

Cabinet



Please contact: Democratic Services

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

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Friday, 21 November 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, 1 December 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: [NNDC eDemocracy - YouTube](#)

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, Cllr L Withington and Cllr J Boyle

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 - 6

To approve, as a correct record, the minutes of the meeting of the Cabinet held on 3rd November 2025.

3. PUBLIC QUESTIONS AND STATEMENTS

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

4. ITEMS OF URGENT BUSINESS

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

5. DECLARATIONS OF INTEREST

7 - 12

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

6. MEMBERS' QUESTIONS

To receive oral questions from Members, if any

7. RECOMMENDATIONS FROM OVERVIEW & SCRUTINY COMMITTEE

The Overview & Scrutiny Committee made the following recommendations to Cabinet at the meeting held on 12th November:

Car Parking Fees & Charges

Car Parking Charges:

Option 1- overall car parking total increase in line with CPI inflation of 3.8% and apportioned so there is no increase to standard town car parks.

The Committee requested Cabinet to be mindful of the inconvenience for cash users caused by using small change such as 5p coins.

Season Ticket Charges

Option 6 - increase season ticket fees by 3.8%.

8. REPORTING PROGRESS IMPLEMENTING CORPORATE PLAN 2023-27 DELIVERY AGAINST ACTION PLAN 2024/25 AND 2025/26 - TO END OF QUARTER 2 - 1 JULY 2025 TO 30 SEPTEMBER 2025 (13 - 32)

Executive Summary	This report provides an update on the progress made to deliver the Corporate Plan 2023-27 Action Plan for 2025/26
Options considered	This is a report on the progress being made to deliver against the Council's Corporate Plan.
Consultation(s)	The named officer for each action in the annual action plans has been asked for their assessment of progress, to identify any issues impacting on anticipated delivery and to propose actions they will take to address any slippage or uncertainty around delivery in the coming months.
Recommendations	Cabinet is invited to note the contents of the report and provide comments on any items they feel appropriate.
Reasons for recommendations	That Cabinet is aware of the progress made to deliver their priorities for the year 2025/26 and are asked to provide comment on progress so that officers have a steer on any items that are not on track for delivery.
Background papers	Corporate Plan 2023/27 Annual Action Plan 2025/26

Wards affected	All
Cabinet member(s)	Cllr Tim Adams
Contact Officer	Steve Hems, Director for Communities and Chair of the Performance and Productivity Oversight Board Email:- steve.hems@north-norfolk.gov.uk

9. CAR PARK FEES & CHARGES

33 - 44

Executive Summary	The hourly Car Park charges were last revisited during the budget setting process for the 2025/2026 year. The decision list of Cabinet meeting held on 4 November 2025 states that the charges will be revisited as part of the budget setting process for 2026/2027 – this report looks into the charges for car parks and season tickets pricing for 2026/2027. The Council operates its car parks with 3 different rates which are dependent on where the car park is located. There is the standard rate for the inland car parks (mainly used by
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	our residents), the resort rate for the car parks located in our resorts but not alongside the beaches and the coastal rate for the car parks that are the nearest the beaches and which are predominantly used by tourists and visitors. The Council also provides the option to purchase season tickets. This report provides details about the current car park fees and charges, and then the options for increases.
Options considered	<u>Car Parking Charges</u> • Option 1: No increase to standard car parking up to and including 24 hour tariffs but increase car parking fees for resort and coastal car in line with CPI inflation of 3.8%. • Option 2 increase car parking fees by 2%. • Option 3 increase car parking fees by 5.8% (CPI+2%). • Option 4 no increase applied to car parking for the financial year beginning 1 April 2026. <u>Season Ticket Charges</u> • Option 5 no increase applied to the season tickets for the financial year beginning 1 April 2026. • Option 6 increase season ticket fees by 3.8%. • Option 7 increase season ticket fees by 2.0%. • Option 8 increase season ticket fees by 5.8% (CPI+2%).
Consultation(s)	Cllr Lucy Shires - Portfolio Holder for Finance, Estates & Property Services
Recommendations	Cabinet is asked to consider the various options discussed within the report, taking into account any recommendations made by the Overview & Scrutiny Committee. The below officer recommendation is as follows: • Option 1 & Option 6: increase car parking fees and season ticket fees in line with CPI

	inflation of 3.8%. For the Asset Management Officer in consultation with the s151 Officer to proceed with the Consultation in relation to the Off Street Parking Places Order.
Reasons for recommendations	Car parking income represents a significant income source to the Council and as such has a substantial contribution to make to the Council's long term financial sustainability.
Background papers	None.

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

10. FEES & CHARGES 2026-2027

45 - 84

Executive Summary	This report recommends the fees and charges for the financial year 2026-27 that will come into effect from 1 April 2026.
Options considered.	Alternatives for the individual service fees and charges proposed have been considered by service managers as part of the process of creating this report.
Consultation(s)	Portfolio Holder Assistant Director Finance & Assets/Deputy S151 Officer Director of Resources/S151 Officer Budget Managers
Recommendations	That Cabinet approves the following fees within the appendix as per requirements set out in legislation: - Licence to Drive Hackney Carriages or Private Hire Vehicles - Private Hire Vehicle Licence - Scrap Metal Dealer (all) - Scrap Metal Collector (all) That Cabinet recommends that it supports the following recommendations to Full Council: - The fees and charges from 1st April 2026 as included in Appendix A. - That delegated authority be given to the

	Section 151 Officer, in consultation with the Portfolio Holder for Finance and relevant Directors/Assistant Director to agree the fees and charges not included within Appendix A as required (outlined within the report).
Reasons for recommendations	To approve the Council's proposed fees and charges for 2026/27.
Background papers	Fees & Charges 2025/26 report (Full Council – 19 th February 2025)

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

11. COUNCIL TAX DISCOUNTS & PREMIUMS DETERMINATION 2026-27 85 - 102

Executive Summary	This report sets out the proposed level of council tax discounts which shall apply to classes of dwelling for the financial year 2026-27.
Options considered.	The recommendations take advantage of the options from the reforms included in the Local Government Finance Act 2012 as amended to incentive homes back into use and generate council tax income.
Consultation(s)	The legislation provides local authorities with the power to make changes to the level of council tax discount in relation to classes of property. The Council has to approve its determinations for each financial year. The calculation of the tax base for 2026-27 will be made on the assumption that the determinations recommended below will apply. In accordance with the relevant legislation these determinations shall be published in at least one newspaper circulating in North Norfolk before the end of the period of 21 days beginning with the date of the determinations.
Recommendations	Recommend to Full Council that under Section 11A of the Local Government Finance Act 1992 and in accordance with the provisions of the

	Local Government Finance Act 2012 and other enabling powers that: 1) The discounts for the year 2026-27 and beyond are set at the levels indicated in the table at paragraph 3.1. 2) To continue to award a local discount of 100% in 2026-27 for eligible cases of hardship under Section 13A of the Local Government Finance Act 1992 (as amended) and that the Revenues Manager has delegated authority to make Discretionary Reductions under the Hardship Policy up to the value of £4k as indicated in the associated policy in Appendix B. 3) That an exception to the empty property levy charges may continue to be made by the Revenues Manager in the circumstances laid out in section 4.2 of this report. 4) The long-term empty-property premiums for the year 2026-27 (subject to the empty premium exceptions shown in Appendix C) are set at the levels indicated in the table at paragraph 4.2 5) To continue to award a local discount of 100% in 2026-27 for eligible cases of care leavers under Section 13A of the Local Government Finance Act 1992 (as amended). 6) Those dwellings that are specifically identified under regulation 6 of the Council Tax (Prescribed Classes of Dwellings) (England) Regulations 2003 will retain the 50% discount as set out in paragraph 2.1 of this report. 7) Those dwellings described or geographically defined at Appendix A which in the reasonable opinion of the Revenues Manager are judged not to be structurally capable of occupation all year round and were built before the restrictions of seasonal usage were introduced by the Town and Country Planning Act 1947, will be entitled to a 35% discount. 8) A new second homes premium of 100% as detailed in paragraph 4.3 (subject to the second home premium exceptions shown in Appendix C) continues to be applied in 2026-27.
Reasons for	To set appropriate council tax discounts and

recommendations	premiums which will apply in 2026-27 and to raise council tax revenue.
Background papers	Local Authorities are required to approve their Council Tax discount determinations each year. The legislation provides local authorities with powers to make changes to the level of council tax discount and have premiums in relation to certain types of properties.

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

12. ADOPTION OF THE NORTH NORFOLK LOCAL PLAN 2024-2040

103 - 154

Please note due to the size of the documents, appendices 2,3,5,6 and 7 are not included in the agenda but can be accessed in the Document Library: [Home | Library folder - Local Plan 2024 - 2040 Appendices](#)

Executive Summary	The purpose of this report is to progress the North Norfolk Local Plan 2024-2040 to adoption in order to provide the Council with an up-to-date Local Plan. The Plan has undergone independent examination and found to be sound and legally compliant, with the Inspector concluding that the Plan provides an appropriate basis for the planning of the District provided that a number of Main Modifications are made to it. The Local Plan contains multiple policies underpinned by the principle of delivering sustainable and climate-resilient development to secure a better quality of life for everyone, now and for future generations. All policies within the Plan contribute towards achieving these aims, including those promoting the sustainable location of new homes, jobs and economic growth; the conservation and enhancement of the natural environment and built environment; improved infrastructure and renewable energy; the provision of green spaces and the creation of balanced, healthy communities.
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	This report sets out the process followed; summarises the Inspector's report and main modifications required, provides an overview of the Plan and reviews the options available for the Council. The appendices contain the Inspectors report, Main Modification schedule, the updated Local Plan containing the necessary modifications, the updated policies map (link), Sustainability Appraisal Adoption Statement, (incorporating HRA adoption statement) updated Equalities Impact Assessment, and a presentation providing an overview of the Local Plan.
Options considered	1. Adopt the Local Plan (as modified) 2. Not adopt the Local Plan.
Consultation(s)	The Local Plan production has been informed by direct member engagement through the Planning Policy & Built Heritage Working Party, with key decisions endorsed by Cabinet. Each relevant stage has been subject to public and statutory consultation, and feedback has informed its development.
Recommendations	That Cabinet: 1) Notes the outcome of the Inspector's Report into the examination of the North Norfolk Local Plan, dated 31 October 2025 (Appendix 1 & 2); 2) Recommends that the Council adopts the modified Local Plan which incorporates the Main Modifications as the appropriate basis for the future planning of the whole District (Appendix 3); 3) Notes that all policies of the North Norfolk Core Strategy 2008 and the Site Allocations; Development Plan Document 2011 (the current Local Plan) will be superseded by the new Local Plan upon adoption. This is subject to the provisions of paragraph 9.3 of this report that: 'Upon adoption there is a six-week window under section 113 of the Planning and Compulsory Purchase Act 2004 during which an aggrieved party can challenge the decision to adopt a Local Plan on legal and procedural grounds' 4) Delegates authority to the Assistant

	Director for Planning to publish the Adoption Statement and accompanying documents, making the North Norfolk Local Plan part of the Adopted Development Plan for North Norfolk; 5) Delegates authority to the Planning Policy Manager to make any further necessary non-material modifications and any further updates to the Policies Map as required.
Reasons for recommendations	It is a legal requirement to have an up-to-date Local Plan for the Council's administrative area and to undertake review at least every five years. The updated North Norfolk Local Plan has been guided by a balanced cross-party working party, undergone formal rounds of consultation and independent examination by a Planning Inspector, and has been found "sound" subject to the inclusion of modifications and provides an appropriate basis for the planning of the District. The Plan provides the Council's Strategic Planning Framework and is required in order to ensure the Council has an up-to-date Local Plan in place from which planning decisions are made.
Background papers	The examination & submissions documents, along with previous stages of consultation, evidence base and supporting documents can be found in the published Local Plan Examination Library The Local Development Scheme sets out the Council's programme for preparing and adoption of the Local Plan.

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

13. ENDORSEMENT OF THE DRAFT NORFOLK COAST NATIONAL LANDSCAPE MANAGEMENT PLAN (2025-2030) 155 - 160

Executive Summary	Endorsement of the Draft Norfolk Coast National Landscape Management Plan (2025-
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	2030) during the Public Consultation Stage. The Council, along with other relevant authorities, has a statutory duty to publish a Management Plan for the conservation and enhancement of the designated landscape and to update the Plan every 5 years. The current Plan (2019-2024) is due for review.
Options considered	There are no alternatives in place to allow the Council to fulfil this statutory duty.
Consultation(s)	At a Business Planning Meeting on 27 th August 2025 Cabinet reviewed an earlier Draft that was issued to Stakeholders. Feedback from Officers and Cabinet has been incorporated into this latest Draft which is open to full public consultation.
Recommendations	That Cabinet: Endorses the Draft Norfolk Coast Landscape Management Plan (2025-2030)
Reasons for recommendations	1. The publication of a Management Plan for the Norfolk Coast National Landscape every 5 years forms part of the statutory duty of the relevant authorities (of which NNDC is one) in managing the area. 2. This Plan will complement and support the Council's Local Plan Planning policies
Background papers	Appendix 1 Norfolk Coast National Landscape Management Plan - Norfolk Coast Appendix 2 State of the Norfolk Coast National Landscape Report , Sep 2025, LUC

Wards affected	Bacton, Beeston Regis and the Runtons, Binham, Coastal, Cromer Town, Gresham, Hickling, Holt, Poppyland, Roughton, Sheringham North, Sheringham South, Suffield Park , Trunch, Wells with Holkham
Cabinet member(s)	Cllr Harry Blathwayt (Coastal) Cllr Andrew Brown (Planning)
Contact Officer	Cathy Batchelar, Senior Landscape Officer cathy.batchelar@north-norfolk.gov.uk

14. MODIFIED AND ADDITIONAL BEACHES AND INLAND PUBLIC SPACE PROTECTION ORDERS FOR DOG CONTROL 161 - 180

Executive Summary	In accordance with The Anti-Social Behaviour, Crime and Policing Act 2014, Public Space Protection Orders (PSPOs) have a maximum duration period of 3 years at which point a review of the order is triggered. Following a consultation on the Council's inland PSPOs earlier this year, Cabinet resolved for consideration of additional PSPOs and PSPO amendments raised by consultees in a subsequent consultation.
Options considered	• Adopt all PSPO proposals. • Maintain PSPOs as currently constituted. • Adopt PSPO proposals on a case-by-case basis as decided by Cabinet.
Consultation(s)	The Council launched a consultation from Monday 6 October 2025 that concluded Wednesday 5 November 2025 at 11.59pm to determine the views of residents, local councils, organisations, and other interested parties. During the consultation 21 responses were received from the public and local Councils. The majority supported all PSPOs being retained, with most of the others seeking changes to one or more PSPO.
Recommendations	Cabinet is asked to make the following resolution: Adopt all the Public Space Protect Orders (PSPOs), as set out in Appendix A, relating to dog control.
Reasons for recommendations	The recommendation allows the modification of and addition to the dog control PSPOs, as supported by the majority of consultees.
Background papers	N/A.

Wards affected	2. Beeston Regis & The Runtons 4. Coastal 5. Cromer Town 7. Gresham 13. Lancaster South 14. Mundesley
Cabinet member(s)	Cllr Callum Ringer

Contact Officer	David Addy Environmental Protection Team Leader 01263 516145
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15. ANNUAL UPDATE - REGULATION OF INVESTIGATORY POWERS ACT 2000 (RIPA) 181 - 188

Executive Summary	The Council is required to have a Policy for the use of powers under the Regulation of Investigatory Powers Act 2000 (RIPA). Home Office guidance recommends that elected members should review the use of the RIPA powers and ensure the policy remains fit for purpose at least once per year. Officers have reviewed the Regulation of Investigatory Powers Act 2000 (RIPA) Policy and Procedures document and made no changes. Officers have reviewed the Internet & Social Media Research & Investigations Policy and identified that no changes are necessary at this time. The Council has made no use of powers under RIPA in the last 12 months.
Options considered	The Policy is required to ensure proper application of the Act, so there is not an alternative option.
Consultation(s)	Consultation has been undertaken with the Monitoring Officer, who also acts as the Gatekeeper for RIPA activity.
Recommendations	1. That Members note that there are minor operational amendments to reflect the latest best practice and guidance are required to the Regulation of Investigatory Powers Act 2000 Policy and Procedures. 2. That Members note that there are minor amendments required to the Internet & Social Media Research & Investigations Policy in order to reflect changes to relevant legislation which impact on the policy. 3. That Members note there has been no activity undertaken under RIPA within

	the period since the last report.
Reasons for recommendations	The Council is required to have an up to date policy/procedure in order to exercise its powers. Members are required to be aware of the RIPA activity undertaken by the Council.
Background papers	None

Wards affected	All
Cabinet member(s)	Cllr Callum Ringer
Contact Officer	Steve Hems, Director of Service Delivery 01263 516192 Steve.hems@north-norfolk.gov.uk

16. EXCLUSION OF PRESS AND PUBLIC

To pass the following resolution:

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

17. PRIVATE BUSINESS

CABINET

Minutes of the meeting of the Cabinet held on Monday, 3 November 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 A Brown
Cllr H Blathwayt	Cllr C Ringer
Cllr J Toye	Cllr A Varley
Cllr L Withington	
Cllr N Dixon (Observer)	

Members also attending:

Cllr C Cushing, Cllr N Dixon, Cllr J Boyle

Officers in Attendance:

The Director for Service Delivery, the S151 Officer, the Monitoring Officer, the Democratic Services & Governance Manager, the Housing Strategy & Delivery Manager, the Climate & Environmental Policy Manager

62 MINUTES

The minutes of the Cabinet meeting held on 6th October were approved as a correct record.

63 PUBLIC QUESTIONS AND STATEMENTS

None.

64 ITEMS OF URGENT BUSINESS

None.

65 DECLARATIONS OF INTEREST

None received.

66 MEMBERS' QUESTIONS

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

67 RECOMMENDATIONS FROM OVERVIEW & SCRUTINY COMMITTEE

There were no recommendations from the Overview & Scrutiny Committee to Cabinet.

68 BUDGET MONITORING PERIOD 6 2025/26

The Chair invited Cllr L Shires, Portfolio Holder for Finance, to introduce this item. Cllr Shires began by explaining that this report came at the middle point of the financial year for budget monitoring. She said that as at 30 September 2025, the General Fund Forecast Outturn position for 2025/26 was a surplus of £0.354m. This was due to a number of factors, set out at section 2.6 of the report.

Cllr Shires drew Members' attention to the second recommendation: to increase the 2025/26 capital budget for the Holt Country Park Eco Learning Space to £140,000. And explained that this was due to the apportionment of £40,000 from external S106 contribution towards the scheme.

Looking ahead, Cllr Shires said that some factors remained uncertain, including the cost of the food waste contract and the funding settlement from central Government. There was also a level of uncertainty about the business rates pooling arrangements.

The Chair thanked Cllr Shires and acknowledged the achievements of officers in gaining the additional funding for Holt Country Park.

Cllr A Varley, Portfolio Holder for Climate Change & Net Zero, said that he wanted to highlight the reduction in staff mileage claims due to the success of the electric car pooling arrangements.

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

RESOLVED:

To recommend the following to Full Council:

- To increase the 2025/26 capital budget for the Holt Country Park Eco Learning Space to £140,000. This is to reflect the apportionment of £40,000 from external S106 contribution towards the scheme.
- That Cabinet acknowledged the increased Customer Services C3 Software 2025/26 capital budget to a total of £32,600. This is following approval of an additional £9,200 towards the project from the Delivery Plan Reserve by the Director of Resources/S151 Officer.

Reason for the decision:

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

69 NET ZERO STRATEGY REVIEW AND RELATED CLIMATE REPORTS

The Chair invited Cllr Varley, Portfolio Holder for Climate Change & Net Zero, to introduce this item. Cllr Varley began by thanking the Climate & Environmental Policy Manager for all her hard work in preparing the documents. He explained that The Environmental Charter had been developed to provide context to the Council's declaration of a Climate Emergency in 2019 and it included the Council's 2030 and 2045 Net Zero targets. Subsequently, the Council's Net Zero strategy and action plan were adopted in 2022 and now required a refresh to align with the new corporate plan and revised central government targets and policy. In addition, many of the actions have been completed or superseded. The need for a new strategy and action plan was confirmed by a recent internal audit. The Net Zero strategy had

been renamed to the decarbonisation strategy to fit with the name and aims of the decarbonisation board. The separation of the action plan to allow frequent review and updates was also a recommendation of the recent audit. In conclusion, he said that each year the Council calculated its Carbon Footprint using the carbon accounting tool developed by the LGA. The resulting report presented a breakdown of the calculation and the projects and changes that the Council had made during the year which had affected the footprint both positively and negatively. It helped to define the direction of future Council services and the actions needed to mitigate emissions to meet Net Zero targets. He added that the Council was on an ambitious journey and it was important to stay focused and on track.

The report would go to Overview and Scrutiny Committee for consideration and then Full Council for approval.

Cllr N Dixon referred to page 56, section 5.1 of the report and asked for clarification about the resource implications that were mentioned. He specifically asked for further information on what had already been allocated and committed but not yet spent. Cllr Varley said that he would provide a written response.

It was proposed by Cllr A Varley, seconded by Cllr C Ringer and

RESOLVED

To recommend to Full Council:

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

Reasons for the decision:

- Documentation and a clear direction to meet its climate goals in support of the declaration of a climate emergency.
- To support the corporate plan theme: *Continue our journey to Net Zero* and associated objectives
- To meet the audit recommendations

70 PROPOSED DISPOSAL OF NNDC LAND FOR AFFORDABLE HOUSING

Cllr W Fredericks, Portfolio Holder for Housing & Benefits, introduced this item. She began by saying there had been a lot of social media activity on this and she said that she wanted to reassure people that the affordable homes that would be built on this land would be allocated to people in the district.

Cllr A Brown, said that one of the sites (Edgefield) was in his ward and he welcomed that progress was finally being made after initial plans were made in 2018.

Cllr N Dixon referred to the 'options' section of the report and asked whether consideration had been given to including an overage arrangement within the agreement with the Housing Associations so that any increase in the land value could be protected in the longer term.

The Housing Strategy & Delivery Manager replied that the options were subject to planning permission but would not result in a sale until planning permission was granted. Permission would be for affordable housing in perpetuity and a valuation would be provided on the land at that point for that reason. She didn't feel that an overage clause would be necessary.

Cllr Dixon said that planning permission was one stage in the process and overage was not normally connected to it. He felt that consideration could be given to an overage clause to protect the Council's interests in the longer term. The Housing Strategy & Delivery Manager said that she would speak to the Legal team about whether an overage clause was necessary.

Cllr Shires said that it was an interesting point raised by Cllr Dixon, and she agreed that retaining the value of the land for residents was something to be explored. One option would be for any future profit share on sale of the properties would be returned to the Council.

It was proposed by Cllr W Fredericks, seconded by Cllr A Brown and

RESOLVED

1. To agree that the plots of land in Edgefield and Mundesley are surplus to requirements
2. That NNDC enters into an option agreement with Flagship Housing (subject to Planning Permission) for sale of the land in Mundesley to be developed for affordable housing.
3. That NNDC enters into an option agreement with Broadland Housing (subject to Planning Permission) for sale of the land in Edgefield to be developed for affordable housing.

Reasons for the decision:

The development of these pieces of land offers the opportunity to make better use of land to deliver badly needed affordable homes and to reduce the current revenue liabilities at the sites.

71 LOCAL CHOICE FUNCTIONS - DELEGATION TO OFFICERS

The Chair introduced this item. He explained that following the recent review of the Constitution, it was proposed that the 'Local Choice Functions' (as set out in Chapter 3, Part 3, Para 2(e) of the Constitution) and which were currently allocated to Cabinet were delegated to the Director for Service Delivery as they were largely operational in nature. The functions included such matters as the inspection of the district to detect statutory nuisances, as well as the investigation of complaints regarding such, as well as the service of abatement notices and obtaining particulars of persons with an interest in land. The Monitoring Officer therefore proposed that to ensure day-to-day operational matters could be conducted efficiently, and to ensure legal and procedural requirements were met by lawful and transparent delegation of functions, that the recently amended constitution was further updated to allow for these cabinet functions to be delegated to officers.

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

RESOLVED

That Local Choice Functions are delegated to the Director of Service Delivery

Reason for the decision:

Following the recent review of the constitution, these local choice functions involve matters which are focussed on operational functions.

72 DELEGATED DECISIONS MAY TO OCTOBER 2025

The Chair, Cllr Adams, introduced this item. He explained that it was a statutory report and would also be going to Overview & Scrutiny Committee for noting.

Cllr C Cushing referred to Section 5 of the report and the following: 'The majority of decisions recorded have been delegated by Cabinet at a formal meeting and the financial implications have been set out clearly as part of the committee report. For any other decisions, financial implications are set out on the delegated decision form and summarised in Appendix A'. He said that the financial implications did not appear to be listed for some of the decisions.

The Democratic Services & Governance Manager acknowledged that this information was not included in the appendix and said that she would ensure it was included in future reports.

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

RESOLVED

To note the report.

73 EXCLUSION OF PRESS AND PUBLIC

74 PRIVATE BUSINESS

The meeting ended at 10.24 am.

Chairman

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Registering interests

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

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

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

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

Non participation in case of disclosable pecuniary interest

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

Disclosure of Other Registerable Interests

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

Disclosure of Non-Registerable Interests

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

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

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

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

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

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

Table 1: Disclosable Pecuniary Interests

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

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

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

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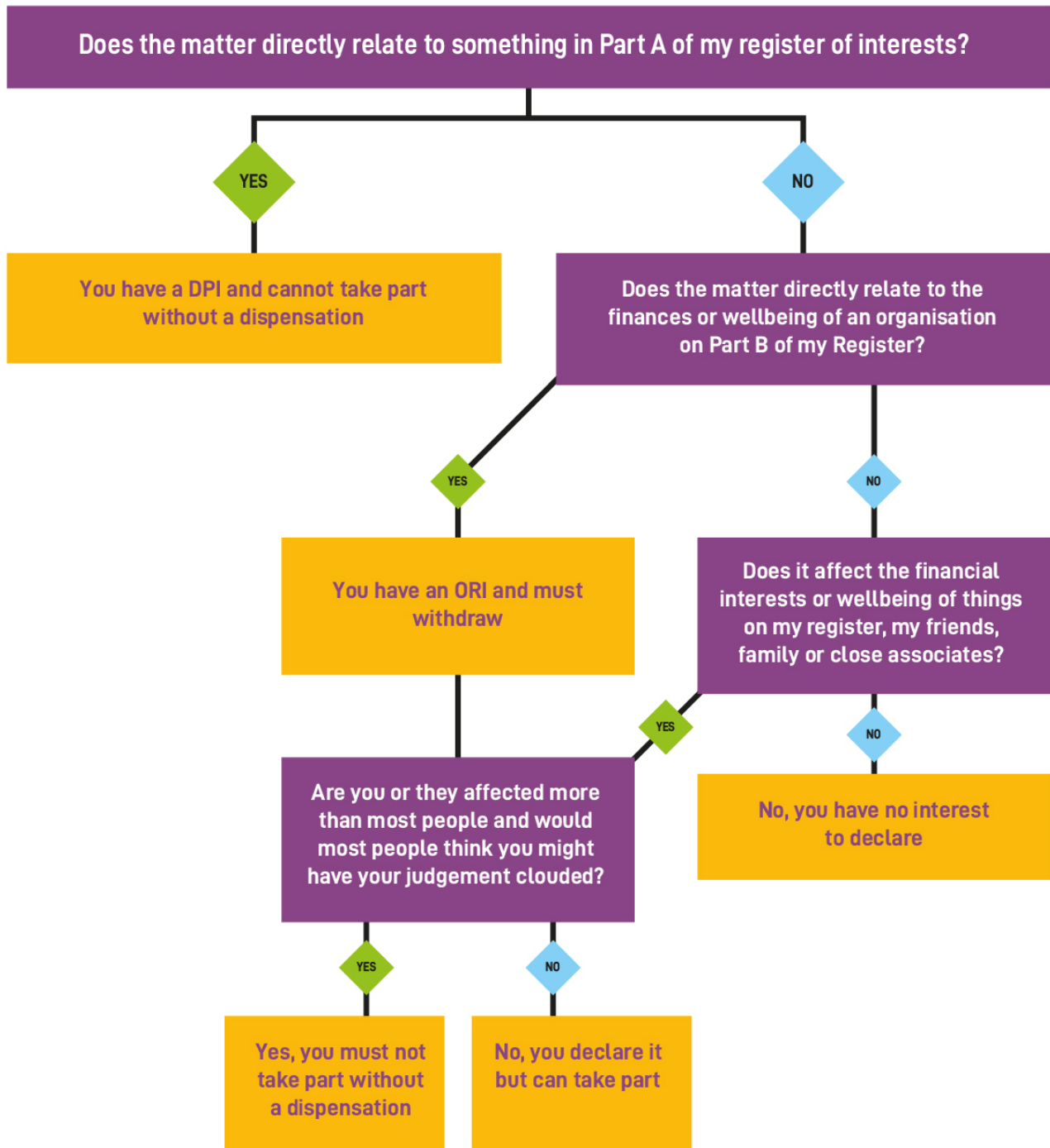
* 'director' includes a member of the committee of management of an industrial and provident society.

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

Table 2: Other Registrable Interests

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

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



Reporting progress implementing Corporate Plan 2023-27 Delivery against Action Plan 2024/25 and 2025/26 – to end of Quarter 2 – 1 July 2025 to 30 September 2025	
Executive Summary	This report provides an update on the progress made to deliver the Corporate Plan 2023-27 Action Plan for 2025/26
Options considered	This is a report on the progress being made to deliver against the Council's Corporate Plan.
Consultation(s)	The named officer for each action in the annual action plans has been asked for their assessment of progress, to identify any issues impacting on anticipated delivery and to propose actions they will take to address any slippage or uncertainty around delivery in the coming months.
Recommendations	Cabinet is invited to note the contents of the report and provide comments on any items they feel appropriate.
Reasons for recommendations	That cabinet are aware of the progress made to deliver their priorities for the year 2025/26 and are asked to provide comment on progress so that officers have a steer on any items that are not on track for delivery.
Background papers	Corporate Plan 2023/27 Annual Action Plan 2025/26

Wards affected	All
Cabinet member(s)	Cllr Tim Adams
Contact Officer	Steve Hems, Director for Communities and Chair of the Performance and Productivity Oversight Board Email:- steve.hems@north-norfolk.gov.uk

Links to key documents:	
Corporate Plan:	This report is primarily concerned with ensuring the Corporate Plan 2023-27 is being implemented as planned.
Medium Term Financial Strategy (MTFS)	Ensuring the Action Plan 2025/26 is being implemented as planned and this will help to ensure that the MTFS is achieved.
Council Policies & Strategies	Corporate Plan 2023-27

Corporate Governance:	
Is this a key decision	No

Has the public interest test been applied	Not applicable. Item is not exempt.
Details of any previous decision(s) on this matter	Corporate Plan 2023-27 as approved by Full Council on 17 th July 2023. Corporate Plan 2023-27 Action Plan 2025/26 approved by Cabinet 3 rd March 2025.

1. Purpose of the report

- 1.1 The purpose of this report is to present an update on the progress being made in implementing the Corporate Plan 2023-27 and the first two quarters of the Action Plan 2025/26 and to give Cabinet an opportunity to discuss and agree decisions that should be taken regarding any issues raised.

2. Introduction & Background

- 2.1 Full Council approved the Corporate Plan 2023-27 and the Annual Action Plan for 2025/26 at its meeting of 3rd March 2025.
- 2.2 This report details the progress made to the end of September 2025 in the first two quarters of the 2025/26 Annual Action Plan and identifies any issues with the delivery of individual actions and puts forward proposals for how these would be addressed.

3. Overview of progress

The tables below show overall progress in implementing the Corporate Plan Annual Action Plans 2025/26 up to the end of Quarter 2.

Key

Red	Actions will not deliver planned outcomes without significant interventions
Amber	Actions off track but with changes being made will achieve planned outcomes
Green	Actions on track and will deliver planned outcomes
N/A	Not applicable as not due to start yet
Missing Data	Update not provided by the Lead Officer

3.1 Progress in delivering the 2025/26 Annual Action Plan 1st April – 30th September 2025.

The table below shows the status for each of the actions identified within the plan up until the end of Quarter 2.

RAG status/ Stage	Not Started	In Progress	Completed	Cancelled
Red	0	0	0	0
Amber	0	6	0	0
Green	0	21	3	0
NA	0	0	0	0

3.2 Details of all Actions

To review the updates for all the actions please see:-

- Appendix A Action Plan 2025/ 2026 Progress Update – Qtr 2 April – September 2025

4. Corporate Priorities

- 4.1 This report is concerned with ensuring the Corporate Plan 2023-27 Annual Action Plans 2025/26 are implemented as planned. This is a key activity to ensure the goals and objectives in the Corporate Plan are achieved.

5. Financial and Resource Implications

- 5.1 There are no financial or resource implications arising directly from this report.

Comments from the S151 Officer:

There are no deemed financial implications

6. Legal Implications

There are no legal implications arising directly from this report.

Comments from the Monitoring Officer

[This report is for information and note.](#)

7. Risks

- 7.1 The purpose of this performance report is to inform members of the progress being made in delivering the Corporate Plan 2023-27 Annual Action Plan 2025/26. This in turn reduces the risk of not achieving the goals and objectives in the Corporate Plan.

8. Net Zero Target

- 8.1 The Corporate Plan 2023-27 Annual Action Plan and 2025/26 contain actions, particularly under the theme “Our Greener Future”, that will reduce the emissions of the Council and contribute to achieving the Net Zero target.

9. Equality, Diversity & Inclusion

- 9.1 The Corporate Plan 2023-27 Annual Action Plan 2025/26 contain actions, particularly under the theme “Developing our Communities”, that will improve equality, diversity & inclusion. Where individual actions require an equality impact assessment the lead officer will produce and submit one during the development of the action.

10. Community Safety issues

- 10.1 This report does not have any impact on community safety issues.

11. Conclusion and Recommendations

Cabinet is invited to note the contents of the report and provide comments on any items they feel appropriate.



Ref	Action	Description	Lead Officer	Corporate Plan objective	Stage	RAG Status	Lead Officer comment	Last Updated
1	North Norfolk Local Plan	Complete the further work requested by the Planning Inspector on making revisions to the draft North Norfolk Local Plan and to take account of new Government policy announcements with the objective of formally adopting the Plan by December 2024.	David Glason	Our Greener Future - Continue our journey to Net Zero. - Protecting and enhancing the special landscape and ecological value of North Norfolk whilst improving the biodiversity of the district	In Progress	Green	The North Norfolk Local Plan has been found 'sound' in the recently received final report from the independent Planning Inspector, subject to a number of Main Modifications. The final Local Plan is scheduled to be taken to Cabinet on 1st December and Council on 17th December seeking adoption by Members.	5/11/2025
	Climate Impact	Continue to monitor and report on the greenhouse gas emissions of the Council's operations and activities and ensure the climate impact of all decisions are fully accounted for. Commit to reviewing previously proposed investment to reduce the carbon footprint of the Council's main Cromer offices pending clarity over any local government reorganisation, whilst continuing to assess the Council's wider assets and implement works which improve their environmental performance and reduce the Council's carbon footprint.	Kate Rawlings	Our Greener Future - Continue our journey to Net Zero. - Continuing our own annual emissions reductions to reach Net Zero by 2030	In Progress	Green	The draft carbon footprint report for 24/25 has been prepared and is being taken through the committee process. A new decarbonisation strategy and action plan has been prepared for approval by full Council. The action plan includes several potential projects for decarbonising our estate including the Council's Cromer office.	4/11/2025

3	Household waste recycling and food waste	Monitor and look to increase the percentage of household waste collected which is recycled through programmes of education and public awareness and introduction of a food waste collection service in the 2025/26 civic year and plastic film products in future years.	Emily Capps	Our Greener Future - Tackle environmental waste and pollution. - Using the National Waste and Resources Strategy implementation and any additional funding available to maximise recycling and reduce waste through the introduction of new streams, such as food waste collections for every household.	In Progress	Green	In September cabinet resolved to agree the extension of the Processing of Co-mingled Dry Recyclables contract with NEWS Ltd through to 31st March 2030 on its current terms. This allows for the continuation of recycling by NNDC residents. Planning continues for the implementation of a separate food waste collection for every household in the District as per the requirements of "Simpler Recycling". There remains uncertainty around the level of revenue funding the Council will receive for the service, which will be announced as part of the annual settlement in December. Discussions are underway with the contractor Serco exploring the delivery model for the new service in the latter half of 2026. In September cabinet agreed to provide householders with a starter roll of caddy liners which it is hoped will encourage participation in the scheme. A major project board has been form to monitor project development.	17/11/2025
4	Coast protection schemes	Complete the Cromer Phase 2 and Mundesley Coast Protection Schemes by March 2026.	Tamzen Pope	Our Greener Future - Protect and Transition our Coastal Environments - Implementing the Cromer and Mundesley Coast Protection Schemes.	In Progress	Amber	Main construction phase of Cromer and Mundesley Coast Protection schemes have been completed. Progressing final funding approval.	10/11/2025

5	Coastwise programme	Working with DEFRA, the Environment Agency, local partners and communities to progress delivery of the Coastwise programme in the development and implementation of innovative approaches to coastal adaptation – ongoing until March 2027.	Rob Goodliffe	Our Greener Future - Protect and Transition our Coastal Environments - Realising the opportunities of external funding to secure a sustainable future for our coastal communities through transition and adaptation responses.	In Progress	Amber	Work continues across a wide scope of activities. Significant progress has been made over the last quarter in the development of co-created Community Coastal Erosion Transition Plans across a number of settlements. Significant work progressed in development of medium term support for homes at risk although the leading option to be delivered, is now not permitted to be completed under CTAP as directed by the funders (EA). High level discussions for future delivery of this option is ongoing. Alternative actions to meet programme spend now underway and development/progression.	7/11/2025
6	Rural Position Statement	Produce a Rural Position Statement which maps the provision of key rural services including village shops, post offices, pubs, community halls, rail, bus and community transport services and mobile / broadband coverage by August 2025 and proposes future policy responses so that there is a clear baseline record of such assets to pass to any “new” local authority established through Local Government Reorganisation.	Robert Young	Developing our Communities - Engaged and supported individuals and communities - Ensuring that people feel well informed about local issues, have opportunities to get involved, influence local decision making, shape their area and allow us to continue to improve services they receive.	In Progress	Amber	This has not progressed from previous update due to staff resource/capacity; however, data that illustrates the characteristics of the more remote/rural areas of the District is beginning to be compiled. Analysis will be undertaken of the challenges faced in these areas and will indicate the potential options for service delivery in meeting the identified needs. This is hoped to provide an important evidence base on which future service delivery (including that affected by Local Government Reorganisation) can be developed.	10/11/2025
7	Neighbourhood Plans	Continue to promote greater take up of Neighbourhood Plans by local communities with the objective of supporting more communities adopt Neighbourhood Plans a year – strengthening local community	David Glason	Developing our Communities - Engaged and supported individuals and communities - Ensuring that people feel well informed about local issues, have	In Progress	Green	Communities are actively bringing forward Neighbourhood Plans with officer engagement, advice and review of emerging plans. Parish Councils actively looking to advance and finalise their emerging Neighbourhood Plans are: Hoveton, Trunch and Tunstead. Formal consultation Under	5/11/2025

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		voices and capacity in the context of future local government reorganisation.		opportunities to get involved, influence local decision making, shape their area and allow us to continue to improve services they receive.			Regulation 14 stage of the Neighbourhood Plans is expected for: Tunstead, Hoveton and Stalham in December 2025. Parish Councils with an adopted Neighbourhood Plan are: Blakeney, Corpusty & Saxthorpe, Holt, Ryburgh and Wells-next-the-Sea. Parish Councils actively developing Neighbourhood Plans are: Hoveton, Stalham, Trunch and Tunstead. See: https://www.north-norfolk.gov.uk/tasks/planning-services/planning-policy/neighbourhood-plan-areas/	
	Health, wellbeing and financial inclusivity initiatives	With partners we will continue to pursue funding opportunities to develop initiatives which proactively and reactively support our communities prioritising health prevention, wellbeing and financial inclusivity of our most vulnerable and hard to reach residents	Karen Hill	Developing our Communities - Promote health, wellbeing and independence for all - Growing the work done in reaching out to our communities and provide additional focus to the work being undertaken to support the most vulnerable.	Completed	Green	We continue to utilise the Government grants we receive (Homelessness Prevention Grant, Rough Sleeper Initiative, Homes for Ukraine, Disabled Facilities Grant. Discretionary Housing Payments) to deliver a range of services and initiatives to our most vulnerable residents. In addition we have received funding from other partners to deliver services and support residents in our communities including Better Care Fund (North Norfolk Health and Wellbeing Partnership), Community Transformation Funding (Integrated Care Board), Household Support Fund and Primary Care Network . The Frailty Project has been continued into 2025/26 and the Proactive Intervention and Prevention Project is funded for 12 months from August 2025.	5/11/2025

9	Health and social care facilities for older residents	With local partners we will continue to lobby for the retention and development of innovative health and social care facilities for older people in the District, including the re-opening of the Benjamin Court NHS asset in Cromer, reflecting the district's aged demographic – the oldest average age in the country.	Steve Blatch	Developing our Communities - Promote health, wellbeing and independence for all - Working with partners to promote healthy lifestyles and address the health inequalities faced by our communities.	In Progress	Green	We continue to promote the reuse of the mothballed NHS owned Benjamin Court facilities in Cromer as a health and wellbeing service hub for older people, chronic condition management, rehabilitation, respite and palliative care. Meeting with Steff Aquarone, Ed Garrett (Chief Executive of the Norfolk and Waveney Integrated Care Board) to discuss Benjamin Court, wider health provision in the district and services provided at Cromer Hospital arranged for 21st November 2025.	12/11/2025
10	Fakenham Leisure and Sports Hub	Progress delivery of the Fakenham Leisure and Sports Hub project through securing planning permission, appointment of a construction partner and commencement of construction.	Steve Hems	Developing our Communities - Promote Culture. Leisure and Sports activities - Developing further the leisure facilities provided across the District.	In Progress	Green	The required agreement to lease to enable the project to progress is in place and the deed of variation to the leisure contract is being worked on currently. Construction has commenced on site and good progress is being made. The project is running to timetable currently. Regular reporting and monitoring is in place to identify any issues quickly and ensure they are resolved.	3/11/2025
11	Sports pitches	Having secured funding approval for the Cromer 3G pitch deliver this new (replacement) facility by September 2025 and continue to pursue funding for similar facilities at Fakenham and North Walsham.	Colin Brown	Developing our Communities - Promote Culture. Leisure and Sports activities - Developing further the leisure facilities provided across the District.	In Progress	Amber	Cromer 3G pitch has now been opened and is being used by the Academy and the Community. Bookings for the winter months are strong. Fakenham 3G pitch project has now started, with some of the early surveys being completed. The Football Foundation have indicated that they would like to bring the application date forward in the hope of getting funds allocated for this project. Discussions continue with North Walsham Town FC about a potential project at Greens Road	4/11/2025

12	Improvement of facilities at Holt Country Park	Explore external funding opportunities such as the Norfolk GIRAMS scheme, Hornsea 3 Legacy fund and S106 agreements to contribute to the improvement of the facilities within Holt Country Park, working towards maintaining Green Flag status at this location and our other Countryside sites.	Colin Brown	Developing our Communities - Promote Culture. Leisure and Sports activities - Developing further the leisure facilities provided across the District.	In Progress	Green	Staff facilities improvements are complete. Electricity project in ongoing, a valuation has been completed and Estates are seeking to make contact with landowner. The Hornsea 3 Legacy fund project to build a new classroom and learning space is in progress and on schedule. We are investigating a possible pot of S106 to support the Hornsea project and improve the play area	5/11/2025
13	Housing data sharing	Continue to gather and share data about the number of permanent, affordable, second and holiday homes, empty homes and numbers of local people on the housing register at a parish level on an annual basis so that there is a very clear understanding of the context of local housing issues at a local community level to inform future development of rural exceptions and other affordable housing schemes.	Nicky Debbage	Meeting our Housing Need - Address housing need - Supporting the delivery of more affordable housing, utilising partnership and external funding wherever possible.	In Progress	Green	Annual data provided to Councillors and Parish Councils - 2025 data to be sent out in November	29/10/25
14	Second homes council tax premium	Monitor the impact and expenditure of the returned Second Homes Council Tax Premium income negotiated with Norfolk County Council to support investment in Temporary Accommodation and financing the delivery of affordable homes developments in the district from April 2025.	Nicky Debbage	Meeting our Housing Need - Address housing need - Supporting the delivery of more affordable housing, utilising partnership and external funding wherever possible.	In Progress	Green	Analysis of number of second homes and CT income collected, and use of the income to be reported to Cabinet in November	29/10/25

15	Affordable homes	Take forward with partners a programme of new affordable homes development in the district, with a target number of 307 new affordable homes completed over the period March 2025 to March 2027 (76 in 2025/26 and 231 in 2026/27) with schemes at Sheringham, Bacton, Walcott, Wells and Fakenham being taken forward during 2025.	Nicky Debbage	Meeting our Housing Need - Address housing need - Supporting the delivery of more affordable housing, utilising partnership and external funding wherever possible.	In Progress	Green	45 new affordable homes have been completed so far in 2025/26, with the full year total forecast to be 93	29/10/25
16	Housing standards	Continue to work with partners in the North Norfolk Help Hub to respond to housing standard issues as and when they arise in a timely and satisfactory manner. Conduct at least 50 inspections under the Housing Health and Safety Rating System per year of privately rented accommodation in response to complaints received. Inspect all new Houses in Multiple Occupation (HMOs) applications received by the Council and using a risk-based approach inspect on a rolling basis all HMOs in the District. In all cases take appropriate action in accordance with the Council's enforcement policy.	Emily Capps	Meeting our Housing Need - Promote best use of housing stock and good housing standards - Continuing the high-profile work done to tackle unscrupulous landlords/ poor quality housing during the cost of living crisis.	In Progress	Green	01/04/2025 to 18/11/2025 - 36 Housing Health Safety Rating System inspections undertaken- on target for annual figure of 50. 2 House in Multiple Occupation License applications received and processed. The Team (along with other relevant service areas) are also preparing for the implementation of the Renters Right Act 2025.	7/11/2025

17	Long-term empty properties actions	Continue to monitor and take action to reduce the number of Long-Term Empty properties in the District through investigation and enforcement action – pursuing at least 50 cases a year.	Sean Knight	Meeting our Housing Need - Promote best use of housing stock and good housing standards - Working harder to bring empty homes back into use.	In Progress	Green	We have an inspector that visits empty properties and Devin O'Neill, our Empty Homes & Revenue Generation Officer support owners to bring properties back into use at an individual level. The total empty properties as at 6 October 2025 (CTB1 data) is 1,234. Out of these there are 759 Long-Term Empty properties. This is 1.34% of the taxbase total.	7/11/2025
18	North Norfolk Business Forum	Develop and maintain engagement and dialogue with and between the district's business community, with a series of regular business briefing events to be staged throughout the year.	Stuart Quick	Investing in our Local Economy and Infrastructure - An environment for business to thrive in - Providing support to allow rural businesses to thrive, recognising that many of our larger employers operate outside of our main towns.	Completed	Green	Invest North Norfolk – the Council's business facing brand and portal – is live and will continue to develop and expand over time, serving as a valuable resource to support businesses with fulfilling their growth aspirations. Over 450 businesses have now already signed up to receive the monthly 'INN the Know' bulletin which helps to keep businesses abreast of the latest support information. A range of workshops, networking and events will be delivered through to year end.	4/11/2025

Page 25	19	Bacton Energy Hub	Take forward co-ordinated actions on behalf of key partners and stakeholders agreed at the January 2025 Bacton Summit event to raise the profile of the Bacton Energy Hub site as one of the UK's principal locations for carbon capture and storage and hydrogen production in support of the UK's energy transition to Net Zero realising the employment, supply chain and wider economic benefits for North Norfolk, Norfolk and the wider East of England region. Ongoing from now throughout the period of the Corporate Plan.	Steve Blatch	Investing in our Local Economy and Infrastructure - Infrastructure to support growth - Seeking to maximise the potential from the local implications of the transition towards hydrogen and carbon capture, use and storage (CCUS) at the Bacton Gas site	In Progress	Green	We are continuing to discuss issues and opportunities at the Bacton Energy Hub with a range of stakeholders and partners. Principle partners supported visit to Bacton energy Hub site with East of England all Party Parliamentary Group on 19th September; facilitating partner in hosting inward investment trade delegation organised by the Quebec provincial Government in Canada on 17th November 2025, holding exploratory meetings with key stakeholders to secure increased electricity supply to support decarbonisation of existing operations and future developments at the Bacton site, invitation extended to senior officials at GB energy to visit Bacton, now likely to be Quarter 1 2026.	12/11/2025
		Stalham High Street Task Force	Continue to work with the local community and partners in Stalham through the Government's High Street Task Force programme to develop a vision which contributes to the future vitality of the town for delivery over the period April 2024 – March 2027.	Stuart Quick	Investing in our Local Economy and Infrastructure - An environment for business to thrive in - Working with our Market and Resort Towns to reinforce their roles as local service centres, centres of employment, financial services and business activity, served by public transport	Completed	Green	Following the Stalham HSTF exercise, the locally led Stalham Town Team is established and continues to meet to discuss and explore opportunities to enhance the town centre and explore activities that support footfall. Over the summer NNDC Officers have recently presented to the local stakeholders a range of options to support the town, including a Retail Excellence Programme of workshops (in conjunction with North Walsham businesses) and grants available through NNDC's Love Your Market Town and the Town Ambition Programme which will be delivered this financial year.	4/11/2025

21	Banking and post offices services	Work with LINK, Cash Access UK and local partners in the district's market and coastal towns to retain banking and post office services in locations across the district.	Stuart Quick	Investing in our Local Economy and Infrastructure - An environment for business to thrive in - Working with our Market and Resort Towns to reinforce their roles as local service centres, centres of employment, financial services and business activity, served by public transport	In Progress	Green	Locating in the former Barclays unit on the High Street in Holt, a new Banking Hub has been established. Operating 9am-5pm, Monday to Friday, the Hub provides services for Natwest, TSB, Barclays, Santander and Lloyds customer. A banking hub is planned for Cromer to replace the closing NatWest branch, with the new facility recommended by LINK in June 2025. It will be a shared space offering cash and cheque services for customers of all major banks, and will include a 24/7 ATM. The hub is set to replace the former NatWest on Church Street, though its official opening date has not yet been announced. A planning application for signage has been received. A post office has also opened at Fakenham. Operating from premises on Upper Market, the new Post Office will open from 8.30am until 5.30pm on weekdays and from 8.30am until 1.30pm on Saturdays.	4/11/2025
22	Promote North Norfolk	Continue to support and work with tourism interests across the district to promote North Norfolk as a key visitor destination with a diverse visitor offer.	Robert Young	Investing in our Local Economy and Infrastructure - An environment for business to thrive in - Continuing to promote North Norfolk's diverse tourism and visitor offer	In Progress	Green	The new partnership arrangement with Visit North Norfolk is operating successfully, with the the Council continuing to support and work with tourism interests across the area to promote North Norfolk as a key visitor destination. The VNN Board is operating well, and effective marketing campaigns continue to be produced.	10/11/2025

23	UK Shared Prosperity Fund and Rural England Prosperity Fund programme	Ensure, through sound programme management and appropriate promotion, that full commitment and draw down is made of the UK Shared Prosperity Fund and Rural England Prosperity Fund monies allocated to the district.	Stuart Quick	Investing in our Local Economy and Infrastructure - An environment for business to thrive in - Looking to maximise the benefits to our business community of the UK Shared Prosperity and Rural England Prosperity Funds.	In Progress	Green	The previous UKSPF (3yr) & REPF (2yrs) programmes concluded in March 2025. A report was presented to the Overview & Scrutiny Committee in April 2025 which demonstrated that all workstreams met or exceeded their output and outcome targets. NNDC was awarded £405,095 of additional UKSPF funding and £437,000 of REPF funding for 25/26. 4 workstreams (agreed by Cabinet in February 2025) have been developed and are on track. The REPF grant scheme is also on track and is about to be fully committed.	4/11/2025
24	Serviced employment land	Based on previously commissioned surveys, develop pipeline project proposals which seek to increase the supply of serviced land or advance factory premises and can be delivered at pace if external funding can be secured for such an investment.	Stuart Quick	Investing in our Local Economy and Infrastructure - Infrastructure to support growth - Ensuring an adequate supply of serviced employment land and premises to support local business growth and inward investment	In Progress	Green	A number of sizable investments are presently in discussion or have recently been developed this year. These include Jarrolds taking on the Back to the Garden sites at Holt, the proposed Mcdonalds at Fakenham, Sainsbury's acquisition of the Homebase site at Cromer and B & M Stores locating in the former Co-op stores on Holt Rd in Cromer (now open). In addition, the new roundabout on the Fakenham Bypass has now opened, facilitating new potential housing growth/commercial. Planning has also been granted for replacement fuel station (adj to Morrisons, Fakenham) with takeaway facilities and demolition work has commenced. Presently there is a planning application being considered for a Lidl store (Class E discount foodstore) with associated car parking, landscaping, engineering and drainage works on Nightjar Road in Holt which predicts 40FTE jobs.	4/11/2025

25	English devolution and local government reorganisation	Engage with local partners (County and District Councils in Norfolk) in seeking to secure new powers, functions and budgets for Norfolk as part of the Government's English Devolution White Paper and as appropriate seek to position North Norfolk's residents, communities and businesses positively in respect of any reorganisation of local government in Norfolk and in establishing any new unitary councils.	Steve Blatch	A Strong, Responsible and Accountable Council - Effective and efficient delivery - Exploring opportunities to work further with stakeholders and partner organisations	In Progress	Green	Devolution - Norfolk and Suffolk County Councils (as the responsible upper tier authorities) formally agreed to establish Mayoral Combined Authority in October 2025 and are now working with Government around preparation of a Statutory Instrument and parliamentary processes to allow the legal constitution of the body in Quarter 1 2026 followed by a first mayoral election on 7th May 2026. LGR - Full business case submitted to Government on 26th September (after Full Council vote on 24th September) and now subject to appraisal by MHCLG officials alongside the proposal for a single unitary made by NCC and 2 unitary proposal made by South Norfolk Council. Partners to Future Norfolk partnership continue to develop our narrative and proposals for the 3 unitary councils, including sharing with Town and Parish Councils (NNDC workshops 13th and 18th of November) in anticipation of statutory consultation being undertaken by MHCLG for 6 weeks from late November (formal details of the consultation currently awaited). Separate to the above and agnostic to any decision made by Government in early 2026 the 7 Norfolk districts and the County Council have begun to scope some outline workstreams around data, systems, contracts, workforce and regulatory services, as well as preparing a specification for a	12/11/2025
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Page 29							strategic implementation partner to be appointed jointly from April 2026.	
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26	LGA Corporate Peer Challenge Action Plan	Continue the Council's improvement journey through taking forward the recommendations made by the LGA Corporate Peer Challenge throughout 2025, particularly the new Workforce Development Strategy so that our staff continue to provide good quality services to our residents, businesses and communities and are well-equipped to realise new opportunities presented by local government reorganisation.	Steve Blatch	A Strong, Responsible and Accountable Council - Effective and efficient delivery - Continuing a service improvement programme to ensure our services are delivered efficiently	In Progress	Amber	We continue to look to progress and implement the recommendations made through the Corporate Peer Challenge, but there has been some slippage in timescales due to capacity issues due to the need for us to engage with the the Government's Devolution and Local Government Reorganisation agendas. The draft workforce strategy was presented to JSCC on 5th November and will now move forward for adoption.	12/11/2025
27	Service reviews	Continue to monitor progress towards the objectives detailed the new Medium-Term Financial Strategy through continuously reviewing service delivery arrangements so as to realise efficiencies and ensure value for money service provision in meeting the needs of our residents, businesses and visitors.	Daniel King	A Strong, Responsible and Accountable Council - Effective and efficient delivery - Delivering services that are value for money and meet the needs of our residents	In Progress	Green	Whilst the s151 officer can lead on identifying and delivering savings it is the service managers and assistant directors who will have to actually find and deliver efficiencies. A service review is currently in progress in property service, which has resulted in the admin staff now working across both property and estates, work is continuing in order to find better ways of working. Assistant Directors have been contacted as part of the 2026/27 budget setting process to proposed savings/income generation ideas.	6/11/2025

28	Cromer Pier Pavilion Theatre auditorium refurbishment	Seek Heritage Lottery funding for the refurbishment of the auditorium of the Cromer Pier Pavilion Theatre so as to place the theatre in the best possible position in the context of anticipated local government reorganisation, recognising the Pier and theatre's key role in the cultural and tourism appeal of North Norfolk and marking its 125th anniversary in 2026.	Daniel King	A Strong, Responsible and Accountable Council - Culture - Continuing to support cultural assets across the District to provide cultural opportunities for all	In Progress	Green	An expression of interest submission was made for grant funding from the Creative Foundations Fund. This included details to a project which includes Cromer Pier Pavilion Theatre auditorium works. Unfortunately NNDC were not successful with this grant funding. Consultants are being engaged with to provide a scope of works for the inclusion in the capital bids for 2026/27	6/11/2025
29	Tourism infrastructure assets safeguarding	Consider the implications of LGR on the future management and maintenance of tourism infrastructure assets and explore whether these might be safeguarded in the longer term through being placed in an appropriate structure which recognises their importance in the context of continued pressure on discretionary services in any new unitary council structures.	Cara Jordan	A Strong, Responsible and Accountable Council - Culture - Continuing to support cultural assets across the District to provide cultural opportunities for all	In Progress	Amber	We have a lawyer whose focus is on these assets. We have liaised with the assets team which has a steer for a number of sites. 09..07.25 Requested legal advice regarding multiple transfers to one organisation. Officers are liaising with town and parish councils around some possible asset transfers. Negotiations are to commence through the assets team and Independent valuations to be undertaken at this time.	12/11/2025
30	Review and maximise the Council's approach to asset commercialisation	Continue to review and maximise the Council's approach to Asset Commercialisation to realise new and emerging opportunities around the use of the Council's land and property assets through implementing the actions detailed in a revised Asset Management Strategy from April 2025.	Renata Garfoot	A Strong, Responsible and Accountable Council - Maximising opportunity - Investing in projects which deliver financial returns and/or contribute to our wider objectives around Net Zero, business and jobs, community facilities and infrastructure	In Progress	Green	Additional external Estates resource has been secured and instructions to them to undertake rent review and lease renewals.	28/10/25

Car Park Fees & Charges	
Executive Summary	The hourly Car Park charges were last revisited during the budget setting process for the 2025/2026 year. The decision list of Cabinet meeting held on 4 November 2025 states that the charges will be revisited as part of the budget setting process for 2026/2027 – this report looks into the charges for car parks and season tickets pricing for 2026/2027. The Council operates its car parks with 3 different rates which are dependent on where the car park is located. There is the standard rate for the inland car parks (mainly used by our residents), the resort rate for the car parks located in our resorts but not alongside the beaches and the coastal rate for the car parks that are the nearest the beaches and which are predominantly used by tourists and visitors. The Council also provides the option to purchase season tickets. This report provides details about the current car park fees and charges, and then the options for increases.
Options considered	<u>Car Parking Charges</u> • Option 1: No increase to standard car parking up to and including 24 hour tariffs but increase car parking fees for resort and coastal car in line with CPI inflation of 3.8%. • Option 2 increase car parking fees by 2%. • Option 3 increase car parking fees by 5.8% (CPI+2%). • Option 4 no increase applied to car parking for the financial year beginning 1 April 2026. <u>Season Ticket Charges</u> • Option 5 no increase applied to the season tickets for the financial year beginning 1 April 2026. • Option 6 increase season ticket fees by 3.8%. • Option 7 increase season ticket fees by 2.0%. • Option 8 increase season ticket fees by 5.8% (CPI+2%).
Consultation(s)	Cllr Lucy Shires - Portfolio Holder for Finance, Estates & Property Services
Recommendations	Cabinet is asked to consider the various options discussed within the report, taking into account any recommendations made by the Overview & Scrutiny Committee.

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

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

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

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

1. Purpose of the report

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

2. Introduction & Background

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

3. Current Charging Regime and Options

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

Table 1: Current charging regime:

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

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

Table 2: Structure of car parking fees

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

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

Table 3: Comparative car parking charges

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

4.8. Option 4 – No increase to fees

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

4.9. Summary of options

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

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

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

5. Proposals and Options – Public Season Tickets

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

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

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

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

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

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

6. Car Parking Order

- 6.1. Any change to the charging regime will have to be formalised through the agreement of a new Car Park Order under Section 35 of the Road Traffic Regulation Act 1984. In accordance with the Local Authorities' Traffic Orders (Procedure) (England and Wales) Regulations 1996, the Council is required to undertake a statutory consultation process – this is anticipated to take 3 months.
- 6.2. The cost of implementing the changes to the current charges would be in the region of £15k, this would cover signage overlays, car park leaflets and reprogramming of the pay & display machines.
- 6.3. It is recommended that the Asset Management Officer in consultation with the S151 Officer to proceed with the Consultation in relation to the Off Street Parking Places Order.

7. Corporate Priorities

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

8. Financial and Resource Implications

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

Comments from the S151 Officer:

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

9. Legal Implications

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

Comments from the Monitoring Officer

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

10. Risks

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

11. Net Zero Target

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

12. Equality, Diversity & Inclusion

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

13. Community Safety issues

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

14. Conclusion and Recommendations

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

Fees & Charges 2026/27	
Executive Summary	This report recommends the fees and charges for the financial year 2026-27 that will come into effect from 1 April 2026.
Options considered.	Alternatives for the individual service fees and charges proposed have been considered by service managers as part of the process of creating this report.
Consultation(s)	Portfolio Holder Assistant Director Finance & Assets/Deputy S151 Officer Director of Resources/S151 Officer Budget Managers
Recommendations	That Cabinet approves the following fees within the appendix as per requirements set out in legislation: • Licence to Drive Hackney Carriages or Private Hire Vehicles • Private Hire Vehicle Licence • Scrap Metal Dealer (all) • Scrap Metal Collector (all) That Cabinet recommends that it supports the following recommendations to Full Council: • The fees and charges from 1st April 2026 as included in Appendix A. • That delegated authority be given to the Section 151 Officer, in consultation with the Portfolio Holder for Finance and relevant Directors/Assistant Director to agree the fees and charges not included within Appendix A as required (outlined within the report).
Reasons for recommendations	To approve the Council's proposed fees and charges for 2026/27.
Background papers	Fees & Charges 2025/26 report (Full Council – 19 th February 2025)

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

Links to key documents:

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

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

1. Purpose of the report

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

2. Introduction & Background

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

3. Fees & Charges 2026/27

- 3.1 The Finance Team has circulated proposed fees and charges for 2026/27, which have been reviewed by lead budget managers to support the annual

budget-setting process. The starting point for the review is an overall increase of 3.8%, reflecting the CPI inflation rate at the outset of the process. However, this baseline has been adjusted where appropriate to take account of wider economic conditions, market factors, and service-specific considerations. Appendix A sets out the detailed proposed charges to take effect from 1 April 2026 – The average increase across all fees and charges proposed for 2026/27 represent an increase of 3.6% on the fees and charges for 2025/26, which falls slightly below the current CPI inflation rate.

3.2 The proposed increases in fees are due to one of the following reasons:

- Inflationary increases which reflect the inflation increases in costs to provide the service.
- Increases which are set by a higher authority (typically central government) for example, planning fees and election charges. These are known as statutory fees.
- Increases in fees which must be set on a cost recovery basis for example, land charges, building control and the majority of our locally set licencing fees.

3.3 **Elections**

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

3.4 **Communications**

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

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

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

3.5 **Customer Services & ICT**

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

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

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

3.6 Leisure

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

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

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

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

It is recognised that the Friday Market at Cromer would benefit from an increase in a number of market stalls regularly attending. The Assistant Director for Environmental and Leisure Services is delegated the ability to develop and implement schemes which seek to increase and sustain increase the number of traders at the Cromer Market

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

3.7 Legal

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

3.8 Environmental Health

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

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

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

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

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

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

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

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

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

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

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

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

3.9 Planning

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

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

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

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

3.10 Estates

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

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

3.11 Car Parks

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

It has been proposed that:

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

- Season Ticket prices have been increased by inflation (3.8%).

3.12 External Facilities

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

4. Corporate Priorities

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

5. Financial and Resource Implications

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

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

6. Legal Implications

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

Comments from the Monitoring Officer

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

7. Risks

For services driven by demand, there exists a potential risk that actual service uptake may decline, resulting in income levels falling short of budgeted projections. To mitigate this risk during the income budgeting process,

assumptions regarding anticipated income will be formulated based on the most reliable estimates, developed collaboratively by service managers and the finance team.

8. Net Zero Target

None as a direct consequence of this report.

9. Equality, Diversity & Inclusion

None as a direct consequence of this report.

10. Community Safety issues

None as a direct consequence of this report.

11. Conclusion and Recommendations

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

Appendix A - Fees and Charges - 2026/27

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

All fees are shown excluding VAT.

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

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

Communications	2025/26	2026/27	Statutory Service / Discretionary Services	Set by Government / Set By District
	Agreed Charge	Proposed Charge		
	£ : p	£ : p		
Filming				
TV drama/advertisements/feature films/Commercial Shoots/Music Videos/Documentaries etc.				
<i>*These figures are for guidance only and any enquiries could be subject to further negotiation prior to agreement. Prices quoted exclude</i>				
Per day - Low Impact	£150 - £800	£150 - £800	Discretionary	District
Per day - Medium Impact	£800 - £1,500	£800 - £1,500	Discretionary	District
Per day - High Impact	£1,500 - £5,000	£1,500 - £5,000	Discretionary	District
Exclusive use of NNDC owned location (e.g. Cromer Pier) will incur extra costs which will be negotiated between the Communications team and the clients.				
Administration Charge (only charged where a fee and/or contract is appropriate)				
Standard	£50.00	£50.00	Discretionary	District
Less than 7 day's notice	£100.00	£100.00	Discretionary	District
Drone/DAS filming	£125.00	£125.00	Discretionary	District
Education/news/weather/student/individual photographers	Discretionary	Discretionary	Discretionary	District

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

Leisure	2025/26 Agreed Charge £ : p	2026/27 Proposed Charge £ ; p	Statutory Service / Discretionary Services	Set by Government / Set By District
HOLT COUNTRY PARK				
Car parking (<i>per occasion</i>)	£2.50	£2.50	Discretionary	District
Fire Wood (<i>sold when available from forestry works</i>) - per load	£140.00	£144.00	Discretionary	District
School visits where Ranger's assistance required (Per Child) <i>(Please note, the school visits charge reserves the right to be made flexible depending on the activities chosen by the School).</i>	£8.50	£9.00	Discretionary	District

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

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

Leisure

PARKING PERMITS

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

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

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

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

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

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

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

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

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

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

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

Environmental Health

OTHER LICENSING CONTINUED

Premises Licences (Alcohol)

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

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

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

Annual charges relating to the above are:

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

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

Environmental Health

OTHER LICENSING CONTINUED

Additional Fees and Charges

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

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

Application to vary to specify individual as premises supervisor

Application to transfer premises licence

Interim authority notice

Application for making of a provisional statement

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

Notification of change of name or alteration of club rules

Change of relevant registered address of club

Temporary event notices

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

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

Notification of change of name or address (personal licence)

Notice of interest in any premises

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

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

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

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

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

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

Planning

Applications other than Building Works

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

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

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

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

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

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

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

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

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

Council Tax Discounts & Premiums Determination 2026-27	
Executive Summary	This report sets out the proposed level of council tax discounts which shall apply to classes of dwelling for the financial year 2026-27.
Options considered.	The recommendations take advantage of the options from the reforms included in the Local Government Finance Act 2012 as amended to incentive homes back into use and generate council tax income.
Consultation(s)	The legislation provides local authorities with the power to make changes to the level of council tax discount in relation to classes of property. The Council has to approve its determinations for each financial year. The calculation of the tax base for 2026-27 will be made on the assumption that the determinations recommended below will apply. In accordance with the relevant legislation these determinations shall be published in at least one newspaper circulating in North Norfolk before the end of the period of 21 days beginning with the date of the determinations.
Recommendations	Recommend to Full Council that under Section 11A of the Local Government Finance Act 1992 and in accordance with the provisions of the Local Government Finance Act 2012 and other enabling powers that: 1) The discounts for the year 2026-27 and beyond are set at the levels indicated in the table at paragraph 3.1. 2) To continue to award a local discount of 100% in 2026-27 for eligible cases of hardship under Section 13A of the Local Government Finance Act 1992 (as amended) and that the Revenues Manager has delegated authority to make Discretionary Reductions under the Hardship Policy up to the value of £4k as indicated in the associated policy in Appendix B. 3) That an exception to the empty property levy charges may continue to be made by the Revenues Manager in the circumstances laid out in section 4.2 of this report. 4) The long-term empty-property premiums for the year 2026-27 (subject to the empty premium exceptions shown in Appendix C) are set at the levels indicated in the table at paragraph 4.2 5) To continue to award a local discount of 100% in 2026-27 for eligible cases of care leavers under Section 13A of the Local Government Finance Act 1992 (as amended).

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

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

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

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

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

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

2. Introduction & Background

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

3. Current Discounts and Premiums Proposed for 2026-27

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

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

	residence, are furnished, but their continuous occupation is restricted by planning regulations to less than 28 days a year.	Discount	Discount
Class B	All other dwellings which are not the sole or main residence, are furnished, and their continuous occupation is not restricted by planning regulations to less than 28 days a year.	No Discount	No Discount
Class C	All dwellings which are unoccupied and substantially unfurnished.	No Discount	No Discount
Class D	Dwellings that are unoccupied and unfurnished and: • require or are undergoing major repair to make them habitable. • are undergoing structural alteration. • have undergone major repair work to render them habitable, if less than six months have elapsed since the date on which the alteration was substantially completed, and the dwelling has continuously remained unoccupied and unfurnished since that date	50% Discount	50% Discount

Class D Discount

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

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

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

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

4. Empty Homes Premium and Section 13A Discounts

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

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

Levelling-up and Regeneration Bill

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

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

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

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

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

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

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

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

Second Home Premium.

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

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

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

Care Leavers Discounts

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

Classes of Property

- 4.5 The Regulations differentiate between classes of property as follows:

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

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

Formal Determinations

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

Corporate Plan Objectives

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

5. Financial and Resource Implications

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

Comments from the S151 Officer:

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

6. Legal Implications

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

Comments from the Monitoring Officer

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

Legislation requires annual approval by Council of determinations

7. Risks

- 7.1 This report does not raise any new risks.

8. Net Zero Target

8.1 This report does not raise any issues relating to Climate change.

9. Equality, Diversity & Inclusion

9.1 This report does not raise any new issues relating to equality and diversity.

10. Community Safety issues

10.1 This report does not raise any issues relating to Crime and Disorder considerations.

11. Conclusion and Recommendations

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

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

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

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

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

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2. Council Tax – Discretionary Reduction Policy

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2.6 The Decision-Making Process

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2.8 Recovery of a Hardship Relief Award

2.9 Fraud

1. Purpose of Policy Document

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

2. Council Tax Discretionary Reduction Policy

2.1 Introduction

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

2.2 Legislation

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

2.3 North Norfolk District Councils Policy

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

2.4 Criteria

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

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

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

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

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

2.5 The Application

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

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

North Norfolk District
Holt Road
Cromer
Norfolk
NR27 9EN

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

2.6. The Decision-Making Process

- 2.6.1 Upon receipt of a signed application and all supporting documentation /information a standard decision-making process will be followed:

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

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

2.7. Review of Decision

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

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

2.8 Recovery of a Discretionary reduction Award

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

2.9 Fraud

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

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

Revised 13 November 2025

Appendix C

Exceptions to council tax Premiums

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

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

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

Council Tax Premium Exceptions

Classes of Dwellings	Application	Definition
Class E	Long-term empty homes and second homes	Dwelling which is or would be someone's sole or main residence if they were not residing in job-related armed forces accommodation.
Class F	Long-term empty homes and second homes	Annexes forming part of, or being treated as part of, the main dwelling.
Class G	Long-term empty homes and second homes	Dwellings being actively marketed for sale (12 months limit) The exception will end either when the 12- month period has ended, when the dwelling has been sold or when the dwelling is no longer actively marketed for sale. The council will determine: • whether the dwelling is clearly advertised for sale. • whether the dwelling is being marketed at a fair market value. • whether there are any artificial barriers on the dwelling preventing sale; and • whether the owner is taking any other reasonable steps to market the dwelling for sale. The same owner may only make use of the exception for a particular dwelling marketed for sale once however, the exception may be used again for the same dwelling if it has been sold and has a new owner.
Class H	Long-term empty homes and second homes	Dwellings being actively marketed for let (12 months limit). The exception will end either when the 12-month period has ended, when the dwelling has been let or

		when the dwelling is no longer actively marketed for let. The council will determine: • whether the dwelling is clearly advertised for let. • whether the dwelling is being marketed at a fair market value. • whether there are any artificial barriers on the dwelling preventing letting; and • whether the owner is taking any other reasonable steps to market the dwelling for let. The same owner may make use of the exception for dwellings marketed for let multiple times, however, only after the dwellings has been let for a continuous period of at least 6 months since the exception last applied.
Class I	Long-term empty homes and second homes	Unoccupied dwellings which fell within exempt Class F and where probate has recently been granted (12 months from grant of probate/letters of administration).
Class J	Second homes only	Job-related dwellings. The exception will not apply to cases where someone chooses to have an additional property to be closer to work while having a family home elsewhere or where an individual is posted to a new location but maintain their previous address.
Class K	Second homes only	Occupied caravan pitches and boat moorings.
Class L	Second homes only	Seasonal homes where year-round, permanent occupation is prohibited, specified for use as holiday accommodation or planning condition preventing occupancy for more than 28 days continuously.
Class M	Long-term empty home only	Empty properties requiring or undergoing major repairs or structural alterations (12 months limit).

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

Discretionary Reduction

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

Adoption of the North Norfolk Local Plan 2024-2040	
Executive Summary	The purpose of this report is to progress the North Norfolk Local Plan 2024-2040 to adoption in order to provide the Council with an up-to-date Local Plan. The Plan has undergone independent examination and found to be sound and legally compliant, with the Inspector concluding that the Plan provides an appropriate basis for the planning of the District provided that a number of Main Modifications are made to it. The Local Plan contains multiple policies underpinned by the principle of delivering sustainable and climate-resilient development to secure a better quality of life for everyone, now and for future generations. All policies within the Plan contribute towards achieving these aims, including those promoting the sustainable location of new homes, jobs and economic growth; the conservation and enhancement of the natural environment and built environment; improved infrastructure and renewable energy; the provision of green spaces and the creation of balanced, healthy communities. This report sets out the process followed; summarises the Inspector's report and main modifications required, provides an overview of the Plan and reviews the options available for the Council. The appendices contain the Inspectors report, Main Modification schedule, the updated Local Plan containing the necessary modifications, the updated policies map (link), Sustainability Appraisal Adoption Statement, (incorporating HRA adoption statement) updated Equalities Impact Assessment, and a presentation providing an overview of the Local Plan.
Options considered	1. Adopt the Local Plan (as modified) 2. Not adopt the Local Plan.
Consultation(s)	The Local Plan production has been informed by direct member engagement through the Planning Policy & Built Heritage Working Party, with key decisions endorsed by Cabinet. Each relevant stage has been subject to public and statutory consultation, and feedback has informed its development.
Recommendations	That Cabinet: 1) Notes the outcome of the Inspector's Report into the examination of the North Norfolk Local Plan, dated 31 October 2025 (Appendix 1 & 2); 2) Recommends that the Council adopts the modified Local Plan which incorporates the Main Modifications as the appropriate basis for the future planning of the whole District (Appendix 3); 3) Notes that all policies of the North Norfolk Core Strategy 2008 and the Site Allocations; Development Plan Document 2011 (the current Local Plan) will be superseded by the new

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

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

Links to key documents:	
Corporate Plan:	Delivering the Local Plan remains a key commitment and component part of the Corporate Plan covering all five themes: Our Greener Future, Developing Our Communities, Meeting Our Housing Need, Investing in Our Local

	Economy and Infrastructure and A strong, Responsible & Accountable Council
Medium Term Financial Strategy (MTFS)	N/A
Council Policies & Strategies	The Local Plan sets the Council's Planning and decision-making framework. Adoption of which will replace the current Core Strategy and Site Allocations DPD.

Corporate Governance:	
Is this a key decision	No
Has the public interest test been applied	No
Details of any previous decision(s) on this matter	None that are specific to the adoption.

1. Purpose of the report

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

2. Introduction & Background

- 2.1 The production of the Local Plan is a statutory requirement and will help the Council to meet its strategic and corporate priorities. Once adopted, the Local Plan will form part of the development plan and enable the Council to provide for the identified needs of the District.

- 2.2 Local Plans set the development framework for an area, must be forward looking and cover a minimum 15-year period from adoption. To do this, they

- Contain planning policies which are the basis for deciding whether to approve planning applications;
- Set out the strategic policies of the district that neighbourhood plans need to be in “general conformity” with;
- Set the spatial strategy and sustainable distribution of growth across the District;
- Allocate sites for development, including for homes and employment, which accord with evidential needs and opportunities;
- Facilitate the delivery necessary for local infrastructure, such as open space, health and community facilities, education and highways;
- Protect, and enhance the natural, built and historic environments;
- Set an appropriate framework to respond to climate change.

- 2.3 National policy requires local planning authorities to adopt their Local Plan under the current and existing system by December 2026, with a key submission deadline of 12th March 2025. Plans submitted after this date would need to comply with the new plan-making system introduced by the Levelling Up and Regeneration Act 2023¹, address matters detailed in the updated National Planning Policy Framework (NPPF) December 2024 and accord with further process guidance yet to be published.
- 2.4 Preparation of the Local Plan started in 2016 and has followed a number of key stages as set out below. Throughout its production it has been informed by Corporate Plan priorities as well as national planning policy. The main member engagement and guidance has been through the politically balanced Planning Policy and Built Heritage Working Party (PPBHWP) with each recommendation(s) being reviewed and endorsed through subsequent Cabinet meetings.

Key stages of Plan making

Stage	Description	Date
First Regulation 18 Consultation	Subjects of the Local Plan	August 2015
Evidence Gathering	Call for Sites, Housing & Economic Land Availability Assessment (HELAA), Sustainability Appraisal (SA) and Habitats Regulations Assessment (HRA) Scoping, Open Space Review, Strategic Housing Market Assessment (SHMA), Retail & Town Centre Study, Economic Growth, Landscape Character / Landscape Sensitivity Assessment, Strategic Flood Risk Assessment etc	
Second Regulation 18 Consultation	First Draft Local Plan, Alternatives Considered, Interim SA & HRA	May 2019
Regulation 19 Consultation	Proposed Submission Version Local Plan, SA & HRA	January 2022
Regulation 22	Submission of Draft Local Plan, SA & HRA	May 2023
Examination Hearing Sessions	Matters & Issues (Public Hearings)	Jan-March 2024
Further Consultation	Additional / enlarged sites, additional Small Growth Villages and increased SGV growth, updated Gypsy & Traveller evidence	November 2024
Examination Hearing Sessions	Further Matters & Issues (Public Hearings)	April 2025
Main Modifications Consultation	Schedule of Main Modifications + Policies Map Changes	September 2025
Examination Conclusion	Receipt of Inspectors Final Report	Oct / November 2025

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

- 2.5 The Plan was submitted to the Secretary of State for examination in May 2023 and David Reed BSc, Dip TP DMS MRTPI from the Planning Inspectorate was appointed as the independent examiner. At the time, the July 2021 version of the NPPF was extant, and as such, under paragraph 234(b) of the subsequent revised NPPF December 2024, the Plan has been examined under transitional arrangements and the earlier NPPF version. The key examination tasks are to establish whether the Plan is “sound” as prescribed in the NPPF and whether in preparation it fulfils the necessary legal requirements such as the duty to co-operate, public sector equality duty, and is informed by an iterative Sustainability Appraisal (SA) and Habitat Regulations Assessment (HRA). To be sound, paragraph 35 of the NPPF² makes it clear that a Local Plan should be positively prepared, justified, effective and consistent with national policy:
- a) **Positively prepared** – providing a strategy which, as a minimum, seeks to meet the area’s objectively assessed needs³; and is informed by agreements with other authorities, so that unmet need from neighbouring areas is accommodated where it is practical to do so and is consistent with achieving sustainable development;
 - b) **Justified** – an appropriate strategy, taking into account the reasonable alternatives, and based on proportionate evidence;
 - c) **Effective** – deliverable over the plan period, and based on effective joint working on cross-boundary strategic matters that have been dealt with rather than deferred, as evidenced by the statement of common ground; and
 - d) **Consistent with national policy** – enabling the delivery of sustainable development in accordance with the policies in this Framework and other statements of national planning policy, where relevant.
- 2.6 Initial hearings were held between January and March 2024 on the Plan as submitted and following the publication of detailed matters and issues statements by the Council. Following these, two fundamental issues were identified by the Inspector in respect of soundness. These issues revolved around a shortfall in housing provision due in part by the required four-year extension of the Plan to 2040 and the Council’s reliance on a deviation away from the “standard methodology” used in calculating housing need. It was also determined that the Gypsy and Travellers need assessment was out of date following the change in the legal definition shortly before the first hearings.
- 2.7 To address these issues the Council prepared an Action Plan which was approved by Cabinet on 4th November 2024 having first been recommended by the Council’s Planning Policy & Built Heritage Working Party the previous month. The Council consulted on these additional proposals between November and December 2024 as part of a ‘Further Consultation’, and, following receipt of feedback, the proposals were considered by the Inspector through the second round of hearings held in April 2025.

² NPPF July 2021

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

- 2.8 The resultant schedule of Main Modifications covering both hearings underwent public consultation during August and September 2025. Representations received were submitted to the Inspector for his consideration and having been considered, the Council received the Inspector's Report on 31 October 2025.

3. Inspectors Report and Main Modifications

- 3.1 The report, attached as **Appendix 1**, concludes that the North Norfolk Local Plan provides an appropriate basis for the planning of the District, provided that the modifications recommended by the Inspector are made to the Plan as attached as **Appendix 2**.
- 3.2 The report has had due regard to areas of legal compliance with the Inspector, concluding that the Council has *maximised the effectiveness* of the duty to co-operate through the Norfolk Strategic Framework, confirming that the Plan meets the necessary legal compliance tests. In particular, the Council has developed and used a shared evidence base, not least in the approach to assessing housing and employment sites, leading on a joint Strategic Flood Risk Assessment (SFRA), the joint Norfolk-wide recreation mitigation strategy, the Norfolk Environmental Credit Scheme that addresses nutrient neutrality, the Planning In Health Protocol, and jointly developing policies to tackle climate change.
- 3.3 The Duty requires the Council to demonstrate that engagement on cross-boundary issues has been undertaken where necessary on a constructive and actively on-going basis. In relation to growth at North Walsham the Inspector is satisfied that the Council also worked constructively with Broadland District Council and Norfolk County Council in the commission of transport evidence, assessing the implications of increased traffic flow on the B1150 through Coltishall & Horstead and drawing up mitigation measures and agreeing suitable policy wording for the inclusion in the site allocation policy contained in the Local Plan.
- 3.4 In relation to other legal tests the Inspector is satisfied that the Sustainability Appraisal process undertaken alongside the Plan has adequately assessed the Local Plan to establish, when judged against reasonable alternatives, that the Plan will help to achieve relevant environmental, economic and social objectives. It is also concluded that the legal duty to undertake Appropriate Assessment in accordance with the Habitat Regulations has been met. Taking into account the Council's Equality Impact Assessment of the Plan, the Inspector concludes that the Plan has had due regard to the Equalities Act 2010 through the examination.
- 3.5 To complete the process this report is accompanied by the Sustainability Appraisal & Habitat Regulations Assessment Adoption Statement and updated Equalities Impact Assessment, as set out in Appendices 5 and 6.
- 3.6 In total, 68 main modifications to the submitted Plan are required as detailed in **Appendix 2**. Comprehensive reasoning for each modification is contained in the Inspector's Report. The main modifications can be summarised as follows:
- Changing the plan period to 2024-2040;
 - Amending Policy CC13 to ensure development demonstrates nutrient neutrality in critical river catchments;

- Increasing the housing requirement to be delivered by the plan to 8,900 minimum requirements 557dpa;
- Allocating further housing sites consistent with the spatial strategy of the plan and amending the policy requirements for allocated sites as necessary;
- Amending the strategy for strategic growth at North Walsham and clarifying the requirements for on and off-site infrastructure;
- Deletion of allocation W07/1 at Wells-next-the-Sea;
- Increasing the number of Small Growth Villages, their potential for growth and clarifying the criteria for considering schemes;
- Amending Policy HOU2 to clarify the mix of homes required on housing sites;
- Updating Policy HOU5 for Gypsy, Traveller and Travelling Showpeople's Accommodation to reflect the latest evidence;
- Updating the housing supply figures and housing trajectory to reflect the evidence;
- Deletion of employment allocations H27/1 at Holt and NW52 at North Walsham;
- Updating the overall employment land provision in the Plan;
- Identifying the strategic policies of the Plan;
- Other modifications to the policies of the Plan to ensure that it is positively prepared, justified, effective and consistent with national policy.

3.7 To be clear, the Council can only adopt the Plan if the modifications are incorporated. It is the Inspector's considered view that they are necessary to make the Plan sound.

3.8 Given the changes in national policy and the updated NPPF, the Inspector brings to the Council's attention in his report the circumstances that the Local Planning Authority (LPA) will be expected to begin work on a new Local Plan under the revised plan making system. He advises that this should be as soon as the relevant provisions as set out in the Levelling up and Regeneration Act 2023 reforms are brought into place. Paragraph 236 of the December 2024 NPPF states:

3.9 *Where paragraph 234b applies (i.e. the plan has been submitted for examination under Regulation 22 on or before 12 March 2025), if the housing requirement in the plan to be adopted meets less than 80% of local housing need⁴ the local planning authority will be expected to begin work on a new plan, under the revised plan-making system provided for under the Levelling Up and Regeneration Act 2023 (as soon as the relevant provisions are brought into force in 2025), in order to address the shortfall in housing need.*

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

4. North Norfolk Local Plan Overview

4.1 Overall, the Plan makes provision for delivering on the Councils' corporate objectives. The overarching vision is to contribute to the achievement of climate resilient sustainable growth, enabling growth in the context of mitigation and

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

adaptation to climate change whilst conserving & enhancing the natural environment, improving connectivity, open space and health.

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

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

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

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

4.4 In terms of employment growth, the Plan identifies 63 hectares of available designated employment land against a requirement of 1.6 hectares per annum based on past delivery rates. Policy E3 also sets out a flexible policy approach supporting proposals at the local level outside of designated employment zones provided that proposals are suitable and well related to the built-up area and accord with the spatial strategy and other policies of the Plan.

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

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

4.6 The strategy promotes a number of site allocations through Policy DS1 in the top three tiers of the settlement hierarchy, as identified in Policy SS1, where a reasonable prospect of delivery has been evidenced. These site allocations are expected to deliver a minimum of 4,584 dwellings over the Plan period. In particular, a sustainable urban extension to North Walsham is proposed. This will deliver 1,270 dwellings in the Plan period and a further 730 expected beyond that - a total of 2,000 dwellings. Included in the site allocation policy is

a requirement for a new western link road linking Norwich Road and Cromer Road along with off-site road, pedestrian & cycle improvements and further junction and safety improvements including improvements to Aylsham Road and the B1150 / Mill Road / B1154 junction at Coltishall, significant areas of open space and landscaping, 7 hectares of employment land and a new two-form entry primary school. A further 327 dwellings, plus a further 300 dwellings beyond 2040, are allocated to the north of Fakenham to be delivered towards the end of the Plan period following the delivery of the expected 950 homes already granted planning permission as a result of the previous Plan's allocation. The strategy also facilitates growth in the remaining selected growth settlements with the aim of ensuring that identified needs for new homes, jobs, open space and supporting infrastructure are delivered in ways that are consistent with protecting the unique role and character of each settlement. In each of the settlements where development is proposed, a settlement boundary has been defined. These boundaries are shown on the Policies Map.

- 4.7 Action on climate change is embedded throughout this Local Plan and is an integral part of many policies. Collectively, the Plan sets a framework on how climate change could and should be considered in order to achieve national and local targets and climate resilient sustainable development. Addressing climate change is, however, a shared responsibility, and the challenges are not just to develop to minimum targets but to seek a step change and encourage a shift in emphasis in development considerations. Policies include sustainable construction linked to building regulations, which are anticipated to be updated in a progressive way through the Government's 'Future Homes Standard'. However, although these have been consulted upon, they have not yet been updated. Other policies in this section cover areas of coastal management and set the policy framework for coastal change adaptation, otherwise known as 'rollback'. Policy CC10 brings into the Local Plan the now national approach to Biodiversity Net Gain, while other policies seek appropriate provision of electric vehicle charging infrastructure in development, address nutrient neutrality, the protection of trees, hedgerows & woodland, and how flood risk and surface water drainage should be taken into account.
- 4.8 In terms of delivering on well-connected and healthy communities, policies enact the use of the Planning in Health Protocol. The Protocol presents a process describing how relevant NHS organisations, Norfolk & Suffolk County Council Public Health and the Norfolk and East Suffolk Local Planning Authorities jointly consult to ensure that health considerations are adequately accounted for in planning applications and subsequent decisions. It provides a practical tool to assist the Council, developers and the health sector organisations to participate in discussions and to consider the merits of different sites and proposals against public health related issues. Other policies in this section include those that relate to the provision of open space against minimum standards, the protection of existing designated and undesignated open spaces, the setting out of viability considerations, the requirements for fibre to premises, the safeguarding policies around former railway track beds and existing health care facilities on designated health care campuses.
- 4.9 The strategy also promotes the protection and enhancement of the built and natural environment and local landscapes. This is approached through a suite of policies around consideration of landscape character types within and outside the nationally designated landscapes, heritage and consideration of high-quality design.
- 4.10 The Local Plan promotes a proactive approach to housing delivery designed to deliver homes that meet the identified needs of the District. In particular, Policy HOU2 - Delivering the Right Mix of Homes, ensures that the type, size and

tenure of homes provided closely matches the existing predicted future needs of the local population. For market housing, the policy identifies that in the main not less than 50% of homes should be two or three-bedroom properties in a mix comprising of approximately 20% two-bed and 80% three-bed. In the delivery of the minimum requirement of 2,000 affordable homes, the policy also sets two affordable housing zones which require the delivery of at least 15% or 35% affordable housing, comprising 25% intermediate housing with the remainder being rented, in a mix comprising one, two and three-bedroomed dwellings, with the majority as two-bed properties. With North Norfolk having one of the highest over 65's population as a proportion of its total population, and the fastest growing age cohort, Policy HOU2 also includes the requirement for specialist elderly/care provision as well as setting out the Council's approach to self-build properties.

- 4.11 The Plan addresses other areas of housing delivery to provide for different circumstances and has a suite of policies covering rural exception sites, replacement dwellings, essential rural workers accommodation and a criteria approach to assessing proposals for Gypsy and Travellers. Two new policies, HOU8 and HOU9, cover the introduction of accessible & adaptable homes and the use of the prescribed minimum space standards. These policies are based on detailed evidence of an under-supply and growing needs, which work together to ensure homes are built to minimum overall sizes and sets requirements around internal room sizes in relation to their function as well as ensuring adequate storage is built in. In the case of adaptable homes, the policy sets out that homes must be constructed in a way that enables them to be easily adapted to meet the changing needs of the occupier over their lifetime, evoking the optional building regulations standards in this regard⁵.
- 4.12 The approach to economic activity is based on past take up rates and the most optimistic evidenced scenario but allows for significantly more employment to come forward through flexible policies addressing local provision outside designated employment sites. A suite of policies cover tourism development, including those that set out a framework to consider proposals for new, and extensions to, tourist attractions, touring caravan & camping sites and for retaining an adequate supply and mix of tourism accommodation. As such, the policies offer the opportunity to strengthen the North Norfolk economy at the same time as considering the impacts on the local environment.
- 4.13 Taken together, these measures ensure that the housing and economic needs to 2040 will be met in a sustainable manner, taking into consideration the local environment and the evolving requirements of adapting and mitigating the effects of climate change.
- 4.14 Attached in **Appendix 7** to this report is a presentation provided to Members of the PPBHP and Development Committee on 30th October 2025 and subsequently circulated to all Members on 31st October 2025. This provides a more detailed overview of the Local Plan process and its policy content.
- 4.15 The final adoption version of the Plan incorporating the Main Modifications is attached in **Appendix 3**. This version also includes some Additional Modifications. These are minor changes to the submitted Plan's supporting text that are considered necessary to ensure clarity and consistency and are modifications that are not related to soundness issues. The Council published these alongside the Main Modifications consultation schedule in August 2025. Such changes include factual updates to supporting text such as census information, references to government publications and legislation, and

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

correction of matters relating to grammar and spelling. Some further factual updates have been undertaken in addition to the Additional Modifications published in order to reflect the final outcome of the Plan examination and passage of time.

5. Proposals and Options

- 5.1 **The publication of the Inspector's Report enables the Council to proceed to adoption of the North Norfolk Local Plan.** It requires the main modifications to be included in the adopted plan to make it sound. These changes are binding; a plan can only be adopted with their inclusion. The key point to note is that following the conclusion of the examination, it is not possible (by law) to make further changes to policies contained in the Local Plan or reject any of the main modifications since these have been found necessary to make the Plan sound.
- 5.2 The decision to adopt must be made by Full Council with the next meeting scheduled for 17th December 2025 following Cabinet endorsement on 1st December 2025. Adoption involves the publication of an Adoption Statement following the appropriate member decision. This is accompanied by the North Norfolk Local Plan (as amended by the Inspector's modifications), the Inspector's Report, the Sustainability Appraisal, and an environmental adoption statement incorporating the Habitats Regulations Assessment Adoption Statement.
- 5.3 Adopting the Local Plan with the proposed main modifications will ensure that the Council has an up-to-date Local Plan through which to make decisions on planning applications. It also ensures that the Council can benefit from the benchmarking of the Plan's 557dpa housing requirement for five years from adoption. This means that the higher local housing need (LHN) figure contained in the revised NPPF would not be triggered until then, and at a time when a new plan/site allocations are in place to meet the higher need. Such a Plan would need to be brought forward under the new planning regime as mentioned above in paragraph 2.3 and paragraphs 3.8-3.10.
- 5.4 There are also wider considerations in favour of adoption beyond the content of the Plan. Reputational damage would be avoided in the eyes of the government and wider public, shared agreements through the duty to co-operate and other stakeholders would not be jeopardized. Having a recently adopted Plan would also mean that planning resources would not be diverted to unnecessary appeals. With the planning reforms and local government reorganisation on the horizon, there are clear advantages of going forward with an adopted Plan before the reforms are implemented. The government has signalled that having an adopted plan is essential for accessing certain resources and investment.
- 5.5 **An option exists not to adopt the Local Plan** as modified. In such a scenario, the Council will not have an up-to-date Local Plan and could not comply with the transitional arrangements set out in December 2024 NPPF. Aside from significant reputational damage, failing to adopt the Plan would leave the Council without an up-to-date Plan on which to make decisions on planning applications and open to potential Government intervention. The Secretary of State has powers under the Planning and Compulsory Purchase Act 2004 to intervene in Plan making. LPAs that fail to progress their plans may be directed to revise their Local Development Scheme or face more direct intervention.
- 5.6 The Council would not be able to demonstrate a five-year land supply position (currently standing at 7.3 years) for the following reasons / implications:

1. In part as it could not rely on delivery of the site allocations contained in the Plan, Small Growth Village apportionment and windfall development projected in the Plans' delivery trajectory.
2. The Councils Housing delivery requirements would no longer be benchmarked at the Plans 557dpa but the higher December 2024 NPPF requirements of 932dpa;
3. The Council would fail the annual three-year rolling Housing Delivery Test resulting in the requirement to add a further 20% under delivery buffer to its housing needs and would have to prepare an action plan to address the shortfall, potentially facing further government intervention. The presumption of sustainable development would be engaged effectively meaning that the housing policies of the Council would be considered out of date and therefore development could come forward in locations and at a scale where it would normally not be desirable, (subject to some national protections). Such development could also undermine the planned growth and wider ambitions of the plan to ensure growth meets the needs of the District.

5.7 In addition the Council:

- Would have to find a significant extra supply of housing under the new standard methodology immediately.
- In decision making, could only apply limited weight (if any) to the existing Core Strategy given its age (2008) and changes to the NPPF.
- Would have to apply the presumption in favour of sustainable development where plans are out of date or absent and be required to grant planning permission *....unless any adverse impacts of doing so would significantly and demonstrably outweigh the benefits, when assessed against the Framework as a whole...* The presumption of sustainable development contained in paragraph 11 of the NPPF would be engaged.
- Is likely to see an increase in costly planning appeal cases, additional work for officers and associated detrimental impacts on appeal performance as well as staff retention and recruitment of officers.

5.8 Overall, the Council would have less control over development. Decisions would default to national policy, increasing the risk of unplanned or speculative development, especially in areas without clear protections leading to approvals for developments that may not align with local priorities or infrastructure capacity. The government has signalled that having an adopted plan is essential for accessing certain resources. Councils without adopted plans may be less eligible for infrastructure funding, housing delivery support, or other government initiatives.

5.9 In producing the Plan a substantial volume of work has been undertaken by officers and a wide range of stakeholders, Members, consultants, parish and town councils, and various community groups. Each has participated in consultation events, attended hearings, made representations and engaged actively with the process throughout. If the Plan were not to be adopted, it would undoubtedly bring the Council into disrepute, through concerns around wasted time & resources, including financial considerations.

5.10 Neighbourhood Plans are required to be tested against general conformity with the adopted Local Plan. A number of new neighbourhood plans are emerging based in part on the evidence underpinning the Local Plan and their alignment with the emerging plan policies. If the Local Plan is not adopted, then these communities and neighbourhood plans would be negatively impacted.

6 Corporate Priorities

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

7 Financial and Resource Implications

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

8 Legal Implications

- 8.1 Plans are required to be reviewed every five years under Regulation 10A of the Town and Country Planning (Local Planning) (England) Regulations 2012. Plans must be forward facing positively prepared and should look ahead a minimum 15 years from adoption.
- 8.2 The adoption of a Local Plan is governed by Section 23 of the Planning and Compulsory Purchase Act 2004, and Regulation 26 of the Town and Country Planning (Local Planning) (England) Regulations 2012 (as amended). Guidance on procedures is also contained in the national Planning Practice Guidance.
- 8.3 It is a legal requirement to have a Local Plan for the Councils' administrative area outside the Broads Authority Area. The Local Plan has been examined by a government appointed Inspector as to whether it has been prepared in accordance with legal and procedural requirements, and whether it is sound. The examination is now complete and the Plan with modifications has been found sound and legally compliant.
- 8.4 The Plan has undergone an Equality Impact Assessment(s), (EqIA), in accordance with Equality Act 2010 as amended 2023. The EqIA has examined whether the Local Plan will have an adverse impact on or discriminate against different groups in the community. The assessment identified that all policies within the Local Plan are likely to have either a positive impact or a neutral (no differential impact) on the different protected characteristics. There are no identified adverse impacts. The Inspector confirm in his report that he has had due regard to the Council's Impact Assessment. A further impact assessment has been undertaken on the final Plan incorporating the modifications and is attached in **Appendix 6**. The updated Impact Assessment has taken account of all modifications made through the examination process and confirms that the positive and neutral impacts identified remain valid.
- 8.5 The Plan has been informed by a Sustainability Appraisal (SA), incorporating Strategic Environmental Assessment (SEA), and Habitats Regulations Assessment (HRA). The SA has explicitly considered and informed the policies and sites along with alternatives considered throughout the Plan's production. Carrying out a SA is a means of determining the most important environmental, social and economic factors in relation to an area, and testing the emerging planning policy document against those, with the aim of assessing the plan and seeking ways in which it might be improved or mitigated. It is an iterative process which informs the development of the Plan, carried out as a series of stages as the Plan is developed over time. The purpose of HRA is to assess the impacts of a land-use plan against the conservation objectives of a European designated site for nature conservation and to ascertain whether it would adversely affect the integrity of that site. The HRA focused on potential

impacts from urban effects, nutrient neutrality/ hydrological impacts and recreational pressure on internationally protected sites.

- 8.6 The Inspector confirms in his report that he is satisfied that the SA has been carried out at each stage of the Plan's preparation, has been iterative, comprehensive and has adequately assessed the Local Plan to establish, when judged against reasonable alternatives, that the Plan will help achieve relevant environmental, economic and social objectives. Similarly, the Inspector is satisfied with the conclusion of the HRA(s) that the modified Plan's protections and mitigating measures enable the overall conclusion of the HRA that the Plan would not cause adverse effects either alone or in combination on European sites.
- 8.7 On adoption of the Local Plan, in line with Regulations 26 and 35 of the Town and Country Planning (Local Planning) (England) Regulations 2012, the LPA has to make available the following documents as soon as reasonably practical:
- A copy of the adopted Plan,
 - An Adoption Statement and
 - The sustainability Appraisal report (SA and addendums)

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

9 Risks

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

10 Net Zero Target

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

11 Equality, Diversity & Inclusion

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

examination process and confirms that the positive and neutral impacts identified remain valid.

12 Community Safety issues

- 12.1 The Plan includes in its policies requirements for integrated design that reduces opportunities for crime and antisocial behaviour to help create safe, secure and accessible environments. Although the Policy is funded directly by central government and the parish precept, further contributions to relevant infrastructure could be sought through S106 contributions as long as requests align with NPPF requirements of being relevant, necessary and proportionate and do not make a proposal unviable. Norfolk Constabulary remain a consultee and can advise planning applicants on matters such as design and layout to reflect best practice in this area.

13 Conclusion and Recommendations

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

Recommendations

That Cabinet:

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

Appendices

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

Report to North Norfolk District Council

by David Reed BSc DipTP DMS MRTPI

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

Date: 31 October 2025

Planning and Compulsory Purchase Act 2004 (as amended)

Section 20

Report on the Examination of the North Norfolk Local Plan

The Plan was submitted for examination on 11 May 2023

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

File Ref: PINS/Y2620/429/6

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Abbreviations used in this report

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

Non-Technical Summary

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

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

The Main Modifications can be summarised as follows:

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

Introduction

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

Main Modifications

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

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

Policies Map

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

Context of the Plan

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

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

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

Public Sector Equality Duty

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

Assessment of Duty to Co-operate

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

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

Assessment of Other Aspects of Legal Compliance

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

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

Assessment of Soundness

Main Issues

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

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

Plan Period

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

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

Strategic Policies

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

Conclusion

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

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

Determining local housing needs

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

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

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

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

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

Housing Requirement

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

Increasing the Housing Provision in the Plan

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

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

Five Year Housing Land Supply

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

Conclusion

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

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

Spatial Strategy

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

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

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

Small Growth Villages

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

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

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

Conclusion

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

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

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

NORTH WALSHAM

Land West of North Walsham

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

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

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

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

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

Land at End of Mundesley Road

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

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

Land at Norwich Road & Nursery Drive

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

CROMER

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

Land West of Pine Tree Farm

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

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

Land at Runton Road/Clifton Park

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

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

Other Allocations

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

FAKENHAM

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

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

Other Allocations

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

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

Settlement Boundary

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

HOLT

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

HOVETON

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

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

SHERINGHAM

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

STALHAM

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

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

WELLS-NEXT-THE-SEA

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

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

BLAKENEY

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

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

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

BRISTON

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

LUDHAM

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

MUNDESLEY

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

Conclusion

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

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

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

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

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

Conclusion

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

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

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

Conclusion

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

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

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

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

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

Conclusion

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

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

Climate Resilient Sustainable Growth

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

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

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

Well Connected, Healthy Communities

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

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

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

Environment

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

Conclusion

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

Overall Conclusion and Recommendation

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

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

David Reed

INSPECTOR

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

Endorsement of the Draft Norfolk Coast National Landscape Management Plan (2025-2030)	
Executive Summary	Endorsement of the Draft Norfolk Coast National Landscape Management Plan (2025-2030) during the Public Consultation Stage. The Council, along with other relevant authorities, has a statutory duty to publish a Management Plan for the conservation and enhancement of the designated landscape and to update the Plan every 5 years. The current Plan (2019-2024) is due for review.
Options considered	There are no alternatives in place to allow the Council to fulfil this statutory duty.
Consultation(s)	At a Business Planning Meeting on 27 th August 2025 Cabinet reviewed an earlier Draft that was issued to Stakeholders. Feedback from Officers and Cabinet has been incorporated into this latest Draft which is open to full public consultation.
Recommendations	That Cabinet: Endorses the Draft Norfolk Coast Landscape Management Plan (2025-2030)
Reasons for recommendations	- The publication of a Management Plan for the Norfolk Coast National Landscape every 5 years forms part of the statutory duty of the relevant authorities (of which NNDC is one) in managing the area. - This Plan will complement and support the Council's Local Plan Planning policies
Background papers	Appendix 1 Norfolk Coast National Landscape Management Plan - Norfolk Coast Appendix 2 State of the Norfolk Coast National Landscape Report, Sep 2025, LUC

Wards affected	Bacton, Beeston Regis and the Runtons, Binham, Coastal, Cromer Town, Gresham, Hickling, Holt, Poppyland, Roughton, Sheringham North, Sheringham South, Suffield Park , Trunch, Wells with Holkham
Cabinet member(s)	Cllr Harry Blathwayt (Coastal) Cllr Andrew Brown (Planning)
Contact Officer	Cathy Batchelar, Senior Landscape Officer cathy.batchelar@north-norfolk.gov.uk

Links to key documents:

Corporate Plan:	Our Greener Future (Protecting and enhancing the special landscape and ecological value of North Norfolk whilst improving the biodiversity of the district)
Medium Term Financial Strategy (MTFS)	N/A
Council Policies & Strategies	Local Plan Environmental and Climate Change Policies

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	Officer recommendations for Amendments to the First Draft of the Plan to Stakeholders were endorsed by Cabinet at the Business Planning Meeting on 27 th August 2025

1. Purpose of the report

1.1 The purpose of this Report is to explain the background to the development of the Draft Norfolk Coast Landscape Management Plan 2025-2030 and to recommend endorsement by Cabinet

2. Introduction & Background

2.1 Statutory Background

Section 89 of the Countryside & Rights of Way Act 2000 places a duty on 'relevant authorities' to prepare and publish a Plan which formulates their policy for management of the National Landscape and for carrying out their functions in relation to it.

It also requires the Plan to be reviewed at intervals of not more than 5 years. The current Management Plan (2019-2024) revised in 2022 is now due for review.

The 'relevant authorities' and public bodies responsible for the Norfolk Coast National Landscape (key stakeholders) are:

- Norfolk County Council
- North Norfolk District Council
- Borough Council of Kings Lynn & West Norfolk
- Great Yarmouth Borough Council
- Broads Authority
- Natural England

The Norfolk Coast Partnership (NCP) has been appointed by the relevant authorities to work on their behalf with stakeholders, non-governmental organisations, partners and local communities to undertake the duty to conserve and enhance the area. The Partnership Team of approximately 8 staff is based in the Environment Team within Norfolk County Council.

2.2 Plan Development

This year the Norfolk Coast Partnership team have brought together partners and stakeholders in a series of Strategy Group forums to discuss priorities for future management of the National Landscape (NL). These groups included the Local Authorities, Natural England, Norfolk Wildlife Trust, landowners, RSPB, tourism bodies.

2.3 First Draft of the Plan

In August 2025, key stakeholders were consulted on a first Draft. This Draft reflected changes in current legislation and government policy initiatives including Environment Improvement Plan 2023, Levelling Up and Regeneration Act 2023, Protected Landscapes Targets and Outcomes Framework, Jan 2024 (PLTOF) and Landscapes (Glover) Review, 2019.

Goals and Targets were developed from the identified four priority areas which are:

- Nature Recovery
- Climate Adaptation and Mitigation,
- Sustainable Development (including Planning, Tourism, Dark Skies and Heritage)
- Local Communities.

Officers prepared a report to the Business Planning Meeting in August 2025 making a series of recommendations which were endorsed by Cabinet and submitted as the Council's formal response at this Stakeholder stage.

Following feedback from key stakeholders and subsequent revisions, this latest Draft of the Management Plan has been sent out to full Public Consultation for comment. The 6-week deadline for response is Friday 5th December 2025.

Following further review and amendment, formal adoption of the final Plan by the relevant LPA's is planned for April 2026.

3. Proposals and Options

3.1 Revisions Following Stakeholder Feedback Officers are pleased that the majority of the Council's recommendations have been incorporated into this latest Draft of the Management Plan. These include:

- a. Publication of the State of the Norfolk Coast National Landscape Report (Sep 2025) (**APPENDIX 2**) which provides an evidence base to justify the proposed Goals & Targets and to provide a base line for future monitoring.
- b. Provision of Supporting Information: Guidance Documents on Nature Recovery, Climate Adaptation and Mitigation, Dark Skies
- c. Increase in weight attributed to the role of heritage assets, local vernacular and archaeology in shaping the National Landscape.
- d. Streamlining of Goals & Targets: now reduced from 97 Targets & 37 Goals to 62 Targets & 17 Goals.
- e. Change in language to promote a more collaborative and supportive working approach.
- f. Removal of legislative text from the main body of the Plan and incorporation into Appendices.
- g. Improved alignment with current LPA Local Plans and Supplementary Planning Documents, although there are still some errors referring to old policies which can be rectified.

- h. The delivery mechanisms for the Management Plan will be set out in supporting Action Plans which will be developed in collaboration with partners and updated annually to reflect emerging data, funding opportunities and evolving local and national priorities.

3.2 Outstanding Issues

Some minor amendment is required to the text within the Plan and the accompanying Reports to ensure that correct references are made to the emerging Local Plan and all relevant policies. NNDC's Local Plan will be fully adopted by the time the Norfolk Coast National Landscape Management Plan is fully published in April 2026 and it is important that the two documents are in full alignment.

Officers have been assured by the team at NCP that they fully agree with this approach and that there will be ample time to make these changes up to publication date in April 2026.

3.3 Officer Recommendation

Officers recommend formal Cabinet endorsement of this draft Management Plan during the Public Consultation period.

Minor text changes to ensure alignment with the new Local Plan and relevant policies can be submitted in due course prior to publication.

The final version of the Management Plan will be brought to Cabinet early in 2026 for ratification at Full Council.

4. Corporate Priorities

- 4.1. Our Greener Future (Protecting and enhancing the special landscape and ecological value of North Norfolk whilst improving the biodiversity of the district).
- 4.2. The Goals and Targets set out in the Draft Norfolk Coast Landscape Management Plan underpin and complement many of the measures contained within the Our Greener Future priority.

5. Financial and Resource Implications

- 5.1. Funding for the Norfolk Coast Partnership comprises an annual core grant from DEFRA with Local Authority funding contributions making up 25% of the eligible costs for core functions allocated as follows:

- Norfolk County Council 48%
- North Norfolk District Council 25% (2024-25 contribution was £15,180)
- Kings Lynn & West Norfolk 25%
- Great Yarmouth BC 2%

The Council's £15,000 annual contribution to the Norfolk Coast Partnership is already provided for within existing budgets. Endorsing this Management Plan has no additional financial implications.

Comments from the S151 Officer:

The financial implications are limited to £15,000 consistent with previous years and is a cost effective way to discharge our duties with respect to the Norfolk Coastal Management plan.

6. Legal Implications

- 6.1. The Council, being a member of the Norfolk Coast Partnership and one of the five 'relevant authorities' responsible for the Norfolk Coast National Landscape, has a statutory duty (Section 89 of the Countryside & Rights of Way Act 2000) to produce and publish a Management Plan which formulates their policy for management, and to review the Plan every 5 years.

Comments from the Monitoring Officer

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

The Council has a statutory duty to review and publish the Norfolk Coast National Landscape Management Plan every five years. The current plan is due for renewal, and subject to some minor changes to align with the new Local Plan, Members are asked to consider and endorse this draft, to ensure compliance with our statutory obligations.

7. Risks

- 7.1. Endorsement of this Plan is consistent with the Council's statutory duty (Section 89 of the Countryside & Rights of Way Act 2000) as a 'relevant authority' to prepare and publish a Plan which formulates their policy for management of the National Landscape and for carrying out their functions in relation to it.
- 7.2. It also requires the Plan to be reviewed at intervals of not more than 5 years. The current Management Plan (2019-2024) revised in 2022 is now due for review.
- 7.3. Failure to endorse the Plan could place the Council's statutory duty at risk.

8. Net Zero Target

The draft Plan includes a set of Goals and Targets relating to Climate Adaptation and Mitigation. These have been informed by the Council's Net Zero 2030 Strategy and Climate Action Plan, 2023

9. Equality, Diversity & Inclusion

- 9.1. There are no direct implications on equality, diversity and inclusion within this report. Embedded in the Goals and Targets within the Plan is the intention to promote accessibility and engagement to wider audiences. This is consistent with the nationally set Protected Landscapes Targets and Outcomes Framework.

10. Community Safety issues

N/A

Conclusion and Recommendations

This draft Norfolk Coast National Landscape Management Plan (2025-2030) formulates the policy and guidance for management of the designated landscape for the next 5 years and enables this Council, as a relevant authority, to fulfil its statutory duty.

Recommendation

1. That Cabinet endorses the Draft Norfolk Coast Landscape Management Plan (2025-2030)

**Appendix 1 – Draft Norfolk Coast national landscape Management Plan
(2025-2030)**

Appendix 2 – State of the Norfolk Coast Landscape report, Sep 2025, LUC

Modified and Additional Beaches and Inland Public Space Protection Orders for Dog Control	
Executive Summary	In accordance with The Anti-Social Behaviour, Crime and Policing Act 2014, Public Space Protection Orders (PSPOs) have a maximum duration period of 3 years at which point a review of the order is triggered. Following a consultation on the Council's inland PSPOs earlier this year, Cabinet resolved for consideration of additional PSPOs and PSPO amendments raised by consultees in a subsequent consultation.
Options considered	• Adopt all PSPO proposals. • Maintain PSPOs as currently constituted. • Adopt PSPO proposals on a case-by-case basis as decided by Cabinet.
Consultation(s)	The Council launched a consultation from Monday 6 October 2025 that concluded Wednesday 5 November 2025 at 11.59pm to determine the views of residents, local councils, organisations, and other interested parties. During the consultation 21 responses were received from the public and local Councils. The majority supported all PSPOs being retained, with most of the others seeking changes to one or more PSPO.
Recommendations	Cabinet is asked to make the following resolution: Adopt all the Public Space Protect Orders (PSPOs), as set out in Appendix A, relating to dog control.
Reasons for recommendations	The recommendation allows the modification of and addition to the dog control PSPOs, as supported by the majority of consultees.
Background papers	N/A.

Wards affected	2. Beeston Regis & The Runtons 4. Coastal 5. Cromer Town 7. Gresham 13. Lancaster South 14. Mundesley
Cabinet member(s)	Cllr Callum Ringer
Contact Officer	David Addy Environmental Protection Team Leader 01263 516145

Links to key documents:

Corporate Plan:	• Our Greener Future; • Developing Our Communities.
Medium Term Financial Strategy (MTFS)	It is not anticipated that this work will have implications for the MTFS. Short term may have marginal implications for financial spend on signage.
Council Policies & Strategies	Corporate Enforcement Policy

Corporate Governance:	
Is this a key decision	No
Has the public interest test been applied	Yes
Details of any previous decision(s) on this matter	The Council introduced PSPOs for dog control on beaches in 2018, renewing them in 2021, and 2024 for three years each time. The inland PSPOs for dog control zones were introduced by the Council in 2019, and renewed in 2022, and 2025.

1. Purpose of the report

The purpose of this report is to seek a resolution from the Cabinet on modifications and additions to beaches and inland Public Space Protection Orders (PSPOs) for Dog Control, as identified in the maps at Appendix A. The Council receives regular complaints regarding dog control issues. Dog fouling presents a risk to public health in terms of transmission of disease as well as a nuisance. Public safety, and enjoyment of public spaces for all persons requires that dogs are properly controlled. These PSPOs address that purpose.

To assist decision making, and as required under the legislation, a recent consultation took place with local councils and members of the public likely to be affected the police for a four-week period, on proposals to modify and add to existing Public Space Protection Orders. The headline results are discussed below.

2. Introduction & Background

The Council launched a four-week consultation on proposed modified or additional beaches and inland Public Space Protection Orders (PSPOs) for Dog Control to determine the views of residents, local Councils, organisations, and interested parties. The consultation concluded on the 5th of November 2025. During the consultation 21 responses were received from the public and local Councils. The majority supported all PSPOs being retained, with most of the others seeking changes to one or more PSPO. Details of the consultation can be found in Appendix B and C.

The headline results of the consultation were:

- 13 respondents were in support of renewing all the existing PSPOs;
- 8 respondents were not in support of renewing all the existing PSPOs; and, of these:
 - 2 respondents objected to all dog control PSPOs;
 - 1 respondent had concerns about the Mundesley Beach access;
 - 3 respondents had concerns about the proposed East Runton PSPO;
 - 1 respondent considered that dogs should be allowed on beaches providing they are on leads and their waste is cleared up;
 - 1 respondent objected to dog PSPOs requiring dogs to be on a leash (lead), preferring that dogs should be required to be under control instead;

3. Proposals and Options

1. Adopt all PSPO proposals.
2. Decline all PSPO proposals and maintain PSPOs as currently constituted.
3. Adopt PSPO proposals on a case-by-case basis as decided by Cabinet.

The first proposal would allow for all PSPO proposals to be adopted.

The second proposal would result in the continuation of all existing dog control via the currently constituted PSPOs.

The third proposal would allow Cabinet to adopt its preferred PSPO proposals.

It is recommended that proposal one is adopted, as this recommendation allows the adoption of all PSPO proposals, as supported by the majority of consultees.

4. Corporate Priorities

Our Greener Future.

It is considered that the dog control PSPOs enable a wider range of people to enjoy the use of and potentially enhance North Norfolk's beaches and public open spaces.

Developing Our Communities.

It is considered that the dog control PSPOs enable communities to enjoy North Norfolk's beaches and public open spaces.

5. Financial and Resource Implications

There may be some minor and short-term implications regarding financial spend with the provision of signage for each area if new or replacement signage is required, however staffing resource will be within the confines of existing budgets.

Comments from the S151 Officer:

6. Legal Implications

The Council has had PSPOs established and in operation since 2018, with no significant issues, and as such legal implications for NNDC will be minimal. The

Council must comply with the consultation requirement and take the responses into account.

Comments from the Monitoring Officer:

7. Risks

No significant risks are anticipated in accepting the report recommendations. Dog control PSPOs have been in operation since 2018, without any significant issue or reputational impact on the Council. It is proposed that there is a greater risk in terms of reputation, and if the Council did not renew these PSPO proposals.

8. Net ZeroTarget

These proposals have been assessed and tested for consistency against the Net Zero 2030 Strategy & Climate Action Plan. This has been summarised and scored in the output table for the tool below.

The modification or addition of dog control Public Space Protection Orders (PSPOs), allowing the public use of designated beaches or open spaces without dogs, or without dogs off of leads, contributing to a reduction of dog faeces/bags, and leading to increased public use of beaches or open spaces.

Criteria	Score	Justification	Mitigation
GHGs	2	The project should encourage more/continued use of local beaches and green spaces, instead of travelling by vehicles, due to reduced concern about uncontrolled dogs and faeces. The signage and resources are generally already in existence, and so minimal resources will be required.	Identify the Council's appropriate approved suppliers who have less impacts. Information provided on which sites are covered, and the restrictions.
GHGs 2045	0	The PSPO project will end after three years unless renewed.	N/A
Air quality	2	The project should encourage more/continued use of local beaches and green spaces, instead of travelling by vehicles, due to reduced concern about uncontrolled dogs and faeces. The signage and resources are already in existence, and so minimal resources will be required.	Identify the Council's appropriate approved suppliers who have less impacts. Information provided on which sites are covered, and the restrictions.
Sustainable Transport	2	The project should encourage more/continued use of local beaches and green spaces, instead of travelling by vehicles, due to reduced concern about uncontrolled dogs and faeces.	Information provided on which sites are covered, and the restrictions.
Land use change	4	Hopefully continued public use of green sites would prevent them being built upon.	Retention of the current signage, and public communications work.
Biodiversity	0	Sustained reduction in uncontrolled dogs and faeces.	Retention of the current signage, patrols where possible, and public communications work.
Soil and waterway health	2	Sustained reduction in uncontrolled dogs and faeces, including run-off/deposition into waterways.	Retention of the current signage, patrols where possible, and public communications work.

Climate Change Adaptation	0	N/A to this project.	N/A to this project.
Energy Use	0	N/A to this project.	N/A to this project.
Energy Use 2045	0	The PSPO project will end after three years unless renewed.	The PSPO project will end after three years unless renewed.
Sustainable Materials	0	The signage and resources are already in existence, and so minimal resources will be required.	Identify the Council's appropriate approved suppliers who have less impacts.
Waste	1	Likely to be less dog faeces and bag waste at and around the PSPO sites.	Information provided on which sites are covered, and the restrictions.

9. Equality, Diversity & Inclusion

The proposals have been examined regarding the Council's Equality, Diversity and Inclusion Policy, and appears to be consistent principles set out in this document. Assistance dogs would be considered to be exempt from any PSPOs.

10. Community Safety issues

The proposals are unlikely to impact upon community safety issues.

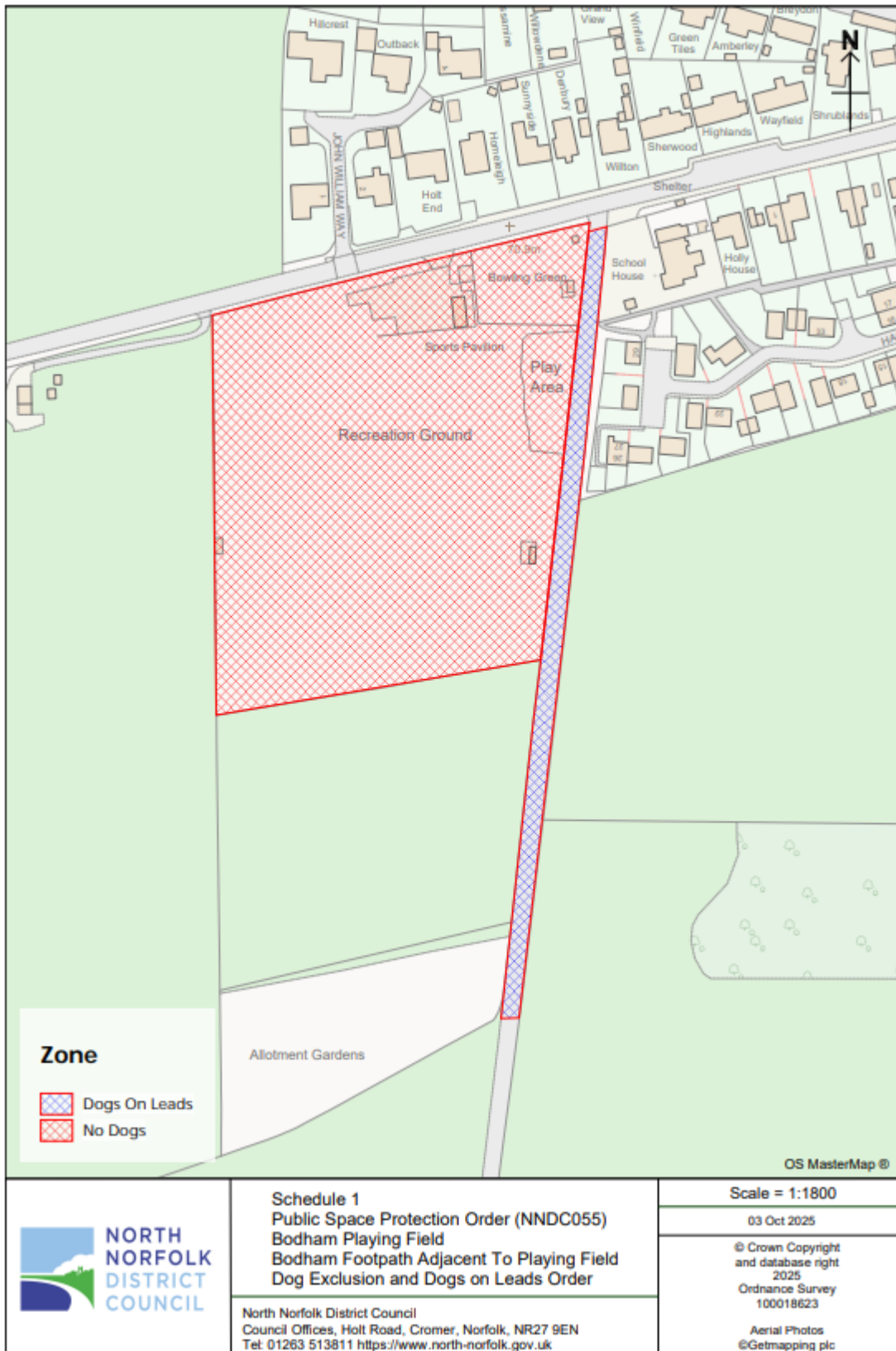
Conclusion and Recommendations

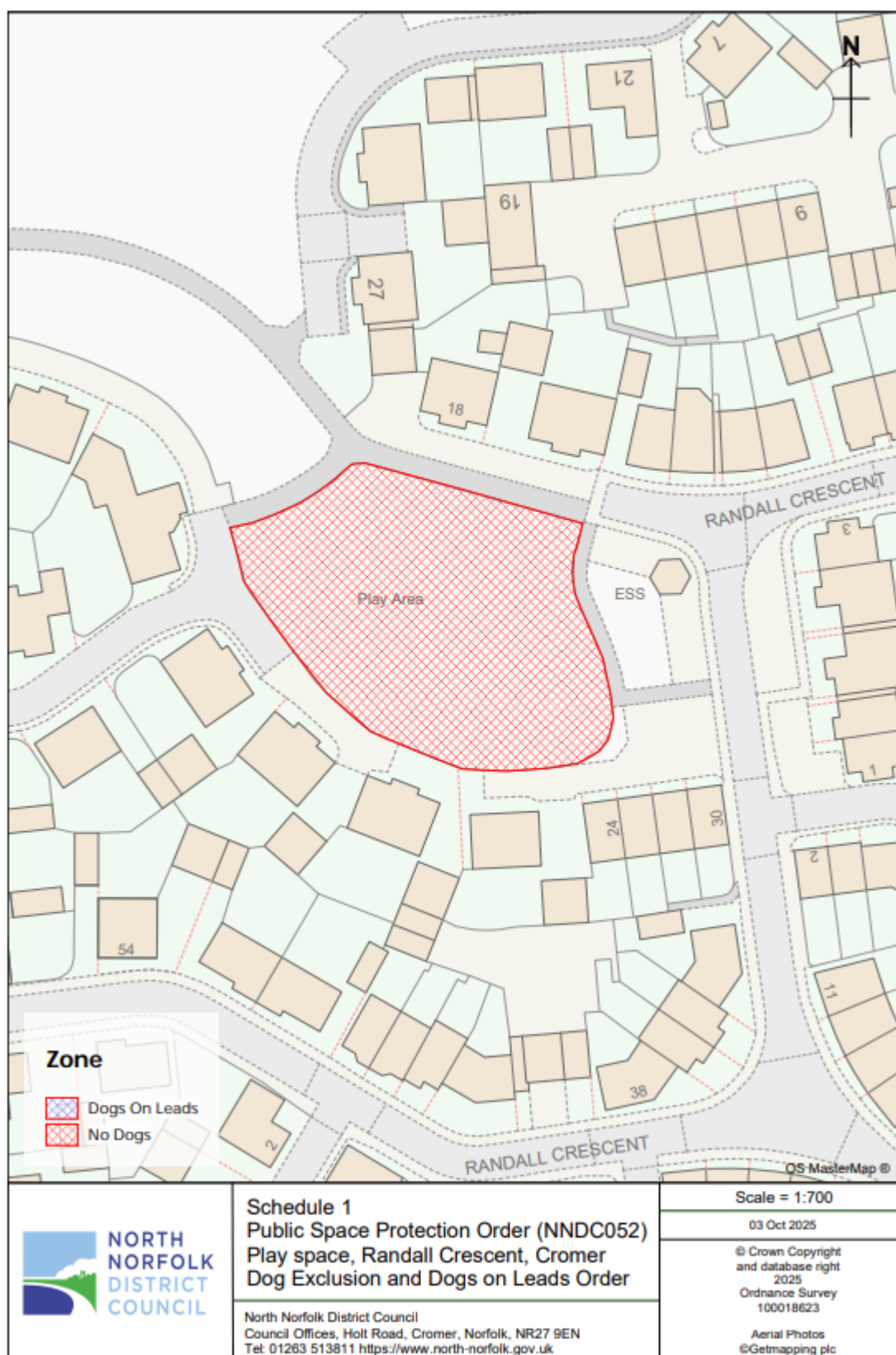
This is a resolution for Cabinet to make. We are asking Cabinet to agree to adopt the following recommendations:

Adopt all the Public Space Protection Orders (PSPOs), as set out in Appendix A, relating to dog control.

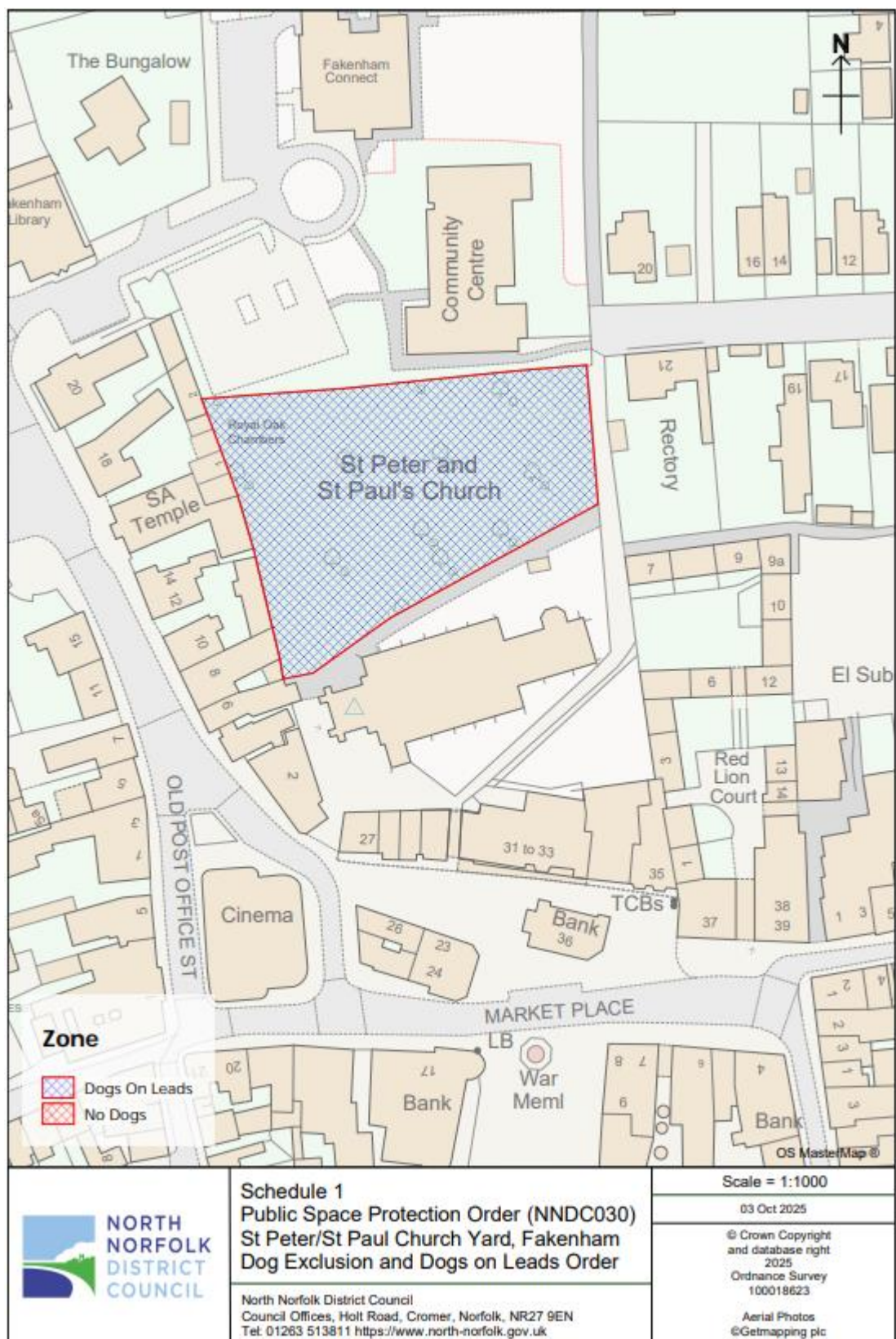
The recommendation would allow for the modification of some existing PSPOs and additions of others, as supported by the majority of consultees.

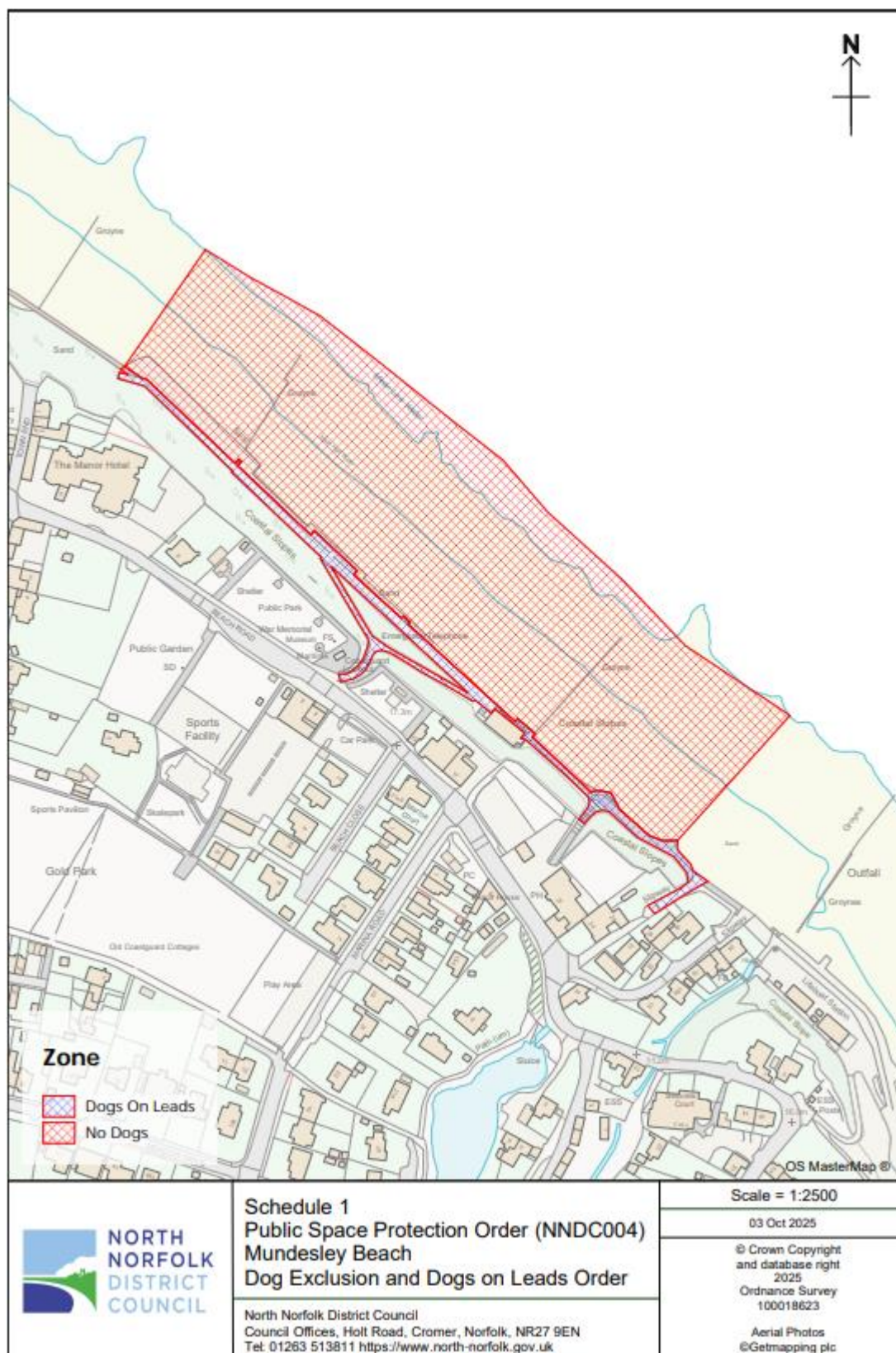
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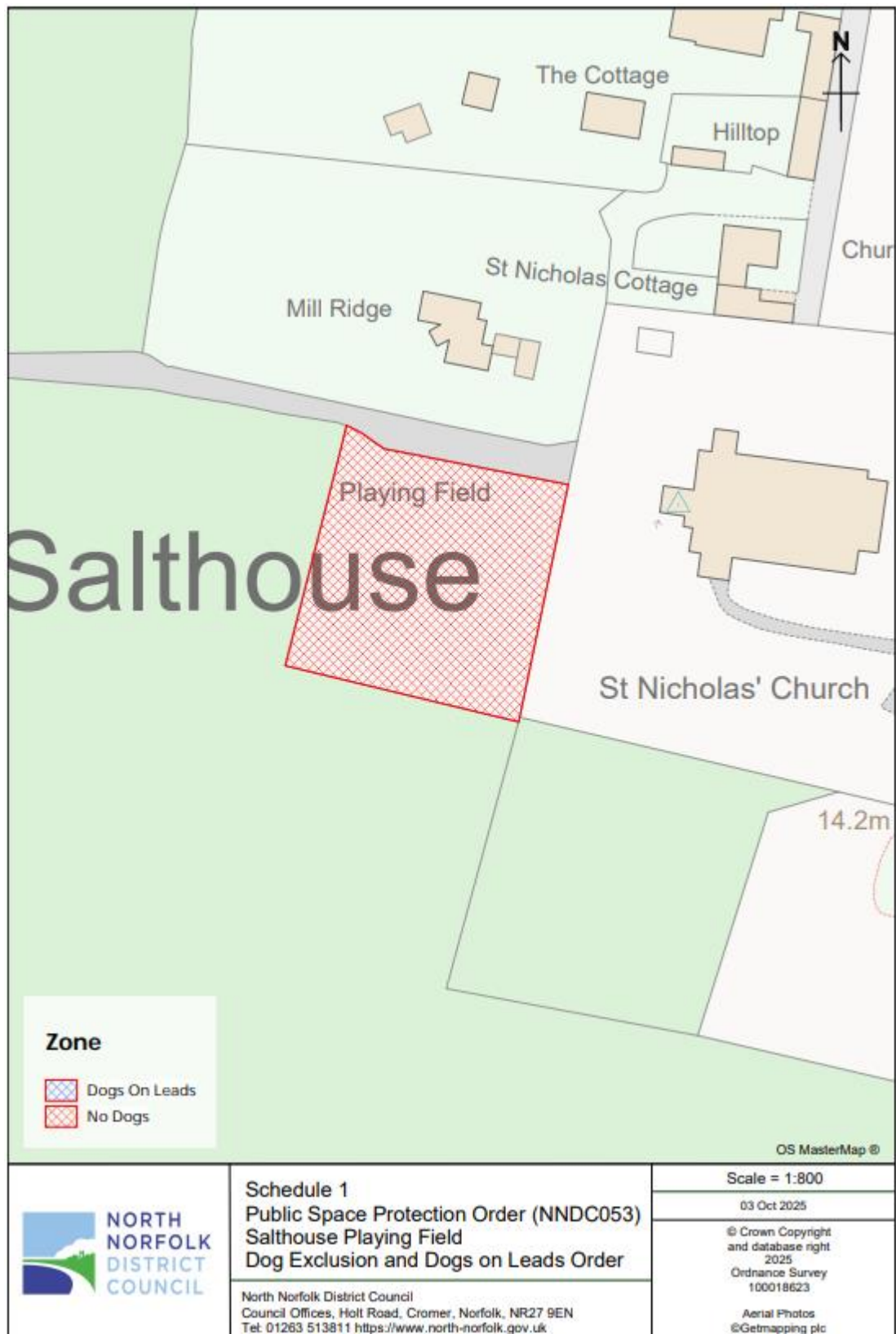












Email sent to Town & Parish Councils on 13th October 2025

Dear all,

North Norfolk District Council is writing to you to consult your Parishes and Towns regarding the following:

North Norfolk District Council is carrying out a public consultation regarding the following proposed modified or additional dog control Public Space Protection Orders. These orders would restrict dogs from being present or to be on leads within certain public areas. It is also possible to submit additional proposals through the consultation. You may also view our existing [dog control orders](#).

Under the Anti-social Behaviour, Crime and Policing Act (2014), the Council must carry out a public consultation and consider the views of the public and other associated bodies before implementing its decision.

Dog restrictions for other public areas

The following documents include maps. Areas outlined in red indicate where dogs are not permitted and areas outlined in blue indicate where dogs must be kept on a lead.

Location	PSPOs Dog Restriction Orders	Maps where dog restrictions apply
Bodham , Playing field next to footpath	PDF	PDF
Cromer , Randall Crescent play space	PDF	PDF
East Runton , Blue flag beach	PDF	PDF
Fakenham , St Peter and Pauls Church Yard	PDF	PDF
Mundesley Beach	PDF	PDF
Salthouse , Recreation Ground	PDF	PDF

Have your say

The consultation is open from **Monday 6 October 2025** until **Wednesday 5 November 2025 at 11.59pm**. Any comments after this time will not be considered.

Comments on the consultation are open to individuals, public bodies, or organisations using the below form.

[Comment on the consultation](#)

Yours sincerely,

PSPO written responses:

- All
- Access to Mundesley beach has changed significantly, with new coast defence works making it difficult to access the area at the lifeboat station end, particularly when the tide is getting towards high. I have a heart condition and find the current arrangement effectively denies me access to the beach until I have walked beyond the lifeboat station leaving me exhausted from having to climb up and down multiple steps and ramps.
- The designated area at East Runton beach would cut off dog walkers at high tide giving no route from West Runton to Cromer. How can this area possibly be enforced?
- I think dogs should be allowed on beaches providing they are on leads and there's a requirement to clean up any waste.
- I don't believe there should be dog free areas, any more than there should be child free areas. A sign makes no difference to irresponsible owners, they ignore it entirely. Responsible owners are often litter pickers, as am I. Banning me from beaches when walking the dog, just allows litter pollution. It's humans that cause the problems, not the dogs, either by not clearing up after them, not training them correctly, or not understanding when a lead is required. Education is what is needed.
- East Runton beach. Used regularly by dog walkers towards Sheringham all year around.
- East Runton beach dogs should be allowed to access the beach
- THE PSPO is incorrect - you have missed off the Dog Protection Orders within Bacton along the Beach. We also made comments on the PSPO for Cubitt Memorial Field which you have ignored. This was to reduce the area of dog restriction slightly.
- The attached suggestion has been submitted by me, Bacton & Edingtonthorpe Parish Council and also advised to [redacted], but seems to have been ignored.
- All that require dogs to be on a leash. Dogs should be required to be under proper control and effectual restraint from causing mischief, which does not necessarily mean being on a leash.

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Appendix D: PSPO written responses

Consultee type:	Supports all PSPOs (comments can only be made if no):	Consultee Comments:
Individual	No	All
Individual	No	Access to Mundesley beach has changed significantly, with new coast defence works making it difficult to access the area at the lifeboat station end, particularly when the tide is getting towards high. I have a heart condition and find the current arrangement effectively denies me access to the beach until I have walked beyond the lifeboat station leaving me exhausted from having to climb up and down multiple steps and ramps.
Individual	No	The designated area at East Runton beach would cut off dog walkers at high tide giving no route from West Runton to Cromer. How can this area possibly be enforced?
Individual	No	I think dogs should be allowed on beaches providing they are on leads and there's a requirement to clean up any waste.
Individual	No	I don't believe there should be dog free areas, any more than there should be child free areas. A sign makes no difference to irresponsible owners, they ignore it entirely. Responsible owners are often litter pickers, as am I. Banning me from beaches when walking the dog, just allows litter pollution. It's humans that cause the problems, not the dogs, either by not clearing up after them, not training them correctly, or not understanding when a lead is required. Education is what is needed.
Individual	No	East Runton beach. Used regularly by dog walkers towards Sheringham all year around.
Individual	No	East Runton beach dogs should be allowed to access the beach
Parish Council	No	THE PSPO is incorrect - you have missed off the Dog Protection Orders within Bacton along the Beach. We also made comments on the PSPO for Cubitt Memorial Field which you have ignored. This was to reduce the area of dog restriction slightly.
Individual	No	The attached suggestion has been submitted by me, Bacton & Edingthorpe Parish Council and also advised to [redacted], but seems to have been ignored.
Individual	No	All that require dogs to be on a leash. Dogs should be required to be under proper control and effectual restraint from causing mischief, which does not necessarily mean being on a leash.

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Annual Update - Regulation of Investigatory Powers Act 2000 (RIPA)	
Executive Summary	The Council is required to have a Policy for the use of powers under the Regulation of Investigatory Powers Act 2000 (RIPA). Home Office guidance recommends that elected members should review the use of the RIPA powers and ensure the policy remains fit for purpose at least once per year. Officers have reviewed the Regulation of Investigatory Powers Act 2000 (RIPA) Policy and Procedures document and made no changes. Officers have reviewed the Internet & Social Media Research & Investigations Policy and identified that no changes are necessary at this time. The Council has made no use of powers under RIPA in the last 12 months.
Options considered	The Policy is required to ensure proper application of the Act, so there is not an alternative option.
Consultation(s)	Consultation has been undertaken with the Monitoring Officer, who also acts as the Gatekeeper for RIPA activity.
Recommendations	1. That Members note that there are minor operational amendments to reflect the latest best practice and guidance are required to the Regulation of Investigatory Powers Act 2000 Policy and Procedures. 2. That Members note that there are minor amendments required to the Internet & Social Media Research & Investigations Policy in order to reflect changes to relevant legislation which impact on the policy. 3. That Members note there has been no activity undertaken under RIPA within the period since the last report.
Reasons for recommendations	The Council is required to have an up to date policy/procedure in order to exercise its powers. Members are required to be aware of the RIPA activity undertaken by the Council.
Background papers	None

Wards affected	All
Cabinet member(s)	Cllr Callum Ringer
Contact Officer	Steve Hems, Director of Service Delivery 01263 516192 Steve.hems@north-norfolk.gov.uk

Links to key documents:	
Corporate Plan:	This item does not directly relate to delivery of the Corporate Plan objectives but is a statutory requirement.
Medium Term Financial Strategy (MTFS)	There is no direct impact on the Medium-Term Financial Strategy.
Council Policies & Strategies	NNDC Regulation of Investigatory Powers Act 2000 (RIPA) Policy and Procedures NNDC Internet & Social Media Research & Investigations Policy

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

1. Purpose of the report

To demonstrate that the Council has met best practice, in the Home Office guidance, that members should review the use of the RIPA powers and ensure the policy remains fit for purpose at least once per year.

To inform Members that the Regulation of Investigatory Powers Act 2000 (RIPA) Policy and Procedures and Internet & Social Media Research & Investigations Policy have been reviewed.

To advise Members that there are minor operational amendments to reflect the latest best practice and guidance are required to the Regulation of Investigatory Powers Act 2000 Policy and Procedures.

To request that Members note that there are minor amendments required to the Internet & Social Media Research & Investigations Policy in order to reflect changes to relevant legislation which impact on the policy.

To request that members accept the Regulation of Investigatory Powers Act 2000 (RIPA) Policy and Procedures and the Internet & Social Media Research & Investigations Policy documents as fit for purpose.

To inform members there has been no use of powers under RIPA since the last annual update report.

2. Introduction & Background

The Human Rights Act 1998 gave effect in UK law to the rights set out in the European Convention on Human Rights (ECHR). Some of these rights are absolute, while others are qualified, meaning that it is permissible for the state to interfere with those rights if certain conditions are satisfied.

Amongst the qualified rights is a person's right to respect for their private and family life, home and correspondence, as provided for by Article 8 of the European Court of Human Rights. It is Article 8 that is most likely to be engaged when public authorities seek to obtain private information about a person.

The performance of certain investigatory functions of Local Authorities may require the surveillance of individuals or the use of undercover Officers and informants. Such actions may intrude on the privacy of individuals and can result in private information being obtained and as such, should not be undertaken without full and proper consideration.

The Regulation of Investigatory Powers Act 2000 (RIPA) governs these activities and provides a means of ensuring that they are carried out in accordance with law and subject to safeguards against abuse. If relevant surveillance activity does not comply with the requirements set out in the legislation and related Codes of Practice, it opens the Council up to the risk of challenge under the Human Rights Act and failure of any legal action which may seek to rely on evidence collected through this method.

Home Office's guidance recommends that, to attain best practice: "...elected members of a local authority should review the authority's use of the 2000 Act and set out the policy at least once a year. They should also consider internal reports on use of the 2000 Act on a regular basis to ensure that it is being used consistently within the local authority's policy and that the policy remains fit for purpose."

The Council uses powers under RIPA to support its core functions for the purpose of prevention and detection of crime where an offence may be punishable by a custodial sentence of 6 months or more.

The three powers available to local authorities under RIPA are:

- directed surveillance;
- covert human intelligence sources ("CHIS");

- the acquisition and disclosure of communications data.

RIPA requires that when a Council undertakes covert directed surveillance or uses a CHIS, these activities must be authorised in advance by an officer who must then seek the approval by a Magistrate/Justice of the Peace.

This Authority will only ever be required to deal with matters relating to directed surveillance and the use of covert human intelligence sources (CHIS). The acquisition of communications data, if ever required, is undertaken through the National Antifraud Network (NAFN). They act as the single point of contact for many local authorities and ensure the application is RIPA compliant. It is NAFN that are audited by the commissioners.

Public bodies are required to formally establish arrangements and responsibilities for approving directed surveillance under RIPA and these arrangements are described in the Policy and Procedure.

3. Policy and Procedures - Review and Update

3.1 Regulation of Investigatory Powers Act 2000 Policy and Procedures

The Policy and Procedures was subject to a significant review and rewrite in 2023 and in 2024 the review led to a number of minor changes to ensure that the policy and procedures were up to date and accurate.

In line with national guidance a further annual review has recently been undertaken. The review of the policy and procedures document has identified some further minor changes that ensure the document is up to date and is as user friendly as possible.

This is an Operational Policy outside the Policy Framework so a recommendation for Council to approve it is not required.

3.2 The Internet and Social Media Research and Investigations Policy

The Internet and Social Media Research and Investigations Policy has been produced as a separate document to the RIPA Policy and Procedures. This is to ensure that it is readily understood by all those who use the internet or social media to gather information as part of the delivery of their role.

The policy established the approach that North Norfolk District Council takes to ensure that all online research and investigations are conducted lawfully and ethically, are in compliance with the relevant legislation, government guidance and best practice. This reduces the risk of challenge and to ensure that the activity undertaken, and any evidence obtained, will stand scrutiny in any subsequent criminal proceedings.

Minor amendments have been identified during the review process, specifically relating to references to legislation that has been updated since the previous review

This is an Operational Policy outside the Policy Framework so a recommendation for Council to approve it is not required.

3.3 Training

Update and refresher training was delivered on 9 January 2025. This refresher training ensured that 26 Officers who were likely to undertake surveillance as part of their role have a better general awareness of where and how the Regulation of Investigatory Powers Act applies and the requirements of the application process.

Authorising Officers and the Senior Responsible Officer also received update training to ensure that the process of authorising any applications was well understood.

A further refresher training session is booked for March 2026. This training will ensure that relevant Officers remain competent to make applications in a consistent and lawful manner including any new Officers that have joined the Council since the last training was provided.

3.4. Intranet site

The intranet site has been designed to be a repository of information relevant to RIPA and related activity and enables Officers to gain information from a single source and is updated as new information becomes available.

The areas covered by the intranet site include the following areas of information and guidance:

- NNDC Policies and Procedures
- Intranet and Social Media Guidance
- Best Practice Guidance
- RIPA and CHIS Form Guidance
- Digital Evidence Guidance
- Body Worn Video Guidance

This site is checked and maintained regularly by the RIPA Co-ordinator and any updates to documents or additional guidance are provided in a timely manner.

3.5 Investigatory Powers Commissioners Office (IPCO) Inspection

All public authorities are subject to periodic inspection by the Investigatory Powers Commissioners Office (IPCO) who independently oversee the use of investigatory powers, ensuring they are used in accordance with the law and in the public interest. The Council was subject to a remote inspection by an IPCO Inspector on the 17 February 2021. The outcome of that inspection was reported to Cabinet in September 2021.

IPCO undertake periodic inspections on a risk-based frequency, reflecting previous compliance and how much the powers are used by an Authority. It is usual for an inspection every two to three years.

The Council received a pre-inspection questionnaire in June 2023, seeking information regarding its use of the powers and the steps taken to ensure that adequate steps had been taken to ensure compliance with the relevant legislation, guidance and codes of practice. Following the full response to the

questionnaire a meeting took place between the IPCO inspector and Steve Hems, as the Senior Responsible Officer, and Kaye Skinner as the RIPA Co-ordinator.

The inspector was satisfied that the Council had provided assurance of compliance with the requirements of RIPA and that the single authorisation that had been made during the period was completed to a good standard.

The Inspector has stated that, considering the above, the Council is not due a further inspection until 2027.

3.6 Use of RIPA Powers by the Council

No applications for the use of directed surveillance have been made during the time since the last annual report.

No applications for the use of covert human intelligence sources have been made during the time since the last annual report.

No applications for the disclosure of communications data were made during the above period.

Investigations have been progressed using other investigation techniques to gather information and evidence, which is consistent with the approach set out in the Policy and Procedures.

4. Corporate Priorities

This item does not directly relate to delivery of Corporate Priorities but is a statutory requirement.

5. Financial and Resource Implications

There are no financial or resource implications associated directly with the implementation of the Policy.

Non-compliance with the legislation associated with covert surveillance leaves the Authority open to challenge and formal claims for compensation from individuals or corporate bodies should it be found that appropriate guidelines and procedures have not been followed. IPCO may also audit our compliance with RIPA and impose penalties where the authority is found to be in non-conformance. Evidence obtained from surveillance conducted under an outdated or non-compliant RIPA Policy and Procedure would be inadmissible or liable to fail challenge in any legal proceedings which could result in the award of costs against the Council.

Comments from the S151 Officer:

This is a statutory report without financial implications.

6. Legal Implications

The Human Rights Act 1996 makes it unlawful for a Local Authority to breach any article of the European Convention on Human Rights (ECHR).

Article 8 of the ECHR states that:

- 1) everyone has the right of respect for his private life, his home and his correspondence
- 2) there shall be no interference by a Public Authority with the exercise of this right except such as in accordance with the law and is necessary in a democratic society in the interests of national security, public safety or the economic wellbeing of the country, for the prevention and detection of crime, for the protection of health and morals, or the protection of the rights and freedoms of others.

Public Authorities can therefore interfere with the Article 8 rights if it meets the reasons given above. The Regulation of Investigatory Powers Act sets the lawful basis for interference with those qualified rights to ensure that any activity undertaken and any information obtained is compatible with the Human Rights Act.

The Policy and Procedures document sets the framework under which the Council undertakes surveillance which meets the definitions under the Regulation of Investigatory Powers Act and is undertaken following correct authorisation and approvals, therefore reducing the risk to the authority of legal challenge.

There are reputational and legal risk implications if the RIPA policy is out of date and/or out of step with legal obligations under the act or relevant Home Office Guidance.

If surveillance is conducted which does not comply with the Act, Home Office guidance and/or best practice the Council is open to challenge under the Human Rights Act or may face sanctions being imposed by the Investigatory Powers Commissioners Office.

Any evidence obtained from surveillance conducted outside of the RIPA Policy would be inadmissible or liable to fail challenge in any legal proceedings.

Comments from the Monitoring Officer

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

In accordance with Home Office Guidance, elected Members review the policy and how the council has used its powers annually. Other than minor amendments, such as updates to legislation, the policy is considered suitable. Members are informed that there has been no use of powers in the last 12 months and that it is considered that the policy remains suitable.



7. Risks

None identified as a direct result of this report.

8. Net Zero Target

There are no sustainability issues arising from this report.

9. Equality, Diversity & Inclusion

There are no Equality Diversity and Inclusion issues arising directly from this report. These are considered as an integral part of the process when making decisions regarding the use of RIPA powers.

10. Community Safety issues

None identified as a direct result of this report.

The Regulation of Investigatory Powers Act Policy and Procedure applies where it is necessary and proportionate to collect personal information through covert means. This is only the case where the offence being investigated meets the serious crime threshold where a conviction for an offence could result in 6 months imprisonment. Circumstances where RIPA powers are likely to be used are therefore more likely to have Community Safety implications.

11. Conclusion and Recommendations

This report provides Members with an annual update on the use of RIPA powers and that it is following best practice identified in Home Office Guidance.

1. That Members note that there are minor operational amendments to reflect the latest best practice and guidance are required to the Regulation of Investigatory Powers Act 2000 Policy and Procedures.
2. That Members note that there are minor amendments required to the Internet & Social Media Research & Investigations Policy in order to reflect changes to relevant legislation which impact on the policy.
3. That Members note there has been no activity undertaken under RIPA within the period since the last report.