

Cabinet



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Friday, 26 September 2025

A meeting of the **Cabinet** of North Norfolk District Council will be held in the Council Offices, Holt Road, Cromer, NR27 9EN on **Monday, 6 October 2025 at 10.00 am.**

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

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

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

Emma Denny
Democratic Services & Governance Manager

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

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



**If you have any special requirements in order
to attend this meeting, please let us know in advance**

If you would like any document in large print, audio, Braille, alternative format or in a different language please contact us

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A G E N D A

1. TO RECEIVE APOLOGIES FOR ABSENCE

2. MINUTES

1 - 8

To approve, as a correct record, the minutes of the meeting of the Cabinet held on 8th September 2025.

3. PUBLIC QUESTIONS AND STATEMENTS

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

4. DECLARATIONS OF INTEREST

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)

5. ITEMS OF URGENT BUSINESS

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

6. MEMBERS' QUESTIONS

To receive oral questions from Members, if any

7. RECOMMENDATIONS FROM OVERVIEW & SCRUTINY COMMITTEE

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

8. FLASH - PUBLIC SECTOR DECARBONISATION GRANT

15 - 22

Executive Summary	<p>The Fakenham Leisure and Sports Hub is a project to deliver a 4 lane 25-meter swimming pool, extension to the gym, improvements to the current sports centre and a 3G all-weather pitch. The project is funded through the Government Levelling up fund.</p> <p>The Council has accepted a £150,000 grant towards works to decarbonise the existing Fakenham Fitness Centre from the Public Sector Decarbonisation Scheme (PSDS) administered by Salix.</p> <p>This report sets out the additional costs and impacts to the LUF funded project and seeks to add the scope of the Public Sector Decarbonisation Scheme works to the main Fakenham Leisure and Sports Hub project via</p>
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	a variation to the contract.
Options considered	<p>To add the works covered within the scope of the Public Sector Decarbonisation Scheme funding to the main project via variation.</p> <p>To agree the Public Sector Decarbonisation Scheme works but to delay the completion of these until after the LUF funded project is complete.</p> <p>To reject the Public Sector Decarbonisation Scheme funding and not carry out the decarbonisation works to the existing sports centre beyond those which have already been included as part of the LUF funding.</p>
Consultation(s)	<ul style="list-style-type: none"> • Monitoring Officer • Section 151 Officer • Sustainability Team • Everyone Active (the Leisure operator of the centre)
Recommendations	To resolve to delegate to the s151 officer in consultation with the portfolio holders for Community, Leisure & Outreach (Including Health & Wellbeing), Climate Change & Net Zero, Finance, Estates & Assets and the Director of Service Delivery, the decision whether to include the Public Sector Decarbonisation Scheme works into the main Fakenham Leisure and Sports Hub project via variation to the contract, once the full capital and revenue implications are understood.
Reasons for recommendations	To ensure the Council meets its objectives in the Corporate Plan relating to “our journey to Net Zero”
Background papers	<p>Report to Full Council – 19 February 2025 (approval of Fakenham Sports Centre Decarbonisation in capital programme with allocated budget of £514,300)</p> <p>Report to Full Council – 27 March 2024</p> <p>Report to Cabinet – 6 September 2025</p>

Wards affected	Fakenham wards (Lancaster North and South); and wards in the west of the district including Briston, Priory, Stibbard, Stody, The Raynham, Walsingham; Wells with Holkham.
Cabinet member(s)	<p>Cllr Adam Varley, Portfolio Holder for Climate Change & Net Zero</p> <p>Cllr Liz Withington, Portfolio Holder for Community, Leisure & Outreach</p>

Contact Officer	<p>Steve Hems Director of Service Delivery (Deputy Chief Executive) steve.hems@north-norfolk.gov.uk</p> <p>Kate Rawlings Climate & Environmental Policy Manager kate.rawlings@north-norfolk.gov.uk</p>
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9. FIVE-YEAR HOUSING LAND SUPPLY POSITION (2025-2030)

23 - 44

Executive Summary	This report sets out the Council's latest five-year housing land supply position as at 31 March 2025. Based on the standard method (2021 NPPF, transitional), the Council can demonstrate a 7.3 year supply. When assessed against the emerging Local Plan requirement, the supply is 7.0 years. Both figures confirm a deliverable supply well in excess of the minimum, ensuring full weight can be given to Local Plan policies in decision-making.
Options considered	There are no alternative options. The Council is required by national policy to monitor and publish its five-year housing land supply position annually.
Consultation(s)	No internal or external consultation has been necessary. The Five-Year Housing Land Supply Statement is a factual monitoring report prepared in accordance with national policy requirements.
Recommendations	<p>That Cabinet:</p> <ol style="list-style-type: none"> Notes the Council's five-year housing land supply position (7.3 years against the standard method; 7.0 years against the emerging Local Plan requirement). Agrees that the position statement be published and used in decision-making.
Reasons for recommendations	<ul style="list-style-type: none"> To comply with the requirement in the National Planning Policy Framework (NPPF) to identify and update annually a five-year supply of deliverable housing sites. To provide clarity and certainty for planning decision-making. To confirm that the Council is not subject to the NPPF's "presumption in favour of sustainable development" which applies where a five-year supply cannot be demonstrated.

Background papers	Five-Year Housing Land Supply Statement 2025–2030 (North Norfolk District Council, September 2025)

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

10. LEASE RENEWAL - RNLI SHERINGHAM

45 - 48

Executive Summary	<p>The Royal National Lifeboat Institution (RNLI) currently holds a 99-year ground lease at Sheringham Promenade, established in 1935 and set to expire in 2034. This lease enabled the construction of the lifeboat station and slipway, which have supported the RNLI's critical lifesaving operations in North Norfolk.</p> <p>Following a recent structural survey, safety concerns were raised regarding the condition of the lifeboat station, prompting a temporary closure earlier this year. In response, the RNLI has been actively exploring repair options and has formally requested an early renewal of the lease.</p> <p>Their intention to invest in substantial building repairs and improvements, ensuring the long-term viability of their operations at Sheringham.</p> <p>To support this, officers recommend granting the RNLI a new 25-year lease under terms broadly consistent with the existing agreement.</p>
Options considered	Alternative options would be not to renew the lease, however this has been discounted as it would undermine the tenant's ability to invest in essential building improvements, compromise the long-term operation and lifesaving services undertaken from the site.
Consultation(s)	<p>Cllr Lucy Shires - Portfolio Holder for Finance, Estates & Property Services</p> <p>Cllr Liz Withington – Local Member, Portfolio Holder for Community, Leisure & Outreach</p> <p>Daniel King – Assistant Director for Finance and Assets</p> <p>Cara Jordan - Monitoring Officer</p>

Recommendations	<p>Resolution for Cabinet to approve:</p> <ul style="list-style-type: none"> • A Lease renewal of a 25-year lease to the RNLI • Delegate approval to the Asset Strategy Manager to finalise and agree the exact terms of the above legal agreement
Reasons for recommendations	To enable the RNLI to repair the building and recommence lifesaving services from the lifeboat station.
Background papers	None.

Wards affected	Sheringham
Cabinet member(s)	Cllr Lucy Shires
Contact Officer	Renata Garfoot, Asset Strategy Manager. Renata.Garfoot@North-Norfolk.gov.uk

11. HENRY BLOGG MUSEUM, ROCKET HOUSE CROMER

49 - 56

Executive Summary	<p>The Rocket House building, a multi-let property with community facilities on Cromer promenade, plays a vital role in public accessibility and local services.</p> <p>Investigations in 2023 & 2024 identified defective subfloor drainage beneath the public conveniences as a major cause of damp, which would have avoided the need for full building tanking. Refurbishment works in early 2025 addressed these isolated issues, but monitoring shows damp persists where the rear wall meets the cliff, requiring further action.</p> <p>Consultants have been engaged to and provided a cost plan amounting to £367,484 for the tanking works and repairs and reinstatement of the internal fabric of the building.</p> <p>Heads of Terms for a new lease with the RNLI are under discussion to support the return of the Henry Blogg Museum and secure the building's long-term use.</p>
Options considered	1. Restore museum to lettable standard and agree heads of terms with RNLI. This will

	<p>require extensive damp proofing works and repairs to the internal fabric of the building allowing reinstatement of the museum.</p> <p>2. Seek new tenant or alternate use of the museum space. Discounted due to earlier Cabinet decisions seeking the return of the RNLI to the building.</p>
Consultation(s)	<p>RNLI Property team Cllr Tim Adams – Leader of the Council Steve Blatch – Chief Executive Cllr Lucy Shires - Portfolio holder for Finance, Estates and Property Services Renata Garfoot - Asset Strategy Manager</p>
Recommendations	<ul style="list-style-type: none"> • Delegate to the Asset & Property Programme Manager in consultation with the s151 Officer to utilise any remaining capital budget to undertake all works set out in the detailed cost plan dated 11 September 2025 as shown in Appendix A. • Delegate to the Estates and Asset Strategy Manager in consultation with the s151 Officer to enter into a lease based on terms listed in Appendix B.
Reasons for recommendations	<p>Address the ongoing damp issues within the Rocket House building and implement measures to improve its energy performance to support future letting and sustainability.</p> <p>Support the reinstatement of the RNLI Museum in Cromer by ensuring suitable accommodation within the building.</p> <p>To facilitate the Reoccupation of the building and to ensure its use as a key community heritage and visitor asset.</p>
Background papers	<p>Appendix A: Programme of works & Cost plan</p> <p>Appendix B: Summary of proposed lease agreement between NNDC and RNLI. (both appendices are exempt) Cabinet reports September 2023 & January 2024.</p>

Wards affected	Cromer Town & Suffield Park
Cabinet member(s)	Cllr Shires, Portfolio Holder for Finance, Estates and Property Services
Contact Officer	Russell Tanner, Asset and Property Programme Manager, russell.tanner@north-norfolk.gov.uk

12. EXCLUSION OF PRESS AND PUBLIC

To pass the following resolution:

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

This paragraph relates to:

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

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

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

13. PRIVATE BUSINESS

57 - 86

Two exempt appendices to Agenda Item 11, Henry Blogg Museum, Rocket house, Cromer.

CABINET

Minutes of the meeting of the Cabinet held on Monday, 8 September 2025 at the Council Offices, Holt Road, Cromer, NR27 9EN at 10.00 am

Committee

Members Present:

Cllr W Fredericks (Deputy Chair) Cllr L Shires
Cllr T Adams (Chair) Cllr H Blathwayt
Cllr L Withington

Members also attending:

Cllr J Boyle, Cllr C Cushing, Cllr V Holliday, Cllr N Dixon, Cllr A Fitch-Tillett

Officers in Attendance:

Chief Executive, Director for Resources (S151 Officer), Director for Service Delivery, Assistant Director for Finance & Resources and Assistant Director for Finance, Assets, Legal & Monitoring Officer

Apologies for Absence:

Cllr A Brown
Cllr C Ringer
Cllr J Toye
Cllr A Varley

35 MINUTES

The minutes of the meeting held on 7th July were approved as a correct record.

36 PUBLIC QUESTIONS AND STATEMENTS

None received.

37 DECLARATIONS OF INTEREST

None received.

38 ITEMS OF URGENT BUSINESS

None received.

39 MEMBERS' QUESTIONS

The Chair advised Members that they could ask questions as matters arose during the meeting.

40 RECOMMENDATIONS FROM OVERVIEW & SCRUTINY COMMITTEE

The Chair of the Overview & Scrutiny Committee, Cllr V Holliday, confirmed that there were no recommendations made to Cabinet by the Committee.

41 REPORTING PROGRESS IMPLEMENTING CORPORATE PLAN 2023-27

DELIVERY AGAINST ACTION PLAN 2024/25 AND 2025/26 - TO END OF QUARTER 1 - 30 JUNE 2025

The Chair introduced this item. He began by saying that Local Government reorganisation (LGR) was impacting on the achievement of targets and consequently, Cabinet had agreed the need to re-prioritise and focus resource on a smaller number of actions in the 2025/26 Annual Action Plan.

This report detailed the progress made to the end of June 2025 in implementing both the 2024/25 Annual Action Plan and Qtr1 of the 2025/26 Annual Action Plan and identified any issues with the delivery of individual actions as well as putting forward proposals for how these would be addressed.

The Chair then outlined the actions that were listed as 'amber' in the 2025/2026 Action Plan.

He invited members to speak:

Cllr V Holliday referred to page 22, item 10 from the Action Plan 2024/2025 – 'with external partners we will urgently pursue funding opportunities to develop initiatives which proactively and reactively support our communities prioritising health, wellbeing and financial inclusivity of our most vulnerable and hard to reach residents from April 2024' and said that this was marked as completed. However, for the current Action Plan 2025/2026, under item 8 – an almost identical action was listed as being 'in progress' and 'amber'. The Chief Executive explained that this related to the changes to the Integrated Care Board (ICB) and more specifically the changes taking place at national and regional level with the ICBs and the Norfolk & Waveney ICB was being incorporated into a wider Norfolk & Suffolk ICB and so alongside LGR, consideration was also being to an area structure below the new ICB model and the Health & Wellbeing Partnerships were therefore evolving. It was considered appropriate to give this an amber status to reflect this.

The Chair then highlighted Action 7 – Neighbourhood plans which was also impacted by changes being introduced at national level. He then provided updates to the following where there was some uncertainty or changes on the horizon:

Action 21 – High Street Banks and access to cash. Discussions were taking place with the remaining high street bank branch provider in respect of ATM and service availability Fakenham and Sheringham and work was moving at pace to secure permanent banking hub locations in Cromer, Holt and North Walsham.

Action 26 – Workforce Strategy. There was some slippage here but it would be coming to the Overview & Scrutiny Committee in the next couple of months.

Action 30 – Asset commercialisation. A lot of recent work had focused on rent reviews to assist in meeting this target.

In conclusion, he highlighted key achievements such as securing funding to proceed with outdoor learning facilities at Holt Country Park and ongoing work on the new leisure centre at Fakenham.

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

RESOLVED

To receive the report.

42 BUDGET MONITORING PERIOD 4 2025/26

Cllr L Shires, Portfolio Holder for Finance, Estates & Property Services, introduced this item. She began by welcoming the new Director of Resources, Mr D McCallum, to the Council and thanking the officers for their hard work and support.

Cllr Shires that a small surplus was currently projected for the end of the financial year, however, there were two more budget monitoring periods to go through and the situation could change.

It was proposed by Cllr L Shires, seconded by Cllr W Fredericks and

RESOLVED

To recommend the following to Full Council:

- a) Approval is requested from Full Council to decrease the 2025/26 capital budget for the Mundesley Coastal Defence scheme to £1,139,806 to reflect the apportionment of £250k from external contributions to the Cromer Scheme.
- b) Approval is requested from Full Council to increase the 2025/26 capital budget for the Cromer Coastal Defences scheme to £1,096,067 to reflect the apportionment of £250k from external contributions from the Mundesley Scheme.
- c) Note the contents of the Q1 Treasury Management update report, appendix F.

Reason for the decision:

To update Members on the current budget monitoring position for the Council.

43 EXTENSION OF THE PROCESSING OF CO-MINGLED RECYCLABLES

The Chair introduced this item in the absence of Cllr C Ringer, Portfolio Holder for Environmental & Waste Services. He read out a statement from Cllr Ringer setting out the reasons behind the proposals to extend the current contract for the processing of co-mingled recyclables. He explained that this option provided the ability to use Norse Environmental Waste Services (NEWS) for services without further procurement. Market positions were currently uncertain due to recent changes in law on Simpler Recycling, Deposit Return Schemes and Extended Producer Responsibility. If an external procurement was undertaken, it was considered that material risks and price risk would lead to a less favourable position for the Council.

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

RESOLVED:

- 1. To agree the extension of the Processing of Co-mingled Dry Recyclables contract (the Contract) with NEWS Ltd through to 31st March 2030 on its current terms is agreed.
- 2. To extend the scope of the services provided by NEWS Ltd to under the Contract from the year 2026/7 to comply with the change in law introducing Simpler Recycling and Extended Producer Responsibility requirements is agreed conditional on such changes being approved in accordance with the Shareholder Agreement with NEWS Ltd.

Reason for the decision:

- To ensure a continuation of the current JV through the period of local government reorganisation to provide consistent recycling services to residents of Norfolk and North Norfolk
- High risk for the council to undertake a procurement exercise at a time of high uncertainty due to material mix in the recycling system associated with Deposit Return Scheme and associated price uncertainty

44 PROVISION OF KITCHEN CADDY LINERS TO SUPPORT FOOD WASTE SERVICE ROLLOUT

The Chair introduced this item in the absence of Cllr Ringer, Portfolio Holder for Environmental Services & Waste. He read out a statement from Cllr Ringer which explained that he supported Option 1 – the provision of a single roll of 26 bags per household as a starter kit only. This option would be a one-off distribution at service launch and would support households in adapting to the new service. He went on to say that usage of the service should be reviewed so that the Council could consider the provision of further liners in the future if this encouraged further take up and reduced contamination. Local retailers would be informed in advance of the coming changes so that replacement liners could be adequately stocked.

Cllr W Fredericks commented that she felt it was a combination of option 1 and option 3. The Chair replied that it could be a mix of all options depending how it played out. It was a new process for residents and option 1 would assist with engagement and compliance. Over time, if contamination and drop-off rates increased then consideration may have to be given as to the provision of additional liners.

Cllr L Withington said that this would be a good opportunity to educate people. It was important to get the message out to encourage residents to put plastics into the recycling system, so it could be used again. The Chair said that there would be a communications plan alongside this project.

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

RESOLVED

To agree to support:

Option 1: Provide a single roll of 26 bags per household as a starter kit only. This option will be a one-off distribution at service launch and will support households in adapting to the new service. There will be limited cost exposure to the council with no ongoing commitment.

Reason for the decision:

To provide clear direction which will allow for the future planning of the service and the procurement of services.

45 ENDORSEMENT OF THE UPDATED JOINT NORFOLK STRATEGIC PLANNING FRAMEWORK

The Chair introduced this item in the absence of Cllr A Brown, Portfolio Holder for Planning and Enforcement. He read out a statement that set out the background to the Joint Norfolk Strategic Planning Framework and said it was a wider component

to the continued progression of the Council's Local Plan, which should be adopted by the end of the year. Conversely, if the Council did not endorse the updated strategic framework, then the emerging Local Plan would be put at risk due to a failure in the duty to cooperate with neighbouring authorities. Cllr Brown then set out the risks associated with not having an up to date Local Plan in place.

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

RESOLVED:

- 1) To endorse the updated Norfolk Strategic Planning Framework.
- 2) To give delegated authority to the Acting Planning Policy Manager to make necessary minor/factual amendments, following the progress of the framework through other local authorities, prior to signature & publication

Reason for the decision:

The updated Norfolk Strategic Planning Framework is a key piece of evidence supporting Local Plan production. The framework is a Statement of Common Ground which sets out how strategic cross-boundary matters have been considered and provides much of the evidence that is required to demonstrate compliance with the 'duty to cooperate'.

46 JAPANESE KNOTWEED - OVERSTRAND CLIFFS

Cllr H Blathwayt, Portfolio Holder for Coast, introduced this item. He began by thanking officers for their work. He explained that an area of the cliff and slope at Overstrand was contaminated with Japanese knotweed, a highly invasive plant species that had strict legal responsibilities associated with its control, disposal, and the prevention of its spread.

The Council had a responsibility to address the issue, and this was made even more critical due to the nature of the area it inhabited. The cliffs were inherently unstable and the slip material appearing on the sea wall contained knotweed, the disposal of which was very expensive.

The Council had therefore commissioned a specialist report into the issue, seeking advice on its legal responsibilities as well as a management approach for addressing the problem.

The Chair agreed with Cllr Blathwayt's comments and said that this was a very challenging issue to deal with. He commended officers for their innovative approach to solving the problem.

It was proposed by Cllr H Blathwayt, seconded by Cllr T Adams and

RESOLVED:

To provide a total budget of up to £120,000 from the 'reactive coastal works' budget (approved by Cabinet in March 2025) and the CTAP budget, to undertake the actions recommended in this report to address the knotweed issues over the period between autumn 2025 and autumn 2027.

The actions will include:

1. Complete a programme of four containment foliar sprays by lance/stem

injection between 2025 and 2027, for a 3-metre strip at both the base and the top of the coastal slope

2. Complete works for clearance of promenade and licenced disposal of slump material containing Japanese Knotweed
3. Complete works to stabilise the base of the coastal slope, landwards of the top of the sea wall in the immediate proximity of promenade clearance works, to inhibit further encroachment of slump material potentially containing Japanese Knotweed
4. Further investigate the potential for annual foliar spraying, utilising appropriate methods, across the entire area containing the Japanese Knotweed infestation, then implement treatment by the most appropriate means (potentially between 2025 and 2027)
5. Implement and promote stakeholder engagement and community awareness, through stakeholder coordination, raising public awareness and education of the knotweed issue
6. Investigate approaches to maintaining vegetative cover during treatment of Japanese Knotweed and re-establishing vegetation post-treatment of Japanese Knotweed, in order to reduce the potential impact of rainfall-induced surface water run-off upon cliff instability
7. Implement long-term monitoring of Japanese Knotweed infestation, covering 2025 to 2027 treatment period and subsequent treatment/post treatment periods, as required. Long-term monitoring to track changes in infestation size and vegetation cover and review and refine initial treatment approaches, potentially including further foliar spraying and/or stem injection.

Reasons for the decision:

To ensure appropriate action is taken in a timely manner to meet the Council's legal responsibilities and allow other works to proceed.

47 FAKENHAM LEISURE CENTRE AND SPORTS HUB PROJECT

The Chair advised members that there was an exempt appendix for this item and said that the meeting would have to go into private session if they wished to discuss anything within that document. He then welcomed Chris Ames, Business Development Manager at Alliance Leisure, to the meeting.

He invited the Portfolio Holder for Community, Leisure and Outreach, Cllr L Withington, to introduce the item. She began by thanking everyone involved in the project, especially the Design and Development Team. She said that this was a very exciting stage of the project and she asked the Director for Service Delivery to outline the current status of the scheme. He began by saying that the project began in July 2022, following approval by Full Council and there had been a further report agreeing to proceed, following confirmation of funding from the Government. The last report included a 'gate' point, which stated that before the award of contract was made, it should come to Cabinet for decision as to whether to proceed. This report set out the progress that had been made and sought authority to proceed with the award of contract. He went on to say that costs were £56k over the budget but it was anticipated that this could be managed and he was confident that it would remain within the agreed budget envelope, which included contingency funding.

The Chair invited members to speak:

Cllr C Cushing thanked everyone for their hard work on this project and said that he welcomed its progression and hoped to see it completed over the next 12 months.

He went onto say that he had received a question from a Fakenham Town Councillor, regarding the Trap Lane lease that NNDC had to re-sign. He said that they were very frustrated about how long it was taking to resolve the various issues that had occurred. He said that he had two questions, firstly did the delay in signing the lease jeopardise the work being progressed and secondly when would the Town Council receive a lease that they could sign.

(the meeting was interrupted by a fire alarm. It recommenced at 10.45am)

In response to Cllr Cushing's questions regarding the lease of the Trap Lane site, the Director for Service Delivery said that the Town Council (TC) had been provided with a standard lease agreement initially and they needed to reach a point where they were comfortable with the terms being offered. Essentially, the current lease had to be surrendered and a new lease was required for the extended area. In addition, there were a number of sub-leases within this due to the arrangements with the leisure operator. He acknowledged that it was a complicated situation but added that the TC had sought to introduce a number of new clauses to the lease to fully protect themselves and he shared their frustration around the amount of time it was taking to resolve. He added that it was not the lease itself that was being discussed at the moment but the agreement to lease and it was important that the TC understood the decision around the agreement. Regarding any delay, he said that there was a 'standstill' period following the decision by Cabinet, so there would not be an immediate impact, however, there would be a point at which it would start to have an effect but the TC was aware of this and he hoped that they would work to this timetable. He added that the Council was applying for funding from the Football Foundation and the lease document would need to comply with their standard format. This was the next stage of work.

In response to a further question from Cllr Cushing, as to when the TC would see the final version of the lease, the Director for Service Delivery, said that they had seen the final agreement to lease several times now. He added that he would contact them again after the Cabinet meeting to see if the matter could be progressed.

The Chair said that the TC was a key driver in ensuring the project was progressed and he was hopeful that the issues would be resolved soon.

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

RESOLVED:

To approve the award of contract for the build phase of the Fakenham Leisure and Sports Hub project by appointing Alliance Leisure Services Ltd from a framework agreement, who will appoint DDI Projects Limited and any necessary complementary appointments within this Stage.

Reason for the decision:

To enable the award of contract for the build phase of the Fakenham Leisure and Sports Hub project

48 EXCLUSION OF PRESS AND PUBLIC

49 PRIVATE BUSINESS

The meeting ended at 10.55 am.

Chairman

Registering interests

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

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

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

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

Non participation in case of disclosable pecuniary interest

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

Disclosure of Other Registerable Interests

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

Disclosure of Non-Registerable Interests

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

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

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

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

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

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

Table 1: Disclosable Pecuniary Interests

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

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

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

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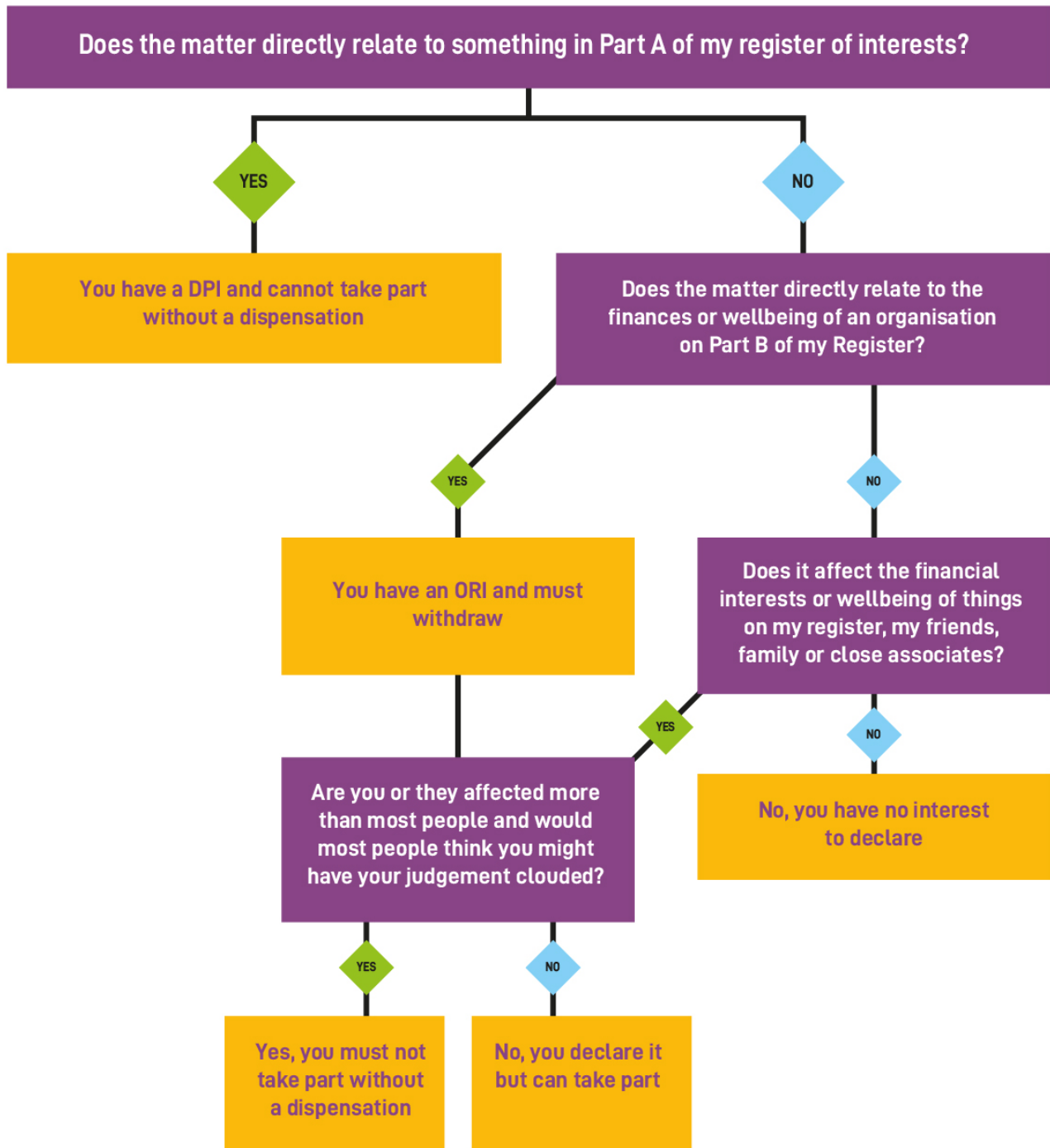
* 'director' includes a member of the committee of management of an industrial and provident society.

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

Table 2: Other Registrable Interests

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)



FLASH – Public Sector Decarbonisation Grant	
Executive Summary	<p>The Fakenham Leisure and Sports Hub is a project to deliver a 4 lane 25-meter swimming pool, extension to the gym, improvements to the current sports centre and a 3G all-weather pitch. The project is funded through the Government Levelling up fund.</p> <p>The Council has accepted a £150,000 grant towards works to decarbonise the existing Fakenham Fitness Centre from the Public Sector Decarbonisation Scheme (PSDS) administered by Salix.</p> <p>This report sets out the additional costs and impacts to the LUF funded project and seeks to add the scope of the Public Sector Decarbonisation Scheme works to the main Fakenham Leisure and Sports Hub project via a variation to the contract.</p>
Options considered	<p>To add the works covered within the scope of the Public Sector Decarbonisation Scheme funding to the main project via variation.</p> <p>To agree the Public Sector Decarbonisation Scheme works but to delay the completion of these until after the LUF funded project is complete.</p> <p>To reject the Public Sector Decarbonisation Scheme funding and not carry out the decarbonisation works to the existing sports centre beyond those which have already been included as part of the LUF funding.</p>
Consultation(s)	<ul style="list-style-type: none"> • Monitoring Officer • Section 151 Officer <ul style="list-style-type: none"> • Sustainability Team • Everyone Active (the Leisure operator of the centre)
Recommendations	<p>To resolve to delegate to the s151 officer in consultation with the portfolio holders for Community, Leisure & Outreach (Including Health & Wellbeing), Climate Change & Net Zero, Finance, Estates & Assets and the Director of Service Delivery, the decision whether to include the Public Sector Decarbonisation Scheme works into the main Fakenham Leisure and Sports Hub project via variation to the contract, once the full capital and revenue implications are understood.</p>
Reasons for recommendations	<p>To ensure the Council meets its objectives in the Corporate Plan relating to “our journey to Net Zero”</p>
Background papers	<p>Report to Full Council – 19 February 2025 (approval of Fakenham Sports Centre Decarbonisation in capital programme with allocated budget of £514,300)</p> <p>Report to Full Council – 27 March 2024</p> <p>Report to Cabinet – 6 September 2025</p>

Wards affected	Fakenham wards (Lancaster North and South); and wards in the west of the district including Briston, Priory, Stibbard, Stody, The Raynhams, Walsingham; Wells with Holkham.
Cabinet member(s)	Cllr Adam Varley, Portfolio Holder for Climate Change & Net Zero Cllr Liz Withington, Portfolio Holder for Community, Leisure & Outreach
Contact Officer	Steve Hems Director of Service Delivery (Deputy Chief Executive) steve.hems@north-norfolk.gov.uk Kate Rawlings Climate & Environmental Policy Manager kate.rawlings@north-norfolk.gov.uk

Links to key documents:	
Corporate Plan:	<p><i>Continue our journey to Net Zero</i></p> <ul style="list-style-type: none"> • Continuing our own annual emissions reductions to reach Net Zero by 2030 • Introducing significant new projects which deliver on our Net Zero ambitions • Continuing to invest in the Council's property portfolio to reduce carbon impact • Continuing to pursue government and external funding for new green initiatives
Medium Term Financial Strategy (MTFS)	<p>Match funding associated with the delivery of this project is in two parts:</p> <p>From Council contributions to the LUF funded project that have previously been included in the capital budget following a meeting of Full Council on the 27th March 2024.</p> <p>And from the Capital sum approved as part of the capital programme for 25/26 on 19th February 2025</p> <p>The full costs beyond the PSDS grant funding are already included in the Council's capital programme.</p>
Council Policies & Strategies	Net Zero Strategy

Corporate Governance:	
Is this a key decision	Yes

Has the public interest test been applied	Yes, there is not considered to be any information in this report which would be exempt as defined in paragraph 3, Part 1 of schedule 12A (as amended) to the Local Government Act 1972.
Details of any previous decision(s) on this matter	Provide the dates of any previous decisions relating to this

1. Purpose of the report

- 1.1. The Council is progressing a project to extend the existing Fakenham Sports Centre facility at Trap Lane to include a 25-metre four-lane swimming pool with moveable floor, extended gym and fitness studio facilities, 3G all-weather pitch and environmental improvements to the existing sports hall building.
- 1.2. The majority of the funding for the scheme comes from a grant provided under the Government's Levelling up Fund (LUF). Additional match funding for the scheme is coming from grant funding through the Football Foundation 9 subject to funding confirmation), Section 106 funding and partner contributions. The Council has agreed to make budgetary provision for a further £450,000 to reflect inflationary costs since the funding submission was originally submitted.
- 1.3. The Council has accepted a £150,000 grant towards works to decarbonise the existing Fakenham Fitness Centre from the Public Sector Decarbonisation Scheme (PSDS) administered by Salix.
- 1.4. The Council aims to decarbonise the existing centre at the same time as the major LUF funded project to add a swimming pool to the site, taking advantage of savings from already having the contractor and design team on site.
- 1.5. If the PSDS project is agreed and progressed, the site will have no reliance on fossil fuels and will be Net Zero ready in line with the Council's Net Zero Strategy and Climate emergency declaration.
- 1.6. The purpose of this report is to agree that the PSDS project works should be added to the main contract as a variation.

2. Introduction & Background

- 2.1. The Council has recently awarded a contract to build a swimming pool extension and undertake improvement works at Fakenham Sports and Fitness Centre. This project has been designed so that the additional facilities have no reliance on fossil fuels, with hot water and space heating provided by air source heat pumps.
- 2.2. Much of the existing building infrastructure would benefit from upgrades to improve its thermal efficiency. Some of these upgrades are in the scope of the LUF project but not all were possible within the limits of this project. In addition, the existing centre is heated by a gas boiler, and the sports hall contains inefficient wall mounted gas heaters, both of which are approaching end of life.

- 2.3. The PSDS grant, matched by other money (see budget section below) will allow the addition of further works that will improve the insulation of the existing building and remove any reliance of gas from the entire leisure centre. This will not only remove the reliance on the fossil fuel for the entire centre but improve both the thermal efficiency of the building and the ability to manage energy usage across the building in a much more efficient way.
- 2.4. The introduction of these measures to the overall scheme will make the centre Net Zero ready, in line with the Council's Net Zero Strategy and Climate emergency declaration, but there will be both capital cost and ongoing revenue cost implications.
- 2.5. The capital costs are currently being developed by the principal build contractor for the project. These costs are not yet available but are expected to be within the parameters of the overall PSDS funding envelope of £922,300.
- 2.6. The revenue costs may be more difficult to model as there are a number of factors which have both positive and negative impacts on the running costs. There will be efficiencies delivered through the thermal insulation works, building management system and improved space heating system will all reduce the running costs of the existing centre. There will also be no future gas bill. Balancing this there is likely to be a higher electricity cost of running the air source heat pump, and whilst solar panel installation will help offset this, there will be an additional cost of electricity required.
- 2.7.

3. Proposals and Options

3.1. Scope of PSDS Project:

- General insulation improvements, draught proofing
- Insulation improvements to existing building pipe work
- Installation of a building management system (BMS) to provide better operational efficiency and reliability of the buildings heating systems
- Electric radiant panel heaters to replace the inefficient gas heaters in the sports hall
- An air source heat pump (air to water) to replace the existing gas boiler
- A new ventilation distribution system

3.2. Other Options Considered:

- As the PSDS grant time scale is more generous than that of the LUF funding, these works could be delayed until after the main project is completed. This would reduce the risk of complicating the LUF project but would eliminate all the advantages of carrying out the works at the same time and may increase costs and closure times.
- The Council could reject the previously accepted PSDS grant and not carry out the decarbonisation works at this time. It has been announced that this will be the last round of PSDS grants and so there are no known sources of future

funding. Although the Council have not publicised the grant award, Salix have published the list of grant recipients and so our award is in the public domain.

4. Corporate Priorities

Continue our journey to Net Zero

- Continuing our own annual emissions reductions to reach Net Zero by 2030
- Introducing significant new projects which deliver on our Net Zero ambitions
- **Continuing to invest in the Council's property portfolio to reduce carbon impact**
- Continuing to pursue government and external funding for new green initiatives

5. Financial and Resource Implications

- 5.1. The PSDS project consists of £922,300 worth of works. However, these are not all additional to the main project. There is significant overlap in some areas for example the costs of upgrading the electricity supply and installing a building management system (BMS) can be shared by both projects.
- 5.2. The LUF funding (as government funding) cannot be used as match funding for the project however the contribution toward the LUF project already made by the Council can.
- 5.3. There is a possibility that other money e.g. section 106 monies can be used at match. However, until this is confirmed the remaining money required for the project was agreed as a capital bid as part of the Council's budget setting process in February.

Grant Received	£150,000
Match Funding from Council contribution to LUF project	£408,000
Further Match required (already included in capital programme but other LUF project funding may be eligible for match which means this sum may be reduced)	£364,300
Project Total	£922,300

- 5.4. This project can be managed by the existing project team both internally and externally which minimises the additional staff resources required. By adding this as a variation to the main contract this also reduces legal and procurement resource requirements.
- 5.5. Whilst the inclusion of the additional works will improve the thermal efficiency of the existing sports centre, and thereby be more cost effective, the electricity demand of the additional air source heat pump will, lead to additional revenue costs.

- 5.6. These ongoing revenue costs would be the responsibility of the Leisure Operator, Everyone Active, but the contract with them would result in the passing of these costs to the Council through changes to the management fee. Work is ongoing with Everyone Active to understand the impact of the project on the overall management fee. Initial estimates have suggested the additional costs would be around £1350 per year.
- 5.7. The principal build contractor is currently pricing the cost package for the PSDS variation to the contract. It has been agreed they will also provide estimates of difference in units that this will generate within the centre. Modelling of these figures will enable greater understanding of the estimated revenue impacts and long term cashflow forecasts of the proposed PSDS works. These will inform the final decision when considered alongside the capital costs.

Comments from the S151 Officer:

Officers will review the extended Revenue impacts of the additional decarbonisation works partially funded by the PSDA award. Any unbudgeted impacts will be submitted to Members for consideration. The final decision to undertake the additional decarbonisation works will be made by the s151 officer in consultation with the portfolio holders for Community, Leisure & Outreach (Including Health & Wellbeing), Climate Change & Net Zero, Finance, Estates & Assets and the Director of Service Delivery.

6. Legal Implications

- 6.1. The legal implications will be minimised by adding variations to the same agreements and contracts that are already in place for the LUF project.
- 6.2. Whilst minimal, due to the use of framework agreements, the addition of works beyond the original scope does present a risk of challenge from other providers
- 6.3. An agreement has already been signed with Salix agreeing to the conditions of the grant.

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.

7. Risks

- 7.1. This project adds additional works to an already large capital project which increases the risks already associated with the main project. These include delivery delays, delivery costs and increasing the time that the centre is closed for works.
- 7.2. These risks will be managed within the project management arrangements of the overall project. The PSDS works have been discussed within the project team since before the PSDS grant award was announced and significant work has been done to anticipate the inclusion of the works within the overall project. This has minimised the risks that have been identified through the inclusion of the PSDS working within the main project.
- 7.3. The majority of the funding for the main part of the project is provided through the Government Levelling up Funding. The Council is required to provide match funding which equates to around 10% of the total project costs. Some of this match funding is anticipated to be provided through non-Government grant funding. The Council has agreed to fund directly the inflationary costs identified as occurring between the bid submission and planned commencement of works for which budget provision of £450,000 was made in March 2024.
- 7.4. It is not possible to use Government funding as match funding for other Government funded schemes. Suitable separation of the funding of the schemes needs to be in place so that there is clarity over funding to minimise the risk associated with funding streams being confused.
- 7.5. The risk of challenge due to the increased scope of works within the project, whilst present is considered minimal due to the use of framework agreements for the procurement route for the contracts.

8. Net Zero Target

- 8.1. After the waste contract, the Council's three leisure centres make the largest contribution to the Council's carbon footprint. The addition of the swimming pool at Fakenham will increase this footprint albeit by a reduced amount with the systems being fully electric. To meet our Net Zero targets it is vital to use this opportunity to decrease emissions from the existing leisure centre.
- 8.2. The current Fakenham Leisure Centre uses 133,078 kWh of gas each year. This accounts for over two thirds of the buildings' total carbon footprint of 33.8tCO₂e per annum. This project proposes replacement of gas heating with more efficient electric space and hot water heating which together with energy efficiency measures which will reduce the footprint to 7.1tCO₂e. As the building will be Net Zero ready this has the potential to decrease further as the grid decarbonises. The reduction of 26.7tCO₂e has an equivalent internal carbon price of £7049 per annum.

9. Equality, Diversity & Inclusion

- 9.1. There are no equality, diversity and inclusion issues identified arising from this report

10. Community Safety issues

10.1. There are no community safety issues identified arising from this report.

Conclusion and Recommendations

To resolve to delegate to the s151 officer in consultation with the portfolio holders for Community, Leisure & Outreach (Including Health & Wellbeing), Climate Change & Net Zero, Finance, Estates & Assets and the Director of Service Delivery the decision whether to include the Public Sector Decarbonisation Scheme works into the main Fakenham Leisure and Sports Hub project via variation to the contract, once the full capital and revenue implications are understood.

Five-Year Housing Land Supply Position (2025–2030)	
Executive Summary	This report sets out the Council's latest five-year housing land supply position as at 31 March 2025. Based on the standard method (2021 NPPF, transitional), the Council can demonstrate a 7.3 year supply. When assessed against the emerging Local Plan requirement, the supply is 7.0 years. Both figures confirm a deliverable supply well in excess of the minimum, ensuring full weight can be given to Local Plan policies in decision-making.
Options considered	There are no alternative options. The Council is required by national policy to monitor and publish its five-year housing land supply position annually.
Consultation(s)	No internal or external consultation has been necessary. The Five-Year Housing Land Supply Statement is a factual monitoring report prepared in accordance with national policy requirements.
Recommendations	<p>That Cabinet:</p> <ol style="list-style-type: none"> Notes the Council's five-year housing land supply position (7.3 years against the standard method; 7.0 years against the emerging Local Plan requirement). Agrees that the position statement be published and used in decision-making.
Reasons for recommendations	<ul style="list-style-type: none"> To comply with the requirement in the National Planning Policy Framework (NPPF) to identify and update annually a five-year supply of deliverable housing sites. To provide clarity and certainty for planning decision-making. To confirm that the Council is not subject to the NPPF's "presumption in favour of sustainable development" which applies where a five-year supply cannot be demonstrated.
Background papers	Five-Year Housing Land Supply Statement 2025–2030 (North Norfolk District Council, September 2025)

Wards affected	All
Cabinet member(s)	Cllr Andrew Brown
Contact Officer(s)	<p>Sarah Tudhope, Senior Planning Officer (author) sarah.tudhope@north-norfolk.gov.uk Iain Withington, Planning Policy Manager iain.withington@north-norfolk.gov.uk</p>

Links to key documents:

Corporate Plan:	The Five-Year Housing Land Supply Statement supports delivery of the Council's adopted and emerging Local Plans and the delivery of its housing priorities. It provides key evidence that the Council can demonstrate a sufficient supply of deliverable housing sites, which underpins the Local Plan's housing policies and helps manage growth in a planned and sustainable way in line with corporate and planning objectives.
Medium Term Financial Strategy (MTFS)	N/A
Council Policies & Strategies	Adopted Local Plan; Emerging Local Plan

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	Publication of the five-year housing land supply position is an annual requirement of national planning policy and is reported through the Council's monitoring framework.

1. Purpose of the report.

- 1.1 The purpose of this report is to present Cabinet with the Council's five-year housing land supply (5YHLS) position as at 31 March 2025.
- 1.2 Cabinet is asked to note the position and agree publication of the statement for decision-making purposes.

2. Introduction & Background

- 2.1 The National Planning Policy Framework (NPPF) requires local planning authorities to identify and update annually a supply of specific deliverable sites sufficient to provide at least five years' worth of housing against their housing requirement.
- 2.2 The Council has prepared an updated 5YHLS Statement (2025–2030), which sets out the requirement and deliverable supply of homes across the district.
- 2.3 The Statement shows that, based on the standard method for calculating Local Housing Need (LHN) set out in the 2021 NPPF (applied under transitional arrangements), the annual requirement is 536 dwellings per annum. With the required 5% buffer, this equates to 563 dwellings per annum (a five-year total requirement of 2,815 dwellings). On this basis, the Council can demonstrate a 7.3 year supply (a total deliverable supply of 4,107 as set out in Appendix 1 of

the 5YHLS report). For transparency, the position has also been measured against the emerging Local Plan requirement of 557 dwellings per annum (plus buffer), which confirms a 7.0 year supply.

- 2.4 The 2024 NPPF introduced a revised standard method which would generate a significantly higher requirement (of 932 dwellings per annum). However, because the emerging North Norfolk Local Plan was submitted for independent examination prior to September 2025, transitional arrangements apply, and the 2021 method remains the correct basis for the assessment.
- 2.5 This year's Statement updates the previous position (as set out in the 2024 publication), which confirmed that the Council could not demonstrate a five-year supply. The updated position now incorporates the site allocations from the emerging Local Plan. Given the advanced stage of examination, these allocations are afforded significant weight in decision-making. Their inclusion also constitutes the Council's Action Plan under the Housing Delivery Test, addressing the persistent under-delivery recorded over the preceding three years.
- 2.6 Once the new Local Plan is adopted (anticipated late 2025), the housing requirement in the Plan (557 dwellings per annum) will become the basis for assessing five-year supply. Under national policy, that requirement can be relied upon for a period of at least five years before reverting to calculating LHN through the use of the standard methodology. This means the Council will not be required to apply the revised standard method figure (of 932 dwellings per annum) during that period. It should be noted, however, that the continued application of a 5% buffer is not guaranteed. If the Council continues to fall short in the annual Housing Delivery Test, a 20% buffer is likely to be required. This would reduce the number of years of supply that can be demonstrated unless permissions and completions increase significantly.

3. Proposals and Options

- 3.1 It is proposed that Cabinet notes and endorses the Five-Year Housing Land Supply Statement (2025–2030) and agrees to its publication as a factual report forming part of the Council's evidence base.
- 3.2 Publication will provide clarity for Members, officers, applicants, and Inspectors when considering planning applications and appeals, and confirms that the Council is not subject to the "presumption in favour of sustainable development" under paragraph 11d of the NPPF and policy CC1 of the emerging Local Plan (2024-2040).
- 3.3 The alternative option would be not to publish the updated position. This would be contrary to national policy requirements and could significantly reduce the weight given to Local Plan housing policies in planning decisions, creating uncertainty, risk of speculative development proposals and undermine the introduction of the emerging Local Plan.

4. Corporate Priorities

- 4.1 Maintaining a deliverable supply of housing land is central to supporting the Local Plan and the Council's corporate priorities relating to sustainable growth, housing delivery, and community well-being.

5. Financial and Resource Implications

- 5.1 There are no financial or resource implications arising from this report. The preparation of the Five-Year Housing Land Supply Statement has been undertaken within existing Planning Policy budgets.

Comments from the S.151 Officer

There are no discernable financial implications from adopting the framework compliant land supply statement, whereas rejection may lead to undesirable applications and costs associated with appeals.

6. Legal Implications

- 6.1 The Council has a statutory requirement under the NPPF to identify and update annually a five-year supply of deliverable sites.
- 6.2 Failure to do so would reduce the weight that can be given to Local Plan housing policies and increase the risk of speculative planning applications.

Comments from the Monitoring Officer

LPAs are obliged to provide a five-year land supply for housing. This report highlights that the LPA can demonstrate this provision (and excess of this provision when using the methodology). If satisfied and endorsing the 'five year housing land supply statement' this will provide some certainty and avoid the 'presumption in favour of sustainable development' principle.

7. Risks

- 7.1 There are no risks associated with this report, as the Council can demonstrate a supply well in excess of the minimum five years required.

- 7.2 If the updated position were not published, this could lead to a lack of transparency and weaken the Council's position in defending planning decisions at appeal.

8. Net Zero Target

- 8.1 The Statement is a factual assessment of housing land supply and does not, in itself, generate new development proposals. By confirming that the Council can demonstrate a five-year supply, it supports the delivery of planned growth in line with the Local Plan's spatial strategy and its policy emphasis on Delivering Climate Resilient Sustainable Growth, which incorporates and promotes the principles of sustainable development. The report therefore has no direct negative implications for the Council's Net Zero Strategy and Action Plan.

9. Equality, Diversity & Inclusion

- 9.1 There are no direct equality, diversity or inclusion implications arising from this report.

10. Community Safety issues

- 10.1 There are no community safety issues arising from this report.

11. Conclusion and Recommendations

- 11.1 The Council's latest monitoring confirms a deliverable supply of 4,107 dwellings, equivalent to 7.3 years against the standard method requirement and 7.0 years against the emerging Local Plan requirement, as set out in the attached report.
- 11.2 Cabinet is asked to note the position and agree its publication.

Recommendations

That Cabinet:

- 1. Notes the Council's five-year housing land supply position (7.3 years against the standard method; 7.0 years against the emerging Local Plan requirement).**
- 2. Agrees that the position statement be published and used in decision-making.**

Appendix 1 - Five-Year Housing Land Supply Statement 2025–2030 (North Norfolk District Council, September 2025)

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Five-Year Supply of Housing Land 2025-2030

September 2025



North Norfolk District Council
Planning Policy Team
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**All documents can be made available in Braille, audio, large print or in other languages.
Please contact 01263 516318 to discuss your requirements.**

Five-Year Supply of Housing Land 2025-2030

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1. Introduction

- 1.1 This Statement sets out North Norfolk District Council's (the Council's) housing land supply position as of 31 March 2025. It compares the five-year housing requirement with the deliverable supply of homes in the District to determine the number of years of supply available.
- 1.2 Based on the standard method for calculating Local Housing Need (including a 5% buffer), the Council can demonstrate a **deliverable five-year supply of 4,107 dwellings**. This equates to **7.3 years of supply** over the 2025–2030 period.

Five-Year Requirement (incl. 5% buffer)	Deliverable Supply	Years of Supply
2,815 dwellings	4,107 dwellings	7.3 years

- 1.3 For transparency, the Statement also sets out the supply position using the Local Plan requirement figure (557 dpa) as confirmed through Examination. On this basis, the Council can demonstrate **7.0 years of supply**. This alternative calculation is provided in full in Section 7 and summarised in the Conclusion.

2. Policy Background

- 2.1 The National Planning Policy Framework (NPPF) requires Local Planning Authorities (LPAs) to identify and update annually a supply of specific deliverable sites sufficient to provide a **minimum of five years' worth of housing** against their housing requirement.
- 2.2 A revised version of the NPPF was published in **December 2024** (amended **February 2025**). This removed the temporary provisions introduced in 2023 which allowed some LPAs to demonstrate only a four-year housing land supply. All LPAs must now demonstrate a full five-year supply against their housing requirement, regardless of plan age or stage.
- 2.3 Where an LPA cannot demonstrate a five-year supply, the **presumption in favour of sustainable development** (set out in paragraph 11.d of the NPPF) continues to apply. This principle is also reflected in Policy CC1 of the emerging Local Plan.)

3. North Norfolk District Council's Approach

- 3.1 To establish how many new homes are likely to be required in the future, the NPPF requires the use of a **standard national method** for calculating local housing need. National guidance is clear that departures from this standard approach should only occur in **exceptional circumstances** and where justified by robust evidence.
- 3.2 In previous Five-Year Housing Land Supply Statements, the Council applied an alternative approach, using the **2016-based household projections** as the starting point for the standard

method, on the basis that the **2014-based projections** were considered unreliable. This approach was supported through background evidence prepared for the Local Plan

- 3.3 However, following submission and examination of the emerging Local Plan, and in line with the Inspector's advice, the Council now applies the standard method in full, based on the **2014-based household projections**. This ensures consistency with national policy and with the evidence base underpinning the Local Plan.
- 3.4 This Statement therefore sets out the five-year housing land requirement using the standard method. It also sets out the latest deliverable supply position, based on monitoring data as at **31 March 2025**, and compares the two in order to calculate the number of years' supply.
- 3.5 The rate of future housing delivery is influenced by many factors, including market conditions and regulatory requirements, which lie outside of the Council's direct control. For example, **nutrient neutrality requirements** continue to affect both the granting of permissions and the pace at which sites can be built out. Nevertheless, the Council has carefully considered these constraints in preparing this Statement.
- 3.6 The Council's **housing trajectory**, covering the full plan period **2024–2040**, has been updated through the Local Plan examination process and is included in the modified Plan. That trajectory provides the long-term picture of expected delivery across the district. While that trajectory provides the long-term picture of expected delivery across the District, this Statement focuses specifically on the **shorter-term five-year period**, in line with national policy.

4. Context

- 4.1 North Norfolk continues to experience strong in-migration, particularly from people seeking to retire to the area. This is the principal driver of housing need, alongside factors such as affordability pressures, increased life expectancy, second and holiday home ownership, and smaller household sizes.
- 4.2 A new Local Plan was submitted for Examination in May 2023, originally covering the period **2016-2036**. As part of the Examination process, and in line with the Inspector's advice, the **plan period was revised to 2024-2040**, and the housing trajectory has been updated accordingly. The Examination also confirmed that the Council should apply the **standard method**, based on the **2014-based household projections**, which results in a minimum Local Housing Need of **557 dwellings per year**.
- 4.3 While this figure forms the basis for the emerging Local Plan, **this Statement applies the standard method calculation as required by the 2021 NPPF**, which remains in force under transitional arrangements (as set out in the NPPF, December 2024, updated February 2025). The 557 dpa figure is included in this Statement for transparency, alongside the main calculation.
- 4.4 **Nutrient Neutrality requirements**, introduced in 2022 continue to affect housing delivery across parts of Norfolk, including areas of North Norfolk. While large parts of the District,

including the Growth Towns of **North Walsham, Cromer, Sheringham, Holt** and **Wells-next-the-Sea**, are not affected, permissions for around **1,400 dwellings** in impacted catchments remain held until mitigation is available.

- 4.5 The situation is evolving. A combination of site-specific mitigation schemes, Government funding (**£9.6m secured across Norfolk**), Natural England’s accreditation scheme, and investment by **Anglian Water** are now beginning to unlock supply. Notably, the **Fakenham Water Recycling Centre** was upgraded to Technical Achievable Limits by March 2025, substantially reducing constraints in the **Wensum catchment**. Further upgrades at **Stalham, Belough (Hoveton)** and **Briston** are programmed by 2030. In addition, a Norfolk Nutrient Neutrality credit scheme is now available through Norfolk Environmental Credits, providing an alternative for those unable to secure on-site mitigation.
- 4.6 As a result, the pace of delivery is expected to improve over the plan period as mitigation measures take effect. The **housing trajectory** underpinning this Statement reflects the position established through the Examination and updated to March 2025 monitoring, ensuring that the five-year supply calculation is based on the most up-to-date evidence available.

5. The Meaning of ‘Deliverable’

- 5.1 The NPPF defines “**deliverable**” as sites which are *available now, in a suitable location now*, and *achievable* with a **realistic prospect of delivering housing within five years**.
- **Sites with detailed planning permission (and non-major sites with outline permission)** are considered deliverable unless there is clear evidence to the contrary.
 - **For major sites with outline permission, allocations, permission in principle or brownfield register entries**, clear evidence of likely delivery within five years is required (e.g. developer commitment, progress on reserved matters, site preparation or infrastructure delivery).
- 5.2 Government guidance (Planning Practice Guidance, Reference ID: 68-007) confirms that “**deliverable**” does not require certainty of delivery, only a **realistic prospect**.
- 5.3 For the purposes of this Statement, the Council has assessed all potential sources of housing supply and excluded any sites where there is insufficient evidence of delivery within the five-year period. Double counting between categories has been carefully avoided.
- 5.4 The three principal sources of supply are:
- **Large sites (10+ dwellings)**: including those with planning permission (detailed or outline with evidence), pending applications where resolution to grant has been given, and allocations in the adopted or emerging Local Plan where delivery within five years can be evidenced. Site-specific commentary is provided in Appendix 1.

- **Small sites (<10 dwellings):** permissions on small sites are generally implemented quickly. Evidence shows over 90% complete within five years; therefore, a 10% lapse rate is applied to reflect non-implementation.
- **Windfall development:** an allowance is included for sites not yet identified in the Plan or with planning permission, but which have historically and consistently come forward. The approach to windfall is explained in Section 6.

6. Windfall Development

- 6.1 A windfall allowance forms part of the anticipated housing supply. The allowance is realistic and consistent with national policy (NPPF and PPG), taking account of the **Housing and Economic Land Availability Assessment (HELAA)**, historic windfall delivery rates, and expected future trends.
- 6.2 During the Local Plan examination, the Inspector confirmed that the Council’s previous approach was overly cautious. The allowance has therefore been revised to reflect a **contribution of 180 dwellings per annum (dpa)** over most of the plan period. To avoid double counting in the short term, the trajectory applies a stepped approach:
- **0 dpa in 2025-26**
 - **135 dpa in 2026-27, 2027-28 and 2028-29**
 - **180 dpa in 2029-30 and subsequent years.**¹
- 6.3 Windfall sites are expected to continue to arise from a variety of sources, including development within settlement boundaries, and, once the new Local Plan is adopted, from suitable sites immediately adjacent to settlement boundaries of selected growth villages. Other sources include conversions of existing buildings, affordable housing exception schemes, and sites permitted through permitted development rights. These sources provide confidence that the allowance can be maintained at the identified level.
- 6.4 The contribution from windfall has therefore been factored into the five-year housing land supply calculation on this basis, providing an important element of **flexibility and resilience**.

7. Housing Requirement

Housing Need

- 7.1 The first step in establishing the housing land supply position is to identify the level of housing provision required. The requirement must be sufficient to provide **a minimum of five years’ worth of housing**.
- 7.2 Paragraphs 78–81 of the **NPPF (December 2024)** state that the supply position should be measured against either the **housing requirement in adopted strategic policies**, or against

¹ As set out in Policy HOU1 (modified) and supporting text at paragraph 7.1.16 of the Local Plan Submission Version (incorporating Main & Additional Modifications as Tracked Changes) (2025).

local housing need (LHN) where those policies are more than five years old (unless they have been reviewed and found up to date).

- 7.3 The **North Norfolk Core Strategy** was adopted in 2008. Its housing requirement is now out of date and is being reviewed through the new Local Plan. Accordingly, this Statement applies the **standard method LHN figure**, consistent with the approach taken through the Local Plan Examination.
- 7.4 Under transitional arrangements set out in the NPPF, Local Plans submitted before **19 September 2025** remain subject to the **2021 version of the standard method**. This is the basis on which the Council's LHN has been calculated.

If the revised 2024 NPPF method were applied, the annual requirement would be significantly higher, at **932 dwellings per annum (dpa)**. This Statement therefore uses the **2021 standard method figure**, to ensure consistency with national policy in force at the point of submission of the Local Plan.

- 7.5 The Council's emerging Local Plan is at an advanced stage. The **Main Modifications consultation** is scheduled to conclude in **September 2025**, with adoption anticipated in **winter 2025**. Through the Examination, the Inspector has confirmed that the Local Plan requirement should be **557 dpa**. Accordingly, this Statement presents the five-year housing land supply position against both the **standard method figure (563 dpa)** and the **Local plan requirement (557 dpa)**, in the interests of transparency.
- 7.6 The Government first introduced the standard method for calculating LHN alongside the **2018 NPPF**. The method sets a baseline using **average annual household growth** (2014-based projections, over a 10-year period), applies an **affordability adjustment**, and, where relevant, applies a **cap**. The standard method identifies the minimum number of homes to be planned for; it does not separately require an adjustment for past under-delivery, as this is already factored into the affordability uplift.
- 7.7 For this Statement, the Council has used the **2014-based ONS household projections for 2025–2035**, together with the **2024 affordability ratio of 10.3** published by ONS in March 2025.

Table 1: Calculation of Local Housing Need (Standard Method)

Step 1 - Setting the Baseline	
2014-based Household Growth (yearly average 2025-2035, from 3847)	385
Step 2 - Affordability Adjustment	
Affordability Ratio (2024, published March 2025)	10.3
Adjustment Factor = $(10.3 - 4)/4 \times 0.25 + 1$	1.394
Adjusted LHN figure = 385×1.394	536
Step 3 - Applying the Cap	
Cap test (not engaged – adopted plan 2008, over 5 years old)	-
Step 4 - Minimum annual Local Housing Need (LHN)	
	536

Buffer

- 7.8 Under the transitional arrangements in the **December 2024 NPPF**, this Statement is assessed against the 2021 version of the NPPF (which was in force at the point of submission of the emerging Local Plan). Under these arrangements, the Council is required to apply the **standard 5% buffer** in addition to the baseline local housing need figure.
- 7.9 The most recent **Housing Delivery Test (HDT)** result for North Norfolk, covering the period 2020/21 to 2022/23 was published in **December 2024**, with corrections issued by the Ministry of Housing, Communities and Local Government in March 2025. The HDT result was **87%**, which triggers the requirement to prepare an action plan, but **does not trigger a 20% buffer**. Accordingly, the Council is required to only apply the standard **5% buffer**.

Requirement

- 7.10 The five-year housing land supply position has been calculated using both the **standard method (under transitional arrangements)** and the **emerging Local Plan requirement**, for transparency.

Table 2: Five-Year Housing Land Supply Requirement (Standard Method - 536 dpa)

	Five-Year Housing Land Supply Requirement	
A	5-year baseline requirement 2025 - 2030 ($536 \text{ dpa} \times 5 \text{ years}$)	2681
B	Additions required under duty to co-operate	0
C	5% NPPF buffer (of 2,681)	134
D	Total Five-Year Requirement 2025 – 2030 (A + B + C)	2815
E	Annual Requirement over five years ($D \div 5$)	563
F	Deliverable supply over five years (see Appendix 1)	4107
G	Supply in years ($F \div E$)	7.3

- 7.11 For transparency, the equivalent calculation using the emerging **Local Plan requirement of 557 dpa** (as confirmed through the Examination) is also shown below.

Table 3: Five-Year Housing Land Supply Requirement (Emerging Local Plan - 557 dpa)

	Five-Year Housing Land Supply Requirement	
A	5-year baseline requirement 2025 - 2030 (557 dpa x 5 years)	2785
B	Additions required under duty to co-operate	0
C	5% NPPF buffer (of 2,785)	139
D	Total Five-Year Requirement 2025 – 2030 (A + B + C)	2924
E	Annual Requirement over five years (D ÷ 5)	585
F	Deliverable supply over five years (see Appendix 1)	4107
G	Supply in years (F ÷ E)	7.0

8. Conclusion

- 8.1 The Council's most up-to-date monitoring shows a deliverable supply of **4,107 dwellings** over the next five years. When measured against the **standard method requirement** (536 dwellings per annum plus a 5% buffer), this equates to **7.3 years of supply**. For transparency, the equivalent position using the **emerging Local Plan requirement** of 557 dwellings per annum (plus a 5% buffer, as confirmed through examination) has also been calculated. On this basis the Council can demonstrate **7.0 years of supply**.
- 8.2 Both approaches clearly confirm that **North Norfolk can demonstrate a deliverable five-year housing land supply**.
- 8.3 The Council expects to adopt a new Local Plan within the five-year period covered by this Statement. The examination is at an advanced stage, with consultation in the Main Modifications scheduled to conclude in **September 2025** and adoption anticipated **by the end of the year**.

In the meantime, the five-year supply position has been calculated based on **deliverable sites**, including allocations where clear evidence of progress has been provided in line with national policy. On adoption, the new Local Plan will provide an **up-to-date framework** for demonstrating a five-year housing land supply.

9. Monitoring the Five-Year Supply

- 9.1 The Council monitors the supply of deliverable sites on a regular basis and publishes an updated position statement at least once a year. New planning permissions and completions are recorded on a continuous basis. **Dwelling completions are recorded annually**, and the **Annual Monitoring Report** includes a **housing trajectory**, illustrating expected future delivery rates.

**Appendix 1 - Schedule of Sites & Projected Delivery of Sites
(2025-2030)**

Site reference	Parish	Location	Source	Total Allocations & Elderly Persons Dwellings	Current pending application	Outline planning permission	Full planning permission	Permissions / allocations left to be built (inc under construction)	Total dwellings in 5yr supply 2025-2030	2025-2040 Plan Period	2023/24	2024/25	2025/26	2026/27	2027/28	2028/29	2029/30	2030/31	2031/32	2032/33	2033/34	2034/35	2035/36	2036/37	2037/38	2038/39	2039/40	Beyond March 2040
ALD01 PF/19/1154	Aldborough	Garage site / Pipits Meadow Aldborough	LSPP	1			2		0	0		1																
BACT03 PF/23/1612	Bacton	Land adjacent to Beach Road, Bacton	LDF 2011				47	47	45	47					5	20	20	2										
PF/21/2942	Beeston Regis	Beeston Hall Farm					11	11	11	11			3	4	4													
BRi24 PF/15/1746 PF/19/1648	Briston	Land at rear of Holly House, Briston	LSPP	9			9	9	9	9			2	2	4	1												
PF/23/2048 Pending	Briston	Manor Farm					11	11	11	11				2	6	3												
PF/21/3414	Catfield	Milestones Hospital					21	21	21	21				3	18													
COR01 PF/21/1990 -Pending	Corpusty and Saxthorpe	Land between Norwich Road & Adams Lane, Corpusty	LSPP	38			38	38	38	38				18	20													
PM/09/0826	Cromer	Burnt Hills, Cromer	LSPP	13			13	13	13	13			4	2	3	3	1											
22.002 19741952 PF/17/0626 PF/21/3101	Cromer	Cromwell Road, Cromer	LSPP	7			20	6	6	6	1	2	2	4														
19901666 NMA/22/1470	Cromer	Highview, Cromer	LSPP	20			20	13	13	13		7	13															
C04 PO/15/0572 PM/17/0751 PO/18/1779	Cromer	Land at rear of Sutherland House, Overstrand Road, Cromer	LSPP	54			54	54	54	54			22	10	22													
F01 PO/17/0680	Fakenham	Land North of Rudham Stile Lane, Fakenham. Remaining Allocation	LSPP	950			950	950	120	950					10	30	80	80	100	100	100	100	100	100	100	100	50	
PF/20/1345	Hindringham	Land South Of Wells Road, Hindringham	LSPP	11			11		0	0		11																
H01 11/0978 PM/15/0804	Holt	Land West of Woodfield Road, Holt	LSPP	83			83	83	83	83			15	30	38													
PO/18/1857 PM/22/2985	Holt	Land Off Beresford Road, Holt	LSPP	108			108	78	78	78		30	40	38														
H12 17/1803	Holt	Land off Hempstead Road, Holt	LSPP	32			52		0	0	25	7																
PO/15/0539 PM/20/1641 - 05.11.2024	Hoveton	Land to the north of Tilia Business Park, Tunstead Road, Hoveton	LSPP	28			28	28	28	28				14	14													
LUD01 PF/19/0991	Ludham	Land South of School Road, Ludham	LSPP	12			12	12	12	12			12															
PO/20/1251	North Walsham					54		54	50	54					10	20	20	4										
PF/20/1781	Northrepps	Land North Of Broadgate Close, Northrepps	LSPP	19			19		0	0		19																
PM/14/0854 75.001	Overstrand	Hillingdon Park, Overstrand	LSPP	6			10	4	4	4		2	4															
ROU03/10 PO/14/0986 PM/19/0359	Roughton	Land at Back Lane, Roughton	LSPP	30			30	30	30	30				15	15													
PM/10/0295 PF/18/2053 PF/19/0191	Runton	39 - 52 Renwick Park, West Runton	LSPP	7			10	6	5	6		1	1	1	1	1	1	1										
SH06 PF/22/1928 - 16.05.2024 PO/16/1725 PM/18/1502	Sheringham	Land rear of Sheringham House, Sheringham	LSPP	62			62	62	62	62				30	30	2												
PF/14/0644 PF/03/2108	Sheringham	Land at Seaview Crescent, Sheringham	LSPP	5			11	5	5	5			5															
SH07 PF/21/3141_Affordable	Sheringham	Land South of Weybourne Road, Adj the Reef	LSPP	24			24	4	4	4		20	4															
PF/17/1434	Stalham	Old Bakers Yard					8	8	8	8			2	4	2													
PF/23/2259 - 10.05.2024 PF/20/1582	Walcott	Land off Ostend Road, Walcott	LSPP	18			23	23	23	23				5	10	8												
PF/17/0729 - Pending	Raynham	RAF West Raynham, Massingham Road, West Raynham	LSPP	94	94			94	94	94				35	35	24												
PF/19/0989	Warham	Development Land east of Stiffkey Road, Warham	LSPP	12			12		0	0		12																
W07/1 PF/24/1572	Wells-next-the-Sea	Holkham Road		47			47	47	47	47			10	20	17													
Total - Appendix 1	Post EIP	Large sites with planning permission	Source	1,711	94	54	1746	1711	874	1,711	26	112	139	237	264	112	122	87	100	100	100	100	100	100	100	50	0	0
BLA04/A	Blakeney	Land East of Langham Road, Blakeney	NLP	30				30	30	30			10	20														
BLA01/B	Blakeney	Land to the West of Langham	NLPAS	30					20	30						10	10	10										
BRi01	Briston	Land East of Astley School, Briston.	NLP	25				25	25	25				15														
BRi02/C	Briston	Land at Astley Primary School	NLPAS	90					90	90				10	60	20												
C16 PO/23/0596	Cromer	Former Golf Practice Ground, Overstrand Road, Cromer	NLP	151		118		151	151	151					30	50	71											
C22/4	Cromer	Land West of Pine Tree Farm, Cromer	NLPAS+NLP	567				567	90	567					10	30	50	83	84	80	50	50	80	50				
C10/1	Cromer	Land at Runton Road/Clifton Park	NLPAS	70					70	70					30	40												
F01/B(Part)	Fakenham	Land North of Rudham Stile Lane, Fakenham	NLP	627				627	0	327													10	30	50	77	160	300
F02	Fakenham	Land Adjacent to Petrol Filling Station, Wells Road	NLP	70				70	40	70						10	30	30										
F03	Fakenham	Land at Junction of A148 and B1146, Fakenham	NLP	65				65	65	65						25	40											
F10	Fakenham	Land South of Barons Close, Fakenham	NLP	55				55	55	55					10	30	15											
H17	Holt	Land North of Valley Lane, Holt	NLP	27				27	27	27			13	14														
H20	Holt	Land at Heath Farm, Holt	NLP	220				220	150	220					30	60	60	60	10									
HV01/C	Hoveton	Land East of Tunstead Road, Hoveton	NLP	190				190	100	190						50	50	50	40									
HV06/A	Hoveton	Land East of Tunstead Road	NLPAS	50					50	50							50											
LUD01/C	Ludham	Land South of School Road, Ludham	NLPAS	48				48	48	48				24	24													
NW01/B PF/22/1566 PF/22/1784	North Walsham	Land at Norwich Road & Nursery Drive, North Walsham	NLP	387	387		387	387	163	387				40	40	40	43	73	70	40	41							

Site reference	Parish	Location	Source	Total Allocations & Elderly Persons Dwellings	Current pending application	Outline planning permission	Full planning permission	Permissions / allocations left to be built (inc under construction)	Total dwellings in 5yr supply 2025-2030	2025-2040 Plan Period	2023/24	2024/25	2025/26	2026/27	2027/28	2028/29	2029/30	2030/31	2031/32	2032/33	2033/34	2034/35	2035/36	2036/37	2037/38	2038/39	2039/40	Beyond March 2040
SWANTON NOVERS	SSU10	Remainder	SSU10					7	7	7				3	2	2												
TATTERSETT	SSU10	Remainder	SSU10					3	3	3		3	3															
THORNAGE	SSU10	Remainder	SSU10								1																	
THORPE MARKET	SSU10	Remainder	SSU10					1	1	1	2	3	1															1
THURNING	SSU10	Remainder	SSU10					1	1	1		4																
THURSFORD	SSU10	Remainder	SSU10					2		2				1	1													
TRIMINGHAM	SSU10	Remainder	SSU10					1	1	1																		
TRUNCH	SSU10	Small Growth Villages	SSU10					5	8	5	3	6																
TUNSTEAD	SSU10	R	SSU10					3	3	3	1	4																
UPPER SHERINGHAM	SSU10	Remainder	SSU10										2	1														
WALSINGHAM	SSU10	Small Growth Villages	SSU10					3		3		4		3														
WARHAM	SSU10	Remainder	SSU10					1		1				1														
WELLS-next-the-Sea	WELLS-next-the-Sea	Small Growth Towns	SSU10					35	17	35	10	5																8
WEST BECKHAM	SSU10	Remainder	SSU10					10	10	10				10														
WESTWICK	SSU10	Remainder	SSU10																									
WEYBOURNE	SSU10	Small Growth Villages	SSU10					1		1	1																	
WICKMERE	SSU10	Remainder	SSU10									1																
WIGHTON	SSU10	Remainder	SSU10					1	1	1		1	1															
WITTON	SSU10	Remainder	SSU10					1	1	1				1														
WIVETON	SSU10	Remainder	SSU10									1																
WOOD NORTON	SSU10	Remainder	SSU10																									
WORSTEAD	SSU10	R	SSU10																									
WALCOTT	SSU10	Small Growth Villages	SSU10									5																3
Site <10	All - Under 10 Dwellings	Site <10		523				523	511	523	96	236	211	207	67	23	3	9	3									65
Windfall 135	Windfall (Whole Plan Period/ Remaining Plan Period)	At 135*4 dwellings + 180*11/ year (New Local Plan)		2,385					585	2385		0	0	135	135	135	180	180	180	180	180	180	180	180	180	180	180	
Total	Total	Total		11,162	481	172	2,297	6,953	4,142	10,132	122	348	444	827	971	873	992	835	754	623	569	554	532	509	536	489	440	1,095
At 100% SGV Allowance		Five Year Supply													4,1424,5454,4844,1443,851													
At 80% SGV Allowance		Total													4448279718739928357546235695545325095364894401,095													
At 80% SGV Allowance		Five Year Supply													4,1074,4974,4244,0763,772													

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Lease renewal – RNLI Sheringham	
Executive Summary	<p>The Royal National Lifeboat Institution (RNLI) currently holds a 99-year ground lease at Sheringham Promenade, established in 1935 and set to expire in 2034. This lease enabled the construction of the lifeboat station and slipway, which have supported the RNLI's critical lifesaving operations in North Norfolk.</p> <p>Following a recent structural survey, safety concerns were raised regarding the condition of the lifeboat station, prompting a temporary closure earlier this year. In response, the RNLI has been actively exploring repair options and has formally requested an early renewal of the lease.</p> <p>Their intention to invest in substantial building repairs and improvements, ensuring the long-term viability of their operations at Sheringham.</p> <p>To support this, officers recommend granting the RNLI a new 25-year lease under terms broadly consistent with the existing agreement.</p>
Options considered	Alternative options would be not to renew the lease, however this has been discounted as it would undermine the tenant's ability to invest in essential building improvements, compromise the long-term operation and lifesaving services undertaken from the site.
Consultation(s)	<p>Cllr Lucy Shires - Portfolio Holder for Finance, Estates & Property Services</p> <p>Cllr Liz Withington – Local Member, Portfolio Holder for Community, Leisure & Outreach</p> <p>Daniel King – Assistant Director for Finance and Assets</p> <p>Cara Jordan - Monitoring Officer</p>
Recommendations	<p>Resolution for Cabinet to approve:</p> <ul style="list-style-type: none"> • A Lease renewal of a 25-year lease to the RNLI • Delegate approval to the Asset Strategy Manager to finalise and agree the exact terms of the above legal agreement
Reasons for recommendations	To enable the RNLI to repair the building and recommence lifesaving services from the lifeboat station.
Background papers	None.

Wards affected	Sheringham
Cabinet member(s)	Cllr Lucy Shires
Contact Officer	Renata Garfoot, Asset Strategy Manager. Renata.Garfoot@North-Norfolk.gov.uk

Links to key documents:	
Corporate Plan:	<ul style="list-style-type: none"> • A strong, responsible & accountable council • Investing in our local economy & infrastructure • Developing our communities
Medium Term Financial Strategy (MTFS)	No impact on the MTFS
Council Policies & Strategies	Asset Management Plan 2018 - 2022

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. The purpose of the report is to seek approval from Cabinet to complete a lease renewal with the RNLI, Sheringham West Prom.

2. Introduction & Background

- 2.1. The Royal National Lifeboat Institution (RNLI) has a 99-year ground lease at Sheringham Promenade, which is due to expire in 1934. The lease commenced in 1935 enabled the RNLI to build a new Lifeboat station and slipway. See Appendix A lease plan.
- 2.2. Earlier this year, the building was temporarily closed following safety concerns raised by the RNLI regarding the building condition. These concerns emerged as a result of a survey conducted on the lifeboat station.
- 2.3. Since this time the RNLI have been considering repair options and subsequently, the RNLI has requested an early renewal of the lease to secure their long-term occupancy at Sheringham. The request is due to their intention to make a financial investment into building repairs and improvements.

3. Proposals and Options

- 3.1. Officers propose granting the RNLI a new 25-year lease at the earliest opportunity, to be similar to the current terms and conditions of the existing lease. See Appendix B – Proposed Lease Terms.
- 3.2. Alternative options would be not to renew the lease, however this has been discounted as it would undermine the tenant's ability to invest in essential building improvements compromise the long-term operation and lifesaving services undertaken from the site.

4. Corporate Priorities

- 4.1. The proposal aligns to the following corporate plan priorities:
- 4.2. A strong, responsible & accountable council
- 4.3. Investing in our local economy & infrastructure
- 4.4. Developing our communities

5. Financial and Resource Implications

- 5.1. The proposed lease creates no additional financial implications to the Council as the tenant is responsible for the building repairs and maintenance.
- 5.2. Completion of the lease agreement will require both Estates and Officer resources. To support the delivery of associated repair works, additional staffing and land resources will be allocated as necessary. This may include provision of a designated car parking area to accommodate a temporary compound, subject to operational requirements and staff to facilitate promenade access.

Comments from the S151 Officer:

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

6. Legal Implications

- 6.1. Eastlaw will represent the Council in finalising the lease agreement, which will reflect terms consistent with the existing lease arrangement.

Comments from the Monitoring Officer

The tenant provides an important service to the locality. Renewal of the lease would provide this tenant with confidence to invest in building improvements allowing the safe provision of this service. If approved in principle, the legal team should be engaged to consider the extension and terms of the lease before final grant to protect the Council's position



7. Risks

7.1. All standard landlord, tenant, and asset management risks would apply. However, in this situation they are low risks which can be effectively mitigated through proactive and ongoing asset management practices.

8. Net ZeroTarget

8.1. The proposed lease itself will not contribute to an increase in the Council's carbon footprint. However, the associated repair and improvement works are expected to generate additional carbon emissions during implementation.

9. Equality, Diversity & Inclusion

9.1. The proposed lease does not present any implications relating to equality, diversity, or inclusion. Should the proposed works trigger the need for compliance with building regulations, the tenant will be responsible for adhering to all relevant statutory requirements relating to accessibility and inclusive design.

10. Community Safety issues

10.1 The proposed lease will facilitate the RNLI's reoccupation of the building upon completion of the necessary repair works, enabling the organisation to resume its vital lifesaving operations in North Norfolk from the Sheringham facility. The RNLI provides a 24-hour search and rescue service across the UK coastline, playing a critical role in maritime safety.

11. Conclusion and Recommendations

11.1 The RNLI's presence on Sheringham Promenade is important to the provision of lifesaving services along the North Norfolk coast and the lease renewal will enable the RNLI to continue delivering search and rescue service from a secure and well-maintained base.

11.2 Their request for an early lease renewal reflects their commitment to maintaining operations and investing in the long-term integrity of their lifeboat station.

11.3 Officers recommend:

- A Lease renewal of a 25-year lease to the RNLI
- Delegate approval to the Asset Strategy Manager to finalise and agree the exact terms of the above legal agreement

Henry Blogg Museum, Rocket House Cromer	
Executive Summary	<p>The Rocket House building, a multi-let property with community facilities on Cromer promenade, plays a vital role in public accessibility and local services.</p> <p>Investigations in 2023 & 2024 identified defective subfloor drainage beneath the public conveniences as a major cause of damp, which would have avoided the need for full building tanking. Refurbishment works in early 2025 addressed these isolated issues, but monitoring shows damp persists where the rear wall meets the cliff, requiring further action.</p> <p>Consultants have been engaged to and provided a cost plan amounting to £367,484 for the tanking works and repairs and reinstatement of the internal fabric of the building.</p> <p>Heads of Terms for a new lease with the RNLI are under discussion to support the return of the Henry Blogg Museum and secure the building's long-term use.</p>
Options considered	<p>1. Restore museum to lettable standard and agree heads of terms with RNLI. This will require extensive damp proofing works and repairs to the internal fabric of the building allowing reinstatement of the museum.</p> <p>2. Seek new tenant or alternate use of the museum space. Discounted due to earlier Cabinet decisions seeking the return of the RNLI to the building.</p>
Consultation(s)	<p>RNLI Property team Cllr Tim Adams – Leader of the Council Steve Blatch – Chief Executive Cllr Lucy Shires - Portfolio holder for Finance, Estates and Property Services Renata Garfoot - Asset Strategy Manager</p>
Recommendations	<ul style="list-style-type: none"> • Delegate to the Asset & Property Programme Manager in consultation with the s151 Officer to utilise any remaining capital budget to undertake all works set out in the detailed cost plan dated 11 September 2025 as shown in Appendix A. • Delegate to the Estates and Asset Strategy Manager in consultation with the s151 Officer to enter into a lease based on terms listed in Appendix B.
Reasons for recommendations	<p>Address the ongoing damp issues within the Rocket House building and implement measures to improve its energy performance to support future letting and sustainability.</p>

	Support the reinstatement of the RNLI Museum in Cromer by ensuring suitable accommodation within the building. To facilitate the Reoccupation of the building and to ensure its use as a key community heritage and visitor asset.
Background papers	Appendix A: Programme of works & Cost plan Appendix B: Summary of proposed lease agreement between NNDC and RNLI. Cabinet reports September 2023 & January 2024.

Wards affected	Cromer Town & Suffield Park
Cabinet member(s)	Cllr Shires, Portfolio Holder for Finance, Estates and Property Services
Contact Officer	Russell Tanner, Asset and Property Programme Manager, russell.tanner@north-norfolk.gov.uk

Links to key documents:	
Corporate Plan:	<ul style="list-style-type: none"> • Developing our communities • Investing in our local economy & infrastructure • A strong, responsible & accountable council
Medium Term Financial Strategy (MTFS)	The capital expenditure referenced within this paper is part of the capital programme included within the MTFS.
Council Policies & Strategies	Asset Management Plan 2018 - 2022

Corporate Governance:	
Is this a key decision	Yes

<p>Has the public interest test been applied</p>	<p>Yes – Appendix A and Appendix B</p> <p>Information relating to Appendix A and Appendix B 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>
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<p>Details of any previous decision(s) on this matter</p>	<p>Cabinet decision dated 8 July 2024</p> <ol style="list-style-type: none"> 1. Delegate authority to the Asset Strategy Manager (ASM) to arrange for an independent rental valuation of the space previously occupied by the RNLI so as to inform future negotiations for the long-term lease of these parts of the Rocket House building. 2. Request that the ASM undertakes additional enquiries as to the social, economic or environmental factors, as detailed in the General Disposal Consent Order 2003, prior to agreeing a new long-term lease with the RNLI. 3. Delegate authority to the ASM to enter into negotiations for the long-term lease of the premises 4. To prepare a further report to Cabinet once negotiations with the RNLI are finalised to: <ul style="list-style-type: none"> • Ensure Cabinet are satisfied that one or more of the General Disposals Consent Order 2003 criteria is met • Inform the outcome of negotiations as to rent proposed • Inform of the proposed lease Heads of Terms <p>Reason for the recommendations:</p> <p>To provide an opportunity to the RNLI, subject due governance and successful negotiation, to return to the building, under a long-term lease following completion of repairs.</p>
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1. Purpose of the report

- 1.1. The purpose of this report is to provide Members with an update on the current progress of works relating to the Henry Blogg Museum and the wider Rocket House building in Cromer, which is a key community and visitor facility.
- 1.2. To seek delegated authority to utilise any remaining capital budget to undertake all works set out in Appendix A - detailed cost plan dated 11 September 2025.
- 1.3. To seek delegated authority to enter into a lease relating to the Rocket House as detailed in Appendix B.

2. Introduction & Background

- 2.1. The Rocket House building, located on Cromer promenade, is a multi-let property providing community facilities, a café, and the currently vacant museum space previously occupied by the RNLI Henry Blogg Museum.
- 2.2. The RNLI's previous occupation of the building was on a peppercorn basis due to their initial capital investment into the buildings construction.
- 2.3. The building has faced long-standing issues with water ingress and damp. Following a Cabinet report in September 2023, members undertook a site visit and received a technical briefing. In January 2024, Cabinet approved further intrusive investigations to establish the causes of damp, assess remedial options, and develop budget costings. An additional £1,000,000 was added to the capital programme during 2023/2024 to facilitate improvement works.
- 2.4. The vacation of the RNLI Henry Blogg Museum in August 2024 allowed more extensive investigation of the building fabric. By late 2024, defective sub-floor drainage beneath the public conveniences was identified as a potential primary cause of damp, which would have avoid the need for a previously anticipated large-scale tanking operation.
- 2.5. Refurbishment works to the Rocket House Café and public conveniences were completed between February and March 2025, including drainage sleeving and limited tanking. Ongoing monitoring by consultants and NNDC Property Services has since confirmed improvements in some areas, but persistent damp remains where the rear wall of the building meets the cliff.
- 2.6. The project is being delivered within an approved capital budget of £1,077,085. To date, £779,272 remains unspent. A cost plan for further works has been prepared by Daniel Connal Partnership, with additional allowances required for reinstatement, external repairs, mechanical and electrical upgrades. It is anticipated that these further works will be within the approved capital budget. However, should further capital be required a paper will be brought before Members for their consideration.

3. Proposals and Options

- 3.1. Restore museum to lettable standard and agree heads of terms on a commercial basis with the RNLI. This will require extensive damp proofing works and repairs to the internal fabric of the building allowing reinstatement of the museum.
- 3.2. Seek new tenant willing to take on the building in the current condition.

4. Corporate Priorities

- 4.1. The works outlined in this report align to the following corporate priorities:
 - Developing our communities
 - Investing in our local economy & infrastructure

- A strong, responsible & accountable council

5. Financial and Resource Implications

- 5.1. There is currently £779,272 remaining from the original capital sum of £1,077,085.
- 5.2. The cost plan requested is £367,484 and is for the tanking works and repairs and reinstatement of the internal fabric of the building.
- 5.3. The estimated costs for the remaining works — including reinstatement of office and partitioned areas, external repairs and redecorations, and a full overhaul of mechanical and electrical systems including sub-metering are expected to be contained within the remaining capital budget. However, should further capital be required a paper will be brought before Members for their consideration.
- 5.4. Under the proposed lease terms, the RNLI would pay a commercial rent (independently valued), replacing the previous peppercorn arrangement. The lease also requires the RNLI to cover a proportionate share of the property's running costs through a service charge.

Comments from the S151 Officer:

Budgeted capital works will support the long-term leasing of the vacant parts of this Council building. Not proceeding as recommended may impact letting the building, lead to more Revenue costs for the Council and deny the re-opening of a tourist attraction.

6. Legal Implications

- 6.1. Eastlaw will represent the Council in finalising the lease agreement.

Comments from the Monitoring Officer

A budget was previously put in place for works to address the damp issues at this premises. To the extent that these specific works do not strictly fall within the previous approval, it would appear that these works are needed to provide satisfactory accommodation to tenants and falls within the original budget provision. Eastlaw should be consulted with regard to finalising the lease.

7. Risks

- 7.1. There are no significant risks arising from the update provided within this report.

8. Net Zero Target

- 8.1. Works to support the Council's Net Zero priorities form part of the specification of planned works to the building.

9. Equality, Diversity & Inclusion

9.1. There are no Equality, Diversity & Inclusion issues arising from the recommendations within this report.

10. Community Safety issues

10.1. There are no Community Safety issues arising from the contents of this report.

Conclusion and Recommendations

Significant progress has been made in investigating and addressing the causes of damp within the Rocket House, with refurbishment works completed to the café and public conveniences and monitoring showing partial improvements. However, damp persists where the rear wall meets the cliff, and further remedial works remain necessary.

The following recommendations are sought:

- Delegate to the Asset & Property Programme Manager in consultation with the s151 Officer to utilise any remaining capital budget to undertake all works set out in the cost plan dated 11 September 2025 in Appendix A.
- Delegate to the Estates and Asset Strategy Manager in consultation with the s151 Officer to enter into a lease based on terms listed in Appendix B.

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