

Cabinet



NORTH
NORFOLK
DISTRICT
COUNCIL

Please contact: Democratic Services

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

Please Direct Dial on: 01263 516010

Friday, 9 January 2026

A meeting of the **Cabinet** of North Norfolk District Council will be held in the Council Offices, Holt Road, Cromer, NR27 9EN on **Monday, 19 January 2026 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 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 - 10

To approve, as a correct record, the minutes of the meeting of the Cabinet held on 1st December 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

11 - 16

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

There were no recommendations to Cabinet from the Overview & Scrutiny Committee meeting on 10th December 2025.

8. LEASES FOR THE FAKENHAM LEISURE AND SPORTS HUB PROJECT

(17 – 22)

Executive Summary	This report seeks Cabinet approval to grant a lease to UK Power Networks (UKPN) for a small area of land at Trap Lane leased from Fakenham Town Council. The lease is required for the construction and operation of a power substation to support the expanded leisure centre being constructed in the FLASH project. Construction of the substation is scheduled to commence in April 2026. There are no alternative options if the leisure centre project is to proceed.
Options considered	1. Approve the lease to UKPN for the substation site. 2. Reject the lease – this would prevent the leisure centre expansion as no alternative power solution exists.
Consultation(s)	Steve Hems - Director for Communities (Project Sponsor) Nicola Swan - Solicitor, Eastlaw

Recommendations	<p>That Cabinet provides approval to:</p> <ul style="list-style-type: none"> Grant a '99 years less one day' lease to UKPN for the construction and operation of a substation on Trap Lane land. Delegate approval to the Asset Strategy Manager or the Assistant Director for Finance and Assets to agree the exact terms of the above legal agreement.
Reasons for recommendations	The substation is essential for the leisure centre expansion project. Without this lease, the new substation cannot be built which would mean the power demands of the new facility could not be met.
Background papers	Report to Full Council – 27th July 2022 Report to Full Council – 20th December 2023 Report to Cabinet – 8th July 2024

Wards affected	Fakenham wards (Lancaster North and South); and wards in the west of the district including Briston, Priory, Stibbard, Stody, The Raynhams, Walsingham; Wells with Holkham.
Cabinet member(s)	Cllr, L Shires
Contact Officer	Milo Creasey – Estates Surveyor - milo.creasey@north-norfolk.gov.uk Renata Garfoot - Asset Strategy Manager - Renata.Garfoot@north-norfolk.gov.uk

Links to key documents:	
Corporate Plan:	The 2023-2027 Corporate Plan themes - Developing our Communities and A Strong, Responsible and Accountable Council
Medium Term Financial Strategy (MTFS)	The contents of this report do not directly impact upon the MTFS. Wider financial implications of the Fakenham Leisure and Sports Hub have been considered in earlier reports to Full Council.
Council Policies & Strategies	Asset Management Plan 2018 - 2022

9. LOCAL AUTHORITY HOUSING FUND ROUND 4 - PURCHASE OF TEMPORARY ACCOMMODATION
(23 – 30)

Executive Summary	North Norfolk District Council has been offered funding for 2026/27 in Round 4 of the Government's Local Authority Housing Fund (LAHF). This report sets out proposals to accept the grant offered (£611k) or, if successful in our bid, at the higher level of £871k to help purchase a further four or six units of Temporary Accommodation for homeless households.
Options considered	<ul style="list-style-type: none"> - To accept the LAHF grant to help fund (dependent on level of grant secured) purchase of four or six homes for use as temporary accommodation, with the Council providing the match funding and staffing resources to undertake the purchases and necessary repairs to the properties by April 2027. - To not accept the LAHF grant funding offered
Consultation(s)	Portfolio Holder for Housing and Peoples' Services. Officers in Housing Options, Estates and Property Services
Recommendations	<p>It is recommended that Cabinet:</p> <ul style="list-style-type: none"> - Agrees to accept the £871,000 of Local Authority Housing Fund grant if successful in our higher bid, or (if not successful with the higher bid) - Agrees to accept the £611,000 of Local Authority Housing Fund grant (as per the original offer) - Uses the LAHF grant to part fund the purchase of four or six (dependent on level of grant secured) further units of temporary accommodation - Gives delegated authority to the Section 151 Officer [or other member of Corporate Leadership Team] in consultation with the Portfolio Holder for Housing and Peoples' Services, to agree the actual purchases of the properties (within the identified budget limits).
Reasons for recommendations	To seek approval for the Council to accept the LAHF grant and use the grant to help acquire further homes to use as temporary accommodation
Background papers	<p>Overview and Scrutiny January 2025 - Analysis of the performance of the Council's Temporary Accommodation properties 2024/25</p> <p>Cabinet March 2025 - Local Authority Housing Fund Round 3 - Purchase of Temporary Accommodation</p> <p>Cabinet October 2023 – Round 2 Local Authority Housing Fund</p> <p>Cabinet June 2023 - Purchase of Temporary Accommodation Unit</p>

	Cabinet March 2023 – LAHF Round 1 Opportunity Cabinet November 2022 - Purchase of Temporary Accommodation Unit
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Wards affected	Districtwide
Cabinet member(s)	Cllr. Jill Boyle, Portfolio Holder for Housing and Peoples' Services
Contact Officer	Nicky Debbage, Housing Strategy & Delivery Manager, nicky.debbage@north-norfolk.gov.uk

10. 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.”

11. PRIVATE BUSINESS

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Agenda Item 2

CABINET

Minutes of the meeting of the Cabinet held on Monday, 1 December 2025 at the Council Offices, Holt Road, Cromer, NR27 9EN at 10.00 am

Committee

Members Present:

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 J Boyle	

Members also attending: Cllr C Cushing, Cllr V Holliday, Cllr A Fitch-Tillett, Cllr M Taylor

Officers in Attendance:

Chief Executive, Democratic Services Manager, Assistant Director for Finance, Assets, Legal & Monitoring Officer, S151 Officer and Director of Resources, Landscape Officer (Design), Assistant Director for Resources and Planning Policy Team Leader

Apologies for Absence: None.

75 MINUTES

The minutes of the meeting held on 3rd November were approved as a correct record.

76 PUBLIC QUESTIONS AND STATEMENTS

None.

77 ITEMS OF URGENT BUSINESS

None received.

78 DECLARATIONS OF INTEREST

Cllr C Ringer declared a non-pecuniary interest in item 14 – ‘Modified and Additional Beaches and Inland Public Space Protection Orders (PSPO) for Dog Control’, stating that he was a parish councillor for Bodham and there was a PSPO in place in the village.

79 MEMBERS' QUESTIONS

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

80 RECOMMENDATIONS FROM OVERVIEW & SCRUTINY COMMITTEE

The Chair invited Cllr V Holliday, Chair of the Overview & Scrutiny Committee to speak. Cllr Holliday said that the Committee had supported the recommendations, specifically no increase for standard town car parks and that they asked Cabinet to be mindful of the inconvenience for cash users caused by using small change, such as 5 pence coins.

She also mentioned a request from a member of the Committee, following a recent petition relating to Pretty Corner Woods. He felt that the matter had highlighted some issues with engagement between the Council's Countryside Team and local communities and the following proposal had been supported by the Committee

'For the Countryside Team to proactively communicate with the public, in a timely fashion, regarding the way in which NNDC sites are managed, why they are managed in certain ways and what plans are in place when upcoming works on those sites are likely to cause disruption or a significant change going forward.'

The Chair thanked Cllr Holliday and Cabinet

RESOLVED

To accept the following recommendations from the Overview & Scrutiny Committee:

Petition – Pretty Corner Woods, Sheringham

For the Countryside Team to proactively communicate with the public, in a timely fashion, regarding the way in which NNDC sites are managed, why they are managed in certain ways and what plans are in place when upcoming works on those sites are likely to cause disruption or a significant change going forward.

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%.

**81 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**

The Chair introduced this item. He thanked officers for their hard work in producing the report. He highlighted key progress on key issues such as the Local Plan, health and social care facilities for older residents, the commencement of construction of the new Leisure centre at Fakenham, delivery of 3G pitches in Cromer, Fakenham and North Walsham and the improvement of facilities at Holt Country Park. Regarding the second homes council tax premium, he said that arrangements for 2026 were under discussion, and it was hoped that they would mirror the current agreement. He referred to the North Norfolk Business Forum and encouraged members to subscribe to 'Invest North Norfolk', the Council's new business portal.

The Chair said that a banking hub was now open at Holt, with one due to open in Cromer and another in progress for North Walsham. He then spoke about the UK Shared Prosperity Fund (UKSPF) and said that the Government was replacing it and any future funding would go to the Strategic Mayors with a focus on Metropolitan areas. In conclusion, the Chair spoke about Local Government Reorganisation (LGR) and highlighted that the consultation was open until 11th January 2026.

Cabinet agreed to note the contents of the report.

82 CAR PARK FEES & CHARGES

Cllr L Shires, the Portfolio Holder for Finance, Estates & Property Services, introduced this item. She began by thanking the Overview & Scrutiny Committee for their lengthy debate on the proposals and said that she welcomed working in partnership with them.

Cllr Shires explained that last year, when car parking charges and season ticket charges were increased on 1st April, it was with an option to review them again this year. The proposed increase sought to cover inflationary cost increases. She added that there was no proposal to increase the charges in the standard car parks in inland towns. She acknowledged the discussions at Overview & Scrutiny Committee about small change (5 pence) increases but ultimately, members agreed that rounding any increase up, would result in a 5.8% increase overall which was considered to be too high as well as unfairly disadvantaging those paying by app as there was an additional charge already in place for this option. Regarding season ticket prices, members were supportive of the CPI increase of 3.8%.

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

RESOLVED

To recommend the following to Full Council:

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

Resolved to agree 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.

Reason for the decision:

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

83 FEES & CHARGES 2026-2027

The Portfolio Holder for Finance, Estates & Property Services, introduced this item. She explained that it was an annual report and that for some of the fees and charges, the Council had some flexibility to set the amount, with others being set by central Government. A comprehensive review of licensing fees had been undertaken by officers and in some cases, where fees were set on a cost-recovery basis only, a decrease was proposed. Cllr Ringer, Portfolio Holder for Environmental Services, added that a really comprehensive piece of work had been undertaken by the Licensing team and he thanked them. Taxis in particular, would see a reduction in their fees next year. There would be regular reviews going forward.

It was proposed by Cllr L Shires, seconded by Cllr C Ringer and

RESOLVED

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)

To recommend 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).

Reason for the decision:

To approve the Council's proposed fees and charges for 2026/27.

84 COUNCIL TAX DISCOUNTS & PREMIUMS DETERMINATION 2026-27

The Portfolio Holder for Finance, Estates & Property Services, introduced this item. She began by saying that the Council was still in negotiation regarding the return of NNDC's share of second homes council tax income. She highlighted that the Council had successfully defended the second homes council tax charge at a Valuation Tribunal and it was anticipated that this would provide more certainty on income from this charge going forward.

Cllr C Cushing asked if the 35% was higher than anticipated and was the income accrued so far, in line with what was expected. Cllr Shires replied that the initial estimate was 'conservative' but as she understood it, far more had been accrued than anticipated.

Cllr Cushing asked if a report would be coming forward assessing the impact of the second homes premium. The Chair said that he would consider this and the most appropriate way of presenting such information.

It was proposed by Cllr L Shires, seconded by Cllr J Toye and

RESOLVED

To 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.

Reason for the decision:

To set appropriate council tax discounts and premiums which will apply in 2026-27 and to raise council tax revenue.

85

ADOPTION OF THE NORTH NORFOLK LOCAL PLAN 2024-2040

The Portfolio Holder for Planning & Enforcement, Cllr A Brown, introduced this item. He began by thanking officers, both past and present, for their support in bringing the Local Plan to the final approval stage. It had taken 10 years and he referred members to page 106 of the agenda which set out the key stages to date. Members had been involved throughout the process via the Planning Policy & Built Heritage Working Party and Cabinet – across three administrations. As well as examination by the Planning Inspector, there had also been public consultations. There was no doubt that it had been a comprehensive process.

He thanked the Acting Planning Policy Manager and his team and also members, who had voted in April 2023 to refer the Local Plan to the Planning Inspector for inspection.

He then outlined why the Local Plan was needed. He said that it gave the Council control over developments in the district and without a new plan in place, there would be a requirement after the 1st January 2026 to start a new plan. This would present huge challenges, especially with LGR on the horizon and the introduction of a new Strategic Mayoral Authority. The Council would also lose the current housing delivery test which stood at 557 dwellings per year to 2040 and without a plan, this would increase to 932 dwellings per year, leaving the district vulnerable to speculative developers.

He acknowledged that the Plan was not perfect and accepted that there may be challenges to it ahead, especially with the Government's ambitions for housing growth.

In conclusion, Cllr Brown said that with no Local Plan in place, the district would lose the Neighbourhood Plan conformance process and put them in jeopardy. There would also be substantial financial implications of having to start a new plan afresh.

The Chair said that it was a significant achievement, and he thanked officers and members for their hard work. He also acknowledged that it was not perfect and there were sites across the district that would make both members and residents uncomfortable. He reiterated that members must think of the implications of not approving the Plan, adding that there would be a doubling of housing numbers for a start and an increase in speculative development.

Cllr L Shires thanked Cllr Brown and the Planning Policy Team for their hard work. She said that residents didn't fully understand all the complex layers of the planning process. Referring to North Walsham, Cllr Shires said that a lot of new dwellings were planned, which was welcomed by local residents, particularly families, but they were concerned about the impact on services such as healthcare. She went onto say that the land at the end of Mundesley Road (NW16), was causing particular concerns. It had been a late addition to the Plan and was presented almost as a 'done deal' by developers. This had caused considerable concern and she said that local members would need to work with the community to identify the opportune moment for them to feed into the process and ensure that residents understood the difference between the Local Plan and the separate route for considering planning applications. She added that she felt that she could support the approval of the Local Plan because she understood the intent behind it and she would continue to support and engage with the local community when planning applications came forward and push for section 106 agreements to be put in place to ensure the infrastructure was in place to support them.

The Chair agreed with Cllr Shires comments, adding that it was important to remember the Local Plan was for the whole district and to consider the implications of not approving it.

Cllr C Cushing spoke about the Fakenham Urban Extension and said that it was still not underway and this demonstrated that even when dwellings were proposed for certain areas, it was still challenging for them to reach the development stage. He then asked Cllr Brown about the Government's previously stated ambitions for approximately 980 houses per annum in North Norfolk and asked about the risk of this still happening, even with an approved Local Plan in place. Cllr Brown replied

that it was a huge risk. Currently, because NNDC submitted its plan when it did, whilst many other councils paused theirs to await Government changes to the planning process, the Council was subject to 'transitional arrangements'. This meant the housing delivery test would follow the National Planning Policy Framework (NPPF) of the previous government and not the new NPPF. If the Local Plan was not adopted, then the new much larger housing delivery test would come into effect straightaway, resulting in a significant uplift in numbers.

Cllr V Holliday thanked the Planning Policy Team for all their hard work. Like other members, she reiterated that although the Local Plan was good for the wider district, there were elements of it that were causing some concern and this should not be ignored. The Chair agreed, adding that the call for sites was like 'rolling the dice'. That said, the benefits for the wider district outweighed the impact on individual areas.

Cllr J Toye said that the Local Plan had been produced for good reasons and make the most of the opportunities presented.

The Chair said that members should remember that the Plan was not just about housing but that it also covered economic, heritage and environmental issues. He added that residents were very concerned about healthcare provision and he hoped the Government would take note of this. Cllr Toye said that the Government had recently committed to opening 250 neighbourhood health centres, so this was an area to monitor.

It was proposed by Cllr A Brown, seconded by Cllr J Toye and

RESOLVED to

- 1) Note the outcome of the Inspector's Report into the examination of the North Norfolk Local Plan, dated 31 October 2025 (Appendix 1 & 2);
- 2) Recommend to Full Council 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.

Reason for the decision:

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.

86 ENDORSEMENT OF THE DRAFT NORFOLK COAST NATIONAL LANDSCAPE MANAGEMENT PLAN (2025-2030)

Cllr H Blathwayt, Portfolio Holder for Coast, introduced this item. He explained that the Council, along with other relevant authorities, had a statutory duty to publish a management plan for the conservation and enhancement of the designated landscape and this needed to be updated every 5 years. The current plan (2019 – 2024) had therefore been reviewed and was presented to members for approval. Cllr Blathwayt said that it aligned with the recommendation of the Local Plan and protected public access to amenity.

The Chair thanked the Senior Landscape Officer (CB) for her hard work in producing the document. He invited members to speak:

Cllr V Holliday said that she had some reservations about the landscape management plan. She felt the targets were not SMART but subjective and the monitoring of the targets was weak in some instances such as chalk streams. She referred to the State of the North Norfolk Coast Landscape report, which highlighted that there was a high percentage of Sites of Special Scientific Interest (SSSI’s) which were in poor condition and this should be looked at closely.

Cllr Blathwayt said that the targets were definitely SMART. Cllr Holliday replied that 19% of targets were SMART, the rest were subjective. She said that it was good that evidence had been collated but that members should be concerned that it showed that rivers were in poor condition and light pollution was on the increase. Cllr Blathwayt said that unfortunately, designated National Landscapes (previously Areas of Outstanding Natural Beauty) had limited powers and there was no statutory input into planning applications. Instead, its aims were achieved through public negotiation. In the future, the elected Mayor would have powers that could strengthen its remit and ensure it became a statutory consultee in planning applications in the future.

The Senior Landscape Officer said that production of a Landscape Management Plan every five years was a statutory duty and it fed into the Council’s Local Plan. Regarding the State of the Norfolk Coast Landscape report, she said that this was the first time that there had been hard evidence on the state of the landscape, previously there had been condition assessments but they had not been quantified in a factual way. It wasn’t perfect and there were some gaps but it was a good start and was based on evidence provided by partner bodies. Having more tangible statistics would make it easier to apply Key Performance Indicators (KPIs) and this would be an effective way of highlighting areas, such as chalk streams, that needed attention.

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

RESOLVED

To endorse the Draft Norfolk Coast Landscape Management Plan (2025-2030)

Reason for the decision:

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

87 MODIFIED AND ADDITIONAL BEACHES AND INLAND PUBLIC SPACE PROTECTION ORDERS FOR DOG CONTROL

Cllr C Ringer, Portfolio Holder for Environmental Services, introduced this item. He said that following a consultation on the Council's inland Public Space Protection Orders (PSPOs) earlier in the year, Cabinet had agreed to consideration of further PSPOs raised by consultees. He highlighted the key changes which included the addition of three play parks, the permitting of dogs in leads in Fakenham churchyard and modification to the PSPO at Mundesley and the inclusion of the beach at East Runton, in line with the Blue Flag status. The rest were all minor changes.

The Chair thanked officers for their hard work on this.

It was proposed by Cllr C Ringer, seconded by Cllr J Toye and

RESOLVED

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

Reason for the decision:

To allow the modification of and addition to the dog control PSPOs, as supported by the majority of consultees

88 ANNUAL UPDATE - REGULATION OF INVESTIGATORY POWERS ACT 2000 (RIPA)

The Portfolio Holder for Environmental Services, Cllr C Ringer, introduced this item. He explained that was required to review its policy for the use of powers under the Regulation of Investigatory Powers Act 2000 (RIPA) on an annual basis. He confirmed that officers had reviewed the RIPA Policy and procedure document and made no changes. They had also reviewed the Internet & Social Media research & Investigations Policy and identified that no changes were required. Finally, he confirmed that the Council had made no use of powers under RIPA in the last 12 months.

It was proposed by Cllr C Ringer, seconded by Cllr T Adams and

RESOLVED

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.

Reason for the decision:

The Council is required to have an up to date policy/procedure in order to exercise its powers.

89 EXCLUSION OF PRESS AND PUBLIC

90 PRIVATE BUSINESS

The meeting ended at 10.58 am.

Chairman

Agenda Item 5

Registering interests

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

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

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

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

Non participation in case of disclosable pecuniary interest

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

Disclosure of Other Registerable Interests

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

Disclosure of Non-Registerable Interests

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

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

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

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

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

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

Table 1: Disclosable Pecuniary Interests

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

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

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

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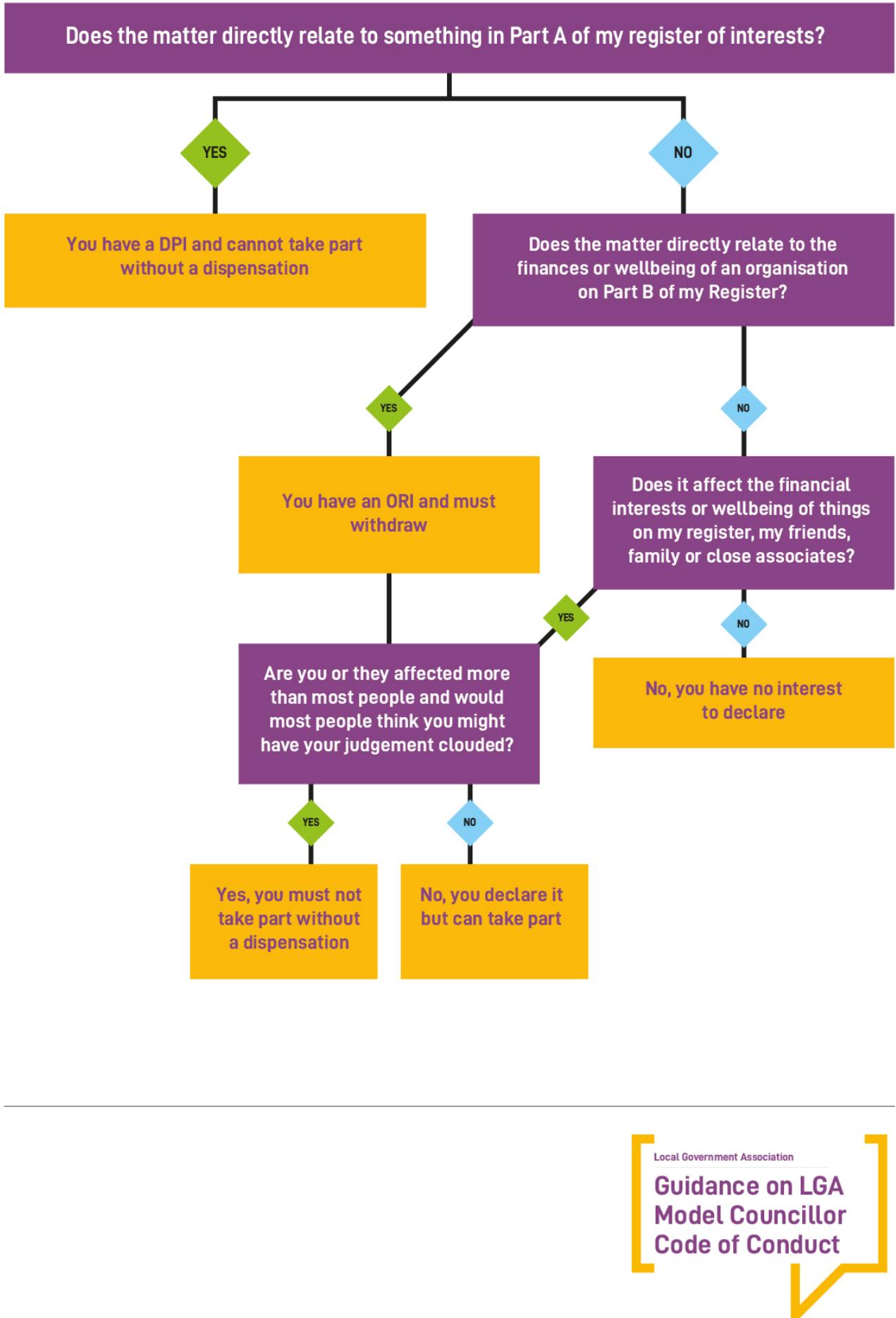
* 'director' includes a member of the committee of management of an industrial and provident society.

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

Table 2: Other Registrable Interests

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

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



Agenda Item 8

Leases for the Fakenham Leisure and Sports Hub Project	
Executive Summary	This report seeks Cabinet approval to grant a lease to UK Power Networks (UKPN) for a small area of land at Trap Lane leased from Fakenham Town Council. The lease is required for the construction and operation of a power substation to support the expanded leisure centre being constructed in the FLASH project. Construction of the substation is scheduled to commence in April 2026. There are no alternative options if the leisure centre project is to proceed.
Options considered	1. Approve the lease to UKPN for the substation site. 2. Reject the lease – this would prevent the leisure centre expansion as no alternative power solution exists.
Consultation(s)	Steve Hems - Director for Communities (Project Sponsor) Nicola Swan - Solicitor, Eastlaw
Recommendations	<p>It is recommended to Cabinet to provide approval to:</p> <ul style="list-style-type: none"> • To grant a '99 years less one day' lease to UKPN for the construction and operation of a substation on Trap Lane land. • Delegate approval to the Asset Strategy Manager or the Assistant Director for Finance and Assets to agree the exact terms of the above legal agreement.
Reasons for recommendations	The substation is essential for the leisure centre expansion project. Without this lease, the new substation cannot be built which would mean the power demands of the new facility could not be met.
Background papers	Report to Full Council – 27th July 2022 Report to Full Council – 20th December 2023 Report to Cabinet – 8th July 2024

Wards affected	Fakenham wards (Lancaster North and South); and wards in the west of the district including Briston, Priory, Stibbard, Stody, The Raynham, Walsingham; Wells with Holkham.
Cabinet member(s)	Cllr. L Shires
Contact Officer	Milo Creasey – Estates Surveyor - milo.creasey@north-norfolk.gov.uk Renata Garfoot - Asset Strategy Manager - Renata.Garfoot@north-norfolk.gov.uk

Links to key documents:	
Corporate Plan:	The 2023-2027 Corporate Plan themes - Developing our Communities and A Strong, Responsible and Accountable Council
Medium Term Financial Strategy (MTFS)	The contents of this report do not directly impact upon the MTFS. Wider financial implications of the Fakenham Leisure and Sports Hub have been considered in earlier reports to Full Council.
Council Policies & Strategies	Asset Management Plan 2018 - 2022

Corporate Governance:	
Is this a key decision	Yes
Has the public interest test been applied	Yes. There is no private or confidential information to be considered by this report.
Details of any previous decision(s) on this matter	Report to Full Council –20th December 2023. Report to Cabinet – 8 th July 2024

1. Purpose of the report

- 1.1 To seek Cabinet approval for the grant of a lease to UK Power Networks for a substation site on the Council's leased land at Trap Lane, Fakenham.

2. Introduction & Background

- 2.1 The existing Fakenham Leisure Centre is located on Trap Lane on the North-Western edge of Fakenham.
- 2.2 Fakenham Town Council is the freehold owner of the leisure centre site and further land directly to the north of the site.
- 2.3 The Council has a 120-year lease for the existing Fakenham Leisure Centre site which commenced in 2003 and has a term 99 year remaining, which is due to expire in 2123. The rent for this lease is £1 per annum (not in practice collected).
- 2.4 The Council was successful in bidding for Levelling Up monies to build an extended facility and refurbish the existing Fakenham Sports Centre, allowing the Council to further enhance its quality leisure facilities offer to communities in the west of the District.
- 2.5 To enable further enhancements at the leisure centre site, the Council and the freeholder have executed documents for new leases including additional land.

- 2.6 The Fakenham Leisure Centre expansion requires increased power capacity. UKPN has confirmed that a new substation is necessary to meet this demand for which they require a lease of land on which to site a new electricity substation. Construction is planned for April 2026.

3. Proposals and Options

It is proposed to grant a lease to UKPN for the installation and operation of a substation to meet the additional power requirements of the expanded leisure centre.

3.1 Lease from The Council to UKPN

- 3.1.1 A lease to UKPN is essential for delivering the Fakenham Leisure and Sports Hub project. This lease must be for a term of '99years less one day' to fall within the 99year term for which the Council leases the leisure centre site from Fakenham Town Council.
- 3.1.2 The proposed UKPN lease demise is outlined and shaded blue on the plan shown in Appendix A.
- 3.1.3 The lease will be at a peppercorn annual rent of £1 (i.e. nominal and not in practice collected).
- 3.1.4 UKPN will be responsible for the maintenance of the substation for the duration of the lease and will have rights of access to the lease demised.

3.2 Alternative options.

- 3.2.1 No alternative options are available, as the substation is essential for project delivery.

4. Corporate Priorities

- 4.1 Delivery of the Fakenham Leisure and Sports Hub project supports the Council's Corporate Plan themes – Developing our Communities and A Strong, Responsible and Accountable Council.

5. Financial and Resource Implications

- 5.1 Officer time is required to process the proposed legal documents required for this lease to be completed.
- 5.2 Wider financial and resource implications regarding the development of the facility have been considered in earlier project reports. In relation to the UKPN

lease both the Council and UKPN will be responsible for their own surveying and legal costs, respectively.

- 5.3 Rent payable to the Council from UKPN for the new lease is £1 per annum, a nominal sum in practice not collected.

Comments from the S151 Officer:

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

Granting a sublease at a peppercorn to UKPN from a superior peppercorn lease does not have financial impacts. It presents value for money in the context of the wider development at the Fakenham Leisure and Sports Hub and is required for a Low Carbon solution.

6. Legal Implications

- 6.1 The lease proposed in this report will oblige all parties, to adhere to the terms agreed.

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.

To meet the electricity needs of the Leisure Centre, the construction and operation of an electricity substation is required at this site. The proposed lease will enable this function. Eastlaw can provide assistance if required with regard to the draft lease.

7. Risks

- 7.1 The legal agreement outlined in this report is essential to deliver the Fakenham Leisure and Sports Hub project.
- 7.2 If the lease cannot be completed prior to the construction of the substation, delays to the project timeline will occur, potentially resulting in substantial additional costs.
- 7.3 Failure to complete the lease agreement with UKPN in advance of the proposed construction start date of April 2026 poses a significant risk to the delivery of the Fakenham Leisure and Sports Hub project. Delays would result in increased project costs, contractual penalties, and reputational damage for the Council.
- 7.4 Wider project risks have been included on a Project risk register, and appropriate entries have been entered into the Corporate Risk Register.

8. Net ZeroTarget

- 8.1 This matter was covered in the approved report to Full Council on 20 December 2023, relating to the wider project.

9. Equality, Diversity & Inclusion

- 9.1 This matter was covered in the approved report to Full Council on 20 December 2023, relating to the wider project.

10. Community Safety issues

- 10.1 This matter was covered in the approved report to Full Council on 20 December 2023, relating to the wider project.

11. Conclusion and Recommendations

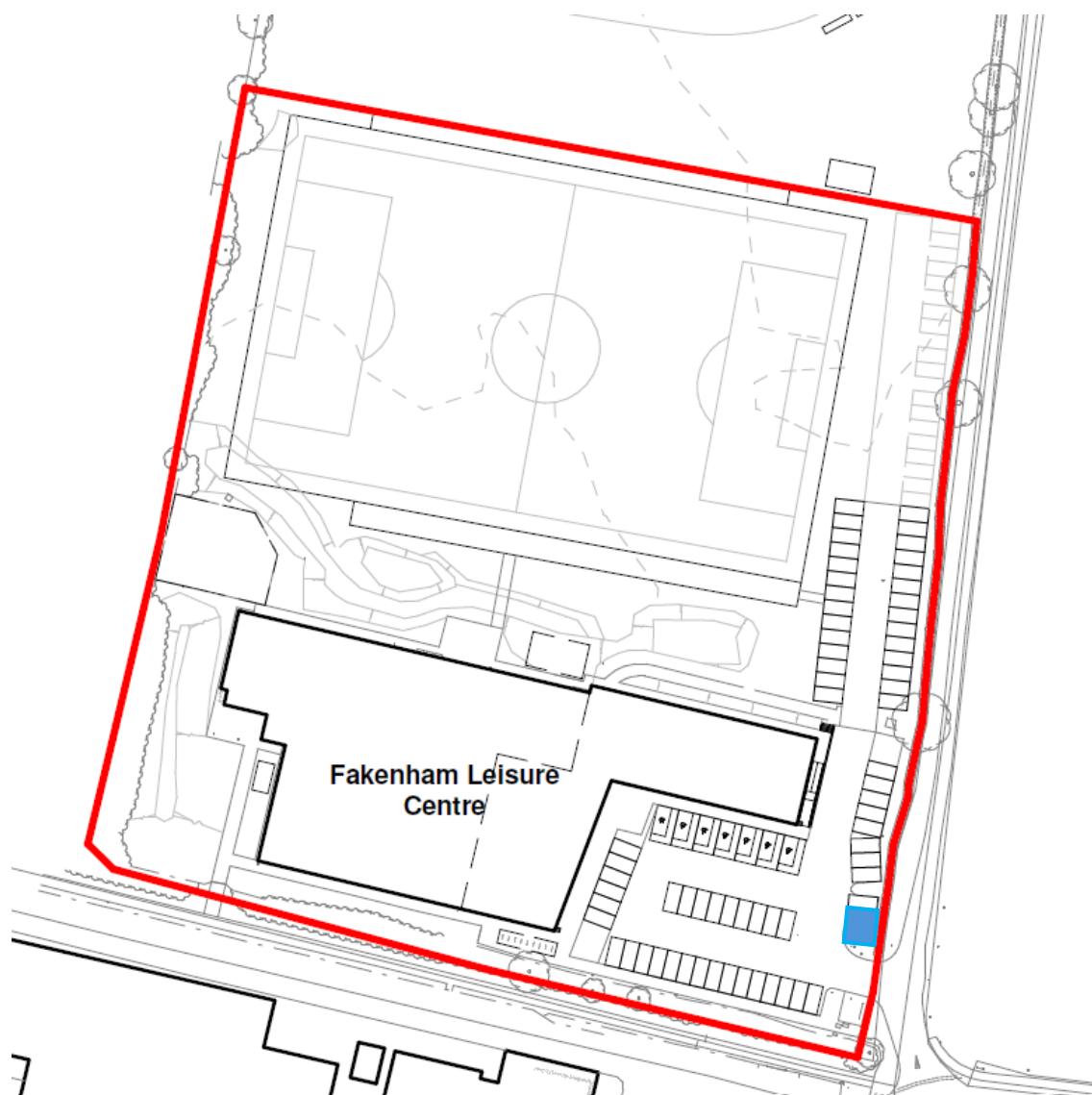
- 11.1 The lease to UKPN proposed in this report is required to deliver the Fakenham Leisure and Sports Hub project.

- 11.2 It is recommended to Cabinet to provide approval to:

- 11.2.1 To grant of a '99years less one day' lease to UK Power Networks to enable construction and operation of a substation on land at Trap Lane, Fakenham.

- 11.2.2 Delegate approval to the Asset Strategy Manger or the Assistant Director for Finance and Assets to agree the exact terms of the above legal agreement.

Appendix A – Proposed UKPN Lease Plan Area



The proposed UKPN lease demise is outlined and shaded blue
The Council Lease demise is outlined red

Plan not to scale and shows an approximate location of the proposed UKPN lease demise.

Agenda Item 9

Local Authority Housing Fund Round 4 - Purchase of Temporary Accommodation	
Executive Summary	North Norfolk District Council has been offered funding for 2026/27 in Round 4 of the Government's Local Authority Housing Fund (LAHF). This report sets out proposals to accept the grant offered (£611k) or, if successful in our bid, at the higher level of £871k to help purchase a further four or six units of Temporary Accommodation for homeless households.
Options considered	<ul style="list-style-type: none"> - To accept the LAHF grant to help fund (dependent on level of grant secured) purchase of four or six homes for use as temporary accommodation, with the Council providing the match funding and staffing resources to undertake the purchases and necessary repairs to the properties by April 2027. - To not accept the LAHF grant funding offered
Consultation(s)	Portfolio Holder for Housing and Peoples' Services. Officers in Housing Options, Estates and Property Services
Recommendations	<p>It is recommended that Cabinet:</p> <ul style="list-style-type: none"> - Agree to accept the £871,000 of Local Authority Housing Fund grant if successful in our higher bid, or (if not successful with the higher bid) - Agree to accept the £611,000 of Local Authority Housing Fund grant (as per the original offer) - Use the LAHF grant to part fund the purchase of four or six (dependent on level of grant secured) further units of temporary accommodation - Give delegated authority to the Section 151 Officer [or other member of Corporate Leadership Team] in consultation with the Portfolio Holder for Housing and Peoples' Services, to agree the actual purchases of the properties (within the identified budget limits).
Reasons for recommendations	To seek approval for the Council to accept the LAHF grant and use the grant to help acquire further homes to use as temporary accommodation
Background papers	<p>Overview and Scrutiny January 2025 - Analysis of the performance of the Council's Temporary Accommodation properties 2024/25</p> <p>Cabinet March 2025 - Local Authority Housing Fund Round 3 - Purchase of Temporary Accommodation</p> <p>Cabinet October 2023 – Round 2 Local Authority Housing Fund</p> <p>Cabinet June 2023 - Purchase of Temporary Accommodation Unit</p> <p>Cabinet March 2023 – LAHF Round 1 Opportunity</p> <p>Cabinet November 2022 - Purchase of Temporary Accommodation Unit</p>

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

Links to key documents:	
Corporate Plan:	Meeting our Housing Need.
Medium Term Financial Strategy (MTFS)	The homes acquired will be used for Temporary Accommodation for homeless households delivering financial savings compared to the cost of alternatives such as nightly paid accommodation. There will need to be a revenue repairs and maintenance budget set aside for each of the properties.
Council Policies & Strategies	NNDC Housing Strategy 2021-2025 Homelessness and Rough Sleeper Strategy

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

1. Purpose of the report

1.1 This report sets out details of the Round 4 Local Authority Housing Fund (LAHF) grant that NNDC has been offered to acquire four or six homes to meet housing need (dependent on the success of our bid for a higher level of grant). The report recommends NNDC accepts the grant and acquires these homes to be used as temporary accommodation (TA) for homeless households. The grant requires that some homes are to be prioritised for homeless Afghan households resettled as part of the Afghan Resettlement Programme.

2. Introduction & Background

2.1. NNDC has been successful in bidding for four previous rounds of LAHF grant:

- December 2022 we were awarded £205k LAHF1 to help provide one larger 4+ bed home for Afghan resettlement (plus grant to support Flagship to purchase 10 homes)
- June 2023 we were awarded LAHF2 of £560k to help acquire four family homes, with three to be prioritised for Afghan resettlement.

- March 2024 we were awarded a further £280k of LAHF2 underspend to purchase two more homes – one to be prioritised for Afghan resettlement.
 - January 2025 we were awarded £588k of LAHF Round 3 Reallocation to help purchase of four homes (three for general TA and one to be prioritised for Afghan resettlement). However, through negotiations with colleagues at the Ministry of Housing Communities and Local Government, the Council agreed to purchase 7 homes, with all purchases to be exempt from Stamp Duty.
- 2.2. In summary NNDC have so far received £1.633m of LAHF grant to help acquire 14 homes (6 prioritised for Afghan resettlement) and have passed on a further £1.04m of grant to Flagship to purchase 10 new affordable homes.
- 2.3. The LAHF grant awards have been key in helping to deliver the Council's portfolio of TA homes. The Council now has 29 properties with a further three currently being purchased to bring the total to 32. Five of the properties provide housing for up to 2-years for ex-rough sleepers and the remaining 27 are/will be used as TA. As set out above, six of these TA homes are to be prioritised for Afghan resettlement households, in line with the terms of the government grant. NNDC has not yet had a formal nomination to accommodate an Afghan resettlement household and has therefore used all the above homes as general TA.
- 2.4. Homelessness remains a major challenge in the District and the Council regularly needs to accommodate 60+ households in TA, so there is still a need for more quality temporary accommodation in order that it does not need to resort to less suitable and more expensive nightly paid accommodation.

3. LAHF4 grant

- 3.1 On 19th of November LAHF contacted us to offer a further £611,000 of grant in 2026/27 to help acquire four properties; two for TA and two for Afghan resettlement (one of which should be a large 4 bed or more home). This time we are also being offered an additional indicative allocation of £4,145 revenue funding to help support the delivery of these homes. This could, for example, help pay for surveys or the conveyancing costs of homes.
- 3.2 NNDC were also invited to submit an expression of interest in a higher level of grant to acquire more homes. We have therefore requested grant of £871,000 to help acquire six properties; three for TA and three for Afghan resettlement (including one large 4 bed or more home). We should receive confirmation of the level of grant we have been awarded shortly.
- 3.3 Our recent experience of buying homes means we are confident that good properties can be acquired for an average cost (including acquisition costs and any initial repairs needed) of £250,000 per property. Therefore, to acquire four properties would require a budget of £1m; and to acquire six properties would require £1.5m. The proposed capital programme for 2026/27 includes a £1m budget for acquisition of TA. The establishment of an annual budget will allow us to increase the portfolio of TA in a steady and incremental way, supporting better planning and value for money.
- 3.4 The match funding required to acquire of four properties for £1m, with LAHF grant of £611k is £389k would be required. Acquisition of six properties for £1.5m, with £871k of LAHF grant, would require £629k of match funding.

- 3.5 The LAHF grant is paid in two tranches. The first tranche will be paid in April 2026. The second tranche is paid once government have received confirmation from us that we have committed 60% of the first tranche of grant funding. If Cabinet support the acceptance of the LAHF grant and acquisition of more TA homes, officers will begin to identify suitable properties as soon as possible. That should ensure we are able to acquire homes early in 2026/27 and receive the second tranche of grant funding early in the financial year.
- 3.5 The council will by the end of 2025/26 have a portfolio of 32 homes used for homelessness. The LAHF grant will support the acquisition of a further four or six family homes for TA, bringing the portfolio up to 36 or 38 homes.

4. Corporate Priorities

- 4.1 Providing more affordable homes in the district is in line with the Corporate Plan priority of *“Meeting Our Local Housing Need”* and specifically the aims of *“Increasing our portfolio of Temporary Accommodation to support residents in crisis”* and *“Working with national, regional and local partners to support the needs of refugees”*.
- 4.2 Adding to the Council’s stock of good quality TA homes helps deliver financial savings to the Council’s revenue budget, when compared to the costs of more expensive, and inferior, bed and breakfast type TA. There will be additional costs associated with the maintenance of these homes, but the Council will also generate rental income from the homes.
- 4.3 Analysis of the performance and value for money of the council’s portfolio of homes used for Temporary and other homelessness accommodation (TA) in 2024/25 was reported to Overview & Scrutiny in January 2025. In summary the analysis showed that:
- Compared to nightly paid accommodation, our own TA delivers significant savings as well as a considerable improvement to the lives of those accommodated.
 - The performance of our TA has improved greatly, and in 2024/25 alone our TA saved us more than £640k compared to use of nightly paid inferior accommodation.
 - Over the last four years (2021/22-24/25) savings have totalled £1.36m. In recent years, the rental income from our TA has exceeded direct costs and resulted in a surplus.

5 Financial and Resource Implications

- 5.1 As set out above – dependent on the level of grant we are successful in receiving – a budget of £1m or £1.5m will be required with match funding of £389k or £629k. The Council has already proposed an annual TA budget of £1m per annum; success in being awarded LAHF grant will help fund a substantial part of this budget. If the Council agrees with Norfolk County Council to retain a larger share of Second Homes Council Tax in 2026/27 this could be used to match fund the LAHF grant.
- 5.2 Analysis of our existing portfolio of TA undertaken in 2025 confirmed that the Council’s own TA offered significantly better value for money than the alternatives such as nightly paid (bed and breakfast) accommodation.
- 5.3 There would clearly be further management and maintenance implications of acquiring more TA properties. However, an independent review of our TA

carried out by the East of England Local Government Association identified that, within current staffing resources, the council had the capacity to manage and maintain further TA homes. Staff in Property Services and Housing Options were consulted ahead of expressing an interest in the LAHF grant and confirmed they are able to manage and maintain the increase in our TA portfolio.

Comments from the S151 Officer:

Acceptance of the grant will reduce the need to borrow to provide units of temporary accommodation and therefore should be accepted. It will require match funding by the Council and sufficient funds will be included in the Capital program.

6 Legal Implications

- 6.1 The Council is able to hold in the General Fund, and let on license, homes to be used for TA for homeless households.
- 6.2 The Council is required to sign a Memorandum of Understanding for acceptance of the LAHF grant and acquisition of the homes. As NNDC has been successful in previous rounds of LAHF, this Memorandum has been checked and approved by Eastlaw. The Memorandum commits NNDC to using best endeavours to meet the LAHF requirements. However, if it is unable to deliver, the Council can return the grant with no penalties.
- 6.3 Legal input will be required to ensure effective conveyancing and to identify any legal constraints on properties that are considered for purchase.

Comments from the Monitoring Officer

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

7 Risks

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

- 7.2 NNDC will be responsible for the acquisition, long-term management and maintenance of the homes and for managing the associated financial risks, which can be summarised as:
- Risk of failing to deliver homes within target prices and costs overrunning – mitigated by setting realistic budget for purchase and closely monitoring costs
 - Risk of failure to deliver homes within tight timescales – mitigated by early identification of suitable homes
 - Risk of purchasing homes that do not offer value for money – mitigated by requiring an independent valuation and condition survey of homes prior to purchase.
 - Risk of homes incurring rising management and maintenance costs – mitigated by purchasing modern, good condition homes requiring very limited repair.
- 7.4 There is a reputational risk with government if NNDC fails to acquire the homes by April 2027. Initial research indicates that there are suitable homes available within the target price range. The risk can be managed by identifying suitable properties as soon as possible and being able to move swiftly to agree purchase, which will leave time to complete purchases and carry out any repairs and safety checks before the April 2027 deadline.
- 7.5 However, the risks of not taking the funding are:
- Risk of not meeting the housing needs of the fund's eligible households. Afghan households may still present to the Council as homeless and the responsibility for providing them with Temporary Accommodation and supporting them to find secure accommodation would remain. This would put further strain on housing and staff resources, but without the benefit of the additional LAHF homes.
 - Risk the increasing use of inappropriate and expensive (nightly paid) temporary accommodation.

8 Net ZeroTarget

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

9 Equality, Diversity & Inclusion

- 9.1 Two (if four homes purchased) or three (if six purchased) homes will be prioritised for use as resettlement temporary accommodation for Afghan refugee households. Long-term, all the homes would be available to households on the Council's housing list as temporary accommodation. Therefore, there are not considered to be any negative impacts on EDI.

10 Community Safety issues

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

Conclusion and Recommendations

North Norfolk District Council has been offered funding for 2026/27 in Round 4 of the Government's Local Authority Housing Fund (LAHF). If NNDC takes up the offered Round 4 LAHF funding, this would help fund additional homes to be used as Temporary Accommodation for homeless households. Two (or three if our bid for more grant is successful) of the homes would initially be prioritised to resettle Afghan households.

It is recommended that Cabinet:

- Agree, if successful in our higher bid, to accept £871,000 of Local Authority Housing Fund grant,
- If not successful in our higher bid, agree to accept the £611,000 of Local Authority Housing Fund grant (as per the original offer)
- Use the LAHF grant to part fund the purchase of four or six (dependent on level of grant secured) further units of temporary accommodation
- Give delegated authority to the Section 151 Officer [or other member of Corporate Leadership Team] in consultation with the Portfolio Holder for Housing and Peoples' Services, to agree the actual purchases of the properties (within the identified budget limits).

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