- Scoping and programming at the Marrams bowls club for complete removal of existing flat roof structures and replacement with new system.
- This work will include complete removal of asbestos containing material as well as new lighting and ceilings throughout.
- No further movement here.
- Costs for the works to the surveyor's allotment at Sutton have been received and are being considered for implementation in March next year.

- Evaluating options for roof removal / repairs at Cornish Way and Catfield industrial units.
- Budget estimate costs have been received and are being evaluated by Estates.
- Scoping works to the Donkey Shelter as part of the chalet refurbishment programme.
- Options are being considered by Estates.
- Scoping and programming are now underway for the public convenience efficiency programme. Proposals will be completed and forwarded to the decarbonisation board for consideration. LABC and planning have been consulted and a structural engineer appointed to advise of suitability of roofs for load bearing purposes.
- Proposals have now progressed to the decarbonisation board.
- The corporate consultant framework contract is now live with all successful suppliers appointed.
- The new Concerto asset management database system has been awarded and goes live in August. Training workshops are currently being arranged.
- A contract for the capital programme of church boundary walls has been awarded and we are now at the programming stage.
- We will undertake these works alongside the Cromer Museum planter retaining works.
- We are now actively working with the corporate project management and programming team on various live and upcoming projects.
- Planning to review the number of free issue car parking permits issued to voluntary organisations specifically on promenade areas.
- Commissioned replacement of the failed gas boiler at Fakenham Connect offices with a more efficient one using our Measured Term Contractor, Bruce Towers & Sons.

2 Forthcoming Activities and Developments.

Finance

- **Budget 2026/27** – Detailed budget working papers will be pulled together to get an early draft revenue position. Further work will be undertaken to forecast the Central Government settlement and

taxation income. A savings bid exercise will also be undertaken.

- **External Audit 2024/25** – The start of the formal audit is currently timetabled to commence 17th November. This is subject to change if there are delays in local authority audits prior to ours.

Estates

- 2 Lease renewals appraisals at Fakenham Connect are being prepared.
- 2 Lease renewals at Cromer Prom are being considered.
- Beach hut and chalet rent increases are being assessed and letters to be issued to tenants in readiness for the 2026.27 season.

Property:

- Started looking into budget saving proposals for the next financial year.
- Working with EELGA on options for temporary housing solution.
- Membership of steering group to review EELGA options.
- Recommendations from this report are now being implemented.
- Potential improvement works at Sheringham Little theatre and Cromer pier auditorium subject to external funding.

3 Meetings attended

26/27 Budget with AD
26/27 Budget with Leader of Independent Group
Portfolio Meeting with AD & Property Services x 2
Portfolio Meeting with Revenues
Portfolio Meeting with S151/Director x 2
Portfolio Meeting with AD & Estates
Cabinet Pre-Agenda x 2
Cabinet Business Planning x 2
Cabinet x 2
O&S
VNN Board Meeting
125 Years of Cromer Pier Working Group
NWTC Meeting – LGR & Assets
NWTC Meeting – LGR & Assets

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CABINET MEMBERS REPORT TO COUNCIL

19 November 2025

COUNCILLOR JOHN TOYE - CABINET MEMBER FOR SUSTAINABLE GROWTH

For the period October - November 2025

1 Progress on Portfolio Matters.

Funding and Programmes

NNDC was awarded a combined total of £842,354 from the UK Shared Prosperity Fund (UKSPF) and Rural England Prosperity Fund (REPF) for 2025/26. The funding continues to support businesses and communities in north Norfolk to address identified local challenges.

Programme delivery was reported to the UKSPF and REPF Project Board on 23rd October at the end of the second quarter reporting period. A six-monthly monitoring return was submitted to Government on 16th October and has been approved by MHCLG.

The overarching UKSPF/REPF funded workstreams are:

Addressing Fuel Poverty

The UKSPF funding allocation enables the Council's Energy Officer to promote energy efficiency measures for local households. This provision plays a key role in ensuring that eligible households in north Norfolk are aware of and are well-positioned to access available funding, thereby maximising the benefits of various initiatives aimed at improving energy efficiency.

One hundred and twenty-five households have received energy advice over the past six months and eighty-nine eligible households have been referred and supported in making grant applications through the ECO4 scheme. Residents have also accessed energy efficiency advice on the Council's website [Home | Energy saving tips](#) and the energy efficiency advice and local and national grant schemes have been promoted by the Energy Officer.

Business Support and Engagement

This programme encompasses a number of separate strands, delivering a range of business support and engagement activities across a number of key sectors within the District.

Scheduled business engagement events & activities include:

6 November - Visit North Norfolk 2025 Business Conference, Holkham Estate
12 November – Workshop - *How to Use Data to Produce a Winning Digital Marketing Strategy*, NNDC Cromer
26 November - North Norfolk Networking, Fakenham Racecourse
2 December – Workshop - *Creating Great Online Content*, NNDC Cromer
10 February 2026 - Inspiring North Norfolk, Jarrolds Letheringsett
10 March 2026 - North Norfolk Annual Business Forum, Worstead Estate

Following on from the first North Norfolk Cultural Partnership event in March, a further workshop was held on 17 September 2025 with 32 attendees from a variety of backgrounds within the sector. This workshop explored opportunities for businesses and organisations in the sector to develop a partnership and identify the tools to support the creative and cultural industry, acknowledging and building on the strong contribution this sector makes to the local economy.

Significant investment of time and effort has gone into the delivery of these events and activities, and into the formulation of content, which also serves a valuable collateral for the businesses featured, as well adding value to NNDC's Invest North Norfolk brand and the resources it offers to local business, with the aim of inspiring investment and celebrating success.



Business case studies are presently being created to illustrate some of the amazing exemplar businesses the District plays host to. Video profiles and written case studies (for sharing on Invest North Norfolk, the e-bulletin, social media etc.) are in development and will be launched at the Inspiring North Norfolk event to showcase these businesses and, most importantly, to inspire others.

A range of business training workshops and partner networking events are being delivered (see forthcoming activities), including a co-branded networking event with the FSB at Fakenham Racecourse.

Supported by the Growth Hub, specialist business support is also available for local businesses. This includes bespoke services such as 1:1 engagement, advice, business planning & growth services, grant support, workshops and training. One hundred and forty-five businesses have received business support and advice to the end of September, nine businesses have been engaged in the Scale Up programme, and eleven businesses are engaged in the High Growth programme.



Destination Marketing A 2025 promotional campaign designed to market the District is tapping into the desire for ‘staycations’ and repeat visits, focusing on the comfort, satisfaction and familiarity of the destination. Visit North Norfolk is promoting the destination as the ideal holiday location, using the researched/evidenced visitor

motivators of food and drink, heritage, history and culture, dog-friendly, nature and attractions. The campaign’s call-to-action targets previous visitors to north Norfolk. Targeting continues to include the local catchment to encourage ‘days out on your doorstep’ to local communities. A highly visual campaign is being delivered, using film and images that appeal to all audiences and show the breadth of things to do in north Norfolk, with the aim of extending frequency, spend, length of stays and driving footfall through digital marketing. Examples of the campaign can be seen here: [Dog Friendly North Norfolk](#), [Enjoying the Outdoors in North Norfolk](#) and [Nip Back to North Norfolk](#).

High Street and Town Centre Support A package of support has been developed for the towns/retail centres across the District, utilising the brand ‘North Norfolk High Streets Matter’. Discussions have been held with key stakeholders in each town to understand the aspirations for their town centres and high streets. The initiative has been designed to drive footfall and increase dwell-time; it includes grant support to deliver initiatives such as signage & wayfinding and small-scale physical improvements.

Two small grant schemes, the ‘Town Ambition Programme’ and ‘Love Your Market Town’ have been developed to fund improvements in town centres. To date twenty-two grants have been awarded. This is complemented by a separate ‘Retail Excellence’ skills scheme, with workshops to date being held with retailers in North Walsham/Stalham and Fakenham. Thirty-one retail businesses have participated in these, and eleven small Retail Excellence grants have been awarded to support their business plans. In addition to the workshops and grants, other complementary resources are available including a [Marketing Toolkit](#) and a [Retail Toolkit](#).

A ‘Wayfinding & Signage’ improvement scheme is being developed across the town centres. This involves a process of audits and consultation with key stakeholders throughout October and November. Building on this work a further project to deliver electronic tourist information points at key gateways and high footfall areas is also in development. These are intended to increase footfall and improve community and visitor experiences. Additional funding has been secured from Greater Anglia and Coastwise to support this project.

REPF (Rural England Prosperity Fund Rural Business and Community Grants) Ten grants have been approved (six community projects and four business project) with a value of £360,097 from the 2025/26 RBCG grant scheme budget of £407,537. There are two business capital project grant applications in the project pipeline being assessed currently and all RBCG grant scheme funds are expected to be allocated shortly.



An example of the types of projects that NNDC's REPF programme has supported can be found in this [video](#).

Skills & Employment

Update on the North Norfolk Skills & Employment Forum

Chaired by NNDC's Economic Growth Manager, this group brings together a range of stakeholders from the public sector, Higher/Further Education, school academies and training providers etc. The initial focus of the group was understanding shared agendas before commencing a deeper dive into the data and understanding some of the critical issues facing north Norfolk from an employment and skills perspective, e.g. aging workforce/lack of succession planning, aspirations, brain drain, access to training etc. The group provides not only a forum for sharing ideas, good practice and updating each other, but also the information from this, feeds into the wider Norfolk Skills & Employment Board and the development of the Get Norfolk Working Plan.

To build on this, and to work towards developing some agreed actions, NNDC held a face-to-face workshop in July (kindly hosted by Paston College). The workshop focused on four areas: how do we widen participation in training; how do we retain & attract talent (in NEETs and young people); how do we engage with employers on skills, careers and training; and how do we support and encourage our ageing population/workforce?

The outcomes and the actions arising from the workshop were shared at the forum meeting on 13th October. The next steps will entail developing some focussed actions around the outcomes, including establishing specific working groups to move these forward.

2 Forthcoming Activities and Developments.

Visit North Norfolk 2025 Business Conference
Thursday 6 November 2025

10am to 2.30pm
 The Lady Elizabeth Wing, Holkham Estate, NR23 1AB
 Register [here](#) (n.b. there is a cost for non-members)
 ** Tickets for the conference have now sold out. Email
info@visitnorthnorfolk.com to request to be added to the waiting list**

How to Use Data to Produce a Winning Digital Marketing Strategy
 Wednesday 12 November 2025
 9.15am to 12.45pm
 North Norfolk District Council, Council Offices, Holt Road, Cromer, NR27 9EN
 Register [here](#)

North Norfolk Networking Coffee Morning
 Thursday 20 November 2025
 10.30am to midday
 Blakeney House, High Street, Blakeney, NR25 7NX
 Register [here](#)

North Norfolk Networking
 Wednesday 26 November 2025
 9.30am to 11.30am
 Fakenham Racecourse, Fakenham, NR21 7NY
 Register [here](#)

Creating Great Online Content
 Tuesday 2 December 2025
 9.15am to 12.45pm
 North Norfolk District Council, Council Offices, Holt Road, Cromer, NR27 9EN
 Register [here](#)

Festive Networking Event
 Thursday 18 December 2025
 6pm to 8pm
 The Three Horseshoes, West End, Briston, NR24 2HY
 Register [here](#)

Inspiring North Norfolk
 10 February 2026
 Invitation only

North Norfolk Annual Business Forum
 10 March 2026
 Details to follow

3 Meetings attended

North Norfolk Skills & Employment Forum

CleanTech East, Scottow Enterprise Park
North Walsham Rugby Club
Transport East
UKSPF Project Board
Holkham Hall
A47 Alliance Steering Group meeting
Swift Air
Crisp Malt
Town Centre Wayfinding Meeting
Naked Kitchens

CABINET MEMBERS REPORT TO COUNCIL

19 November 2025

COUNCILLOR ADAM VARLEY - CABINET MEMBER FOR CLIMATE AND NET ZERO

For the period October 2025

1 Progress on Portfolio Matters.

New Decarbonisation strategy and related action plan & the Carbon footprint

The Council's new decarbonisation strategy and action plan have been formulated. The strategy is proposed to replace the current Net Zero Strategy. It is important that a review was undertaken to ensure that the document aligned with new legislation, the latest Corporate Plan and changes in context. The two ambitious targets to Net Zero remain: the 2030 internal target and wider district emissions of 2045.

The Council's 24/25 Carbon footprint has been reported. This yearly report allows the Council to monitor the progress towards our Net Zero goals and enables us to prioritise works for the coming year.

Green energy

Our energy officer has been promoting switching energy companies for a better (green energy) deal. This is ahead of the latest price cap increases. This is in addition to promoting our retrofit grants and related support to address fuel poverty and carbon reduction. This has included meeting residents at the weekly Fakenham market, social media posts and appearing on BBC radio Norfolk.

Climate Emergency Staff Group

The Climate Emergency Staff Group ran a 'pre-loved' sale in the office one lunchtime and raised £111 for the Norfolk Wildlife Trust, as well as promoting the advantages of reusing clothing and other items.



2 Forthcoming Activities and Developments.

The Norfolk Climate Change Partnership has been successful in gaining 'follow-on' funding from Innovate UK for its Net Zero Communities project. This will involve further work on retrofitting homes, community and heritage buildings.

3 Meetings attended

Full Council
Cabinet
Business planning
NZSAP team meeting
Solar panels and planning - discussion with planning department
Discussion with Director of Resources

CABINET MEMBERS REPORT TO COUNCIL

October 2025

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

For the period up to 31st October 2025

1 Progress on Portfolio Matters.

Community Outreach Portfolio Holder report: activity and achievements in October 2025



Homeless Prevention

During October, the team received **51** referrals to support residents threatened by, at risk of or experiencing homelessness. These came from several sources, including the NNDC Housing Options team, North Norfolk Foodbank, DWP, Housing Associations, Community groups and settings and self-referrals

Homelessness Prevention Case Study

Ms T is an older lady, who had fled Domestic Abuse and was living in Temporary accommodation. She was referred to the Community Outreach Officers for support with transitioning into her new home. The Outreach Officer supported Ms T to source items for her new home. She was particularly worried about getting a washing machine. The Outreach Officer connected Ms T with St Vincent de Paul Charity, and through this organisation, a washing machine was purchased, delivered and installed, at no cost to Ms T.

The Outreach Officer signposted Ms T to second-hand shops and websites to source furniture, and a successful application was made to the Household Support Fund which purchased duvets, and kitchen appliances. The Outreach officer also supported Ms T to start making connections in her new community. They visited the local community fridge together, and Ms T was also introduced to a local coffee morning. This was very successful, and Ms T has already arranged to visit the local library with ladies from the group.

She was also referred to Tech Skills for life for technology knowledge and skills. Ms T said that she feels this will “open up her world” and give her new

freedom.

New Connections

This month, Officers have made a number of new connections with services that help create a supportive network around those facing or at risk of homelessness.

These connections include estate and lettings agents, professional cleaning and property clearing services, A is for Advocacy, Family Learning Support Officers, Stalham Staithe Practice Manager, St Vincent De Paul Charity, and new local Community Groups.

Falls & Frailty

Data from the NNUH continues to be received on a weekly basis.

In October, we processed **50** referrals for North Norfolk residents. **3** were duplicates and **4** referrals went on to decline the service. **76** calls were made during September.

This support empowers residents to:

- Stay safer in their homes for longer
- Become stronger and more active
- Connect with others
- Improve their income
- Improve their wellbeing

Falls & Frailty Case Study

Mrs W had fallen whilst doing housework. She believed that she had in fact fainted on leaning forward. She is in touch with her GP who suggested crystals in her ears may have been the cause.

Mrs W and her husband act as carers for each other. She uses crutches to mobilise, which she currently feels are sufficient, and he has Parkinson's disease, which impacts upon his mobility.

They feel that their home is mostly suitably adapted but are considering moving from a bath to a shower. The officer was able to give them advice on possible grant funding for this and referred them to IHAT at NNDC. The officer also provided information on staying safe at home, the Swift service, and registering a key safe with the East of England Ambulance service.

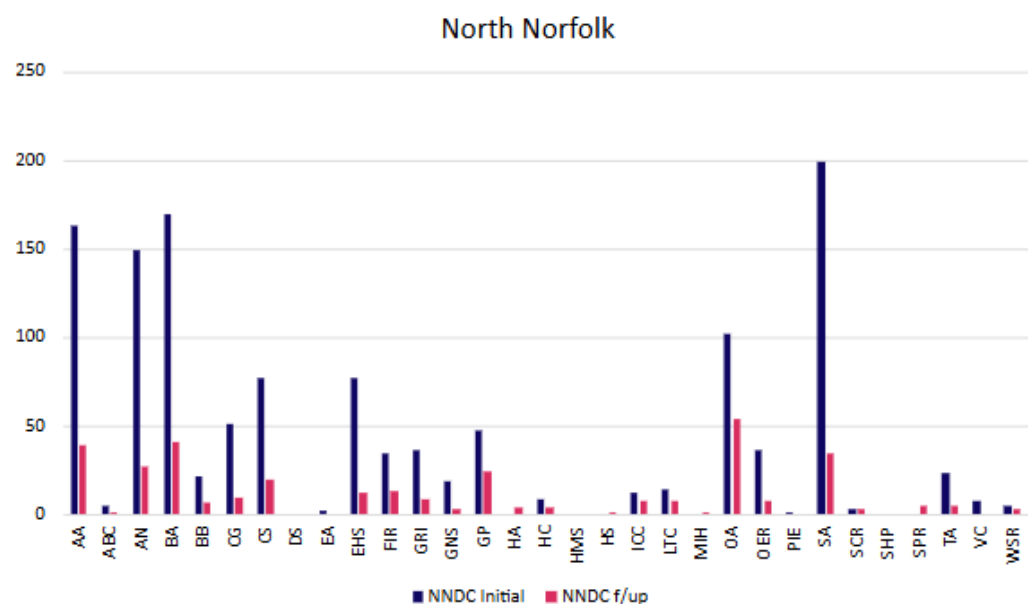
Neither Mrs or Mr W were claiming Attendance Allowance, and the officer advised them to apply. Both were successful, and the officer was able to

then offer further advice on Pension Credit, that they may now also be able to claim, further improving their income.

The officer also provided information about carers support, carers passports and emergency plans to help them to stay safe and independent in their home.

Note: Due to overlapping reporting, the below graphs represent data from the start of the pathway in July 2024 to the end of September 2025. Further data will be provided in future reports.

The following bar graph shows the range of referrals and actions made during the initial and follow up contacts with the Frailty pathway officer. These vary from over the phone advice, the sending of leaflets and information by letter, signposting, and completion of referrals into the service, as some examples.



AA – Aids and Adaptations
ABC – Assisted Bin Collection

AN – Active Now Falls and Frailty Pathway Referral
BA – Benefit Advice

BB – Blue Badge Application
CG – Community Group Signposting

CS – Carer Support
DS – Debt Support

EA – Everyone Active Referral
EHS – Energy and Heating Support

FIR – Financial Inclusion Referral (North Norfolk Only)
GRI – Grant Funding Identified

GNS – Good Neighbour Scheme or Community Support Referral
GP – Signposted back to GP

HA – Housing Application (Or Suitability Assessment Referral)

HC – Hearing Concerns Referral/Signposting

HMS – Handyman Service (Broadland and South Norfolk Only)

HS – Hoarding Support

ICC – Escalated to ICC for MDT review or intervention

LTC – Long Term Condition Support

MIH – Make it Happen Funding Used

OA – Other Action

OER – Other Exercise Referral

PIE – Purchase of Items or Equipment

SA – Safety Advice

SCR – Social Care Referral

SHP – Referred back to Social Housing Provider

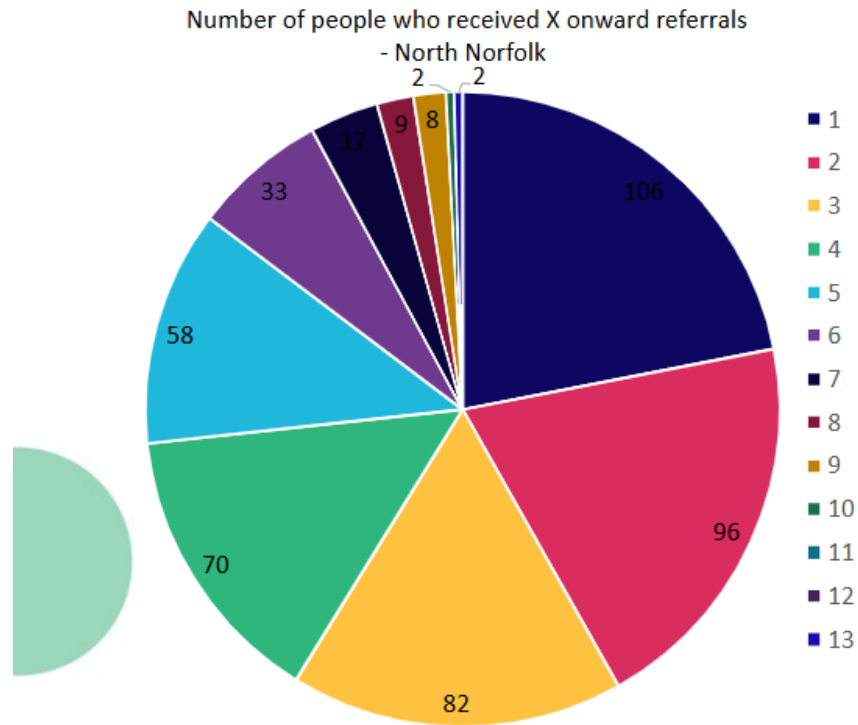
SPR – Social Prescribing Referral

TA – Transport Advice

VC – Visual Concerns Referral/Signposting

WSR – Wellbeing Service Referral

The following chart shows the number of people who have received one or more referrals from their contact with the pathway. For example, 82 customers have received 3 referrals or actions, 58 customers have received 5 referrals or actions, and 2 customers have received 13 referrals or actions, because of their contact with the pathway.



Promoting Independence

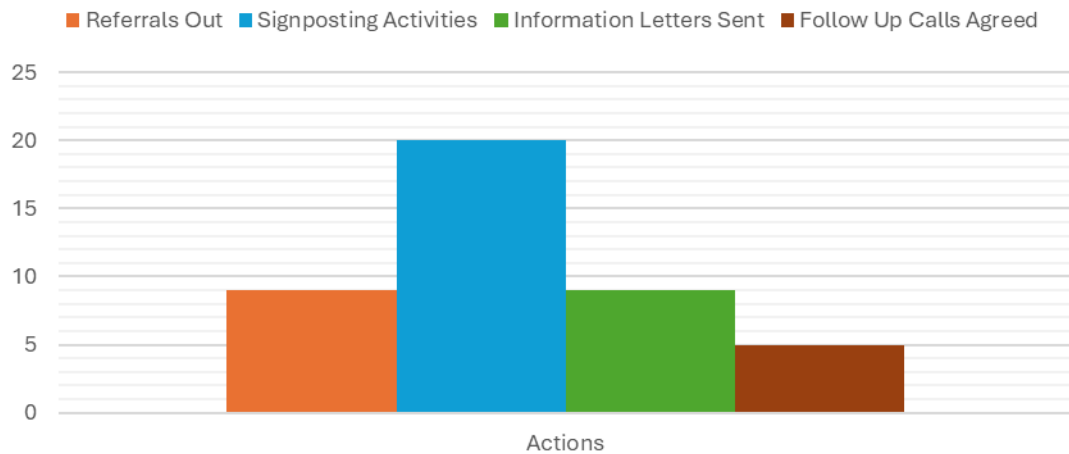
Promoting Independence is a new workstream lead by Norfolk County Council which uses Artificial Intelligence to identify residents who may be at risk of falls.

Letters are sent via Norfolk County Council in batches. Contact is then made by an Officer based at NNDC.

In October, **37** customers were contacted. Of these, **12** opted into the service, **10** opted out of the service, **10** did not respond to contact attempts, and a further **5** are ongoing and in process.

Of the 12 customers opting in to the service:

Promoting Independence Actions October 2025



Promoting Independence Case Study

Mr F is a gentleman in his 60s, who opted into the service. During the conversation it transpired that Mr F's father was noted as his main carer on his social service records, but Mr F reported this as not the case.

Mr F did have a carer and so the officer ensured that the correct information was provided to the NCC Integrated Care Coordinators, to ensure accuracy. Mr F received a referral to Community Action Norfolk for ongoing support and, as he identified feeling isolated, he was signposted to several community groups, Community Transport and other local support services. A follow up call has been agreed for 8 weeks-time to see how things are going with the new supports in place.

Healthier Towns

Stalham

- Data has been provided to interested parties in Stalham to provide some guidance on topics to consider. There is a particular interest in men's mental health.
- Discussions regarding Healthier Stalham have been held with Stalham Baptist church and Stalham Vault, with a further meeting booked to discuss with Stalham Green Surgery
- Officers have created new connections between Talking Therapies and Broads Rangers and Stalham Vault.

Fakenham

- A meeting has been set with EP Youth to discuss Healthier Fakenham.
- A date has been set for a Healthier Fakenham Launch event in January 2026, and an agreement has been made to host a 'Staying Healthier for Longer' Positivitea event in January/February 2026.

North Walsham

- The date for meeting regarding the North Walsham model has been reviewed, changing to 25 November 2025, to allow for better attendance.
- A Meeting has been planned with the headteacher of the High School to discuss Healthier North Walsham
- A PositiviTea event around 'Staying Healthier for Longer' is planned for January/February 2026

Sheringham

- A 'Staying Healthier for longer' PositiviTea event has been planned for 12 January 2026
- The Obesity/Mental Health project at the Patch has received agreement from the Lighthouse. Funding is now being sought. A follow up meeting has been planned for November 2025.

Briston

- A launch date has been set for 23 January 2026
- The results of the grant application, enabling them to open a drop-in centre for general support, community events, and a location for third parties to use for the community, should be announced in November 2025.

Aldborough

- An initial meeting to discuss the village becoming 'healthier' took place on the 28th of October.

Other Service News

Poppyland Radio Shows

The total of shows recorded since the Community Connectors show's inception is over 100.

In October, three new shows were recorded:

- Gaming Festival for young people – This event, organised by the North Norfolk Youth Advisory Board took place on the 31st of October at the Reef, Sheringham.
- Unreal – A charity offering support and information to people with lived experience of Depersonalisation and Derealisation (DPDR)
- Promoting Independence

North Norfolk Health and Wellbeing Partnership

3 new working groups have been established replacing the 3 previous working groups.

The inaugural meeting of the Healthier North Norfolk Working Group took place on 16 October. Useful insights were shared around possible use GP surgeries, the home library service and the Low-Income Family Tracker data to target communications.

The inaugural meeting of the Health Inequalities Working group took place on the 22 October. The was an in-depth dive into data available through public health re North Norfolk health inequalities and discussion around how the data should be used to aid an evidence led approach across the North Norfolk Health and Wellbeing Partnership

The inaugural meeting of the Prevention working group took place on 30th October.

3 Meetings attended

The Patch
Healthy Minds
ICS District Council Meeting
Dementia Working Group
Healthier Sheringham
NNHWP x2
Healthier North Norfolk Working group
Health Inequalities group

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CABINET MEMBERS REPORT TO COUNCIL

19 November 2025

**COUNCILLOR L WITHINGTON - CABINET MEMBER FOR
COMMUNITY OUTREACH**

For the period September to November 2025

1 Progress on Portfolio Matters.

Following a hectic summer, the Customer Services team has spent the past few months tackling a range of key projects including the annual canvass, council tax exemption reviews, and supporting colleagues in Electoral Services to ensure residents who vote by post have refreshed their signatures. This work is vital ahead of the forthcoming mayoral elections in May 2026.

We're also starting to assist residents registered with the Your Choice, Your Home website as part of the re-registration project initiated by the Housing Options team at the end of October 2025 continuing up to the end of November.

I'm pleased to report that with our new Customer Services Advisors fully up to speed, call wait times have significantly reduced, and we're working hard to maintain this level of service for residents.

Performance September and October 2025 combined:

- Total customer contacts handled 12,314.
- Average telephony wait time: 5 minutes 19 seconds (3 minutes 8 seconds faster than the same period last year, 37% reduction)
- Customer satisfaction survey response rate: 15%
 - Satisfied with ability to contact the Council: 84.74%
 - Satisfied with helpfulness of CSA: 93.18%
 - Satisfied with advice given: 89.59%
 - Satisfied with overall experience: 85.64%
- Online (Self-Service) forms submitted: 8,400 (65.6% increase on the same period last year)

Customer Feedback

The Customer Services team actively captures feedback from residents and the team continues to receive excellent feedback demonstrating the quality and professionalism of our service. Residents consistently praise our staff for being polite, helpful, and knowledgeable.

Themes from recent feedback include:

- Politeness and professionalism: “Very polite and helpful, appreciated this a lot.” “The lady I spoke with was just so polite and extremely helpful.”
- Clarity and support: “Great guy. Very helpful and super clear with all of his information. A pleasure to speak with.” “Very pleasant lady put me at ease. Explained everything. Thank you.”
- Problem resolution and guidance: “Very helpful and suggested alternative option which I was unaware of.” “The council representative I spoke to was very helpful and knowledgeable. Thank you for the help and support.”
- Positive first impressions: “It was the first time I’d phoned the council...The gent on the phone was excellent, I am most impressed (a rare thing).”
- Efficient face-to-face service: “Moving house. Brilliant service from you to change details. Much appreciated.” “The advisor who dealt with my original query was friendly, helpful and professional. Excellent service. Thank you.”

These comments demonstrate the value of our Customer Services team in delivering timely, friendly, and effective support, while also highlighting the importance of ongoing promotion of online services to continue improving efficiency.

2 Forthcoming Activities and Developments.

As we head into the Christmas period, based on historical data, we expect customer contact levels to ease slightly and aim to reduce them further by promoting the Council's online services.

Further developments and improvements to the Council's Contact Us page are already helping to support customers in completing transactions online. This helps to reduce unnecessary contact and we are already seeing the benefits, evident in the increased uptake of online submissions (45% increase this calendar year in comparison to last year).

From our Customer Services contact centre reporting function, we are able to identify the top reasons residents contact us. In many cases, online functionality already exists to address these queries. We are therefore working closely with our Communications team to plan promoting these online services and encourage greater use, supporting a shift to digital channels and helping reduce unnecessary demand on our contact centre.

The most common reasons for contact include:

- Change of address
- Explanation of Council Tax bill
- Renewal of garden waste service
- Purchase of a parking permit
- Reporting a change of circumstances for Housing Benefits

By highlighting these services and making them easier to access online, we aim to improve the customer experience while reducing unnecessary face-to-face and telephone demand.

We are aware that resources will be reduced in CS in the coming weeks due to planned sickness absence and an early retirement, but steps are in place to minimise the impact across the department.

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BUDGET MONITORING Period 6 2025/26	
Executive Summary	This report provides an update on the Council's financial performance and projected full year outturn position for 2025/26 for the revenue account, capital programme, reserve statement and budgeted savings performance as at the end of September 2025. As at 30 September 2025, the General Fund Forecast Outturn position for 2025/26 is a surplus of £0.354m. This is after adjusting for all known variations and full year forecasting by service managers.
Options considered	This is an update report on the Council's financial position and so no other options were considered.
Consultation(s)	This is an update report on the Council's financial position and no other consultations were considered.
Recommendations	Members are asked to consider the report and recommend the following to full Council: a) Note the contents of the report and the current forecast year end position. b) Seek approval of Full Council to increase the 2025/26 capital budget for the Holt Country Park Eco Learning Space to £140,000. This is to reflect the apportionment of £40,000 from external S106 contribution towards the scheme. c) To acknowledge the increased Customer Services C3 Software 2025/26 capital budget to a total of £32,600. This is following approval of an additional £9,200 towards the project from the Delivery Plan Reserve by the Director of Resources/S151 Officer.
Reasons for recommendations	To update members on the current budget monitoring position for the Council.
Background papers	Budget report, Budget Monitoring reports

Wards affected	All
Cabinet member(s)	Cllr Lucy Shires
Contact Officer	Daniel King Assistant Director Finance & Assets daniel.king@north-norfolk.gov.uk 01263 516167

Links to key documents:	
Corporate Plan:	Financial Sustainability and Growth
Medium Term Financial Strategy (MTFS)	Budget Process in line with the MTFS
Council Policies & Strategies	Service budgets set in line with the council policies and strategies

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

1. Introduction

- 1.1 This report updates members of the forecast outturn position for 2025/26 against the updated budget. The updated budget reflects the base budget approved by Full Council on the 19 February 2025 updated to reflect approved budget movements. It provides a position as at the end of September 2025 for revenue, capital, reserves and budgeted savings.
- 1.2 The updated budget has been restated to realign with the new reporting structure approved by Full Council on 21 May 2025. The General Fund Summary (Appendix A) illustrates this movement.
- 1.3 Commentary on the more significant forecast variances by expenditure type (subjective) are included within the report with further supporting information provided within the detailed appendices.
- 1.4 Where there are predicted savings related to reserve funded expenditure items, the reserve position has been updated to reflect this.

2. Summary Financial Forecast P6 2025/26

- 2.1 The General Fund position for the year shows a forecast year-end surplus of (£0.354m). This is after allowing for adjustments to/(from) Earmarked Reserves.
- 2.2 Appendix A The General Fund Summary, shows the overall revenue position including notional charges; however, to assist reporting and explaining 'real cash' variances, Table 1 below provides a summary of the General Fund position excluding these charges.
- 2.3 Accounting standards require several notional charges to be made to service accounts e.g., capital charges, revenue expenditure funded from capital under statute (REFCUS) and pension costs, and whilst they don't have an impact on the surplus or deficit for the year, they are included for reporting purposes.

2.4 **Table 1**

2025/26 Revenue Account Excluding Notional Charges	Updated Budget £'000	Forecast P6 2025/26 £'000	Variance £'000
Service Area:			
Corporate	4,272	4,204	(67)
Resources	5,294	5,613	319
Service Delivery	9,384	8,996	(388)
Net Cost of Services	18,949	18,813	(136)
Parish Precepts	3,736	3,736	0
Net Interest Receivable/Payable	(1,101)	(1,221)	(120)
Minimum Revenue Provision (MRP)	527	585	57
Capital Financing	1,458	1,458	0
Contribution to/(from) Earmarked Reserves	353	56	(297)
Contribution to/(from) General Reserve	(15)	(15)	0
Net Service Expenditure/Income to be met from Government Grant and Taxpayers	23,908	23,411	(497)
Government Grants and Council Tax	(23,908)	(23,765)	143
Net (Surplus)/Deficit for the Year	-	(354)	(354)

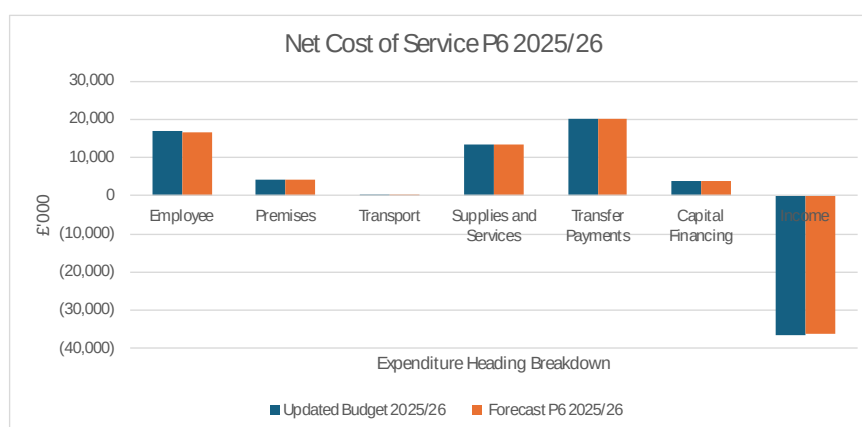
- 2.5 **Net Cost of Service** – the position shows a net surplus of (£136k) across the Councils main service areas. This position is explained further within section 3 below and also within appendix B.
- 2.6 **Non-Service expenditure** – Relates to income and expenditure not directly related to providing specific Council services.
- **Net Interest Receivable/Payable** – relates to the Council's balances invested to provide revenue to assist with funding the budget. The position shows that there is forecast to be a net surplus of £120k at the end of the year. This is a significant movement from the previous position at Period 4 which forecast a shortfall of £68k. This movement relates to interest receivable which is forecast to be greater than predicted due to higher balances available to invest. This is explained further within paragraphs 3.10 to 3.17.

- **Minimum Revenue Provision (MRP)** – is the provision that the Council is charging against the revenue for the repayment of debt, this is measured by the amount of borrowing required to fund the Capital Programme. This position fluctuates with capital programme spend. The current increase of £57k reflects changes in accounting for leases under IFRS16.
- **Capital Financing** – this expenditure line relates to revenue financing allocated to the council's capital programme. The budget has been updated for 2024/25 programme slippage and now reflects the current forecast capital financing requirement.
- **Contributions to/(from) Reserves** – As part of the updated budget the earmarked reserve position has been updated to reflect the capital programme. The forecast final outturn position takes into account allocations in respect of one of staff costs. Further information on the councils reserves movements can be found at section 6 below and within Appx D.
- **Government Grant and Council tax** – During the pandemic the council received a number of grants to mitigate economic impacts. One of these grants was in relation to Sales, Fees and Charges, the Ministry of Housing Communities and Local Government (MHCLG) has now undertaken final reconciliations and the unallocated balance of £142k has been repaid. At the time all unallocated covid grant balances were earmarked in the unspent grant reserve, there will not be a bottom-line impact.

3. Net Cost of Services – Commentary by Expenditure Heading for Period 6 2025/26

3.1 The net cost of services shows a year-end surplus of (£136k). This position includes notional charges and is before any transfers to/from earmarked reserves.

3.2 Graph 1 below shows the main variances across the standard expenditure headings which comprise the Net Cost of Services.



3.3 The significant variances categorised under each expenditure heading are outlined in the following section. Further information on these variances can be found at detailed service level within appendix B.

3.4 Employee Costs – Current forecast underspend of £337k

- The employee pay award of 3.2% has now been agreed and paid to employees in September payroll. Although the .2% increase above the

budgeted increase was estimated to create a £31k shortfall across the budgeted establishment, staff turnover and vacancies has meant that this has been absorbed into the overall net in year saving of £337k.

- The departure of two Directors in April 2025 will deliver an estimated net saving of £57k this is after allowing for recruitment and restructuring costs. The cost of interim cover for the section 151 role has also been funded from this saving.
- £154k in budgeted staffing savings not yet achieved, although this has been offset by other the staffing savings outlined above.
- The forecast position anticipates that restructuring costs of £96k are funded from the Restructuring and invest to save reserve.

3.5 Premises Costs – Net underspend of £25k

- (£30k) – Business rates on the council's own assets including car park revaluations.
- (£20k) – Contract cleaning
- £22k – Maintenance of buildings, £34k Programmed (£10k) Vandalism.
- £8k – Repair and maintenance service contracts.
- (£15k) – Rental expenditure relating to public conveniences and car parks.

3.6 Transport Related costs – Underspend £17k

- (£15k) – reduction in mileage claimed by officers. Lump sum payments due to vacant posts.

3.7 Supplies and Services – Overspend £25k

- £130k – Additional support required within Finance, Environmental Health and Legal. Most of this cost has been offset by staff turnover savings or new burdens grant funding.
- £12k – Bad debt write offs which are not budgeted for at service level.
- (£77k) – Lower computer software costs partially offset by increased maintenance.
- (£58k) – other professional fees, £38k of which is in relation to local plan expenditure and will be offset by a reduction in earmarked reserves.
- £57k – Estates – NPS consultancy fees
- £20k – Organisational subscriptions to information and advice services, for example Local Government Association and PStax.
- (£13k) – Internal Audit fee expenditure
- (£25k) – Publication and media costs, including the production of the district magazine
- The difference is made up of a number of smaller variances including equipment purchases and rentals and postage costs.

3.8 Transfer payments - Overspend £22k

This relates to NNDC service charges, NNDC retained overheads for main admin building at Cromer and the Rocket House public convenience.

3.9 Income – Net shortfall of £196k

Government Grants – Forecast overspend of £282k

- The council received some new burdens funding that was not anticipated. This funding is to offset the additional pressures of providing specific services.
 - (£49k) was received in respect of Internal drainage board costs
 - (£69k) was received in respect of External Audit costs, Redmond Review and backstop pressures, some of which will offset additional agency staff costs within finance.
- Housing Benefit Subsidy - Based on the initial subsidy claim for 2025/26 submitted to the Department for Works and Pensions (DWP) there is an anticipated shortfall of £706k. This is largely due to the placement of Homeless clients in Bed and Breakfast accommodation. Not all of these costs can be reclaimed as there is an expenditure cap dependant on the location of the property. This forecast shortfall is partially mitigated by the recovery of prior year overpaid subsidy; this is estimated to reduce the overall shortfall to £400k.

Other Grants and Reimbursement – Shortfall £15k

- (£10k) Car park contributions re Millers Walk, Fakenham
- £25k other LA Contributions to the Coastal Management service (offset by saving in staffing costs)

Rents – Shortfall £40k

- Anticipated shortfall in rental receipts on assets including £13k industrial estates and £14k other lettings. £10k Reduction in rental of carpark space to other businesses.

Customer and Client Receipts – surplus £15k

- £44k – Building Control fee income, fee scale increases not yet realised due to the timing of applications.
- (£200k) – Development Management, planning fee income due to a number of large-scale applications.
- (£20k) – Higher bulky waste collection income
- (£25k) – Garden bin income
- £96k – Car park charges, largely due to additional savings/income targets not being made in relation to Hornbeam Road and North Lodge Park.
- £95k – Admin building service charge income

Non-Service Income and Expenditure

Investment Income

- 3.10 The 2025/26 investment interest budget is £1.418m. This budget was calculated based on the economic position in November 2024 (5% average interest rates and an average cash balance of £29.5m). Since then, the Monetary Policy Committee (of the Bank of England) have been gradually lowering interest rates to achieve their purpose of preventing radical inflation. As at the time of writing this report, the base rate was 4%.
- 3.11 At period 6, the Council earned £0.854m in investment interest, which is a favourable variance of £0.151m above the period 6 budget of £0.703m. This was with an average rate of 4.84% on an average principle of

£33.930m. Compared to the position at Period 4, additional short-term cash balances have been available for investment, contributing to the improved return.

- 3.12 The revised year-end forecast indicates a projected surplus of £0.268m, with total investment interest expected to reach £1.686m, exceeding the original budget of £1.418m. While this represents a favourable variance, it should be noted that the position remains subject to change due to fluctuations in daily investment balances and potential shifts in market conditions. The additional cash that has been available for investment, driving this surplus, is primarily attributable to up-front grant funding received for the Fakenham Leisure and Sports Hub project. The timing and pace of delivery of this project will directly influence the level of cash balances available for investment throughout the remainder of the financial year.

Borrowing Interest

- 3.13 The Council has previously authorised borrowing to support the delivery of certain capital projects. As at the commencement of the 2025/26 financial year, the Council's Capital Financing Requirement (CFR) stood at £17.544m. The CFR represents the underlying need for the authority to borrow in order to finance historic capital expenditure that has not yet been funded through capital or revenue contributions. To address this requirement, the Council makes an annual Minimum Revenue Provision (MRP), a statutory charge against revenue budgets intended to ensure that sufficient funds are set aside to repay the principal element of borrowing over time. A significant increase in capital projects financed through borrowing will result in a higher CFR and, consequently, increased MRP obligations, thereby placing additional pressure on the Council's revenue budget in future years
- 3.14 The CFR is a combination of internal borrowing (using the Council's own cashflow resources) and external borrowing (actual borrowing from other local government bodies or the central government Public Works Loans Board (PWLb)). During 2025/26, the only long-term borrowing identified to be required to fund the Council's cash shortfall was £5.000m with the remaining difference funded from internal borrowing.
- 3.15 As at period 6, the year-end CFR is forecasted to be £20.848m after a known MRP contribution of £0.585m from revenue. If capital projects funded by borrowing are not fully delivered in the current financial year, then the CFR will be lower than this forecast.
- 3.16 The Council had a prior £5.000m loan from the PWLB which was repaid on the 28/04/25. This loan was secured at a rate of 5.39%. Repayment of this loan incurred a £0.023m borrowing expense in 2025/26.
- 3.17 The Council has a borrowing budget of £0.302m for interest payable in 2025/26. This is adequate to cover the PWLB loan expenses totalling £0.233m and leaves a budget of £0.069m to cover the interest expenses of additional short-term borrowing that may be required during the financial year. To date, £0.007m in short-term borrowing costs have been incurred, leaving a balance of £0.062m available for the remainder of the financial year.

4. Performance against savings targets 2025/26

- 4.1 As part of the 2025/26 budget process £1.881m of expenditure savings/additional income were identified and factored into the base position as agreed by Members in February 2025. Table 2 below provides an update on how these savings are being achieved. A more detailed breakdown can be found in appendix E.

This position is for information only as the impacts are already included in the net forecast surplus position of (£354k).

4.2 Table 2: Performance against £1.881m Savings Target

Performance against £1.881m Savings Target 2025/26

Directorate	Assistant Directorate	2025/26 Budget £000	Forecast P6 2025/26 £000	Variance £000
Corporate	Corporate functions	(879)	(752)	128
	Legal and Governance	(14)	(14)	0
Service Delivery	Environmental Health and Leisure	(182)	(182)	0
	People Services	(236)	(236)	0
	Planning	(255)	(138)	118
Resources	Finance, Assets and Revenues	(202)	(155)	47
	Sustainable Growth	(112)	(57)	55
		(1,881)	(1,533)	347

- 4.3 The current forecast shortfall in savings of £347k is largely due to the following reasons: -
- 4.4 Service restructuring, which has not yet been implemented, is forecast to result in a cost of £154k.
- 4.5 Predicted shortfall against £127k additional income factored into the base
- £97k car parking income due to timing differences on delivery of additional car park income streams. This includes Hornbeam Road North Walsham and North Lodge Park Cromer.
 - £30k Building Control fee income shortfall due to fee income received being based on the old fee structure. This is due to the fact that the fee payable is based on the fees in place when the application was submitted, not the current price structure. Applications are valid for 3 years so work being undertaken this year may have been secured at a prior year's lower fee.

5. Capital

- 5.1 This section of the report presents the capital programme 2025/26 position as at the end of period 6, together with an updated capital programme for the financial years 2025/26 to 2030/31. Appendix C provides the details of the current position

- 5.2 Total Capital expenditure for 2025/26 as at period 6 was £5.923m compared to an updated full year capital budget of £37.577m. This gives a remaining 2025/26 capital budget of £31.654m.
- 5.3 The large amount of remaining budget is attributed to the Council having multiple high-value projects in its capital programme in the current financial year. The current programme is primarily funded (72%) by external grants and contributions, with the remainder funded 12% by the Council internal funding (capital receipts and reserves) and 16% from borrowing. This borrowing equates to £6.175m of actual costs which will be internally/externally borrowed as project expenditure is made.
- 5.4 The following adjustments will be made to the capital programme, subject to approval by Full Council. These changes have all been reflected in Appendix C and are requesting approvals from Full Council as detailed below:
- 5.5 Seek approval of Full Council to increase the 2025/26 capital budget for the Holt Country Park Eco learning Space scheme to £140k to reflect the apportionment of £40k from external S106 contributions towards the scheme. This is to use available S106 funding which is required to be spent on facilities at the country park.
- 5.6 For Full Council to acknowledge the increase 2025/26 Customer Services C3 Software 2025/26 capital budget to a total of £32,600. This is following approval of an additional £9,200 towards the project from the Delivery Plan Reserve by the Director of Resources/S151.

6. Reserves

- 6.1 The Council's current reserve position is provided at Appendix D. This position has been updated as part of preparing the updated forecast for 2025/26.
- 6.2 The updated base assumed contributions into reserves of £0.338m the current forecast is a net contribution to reserves of £0.042m, the main reasons for this movement are outlined below.
- 6.3 £0.142m contribution from the Grants reserve in relation to the repayment of covid grant balances.
- 6.4 £0.158m contribution from Restructuring/Invest to save reserve to cover one-off staff costs.
- 6.5 The Forecast General Reserve balance on 31 March 2026 is £2.810 million which is above the recommended balance of £2.1million.

7. Medium Term Financial Strategy

- 7.1 The content of this report includes details of budgets which will support the medium-term financial strategy through the revised capital programme and movements in reserves.

8. Proposals and Options

This is a factual report that outlines the Forecast financial position at the year-end for the year 2025/26. There are proposed recommendations for Cabinet to make to full Council on 19 November 2025. The approval of these

recommendations will enable the Council to maintain its strong financial position in the coming years.

9. Corporate Priorities

Delivering services within budgets enables the Council to maintain its strong financial position and maintain a robust level of reserves that may be required to address future unforeseen events.

10. Financial and Resource Implications

- 10.1 This report is of a financial nature, and the financial implications are included within the report content.

11. Legal Implications

- 11.1 There are no legal implications as a direct consequence of this report.

12. Risks

- 12.1 Financial risks are identified within the report content.

13. Net ZeroTarget

This report does not raise any issues relating to the achieving the net zero target.

14. Equality, Diversity & Inclusion

This report does not raise any issues relating to the achieving the net zero target.

15. Community Safety issues

This report does not raise any issues relating to the community safety issues.

16. Conclusion and Recommendations

- 16.1 Members are asked to consider the report and recommend the following to Full Council:

- a) **The Updated Forecast position at P6 2025/26 for the General Fund revenue account (See Appendix A);**
- b) **Approval is requested from Full Council to increase the 2025/26 capital budget for the Holt Country Park Eco Learning Space to £140,000. This is to reflect the apportionment of £40,000 from external S106 contribution towards the scheme.**
- c) **To acknowledge the increased Customer Services C3 Software 2025/26 capital budget to a total of £32,600. This is following approval of an**

additional £9,200 towards the project from the Delivery Plan Reserves by the Director of Resources/S151 Officer.

S151 Officer

The Period 6 position as presented in this report shows that the updated forecast for 2025/26 is a yearend surplus of £0.354m. The Finance team and service managers will continue to monitor all revenue and capital budgets and provide a further update on the forecast financial position at P10 (January) 2026.

Monitoring Officer

In accordance with the CIPFA requirements, this report provides financial information to Members around the 2025/26 provisional outturn position for the year and matters as detailed in the recommendations.

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General Fund Summary Forecast Outturn at P6 2025/26

Service Area	2025/26 Base Budget £	2025/26 Updated Budget £	Full Year Forecast Period 6 2025/26 £	Variance £
Corporate Leadership/ Executive Support	4,384,567	4,384,567	4,317,134	(67,433)
Communities	0	0	0	0
Place and Climate Change	0	0	0	0
Resources	6,970,323	7,008,241	7,327,275	319,034
Service Delivery	10,994,087	11,004,087	10,616,296	(387,791)
Net Cost of Services	22,348,977	22,396,895	22,260,705	(136,190)
Parish Precepts	3,736,377	3,736,377	3,736,377	0
Capital Charges	(2,962,374)	(2,962,374)	(2,962,374)	0
Refcus	(761,647)	(761,647)	(761,647)	0
Interest Receivable	(1,403,400)	(1,403,400)	(1,523,400)	(120,000)
External Interest Paid	302,100	302,100	302,100	0
Revenue Financing for Capital:	320,000	1,458,051	1,458,051	0
Minimum Revenue Provision	527,257	527,257	584,557	57,300
IAS 19 Pension Adjustment	276,280	276,280	276,280	0
Net Operating Expenditure	22,383,570	23,569,539	23,370,649	(198,890)
Collection Fund – Parishes	(3,736,377)	(3,736,377)	(3,736,377)	0
Collection Fund – District	(7,812,582)	(7,812,582)	(7,812,582)	0
Retained Business Rates	(8,660,926)	(8,660,926)	(8,660,926)	0
New Homes bonus	(596,090)	(596,090)	(596,090)	0
3.2% Funding Guarantee	(805,165)	(805,165)	(805,165)	0
Revenue Support Grant	(335,416)	(335,416)	(335,416)	0
NI Compensation	(150,583)	(150,583)	(150,583)	0
Recovery Grant	(194,584)	(194,584)	(194,584)	0
Extended Responsibility Grant	(1,616,000)	(1,616,000)	(1,616,000)	0
	0	0	142,501	142,501
Income from Government Grant and Taxpayers	(23,907,723)	(23,907,723)	(23,765,222)	142,501
Contributions to/(from) Earmarked reserves	1,524,153	338,184	40,478	(297,706)
(Surplus)/Deficit	0	0	(354,095)	(354,095)

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General Fund Budget Monitoring P6 2025/26
Corporate Directorate
Corporate

	Updated Budget 2025/26	Full Year Forecast P6 2025/26	Variance 2025/26	Variance Explanation
	£	£	£	
Human Resources & Payroll				
Employee	360,555	348,488	(12,067)	Reduced hours post.
Transport	500	500	0	No Major Variances.
Supplies and Services	26,900	24,350	(2,550)	(£5,000) Professional Fees. £2,700 Computer Maintenance.
Income	(1,000)	(1,000)	0	No Major Variances.
	386,955	372,338	(14,617)	
Tourist Information Centres				
Employee	0	31,774	31,774	£23,207 Redundancy costs funded from reserves. £8,567 Delayed closure resulting in additional costs.
Premises	18,586	22,251	3,665	£3,743 Business Rates.
Supplies and Services	330	1,154	824	No Major Variances.
Capital Financing	2,651	2,651	0	No Major Variances.
Income	(10,000)	(4,910)	5,090	£7,500 Lease income due to delayed tenancy. (£2,410) Sale of goods.
	11,567	52,920	41,353	
Corporate Leadership Team				
Employee	731,021	665,038	(65,983)	(£84,208) Vacant posts. £13,971 S151 recruitment. £4,637 Additional supplement.
Transport	9,131	7,487	(1,644)	No Major Variances.
Supplies and Services	13,820	22,390	8,570	£13,520 Temporary S151 Officer. (£2,500) Professional Fees. (£1,500) Subscriptions.
	753,972	694,915	(59,057)	
Reprographics				
Employee	709	0	(709)	No Major Variances.
Transport	250	0	(250)	No Major Variances.
Supplies and Services	35,290	31,890	(3,400)	Stationery.
Income	(4,000)	(4,000)	0	No Major Variances.
	32,249	27,890	(4,359)	
Customer Services - Corporate				
Employee	934,118	910,277	(23,841)	(£21,841) Vacant posts. (£2,000) Training.
Transport	4,000	1,500	(2,500)	Reduced mileage claims.
Supplies and Services	62,332	49,480	(12,852)	(£8,986) Equipment (£4,500) Stationary.
Capital Financing	54,056	54,056	0	No Major Variances.
Income	(17,250)	(25,000)	(7,750)	Service charge income for additional tenant.
	1,037,256	990,313	(46,943)	
Communications				
Employee	236,355	241,855	5,500	£7,500 Fixed term post. (£2,000) Training.
Transport	2,238	2,038	(200)	No Major Variances.
Supplies and Services	52,680	28,180	(24,500)	(£20,000) Magazine publication. (£2,000) Photography. (£2,500) Digital promotion.
Capital Financing	55,954	55,954	0	No Major Variances.
	347,227	328,027	(19,200)	
Project and Performance Management				
Employee	169,574	206,235	36,661	£36,971 Redundancy payment funded from reserves. £9,620 Saving not met. (£8,829) Reduced hours post. (£1,100) Training.
Transport	600	300	(300)	No Major Variances.
Supplies and Services	2,840	2,500	(340)	No Major Variances.
	173,014	209,035	36,021	
AD Corporate Services				
Employee	76,745	62,805	(13,940)	Vacant post.
Transport	1,444	1,208	(236)	No Major Variances.
Supplies and Services	250	250	0	No Major Variances.
	78,439	64,263	(14,176)	
Total Corporate	2,820,679	2,739,701	(80,978)	

General Fund Budget Monitoring P6 2025/26

Corporate Directorate

Legal and Governance

Subjective Description

	Updated Budget 2025/26	Full Year Forecast P6 2025/26	Variance 2025/26	Variance Explanation
	£	£	£	
Registration Services				
Employee	159,956	159,456	(500)	No Major Variances.
Premises	2,600	2,600	0	No Major Variances.
Transport	400	400	0	No Major Variances.
Supplies and Services	62,425	75,825	13,400	£8,100 Printing & £5,000 Postage - additional costs for Canvass.
Income	(1,500)	(1,000)	500	No Major Variances.
	223,881	237,281	13,400	
Members Services				
Employee	223,125	224,675	1,550	Employee costs.
Transport	7,981	7,881	(100)	No Major Variances.
Supplies and Services	406,967	399,885	(7,082)	Members basic and carers allowance.
	638,073	632,441	(5,632)	
Legal Services				
Employee	565,582	489,975	(75,607)	(£89,710) Vacant and reduced hour posts. £12,839 Post grading changes.
Transport	3,588	1,994	(1,594)	No Major Variances.
Supplies and Services	79,810	160,941	81,131	£71,771 Agency costs. £12,000 Bad Debts Written off. (£2,180) Books.
Income	(55,000)	(55,000)	0	No Major Variances.
	593,980	597,910	3,930	
Ad Legal and Governance				
Employee	104,960	107,107	2,147	No Major Variances.
Transport	2,194	2,294	100	No Major Variances.
Supplies and Services	800	400	(400)	No Major Variances.
	107,954	109,801	1,847	
Total Legal and Governance	1,563,888	1,577,433	13,545	
Total Corporate Directorate	4,384,567	4,317,134	(67,433)	

Resources Directorate

Finance, Assets and Revenues

	Updated Budget 2025/26	Full Year Forecast P6 2025/26	Variance 2025/26	Variance Explanation
	£	£	£	
Car Parking				
Premises	771,170	764,566	(6,604)	See Note A Below:
Supplies and Services	362,425	368,725	6,300	Purchase costs and postage in relation to Season Tickets.
Capital Financing	55,829	55,829	0	No Major Variances.
Income	(3,851,874)	(3,756,265)	95,609	See Note B Below:
Internal Income	(10,000)	(10,000)	0	No Major Variances.
	(2,672,450)	(2,577,145)	95,305	

Note A: (£20,801) Business Rates and (£2,205) Electricity underspends, offset by £10,000 Income Share Payable and £5,000 Flowbird contract overspends.

Note B: Although we have seen an increase in car parking income, we are projecting to be £93,019 under budget in relation to car parking charges, this is due to North Lodge Park project being delayed and also due to Hornbeam Road not generating as much income as we expected. Based on Year to Date billing for Season Tickets, we are also projecting to be £32,780 under budget. However we are forecasting a (£20,000) increase in PCN income and an additional (£10,000) in relation to EVCP Income.

Industrial Estates

Premises	34,914	44,819	9,905	Business rates and insurance overspends.
Capital Financing	24,189	24,189	0	No Major Variances.
Income	(236,353)	(224,355)	11,998	See Note A Below:
	(177,250)	(155,347)	21,903	

Note A: Rental income below budget due to vacant units (North Walsham) as a result the £7,445 Increased rental income saving at North Walsham is not going to be achieved.

Surveyors and Church Yards

Premises	6,500	6,500	0	No Major Variances.
Income	(50)	(50)	0	No Major Variances.
	6,450	6,450	0	

Revenue Services

Employee	1,014,776	980,768	(34,008)	Two Revenue Officer roles replaced with Apprentices.
Transport	1,844	2,794	950	Transport costs.
Supplies and Services	183,173	183,773	600	No Major Variances.
Capital Financing	0	30	30	No Major Variances.
Income	(454,130)	(454,130)	0	No Major Variances.
	745,663	713,235	(32,428)	

Benefits Subsidy

Transfer Payments	20,021,089	20,021,089	0	No Major Variances.
Income	(20,021,089)	(19,621,089)	400,000	Forecast shortfall in subsidy largely due to temporary accommodation, offset by reclaimed overpayments.

	0	400,000	400,000
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Non Distributed Costs

Employee	0	37,354	37,354	Pension Strain.
	0	37,354	37,354	

	Updated Budget 2025/26 £	Full Year Forecast P6 2025/26 £	Variance 2025/26 £	Variance Explanation
ICT - Support Services				
Employee	1,110,382	1,092,237	(18,145)	See Note A Below:
Transport	800	650	(150)	No Major Variances.
Supplies and Services	1,018,634	904,221	(114,413)	See Note B Below:
Capital Financing	206,587	206,587	0	No Major Variances.
	2,336,403	2,203,695	(132,708)	
Note A: £4,000 training overspend. IT Applications employee costs £8,575 over budget, mainly due to an unbudgeted post being made permanent and also due to back pay being higher than budgeted. IT Business Support £3,747 backpay. IT Web Team (£17,750) under budget due to changes to structure within the team and a reduction in hours for one post. IT Infrastructure (£5,598) underspend due to post being recruited into at lower grade with scope for progression. (£11,170) IT Manager underspend due to post holder being part time.				
Note B: (£86,103) Computer Costs, due to software historically being purchased for multiple years, therefore reduced charge in 25/26. (£25,800) Other Professional Fees, lower costs in relation to external Web Developer. (£2,837) Telephone costs.				
Poppyfields				
Premises	3,425	2,425	(1,000)	No Major Variances.
Supplies and Services	20,100	18,700	(1,400)	No Major Variances.
	23,525	21,125	(2,400)	
Property Services				
Employee	597,381	610,227	12,846	Employee costs - back pay and overtime.
Premises	2,040	4,881	2,841	Corporate unbudgeted R&M costs.
Transport	29,850	30,007	157	No Major Variances.
Supplies and Services	20,261	16,090	(4,171)	Material purchases and Other Professional Fees.
Capital Financing	16,354	16,354	0	No Major Variances.
Income	0	(282)	(282)	Insurance compensation.
	665,886	677,277	11,391	
Estates				
Employee	250,040	158,779	(91,261)	Staff vacancies partly offset by ESPO contract for consultancy.
Premises	5,840	5,957	117	No Major Variances.
Transport	4,000	1,064	(2,936)	Travelling costs reduced due to uptake in use of Electric Vehicles.
Supplies and Services	25,600	82,683	57,083	ESPO Consultancy Fees.
Capital Salaries	(1,800)	(1,800)	0	No Major Variances.
Income	(2,780)	(5,621)	(2,841)	Additional admin fee income.
	280,900	241,062	(39,838)	
Admin Buildings				
Premises	599,150	594,070	(5,080)	£5,717 Utilities. £18,640 Repairs & Maintenance. (£19,979) Contract Cleaning and (£10,118) Business Rates.
Supplies and Services	35,764	37,373	1,609	No Major Variances.
Transfer Payments	149,849	173,172	23,323	Increased service charge costs for NNDC share of admin buildings, due to changes in building tenancies.
Capital Financing	30,487	30,487	0	No Major Variances.
Income	(467,356)	(475,264)	(7,908)	(£12,136) Increase in Service Charge and Insurance Recovery income due to upcoming tenant changes. £3,279 Rental Income.
	347,894	359,838	11,944	

	Updated Budget 2025/26 £	Full Year Forecast P6 2025/26 £	Variance 2025/26 £	Variance Explanation
Corporate Finance				
Employee	581,559	580,898	(661)	(£7,476) Employee Costs. £4,100 Qualification Training. £3,015 Employee Supplements - Golden Hello and Deputy S151 payments.
Transport	1,044	300	(744)	Lump sum budgeted for but not payable.
Supplies and Services	32,008	79,356	47,348	(£2,000) Other Professional Fees. £36,200 Agency Fees. £8,000 Computer Purchases - Procurement Software. £3,942 Subscriptions.
Capital Financing	13,631	13,631	0	No Major Variances.
	628,242	674,185	45,943	
Insurance & Risk Management				
Employee	58,150	57,377	(773)	No Major Variances.
Transport	11,670	12,550	880	No Major Variances.
Supplies and Services	154,010	148,218	(5,792)	Mainly in relation to All Risks Insurance and Public Liability.
	223,830	218,145	(5,685)	
Internal Audit				
Supplies and Services	90,846	78,147	(12,699)	Audit Fees.
	90,846	78,147	(12,699)	
Playgrounds				
Premises	31,450	31,455	5	No Major Variances.
Supplies and Services	63,237	63,237	0	No Major Variances.
	94,687	94,692	5	
Chalets/Beach Huts				
Premises	37,158	32,984	(4,174)	Business rates.
Supplies and Services	20,200	19,800	(400)	No Major Variances.
Capital Financing	4,530	4,530	0	No Major Variances.
Income	(332,000)	(332,000)	0	No Major Variances.
	(270,112)	(274,686)	(4,574)	
Amenity Lighting				
Premises	43,221	50,121	6,900	Repairs and Maintenance.
	43,221	50,121	6,900	
Community Centres				
Premises	11,280	11,420	140	No Major Variances.
Capital Financing	1,460	1,460	0	No Major Variances.
	12,740	12,880	140	
Cromer Pier				
Premises	155,590	165,827	10,237	Repairs and Maintenance and Insurance.
Supplies and Services	21,000	21,800	800	No Major Variances.
Capital Financing	72,849	72,849	0	No Major Variances.
	249,439	260,476	11,037	

	Updated Budget 2025/26 £	Full Year Forecast P6 2025/26 £	Variance 2025/26 £	Variance Explanation
Public Conveniences				
Premises	775,800	739,488	(36,312)	(£27,460) Rent/Hire of Buildings and (£8,975) Business Rates.
Supplies and Services	41,100	38,600	(2,500)	Materials Purchases.
Transfer Payments	17,224	15,781	(1,443)	Decreased service charge costs for NNDC
Capital Financing	139,989	139,989	0	No Major Variances.
	974,113	933,858	(40,255)	
Investment Properties				
Premises	217,342	212,878	(4,464)	(£7,809) Repairs and Maintenance. (£1,547) Business Rates. £4,857 Utilities and Insurance.
Supplies and Services	2,079	6,516	4,437	Consultancy Fees (26 Louden Road) and Other Professional Fees (Rocket House).
Capital Financing	111,696	111,696	0	No Major Variances.
Income	(221,927)	(208,476)	13,451	Reduction in rental income.
	109,190	122,614	13,424	
Central Costs				
Employee	35,500	47,870	12,370	National Insurance - Apprenticeship Levy.
Supplies and Services	15,500	15,500	0	No Major Variances.
	51,000	63,370	12,370	
Corporate & Democratic Core				
Employee	437	438	1	No Major Variances.
Transport	100	100	0	No Major Variances.
Supplies and Services	491,415	516,365	24,950	£8,970 Bank Charges, £19,300 Subscriptions and £2,201 Licences offset by (£5,250) Treasury brokerage fees.
Income	0	(69,199)	(69,199)	MHCLG Audit Grant Income.
	491,952	447,704	(44,248)	
AD Finance, Assets and Revenues				
Employee	94,103	92,996	(1,107)	£4,435 Employee Costs. (£5,242) Accrual entered onto the system when invoice paid last year in relation to Training.
Transport	1,219	2,019	800	No Major Variances.
Supplies and Services	160	460	300	No Major Variances.
	95,482	95,475	(7)	
Total Finance Assets and Revenues	4,351,651	4,704,525	352,874	

General Fund Budget Monitoring P6 2025/26
Resources Directorate
Sustainable Growth

	Updated Budget 2025/26 £	Full Year Forecast P6 2025/26 £	Variance 2025/26 £	Variance Explanation
Economic Growth				
Employee	700	235	(465)	No Major Variances.
Premises	5,180	5,180	0	No Major Variances.
Supplies and Services	379,802	373,302	(6,500)	(£5,500) Marketing (£1,000) Conferences.
Capital Financing	47,792	47,792	0	No Major Variances.
Income	(330,302)	(335,302)	(5,000)	Insurance recharge.
	103,172	91,207	(11,965)	
Tourism				
Supplies and Services	56,000	90,000	34,000	Visit North Norfolk reserve funded contribution.
	56,000	90,000	34,000	
Coast Protection				
Employee	356,548	356,548	0	No Major Variances.
Premises	156,038	165,077	9,039	Business rates for compounds.
Transport	944	944	0	No Major Variances.
Supplies and Services	64,950	32,500	(32,450)	(£32,450) Contribution no longer payable.
Capital Financing	503,880	503,880	0	No Major Variances.
Capital Salaries	(331,748)	(331,748)	0	No Major Variances.
	750,612	727,201	(23,411)	
Business Growth Staffing				
Employee	243,910	298,910	55,000	Saving not met.
Transport	5,376	4,776	(600)	No Major Variances.
Supplies and Services	100	0	(100)	No Major Variances.
	249,386	303,686	54,300	
Housing Strategy				
Employee	135,187	108,033	(27,154)	Vacant post.
Transport	1,644	1,144	(500)	No Major Variances.
Supplies and Services	11,000	10,400	(600)	No Major Variances.
Capital Financing	761,647	761,647	0	No Major Variances.
	909,478	881,224	(28,254)	
Environmental Strategy				
Employee	169,823	145,310	(24,513)	Reduced hours & vacant post.
Transport	1,146	846	(300)	No Major Variances.
Supplies and Services	71,050	70,550	(500)	No Major Variances.
Income	(42,391)	(42,391)	0	No Major Variances.
	199,628	174,315	(25,313)	
Coastal Management				
Employee	346,510	291,242	(55,268)	(£58,459) Vacant posts. £3,500 Additional standby payments.
Transport	11,163	9,763	(1,400)	No Major Variances.
Supplies and Services	2,620	920	(1,700)	No Major Variances.
Income	(69,057)	(43,885)	25,172	External funding to cover above vacant post.
	291,236	258,040	(33,196)	
Ad Sustainable Growth				
Employee	94,934	94,934	0	No Major Variances.
Transport	1,944	1,944	0	No Major Variances.
Supplies and Services	200	200	0	No Major Variances.
	97,078	97,078	0	
Total Sustainable Growth	2,656,590	2,622,751	(33,839)	
Total Resources Directorate	7,008,241	7,327,276	319,035	

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General Fund Budget Monitoring P6 2025/26
Service Delivery Directorate
Environmental Health and Leisure

Subjective Description	Updated Budget 2025/26	Full Year Forecast P6 2025/26	Variance 2025/26	Variance Explanation
	£	£	£	
Internal Drainage Board Levies				
Premises	576,672	576,672	0	No Major Variances.
Income	0	(49,000)	(49,000)	IDB levies grant from MHCLG.
	576,672	527,672	(49,000)	
Travellers				
Premises	6,959	6,959	0	No Major Variances.
Supplies and Services	57,700	57,700	0	No Major Variances.
Capital Financing	6,104	6,104	0	No Major Variances.
Income	(1,000)	(1,000)	0	No Major Variances.
	69,763	69,763	0	
Public Protection				
Employee	624,367	580,624	(43,743)	Vacant posts - recruited from September 2025.
Transport	13,994	13,994	0	No Major Variances.
Supplies and Services	46,660	70,953	24,293	Agency staffing.
Income	(255,358)	(255,358)	0	No Major Variances.
	429,663	410,213	(19,450)	
Street Signage				
Supplies and Services	10,000	10,000	0	No Major Variances.
	10,000	10,000	0	
Environmental Protection				
Employee	606,094	589,503	(16,591)	Vacant post.
Transport	22,040	22,040	0	No Major Variances.
Supplies and Services	75,720	75,720	0	No Major Variances.
Capital Financing	37,620	37,620	0	No Major Variances.
Income	(41,500)	(41,500)	0	No Major Variances.
	699,974	683,383	(16,591)	
Environmental Contracts				
Employee	386,041	386,041	0	No Major Variances.
Transport	12,444	12,444	0	No Major Variances.
Supplies and Services	1,275	1,275	0	No Major Variances.
	399,760	399,760	0	
Corporate H&S				
Employee	90,573	90,573	0	No Major Variances.
Transport	600	600	0	No Major Variances.
Supplies and Services	2,250	2,250	0	No Major Variances.
Income	(26,500)	(26,500)	0	No Major Variances.
	66,923	66,923	0	
Markets				
Employee	5,458	5,458	0	No Major Variances.
Premises	22,138	22,138	0	No Major Variances.
Supplies and Services	4,150	4,150	0	No Major Variances.
Income	(40,000)	(40,000)	0	No Major Variances.
	(8,254)	(8,254)	0	
Parks & Open Spaces				
Premises	275,240	265,240	(10,000)	R&M budgets not spent in first half of year.
Supplies and Services	66,000	66,000	0	No Major Variances.
Capital Financing	1,368	1,368	0	No Major Variances.
Income	(8,250)	(8,250)	0	No Major Variances.
	334,358	324,358	(10,000)	
Foreshore				
Employee	20,129	24,310	4,181	Annualised hours paid for staff leaver.
Premises	45,701	45,701	0	No Major Variances.
Transport	700	700	0	No Major Variances.
Supplies and Services	2,300	2,300	0	No Major Variances.
	68,830	73,011	4,181	
Leisure Complexes				
Premises	141,923	141,923	0	No Major Variances.
Supplies and Services	5,510	5,510	0	No Major Variances.
Capital Financing	587,211	587,211	0	No Major Variances.

General Fund Budget Monitoring P6 2025/26
Service Delivery Directorate
Environmental Health and Leisure

Subjective Description	Updated Budget 2025/26	Full Year Forecast P6 2025/26	Variance 2025/26	Variance Explanation
	£	£	£	
Income	(140,256)	(140,256)	0	No Major Variances.
	594,388	594,388	0	
Other Sports				
Premises	11,110	11,110	0	No Major Variances.
Supplies and Services	32,800	32,800	0	No Major Variances.
Income	(8,700)	(8,700)	0	No Major Variances.
	35,210	35,210	0	
Recreation Grounds				
Premises	7,200	7,200	0	No Major Variances.
Supplies and Services	7,300	7,300	0	No Major Variances.
Capital Financing	6,046	6,046	0	No Major Variances.
Income	(1,000)	(1,000)	0	No Major Variances.
	19,546	19,546	0	
Pier Pavilion				
Premises	3,000	3,000	0	No Major Variances.
Capital Financing	20,286	20,286	0	No Major Variances.
Income	(10,000)	(22,929)	(12,929)	Higher profit share due.
	13,286	357	(12,929)	
Beach Safety				
Premises	2,750	2,750	0	No Major Variances.
Supplies and Services	372,283	375,830	3,547	Higher management fee for the RNLI Lifeguarding contract.
	375,033	378,580	3,547	
Woodlands Management				
Employee	194,722	187,704	(7,018)	Vacant post.
Premises	52,831	52,831	0	No Major Variances.
Transport	25,076	25,076	0	No Major Variances.
Supplies and Services	21,450	21,450	0	No Major Variances.
Capital Financing	5,449	5,449	0	No Major Variances.
Income	(69,960)	(69,960)	0	No Major Variances.
	229,568	222,550	(7,018)	
Waste Collection And Disposal				
Supplies and Services	6,112,401	6,112,401	0	No Major Variances.
Capital Financing	764,192	764,192	0	No Major Variances.
Income	(4,981,482)	(5,026,482)	(45,000)	(£20,000) Additional fee income from bulky waste collections and a further (£25,000) for garden bin fees which includes collection of arrears.
	1,895,111	1,850,111	(45,000)	
Cleansing				
Supplies and Services	1,099,500	1,099,500	0	No Major Variances.
Income	(90,400)	(90,400)	0	No Major Variances.
	1,009,100	1,009,100	0	
Leisure				
Employee	179,456	169,086	(10,370)	Staff member on long term sick leave.
Transport	5,332	5,332	0	No Major Variances.
Supplies and Services	27,550	28,900	1,350	Higher subscription costs.
	212,338	203,318	(9,020)	
Community Safety				
Employee	8,886	8,886	0	No Major Variances.
Transport	500	500	0	No Major Variances.
Supplies and Services	5,000	5,000	0	No Major Variances.
	14,386	14,386	0	

General Fund Budget Monitoring P6 2025/26
Service Delivery Directorate
Environmental Health and Leisure

Subjective Description	Updated Budget 2025/26	Full Year Forecast P6 2025/26	Variance 2025/26	Variance Explanation
	£	£	£	
Civil Contingencies				
Employee	89,173	89,173	0	No Major Variances.
Transport	944	944	0	No Major Variances.
Supplies and Services	5,690	5,690	0	No Major Variances.
	95,807	95,807	0	
Ad Environmental & Leisure Svs				
Employee	99,402	99,402	0	No Major Variances.
Transport	1,744	1,744	0	No Major Variances.
Supplies and Services	100	100	0	No Major Variances.
	101,246	101,246	0	
	7,242,708	7,081,428	(161,280)	

General Fund Budget Monitoring P6 2025/26
Service Delivery Directorate
People Services

Subjective Description	Updated Budget 2025/26	Full Year Forecast 2025/26	Variance 2025/26	Variance Explanation
	£	£	£	
Benefits Administration				
Employee	1,162,567	1,127,913	(34,654)	In-year savings relating to secondments and vacant posts.
Transport	2,832	2,675	(157)	In-year savings relating to secondments and vacant posts.
Supplies and Services	56,350	56,350	0	No Major Variances.
Capital Financing	31,700	31,700	0	No Major Variances.
Income	(272,366)	(272,366)	0	No Major Variances.
	981,083	946,272	(34,811)	
Homelessness				
Premises	130,594	130,594	0	No Major Variances.
Supplies and Services	949,658	949,658	0	No Major Variances.
Capital Financing	83,963	83,963	0	No Major Variances.
Income	(1,747,767)	(1,747,767)	0	No Major Variances.
	(583,552)	(583,552)	0	
Housing Options				
Employee	826,240	826,240	0	No Major Variances.
Transport	5,000	5,000	0	No Major Variances.
Supplies and Services	4,144	4,144	0	No Major Variances.
	835,384	835,384	0	
Community				
Employee	959,971	959,971	0	No Major Variances.
Transport	15,713	15,713	0	No Major Variances.
Supplies and Services	124,555	124,555	0	No Major Variances.
Capital Financing	0	0	0	No Major Variances.
Capital Salaries	(281,360)	(281,360)	0	No Major Variances.
Income - Capital Salaries	(233,512)	(233,512)	0	No Major Variances.
	585,367	585,367	0	
Ad People Services				
Employee	77,607	77,607	0	No Major Variances.
Transport	1,194	1,194	0	No Major Variances.
Supplies and Services	100	100	0	No Major Variances.
	78,901	78,901	0	
Total People Services	1,897,183	1,862,372	(34,811)	

General Fund Budget Monitoring P6 2025/26
Service Delivery Directorate
Planning

Subjective Description	Updated Budget 2025/26	Full Year Forecast P6 2025/26	Variance 2025/26	Variance Explanation
	£	£	£	
Development Management				
Employee	1,393,059	1,427,736	34,677	£87,951 Saving not met. £1,100 Leavers pay. (£39,730) Vacant hours in posts. (£9,422) Pension opt out. (£4,950) Supplement.
Transport	25,880	22,587	(3,293)	(£2,000) Reduced mileage claims due to use of EV vehicles.
Supplies and Services	57,750	83,640	25,890	£30,000 legal fees and compensation. £1,290 Agency Fees. (£5,000) Professional Fees.
Capital Financing Income	76,501 (1,077,500)	76,501 (1,277,500)	0 (200,000)	No Major Variances. Increased income due to large planning sites.
	475,690	332,964	(142,726)	
Planning Policy				
Employee	397,744	372,840	(24,904)	Reduced hours post.
Transport	7,108	6,674	(434)	No Major Variances.
Supplies and Services	117,200	59,200	(58,000)	(£38,000) Local plan spend reserve funded. (£20,000) Professional Fees.
	522,052	438,714	(83,338)	
Conservation, Design & Landscape				
Employee	344,405	339,874	(4,531)	(£5,020) Pension contributions.
Transport	7,909	7,909	0	No Major Variances.
Supplies and Services	31,350	23,850	(7,500)	(£7,500) Contribution not payable.
	383,664	371,633	(12,031)	
Building Control				
Employee	547,287	559,452	12,165	£14,196 Extended trainee costs. (£2,000) Training.
Transport	18,764	17,864	(900)	No Major Variances.
Supplies and Services	14,270	7,020	(7,250)	(£4,000) Subscriptions. (£2,000) Professional fees. (£1,000) Licences
Income	(517,642)	(473,642)	44,000	Delay in forecast fee income due to application process.
	62,679	110,694	48,015	
Planning Enforcement Team				
Employee	237,783	248,383	10,600	No Major Variances.
Transport	8,219	6,219	(2,000)	Reduced mileage claims due to use of EV vehicles.
Supplies and Services	4,650	650	(4,000)	(£2,000) Professional Fees. (£2,000) Computer
	250,652	255,252	4,600	
Property Information				
Employee	131,690	131,690	0	No Major Variances.
Transport	100	100	0	No Major Variances.
Supplies and Services	97,790	97,790	0	No Major Variances.
Income	(178,450)	(178,450)	0	No Major Variances.
	51,130	51,130	0	
Ad Planning				
Employee	127,004	120,784	(6,220)	(£8,000) Training £1,780 New appointment advertising.
Transport	1,325	1,325	0	No Major Variances.
Support Services	(10,000)	(10,000)	0	No Major Variances.
	118,329	112,109	(6,220)	
Total Planning	1,864,196	1,672,496	(191,700)	
Total Service Delivery	11,004,087	10,616,296	(387,791)	

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Capital Programme - Budget Monitoring 2025/26

Scheme	Scheme Total Approval	Pre 2025/26 Expenditure	Updated Budget	Actual Expenditure	Remaining Budget (Forecasted YE spend)	Budget	Budget	Budget	Budget	Budget
	£	£	2025/26 £	2025/26 £	2025/26 £	2026/27 £	2027/28 £	2028/29 £	2029/30 £	2030/31 £
Our Greener Future										
Cromer Offices LED Lighting Programme	178,796	172,715	6,081	6,081	0	0	0	0	0	0
Cromer Coast Protection Scheme	19,534,841	18,438,774	1,096,067	1,037,656	58,411	0	0	0	0	0
Coastal Erosion Assistance (Grants)	90,000	76,664	13,336	0	13,336	0	0	0	0	0
Mundesley Coastal Management Scheme	8,699,998	7,560,192	1,139,806	716,482	423,324	0	0	0	0	0
Coastal Management Fund	950,000	108,250	591,750	0	591,750	250,000	0	0	0	0
Coastwise	14,609,914	1,213,564	7,248,638	544,109	6,704,529	6,147,712	0	0	0	0
Purchase of Bins	600,000	150,000	178,476	16,249	162,227	150,000	150,000	0	0	0
Electric Vehicle Charging Points	248,600	215,283	33,317	0	33,317	0	0	0	0	0
The Reef Solar Carport	596,000	530,820	65,180	0	65,180	0	0	0	0	0
Holt Country Park Electricity Improvements	400,000	163,832	236,168	1,750	234,418	0	0	0	0	0
Public Conveniences Energy Efficiencies	150,000	1,218	148,782	0	148,782	0	0	0	0	0
Coastal Defences	600,000	150,000	150,000	31,608	118,392	150,000	150,000	0	0	0
Fakenham Sports Centre Decarbonisation	514,300	0	171,400	0	171,400	342,900	0	0	0	0
Waste Vehicles & Food Waste Bins	1,972,750	16,750	1,956,000	0	1,956,000	0	0	0	0	0
Overstrand Seawall Works	1,280,000	0	1,280,000	0	1,280,000	0	0	0	0	0
			14,315,002	2,353,935	11,961,067	7,040,612	300,000	0	0	0

Capital Programme - Budget Monitoring 2025/26

Scheme	Scheme Total Approval	Pre 2025/26 Expenditure	Updated Budget	Actual Expenditure	Remaining Budget (Forecasted YE spend)	Budget	Budget	Budget	Budget	Budget
	£	£	2025/26 £	2025/26 £	2025/26 £	2026/27 £	2027/28 £	2028/29 £	2029/30 £	2030/31 £
Developing Our Communities										
Public Conveniences (Sheringham & North Walsham)	565,514	542,818	22,696	23,555	(859)	0	0	0	0	0
Public Conveniences - Albert Street, Holt	370,000	277,998	92,002	74,288	17,715	0	0	0	0	0
Cromer Pier - Steelworks and Improvements to Pavilion Theatre	1,134,000	1,086,033	47,967	0	47,967	0	0	0	0	0
North Walsham 3G Facility	860,000	12,432	847,568	233,741	613,827	0	0	0	0	0
Cromer 3G Football Facility	1,000,000	20,859	979,141	445,404	533,737	0	0	0	0	0
The Reef Leisure Centre	12,861,000	12,608,177	252,823	23,601	229,222	0	0	0	0	0
Green Road Football Facility (North Walsham)	60,000	9,777	50,223	0	50,223	0	0	0	0	0
New Play Area (Sheringham, The Lees)	120,000	48,571	71,429	71,889	(460)	0	0	0	0	0
Fakenham Leisure and Sports Hub (FLASH)	11,630,000	539,514	11,090,486	442,897	10,647,589	0	0	0	0	0
Back Stage Refurbishment - Pier Pavilion Theatre	405,000	388,335	16,665	14,825	1,840	0	0	0	0	0
Holt Country Park Staff Facilities	93,500	89,497	4,003	0	4,003	0	0	0	0	0
Cromer Church Wall	50,000	0	50,000	0	50,000	0	0	0	0	0
Cabbell Park Clubhouse	237,000	0	237,000	0	237,000	0	0	0	0	0
Itteringham Shop Roof Renovation	20,000	0	20,000	0	20,000	0	0	0	0	0
Holt Country Park Septic Tank	30,000	0	30,000	0	30,000	0	0	0	0	0
Public Conveniences Renovation, Holt Country Park	50,000	0	50,000	700	49,300	0	0	0	0	0
Holt Country Park Eco Learning Space	140,000	0	140,000	0	140,000	0	0	0	0	0
Holt Country Park Play Equipment	85,000	0	85,000	0	85,000	0	0	0	0	0
			14,087,003	1,330,901	12,756,102	0	0	0	0	0

Capital Programme - Budget Monitoring 2025/26

Scheme	Scheme Total Approval	Pre 2025/26 Expenditure	Updated Budget	Actual Expenditure	Remaining Budget (Forecasted YE spend)	Budget	Budget	Budget	Budget	Budget
	£	£	2025/26 £	2025/26 £	2025/26 £	2026/27 £	2027/28 £	2028/29 £	2029/30 £	2030/31 £
Meeting Our Housing Needs										
Disabled Facilities Grants	12,079,040	Annual Programme	2,079,040	389,810	1,689,231	2,000,000	2,000,000	2,000,000	2,000,000	2,000,000
Compulsory Purchase of Long-Term Empty Properties	930,000	546,165	383,835	0	383,835	0	0	0	0	0
Community Housing Fund (Grants to Housing Providers)	1,653,373	1,425,212	228,161	160,000	68,161	0	0	0	0	0
Council Owned Temporary Accommodation	6,246,584	4,762,007	1,484,577	849,127	635,450	0	0	0	0	0
Housing S106 Enabling	2,500,000	1,136,000	1,064,000	0	1,064,000	300,000	0	0	0	0
Loans to Housing Providers	600,000	260,000	340,000	0	340,000	0	0	0	0	0
			5,579,613	1,398,937	4,180,676	2,300,000	2,000,000	2,000,000	2,000,000	2,000,000

Capital Programme - Budget Monitoring 2025/26

Scheme	Scheme Total Approval	Pre 2025/26 Expenditure	Updated Budget	Actual Expenditure	Remaining Budget (Forecasted YE spend)	Budget	Budget	Budget	Budget	Budget
	£	£	2025/26 £	2025/26 £	2025/26 £	2026/27 £	2027/28 £	2028/29 £	2029/30 £	2030/31 £
Investing In Our Local Economy And Infrastructure										
Rocket House	1,077,085	224,638	852,447	109,381	743,066	0	0	0	0	0
Property Acquisitions	710,000	9,133	700,868	0	700,868	0	0	0	0	0
Chalet Refurbishment	125,000	72	124,928	1,325	123,603	0	0	0	0	0
Marrams Building Renovation	50,000	3,487	46,513	0	46,513	0	0	0	0	0
Car Parks Refurbishment	601,000	129,200	411,800	4,084	407,715	60,000	0	0	0	0
Marrams Footpath and Lighting	290,000	52,627	237,373	0	237,373	0	0	0	0	0
Asset Roof Replacements (Art Deco Block, Red Lion Retail Unit, Sheringham Chalet's)	165,351	75,138	90,213	41,200	49,014	0	0	0	0	0
UK Shared Prosperity Fund	474,196	399,403	74,793	15,000	59,793	0	0	0	0	0
Rural England Prosperity Fund	1,895,110	1,457,851	437,259	400,000	37,259	0	0	0	0	0
New Fire Alarm and Fire Doors in Cromer Offices	150,000	149,214	786	400	386	0	0	0	0	0
West Prom Sheringham, Lighting & Cliff Railings	55,000	0	55,000	15,053	39,947	0	0	0	0	0
Collectors Cabin Roof	30,000	375	29,625	490	29,135	0	0	0	0	0
Sunken Gardens Improvements, Marrams, Cromer	150,000	0	150,000	1,260	148,740	0	0	0	0	0
Weybourne Car Park Improvements	20,000	0	20,000	15,000	5,000	0	0	0	0	0
			3,231,603	603,193	2,628,410	60,000	0	0	0	0

Capital Programme - Budget Monitoring 2025/26

Scheme	Scheme Total Approval	Pre 2025/26 Expenditure	Updated Budget	Actual Expenditure	Remaining Budget (Forecasted YE spend)	Budget	Budget	Budget	Budget	Budget
	£	£	2025/26 £	2025/26 £	2025/26 £	2026/27 £	2027/28 £	2028/29 £	2029/30 £	2030/31 £
A Strong, Responsible And Accountable Council										
User IT Hardware Refresh	300,000	180,000	60,000	5,253	54,747	60,000	0	0	0	0
New Revenues and Benefits System	200,720	0	200,720	200,000	720	0	0	0	0	0
Customer Services C3 Software	32,600	0	32,600	23,375	9,225	0	0	0	0	0
Property Services Asset Management Database	30,000	0	30,000	7,200	22,800	0	0	0	0	0
Replacement of Uninterruptible Power Supply	40,000	0	40,000	0	40,000	0	0	0	0	0
			363,320	235,828	127,492	60,000	0	0	0	0
Totals			37,576,541	5,922,794	31,653,747	9,460,612	2,300,000	2,000,000	2,000,000	2,000,000

2025/26 Capital Programme Financing Table	Budget 2025/26	Actual Expenditure 2025/26	Remaining Budget 2025/26	Budget 2026/27	Budget 2027/28	Budget 2028/29	Budget 2029/30	Budget 2030/31
Grants	24,523,160	4,334,510	20,188,649	8,147,712	2,000,000	2,000,000	2,000,000	2,000,000
Other Contributions	2,467,000	595,265	1,871,735	300,000	0	0	0	0
Reserves	1,438,049	288,455	1,149,594	278,600	0	0	0	0
Revenue Contribution to Capital (RCCO)	20,000	15,000	5,000	0	0	0	0	0
Capital receipts	2,952,942	300,224	2,652,717	610,000	300,000	0	0	0
Borrowing	6,175,390	389,339	5,786,051	124,300	0	0	0	0
Total	37,576,541	5,922,794	31,653,747	9,460,612	2,300,000	2,000,000	2,000,000	2,000,000

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Reserves Statement Budget Monitoring P6 2025/26

Reserve	Purpose and Use of Reserve	Balance 01/04/25	Updated Budgeted Movement 2025/26	Forecast usage P6 2025/26	Forecast Balance 01/04/26	Budgeted Movement 2026/27	Balance 01/04/27	Budgeted Movement 2027/28	Balance 01/04/28	Budgeted Movement 2028/29	Balance 01/04/29
		£	£	£	£	£	£	£	£	£	£
General Fund - General Reserve	A working balance and contingency, current recommended balance is £2.1 million.	2,825,161	(14,706)	(14,706)	2,810,455	0	2,810,455	0	2,810,455	0	2,810,455
Earmarked Reserves:											
Capital Projects	To provide funding for capital developments and purchase of major assets.	474,807	(474,807)	(474,807)	(0)	0	(0)	0	(0)	0	(0)
Asset Management	To support improvements to our existing assets as identified through the Asset Management Plan.	427,948	(172,169)	(172,169)	255,779	0	255,779	0	255,779	0	255,779
Benefits	To be used to mitigate any claw back by the Department of Works and Pensions following final subsidy determination. Timing of the use will depend on audited subsidy claims. Also included in this allocation are service specific grants for service improvements that have not yet been offset by expenditure.	727,822	(51,567)	(51,567)	676,255	0	676,255	0	676,255	0	676,255
Building Control	Building Control surplus ring-fenced to cover any future deficits in the service.	105,085	(19,874)	(19,874)	85,211	0	85,211	0	85,211	0	85,211
Business Rates	To be used for the support of local businesses and to mitigate impact of final claims and appeals in relation to business rates retention scheme.	1,683,890	(18,000)	(18,000)	1,665,890	(18,000)	1,647,890	(18,000)	1,629,890	(18,000)	1,611,890
Coast Protection	To support the ongoing coast protection maintenance programme and carry forward funding between financial years.	219,393	0	0	219,393	0	219,393	0	219,393	0	219,393
Communities	To support projects that communities identify where they will make a difference to the economic and social wellbeing of the area.	168,941	0	0	168,941	0	168,941	0	168,941	0	168,941
Delivery Plan	To help achieve the outputs from the Corporate Plan and Delivery Plan.	1,117,423	(609,432)	(609,432)	507,991	0	507,991	0	507,991	0	507,991
Economic Development and Regeneration	Earmarked from previous underspends within Economic Development and Regeneration Budgets.	178,079	0	(34,000)	144,079	0	144,079	0	144,079	0	144,079
Election Reserve	Established to meet costs associated with district council elections, to smooth the impact between financial years.	123,000	60,000	60,000	183,000	60,000	243,000	60,000	303,000	60,000	363,000
Enforcement Works	Established to meet costs associated with district council enforcement works including buildings at risk .	39,884	0	0	39,884	0	39,884	0	39,884	0	39,884
Environmental Health	Earmarking of previous underspends and additional income to meet Environmental Health initiatives.	668,414	0	0	668,414	0	668,414	0	668,414	0	668,414
Environment Reserve	To fund expenditure relating to the Council's Green Agenda.	150,000	0	0	150,000	0	150,000	0	150,000	0	150,000
Extended Responsibility Producer	Earmarking of money to be received in relation to packaging, waste collection and disposal costs.	0	1,616,000	1,616,000	1,616,000	0	1,616,000	0	1,616,000	0	1,616,000
Grants	Revenue Grants received and due to timing issues not used in the year.	2,719,520	(95,159)	(237,660)	2,481,860	(49,148)	2,432,712	(19,780)	2,412,932	(9,020)	2,403,912

Reserves Statement Budget Monitoring P6 2025/26

Reserve	Purpose and Use of Reserve	Balance 01/04/25	Updated Budgeted Movement 2025/26	Forecast usage P6 2025/26	Forecast Balance 01/04/26	Budgeted Movement 2026/27	Balance 01/04/27	Budgeted Movement 2027/28	Balance 01/04/28	Budgeted Movement 2028/29	Balance 01/04/29
		£	£	£	£	£	£	£	£	£	£
Housing	Previously earmarked for stock condition survey and housing needs assessment. Also now contains the balance of the Housing Community Grant funding received in 2016/17.	1,551,341	(284,460)	(284,460)	1,266,881	(57,406)	1,209,475	(58,535)	1,150,940	0	1,150,940
Innovation Fund	Contract default payments earmarked to fund service improvement projects.	593,019	0	0	593,019	0	593,019	0	593,019	0	593,019
Land Charges	To mitigate the impact of potential income reductions.	250,052	0	0	250,052	0	250,052	0	250,052	0	250,052
Legal	One off funding for Compulsory Purchase Order (CPO) work and East Law Surplus.	52,914	(4,579)	(4,579)	48,335	0	48,335	0	48,335	0	48,335
Major Repairs Reserve	To provide provision for the repair and maintenance of the councils asset portfolio.	456,327	(50,000)	(50,000)	406,327	0	406,327	0	406,327	0	406,327
Net Zero Initiatives	to support the Councils Net Zero programme	384,037	(21,400)	(21,400)	362,637	(278,600)	84,037	0	84,037	0	84,037
New Homes Bonus (NHBP)	Established for supporting communities with future growth and development and Plan review*	118,315	(83,763)	(45,763)	72,552	0	72,552	0	72,552	0	72,552
Organisational Development	To provide funding for organisation development to create capacity within the organisation, including the provision and support for apprenticeships and internships.	98,881	0	0	98,881	0	98,881	0	98,881	0	98,881
Pathfinder	To help Coastal Communities adapt to coastal changes.	89,566	0	0	89,566	0	89,566	0	89,566	0	89,566
Planning	Additional Planning income earmarked for Planning initiatives including Plan Review.	278,433	46,763	46,763	325,196	50,000	375,196	50,000	425,196	50,000	475,196
Restructuring & Invest to Save Proposals	To fund one-off redundancy and pension strain costs and invest to save initiatives. Transfers from this reserve will be allocated against business cases as they are approved. Timing of the use of this reserve will depend on when business cases are approved.	699,748	0	(159,205)	540,543	0	540,543	0	540,543	0	540,543
Second Home Premium	To earmark the additional income delivered from the introduction of second Home premium council tax, to be used for affordable housing and homelessness prevention initiatives.	0	515,337	515,337	515,337	515,337	1,030,674	515,337	1,546,011	515,337	2,061,348
Treasury	To smooth impacts on the Revenue account of movement in fair value changes of the Councils holdings in Pooled Funds	300,000	0	0	300,000	0	300,000	0	300,000	0	300,000
Total Reserves		16,502,000	338,184	40,478	16,542,478	222,183	16,764,661	529,022	17,293,683	598,317	17,892,000

Asst Directorate	Service Area	Savings Title	Brief Outline of Saving/Additional Income (where applicable)	Saving(S) /Income(I)	Permanent (P) /One off (O)	2025/26 Savings /Income Included in Base Budget	2025/26 P6 Forecast Savings /Income	Variance	Comments
Service Delivery									
Environmental Health and Leisure	Environmental Health and Leisure Services	Increase Charges for Dog Waste and Litter Bins	NNDC empties litter bins and dog waste bins on behalf of town and parish councils. This is charged per lift, this proposal suggests an increase in charge from 25p to 50p for Dog Bins and 10p to 20p for Litter bins.	I	P	(2,905)	(2,905)	0	Price increases applied and budget achieved.
Environmental Health and Leisure	Environmental Health and Leisure Services	Garden Waste Bins	This additional income is generated by an increase in the charge for the discretionary garden waste service, from £60 per year to £65 for direct debit customers. This benchmarked against neighbouring authorities appears to be a reasonable increase. The income also reflects an increase in customers by a further 200 customers.	I	P	(65,809)	(65,809)	0	Price increase applied and budget achieved. Showing a surplus at period 4 due to collection of arrears from prior years.
Environmental Health and Leisure	Environmental Health and Leisure Services	General Environmental Health Savings	A collection of savings from the Environmental Protection, Public Protection, Environmental Services and Civil Contingencies Budgets. Including training, equipment and professional services.	S	P	(23,500)	(23,500)	0	Saving met
Environmental Health and Leisure	Environmental Health and Leisure Services	Various savings Leisure and Localities	A collection of savings from the following areas: water and sewerage - putting and bowling greens, R & M - Leisure Centres, Fixture and fittings - Foreshore and income from the NN Youth Advisory Board which will contribute to the Countryside Service costs in the coming year.	S	P	(42,848)	(42,848)	0	Budgets reduced and current spend is within budget
Environmental Health and Leisure	Environmental Health and Leisure Services	Sampling Assistant	The Sampling Assistant (Private Water, Shellfish and Dairies) retired in September 2024- rather than fill this vacancy this work can be undertaken by the Environmental Protection Rangers.	S	P	(21,950)	(21,950)	0	Sampling Assistant post deleted. Review of Ranger job description now encompasses this work.
Environmental Health and Leisure	Environmental Health and Leisure Services	Countryside events	Countryside events.	I	P	(5,000)	(5,000)	0	Events planned
Environmental Health and Leisure	Environmental Health and Leisure Services	Reduced out of hours service	Reduced out of hours service.	S	P	(4,600)	(4,600)	0	Standby budgets reduced and savings met - now operating an EH callout service only on Fridays, Saturdays, Sundays and Bank Holidays.
Environmental Health and Leisure	Environmental Health and Leisure Services	Seasonal Foreshore Service	Seasonal Foreshore Service.	S	P	(14,950)	(14,950)	0	Post deleted
People Services	People Services	General savings	Early Help & Prevention Service -Misc. savings offered. £500 training, £500 equipment, £200 PPE, £1,000 travel.	S	P	(2,200)	(2,200)	0	Budgets reduced and current spend is within budget
People Services	People Services	Misc. Savings - Housing Options	Various budget savings totalling £6,659.	S	P	(6,659)	(6,659)	0	Budgets reduced and current spend is within budget
People Services	People Services	Information, Advice and Guidance funding (IAG)	Reduction of funding in IAG budget from £77,323 to £34,000	S	P	(54,323)	(54,323)	0	Budgets reduced and current spend is within budget
People Services	People Services	People Services Staffing	Staffing savings as a result of vacancies and reduced working hours. Whilst this is offered as a permanent budget saving there could be the need to review this at a later date, depending on work pressures.	S	P	(122,848)	(122,848)	0	Saving met
People Services	People Services	Fixed term contract overheads	Fixed term contract overheads funded from external grant.	S	O	(50,000)	(50,000)	0	Saving met

Asst Directorate	Service Area	Savings Title	Brief Outline of Saving/Additional Income (where applicable)	Saving(S) /Income(I)	Permanent (P) /One off (O)	2025/26 Savings /Income Included in Base Budget	2025/26 P6 Forecast Savings /Income	Variance	Comments
Planning	Planning	Minor reductions in numerous budget lines	Small scale budget reductions across various budget lines.	S	P	(22,896)	(22,896)	0	Saving met
Planning	Planning	Building Control Fee Increases	Increase building control fees so that 'controllable budget' position would be cost neutral in 2025/26. This would amount to a 6.2% increase in annual income targets.	I	P	(30,142)	0	30,142	Due to delayed implementation of fee increase.
Planning	Planning	Planning Service Budget Resources Review	Review of budget resources within the planning service area.	S	P	(116,951)	(29,351)	87,600	Savings made from 2 of the posts but no restructure has been implemented to date and with the AD now leaving, this will depend on the new AD implementing this.
Planning	Planning	New Government Funding for Planning	It isn't yet certain that any such funding will be provided to NNDC - although the Government have announced that £46m will be spend nationally. The figure shown is an estimate of what NNDCs allocation (of the £46m) might be.	I	O	(75,000)	(75,000)	0	No income yet but manager is still not sure on this as no funds have been mentioned since. There is a likelihood this may not be received but it is too early to confirm.
Planning	Planning	Nutrient Mitigation Fund	Funding due to reimburse NNDC for the Officer time spent on Nutrient Mitigation Fund work	I	P	(10,000)	(10,000)	0	Saving met
Planning	Planning	Disbanding the Planning Policy and Built Heritage Working Party	Disbanding the Planning Policy and Built Heritage Working Party - after the adoption of the current Draft Local Plan	S	P	(500)	(500)	0	Saving met
Total Service Delivery						(673,081)	(555,339)	117,742	
Corporate									
Corporate Functions	Corporate/ Car parks	Additional car park income from increased fees and charges	Income from increased fees and charges, with next review to increase fees and charges for the year 2027/28	I	p	(600,000)	(600,000)	0	This saving will be achieved and is likely to be a surplus, however, we are predicting that we will be £95,609 under budget due to offsetting Hornbeam Income saving below.
Corporate Functions	Corporate / Car parks	Additional car park income from additional car parks	Charging at Hornbeam Road, opportunities for further car parks	I	P	(100,000)	(3,000)	97,000	Predicting a £95,609 shortfall in car park income overall.
Corporate Functions	Corporate / Car parks	Additional income from Cadogan Road.	Increasing the car parking spaces at Cadogan Road, therefore generating more income.	S	P	(33,000)	(33,000)	0	Saving met
Corporate Functions	Corporate	Restructure of CDU	Initial discussions have taken place with a member of the team about their position in the Council (at the staff member's request) and a voluntary redundancy package could be offered and the post deleted from the establishment.	S	P	(53,512)	(42,220)	11,292	Employee left later than savings were calculated at. This also assumes that the redundancy costs are funded from the reserves.
Corporate Functions	Corporate	Closure of Cromer Tourist Information Centre	Closure of Cromer Tourist Information Centre	S	P	(92,963)	(73,291)	19,672	The Info centre closed a month later than planned, so there are additional staffing costs, as well as ongoing maintenance costs while the property sits empty ready for a tenant to take over. This saving could further reduce depending on length of time the building sits empty.

Asst Directorate	Service Area	Savings Title	Brief Outline of Saving/Additional Income (where applicable)	Saving(S) /Income(I)	Permanent (P) /One off (O)	2025/26 Savings /Income Included in Base Budget	2025/26 P6 Forecast Savings /Income	Variance	Comments
Legal and Governance	Legal Services	Legal Services	Increase income target by £5,000.	I	O	(5,000)	(5,000)	0	Saving met
Legal and Governance	Democratic Services	Youth Council	Looking at alternative ways to engage young people and thereby removing the majority of the Youth Council Budget. Need to retain a small fraction of the budget to assist with alternative delivery of Youth engagement.	S	P	(9,000)	(9,000)	0	Saving met
Total Corporate Resources						(893,475)	(765,511)	127,964	
Finance, Assets and Revenues	IT Web	Training Budget Saving	Halving the training budget for IT-Web will save £2,500 per year.	S	P	(2,500)	(2,500)	0	Saving met
Finance, Assets and Revenues	IT - Infrastructure	Technical Support Assistant	The IT Infrastructure Team have 1 x Grade 10 Technical Support Assistant post, of which they would be prepared to give up the budget (a total of £33,564). This would not have an impact on the current FTE of the team, and nor would any redundancy costs be incurred.	S	P	(32,562)	(32,562)	0	Saving met
Finance, Assets and Revenues	IT	Ceasing the software that enable us to access archived files	We currently pay for software to access the files from our old 'm' drives. In 2021 we moved from an old folder structure (which I refer to as the 'm' drive) to the Libraries. I am now proposing we don't need this software (saving of £6k per year).	S	P	(5,500)	(5,500)	0	Saving met
Finance, Assets and Revenues	ICT Applications	Reduction in EH software costs	Following review of their software components with the Environmental Health department it has been determined the following component delivers minimal efficiency for the outlaid costs: Assure Food Mobile Renewal for 7 users £7,700. The service have confirmed this does not need to be renewed when the current agreement ceases (End Jan 25). The account manager has been made aware of our intentions in this regard.	S	O	(7,700)	(7,700)	0	Saving met
Finance, Assets and Revenues	ICT Applications	Software Savings	Software savings	S	P	(42,000)	(22,442)	19,558	The savings in relation to Civica Open Revenues and Northgate Assure software have both been met, however the IT Application team are forecasting an overspend of £19,558 in relation to Software, this is mainly due to Concerto cost increasing by £23,360 and two other products (Limehouse Keystone and Esri (UK) - ArcGIS) being purchased by service departments which do not have budget.

Asst Directorate	Service Area	Savings Title	Brief Outline of Saving/Additional Income (where applicable)	Saving(S) /Income(I)	Permanent (P) /One off (O)	2025/26 Savings /Income Included in Base Budget	2025/26 P6 Forecast Savings /Income	Variance	Comments
Finance, Assets and Revenues	Estates	Estates Savings & Income generation	Rental reviews resulting in additional income: 1) Industrial Estate N. Walsham £7,445. 2) North Walsham (The Cedars) £8,679. Expenditure savings: 1) North Walsham (The Cedars) other professional fee budget £5,000 2) Other minor savings totalling £206 within Itteringham cost centres. 3) Consultancy fees within estates reduction in budget of £400.	S/I	P	(21,730)	(11,606)	10,124	Additional rental income at North Walsham Industrial estate not forecast to be achieved. Cedars rental increase only going to be around £6,000 due to damp issues. £5,000 Other Professional Fee forecast to be achieved. £400 consultancy fees saving not going to be achieved. £206 Itteringham forecast to be achieved.
Finance, Assets and Revenues	Property Services	Reduction of various repairs and maintenance budgets	Reduce R & M budgets on the following; Amenity Lighting - £8,000 Cromer Pier - £10,000 Toilets - £10,000 Car Parks - £10,000	S	P	(38,000)	(21,100)	16,900	Only £1.100 forecast to be achieved of £8,000 Amenity Lighting saving. £10,000 car park saving forecast to be achieved. £10,000 Cromer Pier forecast not to be achieved. £10,000 Public Conveniences forecast to be achieved.
Finance, Assets and Revenues	Property Services	Reductions of various generic budgets	Reduce training budget by £8,000, subscriptions to professional bodies by £600, Consumable purchases by £2,000, PPE by £1,000 and play equipment by £263.	S	P	(11,863)	(11,863)	0	Saving met
Finance, Assets and Revenues	Public Conveniences	Reduction in various direct cost budgets	Reduction in direct cost budgets.	S	P	(40,000)	(40,000)	0	Saving met
Sustainable Growth	Sustainable Growth Coast Protection	Consultancy Fees - General	Reduction in budget for consultancy fees by £20,000 (from £48,000) on the basis that such fees will have to be met by the revenue works budget or from budgets for specific capital projects.	S	P	(20,000)	(20,000)	0	Saving met
Sustainable Growth	Sustainable Growth Coastal Management	CPD Training	Reduction in budget for training by £3,000 (from £5,000)	S	P	(3,000)	(3,000)	0	Saving met
Sustainable Growth	Sustainable Growth Coast Protection	Computer Software and Licences	Reduction in computer purchases - software - and computer software licences budget (from £2,000)	S	P	(2,000)	(2,000)	0	Saving met
Sustainable Growth	Sustainable Growth	Orchestras Live - Grant	It is considered that activities under this grant from 25/26 will no longer need to be supported by this grant.	S	P	(3,550)	(3,550)	0	Saving met
Sustainable Growth	Sustainable Growth	Various reductions	Various reductions across budgets including £1,300 on subs to professional bodies, £6,500 in marketing, £1,500 in computer software, £7,500 in marketing north Norfolk subscriptions and £2,000 in generic training.	S	P	(18,800)	(18,800)	0	Saving met
Sustainable Growth	Sustainable Growth Housing Strategy	Deletion of Consultancy Fees budget	This is a budget to fund projects to deliver the housing strategy projects. In future, where a project requires resources to deliver, this will need to be made clear in any recommendations to Cabinet and a business case made for any budget .	S	P	(10,000)	(10,000)	0	Saving met
Sustainable Growth	Sustainable Growth	Budget Efficiencies	Review of current resources to deliver efficiency savings.	S	P	(55,000)	0	55,000	No changes have been made to date.
Total Resources						(314,205)	(212,623)	101,582	
Total Budgeted Savings						(1,880,761)	(1,533,473)	347,288	

NET ZERO STRATEGY REVIEW AND RELATED CLIMATE REPORTS	
Executive Summary	This paper presents the following reports: • the revised Environmental Charter • a draft decarbonisation strategy, proposed to replace the Council's Net Zero Strategy • a draft decarbonisation action plan to support the strategy until March 2027 • the Carbon Footprint Report 24/25
Options considered	These reports have been prepared using best practice in keeping with the Council's declaration of a climate emergency and Net Zero targets
Consultation(s)	These reports have been developed following discussion with key Cabinet members, senior management and other relevant officers
Recommendations	To recommend to Full Council: • To adopt the revisions to the Environmental Charter • To adopt the Decarbonisation Strategy and associated action plan. Cabinet: • to note the contents of the carbon footprint report for 24/25.
Reasons for recommendations	To provide the Council with up-to-date documentation and a clear direction to meet its climate goals in support of the declaration of a climate emergency. To support the corporate plan theme: <i>Continue our journey to Net Zero</i> and associated objectives To meet the audit recommendations
Background papers	

Wards affected	All
Cabinet member(s)	Cllr Adam Varley
Contact Officer	Kate Rawlings, Climate and Environmental Policy Manager Kate.rawlings@north-norfolk.gov.uk

Links to key documents:

Corporate Plan:	Continue our journey to Net Zero and the following objectives: ○ Continuing our own annual emissions reductions to reach Net Zero by 2030 ○ Introducing significant new projects which deliver on our Net Zero ambitions ○ Supporting homeowners to upgrade the environmental performance of their homes ○ Continuing to invest in the Council's property portfolio to reduce carbon impact ○ Promoting measures to reduce emissions from transport and increase active travel ○ Protecting and enhancing the special landscape and ecological value of North Norfolk whilst improving the biodiversity of the district ○ Strengthening the ability for local communities to deliver on local environmental ambitions and priorities ○ Continuing to pursue government and external funding for new green initiatives ○ Providing carbon literacy training for all staff and members to better inform council decisions and promote community understanding.
Medium Term Financial Strategy (MTFS)	There are no direct budget implications from the Carbon footprint report or Environmental Charter, but any actions arising from these, together with the action plans for the strategy, will require budget and/or resource. Some of this is already allocated, some will require additional budget and resource. Many projects offer the chance to invest to save.
Council Policies & Strategies	Net Zero Strategy and Action Plan 2022

Corporate Governance:	
Is this a key decision	No
Has the public interest test been applied	No
Details of any previous decision(s) on this matter	

1. Purpose of the report

1.1. This paper presents the following reports:

- the revised Environmental Charter
- a draft decarbonisation strategy, proposed to replace the Council's Net Zero Strategy
- a draft decarbonisation action plan to support the strategy until March 2027

- the Carbon Footprint Report 24/25

1.2. The Environmental Charter, draft decarbonisation strategy and action plan are presented for discussion and comment before passing to Overview and Scrutiny and then for adoption at Full Council. The Carbon Footprint Report is presented for information and to provide background and context to the other documents.

1.3. All reports are presented in draft form and will be formatted into corporate presentational style by the Communications team once the content is finalised and adopted before they are made available on our website

2. Introduction & Background

2.1. The Environmental Charter was developed following community engagement to provide context to the Council's declaration of a Climate Emergency in 2019. It includes the Council's 2030 and 2045 Net Zero targets

2.2. The Council's Net Zero strategy and action plan were adopted in 2022 and now require a refresh to align with the new corporate plan and revised central government targets and policy. In addition, many of the actions have been completed or superseded. The need for a new strategy and action plan was confirmed by a recent internal audit. The Net Zero strategy has been renamed to the decarbonisation strategy to fit with the name and aims of the decarbonisation board. The separation of the action plan to allow frequent review and updates was also a recommendation of the recent audit.

2.3. Each year the Council calculates its Carbon Footprint using the carbon accounting tool developed by the LGA. The resulting report presents a breakdown of the calculation and the projects and changes that the Council has made during the year which have affected the footprint both positively and negatively. It helps to define the direction of future Council services and the actions needed to mitigate emissions to meet our Net Zero targets.

3. Proposals and Options

3.1. Small revisions have been made to the Environmental Charter to reflect the current corporate priorities and resources e.g. references to funding streams no longer available have been removed. There are no changes to the Council's 2030 and 2045 net Zero targets or other high-level ambitions, following discussion on this matter with key Cabinet members and relevant officers.

3.2. The Decarbonisation strategy and Action Plan have been compiled after a number of workshops with members and teams across the Council as well as research into strategies produced by other local authorities. They also pick up on the recommendations of a recent internal audit report.

3.3. The Carbon footprint calculation and report follow a similar format to previous years in order for relevant comparisons to be made and a consistent timeline to be presented.

4. Corporate Priorities

These reports are central to the corporate plan theme: **Continue our journey to Net Zero** and the following objectives:

- 4.1. Continuing our own annual emissions reductions to reach Net Zero by 2030
- 4.2. Introducing significant new projects which deliver on our Net Zero ambitions
- 4.3. Supporting homeowners to upgrade the environmental performance of their homes
- 4.4. Continuing to invest in the Council's property portfolio to reduce carbon impact
- 4.5. Promoting measures to reduce emissions from transport and increase active travel
- 4.6. Protecting and enhancing the special landscape and ecological value of North Norfolk whilst improving the biodiversity of the district
- 4.7. Strengthening the ability for local communities to deliver on local environmental ambitions and priorities
- 4.8. Continuing to pursue government and external funding for new green initiatives
- 4.9. Providing carbon literacy training for all staff and members to better inform council decisions and promote community understanding.

5. Financial and Resource Implications

- 5.1. There are no direct budget implications from the Carbon footprint report or Environmental Charter, but any actions arising from these, together with the action plans for the strategy, will require budget and/or resource. Some of this is already allocated, some will require additional budget and resource. These actions will be overseen by the Decarbonisation Board and Major Projects Board, as appropriate.

Comments from the S151 Officer:

Due consideration will be given to Net Carbon reduction alongside financial and operational factors in making recommendations. Any budget growth will be authorized by the appropriate committees.

6. Legal Implications

- 6.1. The UK government is legally committed to reaching net zero by 2050 through the Climate Change Act 2008. However local Authorities currently have no statutory duty to act on climate change.
- 6.2. There is no requirement to calculate or publish our carbon footprint or to have a strategy on decarbonisation. Our own Net Zero targets are not legally binding.
- 6.3. Actions agreed, if these reports are adopted, will result in the delivery of projects or changes in the Council's operation or estate which may have legal implications. These will be considered separately.

Comments from the Monitoring Officer

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

If there are any subsequent projects flowing from the policies and charters, requiring, for example, significant expenditure, such may needs to be further considered through the committee process

7. Risks

- 7.1. The Council has declared a Climate Emergency and set ambitious targets. The absence of up-to-date reports, monitoring, strategies and action plans to support this work exposes the Council to a reputational risk.

8. Net Zero Target

- 8.1. These reports have been specifically developed to support the achievement of the Council's Net Zero 2030 and 2045 targets. The clear direction laid out in these documents are key to the Council's success in delivering this corporate priority.
- 8.2. Actions agreed will result in the delivery of projects or changes in the Council's operation or estate will be assessed using the appropriate carbon tool as they are brought forward for delivery

9. Equality, Diversity & Inclusion

- 9.1. Climate change is an issue that affects everyone, but inequalities in society mean that not everyone is affected in the same way and certain groups may be disproportionately impacted. Actions to mitigate and adapt to a changing climate will impact people and groups in complex ways.

10. Community Safety issues

- 10.1. These reports are unlikely to have any impact on community safety issues however as actions are progressed each project or change arising from the action will be assessed accordingly.

Conclusion and Recommendations

These documents provide the framework to support the Council's ambitions to be Net Zero across its estate and operations by 2030 and to assist the district to be Net Zero by 2045.

Recommendations:

To recommend to Full Council:

To adopt the revisions to the Environmental Charter

To adopt the Decarbonisation Strategy and associated action plan.

Cabinet:

To note the contents of the carbon footprint report for 24/25.

Reasons for recommendations

To provide the Council with up-to-date documentation and a clear direction to meet its climate goals in support of the declaration of a climate emergency.

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OUR ENVIRONMENTAL CHARTER

The Council has declared a climate emergency and therefore puts environmental considerations at the heart of its service delivery.

Our Environmental Charter states our commitment to action in order to achieve net-zero carbon emissions by 2030, showing how we will use our own resources wisely to set a direction through: our own actions; working with partners; and influencing others.



NORTH
NORFOLK
DISTRICT
COUNCIL



CHAPTER ONE

The steps that we are taking to achieve net-zero carbon emissions across our own estate and operations by 2030



CHAPTER TWO

What we will do as community leaders to meet the challenges of the climate change emergency across the District



CHAPTER THREE

What you can do to address the climate emergency and help to promote environmental excellence



CHAPTER ONE

The steps that we are taking to achieve net-zero carbon emissions across our own estate and operations by 2030



In April 2019 North Norfolk became the first district council in Norfolk to declare a climate change emergency. Since then we have pledged to achieve net-zero carbon emissions across our own estate and operations by 2030. To deliver this ambitious target we pledge to take the following important steps...

We will MEASURE:



- and publish emission baseline data for the council's estate and operations
- on an annual basis the progress we have made to reduce the council's carbon emissions and publish the findings
- the carbon impact of our contractors and carefully consider who we work with

We will MANAGE:



- fossil fuel consumption by reducing the carbon footprint of our operational buildings by reducing energy consumption and prioritising low carbon alternatives
- waste by reducing our consumption of raw materials and re-using and recycling wherever possible
- staff travel by promoting online meetings and access to environmentally friendly modes of transport such as lift-share, electric cars, bicycles and public transport

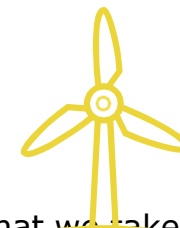
We will MOBILISE:



- council staff and partner organisations by raising awareness and promoting the steps the council is taking to tackle climate change across its estate and operations
- all council staff to respond to the climate emergency in the day-to-day performance of their roles
- all council staff with the tools and knowledge, including climate literacy and climate awareness training, required to implement this charter.

CHAPTER TWO

What we will do as community leaders to meet the challenges of the climate change emergency across the district



To meet the challenges of a climate change emergency we are going to need to be outward looking. Beyond the actions that we take to achieve net-zero carbon emissions across our own estate and operations we will also work alongside residents, businesses, schools and community groups to influence positive change and help reduce the district's carbon footprint to net zero by 2045. To do this we pledge to...

We will PARTNER WITH



- other local authorities and public sector bodies to access and make best use of public funding
- local groups to deliver energy and environmental schemes that deliver co- benefits for our communities.
- with local landowners and custodians to protect and enhance the special landscape and ecological value of North Norfolk
- the emerging clean energy sector by aiding the development innovative clean energy projects to develop in North Norfolk

We will SUPPORT



- residents to decarbonise their homes through access to relevant information, government grants and other financial assistance
- businesses to decarbonise their buildings and operations by providing up to date information and signposting to funding opportunities and examples of successful projects
- communities to provide more sustainable community assets, by promoting community renewable energy schemes and raising awareness of appropriate grants and loans
- opportunities for active and low carbon travel schemes that enhance, cycling and public transport infrastructure across the District

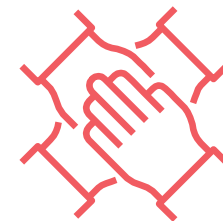
We will INSPIRE



- citizens throughout North Norfolk by delivering climate change public engagement events which will seek to improve 'carbon awareness' across the District
- residents, businesses and communities to undertake their own decarbonisation journey's by sharing the Council's projects and experiences and show-casing the art of the possible.
- a new generation of carbon reduction champions – young or old we want to help everyone to reduce their carbon footprint

CHAPTER THREE

What you can do to address the climate emergency and help to promote environmental excellence



We all have a role to play in protecting the natural environment and in reducing our own carbon footprints. Despite this it is sometimes hard to know exactly what steps to take and how to make a real difference. If you want to support us on our journey towards a brighter, more sustainable North Norfolk you can...

You can TAKE PART:



- by calculating your own carbon footprint, attending Council events and increasing your carbon awareness
- in practical actions on climate change by joining an environmental campaign, community group or activities in your own local community
- in supporting local businesses that are proactively making changes to improve the local environmental and reduce their own carbon footprint

You can SHARE:



- news about council events, local activities, your own experiences and environmental campaigns
- information about climate change and environmental challenges with friends and family

You can SIGN UP:



- to personal pledges which commit to changing your own actions to ones that will have a more positive impact upon the environment
- to find out about news, events and things that you can do to take action to address the climate change and environmental crisis

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Draft

Decarbonisation Strategy 2025-28

June 2025



I. Introduction

The impacts of climate change are already directly affecting our homes, health, water supply, and wildlife. The window of opportunity to limit warming to 1.5°C is closing and we risk severe and irreversible damage to our planet and our people.

The UK's Climate Change Act commits the nation to achieving net-zero emissions by 2050, with intermediate targets requiring rapid progress this decade. The government has stated that the UK should be a world leader in the fight against climate change and the UK public sector is a small but significant emitter of greenhouse gases (GHGs).

Direct emissions, such as heating public sector buildings like offices, leisure centres etc. only account for around 2% of total UK GHG emissions. However, the indirect emissions created by the public sector's wider activities, including local authorities, remain considerably more significant. Purchased electricity, travel, and procurement of goods and services make up significant additional sources of carbon output. Public procurement accounts for around 15% of total GHG emissions globally once supply chains are included, these practices present enormous challenges to emissions reduction and sustainability goals.

In 2019, North Norfolk was the first district council in Norfolk to declare a climate emergency. Following community engagement an Environmental Charter was developed, and a number of carbon reduction projects were initiated. An ambitious target was adopted to eliminate the emissions from the Council's properties and activities (its estate and operations) by 2030. A Net Zero Strategy and Action Plan (NZSAP) was developed to help map out a pathway by which the Council could reach its decarbonisation goals.

Since the publication of the NZSAP, the Council has updated its targets to include a responsibility to aid the wider district to decarbonise by 2045. This builds on the community commitments laid out in the Council's Environmental Charter. The Council is involved in schemes to assist in reducing emissions from households and from businesses, although it has little influence over the major sources of greenhouse gas emissions, such as transport and agriculture.

Each year since 2019 the Council has measured its own emissions and reported these as its 'carbon footprint'. Although generally on a downwards trajectory, progress has not been linear and a renewed focus needs to be given to this to stand a chance of reaching the goal. The context has changed since the first strategy was adopted, with better data available to identify the scale of the challenge and also new opportunities by which to respond to them.

This decarbonisation strategy, and its associated action plan, identifies the challenges in reaching the identified goal and the options available to maintain the necessary momentum to achieve it.

Importantly, this strategy aligns with new government priorities, the new Council Corporate Plan and in readiness for local government organisation across Norfolk and Suffolk.

The Climate Change Committee (CCC) has already noted that bold targets mean nothing if action is too slow and has warned that current UK policies cover only a third of the emissions reductions required to meet national targets. Each organisation will need to play its part and it is clear that the pace needs to increase significantly in order to reach the target as we get closer to 2030.

This revised strategy recognizes that the Council is unlikely to exist in its current form in 2030, due to proposals to restructure local authorities in the area, however the functions the Council performs, and the assets on which local communities rely, will remain.. This presents a challenge to short-term thinking but change also brings opportunities and benefits of reducing energy use go beyond mitigating the causes of climate change.

We do not have time to wait and see what happens. We must continue our decarbonisation journey to ensure north Norfolk is playing its part in helping to reduce emissions to mitigate climate change.

2. Strategy aims

This strategy

outlines the behaviours, commitments and high-level actions that are needed to reduce the Council’s emissions from its operations and estate by

outlines the steps the Council will take to assist the north Norfolk district in reducing wider community emissions by

2030

2045

This strategy will:

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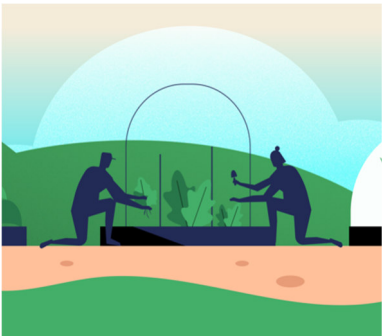
provide the framework for the actions the Council will take



set out the opportunities for communities to access funding and work with partners



highlight the changes the Council needs to make to decarbonise its own estate and operations

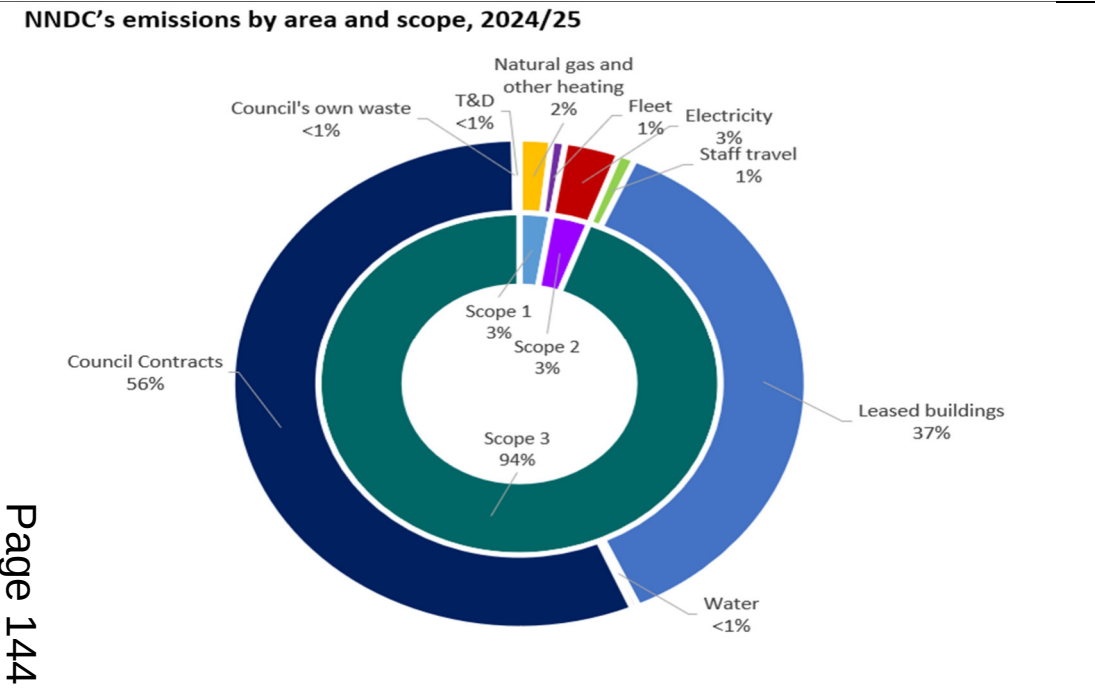


show how the Council can lead by example through decarbonising our own estate and operations



provide assistance and advice on routes to help fund decarbonisation projects

3. Where are we now?

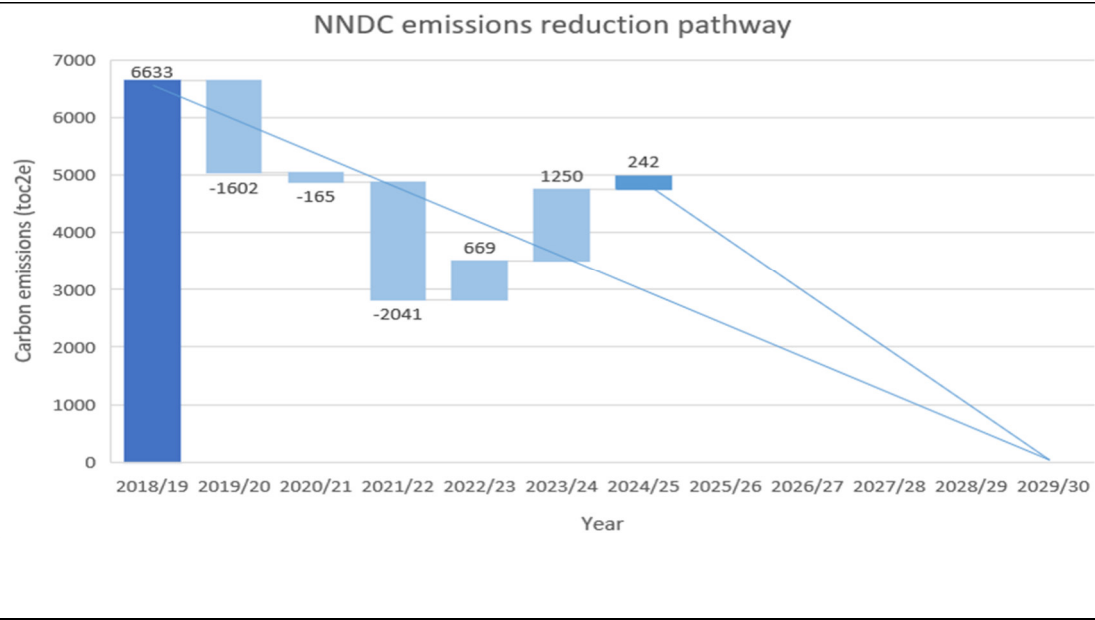


North Norfolk District Council Carbon Footprint

The Council's total carbon footprint for 24/25 is **5,002 tCO₂e**

There are no national or international standards for calculating carbon footprint, however the Council's annual footprint assessment follows a methodology based on the Greenhouse Gas accounting tool developed by the Local Government Association, which is considered best practice by Local Authorities. It covers scope 1, 2 and 3 emissions, including energy used by our buildings, vehicle fuel used for Council business, waste produced by our operations and emissions associated with Council contracts and other consumption.

The Council has most influence over its scope 1 and 2 emissions where it directly consumes energy.



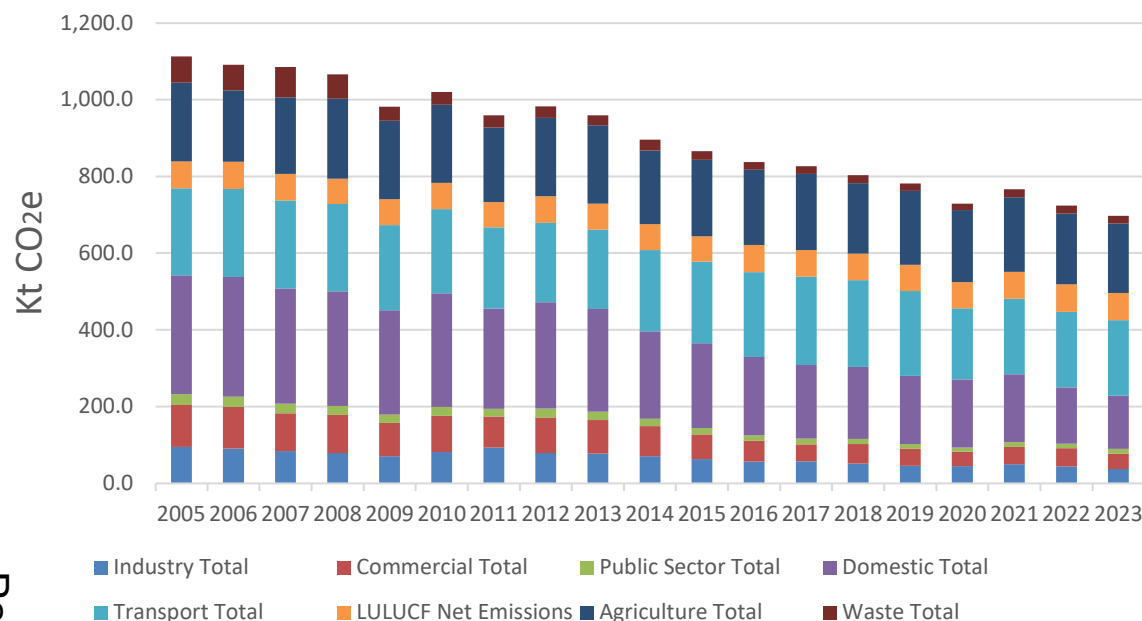
Emissions reduction pathway

The passage to eliminating emissions is a turbulent one. Council emissions fluctuate from year to year due to changes in our asset base, and the nature of activities undertaken. Significantly, refinements in the methodology for calculating the carbon emissions has led to an apparent increase in the emissions reported.

Often these changes have tended to mask the carbon savings made through genuine carbon reduction methods, for example, photo voltaic installations on our properties, behaviour change, reduction in waste, and investment in water saving measures.

Accurate data collection helps ensure consistency and will help better target emissions reduction activities.

Total North Norfolk GHG emissions 2005 - 2023



North Norfolk District Wide Carbon footprint

North Norfolk's (territorial) emissions were reported as 697,000 tonnes CO₂e in 2023.

North Norfolk's regional greenhouse gas emissions have been calculated by the UK Government Department for Energy Security and Net Zero (DESNZ). These statistics provide the most reliable and consistent breakdown of greenhouse gas emissions across the country, using nationally available data sets going back to 2005. They cover territorial emissions of carbon dioxide (CO₂), methane (CH₄) and nitrous oxide (N₂O).

These emissions are separated into eight main categories, with Transport (28%) Agriculture (26%) and Domestic (20%) being the largest contributors to district-wide emissions.

Industry, commercial, domestic and public sector emissions have decreased significantly, due to the increased electrification and the transition of the electricity grid away from fossil fuels to renewables; however, there is still significant work needed in these sectors to decarbonise them further. Emissions from transport, agriculture, and LULUCF (Land Use, Land Use Change and Forestry) emissions have proved slower to reduce and these pose significant challenges for a rural area like North Norfolk. Local data tends to mirror the national trend.

4. How we will get there

This decarbonisation strategy focuses on delivery between 2025 – 2028. It is based upon the best available data and evidence, using our latest carbon footprint analysis and current government policy.

The following behaviours and practices will form the foundation of a more targeted set of actions in the accompanying action plan.

Governance, Decision making and Engagement

NNDC Corporate Plan



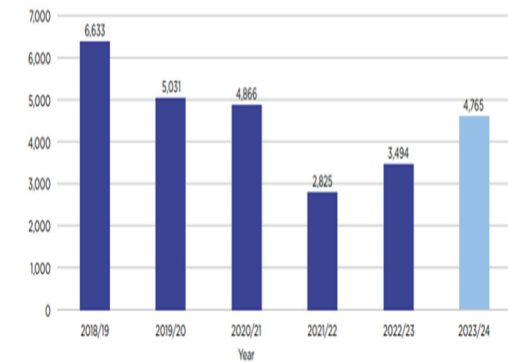
OUR GREENER FUTURE

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

Carbon Literate Organisation Bronze



Overall emissions - tCO₂e



Renew our commitment to eliminating emissions by 2030 through the actions and objectives of the Council's corporate plan and annual action plan

Provide Carbon Literacy and Carbon awareness training for all Staff and members, giving opportunities for staff to share best practice and make every role at the Council a "green" role

Monitor and report our carbon footprint and regularly report progress on our strategy and action plan, overseen by the Council's Decarbonisation Board. Use this data to inform decisions



Develop and evolve tools to keep carbon reduction at the heart of Council decision making and every Council strategy

Energy saving tips

You might be able to get help with your energy costs or access grants to improve your home and make it more energy efficient, saving you money on your energy bills.



Provide our residents, businesses and visitors with the tools they need to complete their own decarbonisation journeys, collaborating with neighbouring Councils and like-minded organisations to promote low carbon choices



Work with central government and energy providers to ensure the district gains maximum benefit from the installation of appropriate renewable energy infrastructure projects

Domestic and Commercial Buildings



Improve data monitoring from our estate, in order to be very clear about the emissions that arise and the renewable energy generated.



Reduce energy and water consumption in our buildings through behavioural change and fabric retrofit measures



Reduce our reliance on fossil fuels and future-proof our assets (making us Net Zero ready) by replacing systems at end of life or sooner with lower carbon alternatives and ensuring all new builds take full advantage of low carbon technology (including low energy and waste construction methods)



Invest in renewable generation on our estate, purchase renewable energy for our assets and contribute to the region's energy plan



Norfolk Warm Homes

Promote energy saving advice, green energy tariffs, community energy schemes and grants and funding to residents and businesses to improve their building fabric and heating systems and invest in renewables



Provide clear guidance on planning requirements for energy efficiency works and renewable energy potential in new development

Transport



Reduce emissions from our business travel by instigating a sequential approach: promoting no travel solutions, low carbon forms of transport and car sharing



Work with local public transport providers and the public transport unit to develop and promote public transport options



Move to electric fleet and pool cars as the default transport method when a car is need for Council business



Work with third parties such as Active Norfolk and Visit North Norfolk to increase resident and visitor uptake of active travel



Provide incentives for staff to use low carbon forms of transport such as EV and cycle to work salary sacrifice schemes



Encourage the uptake of EVs and facilitate development of the infrastructure required

Purchasing and Investments



Improve data collection methods and quality of data on our Council contracts and spending to allow more accurate calculation of our carbon footprint



Review our banking and investment strategies and investigate sustainable funding sources for our projects



Incorporate sustainable practices as a priority in procuring contracts and services from third parties, working with carbon-literate, sustainable contractors who are actively reducing their own carbon footprint



Prioritise local produce and promote “buy local” campaigns and other ways to purchase products with a lower carbon footprint



Implement waste reduction practices and promote zero-waste and the circular economy initiatives



Provide information to allow people to make sustainable decisions on their investments

Offsetting, Carbon capture and land-use

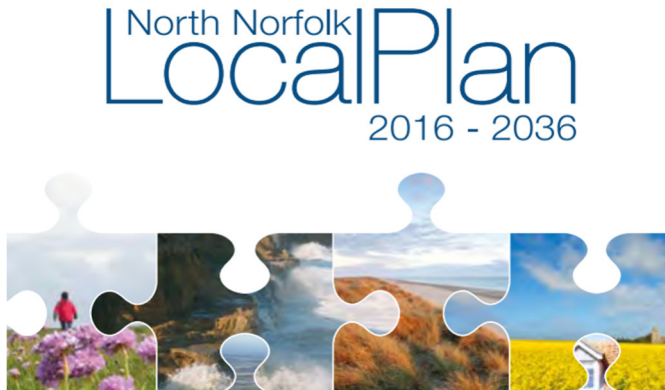


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Investigate options for investing now to offset in the future and develop a strategy for any residual emissions remaining in 2030

Prioritise offsetting in north Norfolk to take full advantage of the co-benefits of offsetting such as biodiversity, employment and community health and well-being

Manage the Council's green assets to maximise carbon sequestration



Support initiatives that optimise potential for carbon capture and storage, in the district so that the area can capitalise on the co-benefits

Collaborate with developers and landowners, using the Council's Local Plan and legislation such as Biodiversity Net Gain to maximise opportunities for decarbonisation in north Norfolk

Work with local and national environmental and wildlife groups to protect and enhance the special landscape of North Norfolk and its potential to sequester carbon in its peatland, saltmarsh and other habitats

5. Monitoring our progress

This strategy, the related action plan, and monitoring progress are the responsibility of the Council's decarbonisation oversight board. The board maintains the strategic oversight, with defined terms of reference to oversee the Council's decarbonisation programme and projects related to climate change. It's membership is drawn from across the relevant services of the Council. The Council's Overview and Scrutiny Committee will receive an annual update on the relevant metrics and performance information on the achievement of the aims of this strategy. The strategy will be routinely monitored and the action plan revised annually in order to maintain the focus on the achievement of the stated goals and adjust the direction accordingly.

Evaluation of the action plan against the performance measures will be presented via a bi-monthly dashboard, showing progress against individual objectives and targets. The Council's carbon footprint of its estate and operations will be calculated in accordance with best practice and overall progress on decarbonisation will be reported annually in the carbon footprint report.

The greenhouse gas emissions of the area covered by North Norfolk District Council (territorial emissions) are difficult to calculate locally but figures produced by DESNZ will be relied upon. These data are generally published 2-3 years in arrears, making them a useful tool to measure the district's progress, but unsuitable for monitoring the success of the strategy and action plan in reducing district emissions in the shorter and more immediate term. Territorial emissions will be included in the Council's annual carbon footprint report alongside information about the outcomes of specific projects to influence them.

The Council will review this strategy and the resulting action plan routinely to take account contextual changes such as legislation, local priorities, data availability and changes in collection methods, and other influences such as local government reorganisation.

6. Equality and Diversity

Climate change is an issue that affects everyone, but inequalities in society mean that not everyone is affected in the same way and certain groups may be disproportionately impacted. Adapting to a changing climate will impact people and groups in complex ways. Evidence points to certain groups in society, particularly those from lower socioeconomic groups and older people, being most at risk from climate-related effects, including from exposure to extreme weather, pollution, and food insecurity, affecting those least able to adapt their environment or their lifestyles to a greater extent.

This strategy concentrates on mitigation – limiting man-made climate change by targeting actions that reduce or absorb GHG emissions rather than adapting to the risks and changes caused by the changing climate such as increased prevalence of extreme weather events or accelerated coastal erosion.

The mitigation approaches outlined in this strategy will have differential effects; there are benefits and opportunities presented by low-emissions technologies but also the benefits and costs may have disproportionate effects. Residents and businesses may experience lower

energy prices from energy reduction measures or renewable technologies, however the ability to capitalise on those may depend upon factors such as income levels or location. Equality and diversity have been taken into consideration in devising this strategy, and the Council will consider the effects of individual actions and projects as they emerge.

7. Glossary

Carbon Capture	Refers to technologies that capture carbon dioxide (CO₂) emissions from industrial sources before they are released into the atmosphere or directly from the air. Captured CO₂ is transported (often via pipelines) and stored underground, typically in geological formations like saline aquifers or depleted oil and gas reservoirs, preventing it from contributing to climate change.
Carbon dioxide CO ₂	Carbon dioxide is a gas in the Earth's atmosphere. It occurs naturally and is also a by-product of human activities such as burning fossil fuels. It is the principal greenhouse gas produced by human activity.
Carbon dioxide equivalent CO ₂ e often measured in tonnes (tCO ₂ e)	CO ₂ equivalent (CO ₂ e) is a way to measure the impact of different greenhouse gases (GHGs) on climate change using a single unit. It expresses the warming effect of various GHGs in terms of the amount of CO ₂ that would produce the same warming effect. This allows for easier comparison and aggregation of emissions from different gases, even though they have varying global warming potentials.
Carbon footprint	The amount of carbon emitted by an individual or organisation in a given period of time, or the amount of carbon emitted during the manufacture of a product.
Carbon offsetting	Carbon offsetting is any reduction of greenhouse gas (GHG) emissions in one place used to make up for emissions that cannot be avoided elsewhere.
Climate Change	A pattern of change affecting global or regional climate, measured by changes in average temperature and rainfall, or an alteration in frequency of extreme weather conditions. This variation may be caused by both natural processes and human activity.

Climate Mitigation	Action that will reduce man-made climate change. This includes action to reduce greenhouse gas emissions or absorb greenhouse gases in the atmosphere.
DESNZ	The Department for Energy Security and Net Zero (DESNZ) is a UK ministerial department focussing on energy security and the UK's commitment to reaching net-zero carbon emissions.
Fossil fuels	Non-renewable energy sources such as coal, coal products, natural gas, derived gas, crude oil and petroleum products containing hydrocarbons. These fuels originate from plants and animals that existed in the geological past and emit GHGs when burnt
Greenhouse gases (GHGs)	Greenhouse gases are gases in the atmosphere that absorb and emit infrared radiation, trapping heat and warming the planet. Key Greenhouse Gases are Carbon Dioxide (CO ₂), Methane (CH ₄), Nitrous Oxide (N ₂ O), Water Vapor (H ₂ O), Ozone (O ₃) and Fluorinated Gases such as hydrofluorocarbons (HFCs).
Net Zero	Cutting carbon emissions by as much as possible to a small amount of residual emissions that can be offset by nature or other carbon dioxide removal measures, leaving zero in the atmosphere
Renewable energy	Renewable energy is energy derived from natural sources that are replenished at a higher rate than they are consumed. Sunlight and wind, for example, are such sources that are constantly being replenished.
Scope 1,2 and 3 emissions	Carbon emissions are categorized into three scopes to understand their origins and impact. Scope 1 covers direct emissions from a company's operations, like fuel combustion in owned equipment. Scope 2 encompasses indirect emissions from purchased energy (electricity, steam, heating, and cooling). Scope 3 includes all other indirect emissions from a company's value chain, such as emissions from purchased goods and services, employee commuting, and waste.

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Decarbonisation Action Plan June 25 – March 27

Action	Strategy Cross Reference	Objective	Action	Performance measure	Target CO ₂ reduction	Officers involved
1	1.3	To monitor progress and make informed decisions	Report council's carbon footprint for 24/25	Report submitted to Decarbonisation board and published on NNDC website	N/A	Climate Change Policy Manager
2	1.3	To monitor progress and make informed decisions	Report council's carbon footprint for 25/26	Report submitted to Decarbonisation board and published on NNDC website	N/A	Climate Change Policy Manager
3	1.3	To monitor progress and make informed decisions	Develop dashboard and automation of reporting of carbon related data – in conjunction with IT (power BI)	Dashboard	N/A	Climate Change Policy Manager
4	1.4	To keep carbon reduction at the heart of decision making	Promote Carbon decision tools to staff and members. Monitor effectiveness	Review of decisions that have been made by the Council presented to board	N/A	Climate Change Policy Manager
5	1.5	To collaborate with neighbouring Councils to deliver best practice	Using the Norfolk Climate Change Partnership, collaborate to put the Climate Team in the best position to deliver meaningful climate action as a result of devolution/LGR		N/A	Chief Executive as chair of the NCCP

Action	Strategy Cross Reference	Objective	Action	Performance measure	Target CO ₂ reduction	Officers involved
6	1.5	To collaborate with neighbouring Councils to deliver best practice	Via NCCP or similar assist in delivering at least one project which delivers economies of scale by sharing effort and/or results with neighbouring Councils	Definition of project with defined outcomes	TBA	Climate Change Policy Manager
7	2.1	to monitor energy use and energy generation	Install smart meters and improved monitoring processes across our estate	Improved energy data	N/A	Estates and Asset Strategy Manager
8	2.1	To identify assets to retrofit, energy efficiency measures and energy generation	Introduce new asset management software and improve the quality of data held	Reports detailing the heating systems – type, age and state of repair readily available	N/A	Estates and Asset Strategy Manager Climate Change Policy Manager
9	2.2	Reduce water consumption in our buildings	Re-visit our policy on water butts	Paper and senior management decision on water butt policy	20kgCO ₂	Climate Change Policy Manager Assets and property programme manager
10	2.2	Reduce water consumption in our buildings	Invest in water saving devices in our toilets	Number of water saving devices installed	20kgCO ₂	Climate Change Policy Manager Assets and property programme manager

Action	Strategy Cross Reference	Objective	Action	Performance measure	Target CO ₂ reduction	Officers involved
11	2.4	Invest in renewable generation on our estate	Develop 5 business cases for renewable energy generation and take through the Council's decision process	5 business cases	Will only be realized if projects go on to be delivered – e.g. large solar installations could be approx. 40 tCo ₂ a year	Climate Change Policy Manager Estates and Asset Strategy Manager
12	2.5	Promote grants and funding to residents	Promote Warm Homes Local Grant and ECO4 grant to eligible residents	Target: 100 ECO4 flex grant applications processed in 25/26 (ECO 4 ends in March 26) 10 WH:LG awarded in North Norfolk in 25/26 and 26/27	550 tCO ₂ annually (Home improvement works save 5tCO ₂ per property on average)	Energy Officer
13	2.5	Promote energy saving advice to residents	Promote solar panels via MakeMyHouseGreen	Number of additional solar installs via MMHG	30,000kg CO ₂	Climate Change Policy Manager
14	2.5	Promote energy saving advice to residents	Produce local Case Studies	Produce 5 north Norfolk case studies		Energy Officer
15	2.6	Provide clear planning requirements for energy efficiency	Develop a non-technical guide to the installation of solar on domestic properties in terms of planning requirements	Guide on website, feedback from residents, number of households in Norfolk with solar panels	12tCO ₂ e/year in action plan period	Climate Change Policy Manager Assistant Director for Planning

Action	Strategy Cross Reference	Objective	Action	Performance measure	Target CO ₂ reduction	Officers involved
16	3.1	Reduce emissions from our business travel	Develop a travel protocol which encourages sustainable travel	Protocol adopted and understood by users	Accounted for in other actions	Climate Change Policy Manager HR Manager
17	3.1	Reduce emissions from our business travel	Provide an easy process for managers to monitor business travel	Process in use by staff	N/A	HR Manager
18	3.1	Reduce emissions from our business travel	Develop a way to monitor public transport use	Data on Power BI dashboard	N/A	Data Officer HR Manager
19	3.2/3.6	Encourage take up of EVs to replace petrol and diesel vehicles	Develop an EV Strategy for the Council	Strategy adopted - on website and actions being implemented	Based on individual strategy actions	Climate Change Manager
20	3.2	Move to electric fleet and pool cars	Increase electric charging infrastructure at Council offices. Increase pool car fleet to 6 cars	Reduction of mileage claims by staff using their own cars Reduction of miles travelled by Council's fleet	12tCO ₂ e/year in action plan period	Car Park Management Officer Corporate Projects and Programme Manager
21	3.2	Move to electric fleet and pool cars	Centralise fleet procurement across the Council and plan the move to an EV fleet	Reduction of petrol/diesel vehicles in the Council's fleet	10tCO ₂ e/year in action plan period	Procurement Officer Leisure Manager Property Manager Waste Services Manager
22	3.6	Encourage uptake of EVs in the district	In conjunction with NCC implement new EVCPs on 3 council car parks	Number of EVCPs installed	150kgCO ₂ e/chargepoint/year	Car Park Management Officer Climate Change

Action	Strategy Cross Reference	Objective	Action	Performance measure	Target CO ₂ reduction	Officers involved
						Manager
23	2/3/4	Encourage behaviour change and provide up to date information on climate related issues to allow residents, visitors and businesses to make informed choices	Develop a comms plan to ensure a sustained feed to energy efficiency and sustainable living messages are delivered via the Council's existing comms channels	Number of social media posts Number of press releases Number of events attended	This will effect territorial emissions rather than the Council's footprint and will not be immediately visible	Communications Manager Climate Change Manager
24	4.1	Incorporate sustainable practices into procuring contracts	Review procurement policy and best practice	Recommendations for changes to procurement policy	Effects will not be immediately visible but Council contracts account for 2811 tCO ₂ e in 25/26	Procurement Officer Climate Change Manager

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North Norfolk District Council Carbon Footprint Report 2024/25



1. Summary

The Council's [Net Zero Strategy and Climate Action Plan \(NZSAP\)](#), which details how we will meet our Net Zero target by 2030, requires routine measuring of our carbon emissions and the reporting of the progress we have made.

The Council's overall footprint for the period 2024/25 is **5,002 tCO₂e**. This is an increase of 5% on the previous year's figure although an overall decrease of 25% on the baseline data from 2018/19.

The main reason for the increase from last year is due to identification of further sources of emissions from leased buildings. The Council has also increased its property portfolio by purchasing additional houses to provide temporary accommodation. Unfortunately, these increases mask the fact that significant reductions have been made in some areas such as fleet, staff travel and electricity use.

Over the 25/26 period, investments in energy saving technology will realise CO₂e savings in some of the Council's operations. Whilst this demonstrates good progress, there are still significant steps required to maintain and continue the overall trend in reducing emissions. Further investigation is needed into many emissions sources, in order to develop viable options for emissions reductions. Emissions will continue to be monitored with increasing accuracy, and options for targeting investment into further emissions reductions will be evaluated and fed into the revision of Net Zero Strategy's Action Plan.

2. Introduction

This report summarises our carbon emissions and completed Net Zero actions for the period April 2024 to March 2025. It follows a methodology based on the Greenhouse Gas accounting tool developed by the Local Government Association.

North Norfolk was the first district Council in Norfolk to declare a climate emergency. In response to this, it adopted a Net Zero Target across its operations for 2030, twenty years in advance of the national target set by the Government.

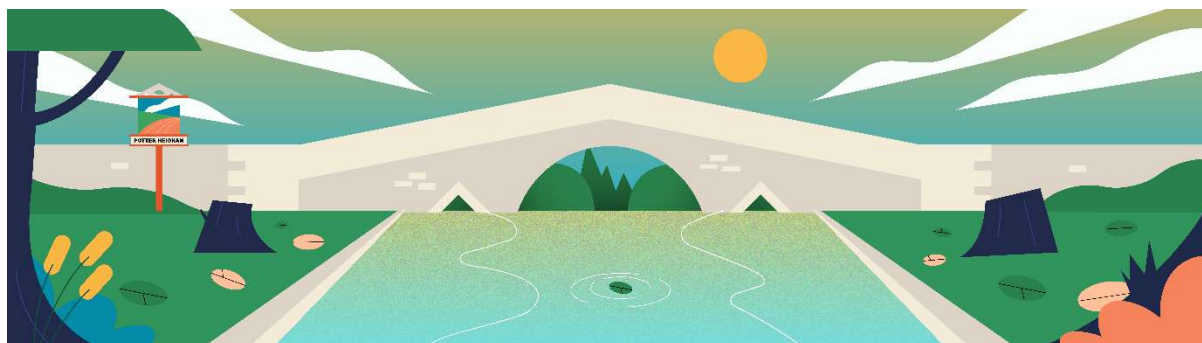
To achieve Net Zero by 2030 action needs to be taken now to accelerate decarbonisation across its estate and services. The proposed actions are outlined in the Council's Net Zero Strategy and Action Plan (NZSAP). The Council renewed its commitment to our Greener Future in the [2023-2027 Corporate Plan](#).

To monitor the progress of the Action Plan, an annual calculation is made of the Council's carbon footprint. Without measuring the sources of these carbon emissions it will be difficult to target actions to reduce them. This calculation has been undertaken since 2018/19. The baseline figure was calculated on behalf of the council by the Carbon Trust. The reporting of this figure and the progress we have made are a requirement of the NZSAP.

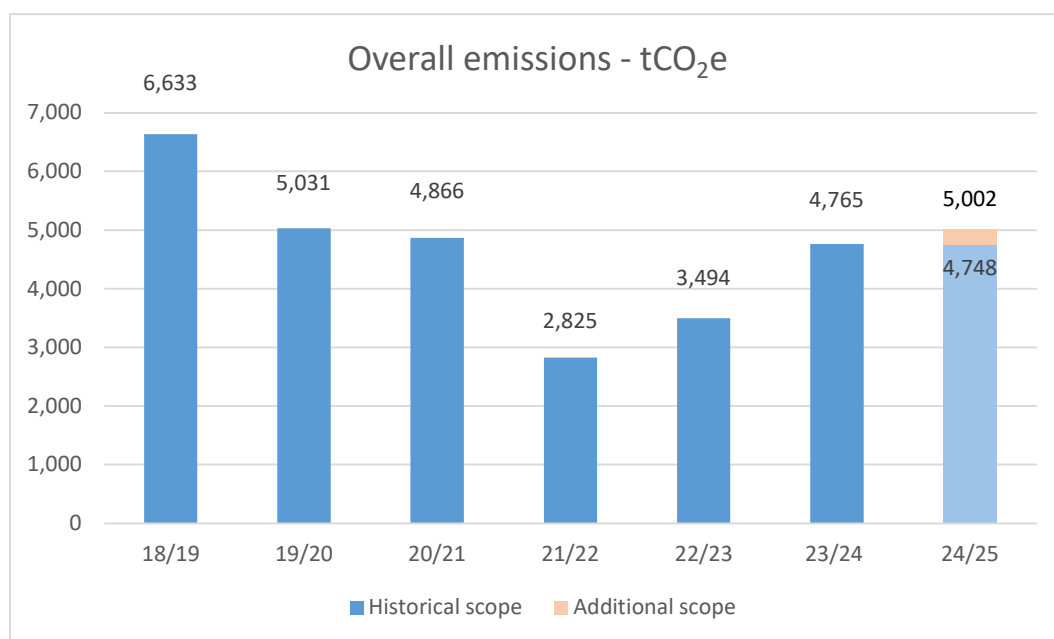
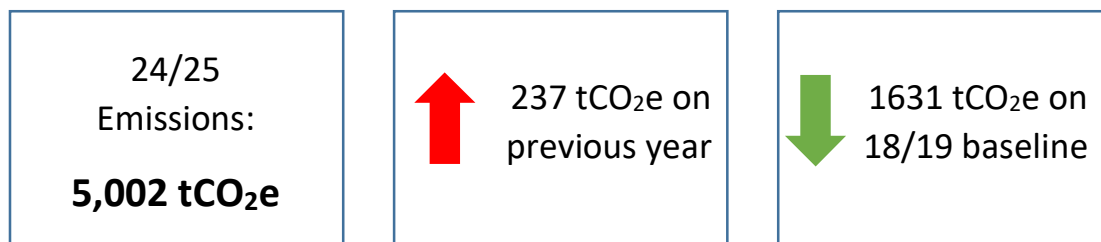
Net Zero refers to the commitment to eliminate avoidable carbon emissions from our estate and operations. This will be challenging and will still require the residual (unavoidable) emissions to be mitigated by offsetting (principally through schemes that enhance the District's natural assets and/or benefit local communities). The carbon benefits of the Council's existing natural assets are not currently included in the overall footprint calculation.

This report covers eight emission areas that contribute to the Council's overall carbon footprint: scope 1 being *direct* emissions that the Council has complete control over; scope 2, being (*indirect*) emissions arising elsewhere as a result of the Council's energy consumption (which it can influence but not completely control); while scope 3 emissions arise from the Council's supply chain and are much harder to control. The principal emission sources are as follows:

- Gas and other heating fuels (scope 1)
- Fleet emissions (Scope 1)
- Electricity (Scope 2)
- Staff travel (Scope 3)
- Leased buildings (Scope 3)
- Water (Scope 3)
- Council contracts (Scope 3)
- Council's own waste (Scope 3)



3. Overall emissions



The 2024/2025 carbon footprint for North Norfolk District Council is 5,002 tCO₂e. This includes our scope 1, 2 and 3 emissions. This is an increase on the previous year's footprint, but a reduction from our 2018/9 baseline.

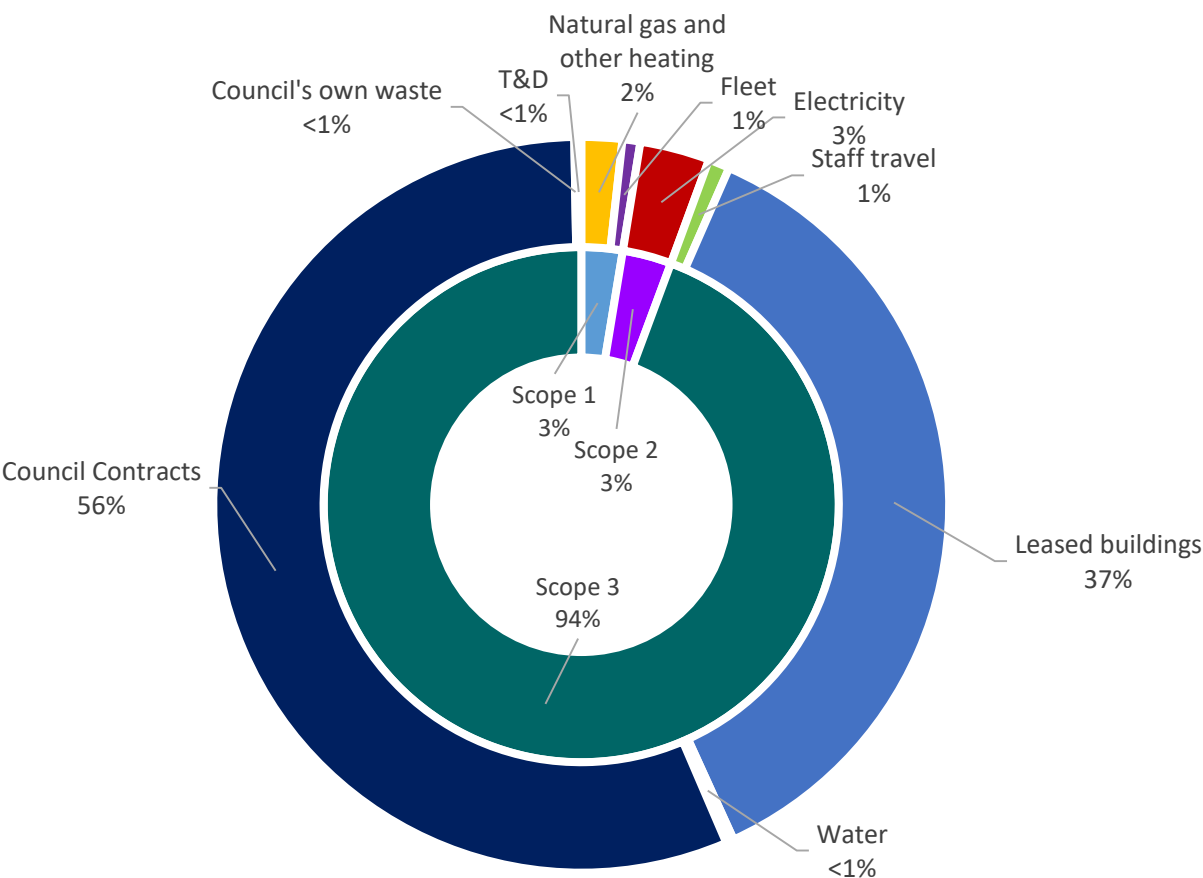
Increases in the accuracy of our asset management and data collection have resulted in the addition of new emission sources, which although they existed in previous years were not included in the calculations. The comparison of identical emission sources this year with those from 23/24 would have resulted in a decrease of 17 tCO₂e in our 24/25 footprint to 4,748 tCO₂e.

The overall footprint figure masks the considerable progress we have made in our decarbonisation journey. Reductions have been made in fleet, staff travel and electricity use in both our own and our leased assets where our continued investment in renewable energy has reduced our emissions.

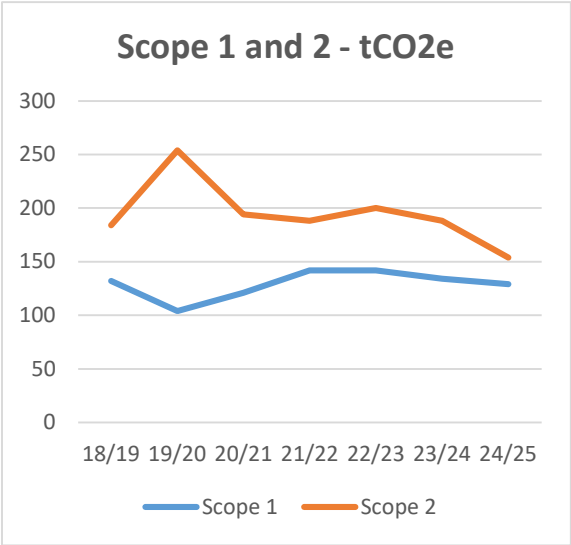
Many of these reductions have been due to behavioural changes which have come about as a result of embedding Climate Literacy and Climate awareness training across the organisation and the establishment of a Climate Emergency staff group. This has been externally recognised by the Climate Literacy Trust who have awarded the Council bronze accreditation.

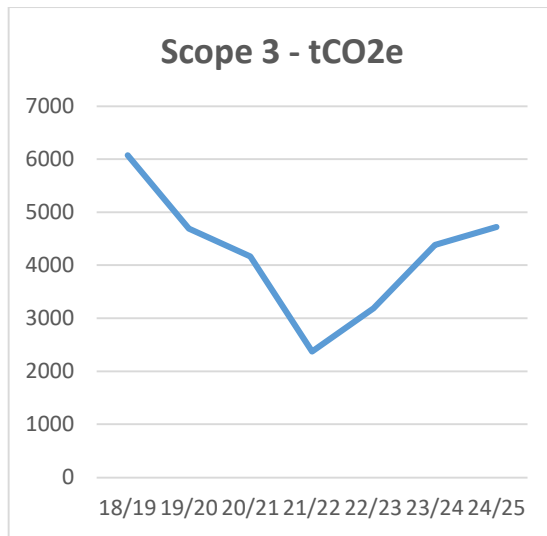
Investment in additional temporary accommodation and large projects such as the Cromer and Mundesley Coastal Protection Schemes have caused the increases our emissions, although we continue to look at ways to deliver more for our residents in a carbon efficient manner.

NNDC’s emissions by area and scope, 2024/25

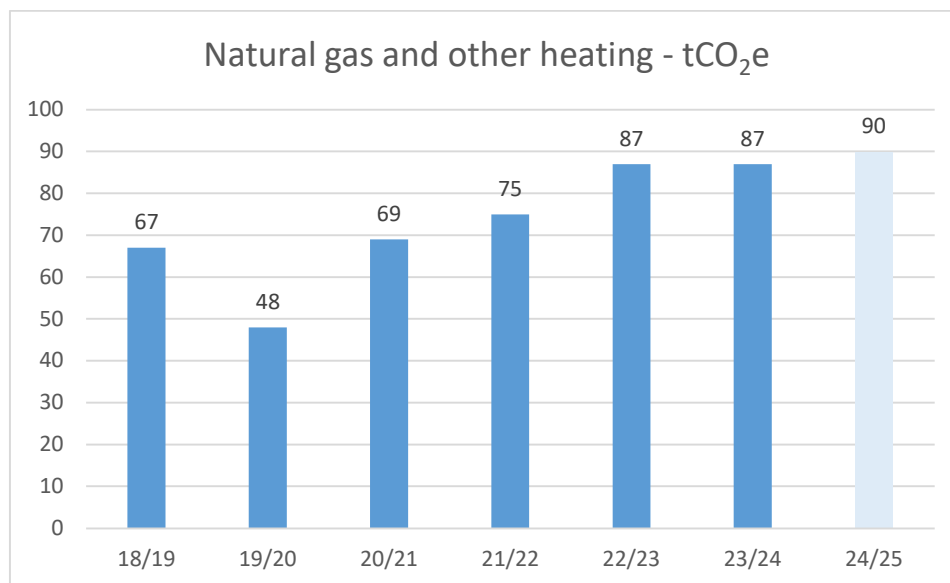
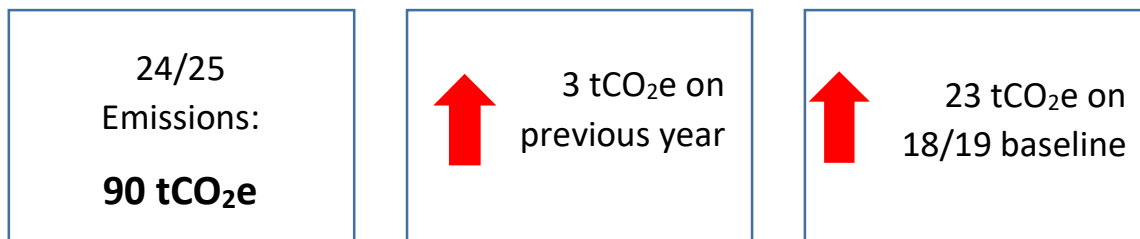


The Council’s Scope 1 (Natural gas and Fleet) and Scope 2 (purchased electricity) emissions which had remained reasonably steady throughout the 6 years of reporting are now starting so show decreases. The Council’s Scope 3 emissions have increased this year but remain below the baseline.





3.1. Scope 1 - Natural gas and other heating



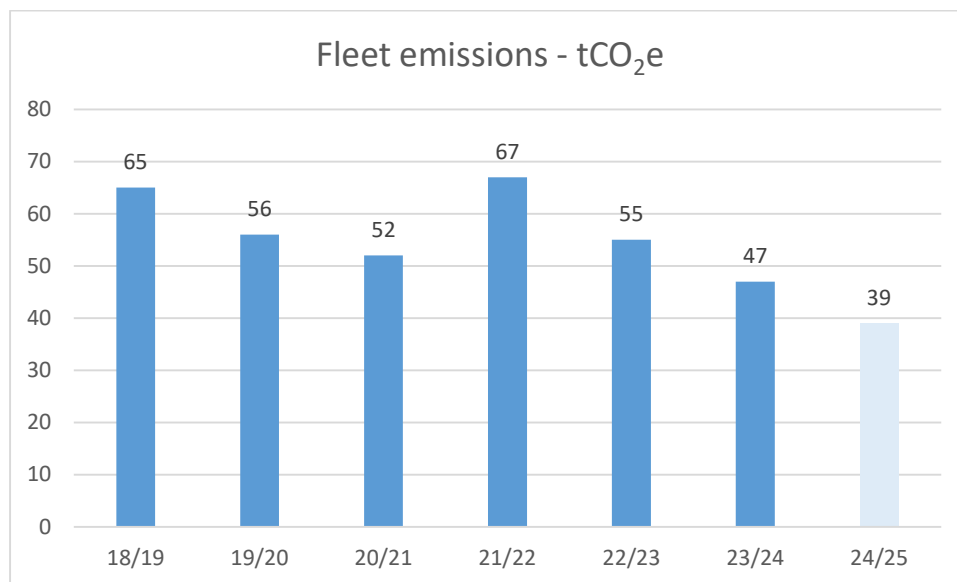
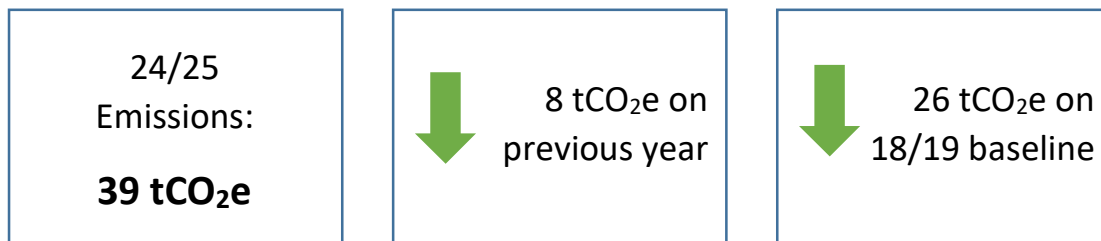
These emissions are produced by the natural gas and heating oil that is burned in boilers to heat our offices and buildings. The Council's offices at Cromer and Fakenham are the largest gas users. These emissions are recorded in Scope 1.

What we have done:

- Explored options for removing Holt Country Park's diesel generators.
- Produced a decarbonisation plan for the Cromer Office
- Carried out energy efficiency works at the Rocket House complex in Cromer



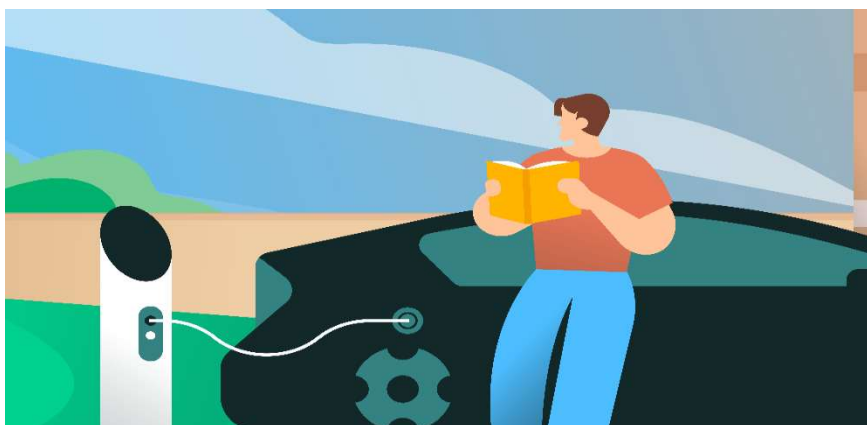
3.2. Scope 1 - Fleet



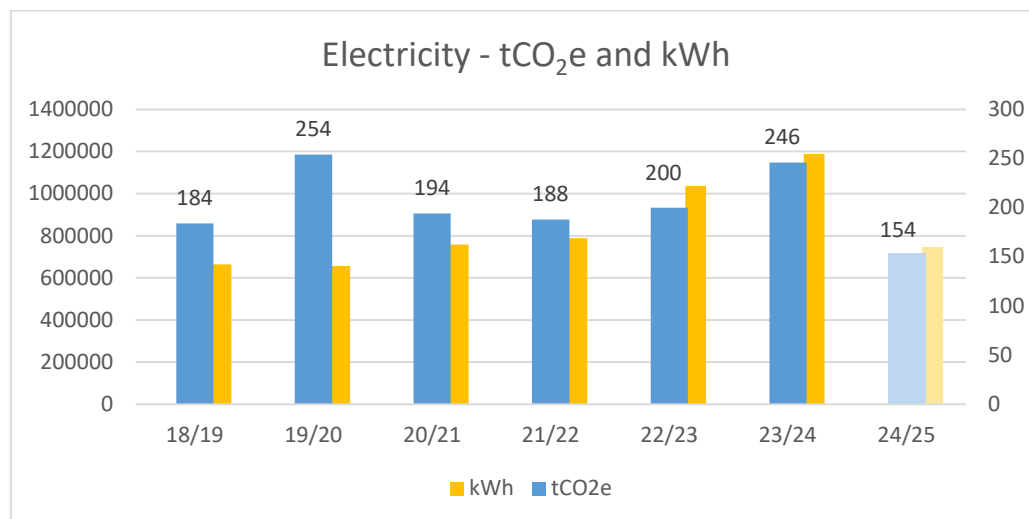
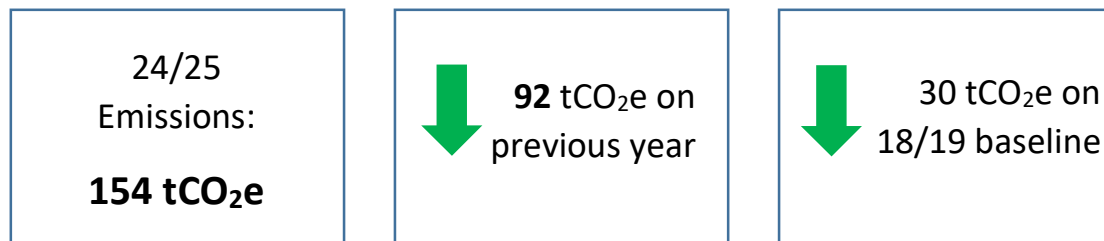
Fleet emissions consist of those from the vehicles owned or leased by the Council to carry out its services and operations. These emissions are included in Scope 1.

What we have done:

- Continued to lease an electric van which the property services team uses, this is charged at the charging point at our Cromer office, using any available electricity generated by the building's roof-mounted photovoltaic panels.
- Worked with staff to reduce trips and optimize journey efficiency.
- Reduced the number of petrol/diesel vehicles in the fleet in favour of using the electric pool cars



3.3. Scope 2 - Electricity



This scope is comprised of emissions produced through the generation of electricity (from the national grid) used by the Council. As the amount of electricity consumed is not the only factor affecting carbon emissions but the only factor over which the Council has control we have also displayed the electricity consumption data in kWh.

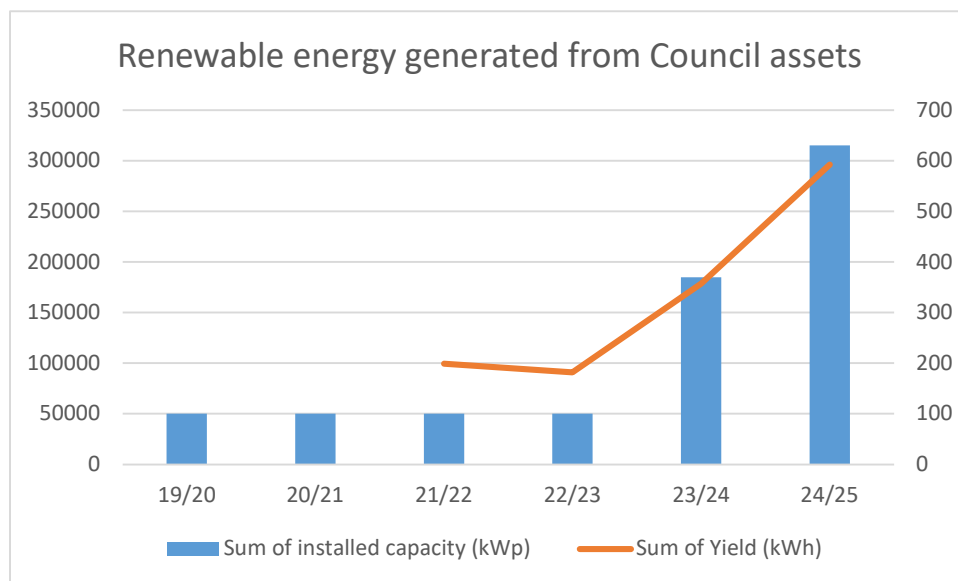
The other factor is the CO₂e conversion which reflects the percentage of renewable energy in the national grid over the year and varies the emissions associated with each kWh of electricity the Council has used.

The CO₂e conversion factor used to calculate the emissions figure is for the general UK energy mix as a whole (sometimes referred to as 'the dirty grid') and is irrespective of the 100% renewable tariff the Council uses to purchase electricity. Any national increase in renewable energy generation helps to decarbonise ('clean') the grid, which helps to reduce the Carbon footprint for all electricity users in an appropriate proportion. Feeding electricity from renewable sources into the grid, reducing electricity demand and purchasing electricity from a 100% renewable tariff helps to accelerate this.

The transmission and distribution (T&D) emissions, 13.63 tCO₂e, are reported in scope 3, but all efforts to reduce scope 2 electricity contribute to reduction in T&D emissions.

What we have done:

- The Cromer office photovoltaic (PV) panels produced 92,800 kWh of electricity during this period, saving **19.21 tCO₂e from being released into the atmosphere.**
- Supplied 157,454 kWh of green electricity to residents, visitors, staff members and partner organisations to charge their electric vehicles and travel 44,986 low emission miles.
- Continued installation of LED Lighting in council buildings and estate
- Explored opportunities for further energy generation on assets

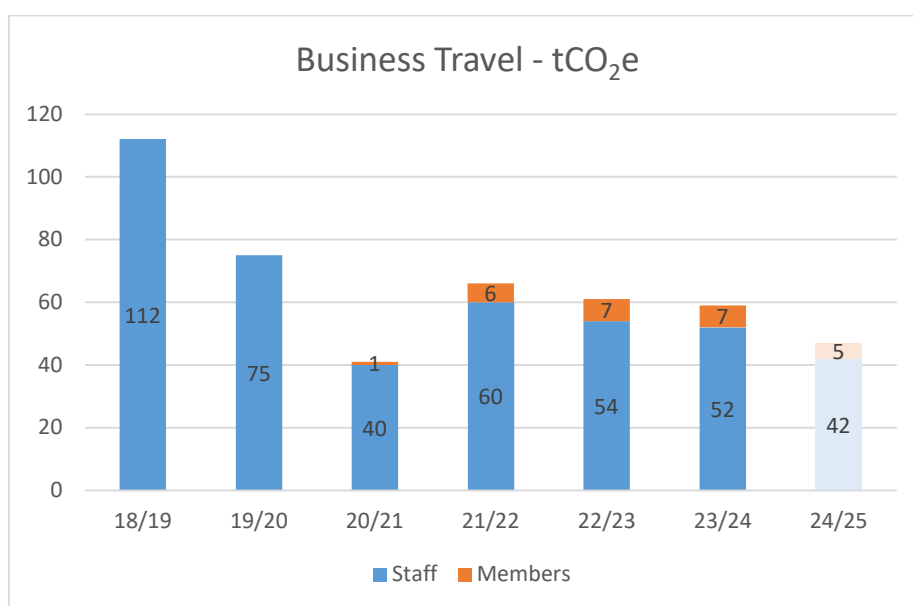


The Council has increased the amount of solar PV installed on its assets year by year. In 24/25 the electricity generated decreased the Council's footprint by over 60 tCO₂e.



Solar PV on Vicarage Street, North Walsham, toilet block installed in 2023

3.4. Scope 3 - Staff Travel



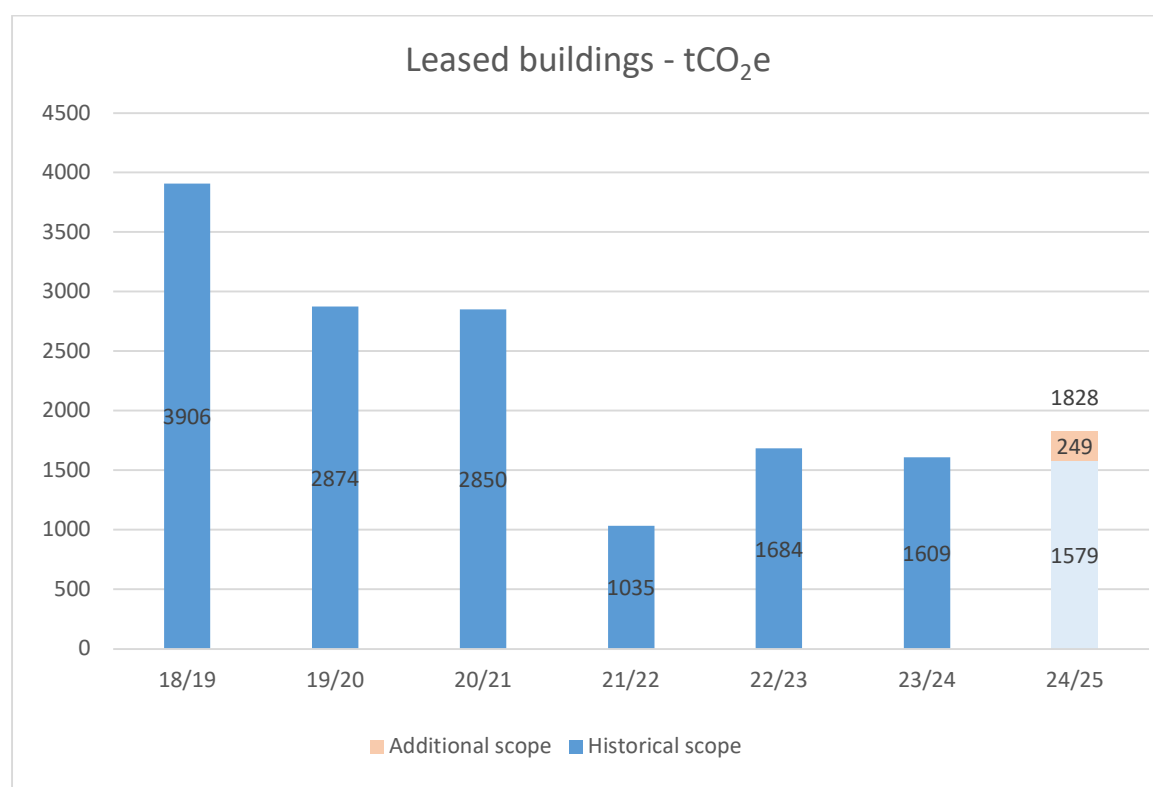
These emissions include all those produced by staff and elected members (councillors) travelling in their own vehicles on Council business. This year we have added current and historic emission calculations for elected members.

What we have done

- Leased two electric pool cars for staff use on Council business
- Continued to promote a salary sacrifice scheme to encourage staff to lease an electric car



3.5 Scope 3 - Leased buildings

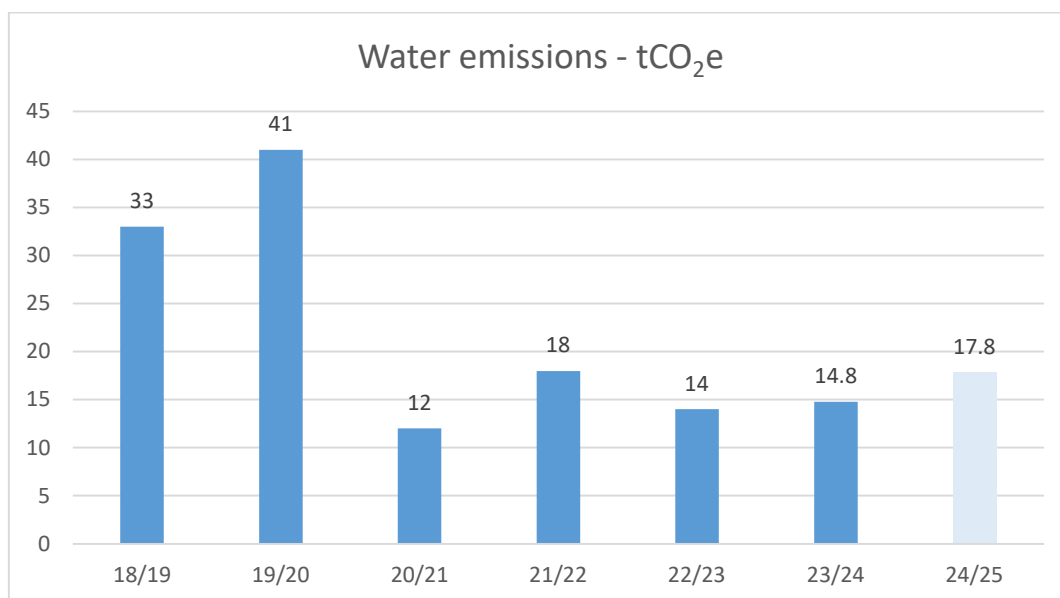
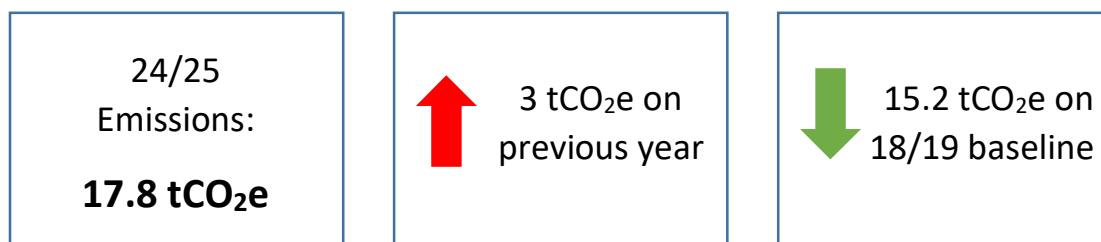


The Council owns a number of properties that are leased to third parties either to run services on behalf of the Council or as a third-party landlord. This includes Cromer Pier, leisure centres, theatres, community centres and museums. The Council's carbon footprint includes the scope 1 and 2 emissions of those organisations operating services or buildings on behalf of the Council. Whilst reviewing asset data, an additional 249 tCO₂e of emissions were identified which have resulted in an increase in this area although the previous property stock had shown a decrease.

What we have done:

- Installed a solar array at Victory Swim and Fitness centre, this came online in December and whilst it has already reduced emissions, it will make a more significant emission reduction next year.
- Carried out improvements backstage at the Pavillion Theatre on Cromer Pier including better insulation and a more efficient heating system
- Obtained accurate meter readings from more tenants than in previous years

3.6. Scope 3 - Water

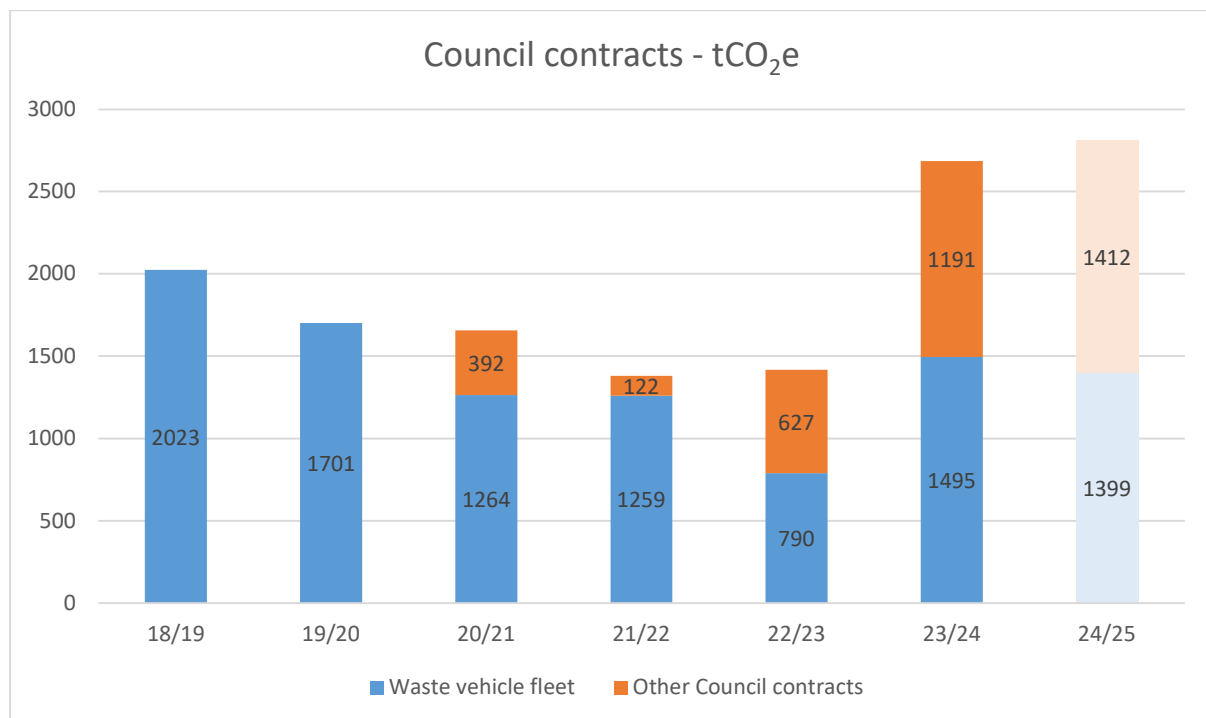
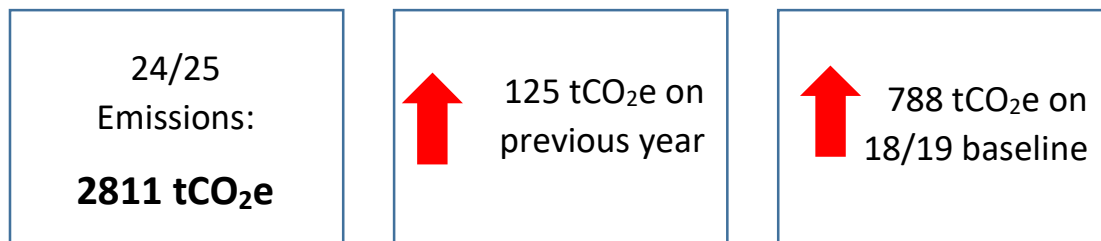


This includes emissions from the processing, pumping and cleaning of water used by the Council for its services and operations (including the Council's offices and public conveniences). These emissions are included in Scope 3.

What we have done:

- Carried out improvement works at the Leas toilets in Sheringham that have included water saving technology

3.7. Council contracts



This section is estimated based on Council spend. It includes all Council spend associated with a contract and is the Council's best estimate of procured services. Even if companies calculate their own overall footprint most do not provide information on the carbon footprint associated with their products and services.

Demand for some services, such as hotels and Bed and Breakfast to provide temporary accommodation have increased spend and therefore the carbon emission calculation for this section.

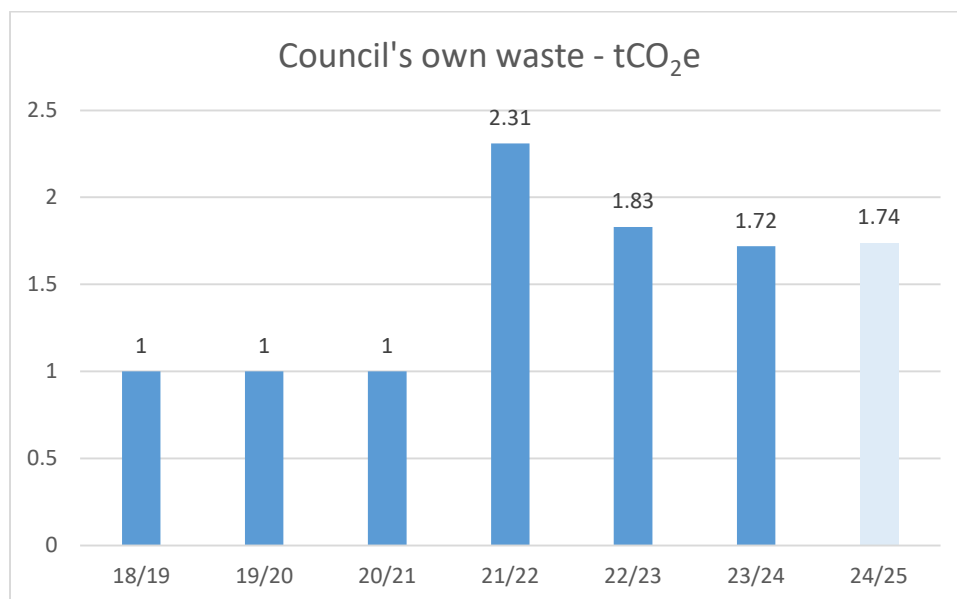
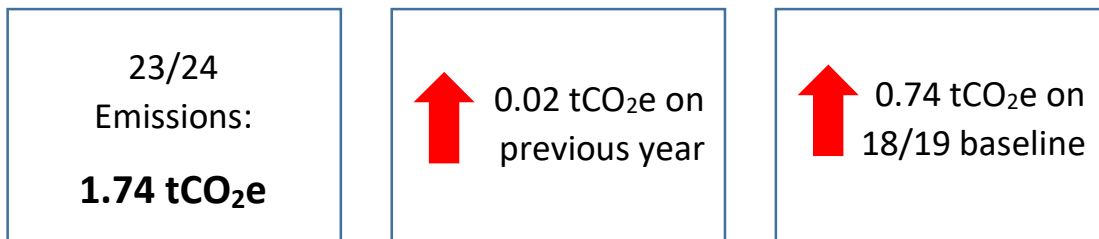
In addition, the Council has invested in a number of major projects for the district this year. The most significant of which have been the Cromer and Mundesley coastal protection schemes, increasing our own stock of temporary accommodation and preliminary works for the Fakenham Leisure Centre.

What we have done:

In October 2024 we installed solar panels on the roofs of 6 waste vehicles providing electricity for use of the lifting and crushing mechanisms. This reduces the use of diesel and is expected to save approximately 4 tonnes of CO₂e a year.



3.8. Scope 3 – Council's own waste



This includes waste generated in Council owned offices and buildings and building waste generated during maintenance of the Council assets.

What we have done:

- Continued to make best use of our equipment – reusing and repurposing our equipment wherever possible and only sending items for recycling or landfill when no other option is possible
- Continued to promote recycling at the Cromer office including composting food waste



4. Wider District Emissions

Alongside the work to reduce our council emissions, we have continued to work on reducing carbon emissions and supporting and influencing others in the North Norfolk District. This is part of our wider commitment to work alongside residents, businesses, schools and community groups to influence positive change and help reduce the District's (community's) carbon footprint to Net Zero by 2045.

This year's activities have included:



Administering over £1.8M of energy efficiency grants through Norfolk Warm Homes to help upgrade 136 properties in the district



Supporting a further 132 properties to receive insulation, Solar PV and/or low-carbon heating through the Energy Company Obligation 4 LA flex scheme



Continuing our work with colleagues and neighbouring authorities as part of the Norfolk Climate Change Partnership, including participation in the Norfolk wide Net Zero Communities project, for which the Council is focused on Stalham



Delivering Climate Change and Carbon Literacy related talks across the community, including delivering bespoke climate workshop sessions to young people in our Greener Futures work with Youth Advisory Board



Collaborating with UEA, with students providing the Council with climate related consultancy advice



Partnering with solar advice company MakeMyHouseGreen to offer bespoke solar advice to north Norfolk residents



Providing decarbonisation to local companies through our support for businesses programme:

- 334 businesses received generic energy saving information
- 71 businesses received bespoke decarbonisation reports identifying 11,913 tCO₂e/year emissions savings and £633,455/year financial savings

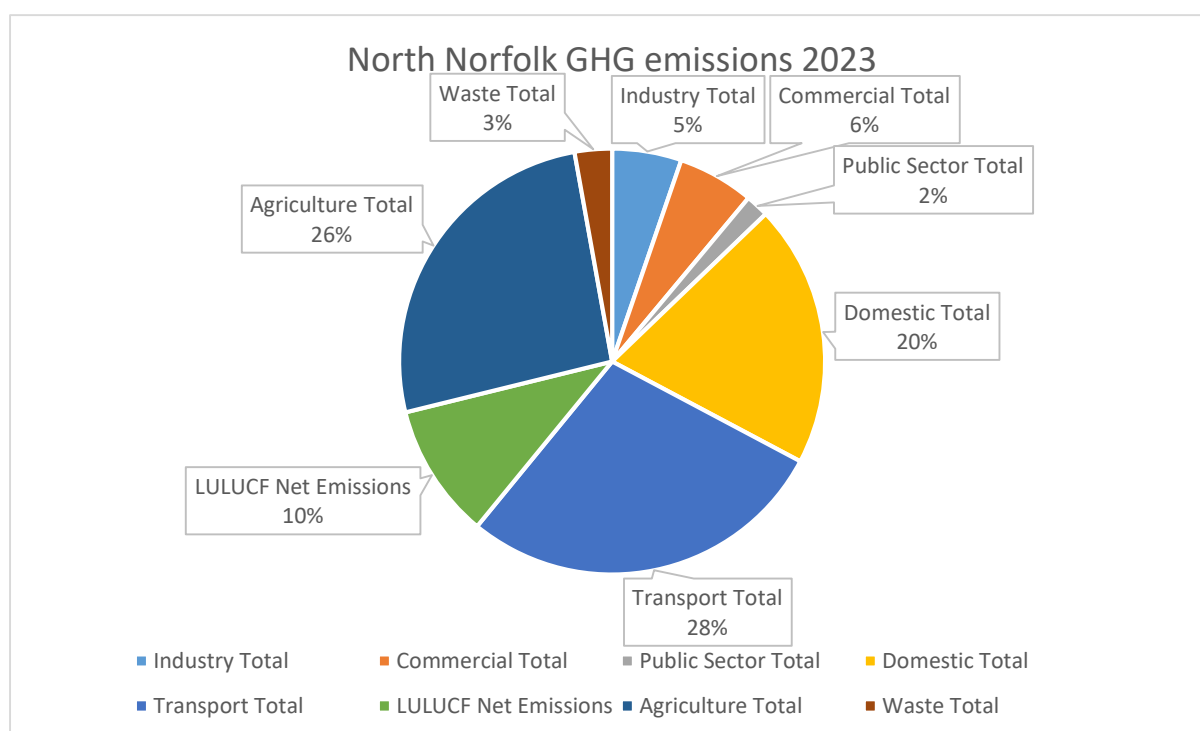


- 9 businesses receiving carbon reduction grants resulting in 68.43 tCO₂e/year savings including:
- Purchase of an electric minibus for North Norfolk Community Transport
- damp proofing, insulation, electric heating and LED lighting at Cromer Art Space/
- Purchase and installation of batteries for storage of existing solar panels at local bakery

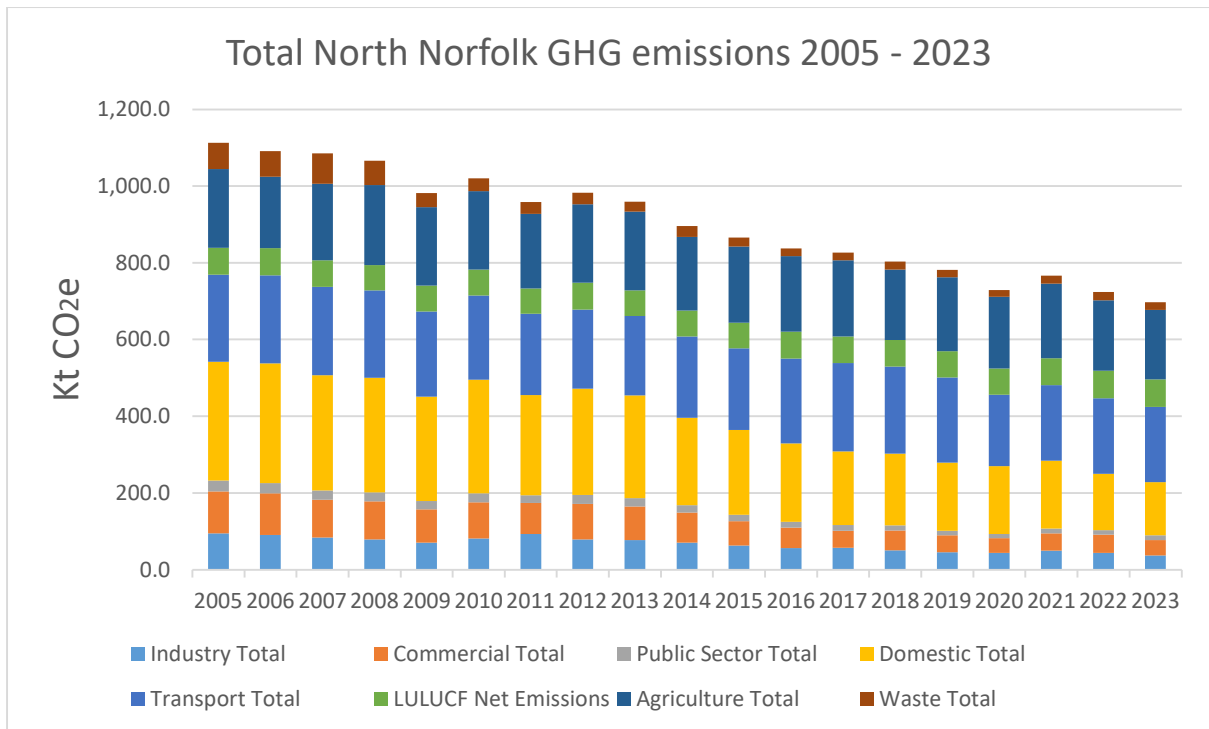
North Norfolk District Territorial GHG emissions from 2005 – 2023

North Norfolk's regional greenhouse gas emissions have been calculated by the UK Government Department for Energy Security and Net Zero (DESNZ). These statistics provide the most reliable and consistent breakdown of greenhouse gas emissions across the country, using nationally available data sets going back to 2005. They cover territorial emissions of carbon dioxide (CO₂), methane (CH₄) and nitrous oxide (N₂O).

The district has seen a 37.4% reduction in greenhouse gas emissions between 2005 and 2023. Total emissions from the district have decreased from 1.1 million tonnes CO₂e in 2005 to 697,000 tonnes CO₂e in 2023. These emissions are separated into 8 main categories, with Agriculture (26%), Transport (28%) and Domestic (20%) being the largest contributors to district-wide emissions.



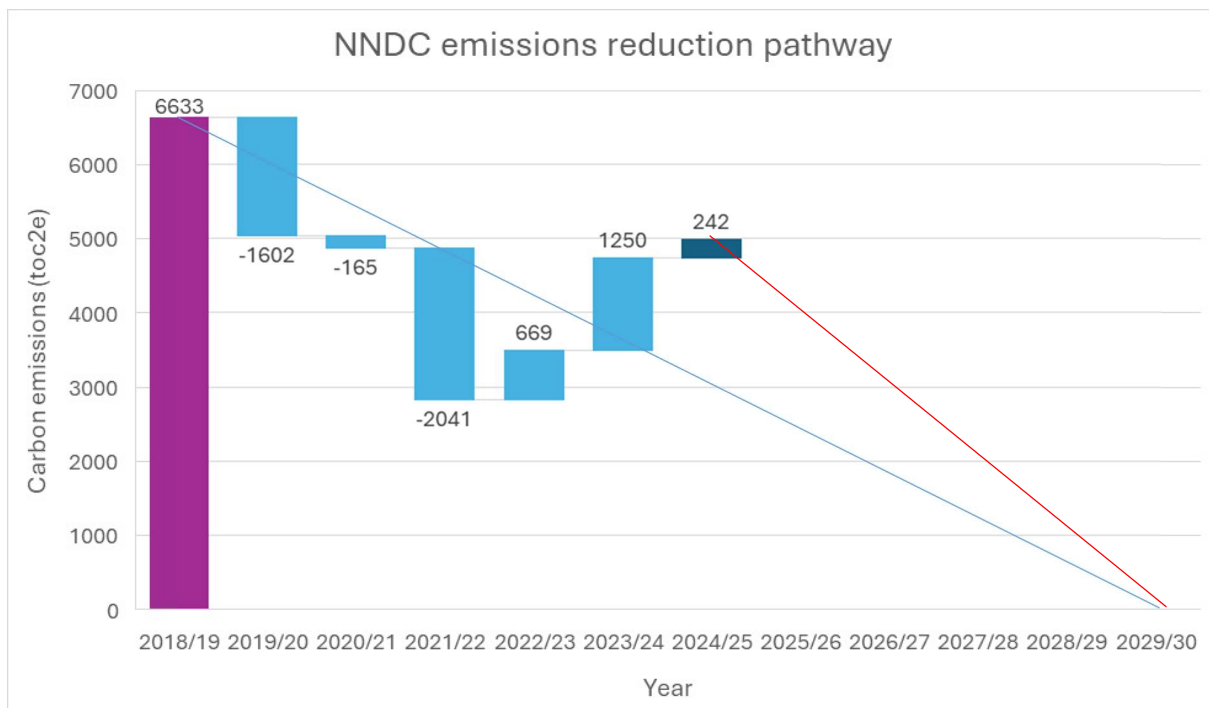
Industry, Commercial, Domestic and Public sector emissions have decreased significantly, and are largely to do with the electrification of the grid alongside the transition away from the dirtiest fossil fuel; coal. There is still significant work needed in these sectors to decarbonise them. Transport, agriculture, and LULUCF (Land Use, Land Use Change and Forestry) emissions have shown significantly less declines, and a few are stagnant. These trends are demonstrative of national trend.



5. Conclusions and Next Steps

The annual calculation of the Council's carbon footprint allows the monitoring of progress against the Council's journey to Net Zero.

The 2024/25 footprint shows a decrease of 33% in the Council's overall footprint from the 2018/19 baseline but an increase in emissions since the last year.



The blue line in the graph shows our original pathway to Net Zero but as we have not been able to reduce our carbon footprint at the expected rate the trajectory to zero emissions is now much steeper (red line) and the steps required are more urgent.

The recent increases in our carbon footprint demonstrate the challenges that the Council faces in meeting its Net Zero target, whilst at the same time seeking to address other challenges, such as housing need, developing communities, supporting the local economy, delivering infrastructure, maintaining a financially sound position and local government reorganisation.

Our Corporate Plan for 2023-2027 renews the Council's commitment to Net Zero and 'our greener future' and recognises the need to embed carbon literacy at the core of the Council's decision making.

In 2025/26 the Council will produce an updated Action Plan, to reflect the changes in the Council's operations and aspirations. We will continue to conduct projects detailed in the Corporate and Net Zero Action Plans, seek external funding and find the most effective ways of delivering carbon emission reductions. In particular the Council will look to deliver projects that provide co-benefits such as financial savings and improvements to health and wellbeing. The Council will also continue to monitor the methodology for calculating its carbon footprint and revise its processes to match best practice.

6. Inclusions and Exclusions Methodology

The Council is committed to accurately reporting its carbon footprint, collecting data using best practice and in a comparable way to other councils. We collect and calculate across a full range of the Council's emission-releasing activities classified into the three groups known as scopes. These are defined in the GHG Protocol Corporate Standard and within the Local Government Association carbon accounting tool.

The Council has been investigating expanding its Scope 3 reporting to include more categories in line with the GHG protocol guidance. Current and further categories are listed below. The availability and accuracy of these are being assessed as they may be included in future years' reporting.

Scope	What we've included	What we haven't included	Accuracy/Confidence level in available data
Scope 1	All combustible fuel the council pays for: - Gas at council offices, - Diesel in generators, - Petrol and diesel in staff fleet - Oil for some Temporary Accommodation	Fugitive Emissions from Refrigeration, cooling and aerosols. These are minimal.	High
Scope 2	All electricity purchased by the council	We haven't reported our electricity emissions at zero despite purchasing a no nuclear green energy tariff.	High

Scope 3	• Business Travel (car) • Leased Buildings • Water • Council Contracts (Cost based spend) • Council's own waste • Transmission and Distribution emissions from consumed electricity	• Staff Commuting • Working from Home • Investment emissions • Pension emissions • Business Travel (public transport) • Council spend not associated with a contract • Concession stands and activity on council land e.g. Cromer carnival • Shared equity houses	Low
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OVERVIEW & SCRUTINY ANNUAL REPORT 2023-25	
Executive Summary	This report aims to provide the Council with an outline of the role of the Overview & Scrutiny Committee, a summary of the work undertaken throughout 2023-25 period, and highlight any issues encountered by the Committee during this time.
Options considered	N/A
Consultation(s)	O&S Chair
Recommendations	It is recommended that Full Council notes the report, affirms the work of the Overview & Scrutiny Committee, and considers the following concerns raised within the key issues section of the report: An average of more than 1.5 apologies given every meeting with limited substitutes being sought needs to be considered and addressed by Members. Now the new Scrutiny Officer is in place training needs should be assessed so that the Scrutiny Officer can best support the Members of the Committee in fulfilling their roles. Any training Members need to help them feel more confident in their roles should be encouraged. Monitor the work programme and avoid slippage in key areas such as the Police and Crime Plan to ensure that there is no lengthy gap.
Reasons for recommendations	To inform Council of the work of the Overview & Scrutiny Committee in 2023-25 and address concerns raised.
Background papers	Overview & Scrutiny work programme 2023-25
Wards affected	All
Cabinet member(s)	N/A
Contact Officer	Adam Faulconbridge - Democratic Services & Governance Officer (Scrutiny) Tel: 01263 516374 Email: adam.faulconbridge@north-norfolk.gov.uk

1. Introduction – Role of the Committee

1.1 The Overview and Scrutiny Committee is the Council's primary oversight Committee that holds Cabinet to account and ensures that reliable services are provided, whilst best value for money is achieved. Introduced by the Local Government Act 2000, Scrutiny Committees are able to monitor internal Council affairs and also review the work of external bodies such as the Police, health providers, and utility companies.

1.2 As outlined in the Constitution, the Overview and Scrutiny Committee's terms of reference are as follows:

- To scrutinise and review decisions or other actions taken with respect to Cabinet functions. This includes call-in of Cabinet decisions.
- To scrutinise and review decisions or other actions taken with respect to non-executive functions.

- To make reports or recommendations to Full Council or to the Cabinet about one or more particular issue(s), service(s) or matter(s), which affects North Norfolk and its residents. Reports or recommendations may be carried out on whatever issue, service or matter the Committee thinks fit and may be carried out on any subject if Full Council or the Cabinet requests it to do so.
- To carry out best value reviews.
- To act as the Council's Crime and Disorder Committee.
- To produce an annual report to Council on the work of the Committee over the year.

1.3 The remit of the Overview and Scrutiny Committee (O&S Committee) also includes undertaking policy review and development, monitoring performance management, promoting community well-being and improving the quality of life in the District. Scrutiny is Member-led and independent of party-political arrangements. At North Norfolk District Council, the O&S Committee is chaired by a member of the opposition. Scrutiny should always be viewed as a function which belongs to and benefits the whole Council.

2. Who participates in Scrutiny

- The Chair and Vice-Chair of the O&S Committee take a pro-active role throughout the process, attending pre-agenda meetings to steer and scope the direction of questioning and investigation.
- O&S Committee Members – Scrutiny is different from other committees in that it calls for Members with investigative and creative minds who are prepared to “do their homework” out of the Council Chamber and think outside of the usual committee framework, tailoring the method of review to suit the topic.
- Cabinet Portfolio Holders are invited to attend meetings of the Committee to present and answer questions on reports relevant to their portfolio. The aim is that the Portfolio Member should have an opportunity to contribute to any issues relating to their portfolio.
- All non-Executive Members of the Council are routinely invited to attend Committee Meetings and offered the opportunity to ask questions on issues that matter to the residents they represent.
- Officers are involved in a number of ways – those directly involved in supporting the scrutiny process and those who are called to prepare reports for the Committee on a range of issues.
- Invitees and Witnesses can be called not just from within the Council, but from partners and public service providers.
- The public are welcome to attend meetings of the Committee, with a provision to submit questions or statements 2 days in advance of the meeting, in order to raise issues of concern that they would like the Committee to consider.

3. Committee Role and Responsibilities

- 3.1 Scrutiny of decisions made by Cabinet - The O&S Committee routinely reviews decisions made by Cabinet to ensure that they are appropriate, justified and provide best value for money.
- 3.2 Pre-Scrutiny - This enables greater co-ordination between the Cabinet and Scrutiny work programmes, whereby the Committee can provide input into policy development and decisions prior to their approval. This process

ensures that the O&S Committee and wider Members can provide meaningful input into key issues, reducing the likelihood of call-ins. Some examples include:

- Commenting and providing input on corporate projects
 - Pre-scrutinising the annual budget.
 - Providing input during the policy development process.
 - Considering key strategies prior to approval.
- 3.3 Call-ins - All key decisions made by Cabinet that have not been pre-scrutinised are subject to a five day 'call-in' period, prior to implementation. This enables the O&S Committee to consider whether any contentious decisions are appropriate and provides the opportunity to recommend to Cabinet that the decision be reconsidered, if necessary.
- 3.4 Financial Scrutiny – This allows the Committee and wider Members the opportunity to review and comment on draft budget proposals, budget monitoring reports, the Medium-Term Financial Strategy, and other financial strategies. Consideration of financial reports is a statutory requirement of the Committee's work programme.
- 3.5 Performance Monitoring - This is a quarterly item for the Committee that provides an opportunity to ensure that service areas are meeting performance targets, or to highlight issues where further investigation may be required. It is also important for holding the Cabinet to account, by considering whether the administration is meeting the objectives set within their Corporate Plan and subsequent Delivery Plans.
- 3.6 External Organisations - The Committee may request briefings on matters of concern from external organisations. These are usually followed by a Q&A session to gain further insight into the chosen subject. The O&S Committee has a statutory obligation to oversee crime and disorder in the District, which is usually in the form of a briefing from the Police and Crime Commissioner, accompanied by senior Police Officers.
- 3.7 Focused/Rapid Reviews - The Committee may choose to look at a topic in depth over a specific period of time to consider whether the Council is achieving the necessary outcomes. This could be undertaken by the whole Committee as a rapid review in a single day, or as a smaller review by a Task and Finish Group, usually lasting six months.
- 3.8 Petitions - The Committee has an obligation to consider petitions received from members of the public, which can be submitted electronically or by hard copy. There is a threshold of 750 signatures required from within the District in order for the petition to be subject to full debate by the Committee.

4. Work of the Committee 2023-25

The period of 2023 to 2025 was a very busy two years for the Committee with the lead-up to the 2024 General election, the Peer Review and Local Government Reform (LGR) all coming at a time when the Scrutiny Officer position had many changes in personnel resulting in additional challenges. With several large projects reaching completion at the time, as well as the Peer Review, and subsequent feedback from the Local Government Information Unit (LGIU), the Committee was seeking to be more effective and inclusive to fulfil the important role that it has in the role of governance. Those

challenges, and the recommendations from the LGiU were met positively by the Committee and they have worked hard to eradicate any issues that may have existed within Scrutiny at that time. The dedication of the Committee for self-improvement and to best highlight, and investigate, the issues of importance to the local community should be noted. Twenty-one formal Committee meetings were held throughout the two-year period, with one being an extraordinary meeting to debate a Call-In decision for the Rocket House Café in Cromer. Apologies were given on thirty-four occasions with substitutes covering nine of those absences. This highlights the continued need for those absences to be covered more robustly in the coming year in order to maintain a fair, and thorough, balance of debate and questioning.

4.1 Highlights from the 2023/25 Work Programme are listed below:

- **June 2023 & ongoing:** Waste issues - With the many changes impacting waste services across the District, such as the continuing need to amend collection routes and the impending introduction of food waste collections, the Committee closely scrutinised the services provided and debated them at three O&S Committee meetings within the period in question. This included the need to purchase two additional refuse collection vehicles, making certain the council, and communities served, received the best value for money. The recommendation was that these additional vehicles should be purchased but funded by borrowing of £335,000 and a revenue contribution of £50,000. It was also agreed that given the performance levels having improved, future updates are only made to the O&S Committee if, in the view of the Director of Communities, performance has dropped to a level that is, again, of significant concern.

In **Feb 2024** Cabinet supported the O&S Committee recommendation that *Full Council agrees to write to the Department of Environment, Food & Rural Affairs (DEFRA) setting out the evidence associated with the shortfall in allocation and the anticipated annual capital costs that the Council will incur in relation to food waste collection.*

- **June 2023:** Appointment of representative and substitute for the NCC Norfolk Health Overview and Scrutiny Committee (NHOSC). The O&S Committee correctly felt that NNDC needed a representative on NHOSC with key issues needing raising, such as ambulance wait times and access to NHS dental services within North Norfolk. The Committee were asked to consider relevant councillors responsibilities, skills or experience, as well as time available to devote to the role. With that Cllr Boyle was appointed as representative to the NHPSC and Cllr Holliday was appointed substitute. It was noted that Cllr Boyle suggested these arrangements be reviewed after a period of 12 months, so this item is in line to be raised again in the 2025/26 work programme.
- **Nov 2023 and ongoing:** Anglian Water (AW)– There were a number of water and drainage related issues for the Committee to consider over the past 24 months. There was a briefing held in November 2023 by AW regarding sewage outflows and also the East of England Local Government Association Water Summit held in March 2024. The Committee noted the progress being made by AW who returned to O&S Committee in June 2025 for a further update. With regards to the Water Summit, the O&S Committee resolved that AW be invited to speak to the Committee on the strategic water issues that affect North Norfolk to include the Anglia Water Strategic Investment Plan and the Committee

would ask Cabinet to provide advice on what it would like the Council to take forward on water issues following the East of England Water Summit.

- **Oct 2023:** NHS Dental Services – The Committee resolved to write to the ICB to request more detailed information on several factors, including amongst other things, how service demand is determined if waiting list information is not collated and any data on the number of patients accessing private dental care. The NNDC representative at NHOSC raised concerns at their meeting as to what preventative work is being done to address dental issues and what was causing issues with capacity across Dental Services, was it training and the recruitment of Dentists. The O&S Committee did receive a positive response on those queries and there was a request from NHOSC to the Committee to recommend that the Leader of the Council write to the Cabinet member for Public Health in support of school dentistry as this was a significant gap in dentistry provision for children.
- **Jan 2024:** Councillor Call for Action: Homelessness. Cllr Holliday raised this call for action due to the tragic national crisis that our District along with the wider population, were facing and the many homes and families it affected in our area. The Committee resolved that a Task and Finish Group be established to investigate the causes and relief of homelessness in the District and make recommendations to the O&S Committee on its findings. The Task and Finish Group subsequently made two visits back to the Committee to report on their findings and outcomes. In **Sept 2024** it was Recommended to Council that,
 - ***To prevent homelessness, it expands its homelessness service prevention work to undertake such work at an earlier stage along with multi agency support, on an invest to save basis, to seek to reduce the number of people going into temporary accommodation and the costs of that to the council.***
 - ***Managing homelessness***
 - ***Housing allocation***
 - ***Increase housing supply***
 - ***Increase affordable house building/supply***
 - ***Increase/sustain Private rental tenancies***
 - ***Reducing Long Term Empty Homes***
 - ***Sustain social tenancies***
 - ***Prevention of/provision for victims of Domestic Abuse.***

These recommendations were all approved by Full Council. In **Feb 2025**, The Portfolio Holder for Housing & People Services wrote 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 asked central government for action to address the progressive stock loss and help this Council retain and even grow private sector stock levels

- **July 2024:** Ambulance Response Times – The Committee again took a keen interest in a subject that was very important to the community, this time focusing on Community First Responders (CFR). It made 3 recommendations to the Council,

- **Request the East of England Ambulance Trust to provide the mapping of CFRs in North Norfolk to establish where any gaps in the numbers of volunteers are &**
- **Communication materials for members of the council to use when talking to their respective Parish and Town Councils about the co-responding and the role of CFRs**
- **O&S also asked the Council to work with the Norfolk Ambulance Trust to help promote its Campaign on Community First Responders and co responding by signposting members of the public towards the Ambulance Trust's Community First Responders**
- **Oct 2024: Public Question – Benjamin Court.** The Committee heard from the 'Save Benjamin Court as a Reablement Unit' Group to question what more NNDC could do to ensure the facility is secured for health and care services of the community in the future. The O&S Committee recommended that:
 - **(A) the issue of Benjamin Court Cromer be referred to the November full council meeting for decision along with additional data to be provided in the report, where possible, on delayed discharges, the numbers of digitally excluded people and the availability of home-based care staff,**
 - **(B) it was noted, with the Committee's support. that the Leader of the Council intended to write to the Secretary of State as a matter of urgency on the need to retain Benjamin Court, Cromer and to request that NHS Property Services doesn't dispose of the building, and**
 - **(C) it was noted that the Chief Executive intended to make representations on the Health Watch suggestion that a team of community nurses could be stationed at the Council Offices rather than use the Benjamin Court building.**

Councillors welcomed the endorsement that the Council sought to contact the NHS Property Services team and promised to report back to O&S Committee as they learn more. Full Council agreed it was important that we kept this issue in the public domain. This is a good example of the how the Committee are actively supporting the Community on wider issues important to the local population and getting the public's voice heard at a higher level which can, potentially, affect positive change.

- **Oct 2024: Planning Service Improvement Plan (PSIP) –** In Sept 2023 O&S requested that a concluding report be added to the work programme for summer of 2024 to include a summary of performance following the implementation of the PSIP. In Oct 2024, upon receiving that report, the Committee welcomed the improvements that had been noted and that any future performance reports will be made via reports to Development Committee, quarterly, and annually.

- **Oct 2024: Car Park Charges** – The annual scrutiny of the car park fees and charges drew much discussion as many changes were proposed. The O&S Committee recommended that Cabinet consider the following changes to be implemented from 1st April 2025.
 - **(1) that fees for the Council's Standard Car Parks be increased by 10p per hour, for the Coastal and Resort Car Parks be increased by 30p per hour, and**
 - **(2) the question of whether there could be no increase in fees at the standard car parks and a charge of 40p at the Coastal and Resort car parks be explored**
 - **That seasonal charges are not introduced at this time**
 - **A flat rate evening charge across all car parks is not re-introduced at this time**
 - **Season ticket prices are increased by the inflationary increase since 2016 only this year and increases to season ticket prices should be reviewed annually**
 - **Coach Parking charges are increased to £12, £24 and £96**
 - **That all the potential options for charging at Hornbeam Road Car Park in North Walsham be explored**
 - **Car parking charges are reviewed every other year with the next review taking place so that any changes are implemented from 1 April 2027 apart from season tickets which should be reviewed annually as mentioned under recommendation D above**

Cabinet subsequently noted the positive impact on their decision making the O&S Committee recommendations had and the recognition by the Committee of the Council's financial position. Cabinet supported many of the O&S Committee's recommendations and agreed on an increase of 10p at Standard Car Parks, 20p at Resort Car Parks and 30p for Coastal Car Parks. Cabinet also agreed to no evening or seasonal charges be introduced at this time, whilst season ticket prices increased in line with inflation. The Cabinet explored options for Hornbeam Road Car Park, as a result of the O&S Committee's recommendation, agreeing leisure users at Victory Leisure Centre to be offered a 3hrs parking at a standard charge, via app only, with permit holders also having usage. It was also agreed that parking fees and charges to be reviewed again in 2025/26 rather than every other year. Reviewing charges lead to the Council considering charges at other local authorities and private providers which resulted in cheaper or highly competitive prices than many similar locations nationwide, including for coach Parking fees thus encouraging the tourist economy.

This type of collaborative work between the O&S Committee and Cabinet is a demonstration of how the Committee has taken on board the observations of the Peer review and how working together as a group, independent of political agendas, can achieve a common desired goal.

- **Nov 2024:** The Closure of Cromer Tourist Information Centre – the O&S Committee debated an issue very important to the local community and wider visiting population. The Committee recommended that Cabinet Consider:
 - **The building being made available for an alternative income generating use.**
 - **What provision can be made to continue a tourist information service – be that through an enhanced online presence, electronic information boards or physical leaflet stands at prominent locations within Cromer such as the Pier and other visitor attractions.**
 - **Relocation of the current Deep History Coast display housed within the North Norfolk Visitor Centre to a suitable alternative location, possibly Cromer Museum.**

Cabinet discussed these recommendations in **Jan 2025**, with Portfolio Holder for Leisure supportive of those recommendations and agreed to advertise the premises as available for let. It was noted that Officers were considering alternative means of providing visitor information within the town and wider district. Cabinet also agreed that the relocation of the Deep History Coast display be explored, noting the partnership nature of the development with the Norfolk Museums Service. This is a very good example of the cooperative working mechanisms of the O&S Committee and Cabinet, achieving an outcome beneficial to the Community and wider public whilst making financial savings and generating additional income from the asset.

- **Dec 2024:** Petition – Closure of Stalham Public Conveniences. The petition was brought to the Committee after it was agreed that it had gained the required number of signatures in support for it to be discussed. On hearing the local Councillors presentation, the O&S Committee requested an Officer report to be prepared by Director of Resources to provide information covering,
 - **Details as to how levels of usage have been captured.**
 - **Costs of maintaining this asset and cost comparisons.**
 - **Impact of not having these facilities from an assets and social economic perspective.**
 - **Any alternative opportunities including partnership funding.**
 - **Understanding how this aligns with the High Street Task Force.**
 - **Reasons for closure, and why appropriate, being the only town in the district that would be without public toilets.**
 - **Consultation with Cllrs Shires, Taylor and Bayes.**

- **Conversations with STC to continue in the meantime.**

Subsequent developments in LGR have impacted on proposed closures to public conveniences but the importance of the O&S Committee being able to hear and debate and respond to local petitions should be welcomed and noted.

4.2

In summary, the Committee undertook a substantial amount of business throughout the two-year period, with seventy-two reports or briefings, though this includes a number of recurring items such as performance and budget monitoring. Twelve of these topics could be defined as 'pre-scrutiny', in that they were reviewed by the Committee or looked at in greater detail by the Task and Finish Group in advance of consideration or approval by Cabinet or Council. This is in line with 2022/2023 and although shows a drop from the year 2021/2022, the Committee undertook more investigatory work as well as hearing a petition and a Call-in. In total, the Committee made over one hundred recommendations to Cabinet, Council and GRAC, with further action requests made to the Corporate Leadership team (CLT) and other officers. This equates to approximately five recommendations per meeting, with only three not accepted throughout the entire two-year period. Overall, the Committee remained highly active throughout this period with a focus on undertaking investigations and reviewing Cabinet decisions, whilst also maintaining oversight of Council services and performance.

4.3 **Local Government Association (LGA) Peer Review:** The Committee noted that,

- I. It was clear to the Peer Review Team that the Committee is working much better with improved attendance, debate, and outcomes.
- II. The new strategic oversight boards that had been established in July 2024 to provide clarity of operational and strategic management. With each board being chaired by a director with a focus on monitoring progress and performance and reporting to members by exception.
- III. That in regard to of the support offers available for members around devolution and local government reorganisation the LGA will be providing support to councils to help them address specific challenges at all stages of devolution and local government reorganisation (LGR).

5. **Key Issues**

- 5.1 There were thirty-four instances where apologies were given over the period 2023-2025, with substitutes only available on nine occasions. This equates to an average of just under two absences per meeting requiring substitutes. It is hoped that the recruitment of a new Scrutiny Officer will see continued improvement on what had become a recurring theme for the past 3 years. Group Leaders must ensure that all efforts are made to arrange a substitute where possible.
- 5.2 The O&S committee has not had a permanent, or consistent, Scrutiny Officer for much of the past 12 months or more and this has affected the continuity of the Committee. The need to build strong relationships and for Members to have confidence in the Scrutiny Officer can only strengthen the Committee. In addition, training may support Members to fulfil their challenging roles.

- 5.3 The Police and Crime Commissioner (PCC) elections in May 2024 proved a further challenge in allowing the PCC sufficient time and opportunity to attend an O&S meeting within the past 2 years. This has undoubtedly hindered the Committee's ability to give an informed contribution or opportunity to comment on the Police and Crime Plan. It is hoped that with the new PCC being due to attend in September 2025 we can best serve and reassure North Norfolk Communities that NNDC are looking after the Public's best interests to this regard.

6. Corporate Priorities

- 6.1 One of the Committee's key responsibilities is monitoring the performance of the Council against its corporate priorities. This is done on a quarterly basis to provide Members with an opportunity to ask questions or raise concerns, as a result the Committee helps to ensure that all corporate priorities of the Council are achieved.

7. Financial and Resource Implications

- 7.1 There are no explicit proposals contained within the report that present financial or resource implications, however the Committee does in principle support any operational actions taken by the S151 Officer to increase the available resource within the Finance Team, which will have an associated financial implication.

8. Legal Implications

- 8.1 There are no legal implications presented within the content of the report.

9. Risks

- 9.1 There are no immediate risks raised within the content of the report, however the key concerns outlined in section five may negatively impact the ability of the Committee to operate effectively, which could present a level of risk to the Council.

10. Net Zero Target

- 10.1 There are no net zero implications presented within the content of the report.

11. Equality, Diversity & Inclusion

- 11.1 There are no equality, diversity and inclusion implications presented by the content of the report.

12. Community Safety issues

- 12.1 Whilst there are no direct community safety issues presented by the content of the report, the absence of the Police and Crime Commissioner's attendance for the crime and disorder update, these past 3 years, means that community safety issues may not have been given adequate attention in 2023-25. Efforts have been made to ensure that the PCC attends the Committee meeting in Sept 2025, or that a representative will be sent in their place. The intention also being that the new Scrutiny Officer can develop a stronger relationship with the PCC office so that these types of absences are avoided in the future.

13. Conclusions

- 13.1 2023-25 was a challenging but very productive two years for the Committee, with several investigations and reviews that required significant time and resource to complete. The result of these investigations were positive recommendations that helped Cabinet and the Council to improve its services and adapt to rising challenges, most explicitly in the areas of public interest such as access to NHS Dental Services and tackling Homelessness. The Committee also undertook important scrutiny work on external bodies, including Anglian Water and the Ambulance Service, both of which related to matters of significant concern for residents of the District. As a result, the Committee can also be seen to have worked in the public interest for the residents of North Norfolk and will continue to do so in the year ahead.
- 13.2 The Committee made one hundred and six recommendations to both Cabinet and Council, with a further 18 requests made for actions from officers. Recommendations were largely accepted, with healthy debate over the car park fees and charges resulting in the best outcomes for local, and wider visiting, communities, which suggests that the work of the Committee was widely supported by all Members of the Council. There was one decision made by the Cabinet that warranted call-in by the Committee, concerning the Rocket House, which was resolved that no further action be taken. It is a positive sign that Scrutiny can Call-in decisions to keep the public's best interest at the heart of what they do. The positive decision demonstrates that Scrutiny and the Executive are able to work effectively together.
- 13.3 There are matters of concern for the Committee that have been highlighted under the key issues section of the report. These relate to the number of apologies given and substitutes arranged, the lack, until now, of a consistent Scrutiny Officer for 12 months, and the absence of a briefing from the PCC. Members and officers are asked to reflect on these concerns and consider whether any actions for improvement can be made. Despite the challenges faced, the Committee was still able to provide valuable and effective oversight for the Council, whilst providing input into policy development, monitoring service performance, and undertake reviews or investigations. In summary, the Committee was clearly able to add value to the operation of the Council.

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STREET TRADING POLICY 2025 - 2028	
Executive Summary	A full review of the Street Trading Policy has been undertaken to bring the policy up to date and to ensure public safety and support local economic growth. Following consultation, the revised policy introduces clearer enforcement powers, and a more accessible format.
Options considered	Do nothing. Complaints have been raised in relation to a lack of street trading designation and suggestions have been put forward which would be ignored and are currently impacting on fair competition and the success of local business in some areas. Add a single street designation for areas with problems. This would be a missed opportunity to review all designations and consult widely on changes recommended as good practice.
Consultation(s)	Full public consultation
Recommendations	That the Licensing and Appeals Committee: 1. Approves the revised Street Trading Policy 2025. 2. Recommends its adoption by Full Council. 3. Authorises officers to implement the policy and update the Council's website, procedures and application materials accordingly.
Reasons for recommendations	Policy modernisation and clarity Support for local economic growth Public safety and amenity Consistency and fairness in decision making Positive stakeholder engagement Alignment with strategic objectives
Background papers	Institute of Licensing Street trading training 2025 Cornwall Council Street Trading Policy East Suffolk Street Trading Policy Breckland Council Street Trading guidance and conditions Local Government Provisions Act 1982

Wards affected	All
Cabinet member(s)	Councillor Callum Ringer
Contact Officer	Elisa Pendered

Links to key documents:	
Corporate Plan:	An environment for business to thrive in.
Medium Term Financial Strategy (MTFS)	
Council Policies & Strategies	

Corporate Governance:	
Is this a key decision	No
Has the public interest test been applied	Yes and full public consultation applies
Details of any previous decision(s) on this matter	2016 a review of street trading was considered and found to be unnecessary at the time. The last street trading policy issued by North Norfolk District Council was in 1989.

1. Purpose of the report

1. **Summarise the key changes** made to the existing policy, including updated street designations and clearer guidance for applicants.
2. **Explain the rationale** behind the policy updates, including public safety, economic development, and community feedback.
3. **Demonstrate compliance** with legal duties under the Local Government (Miscellaneous Provisions) Act 1982.
4. **Assess the implications** of the policy in terms of finance, resources, equality, community safety, and environmental impact.
5. **Seek formal approval** from the Committee to adopt and implement the revised policy

2. Introduction & Background

The Council's current Street Trading Policy was last considered for review in 2016, when it was found that no changes were required. Since then, changes in trading patterns, public safety considerations, and community feedback have necessitated a comprehensive review.

The policy aims to:

- Clarify the application process and grounds for refusal.
- Update the list of designated streets based on current needs and local consultation.
- Provide a more accessible, Plain English version of the policy.
- Support local enterprise while maintaining public safety and amenity.

3. Proposals and Options

A revised list of consent and prohibited streets has been developed following consultation with parish councils, local businesses, and residents. Streets near schools and narrow thoroughfares have been designated as prohibited to enhance safety.

- Extensive consultation was undertaken with:
- Parish and town councils
- Local businesses and Chambers of Commerce
- Norfolk Constabulary and Highways Authority
- Environmental and Planning teams
- Members of the Public

3.1. New section on urban centres

- A new section has been added regarding designation of urban centres as **consent streets**, supporting economic vitality while ensuring appropriate regulation.

The designation of urban centres is to:

- ✓ Encourage local enterprise and economic growth.
- ✓ Manage public space use effectively.
- ✓ Ensure fair competition with established businesses.
- ✓ Maintain public safety and accessibility.
- ✓ Align with local development and planning policies.

This approach allows the Council to regulate trading activity while supporting vibrant town centres.

3.2. Improved clarity and accessibility

The policy has been rewritten in plain English to improve understanding and compliance among traders and the public.

3.3. Enhanced enforcement framework

Clearer penalties and enforcement powers are outlined, including seizure of goods and potential prosecution for illegal trading.

3.4 Policy Modernisation and Clarity

The revised policy reflects current trading practices, legal requirements, and community expectations. It simplifies language and

improves accessibility, making it easier for traders and the public to understand and comply with the rules.

3.5 Support for Local Economic Growth

By designating urban centres as consent streets, the policy encourages responsible street trading that contributes to the vibrancy and economic vitality of town centres, supporting local businesses and tourism.

3.6 Public Safety and Amenity

The updated list of prohibited streets—particularly those near schools and on narrow roads—prioritises pedestrian safety, traffic flow, and the prevention of nuisance. This ensures that trading does not compromise public health or safety.

3.7 Consistency and Fairness in Decision-Making

The policy provides clear criteria for granting or refusing consent, ensuring transparency and consistency in licensing decisions. This helps protect existing businesses from unfair competition and supports a level playing field.

3.8 Positive Stakeholder Engagement

The policy has been shaped by consultation with parish councils, local businesses, residents, and statutory bodies. Incorporating their feedback ensures the policy is locally relevant and widely supported.

3.9 Legal Compliance and Enforcement

The policy aligns with the Local Government (Miscellaneous Provisions) Act 1982 and strengthens the Council's ability to enforce against illegal trading. This protects the integrity of the licensing system and public confidence in the Council's regulatory role.

4. Corporate Priorities

The policy supports the Council's broader goals around economic development, community wellbeing, and sustainable town centre management.

The policy complements other Council strategies on climate action, clean air, and sustainable transport by ensuring that street trading does not undermine environmental objectives.

5. Financial and Resource Implications

5.1 Administrative costs

Processing applications, conducting consultations, and issuing consents will continue to require officer time from the Licensing, Environmental Health, and Legal teams.

These costs are partially offset by application fees, which are reviewed periodically to ensure cost recovery.

5.2 Enforcement and compliance

Increased clarity in the policy may reduce non-compliance, but proactive enforcement through inspections, responding to complaints and legal action will require ongoing staff resources.

Where illegal trading persists, additional costs may arise from legal proceedings or the seizure and storage of goods.

5.3 IT and communication

Updates to the Council's website, application forms and internal systems will require one-off minor resource input from the communications and IT teams.

5.4 Training and implementation

Staff training may be required to ensure consistent application of revised policy and procedures. This is expected to be delivered in-house and within existing budgets.

5.5 Revenue generation

The policy supports responsible street trading, which may increase the number of applications and generate additional income through consent fees.

Vibrant town centres may also indirectly support local economic growth and business rates income.

5.6 Cost recovery

The Council will continue to operate the street trading function on a cost-recovery basis, in line with legal requirements.

A review of fees and charges will be undertaken following adoption to ensure they remain proportionate and sustainable. This is expected to be carried out in September 2026.

Comments from the S151 Officer:

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

To follow.

Legal Implications

The policy is made under the Local Government (Miscellaneous Provisions) Act 1982. It aligns with the Council's objectives for economic development, public safety, and environmental protection.

- Applicants have a right to appeal to the Magistrates' Court if their application is refused or conditions are imposed.
- The Council must be prepared to justify its decisions with clear evidence and reference to policy criteria.

Comments from the Monitoring Officer

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

The revised street trading policy seeks to support street trading within the local economy whilst ensuring there are appropriate balances by way of proper oversight and enforcement to protect the public and the council's aims.

6. Risks

Over-regulation or inappropriate designation of streets could discourage legitimate traders, reducing vibrancy in town centres and impacting local economies.

Conversely, under-regulation may lead to unfair competition with established businesses.

Enforcement limitations

- Without adequate resources for monitoring and enforcement, illegal trading may persist, undermining the policy's effectiveness and the Council's credibility.
- Enforcement actions must be proportionate and legally sound to avoid liability.

Financial risks

- If application fees do not cover the cost of administration and enforcement, the Council may face budgetary pressures.
- Legal proceedings or appeals could incur unplanned costs.

7. Net ZeroTarget

Reduced Environmental Impact

By regulating the number and type of traders, the Council can manage the environmental footprint of markets and events, including energy use, waste, and traffic.

- Designating urban centres as consent streets encourages compact, walkable town centres where residents and visitors can access goods and services without needing to drive.
- This supports modal shift to walking, cycling, and public transport.
- By supporting small-scale, local street trading, the policy promotes local supply chains and reduces reliance on long-distance transportation of goods.
- This helps lower carbon emissions associated with freight and logistics.

The consent process allows the Council to prioritise or incentivise traders who adopt sustainable practices, such as:

- Using renewable energy sources (e.g. solar-powered stalls and electric vehicles).
- Offering plant-based or locally sourced products and compostable packaging.

8. Equality, Diversity & Inclusion

An Equality Impact Assessment was completed as part of this review and is appended.

9. Community Safety issues

Pedestrian and Traffic Safety

- Street trading in busy or narrow areas can obstruct pavements and roads, increasing the risk of accidents, especially for children, older people, and those with disabilities.
- The policy mitigates this by prohibiting trading near schools and in high-risk locations, and by requiring consent applications to include site maps and safety assessments.

Congestion and Emergency Access

- Unregulated trading can cause bottlenecks in town centres, particularly during peak hours or events.
- This may hinder access for emergency services or create unsafe crowding conditions.
- The consent process allows the Council to control the number and placement of traders to maintain clear access routes.

Anti-social behaviour and nuisance

Poorly managed trading can lead to noise, littering, and loitering, which may contribute to anti-social behaviour or reduce the quality of life for nearby residents.

- The policy includes grounds for refusal or revocation of consent where trading may cause nuisance or disorder.

Public Health and Hygiene

- Food traders operating without proper hygiene controls can pose risks to public health.
- The policy requires food traders to be inspected and approved by the Council's Commercial Team and to provide evidence of hygiene certification.

Safeguarding Children and Vulnerable People

- Prohibiting trading near schools helps reduce risks to children from traffic, crowding, and inappropriate interactions.
- The policy also considers the suitability of applicants, including any history of offences, to protect the public.

Illicit or Unlicensed Trading

- Illegal trading undermines public safety and the integrity of the licensing system.
- The policy outlines enforcement powers, including seizure of goods and prosecution, to deter and address unauthorised activity.

Conclusion and Recommendations

The revised Street Trading Policy 2025 provides a clear, fair, and enforceable framework for managing street trading across North Norfolk. It balances the need to support local enterprise and economic vitality with the Council's responsibilities for public safety, accessibility, and community wellbeing.

Through updated designations, improved guidance, and strengthened enforcement powers, the policy ensures that street trading is well-regulated, inclusive, and aligned with the Council's strategic objectives—including its commitments to net zero, equality, and sustainable town centre development.

Following extensive consultation and careful consideration of legal, financial, and community safety implications, the policy is now ready for adoption. Approval by the Licensing and Appeals Committee will enable its implementation and help maintain a vibrant, safe, and well-managed trading environment across the district.

Appendix
Equality Impact Assessment by Protected Characteristic

Protected Characteristic	Potential Impact	Mitigation/Enhancement
Age	Neutral to positive. Young entrepreneurs may benefit from clearer access to trading opportunities.	Ensure application materials are accessible and support is available for first-time applicants.
Disability	Potential negative if stalls obstruct pavements or access routes.	Consent process includes assessment of location suitability and accessibility. Traders must not obstruct public rights of way.
Gender Reassignment	No specific impact identified.	Policy applied equally to all applicants.
Marriage and Civil Partnership	No specific impact identified.	N/A
Pregnancy and Maternity	Potential negative if public spaces become congested or inaccessible.	Location assessments and enforcement will ensure safe, accessible trading environments.
Race	Neutral. Policy is applied equally regardless of ethnicity.	Ensure translated materials or language support is available if needed.
Religion or Belief	No specific impact identified.	N/A
Sex	No specific impact identified.	N/A
Sexual Orientation	No specific impact identified.	N/A

Human Rights Considerations

The policy respects individuals' rights to trade and earn a livelihood, while balancing this with the rights of others to safety, accessibility, and a clean environment.

Actions to Mitigate Negative Impacts

- Ensure all application materials are accessible (e.g. plain English, large print, digital formats).
- Provide clear guidance on accessibility requirements for trading locations.
- Monitor complaints and feedback to identify any emerging equality issues.
- Offer support to new or underrepresented traders to encourage inclusive participation.

Conclusion

The Street Trading Policy 2025 is not expected to have a disproportionate negative impact on any protected group. Where potential impacts are identified, appropriate mitigations are in place. The policy supports inclusive economic participation and aligns with the Council's equality duties.

Street trading, house to house and charitable collections policy 2025 - 2010

Differences between Street Trading, Charitable Collections, and House-to-House Collections

Feature	Street Trading	Charitable Collection	House-to-House Collection
Purpose	Commercial – selling goods	Non-commercial – collecting for charity	Non-commercial – collecting for charity
Location	Public spaces (streets, lay-bys, markets)	Public spaces (streets, parks, outside shops)	Private premises (homes, pubs, businesses)
Examples	Food vans, market stalls, mobile traders	Bucket collections, charity stalls, supermarket collections	Doorstep clothing collections, donation requests, charity sign-ups
Licence Required	Yes – Street Trading Licence	Yes – Street Collection Permit	Yes – House-to-House Collection Licence (or exemption certificate)
Governing Law	Local Government (Miscellaneous Provisions) Act 1982	Police, Factories, etc. (Miscellaneous Provisions) Act 1916	House to House Collections Act 1939
Collector Requirements	Must comply with trading standards, hygiene, and safety regulations	Must wear ID badge, use sealed containers, and follow collection rules	Must carry certificate of authority, wear badge, and use sealed containers

Licensing team Contact Us

For applications, forms, or advice, contact:

 **01263 513811**

 licensing@north-norfolk.gov.uk

 [Apply online](#)

North Norfolk District Council Street Trading Policy

North Norfolk District Council has the legal power to control street trading under **Schedule 4 of the Local Government (Miscellaneous Provisions) Act 1982** (the 1982 Act). The Council has formally adopted this part of the law, which allows it to:

- Decide which streets in the district are suitable for trading,
- Set rules for how and when trading can take place,
- Decide applications for street trading consents, review and revoke trading consents - if necessary.

This helps the Council manage public spaces safely, support local businesses, and prevent nuisance or unfair competition.

What is street trading?

Street trading is the **offering of goods for sale** in public places like streets, pavements, or car parks, even where a sale is not completed. This includes trading from stalls, vans, trailers, or similar setups.

The definition of 'Street' includes: **A street includes any road, footway, beach, car park, or area accessible to the public without payment**, including service areas.

What is not street trading?

The following activities do not require Street Trading Consent:

- Pedlars with valid certificates issued under the Pedlars Act 1871, **who must trade on foot and move frequently, at least once every half an ~~hour~~ hour**, to

a completely new area, which must be out of sight of the previous place of trading.

- News vendors selling newspapers or periodicals.
- Trading at historic or statutory markets and fairs **with appropriate permissions.**
- Forecourt sales at petrol stations.
- Roundsmen delivering pre-ordered goods. Sometimes known as door-to-door deliveries.

Pavement licenses are different from street trading consents. They grant deemed planning permission and apply only to areas adjacent to the business premises. You can find out about pavement licensing in the Council's Pavement Licensing Policy.

Street designation

North Norfolk District Council has three types of street designations:

1. A **Prohibited Street** – a street where street trading is prohibited. It is a criminal offence to do so.
2. A **Consent Street** – a street where street trading is prohibited unless you have obtained a Street Trading Consent from this Council.
3. **Un-designated Streets** – All streets that are not designated as either a Consent Street or Prohibited Street are un-designated streets. You may be able to trade here, but you will need the landowner's permission and you must not obstruct the highway or cause a nuisance.

Most streets near schools will be designated as Prohibited Streets

The Council has chosen to prohibit street trading near schools for the following reasons:

1. Child safety
 - Streets near schools are often busy with children walking, cycling, or being dropped off and picked up.
 - Street trading can obstruct visibility for drivers and pedestrians, increasing the

risk of accidents.

- Reducing distractions and congestion helps ensure a safer environment for children.

2. Traffic flow and congestion

- Street traders can cause bottlenecks, especially during peak school hours.

- Prohibiting trading helps maintain smooth traffic flow and access for emergency vehicles, school buses, and parents.

3. Public health and hygiene

- Food stalls or vendors near schools may not always meet hygiene standards.

- Limiting trading helps control litter, pests, and food safety concerns in areas where children are present.

4. Noise and nuisance

- Street trading can generate noise and crowding, which may disrupt the school environment and nearby residents.

5. Planning and accessibility

- Narrow streets or pavements near schools may not have the capacity to safely accommodate both pedestrians and traders.

- Ensuring clear walkways supports accessibility for all, including those with disabilities or pushchairs.

Designation procedure

Designating a street requires a formal resolution, at least 28 days' notice, publication in a local newspaper, and notification to the Police and Highways Authority.

Street trading consents

Rules and applications for consent streets

You must apply for street trading consent to be able to trade on a Consent

Street. If you want to trade from a stationary van, cart, ~~barrow~~barrow, or other vehicle, this must be approved as part of any consent.

Application

Applications must be submitted at least 35 days before you want to start trading.

You need to provide:

- A completed application form (available online [Home | Commercial Street](#)

[Trading](#))

- The relevant fee

- A map showing where you want to trade
- Details of your vehicle, stall etc. including dimensions and a photograph
- Right to work evidence
- Proof of land ownership or permission from the landowner (if on private land)
- If you're selling food, your setup must be inspected and approved by the Council's ~~Commercial~~Public Protection team
- You must provide proof of public liability insurance

The council may ask for a DBS disclosure, MOT certificate,

~~photographs~~photographs, or any other reasonable information to help it decide whether to grant a street trading co~~n~~sent.

Deciding the application

The aApplication will be decided by an officer of the Council's licensing team.

It will ~~take into account~~consider such information as it considers necessary, including all information requested as part of the application.

When deciding a new or renewal application the Council may:

- Grant the consent as applied for;
- Grant the consent with conditions;
- Refuse the consent.

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Event based trading

The Council may waive individual consent for stalls operating within an event footprint with more than 10 stalls. A single consent can be granted to the event organiser, who manages third-party agreements. Event consent holders are expected to ensure their traders comply with this policy. The arrangement may be reviewed if breaches occur.

Trading adjacent to business premises

The Council may waive individual consent for established business premises who display their wares outside their trading address. The common grounds for refusal will be considered in determining whether a waiver will be granted.

Consent duration

Street trading consents may be granted for up to **a maximum of 12 months**.

Consents may be for a specific:

- Date range
- Time period
- Duration of less than 12 months

Depending on the outcome of the application assessment~~:-~~.

They may be revoked at any time.

Trading hours

Street trading is generally permitted between 5:00 AM and 11:00 PM, although restrictions may be applied to individual consents.

Please note that any trading outside these hours may require a Premises Licence under the Licensing Act 2003.

You can find full details on our ~~website, or~~website or contact the Council for further information.

Conditions on Street Trading Consent

- The Council may impose conditions on any street trading ~~consent~~consent.
 - To restrict obstruction of the street (for example by restricting the size, positioning, ~~type~~type, or number of stalls~~:-~~:-).
 - To prevent ~~a danger~~danger to any person using the street (for ~~example~~example by restricting the include size, ~~positioning~~positioning, and type of stall~~:-~~:-).
 - to prevent a nuisance or annoyance to any person (for example conditions about waste management or how frequently you may trade~~:-~~:-).
 - The times between or period when street trading may take ~~place~~place.
 - Where the street trading may take ~~place~~place.
 - Any other conditions it considers reasonably necessary.

The Council may vary the Conditions of a street trading consent at any time by informing the trader in writing of the change to conditions and reasons why.

A failure to comply with any condition of a Street Trading Consent could result in your consent being revoked.

Common grounds for refusal

~~North Norfolk District Council~~, North Norfolk District Council may refuse a **Street Trading Consent** on **discretionary grounds** under the **Local Government (Miscellaneous Provisions) Act 1982**. Common reasons for doing so include, but are not limited to:

1. Unsuitability of the Applicant

- Street trading consent will not be granted to anyone under 17 years of age. Proof of age will be required.
- Previous convictions for dishonesty, violence, or trading offences.
- History of breaching licence conditions or trading without consent.

2. Unsuitability of the Location

- The site is too narrow or busy, causing obstruction or danger.
- The location is near a school, pedestrian crossing, or junction.
- The area is already well-served by similar traders or shops.

3. Public Safety or Nuisance

- The activity may cause congestion, noise, litter, or anti-social behaviour.
- Risk to pedestrians, especially in high-footfall areas.

4. Impact on Local Businesses

- The trader may unfairly compete with nearby rate-paying businesses.
- The activity may harm the character or appearance of the area.

5. Failure to Comply with Application Requirements

- Incomplete or inaccurate application.
- Lack of insurance, hygiene certification, or landowner permission.

6. Objections from Relevant Authorities

- Police, Highways Authority, Environmental Health, or Planning may raise concerns.

7. Non-Compliance with Council Policy

- The application contradicts the council's street trading policy or local development plans.

8. Public Objections

- If there are significant objections from residents or businesses during consultation.

All consent holders must:

- Prevent obstruction or danger to the public.
- Comply with directions from the Police, Council, or Highways Authority.
- Not assign or sub-let the consent.
- Comply with food hygiene, planning, and health & safety laws.
- Maintain cleanliness and dispose of waste responsibly.

Offences

It is a criminal offence to:

- Engage in street trading on a Prohibited ~~Street~~Street.

- Engage in street trading on a Consent Street without having first obtained a Street Trading Consent from this ~~Council~~Council.
- Contravene any of the conditions of any Street Trading Consent relating to location, time and duration of permitted street ~~trading~~trading.
- Trades from a stationary van, cart, barrow or other vehicle, or from a portable stall without the required permission to do so.

Penalties

1. Prosecution

- You may be **prosecuted in a Magistrates' Court**, which could result in a criminal record and may result in a fine of up to £1000 for each offence.

2. Confiscation orders

- In some cases, the court may issue a **confiscation order** under the Proceeds of Crime Act if illegal trading has generated significant income.

3. Seizure of goods

- The Council has the power to seize goods, equipment or vehicles used in illegal street trading.

4. Loss of future trading rights

- Councils may **refuse future applications** for street trading consents if you've previously traded illegally.

5. Civil enforcement

- The Council may also use **injunctions** or **civil enforcement** to stop persistent offenders.

Any enforcement action will be taken in accordance with the Council's enforcement policy and upon consideration of evidential and public interest tests.

Appeal process

If your application is refused or your consent is revoked, you may:

- Request a review by the Licensing Team. The review will be ~~carried out~~conducted by a senior officer who was not involved with the original decision.
- Seek Judicial Review, as there is no statutory appeal process.

Table 1 - Full list of designated streets

The following is the existing list of designated streets in North Norfolk District Council, including their designation and status.

These designations will continue under the new policy.

In Cromer, Fakenham, North Walsham and Sheringham, current Consent Streets will be brought under the proposed 'all unprohibited streets' in table 2.

Town	Street	Designation	Description
Cromer	Bond Street	Consent	Existing
Cromer	Church Street	Consent	Existing
Cromer	The Gangway	Consent	Existing
Cromer	Garden Street	Consent	Existing
Cromer	Hamilton Road	Consent	Existing
Cromer	High Street (between Runton Road and Hamilton Road)	Consent	Existing
Cromer	Louden Road	Consent	Existing
Cromer	Meadow Road	Consent	Existing
Cromer	Mount Street	Consent	Existing
Cromer	Prince of Wales Road	Consent	Existing
Cromer	Runton Road	Consent	Existing
Cromer	Tucker Street	Consent	Existing
Holt	Bull Street	Consent	Existing
Holt	Cross Street	Consent	Existing
Holt	Fish Hill	Consent	Existing
Holt	High Street	Consent	Existing
Holt	Mill Street	Consent	Existing

Holt	New Street	Consent	Existing
Holt	Peacock Lane	Consent	Existing
Holt	Plain Park	Consent	Existing
Holt	Station Road	Consent	Existing
Holt	Letheringsett Hill Car Park	Consent	Existing
Holt	Market Place	Consent	Existing
Holt	Station Road Car Park	Consent	Existing
Holt	White Lion Street	Consent	Existing
Holt	Shire Hall	Consent	Existing
Holt	Albert Street	Consent	Existing
Holt	Albert Street Car Park	Consent	Existing
Hoveton	A1151 (from River Bridge to Horning Road)	Prohibited	Existing
Hoveton	Church Road	Prohibited	Existing
Hoveton	Tunstead Road (between Station Road and Horning Road)	Prohibited	Existing
Hoveton	Station Road	Prohibited	Existing
North Walsham	Church Street	Consent	Existing
North Walsham	Kings Arms Street	Consent	Existing
North Walsham	Market Place	Consent	Existing
North Walsham	Market Street	Consent	Existing
North Walsham	New Road (between Yarmouth Road and public car park)	Consent	Existing
Sheringham	Church Street	Consent	Existing
Sheringham	High Street	Consent	Existing
Sheringham	Station Approach	Consent	Existing
Sheringham	Station Road	Consent	Existing
Stalham	Baker Street	Consent	Existing
Stalham	Bank Street	Consent	Existing
Stalham	Dunkerley Court	Consent	Existing
Stalham	High Street	Consent	Existing
Stalham	Ingham Road (between its junction with High Street and	Consent	Existing

	Brumstead Road)		
Stalham	Lower Staithe Road	Consent	Existing
Stalham	Recreation Road (including Recreation Car Park)	Consent	Existing
Stalham	Upper Staithe Road (excluding Sale Ground)	Consent	Existing
Stalham	York Lane	Consent	Existing
Stalham	York Road	Consent	Existing
Stalham	Newlands Car Park	Consent	Existing
Stalham	The Close Café Car Park	Consent	Existing
Stalham	The Grebe Public House	Consent	Existing
Stalham	The Maids Head Public House car park	Consent	Existing
Stalham	The Swan Public House car park	Consent	Existing
Stalham	The Co-Operative rear car park	Consent	Existing
Stalham	Weavers Close	Consent	Existing
Stalham	Market Row	Consent	Existing
Stalham	Lawns Loke	Consent	Existing
Walcott	Along the north side of the B1159 COAST ROAD at Walcott, from a point commencing at the end of the no waiting restriction (as defined by the commencement of double yellow lines) adjacent to the property known as 'Shifting Sands', for a distance of approximately 355 metres in an easterly direction to	Prohibited	Existing

	the commencement of the no waiting restriction (as defined by the commencement of double yellow lines) opposite Walcott Post Office Stores.		
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Table 2 - Full list of proposed streets

The following list shows proposed designations in North Norfolk District, including their designation type and reasons.

Town	Street	Designation	Description	Basis	Basis 2	Basis 3
Aylmerton	Holt Road	Prohibited	New	School vicinity		
Bacton	Walcott Road	Prohibited	New	School vicinity	Narrow and busy thoroughfare	
Blakeney	All	Prohibited Consent	New	Narrow main thoroughfare	Parish council suggestion	
Catfield	School Road	Prohibited	New	School vicinity		
Cley	Coast Road	Prohibited Consent	New	Narrow main thoroughfare	Councillor suggestion	
Cley	New Road	Prohibited Consent	New	Narrow main thoroughfare	Councillor suggestion	
Cley	High Street	Prohibited Consent	New	Narrow main thoroughfare	Councillor suggestion	
Colkirk	School Road	Prohibited	New	School vicinity		
Cromer	Mill Road	Prohibited	New	School vicinity		
Cromer	Norwich Road	Prohibited	New	School vicinity		
Cromer	All unprohibited streets	Consent	New	Urban centre	Enforcement recommendation	
East Ruston	School Road	Prohibited	New	School vicinity		
Fakenham	Field Lane	Prohibited	New	School vicinity		
Fakenham	Highfield Road	Prohibited	New	School vicinity		
Fakenham	Norwich Road	Prohibited	New	School vicinity		
Fakenham	Queens Road	Prohibited	New	School vicinity		
Fakenham	All unprohibited streets	Consent	New	Urban centre	Enforcement recommendation	
Gimingham	All	Consent	New	Parish council suggestion		
Gresham	Cromer Road	Prohibited	New	School vicinity		
Happisburgh	The Street	Prohibited	New	School vicinity	Narrow main thoroughfare	
Hickling	The Street	Prohibited	New	School vicinity		

Hindringham	Wells Road	Prohibited	New	School vicinity		
Holt	Church Street	Consent	New			
Holt	Cromer Road	Prohibited	New	School vicinity	Narrow and busy thoroughfare	
Holt	Norwich Road	Prohibited	New	School vicinity		
Horning	Abbot Road	Consent	New	Parish council suggestion		
Horning	Benedict Road	Prohibited	New	Parish council suggestion		
Horning	Bettys Way	Prohibited	New	Parish council suggestion		
Horning	Broadwater Way	Consent	New	Parish council suggestion		
Horning	Burnt Fen Road	Consent	New	Parish council suggestion		
Horning	Church Road	Consent	New	Parish council suggestion		
Horning	Crabbetts Marsh Marsh	Consent	New	Parish council suggestion		
Horning	Falgate	Consent	New	Parish council suggestion		
Horning	Ferry Cott Lane	Consent	New	Parish council suggestion		
Horning	Ferry Road	Consent	New	Parish council suggestion		
Horning	Ferry View Estate	Consent	New	Parish council suggestion		
Horning	Hall Farm Cottage	Consent	New	Parish council suggestion		
Horning	Hillside Road	Consent	New	Parish council suggestion		
Horning	Horning Hall	Consent	New	Parish council suggestion		
Horning	Horning Reach	Consent	New	Parish council suggestion		
Horning	James Road	Consent	New	Parish council suggestion		
Horning	Kimberley Terrace	Consent	New	Parish council suggestion		
Horning	Leeds Way	Prohibited	New	Parish council suggestion		
Horning	Letheringtons Lane	Consent	New	Parish council suggestion		
Horning	Long Lane	Consent	New	Parish council suggestion		
Horning	Lower Street	Prohibited	New	School vicinity	Parish council suggestion	
Horning	Mill Hill	Consent	New	Parish council suggestion		
Horning	Mill Hill Close	Consent	New	Parish council suggestion		

Horning	Mill Loke	Consent	New	Parish council suggestion		
Horning	Neatishead Road	Consent	New	Parish council suggestion		
Horning	Norwich Road	Consent	New	Parish council suggestion		
Horning	Orchard Cottage	Consent	New	Parish council suggestion		
Horning	Parker Way	Consent	New	Parish council suggestion		
Horning	Parkland Close	Consent	New	Parish council suggestion		
Horning	Parkland Crescent	Consent	New	Parish council suggestion		
Horning	Petersfield Drive	Prohibited	New	Parish council suggestion		
Horning	Pinewood Drive	Consent	New	Parish council suggestion		
Horning	Ropes Hill	Consent	New	Parish council suggestion		
Horning	Ropes Hill Dyke	Consent	New	Parish council suggestion		
Horning	School Road	Prohibited	New	School vicinity	Parish council suggestion	
Horning	Staithe Close	Consent	New	Parish council suggestion		
Horning	The Avenue	Consent	New	Parish council suggestion		
Horning	The Staithe	Prohibited	New	Parish council suggestion		
Horning	Upper Street	Consent	New	Parish council suggestion		
Horning	Water Works Lane	Consent	New	Parish council suggestion		
Kelling	Salthouse Road	Prohibited	New	School vicinity		
Langham	North Street	Prohibited	New	School vicinity		
Little Snoring	Thursford Road	Prohibited	New	School vicinity		
Ludham	All	Prohibited	New	Parish council suggestion		
Ludham	School Road	Prohibited	New	School vicinity		
Mundesley	Trunch Road	Prohibited	New	School vicinity		
North Walsham	Manor Road	Prohibited	New	School vicinity		
North Walsham	Recreation Road	Prohibited	New	School vicinity		
North	Spenser Avenue	Prohibited	New	School vicinity		

Walsham						
North Walsham	The Stables	Prohibited	New	School vicinity		
North Walsham	All unprohibited streets	Consent	New	Urban centre	Enforcement recommendation	
Northrepps	Church Street	Prohibited	New	School vicinity		
Overstrand	Cromer Road	Prohibited	New	School vicinity	Busy thoroughfare	
Salthouse	Coast Road	Prohibited Consent	New	Narrow main thoroughfare	Councillor suggestion	
Sculthorpe	Creak Road	Prohibited	New	School vicinity		
Sculthorpe	Lancaster Road	Prohibited	New	School vicinity		
Sheringham	Cooper Road	Prohibited	New	School vicinity		
Sheringham	Holt Road	Prohibited	New	School vicinity		
Sheringham	All unprohibited streets	Consent	New	Urban centre	Enforcement recommendation	
Sidestrand	Cromer Road	Prohibited	New	School vicinity	Narrow and busy thoroughfare	
Southrepps	Lower Street	Prohibited	New	School vicinity		
Stalham	Brumstead Road	Prohibited	New	School vicinity	Busy thoroughfare	
Stalham	Old Yarmouth Road	Prohibited	New	School vicinity		
Stibbard	Fulmodeston Road	Prohibited	New	School vicinity	Narrow thoroughfare	Fair competition
Stiffkey	Church Street	Prohibited Consent	New	Narrow main thoroughfare	Councillor suggestion	
Sutton	Church Road	Prohibited	New	School vicinity	Narrow thoroughfare	
Swanton Abbott	Youngmans Lane	Prohibited	New	School vicinity	Narrow thoroughfare	
Walsingham	High Street	Consent	New	Narrow main thoroughfare		
Walsingham	Wells Road	Prohibited	New	School vicinity	Narrow main thoroughfare	
Wells	Market Lane	Prohibited	New	School vicinity		
Wells	Polka Road	Prohibited	New	School vicinity		
Wells	Staithe Street	Prohibited Consent	New	Local business representations	MP support	

Commented [EP1]: Businesses within curtilage

West Raynham	Hollow Lane	Prohibited	New	School vicinity	Narrow thoroughfare	
Weybourne	The Street	Prohibited Consent	New	Narrow main thoroughfare	Councillor suggestion	
Weybourne	Sheringham Road	Prohibited Consent	New	Narrow main thoroughfare	Councillor suggestion	
Worstead	School Road	Prohibited	New	School vicinity		

Justification for designating urban centres as consent streets

Urban centres: Cromer, North Walsham, ~~Fakenham~~Fakenham, and Sheringham are fully designated as consent or prohibited streets, to support a balanced approach to street trading that promotes economic vitality while safeguarding public interests.

These towns have the highest urban centres, defined by visitor traffic and density of population. The following reasons underpin these designations:

1. Economic development and local enterprise

- Urban centres are hubs of commercial activity and footfall, making them ideal locations for street trading.
- Designating these areas as consent streets encourages entrepreneurship and supports local traders, artisans, and small businesses.
- Controlled trading enhances the vibrancy of town centres, attracting visitors and boosting the local economy.

2. Managed public space use

- Consent designation allows the Council to regulate the number, type, and location of traders, ensuring public spaces are used efficiently and safely.
- It helps prevent overcrowding, obstruction, and conflicts between traders, pedestrians, and existing businesses.

3. Fair competition and business protection

- By requiring consent, the Council can assess the impact of proposed trading on nearby rate-paying businesses.

- This ensures fair competition and protects the character and sustainability of established retail areas.

4. Public safety and accessibility

- Consent streets enable the Council to evaluate and mitigate risks related to pedestrian safety, emergency access, and traffic flow.

- Traders must meet specific criteria, including insurance and hygiene standards, which helps maintain public health and safety.

5. Community and aesthetic considerations

- The consent process allows for consultation with residents, businesses, and relevant authorities.

- It ensures that street trading activities align with the town's visual appeal, heritage, and community values.

6. Legal and policy alignment

- Under the Local Government (Miscellaneous Provisions) Act 1982, local authorities have the power to designate streets to control trading.

- The designation aligns with local development plans and Council policies aimed at enhancing town centre environments, specifically E4 of the local plan. The plan defines what is suitable in town centre locations.

By designating urban centres as consent streets, North Norfolk District Council aims to foster a thriving, safe, and well-managed street trading environment that benefits traders, residents, and visitors alike.

House-to-house collection policy

1. What is a house-to-house collection?

A house-to-house collection is when someone goes door-to-door or visits public places (like pubs) to ask for donations. This can include:

- Money (in sealed tins or envelopes)
- Goods (like clothes, books, or household items)
- Sign-ups for regular donations (e.g. direct debits)

These collections are usually for charitable purposes.

2. Do I need a licence?

Yes. You must apply for a licence from North Norfolk District Council unless you have a national exemption certificate from the Charity Commission.

Collecting without a licence is a criminal offence under the House-to-House Collections Act 1939 and the House-to-House Collections Regulations 1947.

3. Who can apply?

Anyone organising a charitable collection can apply. You must:

- Be over 18
- Be a fit and proper person
- Provide full details of the charity and collection plans

4. How to apply

You'll need to submit:

- A completed application form
- A signed declaration
- Details of the charity or cause

- Dates and locations of the collection
- Evidence of how donations will be used

There is **no fee** for the licence.

5. What happens after you apply?

If approved, you'll receive:

- A permit
- A certificate to request official badges and ID cards from HM Stationery Office

You must display these when collecting. It is an offence not to do so.

6. Collection rules

- Collectors must be **over 16**
- Must wear a badge and carry a certificate of authority
- Use sealed and numbered collection boxes
- Do **not** collect at homes with "No Cold Calling" signs or in designated No Calling Zones

7. After the collection

You must submit a returns form within one month showing:

- Total amount collected
- Any expenses
- Amount given to the charity

This form must be signed by a responsible person and may need to be audited.

8. Enforcement

You may face enforcement action if:

- You collect without a licence
- You fail to follow the rules
- Complaints are received about your conduct

Penalties can include fines or imprisonment.

All forms and further information about house to house collections in North Norfolk can be found on the Council website: [Home | General Information - House to House Collections](#) or requested from the Licensing team.

Licensing team

Contact Us

For applications, forms, or advice, contact:

Tel. 01263 516189

Email licensing@north-norfolk.gov.uk

[Apply online](#)

Charitable collections policy

1. Introduction

This policy outlines the rules and procedures for charitable collections in public spaces and door-to-door within North Norfolk. It ensures collections are lawful, transparent, and respectful of residents.

2. Legal framework

Charitable collections are regulated under:

- **House to House Collections Act 1939**
- **House to House Collections Regulations 1947**
- **Charitable Collections (Transitional Provisions) Order 1974**
- **Consumer Protection from Unfair Trading Regulations 2008**
- **EU Services Directive** (no restriction on number of charities collecting per day)

3. Types of collections

- **Street Collections:** In public places such as streets, parks, and shopping areas.
- **House-to-House Collections:** Door-to-door or in venues like pubs, collecting money or goods.

4. Licence requirements

A licence is required for all charitable collections unless the organiser holds a national exemption certificate from the Charity Commission.

Applications must include:

- Completed application form
- Declaration of charitable purpose

- Proposed dates and locations
- Details of the charity and intended use of funds

Note: Incomplete applications will be returned. The council aims to process applications within **7 days** of receiving a complete submission.

5. Collector requirements

- Must be **over 16 years old**
- Must wear a **badge** and carry a **certificate of authority**
- Must use **sealed and numbered collection boxes**
- Must **not collect** at properties with “No Cold Calling” signs or in designated **No Calling Zones**

6. Conduct during collections

- Collectors must be polite, respectful, and avoid pressuring residents.
- Collections must not obstruct public pathways or cause nuisance.
- Collections must not be made during unsociable hours (e.g. before 9am or after 8pm).

7. Post-collection reporting

Within **one month** of the collection, organisers must submit a **returns form** detailing:

- Total amount collected
- Expenses incurred
- Net amount donated to the charity

Returns must be signed by a responsible person and may require independent audit. The council may also request evidence of bank deposits.

8. Transparency measures

To improve public trust, the council **recommends**:

- Publishing collection results in a local newspaper or online
- Providing a summary of how funds were used

9. Enforcement

Failure to comply with this policy may result in:

- Refusal of future applications
- Licence revocation
- Legal action under relevant legislation

All forms and further information about charitable collections in North Norfolk can be found on the Council website: [Home | Street collections](#) or requested from the Licensing team.

Licensing team

Contact Us

For applications, forms, or advice, contact:

Tel. 01263 516189

Email licensing@north-norfolk.gov.uk

[Apply online](#)

Appendix A - Sample trading conditions

Street Trading Consent conditions

1. Consent validity

- Consent is non-transferable and valid only for the named trader, location, and dates specified.

2. Trading hours

- Permitted between **5:00 AM and 11:00 PM**, unless otherwise stated in Trading Consent.

3. Location & setup

- Trading must occur only at the approved location.
- Stall/vehicle must not obstruct the highway or pedestrian access.
- Setup must be safe, clean, and well-maintained.

4. Goods & services

- Only goods/services listed in the application may be sold.
- No alcohol or age-restricted items without appropriate licences.

5. Conduct

- Traders must behave respectfully and avoid aggressive sales tactics.
- No amplified music or shouting to attract customers.

6. Waste & cleanliness

- Area must be kept clean and free of litter.
- Waste must be removed daily and disposed of responsibly.

7. Insurance & documentation

- Valid **public liability insurance** (min. £5 million) must be held.
- Food traders must comply with hygiene regulations and be registered with Environmental Health.

8. Safety & compliance

- Traders must comply with all relevant laws, including health & safety, planning, and food hygiene.
- Generators must be quiet and safely operated.

9. Authority directions

- Traders must follow instructions from Council officers, Police, or Highways Authority.

10. Revocation & enforcement

- Breach of any condition may result in **revocation of consent** or **legal action**.

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