

Council



Please contact: Democratic Services

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

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9th December 2025

A meeting of the **Council** of North Norfolk District Council will be held in the Council Chamber - Council Offices on **Wednesday, 17 December 2025 at 6.00 pm.**

At the discretion of the Chair, 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. This meeting is livestreamed: [NNDC eDemocracy - YouTube](#)

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

Emma Denny
Democratic Services & 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 - 8

To confirm the minutes of the meeting of the Council held on 19 November 2025.

3. TO RECEIVE DECLARATIONS OF INTERESTS FROM MEMBERS

9 - 14

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

4. ITEMS OF URGENT BUSINESS

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

5. CHAIRMAN'S COMMUNICATIONS

To receive the Chairman's communications, if any.

6. LEADER'S ANNOUNCEMENTS

7. PUBLIC QUESTIONS AND STATEMENTS

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

8. PETITIONS

The following petition was submitted to the Council on 2nd December 2025:

'Save Sheringham's Historic Bus Shelter'.

Signatures have not been validated as it is a 'live' issue and the petition remains open. At time of publication, the number of signatories stood at 3,780. The threshold for reporting to Full Council is 1500.

The Council's Petition Scheme can be found here: [Microsoft Word - Petitions Model Scheme.doc - updated.doc](#)

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

To approve the recommendation from the Overview & Scrutiny Committee to appoint a representative to the Norfolk Health Overview & Scrutiny Committee.

To receive any other nominations for appointments from the Group Leaders.

10. PORTFOLIO REPORTS

15 - 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 J Boyle – Housing & People Services

Cllr A Brown – Planning & Enforcement

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)

11. RECOMMENDATIONS FROM CABINET 01 DECEMBER 2025

89 - 212

Please note that due to the size of the documents, appendices 2,3,5,6 & 7 to the Local Plan (Cabinet Agenda Item 12 below) are available in the Document Library: [Home | Library folder - Local Plan 2024 - 2040 Appendices](#)

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

Cabinet 01 December:

1. Agenda item 9: Car Park Fees & Charges

Recommendation to Council:

To consider the various options discussed within the report and approve the

Officer recommendations below:

- Option 1 & Option 6: increase car parking fees and season ticket fees in line with CPI inflation of 3.8%.

- For the Asset Management Officer in consultation with the s151 Officer to proceed with the Consultation in relation to the Off Street Parking Places Order.

2. Agenda Item 10: Fees & Charges 2026-2027

The Overview & Scrutiny Committee supported the recommendations at the meeting held on 12th November – but requested that in future, ‘Cabinet should be mindful of the inconvenience for cash users caused by using small change such as 5 pence coins’

Recommendation to Council:

To approve:

- The fees and charges from 1st April 2026 as included in Appendix A.
- That delegated authority be given to the Section 151 Officer, in consultation with the Portfolio Holder for Finance and relevant Directors/Assistant Director to agree the fees and charges not included within Appendix A as required (outlined within the report).

The Overview & Scrutiny Committee supported the recommendations at the meeting held on 12th November

3. Agenda Item 11: Council Tax Discounts & Premiums Determinations 2026 -2-27

Recommendations to Council:

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

- 1) The discounts for the year 2026-27 and beyond are set at the levels indicated in the table at paragraph 3.1.
- 2) To continue to award a local discount of 100% in 2026-27 for eligible cases of hardship under Section 13A of the Local Government Finance Act 1992 (as amended) and that the Revenues Manager has delegated authority to make Discretionary Reductions under the Hardship Policy up to the value of £4k as indicated in the associated policy in Appendix B.
- 3) That an exception to the empty property levy charges may continue to be made by the Revenues Manager in the circumstances laid out in section 4.2 of this report.
- 4) The long-term empty-property premiums for the year 2026-27 (subject to the empty premium exceptions shown in Appendix C) are set at the levels indicated in the table at paragraph 4.2
- 5) To continue to award a local discount of 100% in 2026-27 for eligible cases of care leavers under Section 13A of the Local Government Finance Act 1992 (as amended).
- 6) Those dwellings that are specifically identified under regulation 6 of the Council Tax (Prescribed Classes of Dwellings) (England)

Regulations 2003 will retain the 50% discount as set out in paragraph 2.1 of this report.

- 7) Those dwellings described or geographically defined at Appendix A which in the reasonable opinion of the Revenues Manager are judged not to be structurally capable of occupation all year round and were built before the restrictions of seasonal usage were introduced by the Town and Country Planning Act 1947, will be entitled to a 35% discount.
- 8) A new second homes premium of 100% as detailed in paragraph 4.3 (subject to the second home premium exceptions shown in Appendix C) continues to be applied in 2026-27.

This report will be considered by the Overview & Scrutiny Committee at the meeting on 10th December – The Chair will provide a verbal update at the Full Council meeting.

4. Agenda Item 12: Adoption of the North Norfolk Local Plan

Recommendation to Council:

- 1) To note the outcome of the Inspector's Report into the examination of the North Norfolk Local Plan, dated 31 October 2025 (Appendix 1 & 2);
- 2) To **adopt** the modified Local Plan which incorporates the Main Modifications as the appropriate basis for the future planning of the whole District (Appendix 3);
- 3) To notes that all policies of the North Norfolk Core Strategy 2008 and the Site Allocations; Development Plan Document 2011 (the current Local Plan) will be superseded by the new Local Plan upon adoption. This is subject to the provisions of paragraph 9.3 of this report that: 'Upon adoption there is a six-week window under section 113 of the Planning and Compulsory Purchase Act 2004 during which an aggrieved party can challenge the decision to adopt a Local Plan on legal and procedural grounds'
- 4) To note that Cabinet has delegated authority to the Assistant Director for Planning to publish the Adoption Statement and accompanying documents, making the North Norfolk Local Plan part of the Adopted Development Plan for North Norfolk;
- 5) To note that Cabinet has delegated authority to the Planning Policy Manager to make any further necessary non-material modifications and any further updates to the Policies Map as required.

12. RECOMMENDATIONS FROM THE OVERVIEW & SCRUTINY COMMITTEE 10 DECEMBER 2025

The Overview & Scrutiny Committee meeting took place after the Full Council agenda was published. The Chair will provide a verbal update at the meeting outlining any recommendations to Full Council.

13. PROGRAMME OF MEETINGS 2026-2027

213 - 218

Executive Summary	A draft programme of meetings for the municipal year 2026 - 2027 has been prepared. This is an annual report that is
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	presented to Full Council for approval, prior to being published on the Council's website.
Options considered	There is a statutory requirement for the Council to publish a programme of meetings. No alternative options are available.
Consultation(s)	<ul style="list-style-type: none"> • Relevant organisations where formal meetings of the Council may conflict with external scheduled meetings. These include Norfolk County Council and the Internal Drainage Boards. • Corporate Leadership Team • Management Team • Members
Recommendations	That Full Council approves the Programme of Meetings for 2026-2027
Reasons for recommendations	The programme of meetings informs officers, members and the public of scheduled committee meetings in the forthcoming municipal year.
Background papers	N/A

Wards affected	All
Cabinet member(s)	Cllr T Adams, Leader
Contact Officer	Emma Denny, Democratic Services & Governance Emma.denny@north-norfolk.gov.uk

14. PIER SUBSTRUCTURE WORKS

219 - 224

Executive Summary	<p>Cromer Pier is an iconic structure within North Norfolk and a significant attraction for many thousands of visitors every year. It is a Grade 2 listed structure which was constructed in 1901. It is set in an extremely harsh environment and these factors combine to require a significant and ongoing maintenance regime.</p> <p>Part of the maintenance regime for the pier includes annual structural surveys to identify remedial works with a more detailed survey undertaken every five years.</p> <p>This report summarises the results of the latest detailed survey, which has been undertaken by the Hemsley Orrell Partnership (HOP). This survey identified a number of high priority works to be completed, alongside medium term works, and low risk works.</p> <p>This report seeks approval for capital funding to undertake the high priority essential substructure repair and reinforcement works to Cromer Pier during the 2025/26 financial year, during January & February 2025. The report summarises the structural condition findings, options for</p>
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	addressing the issues, and the financial implications for the Council.
Options considered	<p><u>Option 1</u> To add a capital budget of £250k in-year for this project. This would allow all high-priority defects to be addressed during a period of reduced footfall and reduced operational activity on the pier.</p> <p><u>Option 2</u> Not to allocate a capital budget at this time. This would delay the completion of high-priority works and may increase the likelihood that repairs need to be undertaken during periods of higher visitor activity. This option is not recommended, as deferral would increase operational and financial risks to the Council.</p>
Consultation(s)	Cllr Lucy Shires - Portfolio Holder for Finance, Estates & Property Services
Recommendations	<p><u>Recommendation 1</u> That Council approves a budget of £250k to be added to the 2025/26 capital programme, funded by borrowing, to allow the commencement of urgent high-priority substructure works to Cromer Pier.</p> <p><u>Recommendation 2</u> That delegated authority is granted to the Assets and Property Programme Manager, in consultation with the S151 Officer, to award a contract for the delivery of the works up to the approved budget.</p>
Reasons for recommendations	To allow necessary capital works to proceed in a timely manner.
Background papers	Appendix A: Pier Schedule of works

Wards affected	All
Cabinet member(s)	Cllr Lucy Shires
Contact Officer	Daniel King Daniel.King@North-Norfolk.gov.uk

15. QUESTIONS RECEIVED FROM MEMBERS

None Received.

16. OPPOSITION BUSINESS

None Received.

17. NOTICE(S) OF MOTION

None Received.

18. EXCLUSION OF PRESS AND PUBLIC

225 - 226

To pass the following resolution:

“That under Section 100A(4) of the Local Government Act 1972 the press and public be excluded from the meeting for the following item(s) of business on the grounds that information relating to Appendix A involves the likely disclosure of exempt information as defined in paragraph 3, Part 1 of schedule 12A (as amended) to the Local Government Act 1972.

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

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

The information is commercially sensitive, relating to itemised pricing and lease negotiations. Releasing this information would be likely to prejudice the Council in obtaining best value, in the interests of council tax payers, and would reveal commercially sensitive pricing information of a third party.

19. PRIVATE BUSINESS

COUNCIL

Minutes of the meeting of the Council held on Wednesday, 19 November 2025 in the Council Chamber - Council Offices at 6.00 pm

Members Present:

Cllr P Bailey	Cllr M Batey
Cllr D Birch	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 V Holliday	Cllr K Leith
Cllr R Macdonald	Cllr G Mancini-Boyle
Cllr P Neatherway	Cllr L Paterson
Cllr S Penfold	Cllr P Porter
Cllr C Ringer	Cllr C Rouse
Cllr L Shires	Cllr M Taylor
Cllr J Toye	Cllr K Toye
Cllr A Varley	Cllr L Vickers

Also in attendance: The public.

60 APOLOGIES FOR ABSENCE

Apologies were received from Cllr T Adams, Cllr K Bayes, Cllr H Blathwayt, Cllr M Hankins, Cllr C Heinink, Cllr P Heinrich, Cllr N Housden, Cllr J Punchard, Cllr E Tooke and Cllr L Withington.

61 MINUTES

The minutes of the meeting of Full Council held on 24 September 2025 were agreed as a correct record, subject to the correction of a typing error.

62 ITEMS OF URGENT BUSINESS

63 TO RECEIVE DECLARATIONS OF INTERESTS FROM MEMBERS

64 CHAIRMAN'S COMMUNICATIONS

The Chair and Vice-Chair had attended the following civic events:

4th October – 901 Troop Marine Cadets Trafalgar Night Mess Dinner
12th October – High Sheriff of Norfolk's Justice Service
16th October – YMCA Norfolk Annual Celebration
21st October – Mayor of Kings Lynn Charity Trafalgar Supper
9th November – Remembrance Day Service at Wells Next the Sea
11th November – Armistice Day at the Poppy Sculpture, NNDC Council Offices

The Chair then spoke about the recent passing of former councillor, Joyce Trett, who had served as Chair of the Council from 2006 – 2007. He said that she had been dedicated to public service and would be sorely missed.

65 PUBLIC QUESTIONS AND STATEMENTS

None received.

66 LEADER'S ANNOUNCEMENTS

In the absence of the Leader, the Chairman invited the Deputy Leader, Cllr W Fredericks, to speak. She began by saying that she had recently attended the Christmas Show on Cromer Pier and she encouraged everyone to go.

Cllr Fredericks then said that preparations for the 2026/2027 Budget were underway and the financial settlement from central Government was still awaited. She then spoke about recent requests to support the horse racing industry in the district and said that the Council opposed harmonising betting duty with remote gaming duty as it would harm Fakenham race course and was asking Government to focus on high harm online casino gaming instead.

The public consultation on Local Government Reorganisation (LGR) had been announced. It would run until 11th January 2026 and the link would be shared on the Council's website. The Council would be encouraging its partners, including statutory bodies, stakeholders and town and parish councils to respond.

Cllr Fredericks then asked the Chief Executive to provide a further update on the LGR process. He explained that the statutory consultation had been launched on the proposals for the six devolution 'priority areas'. He explained that the Government would be inviting statutory consultees to respond but that town and parish councils and the public were also able to provide comments via the link that was available on the NNDC website. The Council, together with six other District Councils across Norfolk, continued to support the three unitary model based on the principles of 'people, place and progress'. All the information relating to this proposal could be found online at [Future Norfolk - Future Norfolk](#). He added that NNDC would convene a Special Meeting of Cabinet to agree the Council's formal response to the consultation at a date to be confirmed.

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

Cllr Fredericks said that she was standing down from Cabinet and as Deputy Leader, with immediate effect. Cllr J Boyle would be joining Cabinet and would take on the Housing & People Services Portfolio. She wished her all the best.

Moving onto other appointments, it was proposed by Cllr W Fredericks, seconded by Cllr J Boyle and

RESOLVED to appoint:

Cllr M Gray as Vice-Chair of the Overview & Scrutiny Committee.

Cllr Fredericks then informed members that Cllr K Leith would replace Cllr J Boyle on the Overview and Scrutiny Committee.

Cllr C Cushing said that he wished to make a couple of changes to substitute appointments to committees and he would notify the Democratic Services & Governance Manager in writing of these. He added that wished Cllr Boyle every

success in her new role on Cabinet and commended Cllr Fredericks for her passion and commitment to the Housing Portfolio.

68 PORTFOLIO REPORTS

The Chair invited members to ask questions. He reminded them that it was not a debate and that the session was limited to 30 minutes.

Cllr G Mancini-Boyle asked Cllr A Varley, Portfolio Holder for Climate Change & Net Zero, if he was prepared to admit that the Council would not be able to achieve Net Zero by 2030 – as originally pledged. Cllr Varley replied that the current administration had done a huge amount to achieve Net Zero. He referred to the Conservative-led County Council which had never declared a climate emergency and said that he would urge opposition colleagues to encourage their county council counterparts to do so. He strongly rebutted the assertion that the Administration was ‘virtue signalling’ and gave the examples of millions of pounds of warm homes funding distributed to residents, the installation of solar panels on NNDC buildings, including leisure centres and the provision of astute eco advice to businesses to assist them in reducing their carbon footprint. Cllr Mancini-Boyle replied that he would like a response as to whether Cllr Varley believed that Net Zero would be achieved by 2030. He went on to say that the Council’s waste collection service produced carbon emissions and would continue to do so until they were able to operate with Hydrogenated Vegetable Oil (HVO). He believed that the Council was not investing in the right projects to show demonstrate that it was seriously committed to achieving Net Zero. Cllr Varley said that he had already provided an answer.

Cllr R Macdonald asked Cllr C Ringer, Portfolio Holder for IT, Waste and Environmental Services, about the reference to environmental crime in his portfolio report (page 53) and asked for more information on these figures as they indicated that levels had doubled in the last six months. Cllr Ringer replied that an increase in figures was not always a bad thing. In this case it showed that efforts to ensure compliance was working. He added that the recently introduced booking system at recycling centres may have exacerbated fly-tipping.

Cllr V Holliday asked Cllr L Shires, Portfolio Holder for Finance, Estates & Assets, about recent findings from Box Power, a not-for-profit energy consultancy, NNDC overpaid for electricity by 9 pence per kilowatt hour (KH) compared to the best performing councils. NNDC was paying 31.5p per KH compared to 22.2 pence at the best performing council. She asked how much could have been saved annually, had NNDC obtained a better deal and how soon contracts could be renegotiated. Cllr Shires thanked her for her question and bringing the matter to her attention. She said that she would look into it and provide an answer, adding that she would be like to meet with Cllr Holliday to discuss it further, rather than simply providing a written response.

Cllr M Gray asked Cllr C Ringer if he would join him in thanking the Council’s Civil Contingency Team in keeping the public safe at this time of year, especially with extreme weather events and the ongoing challenge of rising sea levels. Cllr Ringer agreed and added that he also wished to thank other agencies too such as the volunteer flood wardens. They constantly had to adapt to new challenges as well as ongoing issues.

Cllr L Paterson asked Cllr A Varley about the Net Zero target date of 2030. He was supporting of reducing emissions but was concerned about the cost and asked

about the return on investment to achieve Net Zero. He added that technologies were getting cheaper over time and wondered if it was always the best approach to move quickly. Cllr Varley replied that regarding the financial aspect, projects and initiatives were always factored into budgets. He went on to say that the use of HVO would decrease emissions by more than half but the financial implications of making such a switch needed to be considered. He concluded by saying that the Council was sticking to its 2030 target and acknowledged that it would become increasingly challenging as the journey progressed. He said that if any members had ideas for any initiatives to share them.

Cllr T FitzPatrick asked Cllr Varley about the 110k tree planting project. He said that this was the first and easiest step on the Net Zero journey. He said that young tree survival was crucial to the long-term success of the project and he asked how many of the trees that had been planted had survived and whether ongoing survival was tracked. Cllr Varley said that the tree planting project had been hugely successful thanks to his predecessor, Cllr N Lloyd. He went on to say that following the planting, it was down to private landowners and community groups to ensure that the trees thrived, with knowledge imparted by NNDC. Cllr FitzPatrick pushed for a figure on how many had survived and Cllr Varley replied that it was not possible to ascertain this information as most of the planting was on private land.

Cllr S Butikofer asked Cllr J Toye, Portfolio Holder for Sustainable Growth, about the reference in his portfolio report on business activity in the district's towns and asked what more could be done to support businesses in rural areas. Cllr Toye replied that 80% of North Norfolk businesses had 10 or fewer employees and the Council worked hard to signpost them to the website for support and information as well as signing up to the newsletter so that they can be contacted and engaged with.

Cllr A Fitch-Tillett asked Cllr L Shires about the decision to remove the provision of parking permits on the promenade for the Cromer Lifeboat crew and the impact of this, as they would now have to park a considerable distance away. Cllr Shires replied that this was not a true account of the situation and said that she would be happy to meet with the person who had informed Cllr Fitch-Tillett of this and discuss the matter further.

Cllr A Fletcher asked Cllr W Fredericks about the 'Better off' calculator, referred to on page 35 of her portfolio report. Cllr Fredericks replied that it was now live on the Council's website and it was better than most other online calculators. She asked members to spread the word.

Cllr C Cushing asked Cllr Fredericks about the process for re-registration of people on the Housing Register, as referred to in her portfolio report, was up to date and asked whether there was an update to the figure in the report and also, what precautions were being taken to ensure that no one was inadvertently left off the list. Cllr Fredericks replied that there was no update as yet as the process was ongoing. She said that when the Council had not heard from someone, they took a proactive approach and tried to contact them to check that they were actively looking for a home. They would also enquire about their circumstances and if necessary, refer them to the Council's Financial Inclusion team for additional support. She added that Cllr Boyle would provide an update in December.

Cllr K Toye asked Cllr Fredericks if the Severe Weather Emergency Protocol (SWEP) had been activated due to the recent cold weather. Cllr Fredericks replied that Council staff actively sought out any rough sleepers if the temperature dropped below zero and offered them blankets and hot food.

Cllr L Vickers asked Cllr Ringer about the reference in his portfolio holder report to the introduction of a food waste collection service in the latter half of 2025 and asked whether this was achievable given the very short deadline. Cllr Ringer said that was a typing error and it was the end of 2026 not 2025. He said that Council officers were working very hard to achieve this date. Food waste caddies had been ordered and should be received in mid-2026. Cllr Vickers asked that her thanks were passed onto the Environmental Services Team, which had been very helpful in addressing residents' concerns in Fakenham recently.

Cllr P Neatherway said that he wanted to thank the Council's waste collection service for resolving several recent issues in Knapton and the surrounding area. He asked Cllr Ringer if there was an update on the situation, as he understood the problems were caused by a waste vehicle. Cllr Ringer said that normal service had already resumed. There had been a couple of breakdowns recently but the crew always worked hard to catch up when issues arose.

69 RECOMMENDATIONS FROM CABINET 03 NOVEMBER 2025

Cabinet 3rd November 2025:

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

The Chair invited Cllr L Shires, Portfolio Holder for Finances, Estates & Assets, to introduce this item.

Cllr Shires began by thanking the Overview & Scrutiny Committee for their full discussion at their meeting.

She then provided a brief update on the current budget position. When the outturn report was presented to Council last year, the surplus was put into the General Reserve for future unseen deficits. This year, there was a surplus predicted at Period 6 and in line with this, the additional income from second homes council tax would be put into a reserve to assist with any overspends in the housing and temporary accommodation budget. All of this was to prepare for the next round of Government funding and it was hoped that the settlement announcement would be favourable but it was possible that it would be similar to last year which had proved to be disappointing and very challenging to deal with. She said that the recent publication of the deprivation indexes, which indicated areas of deprivation in the district would influence the Government this time. Her second unknown related to Business Rates. To date there had been no indication from central government regarding this, adding to the uncertainty. Finally, there was additional uncertainty around food waste costs and the funding package that would come with it. She asked Cllr Ringer to provide an update on this.

Cllr Ringer said that in March 2025, when Full Council had considered the funding for waste vehicles and caddies, it was apparent that the costs had been underestimated by about a third. New burdens funding was anticipated for the actual operation of the service but there was a good chance that the Government would undervalue this too.

The Chair invited members to speak:

Cllr C Cushing referred to the Fair Funding Review and said that concerns had been raised that central government would take money away from rural areas and give it

to metropolitan areas, and he asked if Cllr Shires had any idea of the settlement that the Council was hoping to get and, if was not forthcoming, what contingency plans were there to make up the shortfall. Cllr Shires replied that it was a real concern across Norfolk and she said that she was hopeful of enough funding to achieve the ambitions of the Council but did not feel comfortable putting a figure on it at this time. She hoped that the Government had heard the concerns of district councils and would act accordingly. She went onto say that there were concerns about contingency plans if the funding was not sufficient. Difficult decisions were taken last year to ensure that a balanced budget was set and some of the reserves that had been established had not been fully utilised and would need to be reviewed, alongside wider savings. She was hoping that there would be some money to set aside this time but her biggest concern at the moment was the costs relating to food waste collection and this could lead to an unstable financial situation.

The Chair moved to the vote and it was

RESOLVED

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

One member abstained.

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

The Chair invited Cllr A Varley, Portfolio Holder for Climate Change & Net Zero, to introduce this item. He outlined the proposals and provided details of the supporting documents, saying that they had been developed following workshops with staff and members. He added that Cabinet and Overview & Scrutiny Committee had considered the report in depth and were supportive of the recommendations.

Cllr V Holliday said that she had asked about the carbon footprint of tourism at the Overview & Scrutiny Committee meeting and she now sought clarification as to whether the transport component included private travel to Norfolk as well as within Norfolk of the 9 million visitors a year. Cllr Varley said that he would provide a written response.

Cllr J Toye said that he wanted to ask members to think about the cost of not supporting these proposals.

The Chair put the proposals to the vote and it was

RESOLVED

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

Seven members abstained.

70 RECOMMENDATIONS FROM THE OVERVIEW & SCRUTINY COMMITTEE 15 OCTOBER & 12 NOVEMBER 2025

The Chair of the Overview & Scrutiny Committee, Cllr V Holliday, introduced this

item. She outlined the recommendations from the Committee's Annual Report 2023-2025 and thanked Cllr N Dixon who had chaired the committee during this period.

She explained that there had been five Scrutiny Officers supporting the committee during the period covered by the report and this was the reason for recommending some additional training. She added that further work was being undertaken to ascertain how many recommendations were made to Cabinet and their response and this information would be shared in due course.

Cllr S Butikofer commented that she was disappointed not to receive an invitation to the meeting which the Police & Crime Commissioner had attended. As the Council's representative on the Police & Crime Panel, she felt that it would have been useful to have been there.

It was proposed by Cllr V Holliday, seconded by Cllr J Toye and

RESOLVED

To receive the report, affirm the work of the Overview & Scrutiny Committee, and acknowledge the concerns highlighted in the 'key issues' section of the report.

71 RECOMMENDATIONS FROM THE LICENSING (REGULATORY) COMMITTEE 22 OCTOBER 2025

Cllr C Ringer, Portfolio Holder for Environmental Services (Licensing), introduced this item. He thanked the Licensing team for their hard work and proposed the recommendations.

Cllr D Birch, Chair of the Licensing Committee, said that street trading was very important to the district and a key component of the tourism offer.

It was proposed by Cllr C Ringer, seconded by Cllr D Birch and

RESOLVED

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

72 QUESTIONS RECEIVED FROM MEMBERS

None

73 OPPOSITION BUSINESS

None.

74 NOTICE(S) OF MOTION

None.

75 EXCLUSION OF PRESS AND PUBLIC

76 PRIVATE BUSINESS

The meeting ended at 7.04 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

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

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

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

Table 2: Other Registrable Interests

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

17 December 2025

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

For the period November to December 2025

1 Progress on Portfolio Matters.

Communications

Another strong month on NNDC social media platforms saw engagement continue to grow, and followers increase.

Considerable work around the EFRA committee and evidence submitted by Coastwise, including creating bespoke on the day content following the team for our platforms, along with managing some adverse press coverage.

Collaborated across the Three Unitary Authority comms group to support public engagement around the Government consultation stage of LGR and responded to media requests around Future Norfolk proposals.

Further messaging around the Overstrand knotweed project with new info boards and signage updated and installed.

Delivered fresh content on Flash rebuild project developments including a video of the initial demolition stage.

Supported officers with content around primate licensing, refuse collections, Remembrance Day, housing allocations, local plan, Holt Country Park, dog breeder enforcement activity, protected tree enforcement action and White Ribbon Day.

Relaunched the Comms Page on the Intranet with an updated look and new social media policy.

Supported the Norfolk Screen sector with commercial filming opportunities and facilitating Norfolk students with first productions.

Legal

Legal support to Coastwise continuing and progressing matters.

Continuing to support the wider council to fulfil its statutory responsibilities under Freedom of Information and Data Protection legislation.

Performance for responding to statutory requests for information at 97%.

Secured conviction against an individual for unlawful removal of significant number of protected trees in East Runton.

Various legal actions underway in relation to recovering significant or longstanding debts totally in the region of £100,000 via insolvency proceedings and forced sale of properties.

Determined two asset of community value applications - Benjamin Court and Weybourne Methodist Chapel – both of which were successful.

Negotiated Land Registry licence agreement.

Negotiating funding and options agreements to support more affordable housing in the area.

Advising on domestic food waste arrangements.

Advising/supporting the Flash project.

Various longstanding property actions have reached or close to reaching a conclusion.

Elections

The Revised Electoral Register was published on 1st December after the completion of the annual canvass, 92% return rate achieved.

The postal vote renewal programme continues with almost 75% having renewed or updated their voting method preference. We still have until 31st January 2026 before any non-responders have their postal vote removed. The Elections team have gone above and beyond the legislated requirement in terms of the numbers of contacts made with postal voters and there is no plan to send any further communications out at a cost to the Authority.

Work has also been completed in relation to potential ward/division boundaries for the North Norfolk area in terms of elections to a shadow authority as part of LGR.

Human Resources

We are pleased to welcome a new HR advisor to the team following a vacancy arising in September 2025.

A team of 5 officers from NNDC attended the Tri Sector Challenge in mid-November, the event took place at Chelmsford Racecourse, requiring those attending to assume roles in a fictitious Council, feedback from those attending has been positive in terms of personal development.

2 Forthcoming Activities and Developments.

Elections

Plans for the May 2026 Norfolk County Council Elections are now underway with poll and count staff contacted for their availability to work.

The Government announced on 4th December 2025 that the election of a mayor for Norfolk and Suffolk Strategic Authority proposed for May 2026 will then take place in May 2028, after Local Government Reorganisation has established new unitary authorities within the area.

3 Meetings attended

Meetings attended:

ICB, NCH&C, DTZ Investors, Felbeck Trust, Norfolk Leaders Group, Norfolk Railway Foundation, and numerous internal meetings.

Visits carried out:

Benjamin Court and various Local Government East events and Seminars.

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CABINET MEMBERS REPORT TO COUNCIL

17 December 2025

COUNCILLOR HARRY BLATHWAYT - CABINET MEMBER FOR COAST

For the period November to December 2025

1 Progress on Portfolio Matters.

Coastwise

- Environment & Rural Affairs (EFRA) committee call for evidence: NNDC submitted evidence and the Coastwise Manager was invited to present to the Committee on matters relating to the impacts of our eroding coast, and the activities led by the Council in response to it. The questions were very pertinent, and the discussion well focussed on the matters that are of concern locally. The report of the session is eagerly awaited.
- Multiple events held in November for the formulation of Community Transition Plans. The final presentation of transition plans across all six locations will be complete by mid-December.
- Holiday Park Adaptation Assessment: contract has been awarded and work is underway.
- A project to include 'coastal literacy' information on Electronic Information Points is being developed alongside the Economic Growth team's initiative.

Coastal Works

Overstrand

- Works at the toe of the cliff in Overstrand to help reduce the instability by retaining structures and drainage have been undertaken. This has been coupled with the removal of material that has slipped onto the top of the sea wall. Access to the public along the path is still restricted while the stability of the cliff is monitored and the safety of the path is evaluated.
- The Outline Business Case for funding from the Environment Agency towards the Coastal Management Scheme – to refurbish the sea defences - has been completed and questions responded to.

Repairs and Maintenance

- Post-season inspections of all accesses.
- Repairs to steps and accesses in Sheringham, Mundesley and Overstrand.
- Repairs to Mundesley fisherman hardstand area.
- Repairs to navigation beacons in Overstrand.
- Repairs to revetment in Bacton.

2 Forthcoming Activities and Developments.

Coastwise

- Overstrand water management work will be underway.
- Demolitions of most at risk properties.
- Commencement of Happisburgh Car Park construction

Overstrand

- Trial holes to be dug along Overstrand sea wall to investigate below-beach condition of sheet piles.

Repairs and Maintenance

- Repairs to Cromer sea wall.
- Floodgate inspections.

3 Meetings attended

November 2025	NNDC	Broads Authority	In Person	Virtual	Description
3rd	X		X		Cabinet
3rd		X	X		Presentation Norwich CC Labour group
5th	X		X		Beach Walk Mundesley PC
5th		X		X	National Parks England AGM
6th		X	X		Navigation Committee
7th		X	X		Planning Committee
10th	X		X		Business Planning
11th	X			X	Coastal Forum
13th	X		X		Broads IDB
17th	X		X		Cabinet pre agenda
18th	X		X		Standards Committee
19th		X		X	Broads local Access Forum
20th	X			X	Joint Landscape/Wash Group
21st	X		X		Coastwise Board
25th		X	X		Risk Audit Governance Committee
26th	X			X	Coastwise Catch Up
27th		X	X		CEO interviews
28th		X	X		BA Board

CABINET MEMBERS REPORT TO COUNCIL

November 2025

COUNCILLOR JILL BOYLE - CABINET MEMBER FOR PEOPLE SERVICES

For the period up to 30th November 2025

1 Progress on Portfolio Matters.

Benefits

Caseload (November)

During November, the Council's overall caseload decreased by 67 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 end of 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.

	October	November	Difference
Housing Benefit only	265	247	-18
Housing Benefit & Council Tax Support	2,054	1,970	-84
Council Tax Support	4,707	4,742	+35
Total number of cases	7,026	6,959	-67

Workloads and Speed of Processing Times (November)

The table below illustrates the Council's processing times for October. The local 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 November, the team experienced a higher volume of new claims compared with the previous month while the number of reported changes received in the month decreased.

Speed of Processing performance for Housing Benefit claims improved slightly, while performance for Council Tax Support new claims marginally reduced. The reduction in performance for changes in circumstances is primarily attributable to increased workloads and lower staffing levels during the month.

	Number received in November	NNDC number of days to process (November)
New claims HB	174	4.5
New claims CTS		9.0
Changes in circumstances HB	6,536	12.60
Changes in circumstances CTS		12.50

Financial Inclusion (Pro-active) Delivery Plan

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

Council Tax Support take up campaign	<p>In October, we 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.</p> <p>Where an application has not yet been made, the team are now contacting households by phone to offer support in applying.</p>
Household Support Fund	<p>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/February 2026.</p>

Better Off Calculator	<p>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.</p> <p>Since April 2025, 84 households have used the calculator, with 58 households identified as having unclaimed benefits totaling over £34,300. This includes both households partially claiming benefits and those not claiming any.</p> <p>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.</p> <p>Engagement will be promoted through internal staff training, Council communications, and social media campaigns.</p>
Pension Credit Awareness week	<p>This year's Pension Credit Week of Action ran 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.</p> <p>We also ran a Pension Credit take-up campaign in November where we contacted 92 households who would be eligible to claim but are not yet claiming Pension Credit.</p> <p>https://www.north-norfolk.gov.uk/tasks/benefits/apply-for-pension-credit/</p>
Warms Homes: Local Grant	<p>Norfolk Warm Homes will be receiving around £500k additional funding under the Warm Homes Local Grant. The fund must be spent by 31st March 2026. The Benefits team is supporting the Climate & Environment team in targeting eligible households through data analytics using the Low Income Family Tracker dashboard.</p>

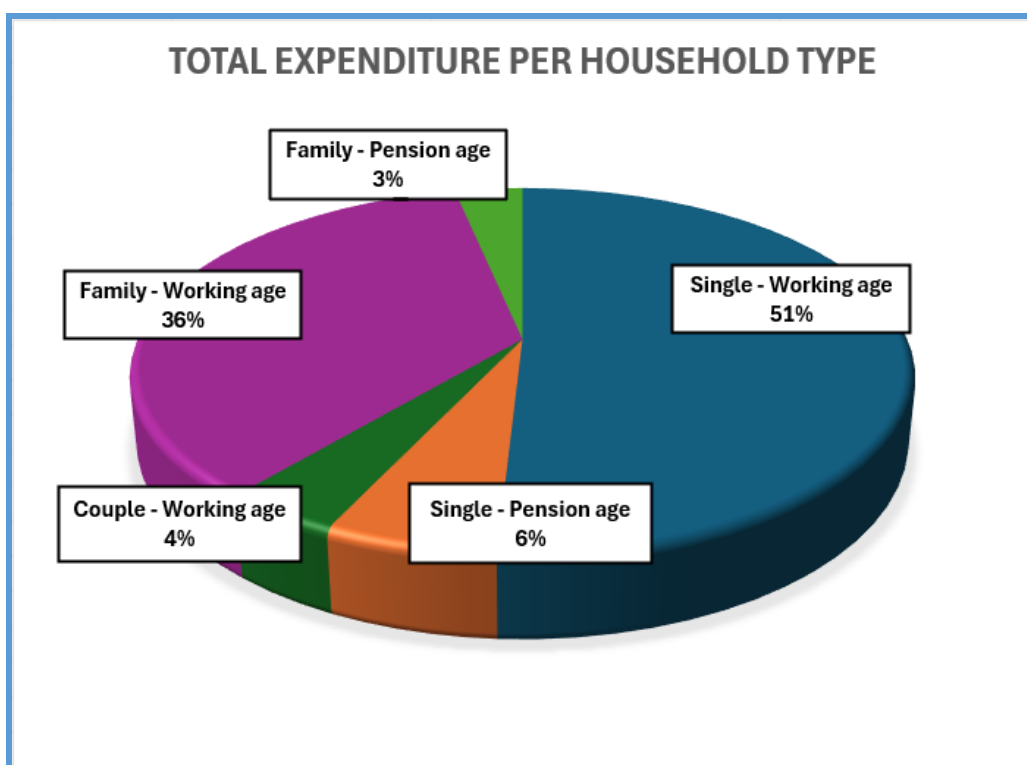
Discretionary Housing Payments

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 30th November 2025 we have spent 72% of our allocation across 82 households.

A breakdown of how the expenditure has been allocated across the 82 households can be seen below.

Household Type	Number of Households paid	Expenditure across households
Single - Working age	42	£ 37,639.03
Single - Pension age	4	£ 4,569.71
Couple - Working age	3	£ 3,051.48
Couple - Pension age	0	£ -
Family - Working age	30	£ 26,261.60
Family - Pension age	3	£ 2,449.76
Totals	82	£ 73,971.58



Housing Options and Homelessness 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 30 November 2025 there were 1,174 households on the housing list with (32%) 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 reduction from previous monthly reporting reflects the changes being introduced next year to the allocations scheme. Further details are covered later in this report.

The tables below highlight the makeup of housing need and the size property that is required by applicants on the housing list.

	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	154	430	82	666		74	3	3	80
2 Bed	81	129	42	252		75	4	11	90
3 Bed	55	35	24	113		38	1	3	42
4 Bed	75	35	12	121		4	0	0	4
5 Bed +	10	8	5	22		0	0	0	0
Total	375	637	165	1174		191	8	17	216

Applicants on the Housing List as of 30 November 2025

Homes let April November 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 40 of the properties let between 01 April to 30 November 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 20 properties (19 general needs and 1 shared ownership) that were let between 01 April to 30 November 2025.

Changes to the Allocation Scheme

A new housing allocations scheme is coming into effect on 12 January 2026.

The new scheme sets out who is eligible to be considered for social housing within North Norfolk, how their housing needs will be assessed, and what priority their application will be given. It also determines how the Your Choice Your Home housing register will work and how social housing will be allocated across the district.

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 able eligible based on the new criteria set out in the Allocation Scheme.

Between the re-registration dates (27th October to 24th November) we had **1,183** people complete the re-registration, of which 167 were initially assessed as no longer being eligible. The main reasons for ineligibility were having no local connection or savings/ income above the threshold.

Applicants who went on to complete the full registration will have their applications assessed in line with the new policy prior to the changes coming into policy changes coming into effect in the new year.

We had 997 people who did not complete the re-registration, and they were contacted and advised that their account was now hibernated, meaning they can no

longer bid or be considered for properties advertised. People who wish to re-activate their application can do so before the 22nd December, after which their account will be cancelled and if they wish to re-join, they will need to complete a brand-new online application form, and their housing priority date (known as the effective date) will be awarded using the date of the new application. As at 30th November 35 applicants had re-activated their application

Additionally, we are now open to new applications which will be assessed under the new Allocation Scheme, meaning applicants will not have full access to the scheme until it goes live in January. We have received over 50 new applications to date.

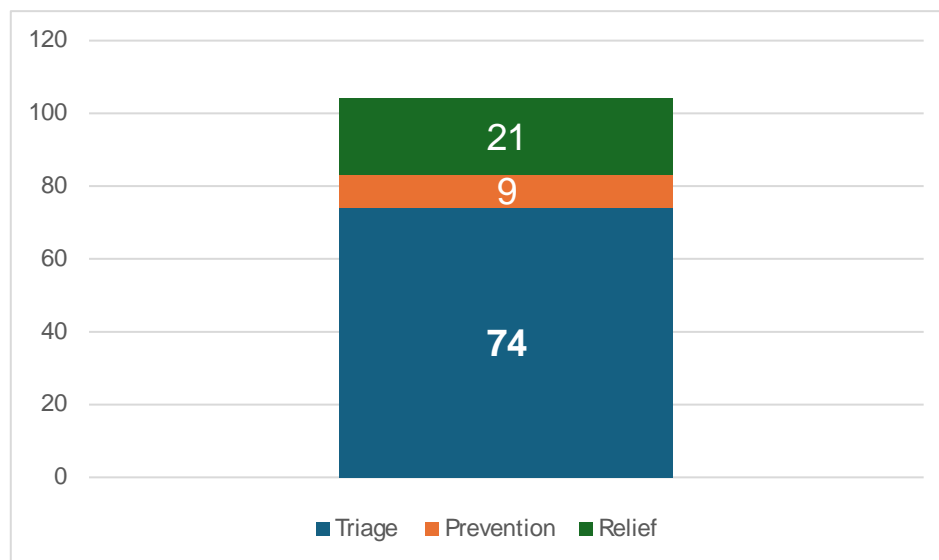
You can read a copy of the new Housing Allocation Scheme [here](#)

Households Assessed and Duty Owed:

When a household becomes homeless, or is 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.

Approaches to the service are lower than previous months and during the month of November 2025 we have opened 104 new cases with 30 households being assessed as owed a statutory duty to prevent or relieve homelessness, of which 70% of households were already homeless.



Assessment of approaches during November 2025

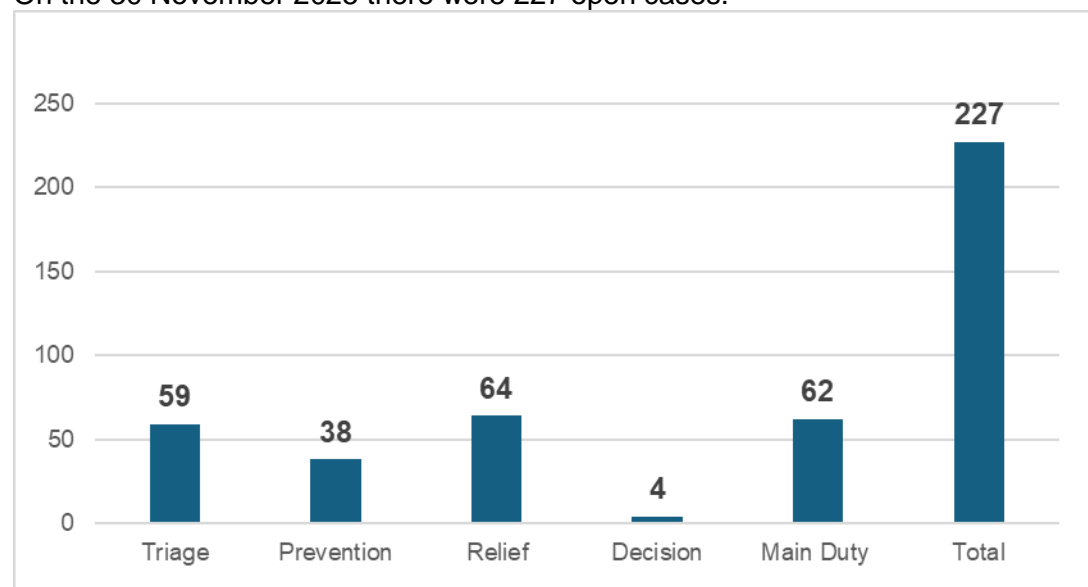
Causes of Homelessness

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

- Family/Friends no longer able to accommodate (33%)
- The loss of a private tenancy (23%)
- Relationship Breakdown (20%)

Open Cases:

On the 30 November 2025 there were 227 open cases.



Open case status as at 30 November 2025.

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 November) 54% (59 households) secured (existing or alternative) accommodation for 6+ months and 30% (33 Households) could not have their homelessness 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 November) 21% (47 households) found secure accommodation and 65% (143 Households) were still homeless.

Outcomes of homelessness main duty assessments

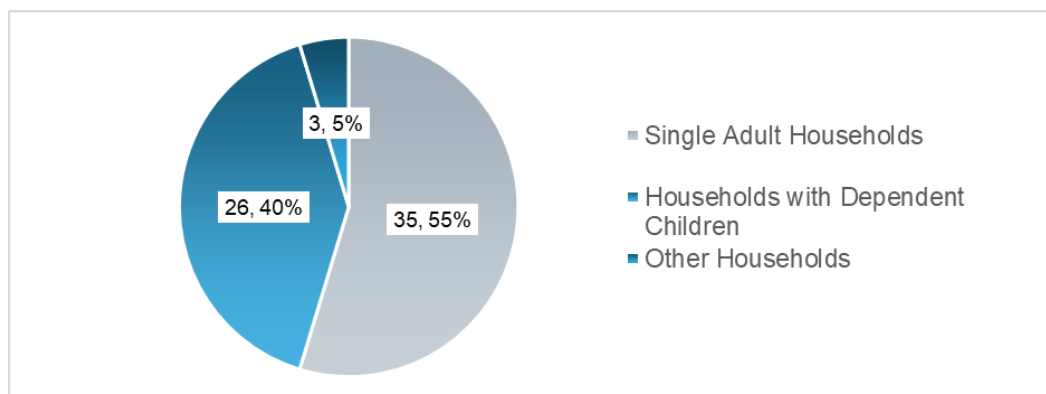
Where a relief duty ended, a main duty was owed in 138 cases. Of these 106 (77%) of applicants were owed the main duty and found to be in priority need and not intentionally homeless.

Where a local authority has accepted a 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 April and November, 98 main duty decisions have been closed with 83 (85%) of applicants securing social housing, 4 (4%) securing private rented accommodation. Other reasons why applications are closed include applicant withdrawing application, becoming intentionally homeless from temporary accommodation or refusing a suitable offer of social housing.

Temporary Accommodation

On the 30 November 2025 there were 64 households in Temporary Accommodation). Households with dependent children made up 40% of placements and included 55 children.



Snapshot of Households in Temporary Accommodation 30 November 2025.

The table below looks at households by temporary accommodation placement type. 30% of households were in temporary accommodation owned by North Norfolk District Council.

Nightly paid, privately managed accommodation (Shared facilities)	21
Nightly paid, privately managed accommodation (Self-contained)	21
Accommodation within NNDC stock	19
Accommodation within registered provider stock	3
Total	64

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

Rough Sleeping

During the month of November (at various points in time) 8 people were reported/verified as sleeping rough in North Norfolk. At the end of the month, 5 people remain sleeping rough in the district.

DAHA Accredited Member since 2024

The Domestic Abuse Housing Alliance (DAHA) first accredited us in October 2024 for our approach to raising awareness about and addressing domestic abuse

DAHA accreditation is the UK benchmark for how housing providers and local Authorities should respond to domestic abuse. It is the only project in the UK offering domestic abuse accreditation for the housing sector.

Once accredited we will retain this status for as long as ongoing monitoring shows that standards are being maintained. Whilst no formal reassessment has taken place, we do have quarterly “check-in’s” with the DAHA and monitoring of activities, including case reviews. A panel meeting is then heard at the end of each year, and we are delighted that DAHA have confirmed our Accreditation Status remains for 2025/26.

[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).

The demand for TA continues and, with funding from the Governments Local Authority Housing Fund Grant (£588k) and Second Homes Council Tax premium,

we are purchasing seven units of homeless accommodation in 2025/26. The LAHF 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 28 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.

We have been offered further LAHF grant to help purchase further homes in 2026/27 and Cabinet will decide whether to accept and for how many homes at the January meeting.

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 the following.

An innovative development in early stages in Mundesley, with collaboration between NNDC, Flagship Housing Association and Mundesley Bowls Club, to create an affordable housing development in the centre of the village with approximately 11 new homes.

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

Blakeney Neighbourhood Housing Society continues 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 on 28 expected to become new homes for those in housing need.

In Walcott, 23 new affordable homes are in the last stages of building work and are expected to be completed in February 2026.

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-stages sites. Further details will be reported on sites when these have progressed, and we start community discussions.

Other issues

Detailed analysis of 2nd & Holiday let homes has been undertaken and a summary report shared with all members. The key points are that the total number of second & holiday let homes has fallen from 8,315 in April to 8,195 in October – a fall of 120. However, the current forecast of collection of the second homes council tax premium is higher than originally estimated, which should result in additional income

to NNDC after end of year reconciliation.

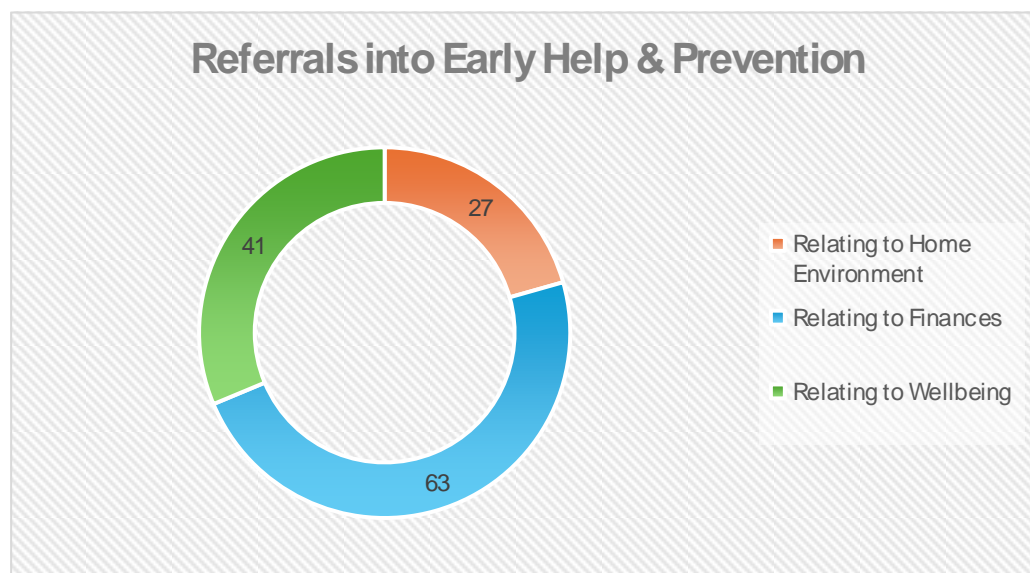
Option agreements with Flagship Housing Association or Broadland Housing are being drafted by Eastlaw for Highfield Road in Fakenham, land behind Mundesley Bowsl Club and adjacent to the existing exception housing scheme in Edgefield.

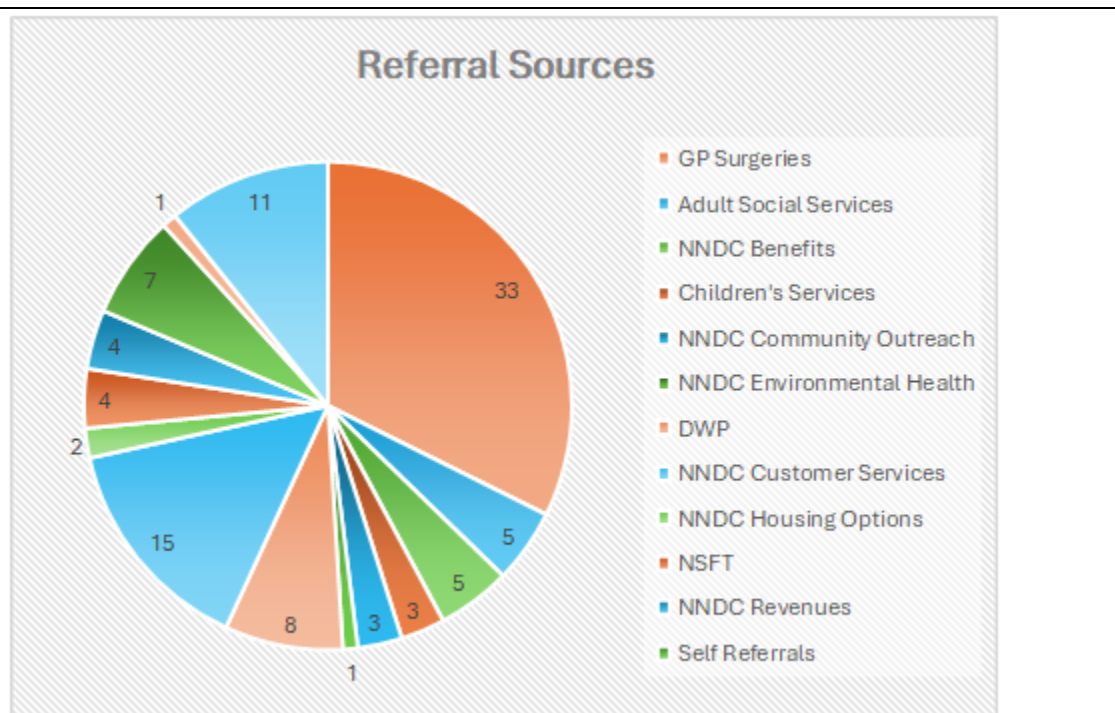
I have written to Flagship Housing Association to raise concerns about the number of homes they are disposing of – so far this year we are aware of 37 homes where disposal has taken place of has been agreed. We await their response.

Social Prescribing

Early Help and Prevention

TOTAL REFERRALS RECEIVED: 102





Financial Inclusion Case Study

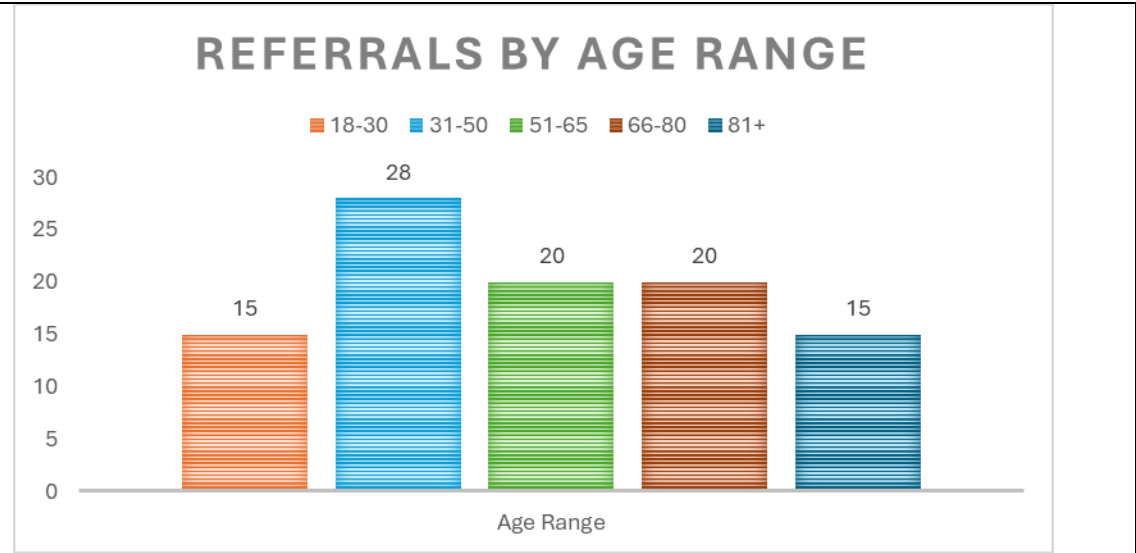
Mrs W contacted Customer Services as she had requested and received her Attendance Allowance form but needed help to complete it.

Mrs W was already in receipt of Council Tax Support but having to pay a shortfall of £467.55 for the year.

The Financial Inclusion Officer visited and completed the form with Mrs W and, as a result she was awarded the high rate, increasing her income by £110.40 per week.

From being awarded Attendance Allowance, this then entitled Mrs W to Guaranteed Pension Credit. Assistance was provided to complete the application for this over the phone and Mrs W was awarded this at £39.03 per week.

Due to her being in receipt of Guaranteed Pension Credit it meant she would be entitled to the full Council Tax Support and so no longer had to pay a shortfall towards her Council Tax Bill.



Social Prescribing Case Study

Mrs S had been diagnosed with Bowel Cancer in Feb 2025 and after 3 operations she was fitted with a stoma bag which has been life changing for her. At the same time, she was also diagnosed with Type 2 diabetes.

Mrs S has had a very complex difficult life. She suffered abuse from childhood from both parents and siblings and the survived domestic violence from her ex-husband. Tragically, her 2nd husband died suddenly 2 years ago.

As a result of all this, she has a diagnosis of PTSD, along with depression and anxiety and has attempted suicide more than once.

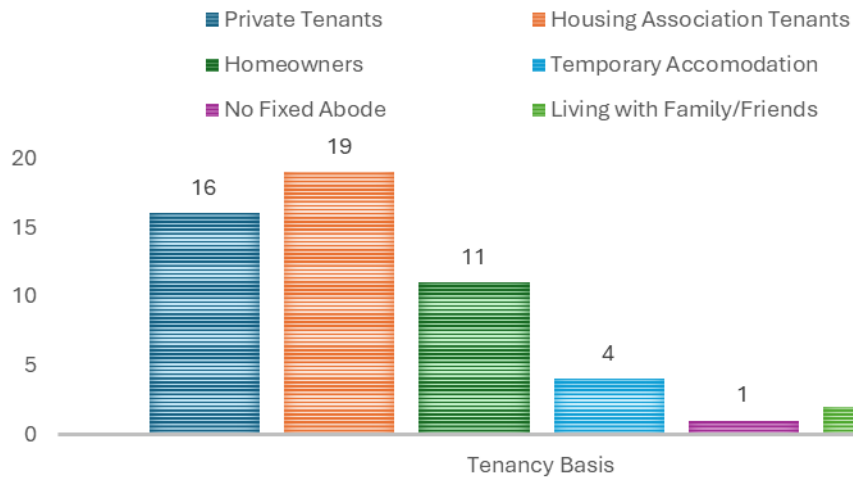
The Social Prescribing officer worked with Mrs S to provide her with support networks and groups to stop the isolation she has faced since her operation, which has made it difficult for her to go out. This included a local good neighbour scheme who can offer longer term support and have now attended to assist with a blue badge application and will support with companionship and visits out.

The officer gave assistance to complete a financial assessment for a care provider. Where Mrs S struggled with managing her garden, the officer helped arrange for this to be cleared, and some safety locks have been installed at the house.

Assistance was also provided to reinstate a non-function home phone, and a new mattress was arranged to replace the old mattress she had been using.

Guidance on where to find gardener and maintenance assistance for ongoing support was provided.

REFERRALS BY TENANCY BASIS



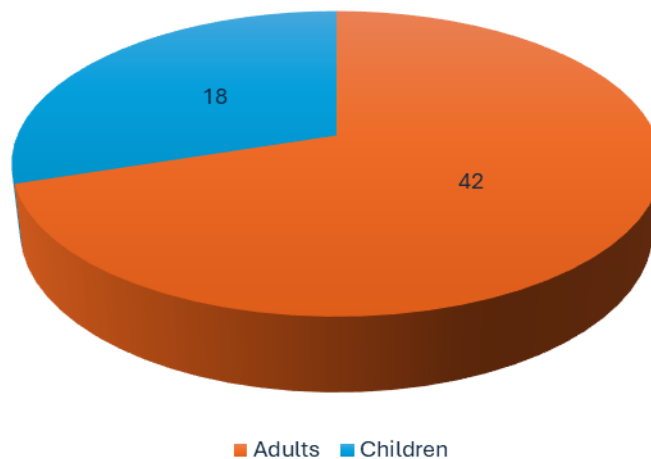
Number of Referrals where children live in the home:

21

Homes For Ukraine

There are currently 60 Ukrainian guests being supported in North Norfolk, of which 42 are adults and 18 are under the age of 18.

Ukrainian Guests



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

Our Ukrainian Support Officer continues to complete initial and review welfare visit,

helping with applying for visa extension permission scheme, housing applications, council tax support application, tenancy support, etc. In addition, the officer also investigates potential visa fraud cases as provided by NCC.

In cases of breakdown in relationships between hosts and guests, the officer liaises with both sides to make sure that process of relocating guests is done in timely and coordinated manner.

As a new Housing Allocation Scheme will come into effect shortly, the officer has been helping our Ukrainian guests to resubmit their YCYH applications before the deadline.

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 DFG's for 2025/26 is £1,680,858 less 15% top slice allocated to staffing costs (leaving a grant available of £1,428,729.30). We also have an additional £400,000 which comes from an underspend of grant accrued from the pandemic. This provides a net grant of £1,828,729.30.

The actual spend as of 30th November, including partially completed adaptations against the budget, is **£755,400.76** in mandatory DFG's and **£94,347.84** in Discretionary Grants. A total of **£838,179.35** equating to 83 applications have been approved since April 2025. When reviewing the end of year position, we estimate that we will have spent the core DFG of £1,428,729.30 and we will have utilised the prior year underspends by approx. £340k.

Discretionary grants breakdown to date:

Waiver of assessed DFG contribution	1
Top up funding	3
Home repairs	6
Forget me not grant	1
Architects and surveyor fees	20
Fast track end of life grants	2
Minor adaptations grant	22

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	15
August	19	10
September	10	15

October	12	15
November	15	12

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
November	15	23

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

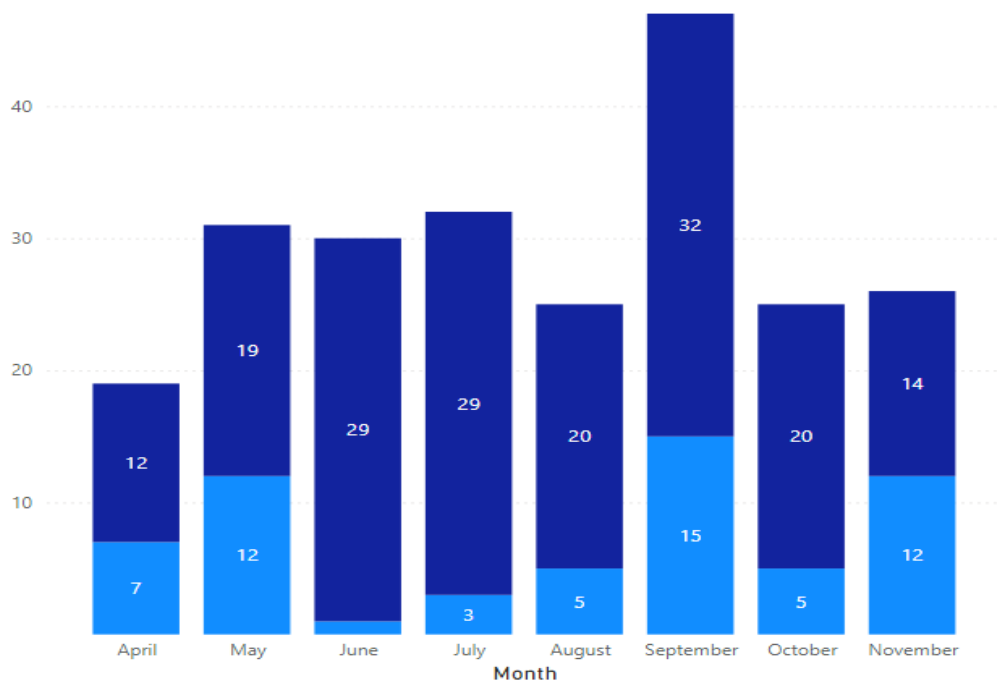
The number of completed Disabled Facilities Grant (DFGs) can vary month to month due to the complex and multi-stage nature of the process, which depends on factors such as contractor availability, supply chain delays, resident circumstances, and the time lag between approval and completion; a low number 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

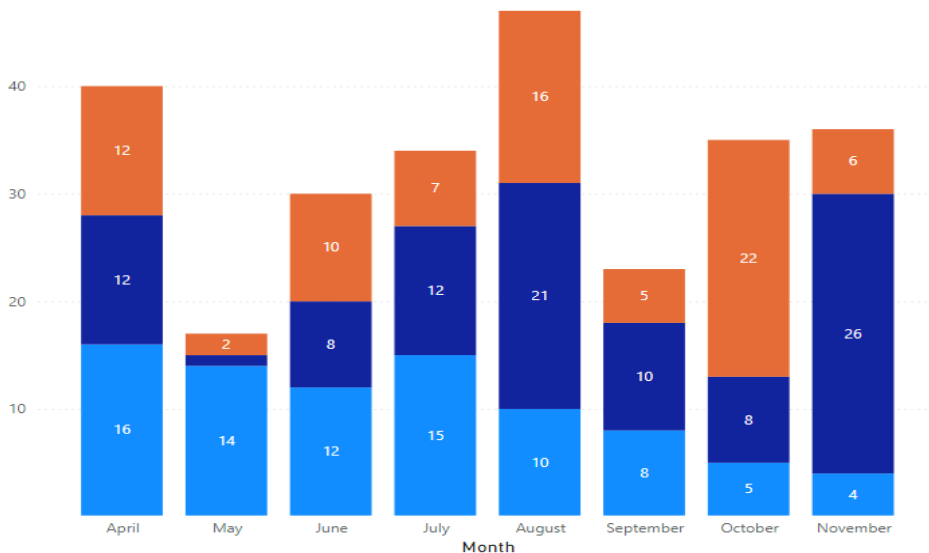


Graph 2: Outcomes of applications

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

BY MONTH

● Adaptations Completed ● Applications withdrawn/cancelled ● Grants Approved

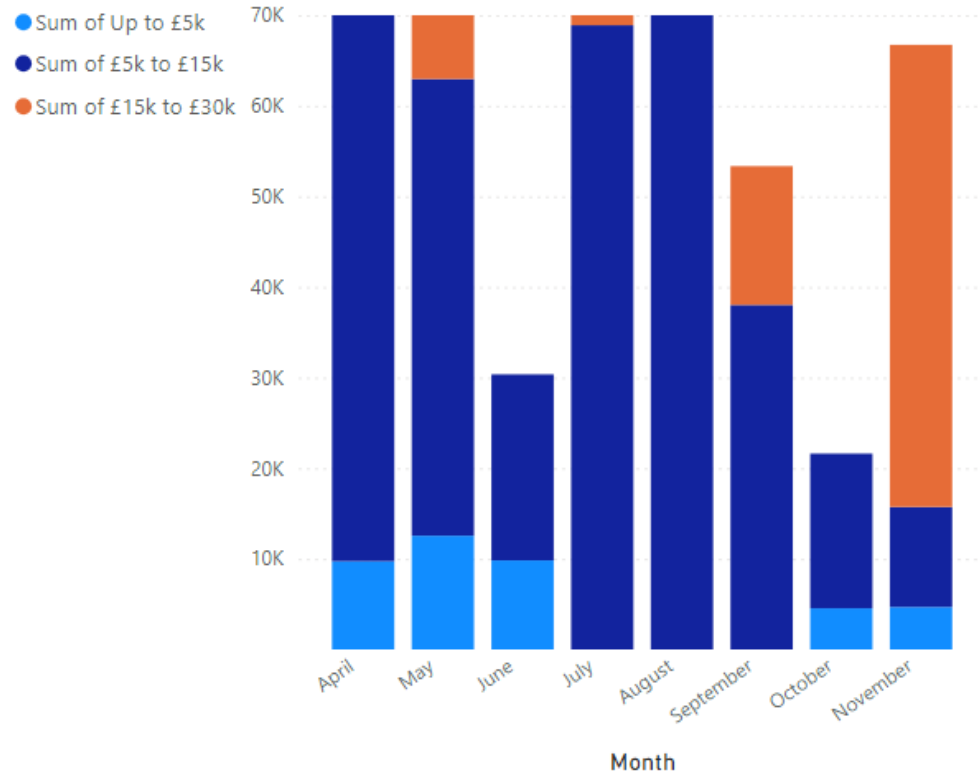


Graph 3: Breakdown of DFG spend by amount

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 has been paid. Actual monthly spend is generally higher than completed work spend 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

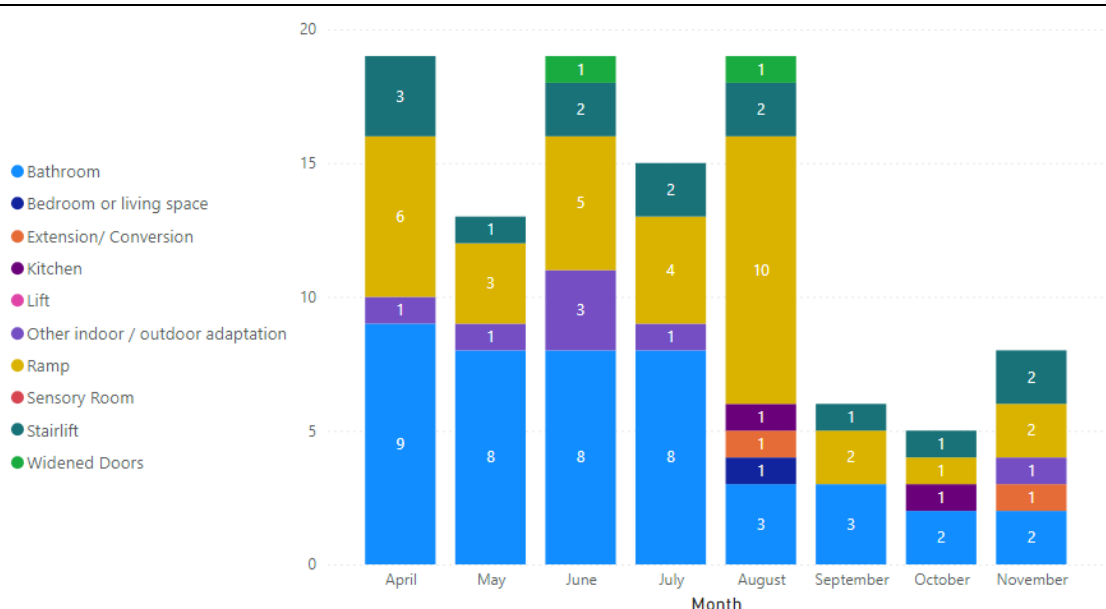
BY MONTH



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

The figures for 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.

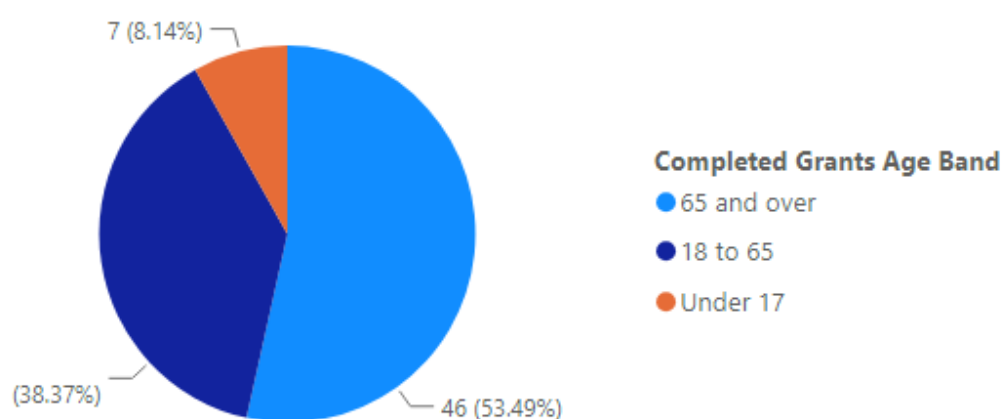
Graph 4: Types of adaptations completed



Graph 5: Accumulative demographics of households received grants 2025/26

Accumulative Figure for Demographics

BY COMPLETED GRANTS AGE BAND



Key Service Updates

Good progress continues to be made in the use of discretionary grants for architects' fees and top-up funding. The team has successfully progressed five high-cost adaptations, each involving extensions, through to completion.

Partnership meetings with Norfolk County Council remain productive and supportive of joint working.

The team also holds regular meetings with architects, Technical Officers and the Occupational Therapist to oversee high-cost Disabled Facilities Grant (DFG) projects and to review outstanding complex cases.

In addition, ongoing monthly meetings with Flagship Housing Group continue to work well, facilitating effective communication and helping cases progress as quickly and efficiently as possible.

2 Forthcoming Activities and Developments.

Leadership Academy Warwick
Overview & Scrutiny
Independent East Alliance

3 Meetings attended

Homes For Cathy
GRAC
Cromer Community
Norfolk Health Overview Select Committee
Cabinet
Rural Health & Care
Standards Committee
Coastal Forum

CABINET MEMBERS REPORT TO COUNCIL

17 December 2025

COUNCILLOR ANDREW BROWN - CABINET MEMBER FOR PLANNING AND ENFORCEMENT

For the period November to December 2025

1 Progress on Portfolio Matters.

Planning Policy

The final report from the Planning Inspectorate has been received following the independent examination of the North Norfolk Local Plan. The Local Plan has been found 'sound' subject to the incorporation of several modifications. A report seeking adoption of the Local Plan goes to Cabinet on 1 December and full Council on 17 December for consideration.

The team are currently reviewing the statutory reporting requirements and internal recording in order to comply with the Biodiversity Duty reporting requirements as set out in the Environment Act. A reporting deadline for the quantitative delivery of Biodiversity Net Gain to date is required up to the 1 January 2026 with the publication deadline of 26 March 2026. In addition, officers must give a wider summary of how the Council has (or intends to) comply with the biodiversity duty itself i.e. what policies the Council has put in place to ensure the relevant provisions of the Act have been implemented. Going forward, the Council must have in place sufficient measures to enable it to fulfill its statutory reporting duties every five years.

Conservation, Design & Landscape

In the case of NNDC v STAIRS: Breach of a Tree Preservation Order, a conviction has been secured against the defendant who felled a maximum of 20 trees at Broomhill in East Runton. In finding against the defendant, the judge took account of the guilty plea entered and the fact that a replanting scheme had been offered in mitigation. The defendant received a fine and the Council recovered its costs.

A report is being taken to Cabinet on 1 December asking members to endorse the Draft Norfolk Coast Landscape Management Plan (2025-2030). This formulates the policy and guidance for the management of the designated landscape for the next 5 years and enables this Council, as a relevant authority, to fulfil its statutory duty.

At the recent Design & Craftmanship Awards 2025 for Norwich and Norfolk,

the restoration of Church Farm at Wiveton won the Conservation Award (ahead of Norwich Castle). CD&L worked closely with Wray McCann Architects and RJ Bacon Builder Ltd to see this impressive project through to fruition. The project also jointly won the Sustainability Award alongside the restoration and extension of Coastal Cottage in Cley. Again, CD&L offered input into this project which was designed by Hudson Architects and built by Mode Construction. It was also a winner in the House and Housing category. Congratulations to both winners. For more information see: [Winners 2025 - Norwich and Norfolk Design and Craftsmanship Awards](#)

Planning Enforcement

During this period the team has concentrated efforts on closing older cases, successfully reducing the total number of open cases to 204. This represents a significant decrease of approximately 30 cases within just three weeks. As we approach the Christmas break, our priority will be to further reduce the number of open cases to approximately 160, aligning with our targets.

The team has achieved two successful appeals recently. The first appeal is in relation to the unauthorised residential use of land at Field View, Alby Hill, along with the unauthorised erection of a garage. We are currently working with the occupant to ensure that the residential use ceases, and the garage is demolished. The second appeal, which is particularly encouraging, focused on the construction of several shepherd's huts and the siting of a shipping container used for toilet facilities, in connection with an unauthorised campsite at Damn Hill Plantation, Edgefield. The Planning Inspector agreed that these huts constitute as buildings that require planning permission. As a result, the Notice was upheld and so the huts alongside the shipping container must be removed within a three-months. Additionally, it is worth noting that this appeal included a costs application, which was also dismissed.

While the Enforcement Notice in a third appeal was quashed, it is important to highlight that this occurred because the Planning Inspector granted planning permission, ultimately resulting in the matter being regularised, which is still a positive outcome.

Condition Monitoring is on-going with regular checks being undertaken.

Building Control

The Government have launched a consultation on the Building Regulations charges legislation. This seeks views on reforming Local Authority Building Control services which would allow Local Authorities to charge users for more activities on a fuller cost-recovery basis.

The expected outcomes of these reforms include:

- making services more financially sustainable
- more recruitment and development of Registered Building Inspectors
- better compliance with the building regulations

This is a positive move as the fees legislation was last reviewed in 2010. It will assist the service to improve resilience and financial planning.

2 Forthcoming Activities and Developments.

Development Committee is scheduled for 22nd January 2026.

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CABINET MEMBERS REPORT TO COUNCIL

17 December 2025

COUNCILLOR RINGER - CABINET MEMBER FOR IT ENVIRONMENT AND WASTE.

For the period November to December 2025

1 Progress on Portfolio Matters.

Environmental Protection

The **Renters Rights Act 2025** has now come into force, with New Burdens funding of £32,270 to support our introduction of the Renters Right Act. Introduced over three phases from December 2025 through to 2035. It covers a range of matters in the Private rented housing sector including new and amended investigatory powers for local housing authorities - including powers of entry, requests for information and powers to demand and seize documents. Abolition of section 21 'no fault' evictions.

Introduction of assured periodic tenancies for most new and existing tenancies, and the end of Assured Shorthold Tenancy in the Private Rented Sector (PRS). Reformed grounds for possession in the PRS.

Rent increases are limited to once per year with tenants given two months' notice.

Ban on rental bidding; rent in advance limited to one month. It is illegal to directly or indirectly discriminate against potential renters with children or in receipt of benefits.

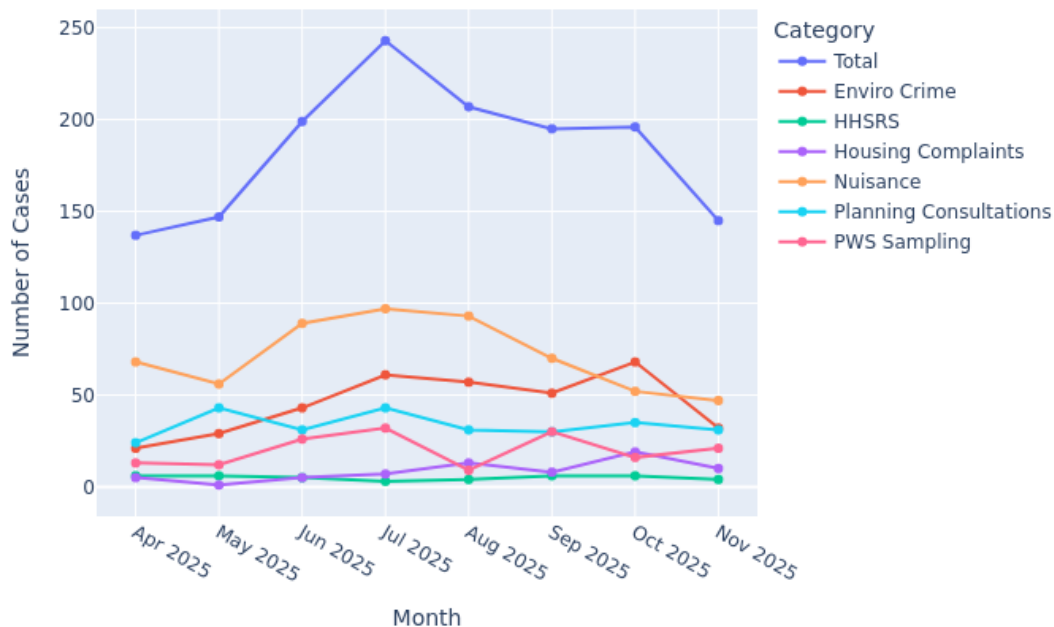
Landlords will need to reasonably consider a tenant's request to keep a pet. Financial penalties will be expanded and rent repayment orders extended to superior landlords and up to two years rent. Local authorities will be required to report on enforcement activity. From late 2026 PRS database phase one implementation from late 2026; phase two will see a further roll out of the PRS database and introduction of the PRS landlord ombudsman (which will be implemented after the database).

Decent homes standard for the PRS - likely to be introduced in either 2035 or 2037.

Minimum Energy Efficiency Standards of Energy Performance Certificate- C or equivalent for all domestic PRS properties by 2030.

The Environmental Protection team will be working closely with the Housing Options team to prepare for and implement the new legislation.

EP Stats Monthly Trend (Apr–Nov 2025)



Regarding the above stats and apparent trends:

- Environmental Crime has dipped significantly, after a peak – perhaps with people having had bonfires, rather than fly-tipping;
- housing complaints dipped slightly this month – perhaps due to a milder Autumn – but the overall seasonal trend is upwards, as we'd expect this time of year, with the damp, mold and cold, which should translate into an increased number of HHSRS inspections over the coming months. The abolition of section 21 evictions and the duty to enforce against illegal evictions will increase workloads in future.
- the nuisance complaints seasonal decreasing trend has continued, which has been welcome with illness within the team.
- the steady, high planning demand has continued.
- Private Water Supply sampling has increased probably to ensure that all samples are taken well in advance of Christmas to allow reporting back to the householders.
- Overall service request levels are returning to seasonally lower levels.

Public Protection

A warrant was executed for animal welfare concerns relating to an illegal dog breeder, which resulted in the seizure of 15 dogs. There is a peak in premises fees owed in November each year. The team is working hard to bring in premises and gambling annual fees owed to the Council and work on automating the invoicing process has started. An improved self-serve option for submitting Temporary Event Notices has been introduced. Primate licensing, street trading and charitable collections information was updated on

our web pages. (Licensing Stats for 2025 can be found in the Appendix at the end of this report)

02/12/2025

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

	Total	Oct 2025	Nov 2025
Total	310	169	141
Food: Advice/Complaint	50	30	20
Food: Approved Products	1	1	0
Food: Attestation/Export Certificates	3	1	2
Food: Inspections	157	88	69
Food: Questionnaires	1	0	1
Food: Registrations	41	22	19
Food: Revisit / FHRS Rescore	8	5	3
Food: Sampling	22	7	15
H&S: Accidents	13	7	6
H&S: Advice/Complaint	4	2	2
Other: Infectious Diseases	3	1	2
Other: Notifications	7	5	2

Environmental Health Officers visited Reepham High to discuss a career in EH, attending workshops and joining the interview panel. They received great positive feedback from Reepham High. This is a good way to promote the work of the organisation and profession, acknowledging that Reepham High School is out of District we would offer the same support to schools who approach us within our area.

Reactive Study 85 was completed, sampling non Ready to Eat fresh and frozen poultry meat and products to determine microbiological safety and quality, including tests for salmonella and campylobacter, the latter of which continues to increase with over 70,000 laboratory reports nationally. Awaiting results.

Environmental Services

The team continue to work on the implementation plans for food waste and continue to have discussions with Serco regarding the design of the new service.

Officers met with DEFRA representatives to discuss the shortfall in Capital Funding, although there were limited outcomes from this meeting, it was stated that there would be further review of the funding for required depot works.

There have on three occasions been problems with vehicles which have resulted in rounds being delayed. The team have communicated these messages to the public and have worked with the contractor to ensure that rounds are fully caught up.

Civil Contingencies

The Resilience Manager responded to the following incidents:

- High Spring Tides 4-6 Nov
- Storm Claudia 14-15 Nov and subsequent extended flood alerts for the Rivers Bure, Ant and Thurne - Potter Heigham barriers deployed
- Severe cold weather 19 Nov
- Severe weather and small surge (reissue of flood alert for the Rivers Bure, Ant and Thurne, Potter Heigham barriers deployed)

The team were notified but no action required from NNDC regarding Unexploded Ordnance in North Walsham, dealt with by Police/EOD. A small diesel spill at Stalham Staithe notification from Broads Authority, dispersed naturally.

Two officers completed the Coastguard's Beach Supervisor training 10 & 11 Nov, this training covers how to respond to a pollution incident.

- Cyber awareness - Disappointingly 30% of users clicked on the last simulating phishing attack which means there is still work to do to make people aware of scams and the clever ways that attackers can fool us. To back up the training that is sent out bi monthly, there is a short article on the intranet asking all users to contact IT servicedesk if at all unsure and to remain vigilant 100% of the time.
- 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. Concern with wider engagement outside of EH.
- Significant upgrade completed of OpenEdge software, enabling substantial backlogged release loads to be caught up in Revs/Bens. Significant piece of work requiring substantial out-of-hours working.

- Land registry data migration project now completed. Project formally closed.
- Property Services now moved across to Cloud-based solution. Formal declaration of BAU imminent.
- Further release loaded to develop planning software.
- AI readiness Audit final draft received & started to action
- Review of IT resources – report gone to AD
- Web Forms migrated to new platform - Food Hygiene rating revisits, Empty Homes reporting, CTAX single person discount, Small business rate relief
- Other web forms updated - Building control visit bookings, Parking permit purchasing, Contact Us, Garden Bins, C3 workflow integration, Customer replies can now come in to C3 once API is in place, C3 workflow integration, Primate licencing
- Major Website Updates - Coastwise pages and new blog section, Council Tax pages, Fakenham Leisure Centre pages created (October), Booking pages for First Aid training, Invest North Norfolk, Licencing pages
- Housekeeping of intranet pages for IT, Comms, Energy Efficiency hub
- Supplied tablet with a map of proposed boundaries of Unitary Authorities for joint bus trip around the County with other Norfolk local government organisations.

2 Forthcoming Activities and Developments.

- Closing down of all systems at Cromer for some electrical work on Saturday 13th December. Depending on time will endeavour to make everything available from Fakenham.
- Once AI Strategy is formally approved, we will rollout co-pilot licenses for test group, design training and the process for usage of other AI products.
- Local plan updates for Planning web pages & Map features (507 records to update)
- Domestic food waste – updates to whitespace forms.

- New form for Taxi Driver licencing.
- New form for Temporary Event Notices.
- Map used with online forms functionality updates.
- Initiated Supplier engagement to understand any security risks and complete Audit recommendations from Cyber maturity audit.
- Work underway to add increased security to Assure platform. This has been delayed due to staff absence.
- Preparation beginning for Revs/Bens end of year uprating. A substantial piece of work.
- Investigating Data classification software.
- PCI compliance software review.

3 Meetings attended

Norfolk Waste Partnership
 Joint Waste Contract Review and Development Board
 Visit to the local Serco depot to meet senior SERCO management
 Regular meetings regarding the food waste rollout

Appendix: Licensing Stats 2025

	April	May	June	July	August	September	October	November	Total
Adult Gaming Centre	0	0	0	0	0	0	0	1	1
Animal Activites	3	2	2	3	2	1	1	1	15
Betting Premises Non Track	0	0	0	4	0	1	0	1	6
Betting Premises Track	0	0	0	0	0	0	0	3	3

Camping Site	0	0	1	0	0	0	0	0	1
Campsite Class BC	1	0	0	0	0	0	0	0	1
Caravan Residential Site	0	0	0	8	0	0	0	0	8
Caravan Site	0	0	0	0	0	3	0	0	3
Club Premises	2	5	1	4	0	8	8	17	45
Dangerous Wild Animals	0	0	0	0	0	0	0	1	1
Fit and Proper Person	1	0	0	0	0	0	0	0	1
Gambling Club Gaming Permit	0	0	0	0	0	1	0	0	1
Gambling Club Machine Permit	1	1	0	0	0	2	1	0	5
Gambling Premises Notification	0	0	3	4	5	5	2	2	21
Gaming Permit - FEC	0	1	0	0	0	0	0	0	1
Hackney Carriage Operator	1	0	0	1	1	2	0	0	5
Hackney Carriage Vehicle	29	16	15	45	8	24	20	21	178
House to House Collection	2	2	0	3	1	4	4	1	17
Lottery - Small Premises	36	12	15	10	8	9	15	12	117
Pavement Licence	2	0	2	0	1	0	2	0	7
Personal	12	7	8	8	4	5	11	2	57
Premise Licence	51	49	75	79	50	102	104	178	688
Private Hire Operator	0	0	3	1	0	1	0	0	5
Private Hire Vehicle	85	67	126	50	45	61	110	66	610
Scrap Metal Dealer - Collector	0	0	0	1	0	0	0	5	6
Scrap Metal Dealer - Site	1	1	0	0	0	0	0	1	3
Skin Piercing Practitioner	2	1	0	2	4	2	0	0	11
Skin Piercing Premises	1	1	0	0	3	3	0	0	8
Street Collections	4	0	1	5	6	8	3	3	30
Street Trading	0	0	0	1	0	0	1	0	2
Taxi Driver	44	65	162	253	91	56	51	87	809
TENS	30	37	39	54	27	39	16	36	278
Total	308	267	453	536	256	337	349	438	2,944

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CABINET MEMBERS REPORT TO COUNCIL

17 December 2025

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

For the period November to December 2025

1 Progress on Portfolio Matters.

Finance

- The 2024/25 external audit commenced on the 17 November 2025, the team are working with Ernst and Young to provide supporting information and answer any queries relating to the Statement of Accounts.
- The team is preparing the 2026/27 base budget position, including Capital and Savings bids, Reserves and Fees and Charges. Service area budgets are largely complete, but work is still being undertaken to finalise the local taxation and funding position.
- A policy statement on funding has already been published but detailed information will be provided to us as part of the Local Government finance settlement in the week commencing 15 December 2025.

Estates

Vacant property:

- Cornish way. Roof leaks are preventing letting and awaiting outcome of capital bid.
- The Cedars Barns requiring re-development continue to be advertised, with no viable interest and revisiting opportunities for affordable housing development. The annex building remains available but little interest due to condition and subject to capital funding bid.
- Fakenham Connect first floor offices are being advertised with no interest. Roof repairs required also.
- North Norfolk Visitor Centre – is let agreed and the tenant, a dental practice is expected to submit a planning application before year end with works anticipated to start Spring 2026. Works to services to facilitate the letting being determined and specifications prepared.

- Donkey Shelter –There have been some discussions with an existing tenant regarding a redevelopment of the who building and infrastructure costs and a viability/options appraisal are being considered. There may be some scope for development of the building utilising external funding which is being explored.

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 and work to define the specification is ongoing.
- 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 and discussions with the tenants are ongoing. Suffield Park bowls club is delayed.
- Lease renewal negotiations for industrial unit at Catfield, Cornish Way with rental increases are progressing following initial rent assessment.
- Cromer Council office 2 lease renewal negotiations are progressing.
- Utility lease for FLASH project is being progressed.
- Cabbell Park, car parking lease renewal is to recommence which will include a reviewed rent.
- Lease completed for industrial unit at North Walsham.
- Parking licence nearing completion at North Walsham.

Disposal:

- Enabling land at Sheringham. A review of alternative options are being investigated and awaiting an independent valuation to be finalised.
- 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. 3 additional purchases are progressing.
- Supporting Leisure with negotiations for easement at Holt.

Property Services

- Improvements at the Leas amenity area: horsebox shelter works and lamp column upgrades complete; next steps include removing water features and adding a picnic area.
- Energy efficiency upgrades at Holt Road offices (roof PVs, EV charging, boilers) underway with the Climate and Environmental Policy Manager.
- Supporting electrical supply delivery at Holt Country Park, and the ECO classroom construction in progress (completion due March 2026).
- Public conveniences at Holt Country Park to be refurbished and drainage replaced (Jan 2026); temporary toilets provided in the interim.
- New accessible play equipment installed at several parks; further installations and designs ongoing.
- Changing facilities at Cabbell Park; design proposals and budget estimate costs are under review.
- 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.
- Cromer Pier: structural survey complete, urgent works in year to be considered by Full Council – if approved will commence in January – February 2026. Capital bids submitted as part of the 2026/2027 capital programme.
- Ongoing collaboration on housing options, temporary/refugee accommodation, and compliance with Awaab's law (policy/procedures in place).
- New toddler and accessible play area swings, replacement see saw and toddler slide have been installed at Fernsfield 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.
- RNLI Henry Blogg museum damp monitoring has been extended for a further three months with secondary monitoring schedule being undertaken by Property Services.
- Tender documents for the tanking works to the Rocket House Museum along with associated repairs and redecorations both internally and externally. Agreement is being sought regarding specification for heating, cooling and humidity control. Once specification is agreed the tender will progress.
- 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.
- 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. The design proposal has been received and has been approved by all relevant parties. Planning permission has been submitted. The tender package has now been returned to us and will

be issued early January.

- Costs for the works to the surveyor's allotment at Sutton have been received and are being considered for implementation in March next year. Waiting for the release of suitable budget for works to be undertaken in the spring 2026
- Designs for North Lodge pay & display car park have been received. Budget estimate costs have been received, and tender document is due shortly. The revised Design and Access statement is being prepared, and the planning application will be issued shortly. Works here will also include new workspace and a greenhouse for the FONLP allowing them to relocate from the old potting shed.
- Evaluating options for roof removal / repairs at Cornish Way and Catfield industrial units. Budget estimate costs have been received and are being considered as part of the capital bids.
- 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. 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 new Concerto asset management database system is now live.
- A contract for the capital programme of church boundary walls has been awarded and works are being programmed for Spring 2026.
- These works have now 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.
- We are planning to review the number of free issue car parking permits issued to voluntary organisations specifically on promenade areas.
- A tender exercise has been completed for the procurement of a measured term contractor for General Repairs and Maintenance Works Including Small Scale Coastal Defence Works.
- Fully compliant with the Procurement Act 2023 and 1st tender under the new regulations issued directly by NNDC. will commence on the

1st April 2026 for a 3 +1+1 term

2 Forthcoming Activities and Developments.

Finance

- The Period 10 Budget Monitoring report 2025/26 (Jan 2026) will be prepared providing members with the latest Outturn forecast for Revenue and Capital expenditure.
- As per the Internal Audit Plan for 2025/26, quarter four audits include key financial controls which focuses on key areas such as reconciliations and monitoring undertaken by the finance team.

Estates

- Report to Cabinet seeking approval to proposed lease renewals currently in negotiation - anticipated early 2026.
- Lease for foreshore and coastal carpark rent reviewing are due to commence shortly.
- Transfer of non-commercial assets such as public open space and public toilets to Town and Parish Councils or community groups

Property Services

- Report to Full Council regarding urgent pier works.
- To Continue progress on the capital projects.
- Internal audit on Planned Preventative Maintenance to commence shortly.

3 Meetings attended

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CABINET MEMBERS REPORT TO COUNCIL

December 2025

COUNCILLOR JOHN TOYE - CABINET MEMBER FOR SUSTAINABLE GROWTH

For the period November – December 2025

1 Progress on Portfolio Matters.

Funding and Programmes

The delivery of all programmes under the UK Shared Prosperity Fund (UKSPF) and Rural England Prosperity Fund (REPF) for 2025/26 are on course. The funding continues to support businesses and communities in north Norfolk to address identified local challenges as outlined below.

Addressing Fuel Poverty

As reported previously at the mid-year monitoring, 215 households have already received energy advice and 89 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. This work is continuing and will be reported again at the end of Q3 in the New Year.

Business Support and Engagement

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

The following business training workshops and partner networking events have been delivered.

The **Visit North Norfolk Annual Conference** was held at the Lady Elizabeth Wing, Holkham Hall on 6 November. The conference saw a total of 142 delegates attend. Speakers included Lord Leicester and Kev House from the Art of Brilliance.



In collaboration with the Council, the Growth Hub delivered a *'How to use Data to produce a Winning Marketing Strategy'* workshop on 12th November at the Council Offices. The session was delivered by Footprint Digital with nine local businesses attending.



The next workshop in the programme, *'Creating Great Online Content'* was held on 2nd December at the Council offices and was fully booked.

A co-branded North Norfolk Networking event with the Federation of Small Businesses was held on 26th November at Fakenham Racecourse.



This event was attended by 33 businesses. Candy Richards from the FSB facilitated the round table session, followed by a talk from guest speaker Denise Markham Wroe. The FSB were pleased with the event and we are looking to organise another co-branded event in the next quarter.

Supported by the Growth Hub, specialist business support is also available for local businesses. This includes bespoke services such as one-to-one engagement, advice, business planning & growth services, grant support, workshops and training. As reported previously, by mid-year 145 local businesses had received business support and advice, 9 businesses had been engaged in the Scale Up programme, and 11 businesses were engaged in the High Growth programme.

Further business case studies are being finalised, to illustrate the activities, experiences and successes of some of the amazing businesses in the District. The initial cuts of the video profiles and written case studies have been shared with the businesses they feature, for checking, and the feedback has been very positive. The videos will be shared on Invest North Norfolk, the e-bulletin, social media etc. and will be launched at the Inspiring North Norfolk event in the new year, most importantly, to shine a light on the amazing local business activity and success stories.

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'. It was designed to support initiatives that help drive footfall and increase dwell-time; it includes projects such as signage & wayfinding and small-scale physical improvements.

Two small grant schemes, the 'Town Ambition Programme' and 'Love Your Market Town' have been delivered to fund town centre projects. To date, eight Love Your Market Town and eleven TAP grants have been awarded. This has been complemented over the past few months by a separate 'Retail

Excellence' skills scheme, with workshops held with retailers in North Walsham/Stalham and Fakenham. Thirty-one town centre businesses have participated in these, and small Retail Excellence grants have been awarded to support their business plans. In addition to the workshops and grants, other complementary resources have been made available to businesses including a [Christmas guide](#) for businesses, [Marketing Toolkit](#), a [Retail Toolkit](#).

A 'Wayfinding & Signage' improvement scheme is being developed across the town centres. This involved audits and consultation with key stakeholders in October and November, and plans for each town are being produced. Building on this work a further project to provide electronic tourist information points at key gateways and high footfall areas is being developed.

REPF (Rural England Prosperity Fund Rural Business and Community Grants) Twelve grants have been approved (six community projects and six business growth projects) and the total 2025/26 RBCG grant scheme budget of £407,537 has been allocated. Progress on the delivery of the grant funded projects is being closely monitored to ensure they are completed within the financial year. Grant payments are claimed in arrears by applicants on completion of their projects and submission of grant claims.

Skills & Employment

Chaired by NNDC's Economic Growth Manager, North Norfolk Skills & Employment Forum 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.

This, together with other business support revenue work streams, will be packaged up in the hope it will be delivered through the Mayoral Combined Authority.

2 Forthcoming Activities and Developments

PAIN or GAIN: How will AI impact on your business?

Monday 1 December 2025

6.15pm to 8.30pm

Merchants Place, 16 Church Street Cromer, NR27 9ES

This workshop is now fully booked. More info [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
This workshop is now fully booked but New Anglia Growth Hub managing a waiting list. Register [here](#)

Festive Networking Event

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

Exploring AI in Tourism: Small steps, big possibilities

Thursday 29 January 2025
9am to 11am
Jarrols Letheringsett, Fakenham Road, Holt, NR25 7JJ
Register [here](#)

Inspiring North Norfolk

10 February 2026
Invitation only

North Norfolk Annual Business Forum

10 March 2026
Details to follow

North Norfolk Networking with Invest North Norfolk and the FSB

Following the successful networking event held at Fakenham Racecourse on 26 November, in partnership with the Federation of Small Businesses, a second event is planned. This will be held before 31 March 2026. Details to follow.

3 Meetings attended

Key Accounts visited:
5-Nov Swift Aircraft
10-Nov Crisp Malt
10-Nov SJS Group
13-Nov Kelling Heath Holiday Park
14-Nov Naked Kitchens
21-Nov Structure Flex
21-Nov Morston Hall
03-December Transport East
10-December Norfolk Business Board

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CABINET MEMBERS REPORT TO COUNCIL

17 December 2025

COUNCILLOR ADAM VARLEY - CABINET MEMBER FOR CLIMATE

For the period November to December 2025

1 Progress on Portfolio Matters.

The Norfolk Warm Homes consortia, of which NNDC is a key partner, has been awarded additional funds following successful delivery under the Warm Homes: Local Grant scheme. This additional funding will need to be spent in this financial year (25/26), so the team will be proactive in building interest and supporting potential applicants/beneficiaries.

In addition, the ECO and ECO flex grants will finish in March 2026 (their termination was announced in the Government's autumn statement, as part of the package of householder energy cost reductions).

The climate team are therefore working hard to maximise the take up of these grants, which are available to qualifying low-income households, in north Norfolk. This has included working with the benefits team and using LIFT data to target residents who may auto-qualify. **Councillors** are asked to help promote these grants to households in their wards in the run up to Christmas. (Please use this link to find details of Norfolk Warm Homes, including the case study videos: [Norfolk Warm Homes](#))

In addition, residents who do not qualify for grants can make use of other Council services to help save on their energy bills:

- Homewise – an online tool free to all Norfolk residents to provide [Tailored energy advice for your home](#)
- [Fairer Warmth](#) – a website with local information on energy saving measures and finance
- The Council's [web pages on solar panels](#) – including access to a free roof top design tool

For more information, including leaflets to deliver to residents please contact the climate team climate.emergency@north-norfolk.gov.uk

Concern has been raised that with the termination of the ECO scheme, local installers who installers on installations funded by that may find a gap appearing in their order books, so we will explore the extent of this issue and

try to identify ways of mitigating it, as ensuring there are locally qualified suppliers/installers, is important.

2 Forthcoming Activities and Developments.

Designs for the retrofit of the existing Fakenham fitness centre have been approved so this work can be carried out, with the aid of a Public Sector Decarbonisation Scheme grant, at the same time as the construction of the new swimming pool. This will remove all gas requirements from the centre, significantly reducing its carbon footprint.

3 Meetings attended

NZSAP team meetings
Cabinet
Full Council
Overview and Scrutiny Committee
Norfolk Strategic Flood Alliance meeting
Meeting with Coastal Gas

CABINET MEMBERS REPORT TO COUNCIL

December 2025

**COUNCILLOR LIZ WITHINGTON - CABINET MEMBER FOR
COMMUNITY, LEISURE & OUTREACH**

For the period November to December 2025

1 Progress on Portfolio Matters.

Culture - Funding and Programmes

The development of a Cultural Partnership is ongoing, with an opportunity to link with an existing stakeholder partner to manage and support it going forward. This will be possible from seed funding from UKSPF. It is hoped that this will provide continuity and sustainability for the local network to continue, without being overly reliant on the District Council. Major local stakeholders have recognised the value of the approach and have expressed an interest in becoming part of this network.

Visit North Norfolk

VNN continue to develop and deliver their marketing campaigns for Christmas and beyond. The latest campaign can be found [here](#).



Deep History Coast

Revitalising the DHC messaging will begin with the move and opening of the new DHC Zone at Sheringham Museum. More work is planned on the Geology Gallery at Cromer Museum and updates to the collateral, app, films and internal branding are being planned. These all link closely with the Coastwise programme, particularly 'coastal literacy' and new opportunities to deliver information on the changing landscapes agenda, together with the Norfolk Museums team and the curation of the coast.



Visitor Information

We are looking into methods of delivering local visitor information at various sites across the District (in accordance with the wishes and advice of the O&S Committee) which is likely to be via electronic Tourist Information Points (e-TIP) at principle areas where visitor footfall is high and at larger stations on the Bittern line. Other organisations are interested in expanding this network, so there is potential for e-TIPs at other locations. VNN is the suggested delivery partner, leading on the implementation and management of this initiative, including the development and maintenance of the content management system (CMS). There is an appetite amongst local businesses to buy space on the screens and amongst stakeholders who will provide other content, including coastal literacy, beach/water safety, sustainable travel links etc. The hope is that the screens can become a commercial success as well as improving the visitor experience.

2 **Forthcoming Activities and Developments.**

Cultural Partnership – next networking event planned for Jan – March 2026

Visit North Norfolk - Exploring AI in Tourism: Small Steps, Big Possibilities; 29 January 2025 (9-11am) at Jarrolds, Letheringsett.

Workshop details: *AI is no longer on the horizon - it's already reshaping how the tourism industry operates and connects with visitors. This session shares real examples and interactive demonstrations that show how AI can save time, spark new ideas, and strengthen customer engagement. You'll leave with practical insights and simple ways to start exploring AI in your business - no technical background required.*

3 **Meetings attended**

Officers Representing the Portfolio of Culture, Arts and Heritage and Tourism

- DHC meeting with CM, SM, Coastwise and VNN
- e-tip meeting with VNN
- e-tip meeting with NCC
- e-tip meeting with Norfolk Trails
- LVEP meeting
- Best Practice Group – Tourism

Portfolio Holder Meetings Attended

-

CABINET MEMBERS REPORT TO COUNCIL

November 2025

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

For the period up to 30th November 2025

1 Progress on Portfolio Matters.

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



Homeless Prevention

During November, the team received **62** referrals to support residents threatened by, at risk of, or experiencing homelessness. An additional **8** customers were supported in the community without specific referral (having been met at a community event). These came from several sources, including the NNDC Housing Options team, The North Norfolk Foodbank, DWP, Housing Associations and Community groups.

Prevention Case Study

Mr W lives in Social Housing and has a terminal illness. He is a survivor of Domestic Abuse and felt that his home created bad memories of this trauma.

The Community Outreach Officer spent time with Mr W, assisting him with accessing home exchange webpages and submitting applications. The officer also assisted Mr W with reviewing his attendance allowance. As a result, his award was upgraded to higher rate, thus increasing his income to assist with his care needs.

Mr W has secured a home swap into a suitable one-bedroom bungalow, which is due to take place in the new year. This will give Mr W the opportunity to start afresh in a new property, without the negative memory attachments, thus improving overall wellbeing.

New Connections

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

These connections include Domestic Abuse support and Supported Housing providers, Parent and Child groups, Community Fridges, GP surgeries and local school SEND Co-Ordinators.

Fakenham Weekly Markets

Feedback from previous PositiviTea events highlighted that residents welcome the opportunity to have one to one conversation with NNDC officers and other organisations rather than going online or calling in.

Using this feedback, along with discussions with the clerk at Fakenham Town Council, we identified departments within NNDC and other organisations that offer support to residents and arranged to have a monthly stand at the popular weekly Market.

At the September event, we were joined by NNDC Energy Officers to promote energy efficiency and grants, alongside Community Outreach officers.

In November, an officer who specialises in benefits and council tax support with NNDC Customer Services attended with the Community Outreach officers.

Unfortunately, poor weather had resulted in the market being less well attended by other stall holders, which resulted in fewer customers being drawn in. However, several customers did still come over to speak with us.

Conversations covered a wide range of issues.

For the December event, the Community Outreach Officers will be joined by officers from NNDC's Early Help and Prevention team, specialising in Financial Inclusion and Social Prescribing.

"Fakenham market was a fantastic opportunity to engage with the community. I even met a resident for whom I had previously completed an ECO4 LA Flex declaration, and they recognised me by name! It was wonderful to see the real-life impact of the work we do and how it benefits people directly. I had some really valuable conversations and would definitely do it again."

Dulcie Walsh, Energy Officer, NNDC.

Falls & Frailty

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

In November, we processed **27** referrals for North Norfolk residents, **3** referrals went on to decline the service.

94 calls were made during November.

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 and Frailty Case Study

Mrs S is the next of kin for Mr S. She reported to us that Mr S had had 3 serious falls in the past four weeks.

Mr S had experienced a stroke around 28 years ago, which left him paralysed on one side of his body. He also has a drop foot, epilepsy and dyslexia. He struggles with mobility and is also a heavy drinker, which is a factor in his fall's history.

Mr S is struggling to come to terms with his health issues and has often declined support in the past as a result.

Mr S lives in a bungalow which does already have some disability adaptations. Previously, walking aids were recommended, however Mr S had not followed up on this. Considering his recent falls, he was more open to this being actioned.

He undertakes two volunteer days per week; however, Mrs S was concerned that, besides this, Mr S does not often leave the house and does not have many social connections. He does have carers who come in, however Mrs S felt this was being used more for company than care, and that it was not financially viable.

Mr S receives PIP, Universal Credit and Council Tax Support.

The Community Outreach officer referred Mr S for an Occupational Therapist Assessment and walking aid assessment and made a referral to Active Now for exercise support.

Safety advice was offered, such as the use of key safes registered with the East of England Ambulance service, and the officer discussed benefits with Mrs S, advising on the additional elements of Universal Credit.

Care was taken to use a whole family approach and support was offered to Mrs S as a carer, through signposting to Carers Matter Norfolk, and advice on carer groups and carer's passports.

As a result, an Occupational Therapist has visited and Mr S was provided a recliner chair which is significantly easier for him to use, as he was struggling to get up from his couch.

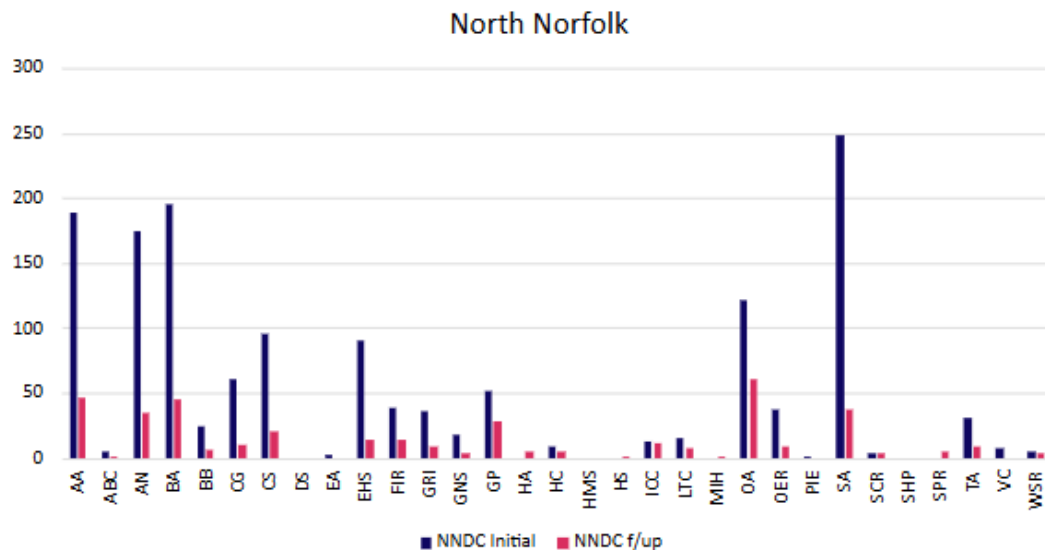
Mr S now has a care alarm in place and has started with Your Health Norfolk for exercise support via Active Now.

He has now started leaving the home, and he no longer requires support from carers which is also helping financially.

Mrs S reports that Mr S is doing exceptionally well and feels that not only has his wellbeing improved, but that hers, as his carer, has also improved and pressure has lifted.

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

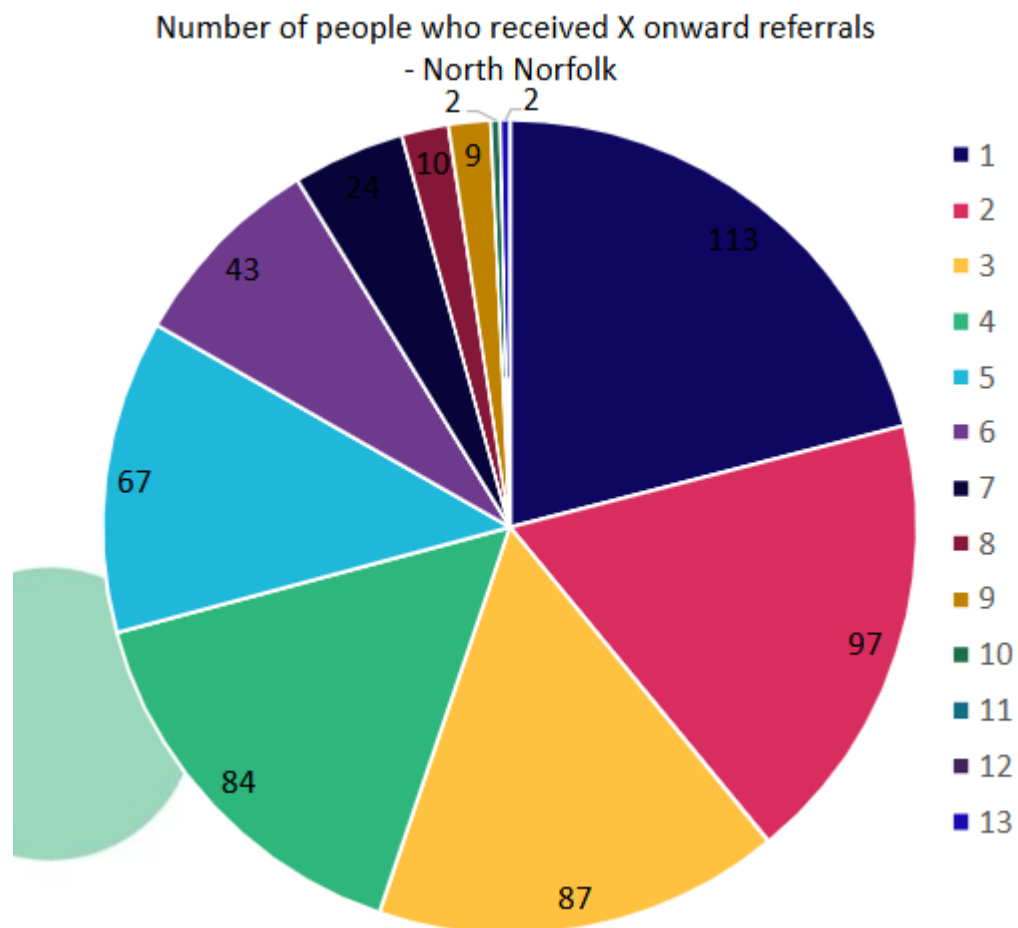
The following bar graph shows the range of referrals and actions made during the initial and follow up contacts with the Frailty Pathway officer. These vary from over the phone advice, the sending of leaflets and information by letter, signposting, and completion of referrals into the service, as some 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, 87 customers have received 3 referrals or actions, 67 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

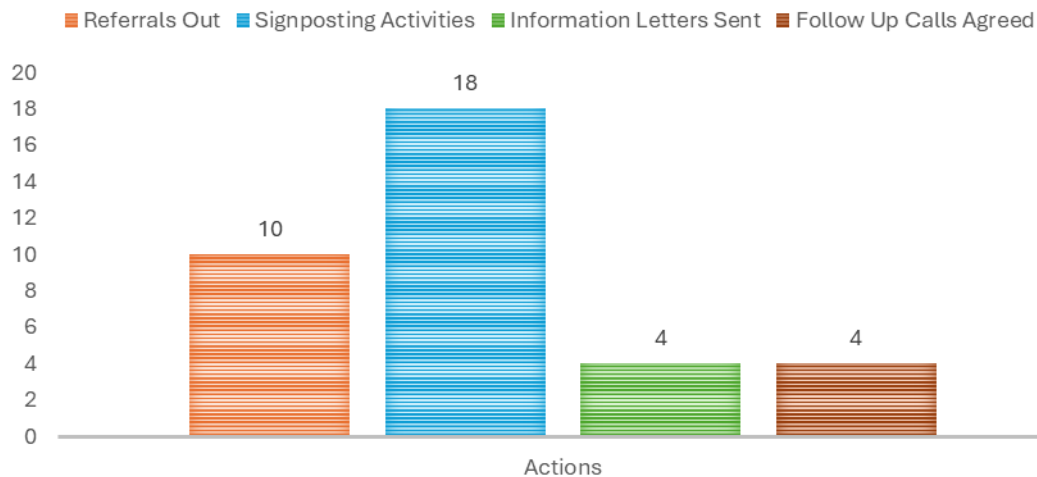
Promoting Independence is a new workstream lead by Norfolk County Council which uses Artificial Intelligence to identify residents who may be at risk of falls.

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

In November, **45** customers were contacted. Of these, **14** opted into the service, **13** opted out of the service, **15** did not respond to contact attempts, and a further **3** are ongoing and in process.

Of the **14** customers opting into the service:

ACTIONS NOVEMBER 2025



The signposting has primarily focused on transport, council tax (NNDC) and housing (NNDC).

Promoting Independence Case Study

Mr C lives in a small town with no banks and has struggled to access banking and struggled to get face-to-face support.

The Community Outreach Officer identified Mr C needed support with pensions and Power of Attorney arrangements and so referrals were made to Community Action Norfolk (CAN) and Age Uk Norfolk. The officer talked Mr C through how CAN and AGE UK can help. Within a few days he was contacted and supported by AGE UK Norfolk and his banking issues are now being mitigated.

Healthier Towns

The Healthier Towns model is an adapt and grow model which takes account of local health inequalities, priorities, needs and community capacity. Although there will inevitably common threads these partnerships should reflect the individuality of our North Norfolk Communities.

Stalham

- Stakeholders in Stalham have agreed to take Healthier Stalham forward, with Cllr Matthew Taylor chairing the meetings initially. These will likely take place in Stalham Town Hall.

Fakenham

- An initial discussion has been held with the CEO of Fakenham medical centre.

- Fakenham Town Council has sought further information on the model.

North Walsham

- Local stakeholders are considering options for the further development of Healthier North Walsham

Briston

- A launch date has been set for 23rd January 2026, part of which will include a PositiviTea event.
- Funding has been secured by the community for a (Briston & Melton Constable) drop-in centre for general support, community events, and a location for third parties to use for the community.

Aldborough

- At the initial meeting to discuss the village becoming 'healthier', it was unanimously agreed to move ahead with this work.
- A healthier launch even has been proposed for the 20th January 2026.
- An allotment scheme is one of the first being discussed under the Healthier Aldborough work.

A clear communication framework is now in place for how Ward Councillors will be informed about the development of partnership working in our communities as part of the Healthier North Norfolk model.

If any Member wishes to know more about Healthier North Norfolk in relation to their ward please contact Catherine Van Battum, Health and Communities Team Leader catherine.vanbattum@north-norfolk.gov.uk

Other service News

Poppyland Radio Shows

In November, three new shows were recorded:

- Heritage House – Steve Cheshire explains about the wellbeing, therapeutic support and care offered by Heritage House in Wells-Next-The-Sea. With their vibrant, fun-filled activities, excursions, home cooked meals and warm welcome, they are challenging the stigma of day care and giving older people a tomorrow to look forward to.
- Brave Futures – the specialist support service for children and young people who have experienced sexual abuse. Brave Futures gives children and young people the skills and tools they need to re-build their futures; manage the trauma they have experienced and help them move from victim to survivor.
- Norfolk Clubhouse – one of 370 Clubhouses worldwide, June Webb has been the driving force behind the peer led hubs in Watton and Norwich. The Norfolk Clubhouse offers a warm welcome and a coaching style approach for people with lived experience of mental

health challengers.

North Norfolk Health and Wellbeing Partnership

A meeting of the North Norfolk Health & Wellbeing Partnership took place on Wednesday 12 November. Discussions centred around the Working Groups and Public Health funding and addressing health inequalities in North Norfolk.

North Norfolk Community Hub

A meeting of the North Norfolk Community Hub took place on Tuesday 25 November. The theme was Grief and Bereavement.

Presentations were provided by:

- Simon Arthur, Grief Recovery Specialist.
- Lorna Vyse, Practitioner and author in Child Loss and Bereavement.

There were 31 attendees from a variety of community, charitable and statutory organisations.

2 Forthcoming Activities and Developments.

3 Meetings attended

NN Health and Wellbeing Partnership
NN Health and Wellbeing Prevention Working Group x2
NN Health and Wellbeing Health Inequalities Working Group x2
ICP Health and Wellbeing Board
ICS Conference
Community Alcohol Partnership

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CABINET MEMBERS REPORT TO COUNCIL

17 December 2025

**COUNCILLOR L WITHINGTON - CABINET MEMBER FOR
COMMUNITY, LEISURE & OUTREACH**

For the period November to December 2025

1 Progress on Portfolio Matters.

Over the past months, Customer Services has continued to deliver steady and reliable support across all core areas. Although this period is traditionally quieter for major projects, the team has remained focused on maintaining the high standards achieved in recent months.

Like many services, we experienced a wave of seasonal colds which affected staffing levels; however, call wait times remained stable thanks to careful planning and the flexibility of the team. We are committed to maintaining service levels without disruption for residents wherever possible.

We have also been supporting colleagues in Revenue Services as they carry out a review of retail premises across the district. This has naturally led to an increase in enquiries from business owners, but our advisors have handled these calls effectively and assisted customers with completing online forms to help keep the process running smoothly.

Work has continued on monitoring and refining improvements made to the Contact Us page, ensuring customers can reach the correct online form quickly and efficiently. Early feedback suggests these changes are reducing unnecessary or avoidable contact and enabling residents to resolve issues more independently.

Performance Overview

- Total customer contacts/transactions: 11,106
 - Digital contacts (Online forms/email): 4,734 (42.6%)
 - Traditional contacts (Tel/Face to Face/Post): 6,372 (57.4%)
- Customer satisfaction survey response rate: 16.33%
 - Satisfied with ability to contact the Council: 80.97%
 - Satisfied with helpfulness of CSA: 90.30%
 - Satisfied with advice given: 90.26%
 - Satisfied with overall experience: 85.39%

Customer Feedback Summary

November's customer feedback highlighted consistently high levels of satisfaction with our Customer Services team, particularly around empathy, clarity, and efficiency. Customers frequently described their interactions as friendly, reassuring, and professionally handled.

Key themes from November's feedback included:

Politeness, kindness, and empathy - Staff were praised for being supportive and understanding.

"I was extremely stressed and upset... I was quickly put at ease by an incredibly helpful and patient individual."

Clear communication and knowledge - Customers valued clear explanations and confident guidance.

"Helpful service. Clear and knowledgeable staff member."

Efficient problem resolution - Enquiries were handled quickly and smoothly.

"Very easy to get the issue resolved."

Positive face-to-face experiences - Reception and front-of-house staff were professional and welcoming.

"Friendly, efficient staff who renewed my permit straightaway."

Supportive and reassuring interactions - Staff helped customers feel more confident and less anxious.

"Felt genuinely cared for and that they would try to help."

2 Forthcoming Activities and Developments.

As we move through the winter period, we'll be focusing on consolidating recent improvements and preparing for the busier months ahead, including the usual cycle of new council tax bills.

We are taking the opportunity to review our internal processes, particularly around how we manage peak demand and staff availability during periods of illness. This work will help strengthen our resilience and ensure consistent service levels for residents throughout the year.

We will also continue to support colleagues across the council as needed, ensuring we are ready to assist with upcoming projects and any additional demand that arises in the new year.

3 Meetings attended
Customer Services Resource Meeting

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CABINET MEMBERS REPORT TO COUNCIL

17 December 2025

COUNCILLOR WITHINGTON - CABINET MEMBER FOR COMMUNITY, OUTREACH AND LEISURE.

For the period November to December 2025

1 Progress on Portfolio Matters.

Leisure Contract

Participation for October was slightly down on the same time last year which can mainly be attributed to the works beginning at Fakenham on the new swimming pool. This works has reduced the facilities available to members and therefore visits have been reduced by around half. The reduction is mostly due to the sports hall being used for the temporary gym which has meant that most users of this facility are unable to carry on for the duration of the works. Gym memberships have not reduced substantially and across the contract remain at 3654, with total visits across the facilities at 39599.

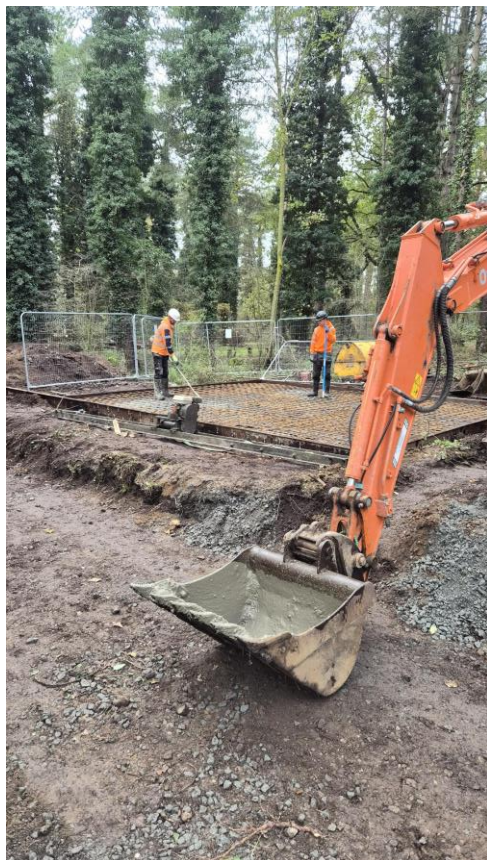
The FLASH works are progressing well and on schedule with all of the internal spaces now stripped out and the nursery building outside having been demolished.



Countryside

A large proportion of the Rangers work at present is the required tree works across all sites. As always this work is carried out either for safety reasons or as part of agreed management through our felling licences. The Muddy Boots volunteer groups continue to be very popular with around 20 volunteers regularly attending the weekly sessions at Holt Country Park and Pretty Corner Woods.

Works have now commenced at Holt Country Park on the new community eco learning space. This will provide a classroom for use by the Rangers when delivering their schools programme and family events, a base for our muddy boots volunteers to meet each week, and a hireable facility for community groups and individuals to run classes, workshops and alike. There will also be an outdoor space providing all visitors with information about climate change and other important environmental matters, as well as outdoor gym equipment which can charge a users mobile phone. Work is due to be complete by Easter 26.



Blue Flag Beaches & RNLI

The 2025 bathing water classifications were released at the end of November and we are delighted to see that seven beaches in the district have received Excellent water classifications. This includes an improvement

in Wells. The Leisure Team will now be working on Blue Flag Applications for our 6 beaches which are due to be submitted by mid-January. These applications will need to demonstrate how we meet a number of additional criteria such as access, safety, provision of amenities and educational programmes.

Pier Pavilion Theatre

This year's Christmas Show launched on November 15th and is well on track to exceed the annual target of 17500 visits, with 14773 tickets sold before the end of November.

Markets

An additional themed Christmas Market took place on Saturday 6th December, attracting another 12 traders to support the existing market. Trader numbers at Sheringham remain good despite the time of year.

Physical Activity Development

Officers are working with Norfolk FA and The Football Foundation to submit an application for grant funding to provide a new 3G on the Fakenham Sports Centre site. There are some difficulties around the technical side of the project but it is hoped these can be overcome.

2 Forthcoming Activities and Developments.

Locality Officer Updates

The Locality Officer will be working with an Active Norfolk colleague in the New Year to deliver a new project in the district. Get Out Get Active offers inclusive sessions designed by the participants themselves and a kick-off meeting has been arranged with About with Friends.

A number of other projects are still being progressed, including Big Norfolk Holiday Fun, Junior Park Run in Fakenham, Green Futures and Hire Hubs amongst others.

3 Meetings attended

Cromer Pier Christmas show Opening
Cromer Pier Bi-annual Report meeting

Car Park Fees & Charges	
Executive Summary	<p>The hourly Car Park charges were last revisited during the budget setting process for the 2025/2026 year. The decision list of Cabinet meeting held on 4 November 2025 states that the charges will be revisited as part of the budget setting process for 2026/2027 – this report looks into the charges for car parks and season tickets pricing for 2026/2027.</p> <p>The Council operates its car parks with 3 different rates which are dependent on where the car park is located. There is the standard rate for the inland car parks (mainly used by our residents), the resort rate for the car parks located in our resorts but not alongside the beaches and the coastal rate for the car parks that are the nearest the beaches and which are predominantly used by tourists and visitors. The Council also provides the option to purchase season tickets.</p> <p>This report provides details about the current car park fees and charges, and then the options for increases.</p>
Options considered	<p><u>Car Parking Charges</u></p> <ul style="list-style-type: none"> • Option 1: No increase to standard car parking up to and including 24 hour tariffs but increase car parking fees for resort and coastal car in line with CPI inflation of 3.8%. • Option 2 increase car parking fees by 2%. • Option 3 increase car parking fees by 5.8% (CPI+2%). • Option 4 no increase applied to car parking for the financial year beginning 1 April 2026. <p><u>Season Ticket Charges</u></p> <ul style="list-style-type: none"> • Option 5 no increase applied to the season tickets for the financial year beginning 1 April 2026. • Option 6 increase season ticket fees by 3.8%. • Option 7 increase season ticket fees by 2.0%. • Option 8 increase season ticket fees by 5.8% (CPI+2%).
Consultation(s)	Cllr Lucy Shires - Portfolio Holder for Finance, Estates & Property Services
Recommendations	<p>Council is asked to consider the various options discussed within the report.</p> <p>The below officer recommendation is as follows:</p>

	<ul style="list-style-type: none"> Option 1 & Option 6: increase car parking fees and season ticket fees in line with CPI inflation of 3.8%. For the Asset Management Officer in consultation with the s151 Officer to proceed with the Consultation in relation to the Off Street Parking Places Order.
Reasons for recommendations	Car parking income represents a significant income source to the Council and as such has a substantial contribution to make to the Council's long term financial sustainability.
Background papers	None.

Wards affected	All
Cabinet member(s)	Cllr Lucy Shires
Contact Officer	Daniel King Daniel.King@North-Norfolk.gov.uk

Links to key documents:	
Corporate Plan:	A strong, responsible & accountable council
Medium Term Financial Strategy (MTFS)	Income raised from car parking is a significant funding stream for the Council and this will continue to be factored in as such when formulating the MTFS.
Council Policies & 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. Purpose of the report

- 1.1. This report sets out proposals for revising car park fees and season ticket fees for the 2026/27 financial year, effective from 1 April 2026. It aims to ensure that pricing reflects inflationary pressures since the last adjustment in April 2025, supports the Council's financial sustainability, and aligns with strategic priorities outlined in the Medium-Term Financial Strategy. The report presents a range of options for consideration and recommends an increase in line with current CPI inflation.

2. Introduction & Background

- 2.1. This report presents proposed increases in car park fees and charges for 2026/27, which would come into force on 1 April 2026. The fees and charges were last increase on 1 April 2025 and so the increase would look to cover inflationary cost increases since then. The additional income would positively support the Council's financial position by charging users for the service they are using.
- 2.2. The Council's Medium Term Financial Plan shows that based on the assumptions e.g. pay and contract price increases, increases in fees and charges income and grant funding levels included in the 2026-2029 there are forecast deficits of £900k, £518k and £599k for the three years 2026/27 and 2027/28, and 2028/29 respectively.
- 2.3. North Norfolk District Council (NNDC) owns 33 car parks, 31 of which operate a pay and display scheme. The remaining two facilities are a free car park on Midland Road, North Walsham (operated by North Walsham Town Council) and a 'season ticket only' car park at Hall Staithe, Fakenham.
- 2.4. Car parks provide parking for different purposes, based on geographical location, from those supporting use of shops and facilities in the four market towns (North Walsham, Fakenham, Stalham and Holt): those in the resort towns supporting both resident and visitor parking and those in coastal locations predominantly supporting visitor access to beaches etc. There are three charging regimes Standard, Coastal and Resort which reflect these different uses.

3. Current Charging Regime and Options

- 3.1. The current charging regime, and contextual information are detailed in this section.

Table 1: Current charging regime:

	Standard (£)	Resort (£)	Coastal (£)
Up to 30 minutes	0.60	1.00	1.00
Up to 1 hour	-	1.70	2.10
Up to 2 hours	1.30	3.10	4.20
Up to 3 hours	2.20	4.50	6.30
Up to 4 hours	3.10	5.90	8.40
Up to 5 hours	4.00	7.30	-
Up to 6 hours	4.90	-	-
Up to 7 hours	5.80	-	-
24 hours	6.50	8.70	11.00
7 days	44.00	44.00	44.00

- 3.2. The current parking fees and charges across the three main car parks NNDC operates follows a structure approach whereby there are rates for 30 minutes, and initial hour, hourly rate after the initial hour, and rates defined for 24 hours, and 7 days. These have been summarised in Table 2 below.

Table 2: Structure of car parking fees

Length	Standard (£)	Resort (£)	Coastal (£)
30 minutes	0.60	1.00	1.00
Initial	1.30	1.70	-
Hourly Rate	0.90	1.40	2.10
24 hours	6.50	8.70	11.00
7 Day	44.00	44.00	44.00

3.3. Similar Norfolk resorts have the following charges as detailed in the following table:

Table 3: Comparative car parking charges

	NNDC Resort (£)	Hunstanton Cliff (£)	Great Yarmouth Seafront Short Stay (£)	Great Yarmouth Seafront Long Stay (£)	Wells Beach & Holkham beach (Holkham Estates) (£)
Up to 30 Minutes	1.00	N/A	N/A	N/A	N/A
Up to 1 hour	2.10	2.70	3.10	N/A	N/A
Up to 2 hours	4.20	5.10	6.20	N/A	3.60
Up to 3 hours	6.30	7.30	N/A	N/A	N/A
Up to 4 hours	8.40	N/A	N/A	8.40	7.00
Over 4 hours	N/A	N/A	N/A	N/A	13.50
Hourly Charge	N/A	N/A	£3.90 per hour after 2 hours	N/A	N/A
24 hours	11.00	10.80	N/A	N/A	N/A
Winter Rates	N/A	All day £9.60 1 November - 28 February	£1.60 per hour 1 November - 31 March	Closed 1 November - 28 February	N/A

3.4. In terms of seaside resorts, NNDC charges are generally lower than comparable areas, but the charging regimes vary significantly in each area which will be due to different policies and local circumstances.

4. Proposals and Options – Car parking charges (excluding season tickets)

4.1. This section details out the proposal for fee increases for car parking across the different car parks

4.2. The approach taken in this paper looks to apply percentage increases to the current charging regime. To ensure that the charges remain practical, the increases applied in the below options will be rounded. 7 day parking has been round to the nearest £1.00, 24 hour parking charges have been rounded to the nearest £0.50, and all other time increments of car parking has been rounded to the nearest £0.05. The rounding for season tickets has been done to the nearest £0.50.

4.3. CPI measures the change over time in the prices of a basket of goods and services purchased by households to gauge inflation. At the time of writing this report CPI stands at 3.8%.

4.4. The latest 12 monthly data set has been used to formulate these estimates. At the time of writing this report this data set covered the period of 1 September 2024 – 31 August 2025. For the avoidance of doubt, the monetary estimates referred to below take into the account the different charging structures as the data set straddles two different financial years. The estimates below assume that the same volume of transactions are received; the volume of transactions is used in calculating the monetary estimates which could be achieved from the respective increases as detailed below.

4.5. Option 1 – Increase of 3.8% in line with inflation

4.5.1. Table 4 below shows the pricing of car parking fees across the three main car parks that the Council operates.

Table 4: Car parking prices after 3.8% inflation increase has been applied.

	Standard (£)	Resort (£)	Coastal (£)
Up to 30 Minutes	0.60	1.05	1.05
Up to 1 hour	-	1.75	2.20
Up to 2 hours	1.30	3.20	4.40
Up to 3 hours	2.20	4.65	6.60
Up to 4 hours	3.10	6.10	8.80
Up to 5 hours	4.00	7.55	-
Up to 6 hours	4.90	-	-
Up to 7 hours	5.80	-	-
24 hours	6.50	9.20	11.50
7 days	46.00	46.00	46.00

4.5.2. Table 5 below shows the structure of the car parking fees in the same format as shown in Table 2.

Table 5: Proposed structure of parking charges based on 3.8% increase.

	Standard (£)	Resort (£)	Coastal (£)
30 Minute	0.60	1.05	1.05
Initial	1.30	1.75	N/A
Hourly	0.90	1.45	2.20
24 Hour	6.50	9.20	11.50
7 Day	46.00	46.00	46.00

- 4.5.3. Table 6 below shows the difference in the pricing of car parking fees when compared to the current parking fees.

Table 6: The effects of a 3.8% increase to car parking charges

	Standard (£)	Resort (£)	Coastal (£)
30 Minute	-	0.05	0.05
Initial	-	0.05	N/A
Hourly	-	0.05	0.10
24 Hour	-	0.50	0.50
7 Day	2.00	2.00	2.00

- 4.5.4. Based the latest transactionally data available at the time of writing this report, being 1 September 2024 – 31 August 2025, this change is anticipated to generate an additional £148,973.
- 4.5.5. It is acknowledged that charges ending in 5p may present an inconvenience for customers paying with cash. However, rounding charges up to the nearest 10p would result in a materially higher increase in the actual tariff - approximately 5.8%, compared to the proposed 3.8%. Such an approach would disproportionately impact the majority of users who pay via cashless methods such as app and card, as they would incur a higher percentage increase than necessary.
- 4.5.6. Following a detailed review, it has been an active decision not to increase tariffs in standard car parks at this time. This approach is intended to deliver wider local benefits. By maintaining current charges, the Council aims to support the vitality and resilience of our market towns, encouraging visitor footfall and sustaining economic activity. Affordable and accessible parking is a key factor in attracting shoppers and visitors, which in turn benefits local businesses, helps protect high street trade, and contributes to the overall economic health of these communities. The decision reflects a balanced strategy: while recognising inflationary pressures, it prioritises the long-term interests of local economies and community wellbeing over marginal revenue gains.

4.6. Option 2 – Increase of 2.0% - below inflation

4.6.1. Table 7 below shows the pricing of car parking fees across the three main car parks that the Council operates.

Table 7: Car parking prices after 2.0% inflation increase has been applied.

	Standard (£)	Resort (£)	Coastal (£)
Up to 30 minutes	0.60	1.00	1.00
Up to 1 hour	-	1.75	2.15
Up to 2 hours	1.35	3.20	4.30
Up to 3 hours	2.25	4.65	6.45
Up to 4 hours	3.15	6.10	8.60
Up to 5 hours	4.05	7.55	-
Up to 6 hours	4.95	-	-
Up to 7 hours	5.85	-	-
24 hours	6.50	8.70	11.00
7 days	45.00	45.00	45.00

4.6.1. Table 8 below shows the structure of the car parking fees in the same format as shown in Table 2.

Table 8: Car parking prices after 2.0% inflation increase has been applied.

	Standard (£)	Resort (£)	Coastal (£)
30 Minute	0.60	1.00	1.00
Initial	1.35	1.75	N/A
Hourly	0.90	1.45	2.15
24 Hour	6.50	8.70	11.00
7 Day	45.00	45.00	45.00

4.6.2. Table 9 below shows the difference in the pricing of car parking fees when compared to the current parking fees.

Table 9: Car parking prices after 2.0% inflation increase has been applied.

	Standard (£)	Resort (£)	Coastal (£)
30 Minute	-	-	-
Initial	0.05	0.05	N/A
Hourly	-	0.05	0.05
24 Hour	-	-	-
7 Day	1.00	1.00	1.00

4.6.3. Based the latest transactionally data available at the time of writing this report, being 1 September 2024 – 31 August 2025, this change is anticipated to generate an additional £110,183.

4.7. Option 3 – Increase of 5.8% increase above inflation

4.7.1. Table 10 below shows the pricing of car parking fees across the three main car parks that the Council operates.

Table 10: Car parking prices after 5.8% inflation increase has been applied.

	Standard (£)	Resort (£)	Coastal (£)
Up to 30 minutes	0.65	1.05	1.05
Up to 1 hour	-	1.80	2.20
Up to 2 hours	1.40	3.30	4.40
Up to 3 hours	2.35	4.80	6.60
Up to 4 hours	3.30	6.30	8.80
Up to 5 hours	4.25	7.80	-
Up to 6 hours	5.20	-	-
Up to 7 hours	6.15	-	-
24 hours	7.00	9.20	11.50
7 days	47.00	47.00	47.00

4.7.2. Table 11 below shows the structure of the car parking fees in the same format as shown in Table 2.

Table 11: Car parking prices after 5.8% inflation increase has been applied.

	Standard (£)	Resort (£)	Coastal (£)
30 Minute	0.65	1.05	1.05
Initial	1.40	1.80	N/A
Hourly	0.95	1.50	2.20
24 Hour	7.00	9.20	11.50
7 Day	47.00	47.00	47.00

4.7.3. Table 12 below shows the difference in the pricing of car parking fees when compared to the current parking fees.

Table 12: Car parking prices after 5.8% inflation increase has been applied.

	Standard (£)	Resort (£)	Coastal (£)
30 Minute	0.05	0.05	0.05
Initial	0.10	0.10	N/A
Hourly	0.05	0.10	0.10
24 Hour	0.50	0.50	0.50
7 Day	3.00	3.00	3.00

- 4.7.4. Based the latest transactionally data available at the time of writing this report, being 1 September 2024 – 31 August 2025, this change is anticipated to generate an additional £215,882.

4.8. Option 4 – No increase to fees

- 4.8.1. There is an option to not increase car parking in car parks operated by the Council – for a number of reasons this is not the recommended course of action.
- 4.8.2. Maintaining current car parking charges without adjustment for inflation is not recommended, as it undermines the financial sustainability of the council's parking services.
- 4.8.3. Without periodic increases aligned with CPI the real value of parking income diminishes over time. This reduces the council's ability to fund maintenance, improvements, and enforcement activities without diverting resources from other essential services.
- 4.8.4. Incremental CPI based increases provide a predictable and transparent approach to revenue management, aligning with medium-term financial planning and avoiding the need for larger, more disruptive increases in the future.

4.9. Summary of options

- 4.9.1. A summary of the estimate car parking incomes which could be achieved from their respective percentage increase can be seen in Table 13 below.

Table 13: Impact on income of the car parking percentage increases.

Option	Percentage increase	Estimate additional income (£)
1	3.8%	148,973
2	2.0%	110,183
3	5.8%	215,822
4	0%	-

5. Proposals and Options – Public Season Tickets

- 5.1. This section details out the proposal for fee increases for season tickets
- 5.2. The approach taken in this paper looks to apply percentage increases to the current season ticket charges. To ensure that the charges remain practical, the increases applied in the below options will be rounded. The rounding for season tickets has been done to the nearest £0.50.

5.3. CPI measures the change over time in the prices of a basket of goods and services purchased by households to gauge inflation. At the time of writing this report CPI stands at 3.8%.

5.4. The latest 12 monthly data set has been used to formulate these estimates. At the time of writing this report this data set covered the period of 1 September 2024 – 31 August 2025. For the avoidance of doubt, the monetary estimates referred to below take into the account the different charging structures as the data set straddles two different financial years. The estimates below assume that the same volume of transactions are received; the volume of transactions is used in calculating the monetary estimates which could be achieved from the respective increases as detailed below.

5.5. Table 14 below shows the differences in both the short stay (3 hour time limit) and long stay (24 hour time limit) season ticket price based on the proposed percentage increases.

Table 14: Impact on income of the season ticket options.

	Current (£)	3.8% Increase (£)	5.8% Increase (£)	2% Increase (£)
	Option 5	Option 6	Option 7	Option 8
Short Stay - 3 Months	21.50	22.00	23.00	22.00
Short Stay - 6 Months	41.50	43.00	44.00	42.00
Short Stay - 12 Months	75.50	78.00	80.00	77.00
Long stay - 3 Months	88.50	92.00	94.00	90.00
Long Stay - 6 Months	165.00	171.00	175.00	168.00
Long Stay - 12 Months	275.00	285.00	291.00	281.00
Additional Income	-	18,568	32,202	10,706

6. Car Parking Order

- 6.1. Any change to the charging regime will have to be formalised through the agreement of a new Car Park Order under Section 35 of the Road Traffic Regulation Act 1984. In accordance with the Local Authorities' Traffic Orders (Procedure) (England and Wales) Regulations 1996, the Council is required to undertake a statutory consultation process – this is anticipated to take 3 months.
- 6.2. The cost of implementing the changes to the current charges would be in the region of £15k, this would cover signage overlays, car park leaflets and reprogramming of the pay & display machines.
- 6.3. It is recommended that the Asset Management Officer in consultation with the s151 Officer to proceed with the Consultation in relation to the Off Street Parking Places Order.

7. Corporate Priorities

- 7.1. The proposal aligns to strong, responsible & accountable council corporate objective.
- 7.2. The provision of car parking facilities directly supports a wide variety of economic and social activities within the district.
- 7.3. The income from off-street parking is a significant contributor to the finances of the Council.

8. Financial and Resource Implications

- 8.1. The costs and income relating to car parks form a significant part of the Councils budgets and it is important that charging levels are set correctly so that all direct and indirect costs of providing the car parks are recovered.
- 8.2. The income raised from car parking charges is a significant funding stream and this will continue to be factored in as such when formulating the MTFs. The income offsets the costs of providing and maintaining car parks in the district.
- 8.3. Significant external factors can affect the usage of car parks and therefore the income received.

Comments from the S151 Officer:

Applying an inflationary increase mitigates the real terms loss to Council funds of below or no inflationary increase. Moreover, not keeping up with inflation makes future recovery challenging due to the greater marginal increases that would be required.

9. Legal Implications

- 9.1. The legal team will be supporting the Car Park Order process to ensure that the Council complies with the consultation requirements.

Comments from the Monitoring Officer

If there is approval to change car park charges, the appropriate legal process would need to be complied with, including a 3 month consultation period, and a new Car Parking Order – the legal team can assist with this process

10. Risks

- 10.1. A potential risk of increasing car parking charges is that higher tariffs could lead to a modest reduction in usage; however, the proposed rates remain competitive when compared with neighbouring authorities. Continued monitoring will help ensure that charges support local economic activity while maintaining fairness and cost recovery.

11. Net Zero Target

- 11.1. None as a direct consequence of this report.

12. Equality, Diversity & Inclusion

- 12.1. None as a direct consequence of this report.

13. Community Safety issues

- 13.1. None as a direct consequence of this report.

14. Conclusion and Recommendations

- 14.1. As one of the largest external income sources car parking charges have a significant contribution to the Council's sustainability and MTFS.
- 14.2. It is recommended that car parking charges and season ticket prices are continued to be reviewed annually.
- 14.1. It is recommended that the Asset Management Officer in consultation with the s151 Officer to proceed with the Consultation in relation to the Off Street Parking Places Order.
- 14.2. Option 1 and Option 6 are recommended by officers. This recommendation is due to this increase reflecting CPI. Increasing car parking charges in line with the Consumer Price Index (CPI) is a necessary step to ensure that income from parking keeps pace with rising operational costs, such as maintenance, staffing, and infrastructure upgrades; without this adjustment, the real value of parking revenue declines over time, placing additional pressure on council budgets and potentially compromising service quality.
- 14.3. Option 1 and Option 6 would result in a net contribution to income of circa £152,541 in 2026/27 rising to circa £167,541 per annum thereafter

Fees & Charges 2026/27	
Executive Summary	This report recommends the fees and charges for the financial year 2026-27 that will come into effect from 1 April 2026.
Options considered.	Alternatives for the individual service fees and charges proposed have been considered by service managers as part of the process of creating this report.
Consultation(s)	Portfolio Holder Assistant Director Finance & Assets/Deputy S151 Officer Director of Resources/S151 Officer Budget Managers
Recommendations	That Full council approves: <ul style="list-style-type: none"> • The fees and charges from 1st April 2026 as included in Appendix A. • That delegated authority be given to the Section 151 Officer, in consultation with the Portfolio Holder for Finance and relevant Directors/Assistant Director to agree the fees and charges not included within Appendix A as required (outlined within the report).
Reasons for recommendations	To approve the Council's proposed fees and charges for 2026/27.
Background papers	Fees & Charges 2025/26 report (Full Council – 19 th February 2025)

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

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

Corporate Governance:	
Is this a key decision	Yes
Has the public interest test been applied	Not an exempt item
Details of any previous decision(s) on this matter	Current approvals on Fees & Charges 2025/26 report (Full Council – 19 th February 2025)

1. Purpose of the report

- 1.1 This report sets out the proposed fees and charges for the 2026/27 financial year, scheduled to take effect from 1 April 2026.
- 1.2 To also agree that delegated authority be given to the Section 151 Officer, in consultation with the Portfolio Holder for Finance and relevant Director/Assistant Director to agree the fees and charges not included within Appendix A as required.

2. Introduction & Background

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

3. Fees & Charges 2026/27

- 3.1 The Finance Team has circulated proposed fees and charges for 2026/27, which have been reviewed by lead budget managers to support the annual budget-setting process. The starting point for the review is an overall increase of 3.8%, reflecting the CPI inflation rate at the outset of the process. However, this baseline has been adjusted where appropriate to take account of wider economic conditions, market factors, and service-specific considerations. Appendix A sets out the detailed proposed charges to take effect from 1 April 2026 – The average increase across all fees and charges proposed for 2026/27 represent an increase of 3.6% on the fees and charges for 2025/26, which falls slightly below the current CPI inflation rate.
- 3.2 The proposed increases in fees are due to one of the following reasons:
 - Inflationary increases which reflect the inflation increases in costs to provide the service.
 - Increases which are set by a higher authority (typically central government) for example, planning fees and election charges. These are known as statutory fees.

- Increases in fees which must be set on a cost recovery basis for example, land charges, building control and the majority of our locally set licencing fees.

3.3 Elections

These fees related to the delivery of elections and disclosure of information from the register of electors. These are all statutory (set by central government). There have been no changes from the 2025/26 fees.

3.4 Communications

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

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

However, the fees given are only indicative as the Communications team reserve the right to individually assess large scale filming operations to ensure that no cost will be incurred by the taxpayer for any private filming. There have been no changes from the 2025/26 fees.

3.5 Customer Services & ICT

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

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

These fees have been reviewed by the service manager to ensure that the Council is charging at a rate that brings income whilst keeping the service affordable for its customers. Costs for large plot printing (A2 and above) have been increased for 2026/27 to recover the rising resourcing costs to produce larger documents. Fees for smaller plot printing (A3 and A4) have not been increased to keep these smaller prints affordable. Printing fees are set by the Council at its own discretion.

3.6 Leisure

The car parking fees at Holt Country Park are proposed to be kept at £2.50 per day to avoid deterring tourism to the area.

The Holt Country Park team have continued to sell firewood in the local area by advertising at the park/on social media whenever required forestry works have resulted in tree felling. This fee is set by the Council at its own discretion and increases by 2.9% after rounding.

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

The Council facilitates open-air market days at Sheringham (held on Saturday) and Cromer (held on Friday) all year round, with an additional day on Wednesday's during the Spring/Summer months at Sheringham. These fees are set by the Council at its own discretion with the aim to charge a competitive rate, ensuring the Council generates income whilst attracting tourists to two popular areas in the district. These fees have been increased by inflation.

The parking permits for markets have also been increased by inflation to ensure the Council is recovering its costs for running events.

3.7 Legal

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

3.8 Environmental Health

The Environmental Health team have undertaken a benchmarking exercise to identify areas where existing fees may be set below appropriate cost-recovery levels. Fees determined from the team's internal operation (admin fees etc.) have also been reviewed to make sure charges accurately reflect the costs to deliver services. These have been increased by the rate of inflation to ensure adequate cost recovery.

Waste collection fees are not published in this report. This is because the full costs to the Council to deliver these services are not known in advance. To ensure that the service can operate in a financially effective manner, the setting of these fees is requested to be done separately under delegated powers by the Director of Resources/S151 officer, once the service areas are more certain of future costs. This is a statutory service of the Council that it must operate.

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

Garden bin collection fees have been increased above the rate of inflation for 2026/27. This is a discretionary service that the Council does not have to provide but generates a good portion of income. During internal review it was realised charges are lower than other local authorities and so are being increased to meet the average charge for the area and generate more income for the Council. There is still a higher charge for non-direct debit arrangements to account for the extra administration fee to arrange billing.

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

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

Housing Act Notices and HMO licences fees are a statutory function of the Council. Fees have all been increased above the rate of inflation as the statutory limits have increased.

Environmental Protection fees and Fixed Penalty Notice fees are a statutory function of the Council. Fees have mainly remained the same as there has been no increase in the statutory limits.

A Taxi Licensing model has been undertaken by the team to assess if taxi fees are appropriate and following cost-recovery legislation. This review has led to changes across all taxi licencing fees.

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

Gambling licence fees are still under further review and will be taken to the January licencing committee for further consideration.

There is a small amount of licencing fees (other than taxi licences which are mentioned above) where the charge can be set by the Council, albeit there is a cap on the maximum fee. This includes skin piercing premises, scrap metal dealers, adult entertainment venues and street trading consents. The fees for these venues have been reviewed and changed to ensure they are being charged at an appropriate cost-recover rate. There has been an introduction of new fees to reflect the cost differences between a new-premises licences and the renewal of an existing premises licence which was not previously taken into consideration.

3.9 Planning

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

Land charges are moving to a digital national register run by HM Land Registry. As a result, local authorities will no longer be providing these services.

The Town and Country Planning (fees for applications, deemed applications, requests and site visits) 2023 regulations introduced an automatic annual increase to the nationally set planning fees. This means that increases in planning fees will be announced before April of each year by central government to allow for inflationary increases in the service. Fees have been increased to match the statutory planning fees where applicable, however some fees will not be announced until December 2025. These changes will be reported at a later date and reflected within the 2026/27 budget.

There are some discretionary planning fees which the Council can charge at its own determined rate. These are monitoring fees for S106/IL obligations, fees for High Hedges Complaints. These have been increased by the rate of inflation to ensure the Council is recovering the costs of delivering these services.

3.10 Estates

The fees for the professional estates services have been increased by the rate of inflation to ensure that cost are still appropriate for all charges.

For chalets and beach huts, these prices have also been increased by the rate of inflation.

3.11 Car Parks

Car park charges are currently under review by a separate working group to assess the appropriate level of fee increases. Considering the current economic climate, it is essential to strike an appropriate balance between generating increased revenue to support Council expenditure and maintaining affordability for users.

It has been proposed that:

- No changes to the Standard car park pricing, except 7 day car parking fees to support our inland communities.
- Fees for Resort and Coastal Car Park, and 7 day tickets are to be increased in line with inflation (3.8%).
- Season Ticket prices have been increased by inflation (3.8%).

3.12 External Facilities

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

4. Corporate Priorities

Corporate Plan objectives are supported by the Council's allocated budgets, the Fees & Charges report will directly support the Council's budget setting 2026/27 report.

5. Financial and Resource Implications

Inflationary adjustments to fees and charges are necessary to offset the rising costs incurred by the Council. In the absence of such increases, the Council may be compelled to identify further efficiencies in service delivery to address budgetary shortfalls anticipated for the 2026/27 financial year and beyond.

Comments from S151 Officer

Applying an inflationary increase mitigates the real terms loss to Council funds of below or no inflationary increase. Moreover, not keeping up with inflation makes future recovery challenging due to the greater marginal increases that would be required.

6. Legal Implications

Any Fee described as statutory is set at a higher than District government level. The Council does not have the power to impose a higher fee without breaking formal legislation.

Comments from the Monitoring Officer

Fees and charges are set annually and are an important aspect of income to the Council and part of the budget setting process. Inflation has been considered with reference to some proposed increases. There are charges over which the Council has no discretion, being set, for example by statute, but others which may reflect the work, experience and delivery of the service.

7. Risks

For services driven by demand, there exists a potential risk that actual service uptake may decline, resulting in income levels falling short of budgeted projections. To mitigate this risk during the income budgeting process, assumptions regarding anticipated income will be formulated based on the most reliable estimates, developed collaboratively by service managers and the finance team.

8. Net Zero Target

None as a direct consequence of this report.

9. Equality, Diversity & Inclusion

None as a direct consequence of this report.

10. Community Safety issues

None as a direct consequence of this report.

11. Conclusion and Recommendations

This report sets out recommendations for the fees and charges to be implemented from 1 April 2026. These proposals form an integral part of the Council's service income budgets and will be incorporated into the detailed 2026/27 budget when it is submitted for consideration and approval.

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Appendix A - Fees and Charges - 2026/27

The following pages detail the current fees for 2025/26 and proposed fees for 2026/27.

All fees are shown excluding VAT.

There is a column provided for managers to list their proposals for the 2026/27, this year the recommendation is a 3% increase where applicable (as per July 2025 inflation rate) and rounded to nearest £1 or 10p unless an exception has been applied. Inflated fees are marked in yellow when proposed but not yet confirmed by Manager.

<u>Elections</u>	VAT	2025/26	2026/27	Statutory Service / Discretionary Services	Set by Government / Set By District
		Agreed Charge	Proposed Charge		
		£ : p	£ : p		
T					
ELECTIONS					
Statutory Charges					
Sale of Edited Register of Electors - Printed Copy - Basic Charge (per first 1,000 names, or part thereof).	O	£10.00	£10.00	Statutory	Government
Printed copy as above, extra 1,000 names or part thereof.	O	£1.50	£1.50	Statutory	Government
Sale of edited Register of Electors - Data Form - Basic Charge (per <u>first</u> 1,000 names or part thereof).	O	£20.00	£20.00	Statutory	Government
Data form as above, extra 1,000 names or part thereof.	O	£1.50	£1.50	Statutory	Government
Supply of Full Register and monthly updates (to credit reference agencies and government departments) - Printed Copy - Basic Charge (per first 1,000 names or part thereof).	O	£10.00	£10.00	Statutory	Government
Printed copy as above, extra 1,000 names or part thereof.	O	£1.50	£1.50	Statutory	Government
Supply of Full Register and monthly updates (to credit reference agencies and government departments) - Data Form - Basic Charge (per first 1,000 names or part thereof).	O	£20.00	£20.00	Statutory	Government
Data Form as above, extra 1,000 names or part thereof.	O	£1.50	£1.50	Statutory	Government
Sale of Marked Registers - Printed Copy - Basic Charge.	O	£10.00	£10.00	Statutory	Government
Printed copy of Marked Registers - 1,000 names or part thereof.	O	£2.00	£2.00	Statutory	Government
Data form of Marked Registers - 1,000 names or part thereof.	O	£1.00	£1.00	Statutory	Government
Sale of Overseas Elector List - Printed Copy - Basic Charge (per <u>first</u> 100 names or part thereof).	O	£10.00	£10.00	Statutory	Government
Printed copy as above, extra 100 names or part thereof.	O	£1.50	£1.50	Statutory	Government
Sale of Overseas Elector List - Data Form - Basic Charge (per <u>first</u> 100 names or part thereof).	O	£20.00	£20.00	Statutory	Government
Data form as above, extra 100 names or part thereof.	O	£1.50	£1.50	Statutory	Government

Communications

Filming

TV drama/advertisements/feature films/Commercial Shoots/Music Videos/Documentaries etc.

**These figures are for guidance only and any enquiries could be subject to further negotiation prior to agreement. Prices quoted exclude*

2025/26	2026/27	Statutory Service / Discretionary Services	Set by Government / Set By District
Agreed Charge	Proposed Charge		
£ : p	£ : p		
£150 - £800	£150 - £800	Discretionary	District
£800 - £1,500	£800 - £1,500	Discretionary	District
£1,500 - £5,000	£1,500 - £5,000	Discretionary	District
£50.00	£50.00	Discretionary	District
£100.00	£100.00	Discretionary	District
£125.00	£125.00	Discretionary	District
Discretionary	Discretionary	Discretionary	District

<u>Customer Services</u>	2025/26 Agreed Charge £ : p	2026/27 Proposed Charge £ : p	Statutory Service / Discretionary Services	Set by Government / Set By District
CUSTOMER SERVICES				
Foreign Pension Verification	£10.00	£10.00	Statutory	Government
PHOTOCOPYING				
A4 and below - black and white	£0.25	£0.25	Discretionary	District
A4 and below - colour	£0.30	£0.30	Discretionary	District
A3 - black and white	£0.40	£0.40	Discretionary	District
A3 - colour	£0.75	£0.75	Discretionary	District
A2 - black and white	£3.00	£3.10	Discretionary	District
A2 - colour	£4.50	£4.60	Discretionary	District
A1 - black and white	£4.50	£4.60	Discretionary	District
A1 - colour	£6.70	£6.90	Discretionary	District
A0 - black and white	£5.00	£5.20	Discretionary	District
A0 - colour	£10.00	£10.30	Discretionary	District

Leisure

HOLT COUNTRY PARK

Car parking <i>(per occasion)</i>
Fire Wood <i>(sold when available from forestry works) - per load</i>
School visits where Ranger's assistance required (Per Child) <i>(Please note, the school visits charge reserves the right to be made flexible depending on the activities chosen by the School).</i>

2025/26 Agreed Charge £ : p	2026/27 Proposed Charge £ ; p	Statutory Service / Discretionary Services	Set by Government / Set By District
£2.50	£2.50	Discretionary	District
£140.00	£144.00	Discretionary	District
£8.50	£9.00	Discretionary	District

Leisure		2025/26 Agreed Charge £ : p	2026/27 Proposed Charge £ : p	Statutory Service / Discretionary Services	Set by Government / Set By District
MARKETS					
PITCH FEES - SIX MONTHS					
Site = 4m Frontage x 5m Depth					
The Council has sites at Sheringham (Wednesday & Saturday) and Cromer (Friday)					
One Pitch	Wednesday's	£255.00	£263.00	Discretionary	District
	Friday's	£255.00	£263.00	Discretionary	District
	Saturday's	£592.00	£610.00	Discretionary	District
Two Pitches	Wednesday's	£510.00	£525.00	Discretionary	District
	Friday's	£510.00	£525.00	Discretionary	District
	Saturday's	£1,184.00	£1,220.00	Discretionary	District
Three Pitches	Wednesday's	£714.00	£735.00	Discretionary	District
	Friday's	£714.00	£735.00	Discretionary	District
	Saturday's	£1,633.00	£1,682.00	Discretionary	District
Four Pitches	Wednesday's	£918.00	£946.00	Discretionary	District
	Friday's	£918.00	£946.00	Discretionary	District
	Saturday's	£2,082.00	£2,144.00	Discretionary	District
Pitch Fee - Second Six Months (October - March)					
One Pitch	Friday's	£133.00	£137.00	Discretionary	District
	Saturday's	£306.00	£315.00	Discretionary	District
Two Pitches	Friday's	£266.00	£274.00	Discretionary	District
	Saturday's	£612.00	£630.00	Discretionary	District
Three Pitches	Friday's	£368.00	£379.00	Discretionary	District
	Saturday's	£842.00	£867.00	Discretionary	District
Four Pitches	Friday's	£470.00	£484.00	Discretionary	District
	Saturday's	£1,072.00	£1,104.00	Discretionary	District

Leisure		2025/26 Agreed Charge £ : p	2026/27 Proposed Charge £ : p	Statutory Service / Discretionary Services	Set by Government / Set By District
PITCH FEES - CASUAL					
<i>Casual fees are on a monthly basis. charge depending on month and day of week chosen</i>					
January	Wednesday's	£15.00	£15.00	Discretionary	District
	Friday's	£15.00	£15.00	Discretionary	District
	Saturday's	£22.00	£23.00	Discretionary	District
February	Wednesday's	£15.00	£15.00	Discretionary	District
	Friday's	£15.00	£15.00	Discretionary	District
	Saturday's	£22.00	£23.00	Discretionary	District
March	Wednesday's	£15.00	£15.00	Discretionary	District
	Friday's	£15.00	£15.00	Discretionary	District
	Saturday's	£22.00	£23.00	Discretionary	District
April	Wednesday's	£19.00	£20.00	Discretionary	District
	Friday's	£19.00	£20.00	Discretionary	District
	Saturday's	£31.00	£32.00	Discretionary	District
May	Wednesday's	£19.00	£20.00	Discretionary	District
	Friday's	£19.00	£20.00	Discretionary	District
	Saturday's	£31.00	£32.00	Discretionary	District
June	Wednesday's	£19.00	£20.00	Discretionary	District
	Friday's	£19.00	£20.00	Discretionary	District
	Saturday's	£31.00	£32.00	Discretionary	District
July	Wednesday's	£28.00	£29.00	Discretionary	District
	Friday's	£28.00	£29.00	Discretionary	District
	Saturday's	£41.00	£42.00	Discretionary	District
August	Wednesday's	£28.00	£29.00	Discretionary	District
	Friday's	£28.00	£29.00	Discretionary	District
	Saturday's	£41.00	£42.00	Discretionary	District
September	Wednesday's	£28.00	£29.00	Discretionary	District
	Friday's	£28.00	£29.00	Discretionary	District
	Saturday's	£41.00	£42.00	Discretionary	District
October	Wednesday's	£19.00	£20.00	Discretionary	District
	Friday's	£19.00	£20.00	Discretionary	District
	Saturday's	£41.00	£42.00	Discretionary	District
November	Friday's	£19.00	£20.00	Discretionary	District
	Saturday's	£31.00	£32.00	Discretionary	District
	Friday's	£19.00	£20.00	Discretionary	District
December	Saturday's	£31.00	£32.00	Discretionary	District

Leisure

PARKING PERMITS

	2025/26 Agreed Charge £ : p	2026/27 Proposed Charge £ : p	Statutory Service / Discretionary Services	Set by Government / Set By District
April - October (Half Year), 1 Pitch	£25.00	£26.00	Discretionary	District
April - March (Full Year), 1 Pitch	£40.00	£41.00	Discretionary	District
April - March (Full Year), 2 Pitches	£50.00	£52.00	Discretionary	District
April - March (Full Year), 3 Pitches	£60.00	£62.00	Discretionary	District

<u>Legal</u>	2025/26 Agreed Charge £ : p	2026/27 Proposed Charge £ : p	Statutory Service / Discretionary Services	Set by Government / Set By District
LEGAL SERVICES				
Legal Work (exclusive of VAT charged)				
Mortgage Redemption	At Solicitors Hourly Rate.	At Solicitors Hourly		District
Preparation of a new lease			Discretionary	District
Sale of land			Discretionary	District
Preparation of License			Discretionary	District
Private Mortgage			Discretionary	District
Quest re: second Mortgage			Discretionary	District
Agreement - section 18 Public Health Act 1936			Discretionary	District
Legal fees in relation to preparation and completion of S106 agreements			Discretionary	District
Legal fees in relation to preparation and completion of legal contracts			Discretionary	District
Legal fees in connection with release of covenant			Discretionary	District
Provision of legal advice and services to third party public sector organisations			Discretionary	District

Environmental Health		2025/26 Agreed Charge £ : p	2026/27 Proposed Charge £ : p	Statutory Service / Discretionary Services	Set by Government / Set By District
WASTE COLLECTION SERVICES					
Clinical Waste - Commercial & Prescribed		Charges set separately under Delegated Power	Charges set separately under Delegated Power	Statutory	District (Capped)
Commercial Waste Bins - Collection & Hire					
Commercial Recycling Bins - Collection & Hire					
Sacks - Commercial & Prescribed				Discretionary	District (Capped)
Bulky Items - Commercial, Prescribed & Household					
Garden Bin Collection - Per Annum (Direct Debit)		£65.00	£68.00	Discretionary	District (Capped)
EDUCATION & PROMOTION					
(CIEH) Foundation Certificate in Food Hygiene					
Resident or employed in North Norfolk		£70.00	£72.00	Discretionary	District (Capped)
Other		£90.00	£93.00	Discretionary	District (Capped)
Specially arranged courses for businesses - held at business premises for their staff only		£880.00	£906.00	Discretionary	District (Capped)
for up to 15 candidates per additional candidate up to maximum of 18		£60.00	£62.00	Discretionary	District (Capped)
Environmental Health		2025/26 Agreed Charge £ : p	2026/27 Proposed Charge £ : p	Statutory Service / Discretionary Services	Set by Government / Set By District
COMMERCIAL SERVICES					
Food Inspections					
Unfit food inspections		£55.00	£57.00	Statutory	District (Capped)
Food export certificates		£70.00	£72.00	Statutory	District (Capped)
Officer time per hour (plus VAT)		£41.00	£42.00	Statutory	District (Capped)
Sunday Trading Application for loading consent		£120.00	£124.00	Statutory	District (Capped)
Food Hygiene Rerating Visits		£250.00	£260.00	Statutory	District (Capped)
Pre-application advisory licensing visit		£210.00	£216.00	Statutory	District (Capped)
Check and send service - guaranteed check and verification		£70.00	£72.00	Statutory	District (Capped)
Pre-inspection food safety/business advisory visit and SFBB pack		£270.00	£280.00	Statutory	District (Capped)
Gain or retain - pre-inspection food hygiene rating assessment		£270.00	£280.00	Statutory	District (Capped)
Revisit request for a food hygiene rating assessment		£270.00	£280.00	Statutory	District (Capped)
Registration of Food Premises					
Charge for copies of Register (or parts of)		£25.00	£26.00	Discretionary	District (Capped)
- Single Entry		£580.00	£600.00	Discretionary	District (Capped)
- Part of Register		£1,250.00	£1,290.00	Discretionary	District (Capped)
- Complete Register					

Environmental Health		2025/26 Agreed Charge £ : p	2026/27 Proposed Charge £ : p	Statutory Service / Discretionary Services	Set by Government / Set By District	
PRIVATE WATER SUPPLY CHARGES						
Private Water Supplies Sampling Regulations						
Laboratory Analysis of a sample		The cost of sample transportation and laboratory analysis is recovered in full from the Relevant Person(s).	The cost of sample transportation and laboratory analysis is recovered in full from the Relevant Person(s).	Statutory	District (Capped)	
Sampling - per visit		£70.00	£72.00	Statutory	District (Capped)	
Other Investigations (e.g. Investigating failure)		£129.00	£134.00	Statutory	District (Capped)	
Granting an authorisation to depart from the standard authorisation		£129.00	£134.00	Statutory	District (Capped)	
Page 1 of 9	Risk Assessments	- Single Private Dwelling	£129.00	£134.00	Statutory	District (Capped)
		- Small Domestic Supplies	£257.00	£134.00	Statutory	District (Capped)
		- Large Domestic Supplies	£257.00	£266.00	Statutory	District (Capped)
		- Commercial or Public Small	£257.00	£266.00	Statutory	District (Capped)
		- Commercial or Public Medium	£386.00	£398.00	Statutory	District (Capped)
		- Commercial or Public Large	£643.00	£662.00	Statutory	District (Capped)
		- Commercial or Public Very Large	£643.00	£662.00	Statutory	District (Capped)
	Risk Assessment Misc. Visits	- Non-Attendance by PWS Operator	£70.00	£72.00	Statutory	District (Capped)
		- Compliance Visit	£70.00	£72.00	Statutory	District (Capped)
	Risk Assessment Reviews	- Single Private Dwelling	£65.00	£67.00	Statutory	District (Capped)
	- Small Domestic Supplies	£65.00	£67.00	Statutory	District (Capped)	
	- Large Domestic Supplies	£129.00	£133.00	Statutory	District (Capped)	
	- Commercial or Public Small	£129.00	£133.00	Statutory	District (Capped)	
	- Commercial or Public Medium	£193.00	£199.00	Statutory	District (Capped)	
	- Commercial or Public Large	£257.00	£331.00	Statutory	District (Capped)	
	- Commercial or Public Very Large	£356.00	£331.00	Statutory	District (Capped)	

Environmental Health		2025/26 Agreed Charge £ : p	2026/27 Proposed Charge £ : p	Statutory Service / Discretionary Services	Set by Government / Set By District
HOUSING ACT NOTICES					
Hazard Awareness Notice					
Improvement / Suspended Improvement Notice (Section 11 & 12)	Notice with up to 3 hazards identified	£375.00	£400.00	Statutory	District (Capped)
Prohibition/Suspended Prohibition Order		£375.00	£400.00	Statutory	District (Capped)
Emergency Remedial Action		£375.00	£400.00	Statutory	District (Capped)
Emergency Prohibition Order		£55.00	£60.00	Statutory	District (Capped)
Demolition Order	For each additional hazard included in Notice	£55.00	£60.00	Statutory	District (Capped)
Service of second and subsequent HA2004 Statutory Notices (inc. Schedule 3 Notices for works in default)		£75.00	£80.00	Statutory	District (Capped)
Review of suspended HA 2004 Statutory Notices		£75.00	£80.00	Statutory	District (Capped)
HMO LICENSE FEES					
HMO License application fee (up to 6 units of accommodation)		£900.00	£930.00	Statutory	District (Capped)
Additional Unit Charge		£27.00	£30.00	Statutory	District (Capped)
ENVIRONMENTAL PROTECTION SERVICES					
Statutory Release Fee - Dogs (Charge includes VAT)		£25.00	£25.00	Statutory	District (Capped)
Collection Fee		£100.00	£100.00	Statutory	District (Capped)
Kennel Charges - Base Cost (Daily Kennel Charge is paid on top of this fee)		£83.00	£85.00	Statutory	District (Capped)
Daily Kennel Charge Per Day (Maximum 7 Days)		£10.00	£12.00	Statutory	District (Capped)
Contaminated Land Enquiry		£39.00	£40.00	Statutory	District (Capped)
Temporary Stopping Place Fee		£45.00	£50.00	Discretionary	District
FIXED PENALTY NOTICES					
Breach of CPN or PSPO	- Full Amount	£80.00	£80.00	Statutory	Government
	- New Licence valid for 1 year	£60.00	£60.00	Statutory	Government
Depositing Litter	- Full Amount	£80.00	£80.00	Statutory	Government
	- New Licence valid for 1 year	£60.00	£60.00	Statutory	Government
Fly Tipping (Section 33 EPA 1990)	- Full Amount	£300.00	£300.00	Statutory	District (Capped)
	- New Licence valid for 1 year	£200.00	£200.00	Statutory	District (Capped)
Failure to Produce Waste Documentation (Section 34 EPA 1990)		£300.00	£300.00	Statutory	District (Capped)

Environmental Health		2025/26 Agreed Charge £ : p	2026/27 Proposed Charge £ ; p	Statutory Service / Discretionary Services	Set by Government / Set By District
TAXI LICENCE FEES					
Taxi Licences					
Licence to Drive Hackney Carriages or Private Hire Vehicles	- New Licence valid for 1 year	£210.00	£139.90	Statutory	District (Capped)
	- New Licence valid for 3 years	£210.00	£139.90	Statutory	District (Capped)
	- Renewal valid for 1 year	£210.00	£107.36	Statutory	District (Capped)
	- Renewal valid for 3 years	£210.00	£107.36	Statutory	District (Capped)
Hackney Carriage Vehicle Licence	- New valid for 1 year	£182.00	£85.53	Statutory	District (Capped)
	- Renewal valid for 1 year with plate	£182.00	£39.34	Statutory	District (Capped)
	- Renewal valid for 1 year with no plate	£160.00	£27.34	Statutory	District (Capped)
	- New valid for 1 year	£182.00	£49.00	Statutory	District (Capped)
Private Hire Vehicle Licence	- Renewal valid for 1 year with plate	£182.00	£134.68	Statutory	District (Capped)
	- Renewal valid for 1 year with no plate	£160.00	£122.68	Statutory	District (Capped)
Taxi Licence Charges					
Replacement Badge & Licence (Name Change)		£19.00	£45.06	Statutory	District (Capped)
Replacement Licence (Address Change)		£14.00	£9.45	Statutory	District (Capped)
Replacement drivers badge holder with lanyard		£5.00	£2.00	Statutory	District (Capped)
Windscreen pouches (additional or replacement)		£4.00	New	Statutory	District (Capped)
Replacement plate for vehicle		£50.00	£18.10	Statutory	District (Capped)
Replacement door signs		New	£9.42	Statutory	District (Capped)
Replacement internal taxi plates/signs		£11.20	£18.10	Statutory	District (Capped)
Knowledge Tests (New Taxi Driver Applications)		£46.00	INC	Statutory	District (Capped)
Knowledge Tests (Retest)		£23.00	£17.88	Statutory	District (Capped)

Environmental Health		2025/26 Agreed Charge £ : p	2026/27 Proposed Charge £ : p	Statutory Service / Discretionary Services	Set by Government / Set By District
OTHER LICENSING					
Premises Licence Fees - Gambling Act 2005					
Betting Premises (excluding tracks)	- New Application	£3,000.00	£3,000.00	Statutory	District (Capped)
	- Annual Fee	£600.00	£600.00	Statutory	District (Capped)
	- Application to Vary	£1,500.00	£1,500.00	Statutory	District (Capped)
	- Application to Transfer	£1,200.00	£1,200.00	Statutory	District (Capped)
	- Application to Reinstatement	£1,200.00	£1,200.00	Statutory	District (Capped)
	- Application for Prov. Statement	£3,000.00	£3,000.00	Statutory	District (Capped)
	- Application (Prov. State Holders)	£1,200.00	£1,200.00	Statutory	District (Capped)
	- Copy Licence	£25.00	£25.00	Statutory	District (Capped)
	- Notification of Change	£50.00	£50.00	Statutory	District (Capped)
	- New Application	£1,500.00	£1,500.00	Statutory	District (Capped)
Tracks	- Annual Fee	£1,000.00	£1,000.00	Statutory	District (Capped)
	- Application to Vary	£1,250.00	£1,250.00	Statutory	District (Capped)
	- Application to Transfer	£950.00	£950.00	Statutory	District (Capped)
	- Application to Reinstatement	£950.00	£950.00	Statutory	District (Capped)
	- Application for Prov. Statement	£2,500.00	£2,500.00	Statutory	District (Capped)
	- Application (Prov. State Holders)	£950.00	£950.00	Statutory	District (Capped)
	- Copy Licence	£25.00	£25.00	Statutory	District (Capped)
	- Notification of Change	£50.00	£50.00	Statutory	District (Capped)
	- New Application	£2,000.00	£2,000.00	Statutory	District (Capped)
	- Annual Fee	£750.00	£750.00	Statutory	District (Capped)
Family Entertainment Centres	- Application to Vary	£1,000.00	£1,000.00	Statutory	District (Capped)
	- Application to Transfer	£950.00	£950.00	Statutory	District (Capped)
	- Application to Reinstatement	£950.00	£950.00	Statutory	District (Capped)
	- Application for Prov. Statement	£2,000.00	£2,000.00	Statutory	District (Capped)
	- Application (Prov. State Holders)	£950.00	£950.00	Statutory	District (Capped)
	- Copy Licence	£25.00	£25.00	Statutory	District (Capped)
	- Notification of Change	£50.00	£50.00	Statutory	District (Capped)

Environmental Health		2025/26 Agreed Charge £ : p	2026/27 Proposed Charge £ : p	Statutory Service / Discretionary Services	Set by Government / Set By District
OTHER LICENSING CONTINUED					
Adult Gaming Centre	- New Application	£2,000.00	£2,000.00	Statutory	District (Capped)
	- Annual Fee	£1,000.00	£1,000.00	Statutory	District (Capped)
	- Application to Vary	£1,000.00	£1,000.00	Statutory	District (Capped)
	- Application to Transfer	£1,200.00	£1,200.00	Statutory	District (Capped)
	- Application to Reinstatement	£1,200.00	£1,200.00	Statutory	District (Capped)
	- Application for Prov. Statement	£2,000.00	£2,000.00	Statutory	District (Capped)
	- Application (Prov. State Holders)	£1,200.00	£1,200.00	Statutory	District (Capped)
	- Copy Licence	£25.00	£25.00	Statutory	District (Capped)
	- Notification of Change	£50.00	£50.00	Statutory	District (Capped)
	- New Application	£3,250.00	£3,250.00	Statutory	District (Capped)
Bingo	- Annual Fee	£1,000.00	£1,000.00	Statutory	District (Capped)
	- Application to Vary	£1,750.00	£1,750.00	Statutory	District (Capped)
	- Application to Transfer	£1,200.00	£1,200.00	Statutory	District (Capped)
	- Application to Reinstatement	£1,200.00	£1,200.00	Statutory	District (Capped)
	- Application for Prov. Statement	£3,250.00	£3,250.00	Statutory	District (Capped)
	- Application (Prov. State Holders)	£1,200.00	£1,200.00	Statutory	District (Capped)
	- Copy Licence	£25.00	£25.00	Statutory	District (Capped)
	- Notification of Change	£50.00	£50.00	Statutory	District (Capped)
	- Application Fee	£300.00	£300.00	Statutory	Government
	- Change of Name	£25.00	£25.00	Statutory	Government
Prize Gaming	- Copy of Permit	£15.00	£15.00	Statutory	Government
	- Application Fee	£300.00	£300.00	Statutory	Government
	- Annual Fee	£300.00	£300.00	Statutory	Government
	- Change of Name	£25.00	£25.00	Statutory	Government
	- Copy of Permit	£15.00	£15.00	Statutory	Government
Small Lottery Society	- Application Fee	£40.00	£40.00	Statutory	Government
	- Annual Fee	£20.00	£20.00	Statutory	Government
	- Change of Name	£25.00	£25.00	Statutory	Government
	- Copy of Permit	£15.00	£15.00	Statutory	Government

Environmental Health		2025/26 Agreed Charge £ : p	2026/27 Proposed Charge £ : p	Statutory Service / Discretionary Services	Set by Government / Set By District
OTHER LICENSING CONTINUED					
Club Gaming	- Application Fee Permit	£200.00	£200.00	Statutory	Government
	- Application Fee Machine Permit	£200.00	£200.00	Statutory	Government
	- Annual Fee Permit	£50.00	£50.00	Statutory	Government
	- Annual Fee Machine Permit	£50.00	£50.00	Statutory	Government
	- Change of Name	£25.00	£25.00	Statutory	Government
	- Change of Name Machine Permit	£25.00	£25.00	Statutory	Government
	- Copy of Permit	£15.00	£15.00	Statutory	Government
	- Copy of Permit Machine	£15.00	£15.00	Statutory	Government
License Premises Gaming Machine Permit	- Application Fee (2 or less)	£50.00	£50.00	Statutory	Government
	- Application Fee (3 or more)	£150.00	£150.00	Statutory	Government
	- Annual Fee	£50.00	£50.00	Statutory	Government
	- Change of Name	£25.00	£25.00	Statutory	Government
	- Copy of Permit	£15.00	£15.00	Statutory	Government
	- Variation	£100.00	£100.00	Statutory	Government
	- Transfer	£25.00	£25.00	Statutory	Government
Licences and certificates of suitability					
Skin piercing premises	Registration (one-off)	£305.00	£336.20	Statutory	District (Capped)
	Variation	New	£17.98	Statutory	District (Capped)
Skin piercing each additional operative at same premises	Registration (one-off)	£50.00	£50.94	Statutory	District (Capped)
Scrap Metal Dealer - must be decision of Exec. NOT Council or will be void	New/Renewal (3 years)	£550.00	£488.52	Statutory	District (Capped)
Scrap Metal Dealer - must be decision of Exec. NOT Council or will be void	Variation	£410.00	£25.14	Statutory	District (Capped)
Scrap Metal Collector - must be decision of Exec. NOT Council or will be void	New/Renewal (3 years)	£175.00	£213.68	Statutory	District (Capped)
Scrap Metal Collector - must be decision of Exec. NOT Council or will be void	Variation	£105.00	£25.14	Statutory	District (Capped)
Scrap Metal Collector - must be decision of Exec. NOT Council or will be void	Replacement license/badge	New	£6.29	Statutory	District (Capped)
Sex Shop or sex cinema	New Application	£2,455.00	£108.95	Statutory	District (Capped)
	Grant of new licence	£3,680.00	£130.86	Statutory	District (Capped)
	Renewal application	New	£77.19	Statutory	District (Capped)
	Grant of renewal licence	New	£124.06	Statutory	District (Capped)
	Transfer	New	£37.31	Statutory	District (Capped)
	Variation	New	£54.69	Statutory	District (Capped)
	Replacement licence	New	£19.29	Statutory	District (Capped)
Sexual Entertainment Venue	New Application	£3,680.00	£130.86	Statutory	District (Capped)
	Grant of new application	New	£77.19	Statutory	District (Capped)
	Renewal application	New	£124.06	Statutory	District (Capped)
	Grant of renewal application	New	£37.31	Statutory	District (Capped)
	Variation	New	£54.69	Statutory	District (Capped)
	Replacement licence	New	£19.29	Statutory	District (Capped)
Street Trading Consent Annual Fee		£210.00	£304.19	Statutory	District (Capped)
Street Trading Consents	- Non profit	Free	Free	Statutory	District (Capped)
	- Commercial - per day	£91.00	£93.73	Statutory	District (Capped)
Pavement Lic	New - 2 year licence	New	£166.20	Statutory	District (Capped)
	Renewal Licence	New	£143.64	Statutory	District (Capped)
Replacement Licence		New	£0.00	Statutory	District (Capped)

Environmental Health		2025/26 Agreed Charge £ : p	2026/27 Proposed Charge £ : p	Statutory Service / Discretionary Services	Set by Government / Set By District
OTHER LICENSING CONTINUED					
Animal Boarding	- New/Renewal	£370.00	£326.15	Statutory	District (Capped)
	Grant of new application	New	£250.30	Statutory	District (Capped)
	- Variation (inc transfer)	£120.00	£103.52	Statutory	District (Capped)
	Interim inspection	£56.00	£57.61	Statutory	District (Capped)
	Renewal application	£370.00	£186.37	Statutory	District (Capped)
	Grant of renewal application	New	£143.03	Statutory	District (Capped)
	Replacement licence	New	£40.21	Statutory	District (Capped)
Dangerous Wild Animals (and vet fees where appropriate)	- New/Renewal	£220.00	£443.39	Statutory	District (Capped)
	Grant of new application	New	£360.63	Statutory	District (Capped)
	Renewal application	£220.00	£283.77	Statutory	District (Capped)
	Grant of renewal application	New	£319.25	Statutory	District (Capped)
	- New/Renewal	£465.00	£326.15	Statutory	District (Capped)
Dog Breeding (and vet fees where appropriate)	Grant of new application	New	£250.30	Statutory	District (Capped)
	- Variation (inc transfer)	£120.00	£103.52	Statutory	District (Capped)
	Interim inspection	£56.00	£57.61	Statutory	District (Capped)
	Renewal application	£370.00	£186.37	Statutory	District (Capped)
	Grant of renewal application	New	£143.03	Statutory	District (Capped)
	Replacement licence	New	£40.21	Statutory	District (Capped)
	- New/Renewal	£370.00	£326.15	Statutory	District (Capped)
Pet Shop	Grant of new application	New	£250.30	Statutory	District (Capped)
	Variation (inc transfer)	£120.00	£103.52	Statutory	District (Capped)
	Interim inspection	£56.00	£57.61	Statutory	District (Capped)
	Renewal application	£370.00	£186.37	Statutory	District (Capped)
	Grant of renewal application	New	£143.03	Statutory	District (Capped)
	Replacement licence	New	£40.21	Statutory	District (Capped)
	- New Application	£465.00	£326.15	Statutory	District (Capped)
Riding Establishment (and vet fees where appropriate)	Grant of new application	New	£250.30	Statutory	District (Capped)
	- Variation (inc transfer)	£120.00	£103.52	Statutory	District (Capped)
	Interim inspection	£56.00	£57.61	Statutory	District (Capped)
	Renewal application	£370.00	£186.37	Statutory	District (Capped)
	Grant of renewal application	New	£143.03	Statutory	District (Capped)
	Replacement licence	New	£40.21	Statutory	District (Capped)
	New application	£370.00	£528.96	Statutory	District (Capped)
Zoo (and vet fees where appropriate)	Grant of new application	New	£542.19	Statutory	District (Capped)
	Variation (inc transfer, change name or address)	£120.00	£112.41	Statutory	District (Capped)
	Interim inspection	£56.00	£224.81	Statutory	District (Capped)
	Renewal application	£370.00	£396.71	Statutory	District (Capped)
	Grant of renewal application	New	£462.84	Statutory	District (Capped)
	Replacement licence	New	£0.00	Statutory	District (Capped)
	New Application	£370.00	£434.87	Statutory	District (Capped)
Keeping Animals for Exhibition	Grant of new application	New	£309.60	Statutory	District (Capped)
	Variation (inc transfer)	£120.00	£103.52	Statutory	District (Capped)
	Interim inspection	£56.00	£57.61	Statutory	District (Capped)
	Renewal application	£370.00	£124.25	Statutory	District (Capped)
	Grant of renewal application	New	£109.14	Statutory	District (Capped)

Primate (NEW LICENCE 2025)	Replacement Licence	New	£40.21	Statutory	District (Capped)
	New Application	New	£197.96	Statutory	District (Capped)
	Grant of new application	New	£230.97	Statutory	District (Capped)
	Variation (inc transfer)	New	£224.38	Statutory	District (Capped)
	Interim inspection	New	£224.37	Statutory	District (Capped)
	Renewal application	New	£131.99	Statutory	District (Capped)
	Grant of renewal application	New	£191.38	Statutory	District (Capped)
	Replacement licence	New	£0.00	Statutory	District (Capped)
Combination of Activities		Equal to the highest activity fee.	Equal to the highest activity fee.	Statutory	District (Capped)
Variation to reduce the licensable activities or numbers of animals		£65.00	£103.52	Statutory	District (Capped)
Transfer due to death of licensee		£65.00	£65.00	Statutory	District (Capped)
Reissue of Licence (Copy or Name/Address Change).		£25.00	£40.21	Statutory	District (Capped)
DBS Check (when requested)	Paid directly to Medicare (no profit to NNDC)	£51.80	£65.70	Statutory	District (Capped)

Environmental Health

OTHER LICENSING CONTINUED

Premises Licences (Alcohol)

Premises Licences, under the Licensing Act 2003, are based on bands determined by the non-domestic rateable value of the property concerned.

The fees relating to applications for premises licences, club premises certificates and variations or conversions to existing licences are:

Band	Non-domestic rateable value
A	£0 - £4,300
B	£4,301 - £33,000
C	£33,001 - £87,000
D	£87,001 - £125,000
E	£125,001 and over

Annual charges relating to the above are:

Band	Non-domestic rateable value
A	£0 - £4,300
B	£4,301 - £33,000
C	£33,001 - £87,000
D	£87,001 - £125,000
E	£125,001 and over

Personal Licence	- Initial Fee
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2025/26 Agreed Charge £ : p	2026/27 Proposed Charge £ : p	Statutory Service / Discretionary Services	Set by Government / Set By District
£100.00	£100.00	Statutory	Government
£190.00	£190.00	Statutory	Government
£315.00	£315.00	Statutory	Government
£450.00	£450.00	Statutory	Government
£635.00	£635.00	Statutory	Government
£70.00	£70.00	Statutory	Government
£180.00	£180.00	Statutory	Government
£295.00	£295.00	Statutory	Government
£320.00	£320.00	Statutory	Government
£350.00	£350.00	Statutory	Government
£37.00	£37.00	Statutory	Government

Environmental Health

OTHER LICENSING CONTINUED

Additional Fees and Charges

Application for copy of licence or summary on theft, loss etc. of premises licence or summary

Notification of change of name or address (holder of premises licence)

Application to vary to specify individual as premises supervisor

Application to transfer premises licence

Interim authority notice

Application for making of a provisional statement

Application for copy of certificate or summary on theft, loss etc. of certificate or summary

Notification of change of name or alteration of club rules

Change of relevant registered address of club

Temporary event notices

Application for copy of notice on theft, loss etc. of temporary notice

Application for copy of notice on theft, loss etc. of personal licence

Notification of change of name or address (personal licence)

Notice of interest in any premises

Application for a minor variation to a premises licence or club premises licence

2025/26 Agreed Charge £ : p	2026/27 Proposed Charge £ : p	Statutory Service / Discretionary Services	Set by Government / Set By District
£10.50	£10.50	Statutory	District (Capped)
£23.00	£23.00	Statutory	District (Capped)
£23.00	£23.00	Statutory	District (Capped)
£23.00	£23.00	Statutory	District (Capped)
£315.00	£315.00	Statutory	District (Capped)
£10.50	£10.50	Statutory	District (Capped)
£10.50	£10.50	Statutory	District (Capped)
£10.50	£1,050.00	Statutory	District (Capped)
£21.00	£21.00	Statutory	District (Capped)
£10.50	£10.50	Statutory	District (Capped)
£10.50	£10.50	Statutory	District (Capped)
£10.50	£10.50	Statutory	District (Capped)
£21.00	£21.00	Statutory	District (Capped)
£89.00	£89.00	Statutory	District (Capped)

<u>Environmental Health</u>		2025/26 Agreed Charge £ : p	2026/27 Proposed Charge £ : p	Statutory Service / Discretionary Services	Set by Government / Set By District
OTHER LICENSING CONTINUED					
Mobile Home Act 2013 (MHA 2013)					
New Park Home Licence	Units - 1-5	£210.00	£532.89	Statutory	District (Capped)
	Units - 6-24	£225.00	£595.53	Statutory	District (Capped)
	Units - 25+	£240.00	£658.16	Statutory	District (Capped)
Annual Licence Fee	1-5	Free	£238.27	Statutory	District (Capped)
	6-24	£180.00	£246.39	Statutory	District (Capped)
	25+	£240.00	£262.63	Statutory	District (Capped)
Licence Transfer		£98.00	£99.25	Statutory	District (Capped)
Licence Variation		£98.00	£99.25	Statutory	District (Capped)
Fit and Proper Person - Caravan Sites		£210.00	£195.75	Statutory	District (Capped)
Deposit of Site Rules		£45.00	£97.43	Statutory	District (Capped)
Replacement Licence		New	£15.12	Statutory	District (Capped)

Planning		2025/26	2026/27	Statutory Service / Discretionary Services	Set by Government / Set By District
Agreed Charge		Proposed Charge			
£ : p		£ : p			
LAND CHARGES					
CON 29 Enquiries (VAT included)					
Commercial premises/site - fee for One Parcel		£120.00	£130.00	Discretionary	District
- Additional Parcel		£25.00	£30.00	Discretionary	District
Residential/domestic site - fee for One Parcel		£110.00	£120.00	Discretionary	District
- Additional Parcel		£18.50	£25.00	Discretionary	District
Building control 1.1JK&L		New	£18.00	Discretionary	District
Optional Enquiries					
Printed		£22.00	£25.00	Discretionary	District
Additional questions		£25.00	£35.00	Discretionary	District
Address confirmation for Street Naming & Numbering		New	£30.00	Discretionary	District
Planning		2025/26	2026/27	Statutory Service / Discretionary Services	Set by Government / Set By District
Agreed Charge		Proposed Charge			
£ : p		£ : p			
Pre-Planning Application Advice					
Type 1: Extensions/Change of use and alterations to buildings		£100.00	£105.00	Discretionary	District
Type 2: Individual new home		£200.00	£210.00	Discretionary	District
Type 3: New commercial development on sites up to 0.1ha OR		£150.00	£155.00	Discretionary	District
Type 3: 9 Dwellings		£150.00 per dwelling	£155.00 per dwelling	Discretionary	District
Type 4: New commercial developments on sites greater than 0.1ha		£150.00 per 0.1ha	£155.00 per 0.1ha	Discretionary	District
Type 4: More than 9 dwellings but less than 50		£150.00 per dwelling	£155.00 per dwelling	Discretionary	District
Type 4: More than 50 dwellings		£150.00 per dwelling up to 50 dwellings then £50.00 per dwelling thereafter	£155.00 per dwelling up to 50 dwellings then £50.00 per dwelling thereafter	Discretionary	District
Post Advice meeting (Pre-app Types 3 and 4 only)		£150.00 per hour	£155.00 per hour	Discretionary	District
Concept meeting for Extensions or alterations or change of use OR development of one individual home		£50	£55.00	Discretionary	District
Concept meeting for 2 – 9 new dwellings or new commercial developments on sites up to 0.1 ha		New	£150.00	Discretionary	District
Concept meeting for 10 – 24 dwellings or new commercial developments where site size is > 0.1 ha but < 0.49ha		change from £150	£200.00	Discretionary	District
Concept meeting for 25 - 49 dwellings or new commercial developments where site size is > 0.5 ha but <1.49 (Type 4)			£300.00	Discretionary	District
Concept meeting for more than 50 dwellings or new commercial developments where site size is > 1.5 ha		New	£500.00	Discretionary	District
Pre-application concessions					
· Town & Parish Council applications will be given a 50% fee reduction.				Discretionary	District
· Pre-application advice related solely to disability adaptations is given free of charge.				Discretionary	District
· Affordable Exception Housing schemes submitted by Registered Social Landlords would be free of charge for Type 2 and 3 applications and have a 50% fee reduction for Type 4 proposals				Discretionary	District

Planning		2025/26	2026/27	Statutory Service / Discretionary Services	Set by Government / Set By District
Householder Applications		Agreed Charge £ : p	Proposed Charge £ : p		
Alterations/extensions to a single dwellinghouse, including works within boundary		£258.00	£258.00	Statutory	Government
The erection of dwellinghouses per site area:					
Not more than 0.5 hectares	For each 0.1 hectare (or part thereof)	£578.00	£578.00	Statutory	Government
Between 0.5 and 2.5 hectares	For each 0.1 hectare (or part thereof)	£624.00	£624.00	Statutory	Government
More than 2.5 hectares	Plus £186 per additional 0.1 hectare	£15,433.00	£15,433.00	Statutory	Government
*Maximum Fee		£202,500.00	£202,500.00	Statutory	Government
The erection of buildings (not dwellinghouses) per site area:					
Not more than 1 hectare	For each 0.1 hectare (or part thereof)	£578.00	£578.00	Statutory	Government
Between 1 and 2.5 hectares	For each 0.1 hectare (or part thereof)	£624.00	£624.00	Statutory	Government
More than 2.5 hectares	Plus £186 per additional 0.1 hectare	£15,433.00	£15,433.00	Statutory	Government
*Maximum Fee		£202,500.00	£202,500.00	Statutory	Government
Full Applications (and Full Submission of Reserve Matters, or Technical Details Consent)					
Alterations/extensions to dwellinghouses, including works within boundaries					
Single dwellinghouse (or single flat)		£258.00	£258.00	Statutory	Government
Two or more dwellinghouse (or two or more flats)		£509.00	£509.00	Statutory	Government
The erection of dwellinghouses:					
Not more than 10 dwellinghouses	For each dwellinghouse	£578.00	£578.00	Statutory	Government
Between 10 and 50	For each dwellinghouse	£624.00	£624.00	Statutory	Government
More than 50 dwellinghouses	For each dwellinghouse. *Plus £186 for each dwellinghouse in excess of 50	£258.00	£258.00	Statutory	Government
* Maximum Fee		£450,000.00	£450,000.00	Statutory	Government
The erection of buildings (not dwellinghouses, agricultural, glasshouses, plant nor machinery.					
No increase in gross floor spaces created by the development, or no more than 40 square metres.		£293.00	£293.00	Statutory	Government
With gross floor space created more than 40, but no more than 1,000 square metres. *Charge per each 75 square metres (or part thereof).		£578.00	£578.00	Statutory	Government
With gross floor space created more than 1,000 but no more than 3,750 square metres. * Charge per each 75 square metres (or part thereof).		£624.00	£624.00	Statutory	Government
With gross floor spaces more than 3750 square metres. *With £186 per each 75 additional square metres (or part thereof) in excess of 3,750 square metres.		£30,860.00	£30,860.00	Statutory	Government
* Maximum Fee		£450,000.00	£450,000.00	Statutory	Government

Planning		2025/26	2026/27	Statutory Service / Discretionary Services	Set by Government / Set By District
		Agreed Charge	Proposed Charge		
		£ : p	£ : p		
The erection of buildings (on land used for agriculture for agricultural purposes).					
With gross floor space created by the development not more than 465 square metres.		£120.00	£120.00	Statutory	Government
With gross floor space created more than 465 square metres but not more than 540 square metres.		£578.00	£578.00	Statutory	Government
With gross floor space created more than 540 square metres but not more than 1,000 square metres. *Price for the first 540 square metres, then £578 for each additional 75 square metres in excess of 540 square metres.		£578.00	£578.00	Statutory	Government
With gross floor space created more than 1,000 square metres and 4,215 square metres. *Price for the first 1,000 square metres, then £624 for each additional 75 square metres in excess of 540 square metres.		£624.00	£624.00	Statutory	Government
With gross floor space create more than 4,215 square metres. *Plus £186 for each additional square metres (or part thereof) in excess of 4,215 square metres.		£30,860.00	£30,860.00	Statutory	Government
* Maximum Fee		£405,000.00	£405,000.00	Statutory	Government
Erection of glasshouses (or land used for the purposes of agriculture).					
With gross floor space created by the development not more than 465 square metres.		£120.00	£120.00	Statutory	Government
With gross floor space created more than 465 square metres but not more than 1,000 square metres.		£3,225.00	£3,225.00	Statutory	Government
With gross floor space created more than 1,000 square metres.		£3,483.00	£3,483.00	Statutory	Government
Erection/alterations/replacements of plant and machinery					
For site area not more than 1 hectare	For each 0.1 hectare (or part thereof)	£578.00	£578.00	Statutory	Government
	For each 0.1 hectare (or part thereof)	£624.00	£624.00	Statutory	Government
For site area more than 1 but not more than 5 hectares					
For site area more than 5 hectare	£186 for each additional 0.1 hectare (or part thereof) in excess of 5 hectares.	£30,860.00	£30,860.00	Statutory	Government
* Maximum Fee		£450,000.00	£450,000.00	Statutory	Government

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Applications other than Building Works

Car parks, service roads or other accesses (for existing users)

		2025/26 Agreed Charge £ : p	2026/27 Proposed Charge £ : p	Statutory Service / Discretionary Services	Set by Government / Set By District
		£293.00	£293.00	Statutory	Government
Waste (use of land for disposal of refuse/waste materials, or deposit of material remaining after extraction or storage of minerals).	Site area not more than 15 hectares. *Price for each 0.1 hectare (or part thereof).	£316.00	£316.00	Statutory	Government
	Site area more than 15 hectares. *£186 for each additional 0.1 in excess of 15 hectares (or part thereof).	£47,161.00	£47,161.00	Statutory	Government
	*Maximum Fee	£105,300.00	£105,300.00	Statutory	Government
Operations connected with exploratory drilling for oil or natural gas.	Site area not more than 7.5 hectares. *Price for each 0.1 hectare (or part thereof).	£686.00	£686.00	Statutory	Government
	Site area more than 7.5 hectares. *£204 for each additional 0.1 in excess of 7.5 hectares (or part thereof).	£51,395.00	£51,395.00	Statutory	Government
	*Maximum Fee	£405,000.00	£405,000.00	Statutory	Government
Operations (other than exploratory drilling) for the winning and working of oil or natural gas.	Site area not more than 15 hectares. *Price for each 0.1 hectare (or part thereof).	£347.00	£347.00	Statutory	Government
	Site area more than 15 hectares. *£204 for each additional 0.1 in excess of 15 hectares (or part thereof).	£52,002.00	£52,002.00	Statutory	Government
	*Maximum Fee	£105,300.00	£105,300.00	Statutory	Government
Other operations (winning and working of minerals) excluding oil and natural gas.	Site area not more than 15 hectares. *Price for each 0.1 hectare (or part thereof).	£316.00	£316.00	Statutory	Government
	Site area more than 15 hectares. *£186 for each additional 0.1 in excess of 15 hectares (or part thereof).	£47,161.00	£47,161.00	Statutory	Government
	*Maximum Fee	£105,300.00	£105,300.00	Statutory	Government
Other operations (not coming within any of the above categories).	Any site area. *Price for each 0.1 hectare (or part thereof).	£293.00	£293.00	Statutory	Government
	*Maximum Fee	£2,535.00	£2,535.00	Statutory	Government
Change of Use to a building to use as one or more separate dwellinghouses, or other cases.	Not more than 10 dwellinghouses. *Price for each dwellinghouse.	£578.00	£578.00	Statutory	Government
	Between 10 and 50 dwellinghouses. *Price for each dwellinghouse.	£624.00	£624.00	Statutory	Government
	More than 50 dwellinghouses. *Plus £186 for each additional dwellinghouse in excess of 50.	£30,860.00	£30,860.00	Statutory	Government
	*Maximum Fee	£405,000.00	£405,000.00	Statutory	Government
		£578.00	£578.00	Statutory	Government
Other Changes of Use to a building or land.					

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Lawful Development				
Existing use or operation	Same as full	Same as full	Statutory	Government
Existing user or operation (lawful, not to comply with any condition or limitation).	£234.00	£234.00	Statutory	Government
Proposed use or operation	Half the normal fee	Half the normal fee	Statutory	Government
Prior Approval (under Permitted Development Rights)				
Larger Home Extensions.	£120.00	£120.00	Statutory	Government
Additional storeys on a home.	£120.00	£120.00	Statutory	Government
Agricultural and Forestry buildings & operations.	£120.00	£120.00	Statutory	Government
Demolition of buildings.	£120.00	£120.00	Statutory	Government
Communications.	£578.00	£578.00	Statutory	Government
Change of use from Commercial/Business/Service (Use Class E) or Betting Office or Pay Day Loan Shop to mixed use, including up to two flats (Use Class C3).	£120.00	£120.00	Statutory	Government
Change of Use of a building and any land within its curtilage from Commercial/Business/Service (Use Class C2) Secure Residential Institutions (Use Class 2A) to a State Funded School.	£120.00	£120.00	Statutory	Government
Change of Use of a building and any land within its curtilage from an Agricultural Building to a State-Funded School.	£120.00	£120.00	Statutory	Government
Change of Use of a building and any land within its curtilage from an Agricultural Building to a flexible commercial use within Commercial/Business/Service (Use Class E) Storage or Distribution (Use Class B8) or Hotels (Use Class C1).	£120.00	£120.00	Statutory	Government
Change of Use of a building and any land within its curtilage from Commercial/Business/Service (Use Class E) to Dwellinghouses (Use Class C3). *Price for each dwellinghouse.	£125.00	£125.00	Statutory	Government
Change of Use of a building and any land within its curtilage from an Agricultural Building to Dwellinghouses (Use Class C3).	£120.00	£120.00	Statutory	Government
Change of Use of a building and any land within its curtilage from an Agricultural Building to Dwellinghouses (Use Class C3). *If it includes building operations in connection with the change of use.	£258.00	£258.00	Statutory	Government

Planning		2025/26 Agreed Charge £ : p	2026/27 Proposed Charge £ : p	Statutory Service / Discretionary Services	Set by Government / Set By District
Operations in connection with the change of use					
Change of use of a building from Betting Office, Pay Day Loan Shop, Laundrette; a mixed use of combining one of these uses and use as a Dwellinghouse(s); or Hot Food Takeaways to Dwellinghouses (Use Class C3).		£120.00	£120.00	Statutory	Government
*If it includes building operations in connection with the change of use.		£258.00	£258.00	Statutory	Government
Change of Use of a building and any land within its curtilage from Amusement Arcades/Centres and Casinos to Dwellinghouses (Use Class C3).		£120.00	£120.00	Statutory	Government
*If it includes building operations in connection with the change of use.		£258.00	£258.00	Statutory	Government
Temporary Use of Buildings or Land for the Purpose of Commercial Film-Making and the Associated Temporary Structures, Works, Plant or Machinery required in Connection with that Use.		£120.00	£120.00	Statutory	Government
Provision of Temporary School Buildings on Vacant Commercial Land and the use of that land as a State-funded School for up to 3 Academic Years.		£120.00	£120.00	Statutory	Government
Development Consisting of the Erection or Construction of a Collection Facility within the Curtilage of a Shop.		£120.00	£120.00	Statutory	Government
Installation, Alteration or Replacement of other Solar Photovoltaics (PV) equipment on the Roofs of Non-domestic Buildings, up to a Capacity of 1 Megawatt.		£120.00	£120.00	Statutory	Government
Erection, extension or alteration of a university building.		£120.00	£120.00	Statutory	Government
Moveable structure within the curtilage of a historic visitor attraction, or listed pub/restaurant/etc.		£120.00	£120.00	Statutory	Government
Erection, extension or alteration on a closed defence site by or on behalf of the Crown of single living accommodation and/or non-residential buildings.		£120.00	£120.00	Statutory	Government
Not more than 10 dwellinghouses. *Price for each dwellinghouse.		£418.00	£418.00	Statutory	Government
Between 10 and 50 dwellinghouses. *Price for each dwellinghouse.		£451.00	£451.00	Statutory	Government
More than 50 dwellinghouses. *Plus £135 for each additional dwellinghouse in excess of 50.		£22,309.00	£22,309.00	Statutory	Government
*Maximum Fee		£405,000.00	£405,000.00	Statutory	Government
Reserved Matters					
Approval of reserved matters following outline approval.					
Full fee due; or		Full Fee	Full Fee	Statutory	Government
If full fee already paid.		£578.00	£578.00	Statutory	Government
Removal/Variation/Approval/Discharge of condition					
Removal or variation of a condition following grant of planning permission.		£293.00	£293.00	Statutory	Government
Discharge of condition(s) - Approval of details and/or confirmation that one or more planning conditions have been complied with Householder Permissions.		£43.00	£43.00	Statutory	Government
All other permissions.		£145.00	£145.00	Statutory	Government

Planning	2025/26 Agreed Charge £ : p	2026/27 Proposed Charge £ : p	Statutory Service / Discretionary Services	Set by Government / Set By District
Advertising				
Advertising relating to the business on the premises.	£165.00	£165.00	Statutory	Government
Advance signs which are not situated on or visible from the site, directing the public to a business.	£165.00	£165.00	Statutory	Government
Other advertisements	£578.00	£578.00	Statutory	Government
Non-material Amendment Following a Grant of Planning Permission				
Householder developments	£43.00	£43.00	Statutory	Government
Any other developments	£293.00	£293.00	Statutory	Government
Permission in Principle For each 0.1 hectare (or part thereof)	£503.00	£503.00	Statutory	Government
Planning	2025/26 Agreed Charge £ : p	2026/27 Proposed Charge £ : p	Statutory Service / Discretionary Services	Set by Government / Set By District
Planning Concessions from 06.12.2023				
This section confirms the general concessions regarding planning applications. Please note not all concessions are valid for all application types. Upon receipt of your application, the local authority will check the fee is correct and if the concession is applicable.				
Listed Building Consent	Free	Free	Statutory	Government
Planning permission for relevant demolition in a Conservation Area.	Free	Free	Statutory	Government
Works to Trees covered by a Tree Preservation Order or in a Conservation Area.	Free	Free	Statutory	Government
Hedge or tree removal notice.	Free	Free	Statutory	Government
Exemptions from payment (removed from legislation but remain valid) as outlined below.				
An application that is the first and only revision of a previous application of the same type, for development of the same character or description, on the same site (or part of that site) by the same applicant where it will be received by the Local Authority within 12 months of;				
*The Local Authority receiving the previous application if it was withdrawn; or	Free	Free	Statutory	Government
*The previous application being granted or refused; or	Free	Free	Statutory	Government
*The determination period of the previous application expiring, where that application was validated, not determined, and then appealed on the grounds of non-determination;	Free	Free	Statutory	Government
and in all the above cases, where that relevant 12-month period started no later than the 5th December 2023.				
An application that is the first and only revision of a previous application, for display advertisement(s) of the same description, on the same site(s) or part(s) of the site(s) by the same applicant, where it will be received by the Local Authority within 12 months of;				
*The Local Authority receiving the previous application if it was withdrawn; or	Free	Free	Statutory	Government
*The previous application being granted or refused; or	Free	Free	Statutory	Government
and in all the above cases, where that relevant 12-month period started no later than the 5th December 2023.				
Exemptions from payment				
An application solely for the alteration or extension of an existing dwellinghouse; or works in the curtilage of an existing dwellinghouse (other than the erection of a dwellinghouse) for the purpose of providing;				
*Means of access to or within it for a disabled person who is resident in it, or is proposing to take up residence in it; or	Free	Free	Statutory	Government
*Facilities designed to secure that person's greater safety, health or comfort.	Free	Free	Statutory	Government

Planning	2025/26 Agreed Charge £ : p	2026/27 Proposed Charge £ : p	Statutory Service / Discretionary Services	Set by Government / Set By District
An application solely for the carrying out of the operations for the purpose of providing a means of access for disabled persons to or within a building or premises to which members of public are admitted.				
If the application relates to an alternate use of buildings or land within the same Use Class that requires planning permission only by the requirements of a condition imposed on a permission granted or deemed to be granted under Part 3 of the Town and Country Planning Act 1990 (as amended).	Free	Free	Statutory	Government
If the application is for a lawful development certificate, for existing use, where an application for planning permission for the same development would be exempt from the need to pay a planning fee under any other planning fee regulation.	Free	Free	Statutory	Government
If the application is for consent to display an advertisement which results from a direction under Regulation 7 of the 2007 Regulations, dis-applying deemed consent under Regulation 6 to the advertisement in question.	Free	Free	Statutory	Government
If the application related to a condition or conditions on an application for Listed Building Consent or planning permission for relevant demolition in a Conservation Area.	Free	Free	Statutory	Government
If the application is for a Certificate of Lawfulness of Proposed works to a listed building.	Free	Free	Statutory	Government
If an application for planning permission (for which a fee is payable) being made by the same applicant on the same date for the same site, buildings or land as the prior approval application (for larger homes extensions, additional storeys on a home, or change of uses).	Free	Free	Statutory	Government
Reductions to payments				
If the application is being made on behalf of a non-profit making sports club for works for playing fields not involving buildings then the fee is £578.	Free	Free	Statutory	Government
If the application is being made on behalf of a parish or community council then the fee is 50%.	Free	Free	Statutory	Government
If the application is an alternative proposal being submitted on the same site by the same applicant on the same day, where this application is of lesser cost then the fee is 50%.	Free	Free	Statutory	Government
In respect of reserved matters you must pay a sum equal to or greater than what would be payable at current rates for approval of all the reserved matters. If this amount has already been paid then the fee is £578.	Free	Free	Statutory	Government
If the application is for a Lawful Development Certificate for a Proposed use or development, then the fee is 50%.	Free	Free	Statutory	Government
If two or more applications are submitted for different proposals on the same day and relating to the same site then you must pay the fee for the highest fee plus half sum of the others.	Free	Free	Statutory	Government
Fees for cross boundary applications.	Free	Free	Statutory	Government
Where an application cross one or more local or district planning authorities				
*The amount due is usually 150% of the 'single' fee that would have been payable for the proposed development (as if there had only been one application to a single authority covering the entire site); unless.	Free	Free	Statutory	Government

Planning		2025/26 Agreed Charge £ : p	2026/27 Proposed Charge £ : p	Statutory Service / Discretionary Services	Set by Government / Set By District
PLANNING - MISCELLANEOUS					
Supply of Information on Permitted Use/History					
Administrative Staff - per hour		£55.00	£57.00	Discretionary	District
Professional Staff - per hour		£100.00	£103.00	Discretionary	District
Check compliance with Conditions (for Solicitors, Agents)					
Administrative Staff - per hour		£55.00	£57.00	Discretionary	District
Professional Staff - per hour		£100.00	£103.00	Discretionary	District
General Research					
Administrative Staff - per hour		£55.00	£57.00	Discretionary	District
Professional Staff - per hour		£100.00	£103.00	Discretionary	District
Street Naming and Numbering					
Naming of new street, consultation process and notification of decision	Single Street	£150.00	£155.00	Discretionary	District
	2-5 Streets	£300.00	£310.00	Discretionary	District
	5+ Streets	£600.00	£625.00	Discretionary	District
	1 Plot	£100.00	£105.00	Discretionary	District
Street numbering Schemes - cost per plot (accumulated fees)	2-10 Plots	£75.00	£80.00	Discretionary	District
	11-50 Plots	£65.00	£70.00	Discretionary	District
	50+ Plots	£55.00	£60.00	Discretionary	District
FEE CAP PER APPLICATION OF £5,000		£35.00	£35.00	Discretionary	District
Change of property name					
Admin Fee to join the Custom & Self Build Housing Register		£25.00	£25.00	Discretionary	District
Monitoring Fee for S106 / IL Obligations:					
The charge will generally be levied at a rate of £500 per obligation covering each District Council related covenant and a monitoring fee will be sought for each. On more complex sites where greater monitoring costs will likely be incurred, a proportionate charge will be levied at a rate of £500 per obligation covering each District Council related covenant or 1 % of the value of the District Council's total obligations up to a maximum of £10,000 per agreement, whichever is the higher.		From £500	From £515.00	Discretionary	District
ENFORCEMENT TEAM CHARGES					
High Hedges Complaint		£459.00	£475.00	Discretionary	District
BUILDING CONTROL					
Building Control Hourly rate		£97.00 per hour	£97.00 per hour	TBA	District

<u>Estates</u>				
	2025/26 Agreed Charge £ : p	2026/27 Proposed Charge £ : p	Statutory Service / Discretionary Services	Set by Government / Set By District
PROFESSIONAL ESTATE SERVICE				
Application fee for events (per application). Commercial day event from -	£77.00	£79.00	Discretionary	District
Application fee for events (per application). Commercial 2 + days event from -	£128.00	£132.00	Discretionary	District
Skip licence admin fee (excludes the hire of the land)	£102.00	£105.00	Discretionary	District
Initial application fee for events (per application) - Charitable events local. Excludes hire fees	£36.00	£37.00	Discretionary	District
Initial application fee for events (per application) - Charitable events national. Excludes hire fees	£102.00	£105.00	Discretionary	District
Estate service - Land and property transactions - lease renewals, consents, price from	£204.00	£210.00	Discretionary	District
Estate service - Land and property transactions - Dilapidations surveys	£612.00	£630.00	Discretionary	District
Estate service land and property new transactions	£459.00	£473.00	Discretionary	District
Estate service shared equity transactions	£204.00	£210.00	Discretionary	District
Licence admin fee - less 28 days	£66.00	£68.00	Discretionary	District
Licence admin fee - less 29 - 3 months	£158.00	£163.00	Discretionary	District
Licence admin fee - 3 months plus	£255.00	£263.00	Discretionary	District
Licence admin fee - for environmental community projects	£36.00	£37.00	Discretionary	District
Disposal of assets/asset proposal initial application fee	£82.00	£84.00	Discretionary	District
Annual licence for table with maximum 4 chairs	£100.00	£103.00	Discretionary	District
<u>Estates</u>				
	2025/26 Agreed Charge £ : p	2026/27 Proposed Charge £ : p	Statutory Service / Discretionary Services	Set by Government / Set By District
BEACH HUTS & CHALETS				
Charge to go onto beach hut or chalet waiting list	Per List £50.00	£52.00	Discretionary	District

Car Parks		2024/25 Agreed Charge £ : p	2026/27 Proposed Charge £ : p	Statutory Service / Discretionary Services	Set by Government / Set By District
CAR PARKING - COASTAL CAR PARKS					
Pay & Display Car Parks. Charges Apply Between 08:00 - 18:00					
Bacton	- Coast Road	£1.00 up to 30 minutes	£1.05 up to 30 minutes		
Cromer	- Runton Road				
East Runton	- Beach Road	£2.10 per hour	£2.20 per hour		
Happisburgh	- Cart Gap				
Overstrand	- Pauls Lane				
Sea Palling	- Clink Road	£11.50 for 24 hours	£11.50 for 24 hours	Discretionary	District
Sheringham	- East Cliff				
	- Chequers	£44.00 for 7 days	£44 for 7 days		
Wells	- Stearmans Yard				
Weybourne	- Beach Road				
CAR PARKING - RESORT CAR PARKS					
Pay & Display Car Parks. Charges Apply Between 08:00 - 18:00					
	- Cadogan Road	£1.00 up to 30 minutes	£1.05 up to 30 minutes		
Cromer	- Meadow	£1.70 for first hour	£1.75 for first hour		
Holt	- Promenade				
	- Albert Street				
	- Station Yard	£1.40 per additional hour	£1.45 per additional hour		
Mundesley	- Gold Park				
	- Beach Road	£8.70 for 24 hours	£9.20 for 24 hours	Discretionary	District
Sheringham	- Morris Street				
	- Station Approach	£44 for 7 days	£44 for 7 days		
Wells	- Staithe Street				

<u>Car Parks</u>		2024/25 Agreed Charge £ : p	2026/27 Proposed Charge £ : p	Statutory Service / Discretionary Services	Set by Government / Set By District
CAR PARKING - STANDARD CAR PARKS					
Pay & Display Car Parks. Charges Apply Between 08:00 - 18:00		£0.60 up to 30 minutes	£0.60 up to 30 minutes		
Fakenham	- Bridge Street - Community Centre - Highfield Road - Queens Road - The Limes	£1.30 for first two hours	£1.30 for first two hours		
North Walsham	- Bank Loke - Mundesley Road - Hornbeam Road - New Road - Vicarage Street	£0.90 per additional hour	£0.90 per additional hour		
Stalham	- High Street	£6.50 for 24 hours £44.00 for 7 days	£6.50 for 24 hours £44.00 for 7 days	Discretionary	District
CAR PARKING - OTHER					
Fakenham	- Hall Staithe	PERMIT	PERMIT	Discretionary	District
<u>Car Parks</u>		2024/25 Agreed Charge £ : p	2026/27 Proposed Charge £ : p	Statutory Service / Discretionary Services	Set by Government / Set By District
COACH PARKING					
Per Hour		£2.50	£2.50	Discretionary	District
For 24 hours		£13.00	£13.00	Discretionary	District
SEASON TICKETS / PERMITS					
3 Months	- 3 hour stay max. - 24 hour stay max.	£21.50 £88.50	£22.00 £92.00	Discretionary Discretionary	District District
6 Months	- 3 hour stay max. - 24 hour stay max.	£41.50 £165.00	£43.00 £171.00	Discretionary Discretionary	District District
12 Months	- 3 hour stay max. - 24 hour stay max.	£75.50 £275.00	£78.00 £285.00	Discretionary Discretionary	District District

Council Tax Discounts & Premiums Determination 2026-27	
Executive Summary	This report sets out the proposed level of council tax discounts which shall apply to classes of dwelling for the financial year 2026-27.
Options considered.	The recommendations take advantage of the options from the reforms included in the Local Government Finance Act 2012 as amended to incentive homes back into use and generate council tax income.
Consultation(s)	<p>The legislation provides local authorities with the power to make changes to the level of council tax discount in relation to classes of property. The Council has to approve its determinations for each financial year. The calculation of the tax base for 2026-27 will be made on the assumption that the determinations recommended below will apply.</p> <p>In accordance with the relevant legislation these determinations shall be published in at least one newspaper circulating in North Norfolk before the end of the period of 21 days beginning with the date of the determinations.</p>
Recommendations	<p>Recommend to Full Council that under Section 11A of the Local Government Finance Act 1992 and in accordance with the provisions of the Local Government Finance Act 2012 and other enabling powers that:</p> <ol style="list-style-type: none"> 1) The discounts for the year 2026-27 and beyond are set at the levels indicated in the table at paragraph 3.1. 2) To continue to award a local discount of 100% in 2026-27 for eligible cases of hardship under Section 13A of the Local Government Finance Act 1992 (as amended) and that the Revenues Manager has delegated authority to make Discretionary Reductions under the Hardship Policy up to the value of £4k as indicated in the associated policy in Appendix B. 3) That an exception to the empty property levy charges may continue to be made by the Revenues Manager in the circumstances laid out in section 4.2 of this report. 4) The long-term empty-property premiums for the year 2026-27 (subject to the empty premium exceptions shown in Appendix C) are set at the levels indicated in the table at paragraph 4.2 5) To continue to award a local discount of 100% in 2026-27 for eligible cases of care leavers under Section 13A of the Local Government Finance Act 1992 (as amended).

	<p>6) Those dwellings that are specifically identified under regulation 6 of the Council Tax (Prescribed Classes of Dwellings) (England) Regulations 2003 will retain the 50% discount as set out in paragraph 2.1 of this report.</p> <p>7) Those dwellings described or geographically defined at Appendix A which in the reasonable opinion of the Revenues Manager are judged not to be structurally capable of occupation all year round and were built before the restrictions of seasonal usage were introduced by the Town and Country Planning Act 1947, will be entitled to a 35% discount.</p> <p>8) A new second homes premium of 100% as detailed in paragraph 4.3 (subject to the second home premium exceptions shown in Appendix C) continues to be applied in 2026-27.</p>
Reasons for recommendations	To set appropriate council tax discounts and premiums which will apply in 2026-27 and to raise council tax revenue.
Background papers	Local Authorities are required to approve their Council Tax discount determinations each year. The legislation provides local authorities with powers to make changes to the level of council tax discount and have premiums in relation to certain types of properties.

Wards affected	All
Cabinet member(s)	Cllr Lucy Shires
Contact Officer	Sean Knight Revenues Manger Sean.Knight@north-norfolk.gov.uk

Links to key documents:	
Corporate Plan:	Strong Responsible & Accountable Council.
Medium Term Financial Strategy (MTFS)	The discounts and premiums approved by Members will be used to calculate the tax base used in the budget setting and is part of the Medium-Term Finance Strategy.
Council Policies & Strategies	Budget Setting & Medium-Term Finance Strategy.

Corporate Governance:	
Is this a key decision	Yes
Has the public interest test been applied	Yes

Details of any previous decision(s) on this matter	October 2022, Council Tax Discounts & Premiums Determination 2023-24, 2024-25 and 2025-26.
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1. Purpose of the report

This report sets out the proposed level of council tax discounts which shall apply to classes of dwelling for the financial year 2026-27.

2. Introduction & Background

- 2.1 All billing authorities can reduce or end the nationally set 50% council tax discount for second homes. The exception to this rule is that billing authorities cannot change the discount for second homes of people who are liable for council tax on dwellings provided by an employer, i.e., tied accommodation, as established under regulation 6 of the Council Tax (prescribed classes of dwellings) (England) Regulations 2003.
- 2.2 It is for the billing authority to determine whether changes to discounts apply to all or parts of its area. An area can be as small as one property (provided it can be defined geographically) and different discounts can apply in different parts of the area.
- 2.3 Properties that are classed as Second Homes (properties that are substantially furnished but no one's main residence) can attract a premium on their Council Tax from 1 April 2025, which is currently 100% of the charge subject to premium exceptions shown in Appendix C.
- 2.4 Properties that are classed as Long-Term Empty (properties that have been substantially unfurnished for a period of 12 months) can attract a premium on their Council Tax, which is currently 100% of the charge subject to premium exceptions shown in Appendix C.
- 2.5 The Council also has powers under Section 13A of the Local Government Finance Act 1992 (as amended) to introduce discounts to particular taxpayers.
- 2.6 Since April 2013 North Norfolk District Council (as a billing authority) has had additional powers to vary the levels of council tax discount offered in the District. Reductions in the discounts offered or increases in the premiums charged will generate additional revenue for both the District Council and major preceptors.

3. Current Discounts and Premiums Proposed for 2026-27

- 3.1 The table below details the existing discounts which the Council has in place. This report proposes these discount levels remain the same for 2024-25.

Class	Description	2025/26 Discount	Proposed Discount from 1 st April 2026
Class A	Dwellings which are not the sole or main	10%	10%

	residence, are furnished, but their continuous occupation is restricted by planning regulations to less than 28 days a year.	Discount	Discount
Class B	All other dwellings which are not the sole or main residence, are furnished, and their continuous occupation is not restricted by planning regulations to less than 28 days a year.	No Discount	No Discount
Class C	All dwellings which are unoccupied and substantially unfurnished.	No Discount	No Discount
Class D	Dwellings that are unoccupied and unfurnished and: <ul style="list-style-type: none"> • require or are undergoing major repair to make them habitable. • are undergoing structural alteration. • have undergone major repair work to render them habitable, if less than six months have elapsed since the date on which the alteration was substantially completed, and the dwelling has continuously remained unoccupied and unfurnished since that date 	50% Discount	50% Discount

Class D Discount

The number of properties affected by the Class D discount was low in 2021 and 2022 as shown in the table below. The pre 2017 numbers before the discount was removed (circa 100 to 150). The cost of applying this discount is not considered material for the Council at the current property numbers and level of properties can be reviewed annually when reviewing the discounts levels set to ensure the discount remains affordable. To put this into context the Council collects council tax from circa 56,000 properties.

Band	2021	2022	2023	2024	2025
A	-	4	15	11	11
B	3	3	13	7	13
C	-	4	11	20	14
D	2	1	7	12	6
E	4	2	6	11	7
F	1	-	6	7	3
G	1	-	1	5	5
H	-	-	0	1	0
Total	11	14	59	74	59

This report proposes to continue the 50% discount level is applied for 2026-27.

- 3.2 In 2022-23 the Council introduced a new discount under Section 13A of the Local Government Finance Act 1992 (as amended) to give 100% relief to those experiencing hardship. It is proposed that this discretionary reduction and associated policy and application process remain in place for 2026-27. There were none awarded as of October 2025 when the CTB1 Government Return was completed.

4. Empty Homes Premium and Section 13A Discounts

- 4.1 Between 2013 and 2019 the Council charged the maximum premium on top of the usual 100% charge on long term empty properties i.e., substantially unfurnished for a period of 24 months or more.

The Council currently has the legal powers to increase the levy premium level anywhere from 50% to 100%, which would effectively mean a 200% charge on qualifying properties. This has been in place since the 2019/20 financial year. In the 2020/21 financial year, the Council introduced a levy of 200% on properties unoccupied for longer than 60 months (5 years), and in the 2021/22 financial year a levy of 300% was introduced on properties that had been empty for 120 months (10 years).

Levelling-up and Regeneration Bill

The Levelling-up and Regeneration Bill (introduced in the Queen's Speech in May 2022) became an Act of Parliament it gave additional powers to the Council to reduce the number of months from 24 months to 12 months to apply the empty property premium. There are currently circa 250 of these empty homes in the North Norfolk area.

In the 2024/25 financial year the council introduced a levy of 100% on properties unoccupied for longer than 12 months.

- 4.2 The table below details the existing premiums which the Council has in place currently and this report proposes these discount levels remain the same for 2026-27. The premium is the amount above the existing 100% council tax charge, so for example a long-term empty property which has been empty for longer than 12 months will pay council tax at a 200% level (double the normal level).

Description (long-term empty property premium to be added to 100% council tax charge)	2025-26 Premium	Proposed Premium from 1st April 2026
Long term empty properties that have been empty for a consecutive period of longer than 12 months	100% premium	100% premium
Long term empty properties that have been empty for a consecutive period of longer than 24 months	100% premium	100% premium
Long term empty properties that have been empty for a consecutive period of longer than 60 months	200% premium	200% premium
Long term empty properties that have been empty for a consecutive period of longer than 120 months	300% premium	300% premium

The levy premium cannot apply to homes that are empty due to the occupant living in armed forces accommodation for job-related purposes, or to annexes being used as part of a main property.

Currently there are over 180 properties that fall within the bracket of long-term empty properties longer than 24 months within North Norfolk, so this is viewed as a policy tool to encourage efficient use of available housing within the district.

Officers are aware there are cases where long term empty properties are undergoing significant renovations to bring them back into use. It is proposed that to continue to encourage this that the continued discretion be given to the Revenues Manager to allow exceptions to the Levy charge in these cases. There are anticipated to only be a small number of qualifying properties in the District, so it is not considered to be a significant financial risk to the Council.

The Council Tax (Prescribed Classes of Dwellings) (England) Regulations 2003 ("the 2003 Regulations") has prescribed additional classes of dwellings in relation to which a billing authority may not make a determination to apply a higher amount of council tax on long-term empty homes. These empty property exceptions are shown in Appendix C and referred to in recommendation 4 above.

Second Home Premium.

- 4.3 The Levelling-up and Regeneration Bill proposes that billing authorities would have the power to charge a 100% premium on second homes. The Council began charging a 100% premium on second homes (council tax properties that are unoccupied and furnished) with effect from 1 April 2025 and this continues.

The Council Tax (Prescribed Classes of Dwellings) (England) Regulations 2003 ("the 2003 Regulations") has prescribed additional classes of dwellings in relation to which a billing authority may not make a determination to apply a higher amount of council tax on dwellings occupied periodically (often referred to as second homes). The second home exceptions are shown in Appendix C and referred to in recommendation 8 above.

There are currently over 5,700 second homes in the North Norfolk area and we have estimated 35% of these will fall within one of these exceptions or will try to avoid paying the premium.

Care Leavers Discounts

- 4.4 The Council currently awards a local discount of 100% for eligible cases of care leavers under section 13A of the Local Government Finance Act 1992 (as amended). The costs of this are fully compensated by Norfolk County Council.

Classes of Property

- 4.5 The Regulations differentiate between classes of property as follows:
- "Class A" - properties are those which are not an individual's sole or main residence, are furnished and have seasonal planning prohibition (i.e., preventing occupation for a continuous period of at least 28 days)
 - "Class B" - properties are those which are not an individual's sole or main residence, are furnished and have no restrictions regarding occupation.

In effect Class A properties are second homes where occupancy is restricted for a period of at least 28 days a year where Class B properties have no restrictions on occupancy.

Formal Determinations

- 4.6 The Council must approve its determinations for each financial year. It should be noted that the schedule of Class “B” property discount exceptions shown in Appendix A and referred to in recommendation 7 above, is believed to include all dwellings potentially entitled to retain a discount for the year commencing 1 April 2026 for the reason stated. Under the wording of the 2003 regulations, changes cannot be made to the schedule once the determinations have been made. Should further properties be notified to the Council for inclusion in the list for exceptions, they may only be added when the determinations for 2026-27 are made for operation from 1 April 2026.

Corporate Plan Objectives

- 4.7 Local Homes for Local Need = Providing council tax discounts and premiums supports bringing homes back into use.
- 4.8 Financial Sustainability and Growth = Council tax premiums charged generate income to the Council and major preceptors to support financial sustainability.

5. Financial and Resource Implications

- 5.1 The discounts and premiums approved by Members will be used for calculating the tax base used in the budget setting and is part of the Medium-Term Finance Strategy.
- 5.2 The calculation of the tax base for 2026-27 will be made alongside the budget, based on the level of discounts and premiums approved by Members. The taxbase dictates the expected income to the Council from Council Tax in the following year. Any increase in discounts or decrease in premiums will reduce the taxbase, and therefore also income.

Comments from the S151 Officer:

The Council must approve its Determinations each year for the following financial year. The ones proposed in this report will provide a fair system that will encourage bringing homes back into use and will maximise income.

6. Legal Implications

- 8.1 This report does not raise any new legal implications.

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.

Legislation requires annual approval by Council of determinations

7. Risks

- 7.1 This report does not raise any new risks.

8. Net Zero Target

- 8.1 This report does not raise any issues relating to Climate change.
- 9. Equality, Diversity & Inclusion**
- 9.1 This report does not raise any new issues relating to equality and diversity.
- 10. Community Safety issues**
- 10.1 This report does not raise any issues relating to Crime and Disorder considerations.
- 11. Conclusion and Recommendations**
- 11.1 This report sets out the proposed level of council tax discounts and premiums which shall apply to classes of dwelling for the financial year 2026-27.

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

- 1) The discounts for the year 2026-27 and beyond are set at the levels indicated in the table at paragraph 3.1.
- 2) To continue to award a local discount of 100% in 2026-27 for eligible cases of hardship under Section 13A of the Local Government Finance Act 1992 (as amended). See the associated policy in Appendix B.
- 3) That an exception to the levy charges may continue to be made by the Revenues Manager in the circumstances laid out in section 4.2 of this report
- 4) The premiums for the year 2026-27 (subject to the empty premium exceptions shown in Appendix C) are set at the levels indicated in the table at paragraph 4.2.
- 5) To continue to award a local discount of 100% in 2026-27 for eligible cases of care leavers under Section 13A of the Local Government Finance Act 1992 (as amended).
- 6) Those dwellings that are specifically identified under regulation 6 of the Council Tax (Prescribed Classes of Dwellings) (England) Regulations 2003 will retain the 50% discount as set out in paragraph 2.1 of this report.
- 7) Those dwellings described or geographically defined at Appendix A which in the reasonable opinion of the Revenues Manager are judged not to be structurally capable of occupation all year round and were built before the restrictions of seasonal usage were introduced by the Town and Country Planning Act 1947, will be entitled to a 35% discount.
- 8) A second homes premium of 100% as detailed in paragraph 4.3 (subject to the second home premium exceptions shown in Appendix C) is applied.

<u>Property Reference</u>	<u>Property Name/ Number</u>	<u>Property Address</u>	<u>Post Code</u>
Brimbelow Road, Hoveton			
052371	Bure Banks	Brimbelow Road, Hoveton, Norwich, Norfolk	NR12 8UJ
014717	Bure Croft	Brimbelow Road, Hoveton, Norwich, Norfolk	NR12 8UJ
059714	Bureway	Brimbelow Road, Hoveton, Norwich, Norfolk	NR12 8UJ
014730	Morlands	Brimbelow Road, Hoveton, Norwich, Norfolk	NR12 8UJ
014744	Summer Vale	Brimbelow Road, Hoveton, Norwich, Norfolk	NR12 8UJ
014745	Summer Vista	Brimbelow Road, Hoveton, Norwich, Norfolk	NR12 8UJ
773269	Sunrest	Brimbelow Road, Hoveton, Norwich, Norfolk	NR12 8UJ
714750	The Patch	Brimbelow Road, Hoveton, Norwich, Norfolk	NR12 8UJ
058865	The Wherry	Brimbelow Road, Hoveton, Norwich, Norfolk	NR12 8UJ
774664	Willow Cabin	Brimbelow Road, Hoveton, Norwich, Norfolk	NR12 8UJ

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North Norfolk District Council's Council Tax Discretionary Reduction (Hardship Relief) Policy

Contents

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2. Council Tax – Discretionary Reduction Policy

2.1 Introduction

2.2 Legislation

2.3 North Norfolk District Council

2.4 Criteria

2.5 The Application

2.6 The Decision-Making Process

2.7 Review of Decision

2.8 Recovery of a Hardship Relief Award

2.9 Fraud

1. Purpose of Policy Document

- 1.1 This policy sets out the Council's approach to the awarding of discretionary reductions in respect of Council Tax liability. It has been designed to ensure that all customers making an application for a reduction are treated in a fair, consistent and equal manner.
- 1.2 This policy has been written to:
- Set guidelines for the factors that should be considered when making a decision to award or refuse an application.
 - Set out the delegated authority to award reductions in appropriate circumstances.
 - Advise how customers dissatisfied with the decision made, can appeal.
 - Safeguard the interest of the local taxpayers by ensuring that funds that are allocated for the award of reductions are used in the most effective and economic way.

2. Council Tax Discretionary Reduction Policy

2.1 Introduction

- 2.1.1 Councils have the power to reduce the amount of Council Tax a person has to pay to such an extent as they see fit. This includes the power to reduce an amount to nil and may be exercised in relation to particular cases or by determining a class of property in which liability is to be reduced to an extent provided for by the determination. There is a cost to the Council in respect of any discretionary relief awarded and is met by the Council's collection fund.

2.2 Legislation

- 2.2.1 Council Tax discretionary reductions are included in Section 13A Local Government Finance Act 1992 as amended by Local Government Act 2003, section 76. Section 76 gives councils the authority to make a discretionary payment of Council Tax where it is satisfied that the taxpayer would sustain exceptional hardship if it did not do so.

2.3 North Norfolk District Councils Policy

- 2.3.1 North Norfolk District Council has not defined any specific class of property on which to award a section 13A discount.
- 2.3.2 Applications for a reduction will usually only be considered in individual cases where severe hardship and extenuating circumstances can be demonstrated.
- 2.3.3 Where an application is successful, the award will be paid/credited directly to the Council Tax account.

2.4 Criteria

- 2.4.1 Each application will be assessed on its individual merits. When assessing applications, the following considerations will be made:
- All applications are only intended as short-term assistance and awards will not extend beyond the current financial year and should not be considered as a way of reducing Council Tax liability indefinitely.
 - Reductions-or remission will be the exception and not the rule.
 - Council Tax discretionary reductions will not be awarded for any reason other than to reduce Council Tax liability.
 - Reductions-are not to be granted in order to prevent recovery action being instigated by the Council or to stop bankruptcy proceedings commenced by the Council or any other body.
 - The applicant must detail the reasons for the application, explaining the specific circumstances and any hardship being experienced.
 - There must be evidence of hardship or personal circumstances that justifies a reduction in Council Tax liability. There is no definition in the legislation for

'hardship' and as the scheme is aimed at covering unforeseen events it is not possible to list precise criteria. Applications will be accepted on the basis that the applicant or household would suffer exceptional financial hardship if financial assistance were not given.

- Exceptional circumstances for hardship under the Council Tax regulations will usually be circumstances that are outside the control of the household and beyond normal risks faced by a household. The household must demonstrate that it has done all it can to mitigate those risks and is taking action to minimise them.
- The Council's finances allow for a reduction to be made, and it is reasonable to do so in light of the impact on other Council Taxpayers.
- The Council Taxpayer (applicant) must be able to demonstrate that all reasonable steps have been taken to meet their full Council Tax liability prior to application including exploring entitlement to all other reliefs, discounts, exemptions, reductions, discretionary payments, and valuation office appeals.
- The Council Taxpayer (applicant) does not have access to other assets that could be realised and used to pay Council Tax.
- Application for a discretionary reduction should be one of last resort. Applicants will be expected to have explored and secured any lawful entitlement to other benefits, incomes, and reductions in preference to claiming for a reduction. This particularly includes an application for Council Tax Support.
- The Council's finances allow for a reduction to be made.
- The amount outstanding must not be the result of wilful refusal to pay or culpable neglect.

2.4.2 Discretionary reductions will be awarded for a short, fixed period depending on the nature and likely duration of the hardship. In all cases reductions will end in the following circumstances:

- At the end of a financial year
- There is a change of liable person.
- The Council Taxpayer enters any form of formal insolvency.
- The Council Taxpayer's financial circumstances significantly change.
- At the end of any fixed period notified to the Council Taxpayer at the time of the award

2.5 The Application

- 2.5.1 All applications should be made in writing or by completing the web form available on our web site. The form can be completed by an advocate/appointee or a recognised third party acting on their behalf and must contain the necessary information including a full financial statement.

Application forms and any supporting information should be completed and emailed to Ctax@north-norfolk.gov.uk or postal application forms and any supporting information returned to:

North Norfolk District
Holt Road
Cromer
Norfolk
NR27 9EN

- 2.5.2 It is the responsibility of the Council Taxpayer applying for a reduction to provide sufficient information and documentary evidence to support their applications. If the Council Taxpayer applying does not, or will not, provide the required evidence; the application will still be considered, but only on the basis of the information and evidence provided. No costs will be borne by the Council in the provision of this evidence.
- 2.5.3 Further information may be requested to support an application. Where a request for further information is made information must be provided within 4 weeks. Failure to provide information within 4 weeks may lead to the refusal of the application unless good cause can be shown.

2.6. The Decision-Making Process

- 2.6.1 Upon receipt of a signed application and all supporting documentation /information a standard decision-making process will be followed:
- Initial applications will be checked by Revenues Team Leaders within 28 days of receipt of a signed application to ensure all supporting information / evidence has been included.
 - Cases will then be forwarded to the Revenues Manager who will have delegated authority to make decisions up to a value of £4k otherwise the case will be presented at the next available panel hearing, and a decision made by the representatives attending the hearing.
 - The Revenues Manager (and the discretionary relief panel if appropriate) will consider the application, and if they consider it is appropriate to make a discretionary award under this policy, they will specify the amount to be awarded.
 - Once a decision has been approved the Council Taxpayer will be notified in writing of the decision within 28 days and revised Council Tax demand notices will be issued where applicable

- Whilst every effort will be made to meet the deadlines outlined above, failure by the Council to do so does not qualify the claimant for relief or any financial compensation.

2.7. Review of Decision

2.7.1 The Council will not accept a request from a Council Taxpayer for a re-determination of its decision unless further evidence can be provided.

- If a claimant is dissatisfied with refusal of their application, they may appeal to the Valuation Tribunal for England (VTE) by completing the online appeal form at <https://www.valuationtribunal.gov.uk/>. You have two months to do this from the date of our reply.

2.8 Recovery of a Discretionary reduction Award

2.8.1 If a reduction is subsequently cancelled the amount will be withdrawn from the applicant's Council Tax account and will be payable as the Council Tax due under the regulations.

2.9 Fraud

2.9.1 The Council reserves the right to withdraw any reduction made under this scheme where fraud or error has occurred.

2.9.2 The Council reserves the right to withdraw any reduction where the applicant has failed to provide or has knowingly provided false or misleading information.

Revised 13 November 2025

Appendix C

Exceptions to council tax Premiums

The Council Tax (Prescribed Classes of Dwellings and Consequential Amendments) (England) Regulations 2024 introduced the premium exceptions.

This regulation amends the Council Tax (Prescribed Classes of Dwellings) (England) Regulations 2003 ("the 2003 Regulations") and prescribe additional classes of dwellings in relation to which a billing authority may not make a determination to apply a higher amount of council tax on long-term empty homes and/or dwellings occupied periodically (often referred to as second homes).

Some of the exceptions are time limited to 12 months and others run for as long as the dwelling meets the qualifying criteria. The regulation also makes necessary amendments to the Council Tax (Administration and Enforcement) Regulations 1992, the Council Tax (Demand Notices) (England) Regulations 2011 and the Local Authorities (Calculation of Council Tax Base) (England) Regulations 2012, consequential on the introduction of the premium on second homes through section 80 of the Levelling-up and Regeneration Act 2023

Council Tax Premium Exceptions

Classes of Dwellings	Application	Definition
Class E	Long-term empty homes and second homes	Dwelling which is or would be someone's sole or main residence if they were not residing in job-related armed forces accommodation.
Class F	Long-term empty homes and second homes	Annexes forming part of, or being treated as part of, the main dwelling.
Class G	Long-term empty homes and second homes	Dwellings being actively marketed for sale (12 months limit) The exception will end either when the 12- month period has ended, when the dwelling has been sold or when the dwelling is no longer actively marketed for sale. The council will determine: <ul style="list-style-type: none">• whether the dwelling is clearly advertised for sale.• whether the dwelling is being marketed at a fair market value.• whether there are any artificial barriers on the dwelling preventing sale; and• whether the owner is taking any other reasonable steps to market the dwelling for sale. The same owner may only make use of the exception for a particular dwelling marketed for sale once however, the exception may be used again for the same dwelling if it has been sold and has a new owner.
Class H	Long-term empty homes and second homes	Dwellings being actively marketed for let (12 months limit). The exception will end either when the 12-month period has ended, when the dwelling has been let or

		<p>when the dwelling is no longer actively marketed for let. The council will determine:</p> <ul style="list-style-type: none"> • whether the dwelling is clearly advertised for let. • whether the dwelling is being marketed at a fair market value. • whether there are any artificial barriers on the dwelling preventing letting; and • whether the owner is taking any other reasonable steps to market the dwelling for let. <p>The same owner may make use of the exception for dwellings marketed for let multiple times, however, only after the dwellings has been let for a continuous period of at least 6 months since the exception last applied.</p>
Class I	Long-term empty homes and second homes	Unoccupied dwellings which fell within exempt Class F and where probate has recently been granted (12 months from grant of probate/letters of administration).
Class J	Second homes only	Job-related dwellings. The exception will not apply to cases where someone chooses to have an additional property to be closer to work while having a family home elsewhere or where an individual is posted to a new location but maintain their previous address.
Class K	Second homes only	Occupied caravan pitches and boat moorings.
Class L	Second homes only	Seasonal homes where year-round, permanent occupation is prohibited, specified for use as holiday accommodation or planning condition preventing occupancy for more than 28 days continuously.
Class M	Long-term empty home only	Empty properties requiring or undergoing major repairs or structural alterations (12 months limit).

The Council has successfully defended a challenge at the Valuation Tribunal which confirmed that the Class G & H exceptions above will only apply for 12 months from when the property was first marketed, even if this date was before the existence of the legislation enabling the premium.

Discretionary Reduction

The dwellings described or geographically defined at Appendix A which in the reasonable opinion of the Revenues Manager are judged not to be structurally capable of occupation all year round and were built before the restrictions of seasonal usage were introduced by the Town and Country Planning Act 1947, will not be covered by the premium exceptions above. They will by default fall within the premium charge under Class B, so an agreement with Norfolk County Council and Office of the Police and Crime Commissioner for Norfolk would be needed to have this discretionary exception otherwise we would be liable to pay the other preceptors for the reduction.

Adoption of the North Norfolk Local Plan 2024-2040	
Executive Summary	<p>The purpose of this report is to progress the North Norfolk Local Plan 2024-2040 to adoption in order to provide the Council with an up-to-date Local Plan. The Plan has undergone independent examination and found to be sound and legally compliant, with the Inspector concluding that the Plan provides an appropriate basis for the planning of the District provided that a number of Main Modifications are made to it.</p> <p>The Local Plan contains multiple policies underpinned by the principle of delivering sustainable and climate-resilient development to secure a better quality of life for everyone, now and for future generations. All policies within the Plan contribute towards achieving these aims, including those promoting the sustainable location of new homes, jobs and economic growth; the conservation and enhancement of the natural environment and built environment; improved infrastructure and renewable energy; the provision of green spaces and the creation of balanced, healthy communities.</p> <p>This report sets out the process followed; summarises the Inspector's report and main modifications required, provides an overview of the Plan and reviews the options available for the Council. The appendices contain the Inspectors report, Main Modification schedule, the updated Local Plan containing the necessary modifications, the updated policies map (link), Sustainability Appraisal Adoption Statement, (incorporating HRA adoption statement) updated Equalities Impact Assessment, and a presentation providing an overview of the Local Plan.</p>
Options considered	<ol style="list-style-type: none"> 1. Adopt the Local Plan (as modified) 2. Not adopt the Local Plan.
Consultation(s)	<p>The Local Plan production has been informed by direct member engagement through the Planning Policy & Built Heritage Working Party, with key decisions endorsed by Cabinet. Each relevant stage has been subject to public and statutory consultation, and feedback has informed its development.</p>
Recommendations	<p>That Council:</p> <ol style="list-style-type: none"> 1) Notes the outcome of the Inspector's Report into the examination of the North Norfolk Local Plan, dated 31 October 2025 (Appendix 1 & 2); 2) <u>Adopts</u> the modified Local Plan which incorporates the Main Modifications as the appropriate basis for the future planning of the whole District (Appendix 3); 3) Notes that all policies of the North Norfolk Core Strategy 2008 and the Site Allocations; Development Plan Document 2011 (the current

Please note that due to the size of the documents, appendices 2,3,5,6 & 7 to the Local Plan are available in the Document Library: [Home | Library folder - Local Plan 2024 - 2040 Appendices](#)

	<p>Local Plan) will be superseded by the new Local Plan upon adoption. This is subject to the provisions of paragraph 9.3 of this report that: ‘Upon adoption there is a six-week window under section 113 of the Planning and Compulsory Purchase Act 2004 during which an aggrieved party can challenge the decision to adopt a Local Plan on legal and procedural grounds’</p> <p>4) Notes that Cabinet has delegated authority to the Assistant Director for Planning to publish the Adoption Statement and accompanying documents, making the North Norfolk Local Plan part of the Adopted Development Plan for North Norfolk;</p> <p>5) Notes that Cabinet has delegated authority to the Planning Policy Manager to make any further necessary non-material modifications and any further updates to the Policies Map as required.</p>
Reasons for recommendations	<p>It is a legal requirement to have an up-to-date Local Plan for the Council’s administrative area and to undertake review at least every five years. The updated North Norfolk Local Plan has been guided by a balanced cross-party working party, undergone formal rounds of consultation and independent examination by a Planning Inspector, and has been found “sound” subject to the inclusion of modifications and provides an appropriate basis for the planning of the District. The Plan provides the Council’s Strategic Planning Framework and is required in order to ensure the Council has an up-to-date Local Plan in place from which planning decisions are made.</p>
Background papers	<p>The examination & submissions documents, along with previous stages of consultation, evidence base and supporting documents can be found in the published Local Plan Examination Library</p> <p>The Local Development Scheme sets out the Council’s programme for preparing and adoption of the Local Plan.</p>

Wards affected	All
Cabinet member(s)	Cllr Andrew Brown
Contact Officer	Iain Withington, Planning Policy Manager iain.withington@north-norfolk.gov.uk

Links to key documents:

Please note that due to the size of the documents, appendices 2,3,5,6 & 7 to the Local Plan are available in the Document Library: [Home | Library folder - Local Plan 2024 - 2040 Appendices](#)

Corporate Plan:	Delivering the Local Plan remains a key commitment and component part of the Corporate Plan covering all five themes: Our Greener Future, Developing Our Communities, Meeting Our Housing Need, Investing in Our Local Economy and Infrastructure and A strong, Responsible & Accountable Council
Medium Term Financial Strategy (MTFS)	N/A
Council Policies & Strategies	The Local Plan sets the Council's Planning and decision-making framework. Adoption of which will replace the current Core Strategy and Site Allocations DPD.

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	None that are specific to the adoption.

1. Purpose of the report

- 1.1 The purpose of this report is to progress the North Norfolk Local Plan 2024 – 2040 to adoption in order to provide the Council with an up-to-date Local Plan. This will then be used to inform development proposals and in the planning decision-making process. There is a clear expectation in national policy that the Council proceeds at speed with adopting the Local Plan now that it has been found sound, and in accordance with the published Local Development Scheme, LDS.

2. Introduction & Background

- 2.1 The production of the Local Plan is a statutory requirement and will help the Council to meet its strategic and corporate priorities. Once adopted, the Local Plan will form part of the development plan and enable the Council to provide for the identified needs of the District.
- 2.2 Local Plans set the development framework for an area, must be forward looking and cover a minimum 15-year period from adoption. To do this, they
- Contain planning policies which are the basis for deciding whether to approve planning applications;
 - Set out the strategic policies of the district that neighbourhood plans need to be in “general conformity” with;
 - Set the spatial strategy and sustainable distribution of growth across the District;
 - Allocate sites for development, including for homes and employment, which accord with evidential needs and opportunities;

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- Facilitate the delivery necessary for local infrastructure, such as open space, health and community facilities, education and highways;
- Protect, and enhance the natural, built and historic environments;
- Set an appropriate framework to respond to climate change.

2.3 National policy requires local planning authorities to adopt their Local Plan under the current and existing system by December 2026, with a key submission deadline of 12th March 2025. Plans submitted after this date would need to comply with the new plan-making system introduced by the Levelling Up and Regeneration Act 2023¹, address matters detailed in the updated National Planning Policy Framework (NPPF) December 2024 and accord with further process guidance yet to be published.

2.4 Preparation of the Local Plan started in 2016 and has followed a number of key stages as set out below. Throughout its production it has been informed by Corporate Plan priorities as well as national planning policy. The main member engagement and guidance has been through the politically balanced Planning Policy and Built Heritage Working Party (PPBHP) with each recommendation(s) being reviewed and endorsed through subsequent Cabinet meetings.

Key stages of Plan making

Stage	Description	Date
First Regulation 18 Consultation	Subjects of the Local Plan	August 2015
Evidence Gathering	Call for Sites, Housing & Economic Land Availability Assessment (HELAA), Sustainability Appraisal (SA) and Habitats Regulations Assessment (HRA) Scoping, Open Space Review, Strategic Housing Market Assessment (SHMA), Retail & Town Centre Study, Economic Growth, Landscape Character / Landscape Sensitivity Assessment, Strategic Flood Risk Assessment etc	
Second Regulation 18 Consultation	First Draft Local Plan, Alternatives Considered, Interim SA & HRA	May 2019
Regulation 19 Consultation	Proposed Submission Version Local Plan, SA & HRA	January 2022
Regulation 22	Submission of Draft Local Plan, SA & HRA	May 2023
Examination Hearing Sessions	Matters & Issues (Public Hearings)	Jan-March 2024
Further Consultation	Additional / enlarged sites, additional Small Growth Villages and increased SGV growth, updated Gypsy & Traveller evidence	November 2024

¹ New local plan making core features include, 30-month timetable, early engagement & three Gateway Assessments, Digital, interactive formats new cooperation methods and updated environmental processes.

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Examination Hearing Sessions	Further Matters & Issues (Public Hearings)	April 2025
Main Modifications Consultation	Schedule of Main Modifications + Policies Map Changes	September 2025
Examination Conclusion	Receipt of Inspectors Final Report	Oct / November 2025

2.5 The Plan was submitted to the Secretary of State for examination in May 2023 and David Reed BSc, Dip TP DMS MRTPI from the Planning Inspectorate was appointed as the independent examiner. At the time, the July 2021 version of the NPPF was extant, and as such, under paragraph 234(b) of the subsequent revised NPPF December 2024, the Plan has been examined under transitional arrangements and the earlier NPPF version. The key examination tasks are to establish whether the Plan is “sound” as prescribed in the NPPF and whether in preparation it fulfils the necessary legal requirements such as the duty to co-operate, public sector equality duty, and is informed by an iterative Sustainability Appraisal (SA) and Habitat Regulations Assessment (HRA). To be sound, paragraph 35 of the NPPF² makes it clear that a Local Plan should be positively prepared, justified, effective and consistent with national policy:

- a) **Positively prepared** – providing a strategy which, as a minimum, seeks to meet the area’s objectively assessed needs³; and is informed by agreements with other authorities, so that unmet need from neighbouring areas is accommodated where it is practical to do so and is consistent with achieving sustainable development;
- b) **Justified** – an appropriate strategy, taking into account the reasonable alternatives, and based on proportionate evidence;
- c) **Effective** – deliverable over the plan period, and based on effective joint working on cross-boundary strategic matters that have been dealt with rather than deferred, as evidenced by the statement of common ground; and
- d) **Consistent with national policy** – enabling the delivery of sustainable development in accordance with the policies in this Framework and other statements of national planning policy, where relevant.

2.6 Initial hearings were held between January and March 2024 on the Plan as submitted and following the publication of detailed matters and issues statements by the Council. Following these, two fundamental issues were identified by the Inspector in respect of soundness. These issues revolved around a shortfall in housing provision due in part by the required four-year extension of the Plan to 2040 and the Council’s reliance on a deviation away from the “standard methodology” used in calculating housing need. It was also

² NPPF July 2021

³ To determine the minimum number of homes needed, strategic policies should be informed by a local housing need assessment, conducted using the standard method in national planning guidance – unless exceptional circumstances justify an alternative approach which also reflects current and future demographic trends and market signals. In addition, any needs that cannot be met within neighbouring areas should also be taken into account. NPPF 2021 para 60

determined that the Gypsy and Travellers need assessment was out of date following the change in the legal definition shortly before the first hearings.

- 2.7 To address these issues the Council prepared an Action Plan which was approved by Cabinet on 4th November 2024 having first been recommended by the Council's Planning Policy & Built Heritage Working Party the previous month. The Council consulted on these additional proposals between November and December 2024 as part of a 'Further Consultation', and, following receipt of feedback, the proposals were considered by the Inspector through the second round of hearings held in April 2025.
- 2.8 The resultant schedule of Main Modifications covering both hearings underwent public consultation during August and September 2025. Representations received were submitted to the Inspector for his consideration and having been considered, the Council received the Inspector's Report on 31 October 2025.

3. Inspectors Report and Main Modifications

- 3.1 The report, attached as **Appendix 1**, concludes that the North Norfolk Local Plan provides an appropriate basis for the planning of the District, provided that the modifications recommended by the Inspector are made to the Plan as attached as **Appendix 2**.
- 3.2 The report has had due regard to areas of legal compliance with the Inspector, concluding that the Council has *maximised the effectiveness* of the duty to co-operate through the Norfolk Strategic Framework, confirming that the Plan meets the necessary legal compliance tests. In particular, the Council has developed and used a shared evidence base, not least in the approach to assessing housing and employment sites, leading on a joint Strategic Flood Risk Assessment (SFRA), the joint Norfolk-wide recreation mitigation strategy, the Norfolk Environmental Credit Scheme that addresses nutrient neutrality, the Planning In Health Protocol, and jointly developing policies to tackle climate change.
- 3.3 The Duty requires the Council to demonstrate that engagement on cross-boundary issues has been undertaken where necessary on a constructive and actively on-going basis. In relation to growth at North Walsham the Inspector is satisfied that the Council also worked constructively with Broadland District Council and Norfolk County Council in the commission of transport evidence, assessing the implications of increased traffic flow on the B1150 through Coltishall & Horstead and drawing up mitigation measures and agreeing suitable policy wording for the inclusion in the site allocation policy contained in the Local Plan.
- 3.4 In relation to other legal tests the Inspector is satisfied that the Sustainability Appraisal process undertaken alongside the Plan has adequately assessed the Local Plan to establish, when judged against reasonable alternatives, that the Plan will help to achieve relevant environmental, economic and social objectives. It is also concluded that the legal duty to undertake Appropriate Assessment in accordance with the Habitat Regulations has been met. Taking into account the Council's Equality Impact Assessment of the Plan, the

Inspector concludes that the Plan has had due regard to the Equalities Act 2010 through the examination.

- 3.5 To complete the process this report is accompanied by the Sustainability Appraisal & Habitat Regulations Assessment Adoption Statement and updated Equalities Impact Assessment, as set out in Appendices 5 and 6.
- 3.6 In total, 68 main modifications to the submitted Plan are required as detailed in **Appendix 2**. Comprehensive reasoning for each modification is contained in the Inspector's Report. The main modifications can be summarised as follows:
- Changing the plan period to 2024-2040;
 - Amending Policy CC13 to ensure development demonstrates nutrient neutrality in critical river catchments;
 - Increasing the housing requirement to be delivered by the plan to 8,900 minimum requirements 557dpa;
 - Allocating further housing sites consistent with the spatial strategy of the plan and amending the policy requirements for allocated sites as necessary;
 - Amending the strategy for strategic growth at North Walsham and clarifying the requirements for on and off-site infrastructure;
 - Deletion of allocation W07/1 at Wells-next-the-Sea;
 - Increasing the number of Small Growth Villages, their potential for growth and clarifying the criteria for considering schemes;
 - Amending Policy HOU2 to clarify the mix of homes required on housing sites;
 - Updating Policy HOU5 for Gypsy, Traveller and Travelling Showpeople's Accommodation to reflect the latest evidence;
 - Updating the housing supply figures and housing trajectory to reflect the evidence;
 - Deletion of employment allocations H27/1 at Holt and NW52 at North Walsham;
 - Updating the overall employment land provision in the Plan;
 - Identifying the strategic policies of the Plan;
 - Other modifications to the policies of the Plan to ensure that it is positively prepared, justified, effective and consistent with national policy.
- 3.7 To be clear, the Council can only adopt the Plan if the modifications are incorporated. It is the Inspector's considered view that they are necessary to make the Plan sound.
- 3.8 Given the changes in national policy and the updated NPPF, the Inspector brings to the Council's attention in his report the circumstances that the Local Planning Authority (LPA) will be expected to begin work on a new Local Plan under the revised plan making system. He advises that this should be as soon as the relevant provisions as set out in the Levelling up and Regeneration Act 2023 reforms are brought into place. Paragraph 236 of the December 2024 NPPF states:
- 3.9 *Where paragraph 234b applies (i.e. the plan has been submitted for examination under Regulation 22 on or before 12 March 2025), if the housing requirement in the plan to be adopted meets less than 80% of local housing*

need⁴ the local planning authority will be expected to begin work on a new plan, under the revised plan-making system provided for under the Levelling Up and Regeneration Act 2023 (as soon as the relevant provisions are brought into force in 2025), in order to address the shortfall in housing need.

- 3.10 The Council's updated housing need figures under the revised NPPF equates to an annual requirement of 932 dwellings. The approach of 557dpa is the equivalent of approximately 60% when compared to the new requirement and falls short of the 80% threshold. As such, the Council is required to begin work on a new Plan.

4. North Norfolk Local Plan Overview

- 4.1 Overall, the Plan makes provision for delivering on the Councils' corporate objectives. The overarching vision is to contribute to the achievement of climate resilient sustainable growth, enabling growth in the context of mitigation and adaptation to climate change whilst conserving & enhancing the natural environment, improving connectivity, open space and health.

- 4.2 It does this by providing the planning framework through a set of strategic and non-strategic policies across five themed policy areas,

- Delivering Climate Resilient Sustainable Growth
- Delivering Well Connected, Healthy Communities
- Protecting Character, Conserving & Enhancing the Natural Environment
- Meeting Accommodation Needs
- Enabling Economic Growth

Followed by a series of specific site allocations in line with the spatial hierarchy. The Plan guides how land will be used, what types of development will take place, and how the natural and built environment will be protected and enhanced. The Local Plan will form part of the statutory development plan for the District, alongside any 'made' Neighbourhood Plans.

- 4.3 The Plan as modified makes provision for 9,880 dwellings against a requirement of 8,900 or 557 dwellings per annum. (including a minimum of 2,000 affordable homes). The additional numbers provide a small contingency in order to account for any potential slippage in approvals, delivery and changes in market conditions. Site allocations with the Plan are expected to deliver 4,584 of these. The 34 identified Small Growth Villages, through market-led approaches, are expected to deliver a further 924 over the Plan period. Windfall development such as conversions, permitted development rights, rural exception sites, speculative development that accords with the spatial strategy, as well as a new policy SS3, Community Led Development as long as it has the support of the local community, will account for a further 2,500 dwellings. This is approximately the equivalent of 135 dpa in the first five years of the Plan, then 180dpa from 2029/30. The remaining balance is accounted for through existing permissions and completions.

- 4.4 In terms of employment growth, the Plan identifies 63 hectares of available designated employment land against a requirement of 1.6 hectares per annum

⁴ Calculated using the revised standard method in national planning practice guidance, published on 12 December 2024.

based on past delivery rates. Policy E3 also sets out a flexible policy approach supporting proposals at the local level outside of designated employment zones provided that proposals are suitable and well related to the built-up area and accord with the spatial strategy and other policies of the Plan.

4.5 The growth is predicated on compliance with the spatial strategy, which identifies:

- Three 'Large Growth Towns': Cromer, Fakenham and North Walsham
- Five 'Small Growth Towns': Holt, Hoveton, Sheringham, Stalham, Wells-next-the Sea
- Four 'Large Growth Villages': Blakeney, Briston, Ludham & Mundesley
- Thirty-Four 'Small Growth Villages'
- Countryside policy area

4.6 The strategy promotes a number of site allocations through Policy DS1 in the top three tiers of the settlement hierarchy, as identified in Policy SS1, where a reasonable prospect of delivery has been evidenced. These site allocations are expected to deliver a minimum of 4,584 dwellings over the Plan period. In particular, a sustainable urban extension to North Walsham is proposed. This will deliver 1,270 dwellings in the Plan period and a further 730 expected beyond that - a total of 2,000 dwellings. Included in the site allocation policy is a requirement for a new western link road linking Norwich Road and Cromer Road along with off-site road, pedestrian & cycle improvements and further junction and safety improvements including improvements to Aylsham Road and the B1150 / Mill Road / B1154 junction at Coltishall, significant areas of open space and landscaping, 7 hectares of employment land and a new two-form entry primary school. A further 327 dwellings, plus a further 300 dwellings beyond 2040, are allocated to the north of Fakenham to be delivered towards the end of the Plan period following the delivery of the expected 950 homes already granted planning permission as a result of the previous Plan's allocation. The strategy also facilitates growth in the remaining selected growth settlements with the aim of ensuring that identified needs for new homes, jobs, open space and supporting infrastructure are delivered in ways that are consistent with protecting the unique role and character of each settlement. In each of the settlements where development is proposed, a settlement boundary has been defined. These boundaries are shown on the Policies Map.

4.7 Action on climate change is embedded throughout this Local Plan and is an integral part of many policies. Collectively, the Plan sets a framework on how climate change could and should be considered in order to achieve national and local targets and climate resilient sustainable development. Addressing climate change is, however, a shared responsibility, and the challenges are not just to develop to minimum targets but to seek a step change and encourage a shift in emphasis in development considerations. Policies include sustainable construction linked to building regulations, which are anticipated to be updated in a progressive way through the Government's 'Future Homes Standard'. However, although these have been consulted upon, they have not yet been updated. Other policies in this section cover areas of coastal management and set the policy framework for coastal change adaptation, otherwise known as 'rollback'. Policy CC10 brings into the Local Plan the now national approach to Biodiversity Net Gain, while other policies seek appropriate provision of electric vehicle charging infrastructure in development, address nutrient neutrality, the protection of trees, hedgerows & woodland, and how flood risk and surface water drainage should be taken into account.

- 4.8 In terms of delivering on well-connected and healthy communities, policies enact the use of the Planning in Health Protocol. The Protocol presents a process describing how relevant NHS organisations, Norfolk & Suffolk County Council Public Health and the Norfolk and East Suffolk Local Planning Authorities jointly consult to ensure that health considerations are adequately accounted for in planning applications and subsequent decisions. It provides a practical tool to assist the Council, developers and the health sector organisations to participate in discussions and to consider the merits of different sites and proposals against public health related issues. Other policies in this section include those that relate to the provision of open space against minimum standards, the protection of existing designated and undesignated open spaces, the setting out of viability considerations, the requirements for fibre to premises, the safeguarding policies around former railway track beds and existing health care facilities on designated health care campuses.
- 4.9 The strategy also promotes the protection and enhancement of the built and natural environment and local landscapes. This is approached through a suite of policies around consideration of landscape character types within and outside the nationally designated landscapes, heritage and consideration of high-quality design.
- 4.10 The Local Plan promotes a proactive approach to housing delivery designed to deliver homes that meet the identified needs of the District. In particular, Policy HOU2 - Delivering the Right Mix of Homes, ensures that the type, size and tenure of homes provided closely matches the existing predicted future needs of the local population. For market housing, the policy identifies that in the main not less than 50% of homes should be two or three-bedroom properties in a mix comprising of approximately 20% two-bed and 80% three-bed. In the delivery of the minimum requirement of 2,000 affordable homes, the policy also sets two affordable housing zones which require the delivery of at least 15% or 35% affordable housing, comprising 25% intermediate housing with the remainder being rented, in a mix comprising one, two and three-bedroomed dwellings, with the majority as two-bed properties. With North Norfolk having one of the highest over 65's population as a proportion of its total population, and the fastest growing age cohort, Policy HOU2 also includes the requirement for specialist elderly/care provision as well as setting out the Council's approach to self-build properties.
- 4.11 The Plan addresses other areas of housing delivery to provide for different circumstances and has a suite of policies covering rural exception sites, replacement dwellings, essential rural workers accommodation and a criteria approach to assessing proposals for Gypsy and Travellers. Two new policies, HOU8 and HOU9, cover the introduction of accessible & adaptable homes and the use of the prescribed minimum space standards. These policies are based on detailed evidence of an under-supply and growing needs, which work together to ensure homes are built to minimum overall sizes and sets requirements around internal room sizes in relation to their function as well as ensuring adequate storage is built in. In the case of adaptable homes, the policy sets out that homes must be constructed in a way that enables them to be easily adapted to meet the changing needs of the occupier over their lifetime, evoking the optional building regulations standards in this regard⁵.
- 4.12 The approach to economic activity is based on past take up rates and the most optimistic evidenced scenario but allows for significantly more employment to

⁵ Such standards can only be evoked at Plan review stage and must be justified and evidence.

come forward through flexible policies addressing local provision outside designated employment sites. A suite of policies cover tourism development, including those that set out a framework to consider proposals for new, and extensions to, tourist attractions, touring caravan & camping sites and for retaining an adequate supply and mix of tourism accommodation. As such, the policies offer the opportunity to strengthen the North Norfolk economy at the same time as considering the impacts on the local environment.

- 4.13 Taken together, these measures ensure that the housing and economic needs to 2040 will be met in a sustainable manner, taking into consideration the local environment and the evolving requirements of adapting and mitigating the effects of climate change.
- 4.14 Attached in **Appendix 7** to this report is a presentation provided to Members of the PPBHP and Development Committee on 30th October 2025 and subsequently circulated to all Members on 31st October 2025. This provides a more detailed overview of the Local Plan process and its policy content.
- 4.15 The final adoption version of the Plan incorporating the Main Modifications is attached in **Appendix 3**. This version also includes some Additional Modifications. These are minor changes to the submitted Plan's supporting text that are considered necessary to ensure clarity and consistency and are modifications that are not related to soundness issues. The Council published these alongside the Main Modifications consultation schedule in August 2025. Such changes include factual updates to supporting text such as census information, references to government publications and legislation, and correction of matters relating to grammar and spelling. Some further factual updates have been undertaken in addition to the Additional Modifications published in order to reflect the final outcome of the Plan examination and passage of time.

5. Proposals and Options

- 5.1 **The publication of the Inspector's Report enables the Council to proceed to adoption of the North Norfolk Local Plan.** It requires the main modifications to be included in the adopted plan to make it sound. These changes are binding; a plan can only be adopted with their inclusion. The key point to note is that following the conclusion of the examination, it is not possible (by law) to make further changes to policies contained in the Local Plan or reject any of the main modifications since these have been found necessary to make the Plan sound.
- 5.2 The decision to adopt must be made by Full Council with the next meeting scheduled for 17th December 2025 following Cabinet endorsement on 1st December 2025. Adoption involves the publication of an Adoption Statement following the appropriate member decision. This is accompanied by the North Norfolk Local Plan (as amended by the Inspector's modifications), the Inspector's Report, the Sustainability Appraisal, and an environmental adoption statement incorporating the Habitats Regulations Assessment Adoption Statement.
- 5.3 Adopting the Local Plan with the proposed main modifications will ensure that the Council has an up-to-date Local Plan through which to make decisions on planning applications. It also ensures that the Council can benefit from the benchmarking of the Plan's 557dpa housing requirement for five years from adoption. This means that the higher local housing need (LHN) figure contained in the revised NPPF would not be triggered until then, and at a time when a

new plan/site allocations are in place to meet the higher need. Such a Plan would need to be brought forward under the new planning regime as mentioned above in paragraph 2.3 and paragraphs 3.8-3.10.

- 5.4 There are also wider considerations in favour of adoption beyond the content of the Plan. Reputational damage would be avoided in the eyes of the government and wider public, shared agreements through the duty to co-operate and other stakeholders would not be jeopardized. Having a recently adopted Plan would also mean that planning resources would not be diverted to unnecessary appeals. With the planning reforms and local government reorganisation on the horizon, there are clear advantages of going forward with an adopted Plan before the reforms are implemented. The government has signalled that having an adopted plan is essential for accessing certain resources and investment.
- 5.5 **An option exists not to adopt the Local Plan** as modified. In such a scenario, the Council will not have an up-to-date Local Plan and could not comply with the transitional arrangements set out in December 2024 NPPF. Aside from significant reputational damage, failing to adopt the Plan would leave the Council without an up-to-date Plan on which to make decisions on planning applications and open to potential Government intervention. The Secretary of State has powers under the Planning and Compulsory Purchase Act 2004 to intervene in Plan making. LPAs that fail to progress their plans may be directed to revise their Local Development Scheme or face more direct intervention.
- 5.6 The Council would not be able to demonstrate a five-year land supply position (currently standing at 7.3 years) for the following reasons / implications:
 1. In part as it could not rely on delivery of the site allocations contained in the Plan, Small Growth Village apportionment and windfall development projected in the Plans' delivery trajectory.
 2. The Councils Housing delivery requirements would no longer be benchmarked at the Plans 557dpa but the higher December 2024 NPPF requirements of 932dpa;
 3. The Council would fail the annual three-year rolling Housing Delivery Test resulting in the requirement to add a further 20% under delivery buffer to its housing needs and would have to prepare an action plan to address the shortfall, potentially facing further government intervention. The presumption of sustainable development would be engaged effectively meaning that the housing policies of the Council would be considered out of date and therefore development could come forward in locations and at a scale where it would normally not be desirable, (subject to some national protections). Such development could also undermine the planned growth and wider ambitions of the plan to ensure growth meets the needs of the District.
- 5.7 In addition the Council:
 - Would have to find a significant extra supply of housing under the new standard methodology immediately.
 - In decision making, could only apply limited weight (if any) to the existing Core Strategy given its age (2008) and changes to the NPPF.
 - Would have to apply the presumption in favour of sustainable development where plans are out of date or absent and be required to grant planning permission*unless any adverse impacts of doing so would significantly and demonstrably outweigh the benefits, when assessed against the Framework as a whole...* The presumption of

sustainable development contained in paragraph 11 of the NPPF would be engaged.

- Is likely to see an increase in costly planning appeal cases, additional work for officers and associated detrimental impacts on appeal performance as well as staff retention and recruitment of officers.

- 5.8 Overall, the Council would have less control over development. Decisions would default to national policy, increasing the risk of unplanned or speculative development, especially in areas without clear protections leading to approvals for developments that may not align with local priorities or infrastructure capacity. The government has signalled that having an adopted plan is essential for accessing certain resources. Councils without adopted plans may be less eligible for infrastructure funding, housing delivery support, or other government initiatives.
- 5.9 In producing the Plan a substantial volume of work has been undertaken by officers and a wide range of stakeholders, Members, consultants, parish and town councils, and various community groups. Each has participated in consultation events, attended hearings, made representations and engaged actively with the process throughout. If the Plan were not to be adopted, it would undoubtedly bring the Council into disrepute, through concerns around wasted time & resources, including financial considerations.
- 5.10 Neighbourhood Plans are required to be tested against general conformity with the adopted Local Plan. A number of new neighbourhood plans are emerging based in part on the evidence underpinning the Local Plan and their alignment with the emerging plan policies. If the Local Plan is not adopted, then these communities and neighbourhood plans would be negatively impacted.

6 Corporate Priorities

- 6.1 Delivering the Local Plan remains a key commitment and component part of the Corporate Plan covering all five themes: Our Greener Future, Developing Our Communities, Meeting Our Housing Need, Investing in Our Local Economy and Infrastructure and A Strong, Responsible & Accountable Council.

7 Financial and Resource Implications

- 7.1 The financial implications arising from the adoption of the Local Plan have been met from existing resources.

Comments from the S151 Officer:

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8 Legal Implications

- 8.1 Plans are required to be reviewed every five years under Regulation 10A of the Town and Country Planning (Local Planning) (England) Regulations 2012. Plans must be forward facing positively prepared and should look ahead a minimum 15 years from adoption.
- 8.2 The adoption of a Local Plan is governed by Section 23 of the Planning and Compulsory Purchase Act 2004, and Regulation 26 of the Town and Country

Planning (Local Planning) (England) Regulations 2012 (as amended). Guidance on procedures is also contained in the national Planning Practice Guidance.

- 8.3 It is a legal requirement to have a Local Plan for the Councils' administrative area outside the Broads Authority Area. The Local Plan has been examined by a government appointed Inspector as to whether it has been prepared in accordance with legal and procedural requirements, and whether it is sound. The examination is now complete and the Plan with modifications has been found sound and legally compliant.
- 8.4 The Plan has undergone an Equality Impact Assessment(s), (EqIA), in accordance with Equality Act 2010 as amended 2023. The EqIA has examined whether the Local Plan will have an adverse impact on or discriminate against different groups in the community. The assessment identified that all policies within the Local Plan are likely to have either a positive impact or a neutral (no differential impact) on the different protected characteristics. There are no identified adverse impacts. The Inspector confirm in his report that he has had due regard to the Council's Impact Assessment. A further impact assessment has been undertaken on the final Plan incorporating the modifications and is attached in **Appendix 6**. The updated Impact Assessment has taken account of all modifications made through the examination process and confirms that the positive and neutral impacts identified remain valid.
- 8.5 The Plan has been informed by a Sustainability Appraisal (SA), incorporating Strategic Environmental Assessment (SEA), and Habitats Regulations Assessment (HRA). The SA has explicitly considered and informed the policies and sites along with alternatives considered throughout the Plan's production. Carrying out a SA is a means of determining the most important environmental, social and economic factors in relation to an area, and testing the emerging planning policy document against those, with the aim of assessing the plan and seeking ways in which it might be improved or mitigated. It is an iterative process which informs the development of the Plan, carried out as a series of stages as the Plan is developed over time. The purpose of HRA is to assess the impacts of a land-use plan against the conservation objectives of a European designated site for nature conservation and to ascertain whether it would adversely affect the integrity of that site. The HRA focused on potential impacts from urban effects, nutrient neutrality/ hydrological impacts and recreational pressure on internationally protected sites.
- 8.6 The Inspector confirms in his report that he is satisfied that the SA has been carried out at each stage of the Plan's preparation, has been iterative, comprehensive and has adequately assessed the Local Plan to establish, when judged against reasonable alternatives, that the Plan will help achieve relevant environmental, economic and social objectives. Similarly, the Inspector is satisfied with the conclusion of the HRA(s) that the modified Plan's protections and mitigating measures enable the overall conclusion of the HRA that the Plan would not cause adverse effects either alone or in combination on European sites.
- 8.7 On adoption of the Local Plan, in line with Regulations 26 and 35 of the Town and Country Planning (Local Planning) (England) Regulations 2012, the LPA has to make available the following documents as soon as reasonably practical:
- A copy of the adopted Plan,
 - An Adoption Statement and
 - The sustainability Appraisal report (SA and addendums)

Along with details of inspection, locations, and times available.

Comments from the Monitoring Officer

The Monitoring Officer (or member of the Legal team on behalf of the MO) will complete this section.

This plan has been subject to appropriate consultations and examination by the Planning Inspector, and has been found to be sound, subject to some required modification to the Local Plan, as summarised in the report. Non-adoption would increase reputational, financial and intervention risks as well as speculative development in unplanned locations.

9 Risks

- 9.1 It is considered that the risks of taking the decision to adopt the Plan are low and that the risks of non-adoption out way any perceived disbenefits of adopting the Plan. The Plan as modified has been found sound and legally compliant by the Inspector. The risks relate to the non-adoption of the Plan. Non-adoption would lead to more speculative development in unplanned locations, potential government intervention, reputational damage, further resource issues such as recruitment and retention, and financial implications, including pertaining to wastage of public monies. Non adoption is likely to reduce both government and private investment in the area. Such risks will be addressed by the adoption of the Plan.
- 9.2 It is considered there is a real threat of Government intervention for those LPAs which are not making sufficient progress on their Plans to have an adopted plan in place by December 2026.
- 9.3 Upon adoption there is a six-week window under section 113 of the Planning and Compulsory Purchase Act 2004 during which an aggrieved party can challenge the decision to adopt a Local Plan on legal and procedural grounds.

10 Net Zero Target

- 10.1 No assessment has been made against the Council's Net Zero 2030 Strategy & Climate Action Plan.

11 Equality, Diversity & Inclusion

- 11.1 The Plan has undergone Equality Impact Assessment, (EqIA) in accordance with The Equality Act 2010, as amended 2023. As detailed in paragraph 8.4, the assessment identified that all policies within the Local Plan are likely to have either a positive impact or a neutral (no differential impact) on the different protected characteristics. The Inspector confirmed in his report that he has had due regard to the Council's Equalities Impact Assessment. A further impact assessment has been undertaken on the final Plan incorporating the modifications and is attached as **Appendix 6**. The updated Equalities Impact Assessment has taken account of all modifications made through the examination process and confirms that the positive and neutral impacts identified remain valid.

12 Community Safety issues

- 12.1 The Plan includes in its policies requirements for integrated design that reduces opportunities for crime and antisocial behaviour to help create safe, secure and accessible environments. Although the Policy is funded directly by central

government and the parish precept, further contributions to relevant infrastructure could be sought through S106 contributions as long as requests align with NPPF requirements of being relevant, necessary and proportionate and do not make a proposal unviable. Norfolk Constabulary remain a consultee and can advise planning applicants on matters such as design and layout to reflect best practice in this area.

13 Conclusion and Recommendations

- 13.1 The Inspector's report remains positive and endorses the strategy and site allocations set out in the Plan and the successful development of an updated Local Plan is a considerable achievement for the Council. Only approximately 29% of local authorities currently have an up-to-date Local Plan, meaning one that has been adopted within the last five years or reviewed and found not to need updating.
- 13.2 Adopting the Plan provides a strong planning foundation and decision-making framework for planning applications as we move towards local government reorganisation. Adoption of the Local Plan will allow the Council to implement evidence-based policies for our District through a Plan, which the Council has invested considerable resources in. Whilst it has been a long process, national data shows that the average time to produce a Local Plan is around seven years under the current Local Plan system. Looking ahead at future Plan review, the government has introduced a target of 30 months i.e. 2.5 years to produce and adopt a Local Plan under the new system as set out in the Levelling up and Regeneration Act 2023 reforms.
- 13.3 The Local Plan, although submitted for examination over two years ago, still reflects the Council's priorities as set out in its Corporate Plan and delivers on the direction of travel of national policy. In particular, it sets a framework for step change in order to address local priorities and needs. The Local Plan contains multiple policies underpinned by the principle of delivering sustainable and climate-resilient development to secure a better quality of life for everyone, now and for future generations. All policies within the Plan contribute towards achieving these aims, including those promoting the sustainable location of new homes, jobs and economic growth; the conservation and enhancement of the natural environment and built environment; improved infrastructure and renewable energy; the provision of green spaces and the creation of balanced, healthy communities
- 13.4 Having received a positive Inspector's report, one that finds the Plan sound and endorses the strategy as an appropriate basis for the planning of the District, the case for adoption is overwhelmingly positive.

Recommendations

That Cabinet:

- 1) Notes the outcome of the Inspector's Report into the examination of the North Norfolk Local Plan, dated 31 October 2025 (Appendix 1 & 2);**
- 2) Recommends that the Council adopts the modified Local Plan which incorporates the Main Modifications as the appropriate basis for the future planning of the whole District (Appendix 3);**

Please note that due to the size of the documents, appendices 2,3,5,6 & 7 to the Local Plan are available in the Document Library: [Home | Library folder - Local Plan 2024 - 2040 Appendices](#)

- 3) **Notes that all policies of the North Norfolk Core Strategy 2008 and the Site Allocations; Development Plan Document 2011 (the current Local Plan) will be superseded by the new Local Plan upon adoption. This is subject to the provisions of paragraph 9.3 of this report that: ‘Upon adoption there is a six-week window under section 113 of the Planning and Compulsory Purchase Act 2004 during which an aggrieved party can challenge the decision to adopt a Local Plan on legal and procedural grounds’**
- 4) **Delegates authority to the Assistant Director for Planning to publish the Adoption Statement and accompanying documents, making the North Norfolk Local Plan part of the Adopted Development Plan for North Norfolk;**
- 5) **Delegates authority to the Planning Policy Manager to make any further necessary non-material modifications and any further updates to the Policies Map as required.**

Appendices

Appendix 1	The Inspector’s Report on the Examination into the North Norfolk Local Plan
Appendix 2	The Inspector’s Schedule of Main Modifications
Appendix 3	North Norfolk Local Plan 2024-2040, Proposed Adoption Version (incorporating the Inspectors Main Modifications and the Councils Additional [minor] Modifications)
Appendix 4	Policies Map (Web Map) https://www.north-norfolk.gov.uk/policiesma
Appendix 5	Sustainability Appraisal Adoption Statement (incorporating the HRA Adoption Statement)
Appendix 6	Equalities Impact Assessment
Appendix 7	Presentation to PPBHP and Development Committee re Local Plan overview

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Report to North Norfolk District Council

by David Reed BSc DipTP DMS MRTPI

an Inspector appointed by the Secretary of State for Housing, Communities and Local Government

Date: 31 October 2025

Planning and Compulsory Purchase Act 2004 (as amended)

Section 20

Report on the Examination of the North Norfolk Local Plan

The Plan was submitted for examination on 11 May 2023

The examination hearings were held between 23-25 January 2024, 13-15 February & 5-7 March 2024 and 8-10 April 2025

File Ref: PINS/Y2620/429/6

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Abbreviations used in this report

dpa	Dwellings per Annum
FC	Further Consultation (in November/December 2024)
HGV	Heavy Goods Vehicles
HIA	Health Impact Assessment
HRA	Habitats Regulation Assessment
MM	Main Modification
NL	National Landscape (Area of Outstanding Natural Beauty)
NNLP or the plan	North Norfolk Local Plan
NPPF	National Planning Policy Framework (2021 version unless otherwise stated)
PPG	Planning Practice Guidance
SA	Sustainability Appraisal
SGV	Small Growth Village
UPC	Unattributable Population Change
WLR	Western Link Road
(xx)	Examination Document Numbers

Non-Technical Summary

This report concludes that the North Norfolk Local Plan provides an appropriate basis for the planning of the District provided that a number of main modifications [MMs] are made to it. North Norfolk District Council has specifically requested that I recommend any MMs necessary to enable the Plan to be adopted.

Following two sets of hearings in early 2024 and April 2025, the Council prepared schedules of the proposed modifications and carried out sustainability appraisal and habitats regulations assessment of them. The MMs were subject to public consultation over a six-week period from 6 August to 17 September 2025. In some cases I have amended their detailed wording where justified and necessary. I have recommended their inclusion in the Plan after considering the sustainability appraisal and habitats regulations assessment and all the representations made in response to consultation on them.

The Main Modifications can be summarised as follows:

- Changing the plan period to 2024-2040;
- Amending Policy CC13 to ensure development demonstrates nutrient neutrality in critical river catchments;
- Increasing the housing requirement to be delivered by the plan;
- Allocating further housing sites consistent with the spatial strategy of the plan and amending the policy requirements for allocated sites as necessary;
- Amending the strategy for strategic growth at North Walsham and clarifying the requirements for on and off-site infrastructure;
- Deletion of allocation W07/1 at Wells-next-the-Sea;
- Increasing the number of Small Growth Villages, their potential for growth and clarifying the criteria for considering schemes;
- Amending Policy HOU2 to clarify the mix of homes required on housing sites;
- Updating Policy HOU5 for Gypsy, Traveller and Travelling Showpeople's Accommodation to reflect the latest evidence;
- Updating the housing supply figures and housing trajectory to reflect the evidence;
- Deletion of employment allocations H27/1 at Holt and NW52 at North Walsham;
- Updating the overall employment land provision in the plan;
- Identifying the strategic policies of the plan;
- Other modifications to the policies of the plan to ensure that the plan is positively prepared, justified, effective and consistent with national policy.

Introduction

1. This report contains my assessment of the North Norfolk Local Plan (hereafter the NNLP or the plan) in terms of Section 20(5) of the Planning and Compulsory Purchase Act 2004 (as amended). It considers first whether the plan's preparation has complied with the duty to co-operate. It then considers whether the plan is compliant with the legal requirements and whether it is sound. The National Planning Policy Framework (NPPF) in paragraph 35 makes it clear that in order to be sound, a local plan should be positively prepared, justified, effective and consistent with national policy.
2. The plan was submitted for examination on 11 May 2023 when the July 2021 version of the NPPF was extant. In December 2024 the latest revision of the NPPF was published. Under paragraph 234(b) it includes a transitional arrangement which means that, for the purpose of examining this local plan, the policies in the July 2021 NPPF remain applicable. Therefore, unless otherwise stated, any references to the NPPF in this report relate to the July 2021 version. However, paragraph 236 of the December 2024 NPPF also applies, and in the circumstances the local planning authority will be expected to begin work on a new local plan under the revised plan-making system as soon as the relevant provisions are brought into force.
3. The starting point for the examination is the assumption that the local planning authority has submitted what it considers to be a sound plan. The NNLP as submitted in May 2023 is the basis for my examination. It is the document that was published for consultation in January 2022 with the subtitle 'Proposed Submission Version: Publication Stage: Regulation 19' (Document A1).
4. Following the first set of hearings in early 2024 two fundamental issues were identified in respect of the soundness of the plan. As explained under Issues 2 and 6, these were a shortfall in housing provision to meet the needs of the area and the policy for gypsy, traveller and travelling showpeople's accommodation being based on out-of-date evidence. To address these issues, the Council put forward revised proposals in a 'Further Consultation' (FC, Document FC001) between 7 November and 19 December 2024. These further proposals are in effect amendments to the submitted plan and were considered during the second set of hearings in April 2025.

Main Modifications

5. In accordance with section 20(7C) of the 2004 Act the Council requested that I should recommend any main modifications (MMs) necessary to rectify matters that make the Plan unsound and thus incapable of being adopted. My report explains why the recommended MMs are necessary. The MMs are referenced in bold in the report in the form **MM1**, **MM2** etc, and are set out in full in the Appendix.

6. Following the two sets of examination hearings, the Council prepared a schedule of proposed MMs (MMC01) and carried out sustainability appraisal (SA) and habitats regulations assessment (HRA) of them. The MM schedule was subject to public consultation for six weeks from 6 August to 17 September 2025. I have taken account of the consultation responses in coming to my conclusions in this report and in their light I have made some amendments to the detailed wording of the main modifications where justified, for consistency or clarity. None of the amendments significantly alters the content of the modifications as published for consultation or undermines the participatory processes and SA/HRA that has been undertaken. Where necessary I have highlighted these amendments in the report.

Policies Map

7. The Council must maintain an adopted policies map which illustrates geographically the application of the policies in the adopted development plan. When submitting a local plan for examination, the Council is required to provide a submission policies map showing the changes to the adopted policies map that would result from the proposals in the submitted local plan. In this case, the submission policies map was submitted as a web-based link (A2).
8. The policies map is not defined in statute as a development plan document and so I do not have the power to recommend MMs to it. However, a number of the MMs to the Plan's policies require further corresponding changes to be made to the policies map. In addition, there are some instances where the geographic illustration of policies on the submission policies map is not justified and changes to the policies map are needed to ensure that the relevant policies are justified and effective.
9. These further changes to the policies map were published for consultation alongside the MMs in the Schedule of Policies Map Changes: Public Consultation Version dated August 2025 (MMC02). No significant comments were received.
10. When the Plan is adopted, in order to comply with the legislation and give effect to the Plan's policies, the Council will need to update the adopted policies map to include all the changes proposed in the submission policies map and the further changes published alongside the MMs.

Context of the Plan

11. The NNLP once adopted will replace both the North Norfolk Core Strategy incorporating Development Control Policies adopted in September 2008 and the North Norfolk Site Allocations Development Plan Document adopted in February 2011. The development plan will then comprise the NNLP, the Norfolk

Minerals and Waste Plan adopted in May 2025 and any Neighbourhood Plans that have been made (finalised). The NNLP does not cover that part of the district within the Broads Authority area which has its own local plan.

12. North Norfolk District comprises a large rural area of about 336 square miles (excluding the Broads Authority area) with 43 miles of North Sea coastline. The population is currently about 103,000 who live in three main towns, Cromer, North Walsham and Fakenham, a range of smaller towns, villages, hamlets and scattered dwellings throughout the district. The area is primarily agricultural in nature with tourism important along the coast, much of which is designated as a National Landscape (NL) recognising its outstanding natural beauty.

Public Sector Equality Duty

13. I have had due regard to the aims expressed in S149(1) of the Equality Act 2010. This has included my consideration of several matters during the examination including the provision of accommodation for gypsies, travellers and travelling showpeople, and policies relating to accessible and adaptable housing. I have taken account of the Council's Equality Impact Assessment of the plan (A7).

Assessment of Duty to Co-operate

14. Section 20(5)(c) of the 2004 Act requires that I consider whether the Council complied with the duty imposed on it by section 33A in respect of the plan's preparation. The Council is obliged to co-operate with relevant local authorities and other prescribed bodies in relation to cross boundary strategic matters in order to maximise the effectiveness of the NNLP. I have taken account of the Council's Statement of Compliance with the duty (A8).
15. Prior to plan submission the Council co-operated over an extended period with neighbouring district authorities and Norfolk County Council as Lead Flood Risk Authority and provider of key services such as highways and education, also with critical agencies including Natural England, the Environment Agency and local health bodies. Under the auspices of the wide-ranging Norfolk Strategic Planning Framework, overseen by a member steering group, joint work has been commissioned and co-operation ensured on a range of strategic cross boundary issues including recreational disturbance, nutrient neutrality, housing needs, gypsy and traveller accommodation, infrastructure and health services.
16. Outcomes from this co-operation which have maximised the effectiveness of the NNLP have included the Norfolk-wide recreation mitigation strategy, the Norfolk Environmental Credit Scheme to address nutrient neutrality, the Planning in Health Protocol and common policies to tackle climate change.

17. One specific local issue, the implications of traffic generation from major growth at North Walsham on the B1150 through Coltishall, required co-operation with neighbouring Broadland District Council to commission relevant traffic studies, assess the implications of increased traffic flows, draw up mitigation measures for the village and to agree a suitable policy response for inclusion in the plan.
18. I am therefore satisfied that where necessary the Council has engaged constructively, actively and on an on-going basis in the preparation of the Plan and that the duty to co-operate has been met.

Assessment of Other Aspects of Legal Compliance

19. As required by Section 245 of the Levelling-up and Regeneration Act 2023 in examining the plan I have sought to further the purposes of conserving and enhancing the natural beauty of the Norfolk Coast NL. In so doing I have taken account of the Norfolk Coast Area of Outstanding Natural Beauty Management Plan (G14) and other relevant evidence.
20. The Plan has been prepared in accordance with the Council's Local Development Scheme (A10).
21. Consultation on the Plan, FC and the MMs was carried out in compliance with the Council's Statement of Community Involvement (A9).
22. SA has been carried out throughout each stage of the preparation of the plan as an iterative process. A comprehensive SA was published alongside the plan and other submission documents under Regulation 19 (A3) and an addendum report prepared to assess the MMs (MMC04). The SA process has adequately assessed the NNLP to establish, when judged against reasonable alternatives, that the plan will help to achieve relevant environmental, economic and social objectives.
23. The HRA of the plan published alongside the submission version in January 2022 (A4) identified likely significant effects on European sites from urban effects, recreational pressure and hydrological impacts. However, the subsequent Appropriate Assessment concluded that the first issue would be localised and could be addressed by site design; the second more widespread concern could be mitigated primarily by the Norfolk Green Infrastructure and Recreational Impact Avoidance & Mitigation Strategy (GIRAMS); and the third by limitations on growth or the expansion of sewage treatment capacity to avoid the discharge of nutrients to rivers. These protections and mitigation measures would be secured by suitable policies in the plan enabling the overall conclusion to be reached that the plan would not cause adverse effects, either alone or in combination, on European sites.

24. The HRA process was repeated at MM stage (MMC03) to consider the potential effects arising from the additional housing growth proposed and took account of Natural England's advice in March 2022 that nutrient pollution resulting from new overnight accommodation could affect the integrity of European sites in the Broads and River Wensum catchments. The updated HRA reaches the same conclusion of no adverse effects having regard to **MM9** which modifies Policy CC13 to require nutrient neutrality to be demonstrated by relevant schemes in these two catchments.
25. The Development Plan, taken as a whole, includes policies to address the strategic priorities for the development and use of land in the local planning authority's area.
26. The Development Plan, taken as a whole, includes policies designed to secure that the development and use of land in the local planning authority's area contribute to the mitigation of, and adaptation to, climate change. In particular, Chapter 3 of the NNLP seeks to deliver climate resilient sustainable growth with a suite of policies including support for renewable and low carbon energy, energy/water efficiency and coastal change management/adaptation given the eroding coast east of Cromer.
27. The Plan complies with all other relevant legal requirements, including the 2004 Act and the Town & Country Planning (Local Planning) (England) Regulations 2012 (as amended).

Assessment of Soundness

Main Issues

28. Taking account of all the representations received, the written evidence submitted and the discussions that took place at the examination hearings, I have identified 8 main issues upon which the soundness of this plan depends. This report deals with these main issues. It does not respond to every point or issue raised by representors. Nor does it refer to every policy, policy criterion or allocation in the Plan.

Issue 1 – Whether the strategic policies in the plan look sufficiently far ahead and are clearly distinguished from the non-strategic policies

Plan Period

29. When submitted in May 2023 the plan was intended to cover the twenty-year period from 2016 to 2036, with 13 years of the plan period then remaining. By the time of the first set of hearings, just 12 years remained. NPPF paragraph 22 states that the strategic policies in a local plan should look ahead a minimum 15

years from adoption, and to be consistent with this it was determined during 2024 that the plan period should be extended to 2040 on the basis that the plan would be adopted during 2025. The base date of the plan should correspond to the date from which the housing needs of the district have been quantified, and as explained below, this exercise was undertaken using up to date statistics as at April 2024. In order to be consistent with national policy the plan period should therefore be amended to 2024-40. **MM1** makes this change.

Strategic Policies

30. NPPF paragraph 21 states that plans should make explicit which policies are strategic policies and which are non-strategic, but the NNLP as submitted fails to make this clear. To ensure the NNLP is consistent with national policy **MM68** incorporates a new Appendix into the plan to identify the connections between the plan's policies and its strategic aims, thus providing a comprehensive table of strategic, hybrid and non-strategic policies.

Conclusion

31. Subject to **MM1** and **MM68**, the strategic policies in the plan look sufficiently far ahead and are clearly distinguished from the non-strategic policies.

Issue 2 – Whether the plan is justified, positively prepared and consistent with national policy in relation to the overall provision of housing

Determining local housing needs

32. Paragraph 61 of the July 2021 NPPF states that the minimum number of homes needed in the district should be determined by using the standard method set out in the Planning Practice Guidance (PPG) at that time unless exceptional circumstances justified an alternative approach. The standard method at the time took the 2014 based household projections as the demographic starting point to which an affordability uplift was applied and the figure potentially capped to limit any increase. However, the submitted plan uses lower 2016 based household projections for this exercise, which after the uplift and a 5% adjustment leads to a local housing need of 480 dwellings per annum (dpa) over the 2016-2036 plan period of the submitted plan, a total of 9,600 dwellings. It is argued that there are significant errors in the 2014 based projections for the district that were corrected in the 2016 based projections. The latter are therefore more robust and should be used for the housing need calculation.
33. However, using the 2016 or more up to date 2018 based projection would be in direct conflict with national policy. The then PPG stated that the 2014 based projections should be used to provide stability, to ensure historic under-delivery and declining affordability were addressed, and to boost significantly the supply of homes. Where an alternative approach results in a lower housing need figure, as here, there need to be exceptional *local* circumstances that justify

departing from the standard method. The then PPG was also clear that whilst any alternative approach should be based on realistic assumptions, more recent household projections were not appropriate for use in what would otherwise be the standard method.

34. The objection to the 2014 based household projections is that for North Norfolk they project forward a significantly higher rate of growth than was subsequently shown to have actually happened. The projections are derived from the mid-year population estimates which suggested an increase in population of 6,000 people between 2001-11. However, the 2011 census showed the increase was actually only 3,200 people. The 'unattributable population change' (UPC) of minus 2,800 people was almost certainly due to net in-migration being over-estimated, figures for births and deaths being broadly accurate. The 2014 based projections build in this over-estimate, taking no account of UPC, whereas the error was corrected in the 2016 based estimates resulting in a significantly lower projection for the district.
35. The existence of a UPC factor in the case of the North Norfolk projection is not disputed, the issue is whether this constitutes exceptional circumstances that justify a departure from the relevant standard method which in any event is only intended to identify a minimum figure. All local authorities were affected by UPC to some extent, and 25 outside London were subject to a higher over-estimate of population growth than North Norfolk in percentage terms. Whilst UPC discrepancies have been taken into account in a small number of planning appeals when determining housing land supply, including in North Norfolk, no examples have been provided of this issue being put forward by Councils or accepted by Inspectors when examining development plans. National policy could have been updated to adopt the 2016 or 2018 based household projections for use in the standard method but instead the then PPG specifically precluded their use as set out above. The issue was the subject of a technical consultation when it was decided that later projections could not be used to justify lower housing need. Despite concerns about their accuracy, however valid, to be consistent with national policy the 2014 based projections should be used to support the objective of boosting housing supply.
36. For these reasons the UPC discrepancy does not amount to an exceptional local circumstance that justifies a departure from the standard method in North Norfolk. The discrepancy is not such an extreme outlier nor a specific local factor, and although use of the standard method leads to a significantly higher local housing need figure, this reflects national policy. Furthermore, there is no obvious reason why housing provision in the district should be unnecessarily restricted.
37. Having concluded that the standard method should be followed instead of the Council's bespoke method, it was determined during 2024 that the then latest available information should be used to derive the most up to date housing need figure for the district. Using the affordability ratio published in March 2024 the local housing need figure for North Norfolk is derived as follows:

2014 based household projection for 2024-34	391 dpa
March 2024 affordability ratio 10.80 so uplift	1.425
Local Housing Need 2024-34	557 dpa
Local Housing Need 2024-40 (16 years)	8,900 dwellings

38. The local housing need methodology takes account of any previous over or under supply so there is no shortfall or surplus arising pre 2024 to add to this figure.

Housing Requirement

39. The housing requirement to be delivered by the plan should be the same as the local housing need figure as there is no justification to increase the figure to accommodate an employment led approach or to meet the unmet needs of a neighbouring authority, nor to reduce the figure as a result of significant environmental or other constraints that mean the need cannot reasonably be met within the district.
40. To be positively prepared the plan therefore needs to provide for a minimum of 8,900 additional dwellings over the 2024-40 plan period.

Increasing the Housing Provision in the Plan

41. Policy HOU1 as submitted provides for an additional 12,096 homes in the district after the April 2016 base date of the plan, although an estimated 1,497 of these would be delivered after the end of the plan period in 2036. This would have been sufficient to meet the earlier assessed housing need of 480 dpa over the 2016-36 plan period with a reasonable surplus to allow for contingencies. However, reassessing the district's local housing need as 557 dpa and revising the plan period to 2024-40 to be consistent with national policy means the housing provision in the submitted plan is insufficient. Without further provision the plan would not meet the area's objectively assessed needs in conflict with the requirement in NPPF paragraph 35 for it to be positively prepared. In these circumstances the plan would fail a key test of soundness.
42. In the event, advised of this by my letter dated 24 May 2024 (EH006(f)), the Council responded by putting forward a series of proposals to address the shortfall in the FC in Autumn 2024 and subsequently proposed their inclusion in the plan. These proposals are discussed below and account for many of the MMs that are necessary to enable the plan to be adopted.
43. As a result of the FC proposals and various other adjustments Policy HOU1 as revised provides for an additional 9,880 homes in the district over the amended plan period 2024-40, a surplus of 980 dwellings over the housing requirement of 8,900 homes. This surplus allows a modest contingency for the slippage or the non-implementation of schemes, although it is assumed two large allocations at North Walsham and Fakenham would deliver 1,030 dwellings after 2040 which could potentially be brought forward. To ensure the plan is positively prepared, **MM22** amends the housing provision in Policy HOU1 by settlement and the

overall district figure, **MM36** sets out the revised list of housing allocations in Policy DS1 and **MM66** amends the housing trajectory in Chapter 23 of the plan to show the latest projection of annual completions for each allocation and for other sources of supply.

Five Year Housing Land Supply

44. Paragraph 68 of the NPPF states the plan should identify a supply of specific, deliverable sites for the first five years of the plan period and paragraph 74 requires local planning authorities to identify and update annually a minimum five years' supply against the housing requirement in the plan. Using the latest (April 2023) housing monitoring information used for the examination, the five-year requirement as at April 2025, including a 5% buffer, is 3,144 dwellings¹. The latest housing trajectory projection is that 3,712 house completions will be delivered during the 2025-30 period, a satisfactory 5.9 years' supply. On this basis there will be a satisfactory five-year supply on adoption of the plan.
45. To be consistent with national policy, **MM22** includes the requirement to publish a housing land supply statement each year and, if housing land supply falls below 5 years, to apply the presumption in favour of sustainable development.

Conclusion

46. Subject to **MM22**, **MM36** and **MM66**, the plan is justified, positively prepared and consistent with national policy in relation to the overall provision of housing.

Issue 3 – Whether the spatial strategy of the plan is justified, positively prepared, consistent with national policy and would be effective

Spatial Strategy

47. The spatial strategy of the plan as submitted (Policy SS1) is based on a traditional settlement hierarchy with five tiers – Large Growth Towns (Cromer, North Walsham and Fakenham), five Small Growth Towns (Holt, Hoveton, Sheringham, Stalham and Wells-next-the-Sea), four Large Growth Villages (Blakeney, Briston, Ludham and Mundesley), 23 Small Growth Villages and Countryside. For sustainability and accessibility reasons the plan aims to direct the majority of growth towards the larger towns with successively lower levels of growth in the case of the lower tiers with fewer services and facilities. This is a justified approach. Neither the methodology for arriving at the hierarchy nor the site selection methodology were seriously disputed during the examination. The apportionment of growth to the towns and large growth villages is not however prescriptive and individual site allocations are made on a detailed assessment

¹ Shortfall in 2024/25 from trajectory 557-348=209. 5 years (2025-30) x 557 = 2,785. Total 2,994 plus 5% buffer = 3,144 dwellings.

of promoted sites for their availability and suitability. The merits of Individual allocations were the subject of many representations and much discussion at the hearings and my conclusions on these are set out under Matter 4 below.

Small Growth Villages

48. In addition to allocating housing sites at the larger settlements, the plan also includes a policy allowing housing growth in the next tier of the settlement hierarchy, the 23 'Small Growth Villages' (SGVs) listed in Policy SS1. These were selected as settlements identified by an audit as having at least one 'key' service and 4 'desirable' services. These villages have settlement boundaries defined on the Policies Map but instead of allocations the policy specifies an acceptable percentage growth and a series of criteria which will be used when assessing individual planning applications. The approach is inherently uncertain with that disadvantage both for the communities concerned and for other interested parties. However, it may be more flexible to effectively deliver housing and there are precedents (eg Breckland Local Plan Policy HOU04). Subject to some modifications, addressed below, the policy can be judged sound.
49. In order to boost housing supply, additional SGVs were put forward in the FC by including villages with at least one 'key' service and 3 'desirable' services, thus widening the scope of the policy. These are Beeston Regis, Erpingham, Felmingham, Great Ryburgh, Itteringham, Langham, Neatishead, Northrepps, Stibbard, Tunstead and Worstead, with settlement boundaries defined for each. Secondly, the FC proposed an increase in the growth of small growth villages from 6% to 9%. The villages have considerable scope for development which would support local services and growth of 9% would still maintain the overall strategy of accommodating most development in the higher order settlements. With these two changes the policy continues to promote growth in the most sustainable villages and, given criteria which would ensure individual proposals are acceptable in relation to the village concerned, particularly criterion 3c, the increase in potential growth enables the plan to be positively prepared.
50. The veracity of the settlement audit, and thus inclusion in the SGVs list, was disputed in some instances, for example the limited opening hours of some public houses, quality of village halls, capacity of village schools and frequency of church services were not taken into account. However, village facilities will inevitably change over time and their quality is subjective. Given the criteria based, discretionary nature of the policy, exclusion of any village from the list would not be justified. Whilst other criteria for the selection of SGVs could have been used, the approach taken is based on the evidence and inevitably involves a degree of planning judgement. The inclusion of further land within the settlement boundaries was also suggested to facilitate development, but the boundaries are tightly drawn as the function of the policy is to enable the relative merits of sites on the edge of the villages to be assessed at planning

application stage, not to prejudge these through more widely drawn boundaries being included at local plan stage.

51. In relation to individual villages, the submitted plan recognises that Potter Heigham, Sea Palling and Walcott, whilst having the facilities to be considered small growth villages, are environmentally constrained and no growth should be relied upon by the plan. Similarly, no growth should be assumed at Horning as there is no realistic prospect of the discharge from the local water recycling centre meeting the required standards. Catfield is seriously constrained but some limited development may be possible if technical drainage solutions can be found so should remain on the list. There is no reason why the potential growth figure for Badersfield (Scottow) should be arbitrarily reduced as (like all villages) criterion 3c of the policy would protect the village from schemes of excessive scale that would adversely affect its character. The figures are thus not a requirement that has to be met but indicative of the potential.
52. Taking the SGVs in the plan as submitted with these additional villages and applying the 9% growth guidance gives a total potential growth of 929 additional dwellings over the plan period. However, given the constraints that apply in some villages and the unproven nature of the policy only 80% of this figure, some 743 dwellings, are taken into account for housing land supply purposes. The effectiveness of the policy should be kept under review.
53. In relation to the detailed criteria in Policy SS1(3), several changes are required to ensure the policy is justified and effective. The requirement in criterion (a) for proposals to 'abut' the defined settlement boundary should be replaced by 'adjacent' to increase flexibility and in (b) the stipulation that no further permissions will be granted after the village 'allowance' is reached is arbitrary and unjustified. The 9% calculations should be 'indicative growth figures' with the policy reworded to say that permissions will not be granted that significantly exceed these numbers. A new criterion is needed to clarify that new dwellings within the settlement boundary or granted under exceptional policies will not count towards the total. Criterion (e) should be deleted as community benefits are covered by Policy HC4. Criterion (f) as submitted would render the policy ineffective by causing uncertainty and acting to deter schemes coming forward; it is however justified to encourage schemes that include a greater proportion of affordable housing than generally required by Policy HOU2. Policy HOU3 will still support conventional rural exception housing schemes.
54. To ensure the plan is positively prepared and the SGVs policy is justified and effective, **MM10** amends the criteria and adds the additional SGVs into Policy SS1 and updates the supporting text. The settlement boundaries for the extra villages published in the FC need to be added to the Policies Map. In addition, it is necessary to delete Appendix 4 from the submitted plan which described the old approach in more detail. This is done by **MM67**.

Conclusion

55. Subject to **MM10** and **MM67**, the spatial strategy of the plan is justified, positively prepared, consistent with national policy and would be effective.

Issue 4 – Whether the housing allocations and settlement boundaries in the plan are justified and consistent with national policy and whether the site-specific policies for the allocations are justified and would be effective

56. The settlement pattern in North Norfolk is such that, of the settlements classified as Large Growth Towns, Small Growth Towns or Large Growth Villages, four lie within or are closely bounded by the Norfolk Coast NL. These are Cromer, Sheringham, Wells-next-the-Sea and Blakeney. The others can grow without encroaching into the NL. NPPF paragraph 176 states that great weight should be given to conserving and enhancing landscape and scenic beauty in the NL and the scale and extent of development within them should be limited. However, in order for the plan to meet the economic and social needs of these four settlements and to be positively prepared overall, certain allocations are proposed in the NL in the submitted plan and FC. These are Sites C22/4 and C16 in Cromer, SH04 and SH18/1B in Sheringham, W01/1 and W07/1 in Wells and BLA04/A and BLA01/B in Blakeney.
57. With the exception of Site W07/1 (see below), these allocations have limited landscape impact that can be acceptably mitigated and form part of a justified and sustainable strategy. An alternative strategy, allocating additional land in settlements outside the NL such as Fakenham and North Walsham, would not meet the needs of the four settlements given their distance away and would not deliver the housing requirement as there is little scope for further completions on allocated sites in those towns during the plan period (some completions are already expected to be beyond 2040). The five allocations in the NL are thus justified by exceptional circumstances, in the public interest and consistent with the duty to further the purposes of the NL.

NORTH WALSHAM

Land West of North Walsham

58. North Walsham is a Large Growth Town without significant environmental or landscape constraints and has been appropriately identified as suitable for large scale development in the plan. There are however a number of highway concerns affecting key junctions and some residential roads caused by the nature of the road network, three low railway bridges and the location of the main industrial area to the north of the town. Without improvement, major development would exacerbate these issues and the strategy to concentrate

growth to the west of the town in conjunction with a new western link road (WLR) is a well evidenced response.

59. The plan as submitted proposes a WLR linking Norwich Road, Cromer Road and the industrial estate in conjunction with the allocation of Site NW62/A (Land West of North Walsham) for mixed use including 2,000 dwellings. However, the transport assessment of December 2023 by AECOM (EH011(e)(ii)) concludes that the northern section of the WLR over the railway line to the industrial estate is not necessary to mitigate the traffic impacts of the development. Such an extension would in any event involve major road widening/new construction and potentially a new railway bridge, with serious implications for scheme viability. In addition, the extension would encourage heavy goods vehicles (HGV) from the industrial estate to use the Norwich Road (B1150), increasing HGV flows on a sub-optimal route to Norwich through the villages of Coltishall and Horstead.
60. As such this section of the WLR is not justified and a modification to the plan is required to reduce the WLR to a link between Norwich Road and Cromer Road, with any northern section a matter for the future. Whilst a shorter WLR would reduce its benefit to the town, with many HGV movements to and from the industrial estate still needing to pass through the town centre and along the residential Aylsham Road, the extension is effectively undeliverable at this time.
61. With this modification the potential access arrangements for a small part of the allocation to the north of the railway line are unclear. Intended to facilitate the WLR extension to the industrial estate, without the extension this area would comprise an isolated area of housing development, poorly related to the town and an unjustified intrusion into the countryside. This part of the allocation should therefore be deleted from the plan. This will not significantly affect the approximate 2,000 dwelling capacity of the allocation.
62. The 2.4 ha employment allocation Land East of Bradfield Road (NW52) is also intended to facilitate a link from the industrial estate to the WLR and without it would undesirably increase HGV movements through the town. The site is not essential for employment purposes as explained in paragraphs 129-130 below and would encroach into the countryside to the north-west of the town. The site is thus not justified and should be deleted from the plan pending consideration of any northern extension of the WLR in the future. **MM49** does this.
63. In relation to traffic along the B1150 through Coltishall/Horstead, a preliminary assessment indicates a material increase in flows which require improvement and mitigation measures to be put in place. Several have been identified so far, including traffic and speed management measures, pedestrian safety and capacity measures. For effectiveness the policy should be amended to require a transport assessment to finalise these measures together with necessary measures within the town including improvements to the junction at Norwich Road, protection for Aylsham Road/Skeyton Road and improved pedestrian/cycling routes to key destinations.
64. The timing of the development west of the town is not clear at this stage. Although much preparatory work has been done, the overall scheme is

complex, with two roundabouts needed to gain access to the initial phases, off-site highway improvements, some before construction can commence in earnest, and much legal and technical work is required. In the submitted plan the start of completions was envisaged in 2026/27 but this has been overtaken by events and the revised housing trajectory suggests this in 2028/29 with some 730 dwelling completions after the end of the plan period in 2040.

65. The addition of a further allocation in North Walsham at the end of Mundesley Road (Site NW16) has implications for the funding of the off-site infrastructure improvements that will be required, particularly highways and education. To be justified and effective the policy should state these are to be proportionately funded in relation to their relative impacts as both will form part of the planned growth of the town as a result of this plan.
66. To be justified and effective **MM50** is thus necessary to delete the WLR north of Cromer Road, delete the associated housing allocation north of the railway line, require a transport assessment to identify necessary off-site measures including traffic calming/safety improvements at Coltishall/Horstead, and to secure proportionate funding with Site NW16 for off-site infrastructure needs including highways and education. It also clarifies the capacity of the site, the primary school requirement and other detailed matters.

Land at End of Mundesley Road

67. The housing allocation at the end of Mundesley Road (NW16) was put forward at FC stage. It comprises a large agricultural field adjacent to the northern edge of the town and is well contained by the tree lined ex-railway cutting forming the Paston Way, Little London Road and mature trees along the eastern boundary which could be strengthened with further landscaping. Whilst some distance from the town centre, inevitable for any new allocation on the periphery of the town, the site is still accessible to a wide range of services and facilities within a radius of about 1.5 km. The allocation is therefore justified in principle. In addition to an assessment of traffic flows and identification of any necessary off-site highway mitigation measures, a detailed assessment of walking and cycling routes into and around the town from the site will be required to identify and remedy any gaps in provision.
68. To protect local roads as far as possible from the impact of additional traffic the site requirements set out in the local plan also need to include primary access to the site from the B1145 via a roundabout, an internal layout which minimises traffic using Mundesley Road/Lyngate Road, and a requirement for fair and equitable contributions towards improved education provision in the town and traffic/pedestrian measures on the B1150 through Coltishall/Horstead taking account of the other planned development in the town (particularly Site NW62/A West of North Walsham). For effectiveness the part of the site to the west of the Paston Way, reserved for access and landscaping only, should be shown green for open space on the policies map.
69. The allocation is justified to help deliver the housing requirement. **MM51** incorporates the site into the plan with site specific requirements including those

above that are justified and would be effective. Following consultation on the MMs to ensure effectiveness the site requirements are strengthened to require the link to the B1145 as part of the first phase of the development to relieve traffic flows on Mundesley Road/Lyngate Road as soon as possible, to provide a landscaped buffer on the southern boundary adjacent to existing housing and the preparation of an ecological appraisal and mitigation/enhancement plan to be implemented as part of the development.

Land at Norwich Road & Nursery Drive

70. Land at Norwich Road & Nursery Drive (NW01/B) was initially allocated in 2011 and has been part built out. The NNLP continues to allocate the remainder of the site with an extension into the field alongside the railway which would have minimal impact. For effectiveness **MM48** is required to strengthen the boundary landscaping, require a transport assessment to identify any off-site impacts in the light of the other planned growth in the town, to clarify the capacity of the site and to raise the implications of the mineral safeguarding area.

CROMER

71. Cromer is tightly enclosed by the Norfolk Coast NL, but as one of just three large growth towns there are exceptional circumstances that justify further housing development in the public interest where suitable sites are available. Two such sites have been identified for allocation in the NL, Land West of Pine Tree Farm and the Former Golf Practice Ground, Overstrand Road, and one site outside the NL, Land at Runton Road/Clifton Park.

Land West of Pine Tree Farm

72. The submitted plan allocates Land West of Pine Tree Farm, Norwich Road (Site C22/2), some 26 hectares of open farmland between Roughton Road and Norwich Road, south of the town and severed from it by the railway line, for some 400 dwellings plus elderly accommodation. The FC proposes to extend this area further to the south (Site C22/4) with additional farmland to cover about 44 hectares in all, capable of accommodating about 100 dwellings more. The extended site surrounds Beckett's Plantation, an area of woodland and important landscape feature, providing scope for an improved, lower density layout with landscaping along the southern side to form a long-term boundary for the town. In addition to housing, the site is intended to include improved sport and recreational facilities for the town.
73. The additional land is necessary to help deliver the housing requirement and despite its location in the NL is justified given the dearth of alternatives outside the NL to allow the town to expand.
74. **MM39** replaces the existing policy to incorporate the additional land, clarify the site capacity and set the site-specific requirements that are justified and would be effective, including site access arrangements, landscaping, layout, design

and infrastructure requirements. Following consultation on the MMs and the comments of the local highway authority Criterion 1 has been amended for clarity to require both a segregated cycle/pedestrian route along Norwich Road into the town and a cycle/pedestrian link to Roughton Road unless otherwise agreed by the local highway authority. A link to Roughton Road is necessary for connectivity but the A149 is a strong, if not the strongest, pedestrian and cycling desire line from the site to local schools, healthcare and town centre facilities. The site is proposed to include community sports facilities so attractive active travel routes to and from the town are important to minimise reliance on the private car and promote active travel. The amended wording further ensures that Policy C22/4 would be justified and effective in promoting sustainable transport options at this edge of town location.

Land at Runton Road/Clifton Park

75. The housing allocation at Runton Road/Clifton Park (C10/1) was put forward at FC stage. It was included in the Regulation 18 Draft Local Plan in 2019 but was not subsequently included in the submitted plan. The site is assessed positively in the site assessments for Cromer (D1). The local prominence of the site along Runton Road and its role in maintaining openness between the town and East Runton given the extensive caravan sites in the area are significant concerns but development provides the opportunity for a well-designed scheme that mitigates the current harsh edge of the Clifton Park estate and provides a long-term visual gateway to the town. To retain some sense of openness there is a need to provide a deep landscaped frontage along the stretch of Runton Road concerned with no development proud of No 19 Clifton Park and access provided via Clifton Park rather than Runton Road. In addition to this requirement in policy, the landscaped strip should be shown green for open space on the policies map.
76. The western edge of the housing area should also be set back into the site to allow strategic landscaping along that boundary and a requirement for a landscaped buffer between the housing and the public footpaths/bridleway running through the site to maintain attractive recreational routes. There is no dispute that the southern section of the site alongside the railway should remain undeveloped to mitigate the visual and acoustic presence of the railway line, to provide separation from the rising ground to the south which is designated as part of the NL and to provide an extensive area of long term managed open space for recreation and biodiversity.
77. Whilst there is biodiversity value in parts of the site which has developed since the cessation of agricultural use in the late 1980s there are also areas of scrubland and less important habitats. With extensive scope for landscape enhancements, sustainable drainage, new shrub and tree planting a biodiversity net gain of at least 10% could be delivered on the site.
78. The site is sensitive but lies outside the NL and its allocation is justified to help deliver the housing requirement. **MM40** incorporates the site into the plan with site specific requirements that are justified and would be effective. This is further ensured following consultation on the proposed MMs by allocating the

site for *up to* 70 dwellings to recognise the constraints affecting development and a further requirement to protect existing hedgerows and trees.

Other Allocations

79. Site C16 (Former Golf Practice Ground, Overstrand Road), now a cleared site, lies between Overstrand Road and Northrepps Road. The site lies within the NL but the allocation is justified given the dearth of alternatives to allow some expansion of the town. For effectiveness the policy requires amendment to clarify the specialist elderly requirement and to raise the implications of the mineral safeguarding area. **MM38** makes these changes.
80. Site C07/2 (Land at Cromer High Station) has been allocated since 2011 without any progress as to development coming forward. In the absence of any evidence that the site is deliverable it is not justified and should be removed, although it remains within the settlement boundary. **MM37** deletes the site.

FAKENHAM

Land North of Rudham Stile Lane, West of Water Moor Lane

81. 85 ha of primarily agricultural land north of Rudham Stile Lane was allocated in 2011 but progress in delivering the site has been slow, with a development brief approved in 2015 and outline planning permission for up to 950 dwellings on the area east of Water Moor Lane granted in 2021. The site to the west (F01/B) has no planning permission and is reallocated in the NNLP for about 627 dwellings. The site is in effect a continuation of that to the east and for the most part is controlled by the same landowner. The strategy for development of the allocation forms part of that drawn up for the wider site but the delays so far will have a knock-on effect on the timing of completions.
82. In the submitted plan the start of completions west of Water Moor Lane was envisaged in 2024/25 as completions on the site to the east wound down. As the latter has been delayed the revised housing trajectory suggests completions will now start in 2035/36 with some 300 dwelling completions beyond the end of the plan period in 2040.
83. For effectiveness **MM41** clarifies the capacity of the site, the requirement for replacement sporting facilities and other detailed matters.

Other Allocations

84. Sites F02 (Land Adjacent to Petrol Filling Station, Wells Road) and F03 (Land at Junction of A148 and B1146) are relatively small areas of grassland between the built-up area and the by-pass which would amount to a logical rounding off of the town. Site F10 (Land South of Barons Close) is an area of grassland

south of the built-up area sloping down towards the River Wensum. For effectiveness **MM42** and **MM43** are necessary to raise the implications of the minerals safeguarding area for the development of Sites F03 and F10 and in the latter case the requirement for a site-specific flood risk assessment. No modifications are necessary for Site F02.

Settlement Boundary

85. As submitted the settlement boundary of Fakenham includes the industrial area off Hempton Road south of the River Wensum bridge. Notwithstanding the intervening parish boundary, there is no justification for the exclusion of the adjacent built-up area in the Dereham Road/Pond Road area of Hempton parish. This change to the policies map was published alongside the MMs.

HOLT

86. Land at Heath Farm between the A148 and Hempstead Road was allocated for housing development in 2011 and Site H20 (Land at Heath Farm) forms an extension of this on adjacent farmland to the east. The eastern boundary to the extended site is well defined on the ground and access would be from the existing roundabout on the A148. For effectiveness **MM44** is necessary to clarify the capacity of the site, ensure a landscaped buffer is provided on the eastern and southeastern boundary and to raise the implications of the minerals safeguarding area. **MM45** deletes the employment allocation at Heath Farm (Site H27/1) as explained in paragraph 130.
87. Site H17 (Land North of Valley Lane) comprises a single field on the edge of the built-up area visually enclosed by trees on the other boundaries with access off the A148 Norwich Road. No modifications are necessary.

HOVETON

88. The submitted plan allocates Land East of Tunstead Road (HV01/B), part of a field which the FC proposes to extend to the whole field (HV01/C). In addition, the FC proposed a second allocation for Land at Stalham Road (HV06/A), part of the adjacent arable field to the north-east and contiguous with the first site. These relatively featureless fields lie adjacent to the north of the existing built-up area and, even together, would not encroach significantly towards St Peters Lane and would allow for a lower density scheme, improved landscaping and open space, off-site highway improvements and drainage infrastructure.
89. The extension of Site HV01/B and addition of Site HV06/A are justified to help deliver the housing requirement. **MM46** amends and updates Policy HV01/B to incorporate the additional land and **MM47** incorporates Site HV06/A into the plan. For effectiveness these policies clarify the site capacities and specify the

site requirements including a through route from Tunstead Road to Salhouse Road, linking to the new roundabout on Stalham Road, on-site open space, a landscaping buffer on the northern boundary and infrastructure requirements notably off-site highway improvements and a foul water drainage connection to the Belaugh treatment works.

SHERINGHAM

90. Sheringham is tightly enclosed by the Norfolk Coast NL, indeed the Woodland Rise area lies within the NL, but as a small growth town there are exceptional circumstances that justify further housing development in the public interest where suitable sites are available. Two such suitable sites have been identified in the NL.
91. Site SH04 (Land adjoining Seaview Crescent) lies within the designated NL but being north of Woodland Rise is effectively within the built-up area of the town and its development would have little impact on the wider landscape of the NL. The site was first allocated in 2011 and has been brought forward into the plan as there is still developer interest. No modifications are required.
92. Site SH18/1B (Land South of Butts Lane) is a relatively discreet, enclosed area of agricultural land on the southern periphery of the town that would form an extension of the recent development at Repton Way. The site lies within the NL but the allocation is justified given the dearth of alternatives to allow expansion of the town. For effectiveness **MM53** is necessary to strengthen the requirement for a foul drainage strategy.
93. Development of Site SH07 (Former allotments, Weybourne Road, adjacent to The Reef) is now well underway so the allocation is not now justified and should be deleted from the plan. **MM52** does this.

STALHAM

94. The submitted plan allocates Land North of Yarmouth Road and East of Broadbeach Gardens (ST23/2), the western section of which was originally allocated in 2011, for a combined extra care and residential scheme. The site wraps around the rear of two detached houses with large rear gardens and a change to the policies map published alongside the MMs incorporates this into the allocation. For effectiveness **MM54** is necessary to amend the site area, clarify the development requirements and to raise the implications of the minerals safeguarding area.
95. The submitted plan also allocates Land adjacent to Ingham Road (ST19/A), part of an arable field, which the FC proposed to extend to the whole field (ST19/B). In addition, the FC proposed a further allocation Land at Brumstead Road (ST04/A), part of another arable field. These relatively featureless fields lie adjacent to the existing built-up area and subject to access, design, landscaping and infrastructure considerations are suitable for development.

96. The extension of Site ST19/A and addition of Site ST04/A are justified to help deliver the housing requirement. **MM55** amends and updates Policy ST19/A to incorporate the additional land and **MM56** incorporates Site ST04/A into the plan. For effectiveness these policies clarify the site capacities and specify the site requirements including access, open space, design, layout, landscaping and infrastructure.

WELLS-NEXT-THE-SEA

97. Wells-next-the-Sea lies within the Norfolk Coast NL, but as a small growth town with particularly high house prices and second/holiday home ownership, there are exceptional circumstances that justify further housing development in the public interest where suitable sites are available. The submitted plan allocates two sites, with Site W01/1 (Land South of Ashburton Close) forming a natural extension to the Home Piece Road estate, a recent scheme which demonstrates how the town can acceptably expand on its southern side.
98. However, the second allocation, Site W07/1 (Land adjacent Holkham Road) lies on the coastal side of the ridge which extends to the west of the town. The site comprises the top section of a grassed field which rises from the B1105 Holkham Road at about sea level up to the 20 m contour and the rear gardens of the houses fronting Mill Road on the ridge. The site enjoys wide views to the north over the Wells salt marshes, harbour, Holkham Meads and reclaimed farmland as far as Lady Ann's Drive, but the corollary of this exposed position is the impact that housing development on the site would have on this sensitive and nationally defined heritage coast landscape.
99. The site is well screened from Holkham Road by the roadside hedgerow but is clearly seen in intermittent long-distance views from the North Norfolk Coast Path from the café at the end of Lady Ann's Drive to Wells beach car park, and most seriously in ever closer views when approaching the town along the top of the Beach Road embankment, a heavily used route which also forms part of the long distance path. The scheme would also be intrusive when seen from the Wells Town football ground and overflow car park area. Whilst the houses along Mill Road would lie behind the development on the skyline, the trees within and at the back of their long rear gardens do much to mitigate their impact. By contrast, a new development of 50 dwellings along the top of the field, however well designed and landscaped on its northern edge, would appear raw and intrusive in the landscape for many years.
100. The site itself lies just within the Rolling Open Farmland landscape character type (LCT) but is heavily influenced by its position overlooking the Drained Coastal Marshes and Open Coastal Marshes LCTs. Contrary to the landscape guidance for these LCTs the proposed allocation would consolidate a form of linear sprawl along the undeveloped coast, intrude into views inland from the coastal marshes, detracting from their naturalistic nature and reducing their relative tranquillity and remoteness, including at night when additional light sources on the ridge would erode the dark night sky.

101. The proposed access to the site from Mill Road, cutting across an attractive grass paddock in front of the Mill Farm buildings and adjacent to Nos 106-110, would also be an unduly intrusive feature. It would be poorly related to the housing estate behind, an odd entrance to the scheme, both spoiling the existing paddock and urbanising the A149 western approach to the town.
102. The evidence base supporting the allocation is thus not justified. In particular, the landscape impact assessment under the site selection methodology should be red – the landscape impact on a sensitive landscape cannot be mitigated – rather than amber – mitigation would be possible. There is no clear physical boundary on the ground to distinguish this site from the larger site W07 of which it forms part, and which has correctly been assessed as unsuitable for development. The allocation of Site W07/1 is thus not justified and would be inconsistent with national policy to protect and enhance valued landscapes. The allocation should therefore be deleted and **MM57** does this.
103. It is appreciated that the site has been granted planning permission despite notification after the first set of hearings (EH006(f)) that the allocation was unsound for landscape reasons. However, this does not change its merits and there are alternative sites on the southern side of the town which would have significantly less landscape impact on the most sensitive LCTs in this part of the Norfolk Coast NL and would not overlook the Heritage Coast designation protected by Policy ENV3. The FC provided the opportunity for a more suitable site or sites to be brought forward to address the housing needs of the town but in the event sufficient sites were put forward elsewhere to meet the district's housing requirement.

BLAKENEY

104. Blakeney lies within the Norfolk Coast NL, but as a large growth village with particularly high house prices and second/holiday home ownership, there are exceptional circumstances that justify further housing development in the public interest where suitable sites are available. The submitted plan allocates Land East of Langham Road (BLA04/A), part of an agricultural field on rising ground inland from the village. The policy emphasises the need for a high-quality development with boundary landscaping. For effectiveness **MM59** is necessary to strengthen the protection of the amenities of occupiers of the housing to the north of the site.
105. A further allocation, Land West of Langham Road (BLA01/B), was put forward at FC stage. This comprises the lower part of a field to the west of Oddfellows Road and Hettie Close, two recent developments on the southwestern side of the village, but would involve vehicular access from Langham Road and a pedestrian/cycle link to Morston Road. Whilst a sensitive site in landscape terms, development would be visually well contained by the topography and is justified to help deliver the housing requirement. **MM58** incorporates the site into the plan with site specific requirements that are justified and would be effective, including the access requirements, high-quality design, on site open

space, buffer landscaping and an impact assessment to mitigate recreational pressure on the nearby Wiveton Downs SSSI.

106. Blakeney lies wholly within the NL but the allocation of both sites is justified to allow some expansion of the village. The development of both sites will be subject to Policy 2 of the recently made Blakeney Neighbourhood Plan restricting occupancy to 'principle residences' and to its other policies.

BRISTON

107. The submitted plan includes two housing allocations, Site BRI01 (Land East of Astley Primary School) and Site BRI02 (Land West of Astley Primary School) with the FC proposing an extension of the latter on more of the field concerned to wrap around the primary school to the west and south. Both are well related to the village and provide an opportunity to provide a car parking/drop off area for the school.
108. The extension of Site BRI02 (now BRI02/C) is justified to help deliver the housing requirement. **MM61** amends and updates Policy BRI02 to incorporate the additional land. For effectiveness this clarifies the capacity of the site and specifies a series of requirements for site development including provision of the car parking/drop off area, access, open space and ensuring any long-term expansion of the school is not prejudiced. Following consultation on the proposed MMs these have been strengthened in respect of hedgerows within the site and ecological enhancement measures.
109. In respect of Site BRI01 to ensure effectiveness **MM60** is necessary to clarify hedge removal is acceptable for the access and to delete the requirement for the car parking/drop off area.

LUDHAM

110. Land South of School Road (LUD01/A), part of a field next to the village, was first allocated for housing in 2011 and as an undeveloped site was brought forward into the submitted plan. The FC proposed allocating a further part of the field immediately behind existing housing on Norwich Road. This would be well screened from most public views and protects the view of the church from the northwest. Notwithstanding local misgivings there is no evidence that technical issues cannot be overcome. The allocation (now Site LUD01/C) is justified to help deliver the housing requirement. For effectiveness **MM62** replaces the existing policy and supporting text to clarify the capacity of the revised site and to set the site requirements including access, landscaping, layout, open space and necessary infrastructure.
111. Site LUD06/A (Land at Eastern End of Grange Road) has been allocated since 2011 without any development coming forward. The access is constrained by the presence of preserved trees and there is no evidence this can be overcome. In the absence of evidence that the allocation is deliverable it is not justified and should be removed from the plan, although it remains within the settlement boundary. **MM63** deletes the site.

MUNDESLEY

112. The submitted plan allocates Site MUN03/B (Land off Cromer Road & Church Lane), a field in the heart of the village and the FC proposed to extend this by allocating a further field to the south on Links Road with the area of railway embankment between used as open space. Both areas are well related to the built-up area and services of the village and the extended site (MUN03/A) is justified to help deliver the housing requirement. For effectiveness **MM64** replaces the existing policy and supporting text to clarify the capacity of the revised site and to set the site requirements including sensitivity to the Grade II listed All Saints Church and Mundesley Conservation Area, site access, landscaping, layout, a central area of open space and necessary infrastructure.

Conclusion

113. Subject to **MMs 37-44, 46-48, 50-64** and **MM 36** which amends the list of sites, the housing allocations and settlement boundaries in the plan are justified and consistent with national policy and the site-specific policies for the allocations are justified and would be effective.

Issue 5 – Whether the general housing policies in the plan are justified, consistent with national policy and would be effective

114. Policy HOU2 seeks to deliver the right mix of homes in the district given its specific housing needs and does this in the form of a table that sets out the various requirements and how they relate to the size of scheme proposed. The requirements cover the percentage of affordable housing, the mix of market housing, the mix of affordable housing, the number of serviced self-build plots and the amount of Elderly/Care provision.
115. Given high house prices in relation to average earnings, affordable housing is a particular priority of the plan. Due to the implications for viability, the district is divided into two zones, a higher value coastal zone (with Hoveton) where 35% affordable housing is required on large housing sites, and a lower value inland zone (including North Walsham and Fakenham) where 15% is required. To be justified and effective the policy table and supporting text require amendment for clarity, to remove ambiguity, to correct the relevant threshold to 10 dwellings (6 in the Designated Rural Area) and to remove references to First Homes.
116. The market housing mix specified in the policy is based on strategic evidence but is expressed as approximate percentages and only represents a starting point that can be varied according to site circumstances. The affordable housing mix is based on local need evidence and again forms a starting point. It is justified to require a small number of serviced plots on large housing sites to

meet local demand for self-build and custom housebuilding subject to release if not taken up.

117. Given the significantly aging population in the district the policy also requires schemes of over 150 dwellings to include specialist elderly/care provision which could include various types of sheltered housing or care home facilities. The requirement is specified in units, but provision will vary location by location depending on demand and need. The required units are converted to dwelling equivalents in Policy HOU1 at an average ratio of 1.5:1 until the form of elderly/care provision is established.
118. In the interests of effectiveness **MM23** makes the necessary changes to Policy HOU2 and its supporting text.
119. Policy HOU7 dealing with the re-use of rural buildings in the countryside should use the NPPF description 'redundant or disused buildings' to be consistent with national policy. The policy requirement for all structural elements to be retained is unduly excessive and insisting on compliance with the North Norfolk Design Guide would give it the status of development plan policy. To be justified a substantial proportion of structural elements should be retained and the design guide should be taken into account. **MM26** makes these changes.
120. Policy HOU6 relating to replacement dwellings and extensions similarly requires compliance with the design guide. To be justified **MM25** replaces this with a requirement to take it into account.
121. Policies HOU8 and HOU9 set requirements for the provision of accessible and adaptable homes and minimum space standards by adopting the relevant optional technical standards in the building regulations. This is based on the evidence set out in background papers 7 & 7.1 which demonstrate an existing shortage of accessible and adaptable homes, the increasing elderly population likely to require such homes, increasing prevalence of disability likely to require wheelchair user dwellings, and the significant proportion of new dwellings not meeting the nationally described space standards. As such, following viability testing, these policies require all new dwellings to meet the M4(2) standard, on large sites at least 5% to meet the M4(3) standard, and all new dwellings to meet the nationally described space standards.
122. These policies are therefore justified by the evidence, but Policy HOU9 should allow for exemptions if fully justified and HOU8 should allow for exemptions either for practicality or viability reasons. Further supporting text is necessary to explain how the M4(3) standard will be applied when the occupier is not known. In the interests of effectiveness **MM27** and **MM28** make these changes.

Conclusion

123. Subject to **MMs 23-28**, the general housing policies in the plan are justified, consistent with national policy and would be effective.

Issue 6 – Whether the policy for Gypsy, Traveller & Travelling Showpeople's Accommodation in the plan is justified, positively prepared, consistent with national policy and would be effective

124. Policy HOU5 as submitted seeks to meet the accommodation needs of gypsies, travellers and travelling showpeople in the district over the period 2016-36 with a criteria-based policy on the grounds that the needs assessment at the time showed that the requirement for further sites was likely to be small. However, the Norfolk-wide assessment concerned dates from 2017 with the fact-finding surveys being carried out earlier that same year. The most accurate projections of need in the assessment relate to the five-year period 2017-22, a period that ended over three years ago.
125. Due to the time taken to prepare and submit the plan, by the first set of hearings in early 2024 it was apparent that the evidence base underpinning Policy HOU5 had become out of date. By then the 2017 assessment was not sufficiently robust to assess future need to set pitch/plot targets in the plan as required by paragraph 9 of the December 2023 Planning Policy for Traveller Sites, nor, if necessary, to identify a supply of sites in accordance with paragraphs 10-11. The 2017 assessment also pre-dated the change in the definition of gypsies, travellers and travelling showpeople which was made in December 2023.
126. The Council therefore commissioned an updated study to assess need which was published as part of the FC. Using the 'ethnic' definition, this concludes that there is a requirement for an additional 11 pitches for gypsies and travellers during the plan period 2024-40, with 7 of these during the initial five-year period 2024-29. There is no requirement for additional plots for travelling showpeople. This confirms the requirement for further sites remains relatively small and can reasonably be met by a criteria-based policy that allows for new or expanded sites of an appropriate scale and nature to come forward during the plan period.
127. Amended wording pursuing this approach for Policy HOU5 and its supporting text was published as part of the FC and subsequently in the proposed MMs. No objections were received. **MM24** is necessary to ensure the policy is justified by up-to-date evidence based on the latest definition and to ensure consistency with national policy.

Conclusion

128. Subject to **MM24**, the policy for Gypsy, Traveller and Travelling Showpeople's Accommodation is justified, positively prepared, consistent with national policy and would be effective.

Issue 7 – Whether the economic policies and allocations in the plan are justified, positively prepared, consistent with national policy and would be effective

129. Whilst much of the employment in the district lies in other sectors, with jobs in food/accommodation, agriculture and retail above the regional average, it is important to provide and protect an adequate supply of employment land for industrial and other businesses to develop and thrive. To secure this, Policy E1 in the submitted plan seeks to protect 200 ha of existing employment land and 54 ha of undeveloped land on existing sites together with the allocation of 17 ha of new employment land in the various settlements across the district, 272 ha in all. There is much redevelopment of existing employment land as the needs of individual businesses change, but the scope for 71 ha of new development is more than sufficient to accommodate the most optimistic projection for a take up of 40 ha during the submitted plan period 2016-36. Other projections indicate that the realistic requirement is in fact much less, perhaps as low as 6.5 ha.
130. The owner of the proposed 6 ha employment allocation at Heath Farm, Holt (Site H27/1) does not now wish to pursue development, and as explained in paragraphs 59-62 above, the 2.4 ha allocation east of Bradfield Road, North Walsham (Site NW52) should also be deleted from the plan. However, even with 8.4 ha less provision for new employment development and a plan period extended by four years to 2040, there would still be sufficient land being made available to meet the likely need together with the necessary flexibility required by paragraph 82(d) of the NPPF. This is particularly the case as Policy E3 allows for employment development outside designated areas if no suitable land is available within them.
131. **MM45** deletes the site at Holt and **MM49** deletes the site at North Walsham as these are undeliverable and no longer justified. With these adjustments and other minor amendments **MM29** updates Policy E1 and the overall employment land provision in the plan period 2024-40 to a total of 264 ha of which 55 ha is undeveloped land on existing sites and 8 ha is new allocated land.
132. An important contribution to the employment land in the district is provided by the 28.8 ha Tattersett Business Park, part of a former airbase which is allocated by Policy E1. Mainly previously developed land with some existing employment uses, the site provides an opportunity for perhaps larger scale uses unsuitable elsewhere subject to infrastructure and landscaping improvements. For effectiveness **MM65** is required to strengthen the policy with regard to protected species, nearby scheduled monuments and to raise the implications of the minerals safeguarding area.
133. Policy E3 as submitted supports employment development outside designated areas in circumstances where no suitable land is available within them. To be positively prepared the wording should be amended to better reflect the starting point that sustainable development should be permitted, to make the criteria more flexible and objective. For effectiveness the supporting text should also

specifically encourage new proposals well related to Holt given the loss of Site H 27/1. **MM30** makes the necessary changes.

134. Policy E5 requires signage and shopfront proposals to conform with the North Norfolk Design Guide but this gives it the status of development plan policy. **MM31** corrects this by requiring it be taken into account.
135. The tourist industry is important to the economy of the district and needs to be able to thrive and adapt to changing consumer trends. For the plan to be positively prepared, Policy E6 (1) should allow for new tourist accommodation, static holiday caravans and holiday lodges outside settlement boundaries provided they are small scale and well related to a settlement or existing business, also (3) relating to existing business expansion clarified to refer to static caravan and holiday lodge sites, not individual units. In (2), new hotels should be positively supported subject to the sequential approach, but following consultation, the sequential approach should not apply to enhanced facilities at existing hotels as this may prejudice their future. **MM32** makes these changes.
136. As submitted, Policies E6, E7 and E8 do not mention the economic benefits of new tourism development in order for these to be taken into account with any adverse impacts in determining any proposals. This does not imply constraints will be ignored and they should be fully mitigated where possible. For the plan to be positively prepared, this consideration should be added as a new criterion into each policy. **MMs 32-34** make this change.
137. In Policy E9 as submitted the necessary period for marketing to demonstrate that tourist accommodation is no longer viable is unclear and in the interests of effectiveness a period of 12 months should be specified. **MM35** makes this necessary change.

Conclusion

138. Subject to **MMs 29-35, MM45, MM49** and **MM65**, the economic policies and allocations in the plan are justified, positively prepared, consistent with national policy and would be effective.

Issue 8 – Whether the policies in the plan for climate resilient sustainable growth, well connected, healthy communities and the environment are justified, consistent with national policy and would be effective

Climate Resilient Sustainable Growth

139. The plan places particular emphasis on delivering climate resilient sustainable growth, both mitigating and adapting to climate change, not least because the district is affected more than most by an eroding coastline east of Cromer.

140. Policy CC2 encourages renewable energy production subject to a series of criteria and, based on landscape sensitivity, divides the district into broad wind energy zones which may be suitable for wind turbines. However, this is just a starting point and to be effective further supporting text is required to emphasise the other factors that must be taken into account, for example the impact on heritage assets and nature conservation sites. **MM2** makes this change.
141. Policies CC3 and CC4 in turn set energy and water efficiency standards for new dwellings to help mitigate and adapt to climate change. The former requires new dwellings to achieve a minimum 31% reduction in CO₂ emissions below the 2013 Target Emission Rate, which was subsequently included in the building regulations, whilst the latter adopts the higher optional standard for water use of 110 litres per person per day, recognising that North Norfolk is an area of water stress. Further national energy standards are anticipated shortly, but there is no justification for the arbitrary requirement for all dwellings and workplaces to be 'zero carbon ready' by 2035 nor for compliance with any locally adopted water standards when these are not yet known. The BREEAM very good standard may not be achievable for non-residential development in every case but should be met if at all possible. **MM3** and **MM4** make these changes to ensure the policy is justified.
142. Policies CC5 and CC6 relating to coastal change management and adaptation seek to control development within the coastal strip at risk of erosion over the next 100 years and allow the relocation inland of existing development which could be affected. For effectiveness both policies should refer to tourism/leisure uses and in the case of touring and static caravan pitches, the adaptation policy should allow the phased roll back of pitches to less vulnerable areas on a temporary basis. Following consultation, the necessity in Policy CC5(2e) for *substantial* benefits to be shown is not justified and should be deleted. This does not fundamentally alter the objective of the policy. **MM5** and **MM6** make these changes.
143. Policy CC8 requires residential development to provide electric vehicle charging points in accordance with a bespoke local standard but this is not justified and to be consistent with national policy should follow the building regulations. The policy also sets electric charging point standards for non-residential and tourism development which is justified given the rural nature of the district and, in the case of tourists, the likelihood of being away from home. However, these standards should be relaxed if they threaten scheme viability. To be justified and effective **MM7** makes the necessary changes to the policy.
144. Policy CC9 requires Biodiversity Net Gain, an area where policy has developed since the publication of the submission plan. For effectiveness and consistency with national policy, the policy should be updated by references to qualifying development, the small sites metric and include the biodiversity gain hierarchy. **MM8** makes these changes.

145. Policy CC13 protects the quality of the environment. For effectiveness and to be consistent with national policy **MM9** is required to ensure nutrient pollution from new overnight accommodation does not affect the integrity of European sites in the Broads and River Wensum catchments. This inserts a new clause requiring relevant schemes to demonstrate nutrient neutrality and supporting text to explain the issue and how it can be overcome. The Norfolk authorities have been working proactively together to facilitate a range of options including nature-based solutions and an environmental credit scheme.

Well Connected, Healthy Communities

146. The NPPF seeks to promote healthy communities and paragraph 96 joint working with health authorities. Policy HC1 responds by requiring a Health Impact Assessment (HIA) for large development proposals to ensure these issues are taken into account. Given the rural nature of the district a lower threshold of 250 dwellings for an HIA is justified, below which the healthy planning checklist procedure applies. There is no justification for a lower threshold for non-allocated sites. **MM11** makes these changes.
147. Policy HC2 sets out the policy for the provision of new open space on large residential sites but the definition of major development is inconsistent with national policy. **MM12** corrects this. For effectiveness, section (5) protecting visually important open spaces should be clarified and include circumstances when exceptions may be made. **MM12** inserts suitable criteria.
148. Two sites proposed for designation as Open Land Areas and thus protected by section (5) were the subject of particular objection. Land off Warren Road Kelling is privately owned and well screened from public view by trees. As such it serves no meaningful public amenity function. However, Blakeney Pastures, in at least three different ownerships, forms a single large open area in the heart of the village that makes a significant contribution to its character which justifies protection. The Open Land Area adjacent to Two Furlong Hill Wells should be deleted to reflect the housing allocation in the Wells Neighbourhood Plan. This and the Kelling changes to the Policies Map were published alongside the MMs.
149. Policy HC3 covers the provision and protection of local facilities. To be effective the marketing requirements in section 2(b) should be clarified and the viability of alternative modes of operation explored before the loss of facilities is permitted. **MM13** makes these changes to the policy.
150. Policy HC4 sets the general principles for infrastructure provision and developer contributions referencing the tests in NPPF paragraphs 55-58. However, the requirement for contributions to comply with supplementary planning documents gives them the status of development plan policy and is not justified, similarly the requirement for 'the highest viable level' of affordable housing is ambiguous and for effectiveness should simply refer to Policy HOU2. Police infrastructure

is not listed with other potential requirements such as healthcare and libraries but there is no valid distinction in principle and in every case any requirement would have to meet the NPPF tests.

151. The Plan Wide Viability Assessment tested a range of development typologies taking account of development values and costs, the impact of plan policies, and a competitive return to landowners and developers. This identifies two sub-markets, coastal and inland, which necessitate different affordable housing zones, but subject to this, the assessment shows that residential development is viable throughout the district and the policies in the plan would not undermine its delivery. However, Policy HC4 allows for a relaxation of normal requirements in individual cases if a lack of viability is proven by an assessment at application stage. For effectiveness, Section (6) should state plainly that all other proposals will need to be policy compliant. **MM14** makes this and the other changes.
152. Policy HC5 to secure 'fibre to the premises' should adopt the requirements of the building regulations to be consistent with national policy. **MM15** does this. Policy HC6 requires parking provision to comply with the North Norfolk Design Guide but this gives it the status of development plan policy. **MM16** corrects this by requiring it be taken into account and refers to Policy CC8.

Environment

153. Policy ENV1 sets the requirements for development in the Norfolk Coast NL and the broads. To be consistent with national policy the new statutory duty to further the purposes of designation should be included, and for effectiveness the policy for major development disapplied to any relevant allocations in this plan or a neighbourhood plan as the NPPF test will have been applied. **MM17** makes these changes.
154. For effectiveness, the policy test in Policy ENV3 relating to proposals in the Heritage & Undeveloped Coast should similarly be disapplied for proposals in this plan or a neighbourhood plan as the constraint will have been considered in principle. Policies ENV6 and ENV8 dealing with amenity and design respectively include the requirement to conform to the North Norfolk Design Guide but this gives it the status of development plan policy and should be reworded to require it to be taken into account. Finally, Policy ENV7 regarding the historic environment should include a balancing exercise in Section (7) to be consistent with national policy. **MMs 18, 19, 21 and 20** respectively make these changes.

Conclusion

155. Subject to **MMs 2-9** and **MMs 11-21** the policies in the plan for climate resilient sustainable growth, well connected, healthy communities and the environment are justified, consistent with national policy and would be effective

Overall Conclusion and Recommendation

156. The Plan has a number of deficiencies in respect of soundness for the reasons set out above, which mean that I cannot recommend adoption of it as submitted in accordance with Section 20(7A) of the 2004 Act. These deficiencies have been explained in the main issues set out above.

157. However, the Council has requested that I recommend MMs to make the Plan sound and capable of adoption. I conclude that the duty to cooperate has been met and that with the recommended main modifications set out in the Appendix the North Norfolk Local Plan satisfies the requirements referred to in Section 20(5)(a) of the 2004 Act and is sound.

David Reed

INSPECTOR

This report is accompanied by an Appendix containing the Main Modifications.

Programme of Meetings 2026 - 2027	
Executive Summary	A draft programme of meetings for the municipal year 2026 -2027 has been prepared. This is an annual report that is presented to Full Council for approval, prior to being published on the Council's website.
Options considered	There is a statutory requirement for the Council to publish a programme of meetings. No alternative options are available.
Consultation(s)	<ul style="list-style-type: none"> • Relevant organisations where formal meetings of the Council may conflict with external scheduled meetings. These include Norfolk County Council and the Internal Drainage Boards. • Corporate Leadership Team • Management Team • Members
Recommendations	That Full Council approves the Programme of Meetings for 2026-2027
Reasons for recommendations	The programme of meetings informs officers, members and the public of scheduled committee meetings in the forthcoming municipal year.
Background papers	N/A

Wards affected	All
Cabinet member(s)	Cllr T Adams, Leader
Contact Officer	Emma Denny, Democratic Services & Governance Manager Emma.denny@north-norfolk.gov.uk

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

Corporate Governance:	
Is this a key decision	Yes / No
Has the public interest test been applied	N/A

Details of any previous decision(s) on this matter	This is an annual report.
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1. Purpose of the report

1.1 A draft Programme of Meetings for 2026-27 has been prepared and circulated for consultation. The following issues should also be noted:

- a) All meetings will be held in the day, with the exception of Full Council.
- b) Most standing committees meet on set cycles and this cycle has been retained as closely as possible within this draft programme. However, some variations have been made to avoid clashes with other meetings, particularly Full Council, Cabinet and Overview and Scrutiny Committee meetings.
- d) School holidays have been avoided as far as possible especially for meetings of Full Council, Cabinet and Overview and Scrutiny Committee. Please note that Full Council in February 2027 will take place during half-term to allow sufficient time for the processing of Council Tax bills.
- e) The Norfolk Rivers Internal Drainage Board and the Broads Internal Drainage Board have shared dates of their meetings for 2026. There is only one potential clash of a meeting of the Broads IDB with a Development Committee reserve meeting date on 22 October 2027.

2. Changes and amendments to the Programme for 2026/2027

- 2.1 Coastal Forum meetings have been removed from the calendar. These are not formal meetings and the team supporting them has requested more flexibility for future scheduling of these meetings. It is therefore suggested they are removed from the published programme.
- 2.2 Member Development Workshop dates have been removed from the programme. These sessions are under review and to facilitate a more agile and responsive approach to Members' training and development needs as the Council goes through the Local Government Reorganisation (LGR) process, it is proposed that they are scheduled as and when needed.
- 2.3 The last Full Council meeting of the 2026/2027 municipal year has been brought forward from April to March. This is due to the elections for the new Unitary authority, which will be held in early May 2027.

3. Corporate Priorities

Setting a programme of meetings for the Municipal year, aligns with the corporate plan priority of 'A strong, responsible and accountable Council'

4. Comments from the S151 Officer:

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

If the Council did not have an agreed schedule of meetings, it would not be able to ensure decisions were taken in a timely manner. This could have wide-ranging financial implications, making it difficult, if not impossible, to prepare and approve an annual budget

5. 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.

An agreed programme of meetings is essential to the management of the Council's business to ensure that it is carried out in a timely manner in accordance with legislation. Failure to do so could result in financial penalty and litigation. Furthermore, if the programme of meetings was not published in the public domain, the Council would not be complying with legislation and would be open to challenge

6. Risks

The Council is required to publish a schedule of meetings for the forthcoming municipal year. To not do so would put the Council's decision-making process at risk and could result in financial decisions not being taken, the annual Budget not being agreed in a timely manner and policies not being approved.

7. Equality, Diversity & Inclusion

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

8. Community Safety issues

Not applicable.

9. Conclusion and Recommendations

Members are requested to review and approve the annual programme of meetings for 2026/2027 so that it can be published on the Council's website.

PROGRAMME OF MEETINGS 2026/2027

			2026								2027			
MEETING	DAY	TIME	MAY	JUN	JUL	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR
FULL COUNCIL ^AGM ^^BUDGET MEETING	Wed	18.00	20 ^AGM	17	22	-	23	-	18	16	-	17^^	17	
CABINET	Mon	10.00	5 (Tues)	1	6	-	7	5	2/30	-	11	1	1	5
OVERVIEW & SCRUTINY COMMITTEE	Wed	9.30	13	10	15	-	16	14	11	09	20	10	10	14
DEVELOPMENT COMMITTEE	Thurs	9.30	14	18	16	13	10	8	12	17	21	18	18	15
DEVELOPMENT COMMITTEE (RESERVE)	Thurs	9.30	28	25	23	20	17	22	26	-	14	4	4	1/29
PLANNING POLICY AND BUILT HERITAGE WORKING PARTY	Thurs	10.00		11		-	3	-			28	-		-
LICENSING COMMITTEE (PREMISES & GAMBLING / REGULATORY)	Tues	10.00	-	3	-	-	9 (Wed)	-	10	-		-	2	
LICENSING SUB-COMMITTEES (PREMISES & GAMBLING / REGULATORY)	Tues	10.00	19	23	28	-	22	13	17	08	26	23	23	27
GOVERNANCE, RISK AND AUDIT COMMITTEE ^SP MTG- ANNUAL ACCOUNTS	Tues	14.00	-	2	^7	-	8	-	-	1	-	-	9	-
CONSTITUTION WORKING PARTY**	Tues	10.00	-	30	-	-	15	-	-	15	-	-	16	-
STANDARDS COMMITTEE	Tues	14.00	-	-	-	-	-	20	-	-	-	-	-	20
JOINT STAFF CONSULTATIVE COMMITTEE*	Mon/ Tues/ Wed	14.00	-	24		-		21	-	-		10	-	
GENERAL RESERVE DAYS (FOR POSSIBLE EXTRA MEETINGS)			6/27	3/19	17/29	12/28	18/30	7/30	13/25	4	13/29	10/26	12/24	16/28

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

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

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Pier Substructure Repairs	
Executive Summary	<p>Cromer Pier is an iconic structure within North Norfolk and a significant attraction for many thousands of visitors every year. It is a Grade 2 listed structure which was constructed in 1901. It is set in an extremely harsh environment and these factors combine to require a significant and ongoing maintenance regime.</p> <p>Part of the maintenance regime for the pier includes annual structural surveys to identify remedial works with a more detailed survey undertaken every five years.</p> <p>This report summarises the results of the latest detailed survey, which has been undertaken by the Hemsley Orrell Partnership (HOP). This survey identified a number of high priority works to be completed, alongside medium term works, and low risk works.</p> <p>This report seeks approval for capital funding to undertake the high priority essential substructure repair and reinforcement works to Cromer Pier during the 2025/26 financial year, during January & February 2025. The report summarises the structural condition findings, options for addressing the issues, and the financial implications for the Council.</p>
Options considered	<p><u>Option 1</u> To add a capital budget of £250k in-year for this project. This would allow all high-priority defects to be addressed during a period of reduced footfall and reduced operational activity on the pier.</p> <p><u>Option 2</u> Not to allocate a capital budget at this time. This would delay the completion of high-priority works and may increase the likelihood that repairs need to be undertaken during periods of higher visitor activity. This option is not recommended, as deferral would increase operational and financial risks to the Council.</p>
Consultation(s)	Cllr Lucy Shires - Portfolio Holder for Finance, Estates & Property Services
Recommendations	<p><u>Recommendation 1</u> That Council approves a budget of £250k to be added to the 2025/26 capital programme, funded by borrowing, to allow the commencement of urgent high-priority substructure works to Cromer Pier.</p> <p><u>Recommendation 2</u> That delegated authority is granted to the Assets and Property Programme Manager, in consultation with the S151 Officer, to award a contract for the delivery of the works up to the approved budget.</p>
Reasons for recommendations	To allow necessary capital works to proceed in a timely manner.

Background papers	Appendix A: Pier Schedule of works
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Wards affected	All
Cabinet member(s)	Cllr Lucy Shires
Contact Officer	Daniel King Daniel.King@North-Norfolk.gov.uk

Links to key documents:	
Corporate Plan:	Investing in our local economy and infrastructure A strong, responsible & accountable council
Medium Term Financial Strategy (MTFS)	The works are proposed to be funded through borrowing. This internal borrowing will be repaid through a minimum revenue provision over the useful life of the works. This will be incorporated in the MTFS update.
Council Policies & Strategies	None

Corporate Governance:	
Is this a key decision	Yes
Has the public interest test been applied	<p>Yes – Appendix A</p> <p>Information relating to Appendix A involves the likely disclosure of exempt information as defined in paragraph 3, Part 1 of schedule 12A (as amended) to the Local Government Act 1972.</p> <p>This paragraph relates to:</p> <p>Para 3. Information relating to the financial or business affairs of any particular person (including the authority holding that information)</p> <p>The public interest in maintaining the exemption outweighs the public interest in disclosure for the following reasons:</p> <p>The information is commercially sensitive, relating to itemised pricing and lease negotiations. Releasing this information would be likely to prejudice the Council in obtaining best value, in the interests of Council Tax payers, and would reveal commercially sensitive pricing information of a third party.</p>
Details of any previous decision(s) on this matter	N/A

1. Purpose of the report

- 1.1. The purpose of this report is to outline the requirement for urgent substructure works to Cromer Pier and to seek approval for an in-year addition of £250k to the 2025/26 capital programme. The report also seeks delegated authority to award a contract to enable timely delivery of these essential works.

2. Introduction & Background

- 2.1. Routine Pier inspections were undertaken in the winter of 2024, with the final report being published in 2025. This report has highlighted a series of structural defects requiring intervention. Without timely works, the deterioration may progress to a point where operational restrictions or unplanned closures could be required.
- 2.2. This report covers the recommendations following the survey which was completed in 2025 by HOP and seeks authority to establish a capital budget in year to progress with high priority works identified within the report.
- 2.3. The works identified in the Pier inspection report were not included in the original 2025/26 capital programme because the detailed structural report was received after the capital programme had been finalised as part of the 2025/26 budget process.
- 2.4. Please note that other, less urgent works were also identified during the survey. These will be submitted as part of the 2026/27 capital bid process. This report focuses specifically on the high-priority works that require delivery ahead of the next season due to their time-sensitive nature.

3. Recommended Pier Remedial Works

- 3.1. In order to address the remedial works identified within the survey undertaken last year it is now necessary to proceed with the high priority works for the latest identified high risk works identified to the structure of the pier.
- 3.2. Based on advice from our consultants, the initial required works are to remedy issues identified with some of the deck beams, trusses, bracing, and columns. These works are those identified as being the most critical and urgent of the works identified in the report published in 2025.
- 3.3. The timing of these works is operationally advantageous. January and February represent a quiet period for Cromer Pier, with significantly lower footfall compared with the peak summer months. During this period, there are no scheduled shows at the Pavilion Theatre, creating a window of opportunity to undertake intrusive remedial works with minimal disruption to visitors, performers, and the wider pier operations. Carrying out the works at this point in the calendar will minimise operational impact while ensuring the structure is addressed ahead of the busy season.
- 3.4. Using the information provided by HOP a package, of the most urgent and critical works, has been prepared. Work is currently ongoing to seek interest from suitably qualified suppliers to undertake the programme of works. These works are critical to the continued use of the structure and the health and safety of all those who use this facility. The total of this package of works totals £250k.

4. Proposals and Options

4.1. Option 1

- 4.1.1. To add a capital budget of £250k in year for this project at this time would allow all high priority defects to be addressed during a window of opportunity where there is reduced footfall and reduced usage of the pier.

4.2. Option 2

- 4.2.1. Not to allocate capital budget to this project at this time would delay high priority works and could negatively impact the day-to-day operations of the Pier should these works commence during a window where usage of the pier is high. This option is not recommended as it negatively impacts the Council, and the Pier operations.

5. Corporate Priorities

- 5.1. Continued investment in the pier supports a number of corporate plan objectives, including “investing in our local economy and infrastructure” by preserving the key iconic structure of Cromer Pier.
- 5.2. The works also demonstrate “a strong, responsible & accountable council” - Cromer Pier is one of the Council’s most valuable heritage and economic assets. Proactively addressing structural risks demonstrates responsible asset management and avoids costlier reactive interventions in future years.

6. Financial and Resource Implications

- 6.1. The initial works requested total £250k. These represent the first stage of a wider programme of works, with additional capital requirements expected to be considered as part of the 2026/27 budget cycle. Based on the estimated useful life of the works, the resulting MRP charge is expected to be approximately £1,900 per annum from 2026/27 onwards.
- 6.2. Please refer to Appendix A where a itemised breakdown of the schedule of works has been provided.

Comments from the S151 Officer:

This investment represents essential planned maintenance to protect one of the Council's key operational and heritage assets. The financial implications have been appropriately considered with the £250k borrowing requirement being able to be accommodated within the MTFS.

7. Legal Implications

- 7.1. The Council has a duty of care to maintain assets in a safe condition. Structural works of this nature must comply with marine engineering, planning, construction, and health and safety legislation. Procurement will follow the requirements of the constitution alongside the Procurement Act 2023.

Comments from the Monitoring Officer

Deterioration of the pier substructure has been highlighted which impacts upon structural safety and durability of the pier. Urgent works are required to undertake high priority repairs. Capital budget is sought to fund this, with works to be undertaken in January/February 2026, prior to the next budget setting. If budget is authorised, proper procurement processes should be complied with in accordance with legislation and the Council's Constitution.

8. Risks

- 8.1. Construction costs continue to be affected by external inflationary pressures. To mitigate this, a contingency allowance of 25% has been included within the proposed budget.
- 8.2. Timely completion of the recommended works reduces the risk of further deterioration, which could lead to higher costs or future operational restrictions. Proactive planned maintenance supports the long-term resilience of the pier and reduces the likelihood of more expensive reactive works.
- 8.3. Cromer Pier is a valued landmark and its ongoing maintenance is important to residents, visitors, and the local economy. Ensuring that works proceed in a timely and well-managed way helps protect the Council's reputation and its duty of care.
- 8.4. Temporary operational impacts may occur during construction. However, these will be minimised through close coordination between the Council's Property Services team and the pier's operators, Openwide, with works planned during January 2026 and February 2026 when activity is at its lowest.

9. Net Zero Target

- 9.1. The works will be undertaken in accordance with relevant Council policies and industry best practice to ensure minimal impact on the environment

10. Equality, Diversity & Inclusion

- 10.1. None as a direct consequence of this report.

11. Community Safety issues

- 11.1. Appropriate safety measures, including controlled access zones, clear signage, temporary barriers, and compliance with construction and marine safety regulations, will be implemented to ensure the safety of visitors, contractors, and pier operators throughout the works. With these controls in place, community safety impacts are expected to be minimal.

12. Conclusion and Recommendations

- 12.1. Timely investment in Cromer Pier's substructure is essential to maintain the safety, resilience and continued operation of this significant and iconic district asset. The proposed works represent the highest-priority interventions identified by structural engineers and are time-sensitive due to environmental conditions and operational constraints.
- 12.2. Approval of the recommended capital budget will enable the Council to undertake these essential works at the most appropriate time of year and ensure the long-term sustainability of a key piece of the district's heritage and visitor economy.
- 12.3. It is recommended that Council approves a budget of £250k to be added to the 2025/26 capital programme, funded by borrowing, to allow the commencement of urgent high-priority substructure works to Cromer Pier. (Recommendation 1)
- 12.4. That delegated authority is granted to the Assets and Property Programme Manager, in consultation with the S151 Officer, to award a contract for the delivery of the works up to the approved budget as prepared in Appendix A. (Recommendation 2)

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

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