

Overview & Scrutiny Committee



Please contact: Democratic Services

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Tuesday, 3 June 2025

A meeting of the **Overview & Scrutiny Committee** of North Norfolk District Council will be held in the **Council Chamber - Council Offices** on **Wednesday, 11 June 2025** at **9.30 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 notify the committee clerk 24 hours in advance of the meeting and arrive at least 15 minutes before the start of the meeting. 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 516108, 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 must 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](#)

Please note that Committee members will be given priority to speak during the debate of agenda items

Emma Denny
Democratic Services Manager

To: Cllr S Penfold, Cllr P Bailey, Cllr K Bayes, Cllr J Boyle, Cllr C Cushing, Cllr A Fletcher, Cllr M Hankins, Cllr P Heinrich, Cllr V Holliday, Cllr N Housden, Cllr M Gray, Cllr C Rouse

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. SUBSTITUTES

3. PUBLIC QUESTIONS & STATEMENTS

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

4. MINUTES

1 - 16

To approve as a correct record the minutes of the meeting of the Overview and Scrutiny Committee held on 9th April 2025 and 14th May 2025.

5. DECLARATIONS OF INTEREST

17 - 22

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.

6. 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.

7. PETITIONS FROM MEMBERS OF THE PUBLIC

To consider any petitions received from members of the public.

8. CONSIDERATION OF ANY MATTER REFERRED TO THE COMMITTEE BY A MEMBER

To consider any requests made by non-executive Members of the Council, submitted to the Democratic Services Manager with seven clear working days' notice, to include an item on the agenda of the Overview and Scrutiny Committee.

9. RESPONSES OF THE COUNCIL OR THE CABINET TO THE COMMITTEE'S REPORTS OR RECOMMENDATIONS

To consider any responses of the Council or the Cabinet to the Committee's reports or recommendations:

10. DELEGATED DECISIONS MARCH TO MAY 2025

23 - 28

| | |
|---------------------------|---|
| Executive Summary | This report details the decisions taken under delegated powers from March to May 2025. |
| Options considered | Not applicable – the recording and reporting of delegated decisions is a statutory requirement. |

| | |
|------------------------------------|---|
| Consultation(s) | Consultation is not required as this report and accompanying appendix is for information only. No decision is required, and the outcome cannot be changed as it is historic, factual information. |
| Recommendations | To receive and note the report and the register of decisions taken under delegated powers. |
| Reasons for recommendations | The Constitution: Chapter 6, Part 5, sections 5.1 and 5.2 details the exercise of any power or function of the Council where waiting until a meeting of Council or a committee would disadvantage the Council. The Constitution requires that any exercise of such powers should be reported to the next meeting of Council, Cabinet or working party (as appropriate) Section 2.1 sets out the requirements regarding the reporting of conditional delegated decisions. |
| Background papers | Signed decision forms |

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

11. ANGLIAN WATER BRIEFING - UPDATE ON SEWAGE OUTFLOWS IN THE DISTRICT

To receive an update from Anglian Water on sewage outflows in the District.

Members were requested to submit questions in advance for this session. Questions are not limited to sewage outflow but should be directly linked to issues that fall within Anglian Water's remit.

WORK PROGRAMMES

12. THE CABINET WORK PROGRAMME

29 - 34

To note the upcoming Cabinet Work Programme.

13. OVERVIEW & SCRUTINY WORK PROGRAMME AND ACTION TRACKER 35 - 48

To receive an update from the Scrutiny Officer on progress made with topics on its agreed work programme and outcomes from previous recommendations and actions.

14. EXCLUSION OF THE PRESS AND PUBLIC

To pass the following resolution, if necessary:

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

OVERVIEW & SCRUTINY COMMITTEE

Minutes of the meeting of the Overview & Scrutiny Committee held on Wednesday, 9 April 2025 in the Council Chamber - Council Offices at 9.30 am

| | | |
|-----------------------------------|--|---|
| Committee Members Present: | Cllr N Dixon (Chairman) | Cllr S Penfold (Vice-Chairman) |
| | Cllr M Batey Cllr V Holliday | Cllr C Cushing Cllr N Housden Cllr P Neatherway (Sub) |
| Members also attending: | Cllr A Fitch-Tillett | |
| Officers in Attendance: | The Chief Executive, the AD for Legal and Governance | |

278 APOLOGIES & SUBSTITUTES

Apologies were received from Cllrs P Bailey, J Boyle, A Fletcher, M Hankins, P Heinrich and L Vickers. Cllr P Neatherway substituted for Cllr L Vickers.

279 PUBLIC QUESTIONS & STATEMENTS

None received.

280 MINUTES

The minutes of the meeting held on 12th March were agreed as a correct record and signed by the Chairman.

281 ITEMS OF URGENT BUSINESS

None.

282 DECLARATIONS OF INTEREST

None.

283 PETITIONS FROM MEMBERS OF THE PUBLIC

None received.

284 CONSIDERATION OF ANY MATTER REFERRED TO THE COMMITTEE BY A MEMBER

There were no matters to consider.

285 RESPONSES OF THE COUNCIL OR THE CABINET TO THE COMMITTEE'S REPORTS OR RECOMMENDATIONS

The Chairman advised members that there were no responses from Cabinet or

Council to report at this time.

286 REPORTS FOR CONSIDERATION

287 UK SHARED PROSPERITY FUND AND RURAL ENGLAND PROSPERITY FUND REVIEW AND UK SHARED PROSPERITY FUND TRANSITION YEAR 2025-26

Cllr J Toye, Portfolio Holder for Sustainable Growth, introduced this item. He explained that the UK Shared Prosperity Fund (UKSPF) was a three-year Government funding programme 2022 – 2025 with an allocation to NNDC of £1.2 million for North Norfolk and that the Rural England Prosperity Fund (REPF) was a two-year Government programme 2023 – 2025 of capital grant funding of £1.4 million awarded to NNDC.

Both programmes aimed to support local economic priorities. Collectively the grant and support schemes delivered locally had leveraged an additional £2,858,782 of public, private and community sector investment across the District. The UK Shared Prosperity Fund (UKSPF) was a three-year Government funding programme 2022 – 2025 with an allocation to NNDC of £1.2 million for North Norfolk.

The Rural England Prosperity Fund (REPF) was a two-year Government programme 2023 – 2025 of capital grant funding of £1.4 million awarded to NNDC.

Both programmes aim to support local economic priorities. Collectively the grant and support schemes delivered locally have leveraged an additional £2,858,782 of public, private and community sector investment across the District.

Both programmes were on track to complete and be fully defrayed by 31 March 2025. The total value of programmes that were delivering support to communities and businesses in the District equated to £5,554,899.

In mid-December 2024 the Government announced an additional year of UKSPF transition funding for 2025-2026. NNDC was awarded £405,095 comprising £330,302 revenue and £74,793 capital. On 4 March the government announced that the REPF will be extended for a further year with up to £33 million available nationally to support economic growth. He added that the scheme outline and the expected award to NNDC were yet to be confirmed.

Cllr Toye presented a series of slides, outlining the key areas of delivery for the two funds.

The Chairman thanked Cllr Toye and invited members to speak:

The Chairman, Cllr N Dixon, commented that most of the funding came from central government via the Levelling Up programme and NNDC was effectively the administrator for the two schemes. He sought clarification that the report and supporting documents presented to members was the outcome of assessments, in accordance with the criteria of the schemes, undertaken by officers, with input from the portfolio holder. Cllr Toye replied that the Council had contributed money and leveraged additional funding too, considerably boosting the amount of funding available.

The Chairman thanked him for the clarification and said that the impression had been that the Council had provided most of the funding. Cllr Toye replied that the initial funding had come from central government and NNDC had been able to 'grow'

this considerably.

Cllr S Penfold said that it was important to acknowledge the value added by officer's expertise and input to delivery of the scheme. He referred to page 64 onwards 'Supported Businesses' and asked for more information on how those businesses which were based out of the district were supported. Cllr Toye replied that some of these businesses may be based elsewhere but operate within the district. For this particular section of the report, it was businesses that Visit North Norfolk (VNN) had provided information on and their boundary was similar but not the same as the Council's. He added that the Council provided funding to VNN.

The Assistant Director for Sustainable Growth (ADSG) explained that the report covered two different schemes. One was grant funding and this was limited to projects and businesses based in the district. The second was funding aimed at broader business support and this extended to businesses operating beyond the boundary.

Cllr V Holliday asked for information on the selection criteria for the businesses that were supported. The Economic Programmes & Funding Manager (EPFM) said that all of the programmes were promoted extensively and any businesses could apply. Cllr Toye said that the overarching criteria were set by central government.

Cllr Holliday asked about due diligence for the larger schemes. Cllr Toye said that officers had worked with a team at Norfolk County Council (NCC) as they were experienced in this sector and they assessed the applications before they came through to NNDC. The Economic Growth Manager (EGM) added that the process also included engaging with the businesses, visiting them on site and discussing their aims and ambitions for the future. The Chief Executive expanded on this further and explained the role of the New Anglia Growth Hub and said that although it had previously been more focussed on the Norwich/Ipswich, it's support was now expanding into rural areas and this had been beneficial for both these schemes.

Cllr Holliday thanked the officers for their explanation and said that it might be helpful to include some of that information in the report. She then referred to the 'outcome analysis' section of the report and asked if was quantifiable as such measures would be helpful. Cllr Holliday said production numbers, items sold, income generated etc would all be useful indicators. Cllr Toye said that this would be a large piece of work to tailor this to each business. The EGM said that over the next 12 months more work could be done to capture this information and then be included in a final report.

The ADfSG said that Council had access to a 'social value tool' and this could be useful in providing some information on the wider benefits of the funded projects.

Cllr C Cushing welcomed the amount of money and the distribution across the district. He agreed that it would helpful to see information relating to the financial benefits of the investment in local businesses and the videos demonstrating the positive impact of the funding had been really insightful. The EDM said that it was hard quantify the value but said that engagement with local businesses was key as they often came back to NNDC for further input and advice.

The Chief Executive agreed that it was important to demonstrate value in everything the Council did but he felt that the report showed that this was the case and the Government had not raised any concerns at all. Overall, success of the district's economy was regularly monitored and demonstrated year on year growth.

Cllr N Housden said it was important to find some mechanism to give an overview of what had been achieved from £5.5m of funding.

Cllr Penfold asked whether a report had gone back to central government and whether feedback had been received. The EPFM explained that because the schemes finished at the end of March, a final report was not prepared and submitted just yet.

The EGM clarified that the Government purely requested metrics, nothing else.

Cllr Penfold said that if there was any overlap in the information sent to central government and that requested by the Committee, it could be useful to share that and avoid any duplication or additional work.

Cllr Housden asked whether any further reports and updates would be coming to the Committee. Cllr Toye replied that there would be a report on the outcome of the interim year and any feedback from central government could be included in that.

The Chairman thanked officers for the report and said that any future report could be in the format of a summary report and focus on key issues raised by the Committee.

The Chief Executive said that the issue for the Council was how it sought to position itself in respect of the formation of a new Mayoral Combined Authority, which was likely to commission a lot of business support across Norfolk and Suffolk. The articulation of the particular challenges of North Norfolk based businesses would be crucial.

The Chairman thanked everyone for their comments.

It was agreed that it may be beneficial to wait for the final report that was submitted to government and see if included the information that the committee were interested in.

The EGM clarified that the government had requested end of year figures by the end of May 2025. He said that the Committee had received far more information than that. Cllr Toye added that it was a complex process to capture outcomes – particularly as not all the applicants were businesses and community projects such as playgrounds were harder to assess.

The Chairman summarised the points raised by the Committee and asked the Portfolio Holder for his thoughts on the best way to bring this information back at a future date.

Cllr Toye suggested that a few businesses could be selected from across the sectors and when the next report came to the Committee, in a year's time, an update could be provided on the benefits that those businesses had seen from the funding provided and the impact on the local economy. He added that data was being collected for the future and this could also be shared. The EGM agreed with this approach.

Cllr Holliday suggested that a minimum threshold was established as a basis for review. Cllr Toye agreed but said that some of the social projects would be at the lower end of the funding scale.

Cllr Holliday suggested that a thematic approach was taken in the future in

anticipation of the new Mayoral Combined Authority. Cllr Toye replied that this could be the basis of a separate report. This report was reporting on outcomes of funding already provided. In response to a further question from Cllr Holliday regarding the amount of funding invested in specific sectors, Cllr Toye replied that it was hard to collate as many businesses received funding from a variety of sources and it would be hard to extrapolate this data.

It was proposed by Cllr N Housden, seconded by Cllr S Penfold and

RESOLVED

1. To note the report, thank officers for their work on producing an excellent report and request that the PH for Sustainable Growth reports back with an update position on a selection of businesses across a variety of sectors in 12 months' time, including an on the benefits achieved from the funding.
2. That a copy of the report received from central government is shared with the committee.

288 NORFOLK & WAVENEY INTEGRATED CARE BOARD CONSULTATION ON CHANGES TO THE OUT OF HOURS GP SERVICE, NORWICH WALK-IN CENTRE AND VULNERABLE ADULTS SERVICE

The Chairman invited the Chief Executive to introduce this item.

The Chief Executive began by explaining that the Norfolk and Waveney Integrated Care Board was undertaking a public consultation on possible changes to the Out of Hours GP Service (which at present has bases in Fakenham and North Walsham); the Norwich Walk-In Centre and Vulnerable Adults Service. The consultation would run until 27th April and members were invited to comment and officers would prepare a response for submission.

The Chairman invited members to speak:

Cllr C Cushing spoke as Local member for Fakenham. He said that the data showed a significant drop in the number of patients using the out of hours GP service at Fakenham but there was no explanation as to why this was happening. He said that demand was there and queried whether it was not being promoted sufficiently and people were not aware of it. He said he would be very reluctant to see it removed.

Cllr V Holliday said that she had worked for the out of hours service at Fakenham for 15 years and she questioned the data and wondered where people were going for treatment. She wondered whether there was a GP available at Fakenham to see patients at weekends and queried the data. She added that it was likely to drive people to A&E to see a doctor. It was important to enhance the service rather than withdraw it.

Cllr S Penfold said that he supported the previous speakers and the questions around data and this was also relevant to the North Walsham service. He added that the town was earmarked in the Local Plan for substantial housing development and this should be taken into account.

The Chairman added that there was already considerable pressure on the ambulance service in rural areas and the out of hours service was more relevant in this context.

Cllr N Housden agreed with Cllr Cushing's comments and said that the out of hours service should be invested in rather than removed.

Cllr A Fitch-Tillett said that the data could be skewed due to the Covid pandemic, with many people avoiding using medical services to ease pressure.

Cllr M Batey agreed with all of the comments so far. Local services were needed as A&E could not cope with the current numbers using it.

Cllr Holliday said that a theme was emerging of centralising services and the demographic of the district showed that demand for local services was increasing not reducing. She added that GPs were highly skilled and the pathway to treatment would be quicker if a patient was assessed by a GP.

Cllr Penfold agreed that the report was quite broad in its approach and did not make it clear that out of hours appointments related to emergencies rather than routine appointments. He agreed with Cllr Fitch-Tillett's observation about the impact of the pandemic on the data.

The Chief Executive said that he had noted the comments and would prepare a response to the consultation on behalf of the Council. He said that no one had commented on the Pharmacy First proposals and suggested that local pharmacies were already overstretched. Cllr Holliday agreed and said that it would mean that pharmacists would spend more time assessing patients rather than dispensing drugs and this would then have an impact on the services that they were able to provide.

Cllr Penfold said that the committee were not supportive of any of the proposed options and asked whether this could be reflected in the response.

The Chief Executive said that members could comment as they wished, as elected representatives of their communities. He said there was no doubt that healthcare provision had been heavily impacted in recent years but it was reasonable to raise concerns on behalf of residents.

Cllr Holliday encouraged members to respond to the consultation as individuals too.

It was proposed by Cllr C Cushing, seconded by Cllr S Penfold and

RESOLVED

That the Chief Executive prepares a response on behalf of the Council, including all the points raised by the Committee.

289 NHOSC 20 MARCH 2025

Cllr Holliday commented on the proposed changes to the Norwich Walk in Centre. She said that residents could use the walk-in centre if they couldn't access A&E. It was proposed that any money saved from closing the walk-in centre would be spent on urban based GP practices. Local residents would lose access to the walk-in centre and not gain from the increased spending on GP practices. She felt that this was not an acceptable option. It was agreed that these concerns would be added to the response to the Norfolk & Waveney ICB consultation. Members felt that the preferred option, if the centre was closed, was that the savings were spent across Norfolk and Waveney and not focussed on urban areas. Cllr Penfold said that he did

not support proposals to close the walk-in centre. It was a valuable resource and should be maintained.

290 THE CABINET WORK PROGRAMME

Members noted the Cabinet Work Programme.

291 OVERVIEW & SCRUTINY WORK PROGRAMME AND UPDATE

The Scrutiny Officer updated members on the Action Tracker.

Cllr Holliday asked for clarification on when an update on the additional work on the Economic Strategy would come back to the committee for consideration.

Cllr Cushing said that some of the actions had been outstanding for over a year and he requested an update on when these would be dealt with. He added that it would be helpful to have a column on the matrix listing who was responsible for the action.

The Chairman requested that the tracker was included in future agendas.

Cllr Housden asked whether Local Government Reorganisation (LGR) could be included in the programme. The Chairman agreed and said that it could be added as a future item.

292 EXCLUSION OF THE PRESS AND PUBLIC

The meeting ended at 11.43 am.

Chairman

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OVERVIEW & SCRUTINY COMMITTEE

Minutes of the meeting of the Overview & Scrutiny Committee held on Wednesday, 14 May 2025 in the Council Chamber - Council Offices at 10.00 am

| | | |
|-----------------------------------|--------------------------------|-----------------|
| Committee Members Present: | Cllr S Penfold (Vice-Chairman) | Cllr P Bailey |
| | Cllr M Batey | Cllr J Boyle |
| | Cllr C Cushing | Cllr A Fletcher |
| | Cllr M Hankins | Cllr P Heinrich |
| | Cllr V Holliday | Cllr N Housden |
| | Cllr L Vickers | |

Members also attending: Cllr W Fredericks (PH for Housing and Benefits)

Officers in Attendance: Assistant Director for Finance, Assets, Legal & Monitoring Officer, Chief Executive and Director for Communities

1 SUBSTITUTES

None.

2 PUBLIC QUESTIONS & STATEMENTS

None received.

3 MINUTES

The Monitoring Officer explained that due to resourcing pressures in the Democratic Services Team, the minutes for the April meeting would go to the June meeting for approval.

4 DECLARATIONS OF INTEREST

None received.

5 ITEMS OF URGENT BUSINESS

None received.

6 PETITIONS FROM MEMBERS OF THE PUBLIC

None.

7 CONSIDERATION OF ANY MATTER REFERRED TO THE COMMITTEE BY A MEMBER

No matters were brought forward.

8 RESPONSES OF THE COUNCIL OR THE CABINET TO THE COMMITTEE'S REPORTS OR RECOMMENDATIONS

The Chairman informed members that there had not been any recommendations to Cabinet.

**9 REPORTING PROGRESS IMPLEMENTING CORPORATE PLAN 2023-27
ACTION PLAN 2024-25 - TO END OF QUARTER 4 - 31 MARCH 2025**

The Chairman invited the Deputy Leader, Cllr W Fredericks, to present this item. She began by thanking officers for their hard work and invited members to speak.

Cllr S Penfold thanked officers for adding the previous RAG status for comparison. He referred to action 27 (page 17) – Fakenham Banking Hub. He said that the action related to Fakenham but the comments included in the report related to North Walsham. He asked for an update on progress with this project in Fakenham. Cllr Fredericks replied that success had been achieved in North Walsham and Holt and comments were included to provide context. She said that negotiations were still ongoing regarding a banking hub in Fakenham and confirmed that it was being actively pursued. She added support from local members would be welcomed.

Cllr C Cushing, local member for Fakenham, said that he had previously raised this in Cabinet meetings. He added that he had discussed the issue with Jerome Mayhew MP and he explained that a banking hub could not currently be set up in the town as there was a Building Society that would accept cash deposits residents. One option would be 'Cash Access UK' as the Nationwide Building Society did not accept deposits from businesses. One plan that was being pursued by Mr Mayhew, was to push for a permanent post office in the town and for this to have a Cash Access UK facility. He questioned whether this action should be included in report as it was not within the remit of NNDC to set up a banking hub. Cllr Fredericks thanked Cllr Cushing for his update and agreed that the Council's role was mainly lobbying but said that it was important to support the business community, even if this meant indirectly.

Cllr L Vickers, local member for Fakenham said that she had recently attended a meeting with Jerome Mayhew MP and there was an upcoming meeting with the Mayor of Fakenham and the Council's Business Development Team to discuss other funding to improve Fakenham town centre.

The Chairman asked if there was any other work underway, in addition to lobbying. Cllr Fredericks replied that the Portfolio Holder for Sustainable Growth would be able to provide more information on this. The Director for Communities (DFC) added that he would provide further information in writing. He added that a lot of businesses had moved online in recent years and the scope of the original objective had been broadened to reflect this and the changing environment and needs of businesses and residents.

Cllr Penfold suggested that it could be worth changing the language used from banking 'hub' to 'facility'. He then referred to action 40 (page 19) 'Review the Council's approach to asset commercialisation' and asked what was planned for the physical assets linked to the Deep History Coast project, now that the Tourist Information Centre in Cromer had been sold. The Chief Executive replied that there had been discussions with Norfolk Museums Service (NMS) but they were unable to accommodate the audio-visual materials at any of their sites so they had been donated to Sheringham Museum. The display cabinets had gone to the Tourist Information Centre in Holt.

Cllr N Housden referred to action 30 'Develop energy infrastructure and water resources plans'. He queried the amber status and said he felt it should be red, especially given the plans for devolution in the county, adding that this action related to crucial infrastructure and the reference to 'continued dialogue' seemed vague.

Cllr Fredericks replied that the Council met with representatives from Anglian Water (AW) on a quarterly basis to discuss their forthcoming business plan. She assured members that it was an ongoing process and that was why there was no date included in the action. Cllr Housden felt that more detail on this topic was needed.

The DFC added that the RAG status was reflective of the progress status of the action and discussions were ongoing on this matter.

Cllr P Heinrich said that access to banking services included ATMs – many residents still wanted to use cash. He then referred to action 11 'continue the Council's commitment to improving the quality and accessibility of our public conveniences'. He asked for an update on the maintenance programme. Cllr Fredericks said that there was a maintenance programme in place and a written update could be provided. She urged members to report any issues or concerns to the Property Services team.

The Chairman agreed with the comment regarding access to ATMs and this impacted on residents and tourists too. He said that it was important to ensure that there was an ATM available before banks closed in a town. Cllr Fredericks replied that this would be an ideal outcome but it was very challenging to achieve this when multi-national companies were involved.

Cllr V Holliday commented that she would like the actions in the report to be more focussed on outcomes and not just process. She then asked when the Action Plan for 2025/2026 would be published, requesting that when it was compiled that the action was not too narrow compared to the corporate plan objective. She used Action 5 as an example where the action of stopping the use of weedkiller was very focussed compared to the overall objective 'protecting and enhancing the special landscape and ecological value of North Norfolk', which was extremely broad.

Cllr Fredericks said that it might be beneficial to hold a workshop for members on the Action Plan to ensure that it included the information the committee wanted to see.

The Chairman said that the essence of Cllr Holliday's feedback was that actions would be more beneficial if they were more outcome focused rather than process driven. Cllr Fredericks said that more clarity was needed as to the balance between outcomes and the process that was driving the achievement of these.

The DFC said that he would take the request on board and look at how future reports could be presented. Cllr Holliday added that it was more about ensuring the action was right rather than just reporting on it. For Action 5, for example, there were high level actions that could be assessed against.

The Chairman asked for clarification as to when the new action plan would be coming forward. Cllr Fredericks replied that due to the pressures of LGR, the current AP would carry over for the time being.

The Chief Executive said that he understood members' frustrations. The Council had agreed a corporate plan for 2023 – 2027 and this included high level objectives and

an annual plan was then produced to support this which could flex and adapt to changes. There had been an AP agreed for this year, reflecting LGR and Devolution which came through the committee cycle in March 2025. He accepted that there was a degree of choice and that the actions reflected priorities of the Administration and there were some areas such as water and energy which had no fixed outcome and for which the council continued to play a lobbying role. They did impact on residents in the district and that's why they were included. He concluded by reminding members that they could request any issue to come forward for the committee to consider.

Cllr N Housden referred again to action 30 and said that he would like to see more specificity in the comments to show that the outcomes are moving forward.

Cllr Cushing referred to action 4 'Increase the percentage of household waste collected which is recycled' and said that a more specific outcome could be 'aim to recycle 45% of household waste by the end of March 2026'. It was important that the objectives were measurable and specific and that members could assess progress against them. Cllr Fredericks thanked him and reminded members that Portfolio Holder reports to Full Council meetings also contained a lot of information about ongoing work across the Council's service areas.

Cllr J Boyle asked for an update on action 1 'complete the work on the production and examination of the North Norfolk Local Plan'. The Chairman said that progress had been made recently and that the Local Plan was now drawing to a close, with the recommendations of the Planning Inspector now available.

Cllr M Hankins asked about action 18 (page 15) 'promote greater take up of Neighbourhood Plans (NPs)'. How many NPs had been approved across the district. He also wondered whether the determination of small growth villages had led to an increase in submitting NPs and if so, which villages were they. Cllr Fredericks said that the Portfolio Holder, Cllr A Brown, would provide a response to Cllr Hankins. One option would be a member briefing on the Local Plan, including an update on NPs.

The DFC confirmed that there were currently 15 NPs in place. The Chairman added that this was a good example of where the AP comment could be metric-based.

Cllr M Hankins then asked about action 31 'understanding the constraints of existing mobile and digital infrastructure in North Norfolk'. He said that this was a real issue of concern in his ward and many other rural parishes and it would be helpful to know when the collection of data would conclude and the results shared. Cllr Fredericks said that the information had been collected and the Portfolio Holder, Cllr Toye, would provide an update.

Cllr Holliday said that Cllr Toye had indicated it would be another month before the information was collated.

The Chief Executive said that this was similar to the banking hubs. NNDC could lobby and influence but could not directly deliver an outcome. Planning applications for masts were not always supported by local residents and this was an area that could be explored more. Cllr Holliday said that she believed the impact on residents was not being voiced strongly enough and that more could be done to highlight this. Cllr Hankins added that prioritising areas for investment was in the Council's gift, although he did accept that it was down to the providers to install masts.

Cllr M Batey said that contacting providers was very challenging and made dealing with this issue almost impossible.

Cllr Holliday queried why the Planning Policy & Built Heritage Working Party meeting had been cancelled as the queries regarding NPs and small growth villages could be picked up via this. The Chief Executive said that the upcoming meeting of the working party had been cancelled because the Planning Inspector's letter had not been received at the time of agenda publication. It had since come through and the Planning Policy team would update members soon, once officers had time to reflect on the letter and respond accordingly.

Cllr Holliday asked for a report to be prepared on mobile connectivity so that members could consider the data that had been collated. The Chairman suggested that this could be addressed when the work programme was considered (agenda item 13).

It was proposed by Cllr S Penfold, seconded by Cllr P Heinrich and

RESOLVED to note the report.

10 THE CABINET WORK PROGRAMME

The Democratic Services Manager updated members on the Cabinet work programme.

11 OVERVIEW & SCRUTINY ACTION TRACKER

The Committee considered the Action tracker and received an update from the Portfolio Holder for Housing and Benefits on the current status of the recommendations made by the Homelessness Task & Finish Group to Cabinet.

The Chairman reminded all members of the committee that it was important to review the tracker regularly and monitor the actions.

12 OVERVIEW & SCRUTINY WORK PROGRAMME

The Chairman invited the Assistant Director for Legal & Democratic Services to provide an update on the work programme.

Cllr Holliday asked about the scheduling of scrutiny of the Local Government Reorganisation (LGR) process and whether this could be brought forward to the June meeting. The Chief Executive replied that June was too premature to consider this. Feedback from MHCLG had just been received, at a meeting with Norfolk partners. A lot of preparatory work was needed and a procurement for a strategic partner to assist in this was underway, as well as several themed workstreams focussed on service delivery and reform. These would commence in early June.

He said that he would write to all members advising how this would move forward in the coming weeks and it was unlikely that there would be anything substantive to share at the June meeting of the committee, given that the majority of the work would not commence until early in the month. He went on to say that he was intending to hold a briefing for town and parish councils towards the end of June and then a workshop briefing in July for members, ahead of a formal special meeting of Full Council in September (date tbc) which would be a co-ordinated meeting across the partnered Norfolk councils to agree the final submission to central government.

The Chairman thanked the Chief Executive for the update. He acknowledged that there was a lot of work to be done and it was accepted that a consensual approach would be preferable. The planning and delivery of this was a considerable amount of work in a short period of time. He added that it would be helpful if the Committee could understand the timescales and how the work would be achieved over the next 4 months. The Chief Executive acknowledged this and said that the timescales were set by central government. He assured members that work was progressing at pace, in line with the criteria set out by Government.

Cllr S Penfold suggested that the North Walsham Heritage Action Zone (NWHAZ) update should come to June instead of July and that it would be difficult to accommodate scrutiny of LGR prior to September. Cllr Housden agreed. The Chief Executive confirmed that a final submission for LGR would go to Full Council in mid-September and an all-member briefing would be held in July. It was not possible or beneficial to bring a report to Overview & Scrutiny before then, for the reasons given earlier and a workshop for all members may be a better approach.

It should be noted that work was also progressing towards the creation of a new Mayoral Combined Authority, which would be taking up officer time too in the coming months.

Cllr Housden asked if there were elements of the LGR process that could be extracted and then considered by the Committee. The Chief Executive replied that further discussions would be needed before he was able to respond on this.

Cllr Fredericks suggested that the workshop briefing should take place first and any key issues arising from this could then come to the committee. The Chairman agreed that there were potentially issues of duplication but added that it was important that the committee understood the overarching structure of the process and how it would progress over the coming months. Consideration could then be given as to how the committee could add value to the process. The Chief Executive replied that he was intending to share a 'road map' of the process with all members soon but added that it may be helpful to bring the workshop earlier and then any issues arising from this could be considered at the July meeting of the committee.

Cllr Holliday said that she was concerned that a workshop may not generate the feedback that was necessary to highlight key areas or themes for the committee to then focus on. She added that it was important that the committee added value and agreed that it was probably best to start with the workshop and see what came out of that.

The Chief Executive said that it may not be possible to bring the North Walsham HAZ update forward as the Economic Growth Team was under considerable pressure at the moment. He said he would clarify the situation and report back.

Cllr Holliday suggested that Anglia Water could be requested to come to the June meeting as the schedule was currently very light.

Cllr C Cushing commented on the new start time for the meeting and asked if it would be possible to revert to the 9.30am start. Cllr Heinrich agreed and said that a later start time for the Development Committee had not been beneficial and the meeting had over-run into the afternoon.

The Monitoring Officer said that any change to the meeting times and dates would

need to go to Full Council. This was unanimously agreed.

Cllr Cushing said that this was Cllr Dixon's last meeting as Chairman of the committee and he invited members to join him in thanking him for his hard work and commitment. It was a challenging committee to chair and Cllr Dixon had done an excellent job. Cllr Dixon thanked members and said that it had worked well because members and officers had worked well together and he wished the committee all the best for the future. Cllr Penfold reiterated Cllr Cushing's comments and thanked Cllr Dixon for his support and encouragement and said it had been a pleasure to be Vice-Chairman during his tenure.

13 EXCLUSION OF THE PRESS AND PUBLIC

The meeting ended at 12.04 pm.

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 |

| | |
|----------------------------|---|
| | <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. |
|--|---|

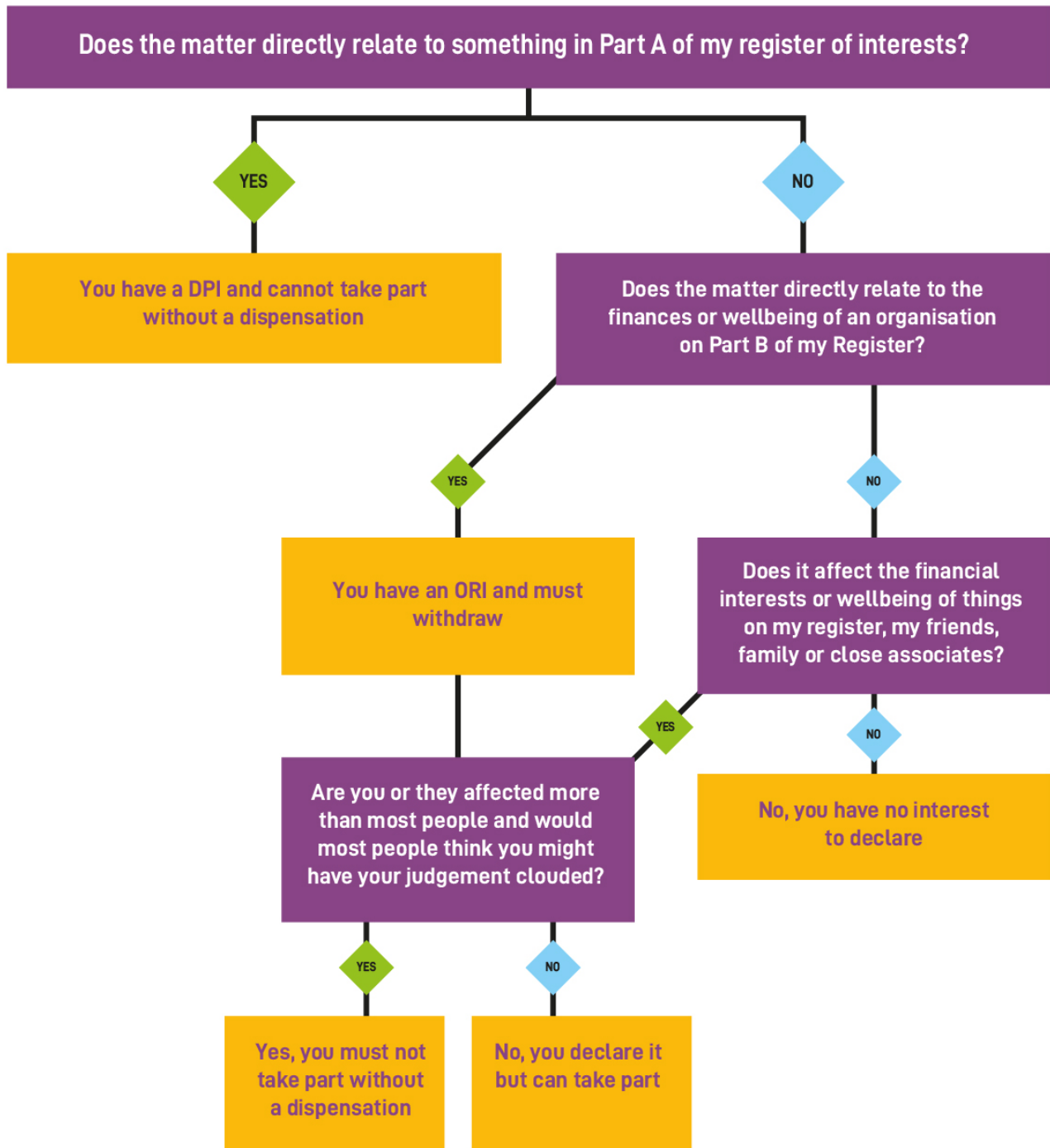
* 'director' includes a member of the committee of management of an industrial and provident society.

* '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)



| Delegated Decisions March to May 2025 | |
|--|--|
| Executive Summary | This report details the decisions taken under delegated powers from March to May 2025. |
| Options considered | Not applicable – the recording and reporting of delegated decisions is a statutory requirement. |
| Consultation(s) | Consultation is not required as this report and accompanying appendix is for information only. No decision is required, and the outcome cannot be changed as it is historic, factual information. |
| Recommendations | To receive and note the report and the register of decisions taken under delegated powers. |
| Reasons for recommendations | <p>The Constitution: Chapter 6, Part 5, sections 5.1 and 5.2 details the exercise of any power or function of the Council where waiting until a meeting of Council or a committee would disadvantage the Council. The Constitution requires that any exercise of such powers should be reported to the next meeting of Council, Cabinet or working party (as appropriate)</p> <p>Section 2.1 sets out the requirements regarding the reporting of conditional delegated decisions.</p> |
| Background papers | Signed decision forms |

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

| Links to key documents: | |
|---------------------------------------|-----------------------|
| Corporate Plan: | N/A |
| Medium Term Financial Strategy (MTFS) | N/A |
| Council Policies & Strategies | Statutory requirement |

| Corporate Governance: | |
|---|---------------------|
| Is this a key decision | Yes / No |
| Has the public interest test been applied | No |

| | |
|--|---|
| Details of any previous decision(s) on this matter | Delegated decisions are reported to Cabinet regularly |
|--|---|

1. Purpose of the report

- 1.1 This report summarises any decisions taken under delegated powers since end of February 2025.
- 1.2 Delegated decisions are available to the public through the website and are reported to Members via Cabinet. The process for reporting and consulting on these decisions is contained in the Constitution at Chapter 6, 2.1 (Conditional Delegation) and 5.1 and 5.2 (Full Delegation to Chief Officers) and the publication of these decisions is a legal requirement.
- 1.3 Historic lists are available on the Council's website.

2. Introduction & Background

- 2.1 The Constitution requires that for the exercise of any power or function of the Council in routine matters falling within established policies and existing budgets, where waiting until a meeting of the Council, a committee or working party would disadvantage the Council, an elector or a visitor to the District, then the officer exercising the power must consult with the Leader, the relevant portfolio holder and if it relates to a particular part of the District, the local member.
- 2.2 For the exercise of any power or function of the Council, which in law is capable of delegation, in an emergency threatening life, limb or substantial damage to property within the District, the senior officer shall consult with the Leader or the Deputy Leader.
- 2.3 Overview and Scrutiny Committee can request to review the delegated decisions list at their meetings so they can fully understand why they were taken and assess the impact on the Council.

3. Proposals and Options

No alternative proposals and options are set out in this report as it is a factual report, for information only and provided to ensure compliance with statutory reporting requirements.

4. Corporate Priorities

This a statutory report.

5. Financial and Resource Implications

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 (attached)

Comments from the S151 Officer:

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

This is a statutory report

6. Legal Implications

The Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012 require that all decisions, including those taken by officers, must state:

- The decision taken and the date it was made
- The reasons for the decision
- Details of options considered and rejected and the reasons why they were rejected
- Declarations of interest and any dispensations granted in respect of interests

Officers taking a decision under delegation are required to complete a delegated decision form.

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.

This is a statutory report.

7. Risks

There is a reputational risk if the Council does not comply with the statutory requirements (set out in section 5 above)

Any risks relating to individual delegated decisions were set out as part of the initial committee report and/or included in the delegated authority form.

8. Net ZeroTarget

This is a statutory report and does not impact on the Council's Net Zero Target.

9. Equality, Diversity & Inclusion

Not applicable. No decision is being taken; this report is for information only.

10. Community Safety issues

Not applicable. No decision is being taken; this report is for information only.

Conclusion and Recommendations

Each decision has been recorded and a summary is provided at Appendix A

Recommendation:

Cabinet is asked to receive and note the register of decisions taken under delegation.

Record of Decisions taken under Delegated Authority (Appendix A)


| Delegated Power being exercised; <i>*see footnote</i> | Key Decision y/n | Officer / Member exercising Delegation | Details of decision made | Date of decision | Date Reported to Cabinet |
|--|------------------|---|---|------------------|--------------------------|
| Chapter 6, s 5.1 | No | Tina Stankley Director for Resources | To approve the Building Control Charges for 2025/2026 | 25 Feb 2025 | 02 June 2025 |
| Chapter 6, s 5.1 | No | Tina Stankley Director for Resources | To approve the Environmental Services Charges for 2025/2026 | 25 Feb 2025 | 02 June 2025 |
| Chapter 6, s 5.5 | No | Rob Goodliffe Coastal Transition Manager | Award of Contracts by Coastal Transition Manager (under £50k value) | 21 March 2025 | 02 June 2025 |
| Chapter 6, section 6.6 (conditional delegation) | No | Martyn Fulcher Director for Place & Climate Change | Authorisation for North Norfolk District Council to enter into agreement with Shell U.K. Limited and Perenco U.K. Limited to monitor the Bacton to Walcott Sandscaping scheme, as set out in the agreed Monitoring and Integrity Management Plan and required as part of the approved and signed Sandscaping Development Agreement between the parties. | 21 March 2025 | 02 June 2025 |
| Chapter 6, section 6.6 (conditional delegation) | No | Martyn Fulcher Director for Place & Climate Change | Award Professional Services/ Consultants contract for: Exploring Potential Models for Coastal Erosion Insurance Awarded to - March Ltd | 25 March 2025 | 02 June 2025 |
| Chapter 6, section 6.6 (conditional delegation) | Yes | Martyn Fulcher Director for Place & Climate Change | Award Professional Services/ Consultants contract for: North Norfolk Strategic Transition Plan Development | 25 March 2025 | 02 June 2025 |

June 2025

** Chapter 6; Conditional delegation Section 2.1, Full delegation to Chief Officers Section 5.1 - Routine matters, Section 5.2 Emergency powers*

Record of Decisions taken under Delegated Authority (Appendix A)




| | | | | | |
|------------------|----|---------------------------------|--|-------------|---|
| | | | Awarded to – Royal Haskoning DHV | | |
| Chapter 6, s 5.2 | No | Steve Blatch Chief Executive | To appoint Daniel King as Interim S151 Officer | 01 May 2025 | 06 May – as item of urgent business |

| Cabinet Work Programme – June to October 2025 | | | | | |
|---|--------------|--|---|---|---|
| June 2025 | | | | | |
| Committee | Meeting | Report title | Cabinet member | Corporate Plan theme | Decision details |
| Cabinet | 02 June 2025 | Property Transactions | Lucy Shires <i>Renata Garfoot Estates & Asset Strategy Manager</i> | A Strong, responsible and Accountable Council |  May contain exempt information |
| Cabinet | 02 June 2025 | Renewal – Public Spaces Protection Order for dog control | Cllr C Ringer <i>David Addy Environmental Protection Team Leader</i> | A Strong, responsible and Accountable Council | |
| July 2025 | | | | | |
| Cabinet | 07 July 2025 | Housing Benefit Overpayment Policy | Cllr W Fredericks <i>Trudi Grant Benefits Manager</i> | A Strong, responsible and Accountable Council | |
| Council | 23 July 2025 | | | | |
| Cabinet | 07 July 2025 | Housing Benefit Debt Management | Cllr W Fredericks <i>Trudi Grant Benefits Manager</i> | A Strong, responsible and Accountable Council | |
| Council | 23 July 2025 | | | | |
| GRAC | 03 June 2025 | Treasury Management Annual Report 2024/2025 | Cllr L Shires <i>Tina Stankley Director of Resources</i> | A Strong, responsible and Accountable Council | |
| Cabinet | 07 July 2025 | | | | |
| Council | 23 July 2025 | | | | |



Key Decision – a decision which is likely to incur expenditure or savings of £100,000 or more, or affect two or more wards. (NNDC Constitution, p9 s12.2b)






* Schedule 12A of the Local Government Act 1972 (As amended by the Local Authorities (Access to Information) (Exempt Information) (England) Order 2006)

| Committee | Meeting | Report title | Cabinet member | Corporate Plan theme | Decision details |
|-----------|--------------|---|---|---|---|
| Cabinet | 07 July 2025 | Debt Management Annual Report 2024/2025 | Cllr L Shires Sean Knight Revenues Manager | A Strong, responsible and Accountable Council | |
| Scrutiny | 16 July 2025 | | | | |
| Council | 23 July 2025 | | | | |
| Cabinet | 07 July 2025 | Out-turn report 2024/2025 | Cllr L Shires Tina Stankley Director of Resources | A Strong, responsible and Accountable Council | |
| Scrutiny | 16 July 2025 | | | | |
| Council | 23 July 2025 | | | | |
| Cabinet | 07 July 2025 | FLASH – Framework agreement | Cllr L Withington Steve Hems Director for Communities | Investing in local economies and infrastructure |  May contain exempt information |
| Scrutiny | 16 July 2025 | | | | |
| Cabinet | 07 July 2025 | Rocket House Café – lease renewal | Lucy Shires Renata Garfoot Estates & Asset Strategy Manager | |  May contain exempt information |
| Cabinet | 07 July 2025 | Property Transactions Public toilet transfers – date tbc | Lucy Shires Renata Garfoot Estates & Asset Strategy Manager | A Strong, responsible and Accountable Council |  May contain exempt information |



Key Decision – a decision which is likely to incur expenditure or savings of £100,000 or more, or affect two or more wards. (NNDC Constitution, p9 s12.2b)




* Schedule 12A of the Local Government Act 1972 (As amended by the Local Authorities (Access to Information) (Exempt Information) (England) Order 2006)

| Committee | Meeting | Report title | Cabinet member | Corporate Plan theme | Decision details |
|---------------------------------------|--|--|--|--|---|
| September 2025 | | | | | |
| Cabinet | 08 Sept 2025 | Cedars, N Walsham | Lucy Shires <i>Renata Garfoot Estates & Asset Strategy Manager</i> | <i>Investing in local economy & infrastructure</i> | May contain exempt information  |
| Cabinet | 08 Sept 2025 | Donkey Shelter, Cromer | Lucy Shires <i>Renata Garfoot Estates & Asset Strategy Manager</i> | <i>Investing in local economy & infrastructure</i> |  May contain exempt information |
| Cabinet | 08 Sept 2025 | Property Disposal Programme | Lucy Shires <i>Renata Garfoot Estates & Asset Strategy Manager</i> | <i>A Strong, responsible and Accountable Council</i> |  May contain exempt information |
| Cabinet | 08 Sept 2025 | Lease renewals – Fakenham Connect | Lucy Shires <i>Renata Garfoot Estates & Asset Strategy Manager</i> | <i>Investing in local economy & infrastructure</i> |  May contain exempt |
| Cabinet | 08 Sept 2025 | Lease renewals – Cromer Office | Lucy Shires <i>Renata Garfoot Estates & Asset Strategy Manager</i> | <i>Investing in local economy & infrastructure</i> |  May contain exempt information |
| Cabinet Full Council | 08 Sept 2025 24 Sept 2025 | Local Plan - approval | Cllr A Brown <i>Iain Withington Acting Planning Policy Manager</i> | <i>Meeting Local Housing need</i> | May slip to September cycle of meetings |



Key Decision – a decision which is likely to incur expenditure or savings of £100,000 or more, or affect two or more wards. (NNDC Constitution, p9 s12.2b)


* Schedule 12A of the Local Government Act 1972 (As amended by the Local Authorities (Access to Information) (Exempt Information) (England) Order 2006)

| Committee | Meeting | Report title | Cabinet member | Corporate Plan theme | Decision details |
|--------------------------------------|--------------|---|---|---|---|
| October 2025 | | | | | |
| Cabinet | 06 Oct 2025 | Asset Management Plan | Lucy Shires <i>Renata Garfoot Estates & Asset Strategy Manager</i> | Investing in local economy & infrastructure | FC approval required – Policy Framework |
| Scrutiny | 11 June 2025 | | | | Could go to GRAC |
| Council | 23 July 2025 | | | | |
| Future Items – Dates to be confirmed | | | | | |
| Cabinet | | Former Shannoeks Hotel site, Sheringham | Cllr L Shires, A Brown <i>Russell Williams AD for Planning & Enforcement</i> | A Strong, responsible and Accountable Council | May contain exempt information |
| Cabinet | | Property Transactions Marrams Bowls Club | Cllr Lucy Shires <i>Renata Garfoot Estates & Asset Strategy Manager</i> | A Strong, responsible and Accountable Council |  Reports regarding property transactions may contain exempt information |
| Cabinet | | North Lodge Park, Cromer | Cllr L Shires <i>Renata Garfoot Estates & Asset Strategy Manager</i> | A Strong, responsible and Accountable Council |  May contain exempt information |
| Cabinet | | System Procurement | Cllr L Shires <i>Sean Knight Revenues Manager</i> | A Strong, responsible and Accountable Council |  May contain exempt information |



Key Decision – a decision which is likely to incur expenditure or savings of £100,000 or more, or affect two or more wards. (NNDC Constitution, p9 s12.2b)

* Schedule 12A of the Local Government Act 1972 (As amended by the Local Authorities (Access to Information) (Exempt Information) (England) Order 2006)

| | | | | | |
|---------|--|------------------------------------|---|---|---|
| Cabinet | | Property Enforcement Updates | Cllr A Brown Russell Williams AD Planning | A Strong, responsible and Accountable Council |  <p>Reports regarding property transactions may contain exempt information</p> |
|---------|--|------------------------------------|---|---|---|



Key Decision – a decision which is likely to incur expenditure or savings of £100,000 or more, or affect two or more wards. (NNDC Constitution, p9 s12.2b)

* Schedule 12A of the Local Government Act 1972 (As amended by the Local Authorities (Access to Information) (Exempt Information) (England) Order 2006)

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Overview and Scrutiny Committee Recommendations Tracker

| Ref | Scrutiny Recommendation (Cabinet member / Lead officer) | Decision Maker | Decision | Update on progress | Outcomes Achieved |
|---|--|-------------------|----------|--|---|
| 17/07/24 North Walsham High Street Heritage Action Zone initiative | To update the Overview & Scrutiny Committee in 12 months' time on the impact of the North Walsham High Street Heritage Action Zone initiative and learning from this, to establish a set of evaluation criteria, including baselines, that can then be used for similar projects in other towns in North Norfolk. (Cllr J Toye / Economic Growth Manager) | Cabinet 9 Sep | Agreed | Deferred | Update to October meeting - work is contingent on pulling together datasets (some of which have just become available – specifically new insights through the ActiveXchange footfall reporting) which requires support from the Data Analyst. |
| 20/09/2024 Homelessness Task and Finish Group | See Appendix A for full list (Cllr W Fredericks/ Housing Strategy & Delivery Manager) | Cabinet | Agreed | On track – July 2025 | An update on progress with the recommendations will be provided to the Committee at the meeting on 16 th July. Pre-Scrutiny of the Homelessness Strategy will also take place in July. |
| 20/09/2024 5 | Car Park Income - Committee Chairman and Vice Chairman to meet with the Portfolio Holder for Finance, Estates and Property Services and appropriate officers to consider the information that should be in a future report to the Committee on the Council's Car Parks | Cabinet | | On track – meeting to be arranged before Sept 25 | To ensure that the next report on car park income data includes information that the Committee wants to see – so that it can add value to any ongoing discussions |
| 20/09/2024 Corporate Plan Reporting | More detailed information to be provided within the action plan that would include delivery dates where possible and success criteria to give a greater understanding of the progress being made against each of the RAG targets. (Cllr T Adams / Corporate Director for Communities) | Cabinet | Agreed | Ongoing | Corporate Plan Annual Action Plan |

| Ref / Date | Scrutiny Recommendation (Cabinet member / lead officer) | Decision Maker | Decision | Update on progress | Outcomes Achieved |
|--|---|-------------------|--------------------|---|--|
| 12/03/2025 NZSAP | <p>NNDC Net Zero Strategy and Climate Action Plan (NZSAP), which details how NNDC will meet the Net Zero target by 2030. This requires routine measuring of our carbon emissions and the reporting of the progress we have made.</p> <p><i>(Cllr A Varley / Climate & Environmental Policy Manager)</i></p> | | Agreed | <p>Ongoing</p> <p><i>Awaiting report to Committee</i></p> | <p>Local Investment Priority 'Decarbonisation and Growth' programme' addressing rising energy costs by supporting businesses with decarbonisation measures.</p> <p>Net Zero 2030 Strategy and Climate Action Plan</p> |
| Apr 2025 Norfolk and Waveney Integrated Care Board. | <p>To push back on the closure or reduction of out of hours GP service specifically at North Walsham and Fakenham. This includes the walk in services currently available.</p> <p>Request additional information/data that led to the current statistics.</p> <p>Unanimous agreement that all services should be invested in, rather than reduced.</p> | O&S | Agreed Response | <p>Complete</p> <p>Proposals now Withdrawn</p> <p><i>Members to consider if they want further updates</i></p> | <p>The Chief Executive provided a response on behalf of the Council (email copy sent to all members on 9th May 2025)</p> <p><i>Any feedback will be provided to the Committee.</i></p> <p><i>Update on Fakenham out of hours requested by the Chairman (VH)</i></p> |
| Corporate Plan – AP reporting Q4 | <p><u>Actions:</u></p> <ul style="list-style-type: none"> - Further information regarding ongoing work (in addition to lobbying) for Fakenham banking Hub (CDfC) - Update report on mobile connectivity once data been collated (Cllr Toye) - Update on future PPBH Working Party meetings. Suggested that future meeting should include summary of neighbourhood plans completed and in progress, with particular focus on small growth villages (Cllr Brown / Planning Policy Team Leader) | Cabinet | N/A | In progress | |

Appendix A – Homeless Task & Finish Group Recommendations

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| <p>(A) To prevent homelessness, NNDC expands its homelessness service prevention work to undertake such work at an earlier stage along with multi agency support, on an invest to save basis, to seek to reduce the number of people going into temporary accommodation and the costs of that to the council that should include:</p> <p>1. Increasing the awareness and risks of homelessness in the local communities, on the value of prevention for homelessness and that early intervention requires people to ask for help before it becomes too late.</p> <p>2. Increasing its communication work which should include Parish and Town Councils and should also provide support to Councillors to enable them to help signpost those people who need housing help.</p> <p>3. Increasing the range of interventions to help people especially on benefit support and with financial viability assessments.</p> | Cabinet | Agreed | | <p>People Services Review will redesign services with greater focus on homelessness prevention and Community Outreach from 1 April 25.</p> <p>Further consider as part of review of Homelessness and Rough Sleeper Strategy to align with development of national Homelessness and Rough Sleeper strategy and spending review Sep 25. Housing Flyer sent to all Parish Councils Nov 24. Community Outreach Officers delivering community-based homelessness prevention from 1 Apr 25.</p> <p>People Services Review will redesign services with greater focus on homelessness prevention from 1 Apr 25.</p> |
| <p>(B) Managing homelessness Explores how it uses partner, charity, and voluntary organisations to create a series of outreach hubs and front-line services in North Norfolk for homelessness to create a network of advice and support including appropriate partner organisation(s)</p> | Cabinet | Agreed | | <p>Community-based outreach service to be developed with partner agencies from 1 Apr 25.</p> |
| <p>(C) Housing allocation Considers the viability of a support match scheme to match younger residents who need accommodation into a home with</p> | Cabinet | Agreed | | <p>No further action – requires additional resources and is not a priority at this time.</p> |

Appendix A – Homeless Task & Finish Group Recommendations

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| an older resident(s) that needs assistance in a similar way to the scheme in Cornwall Supportmatch Homeshare - Cornwall Council. | | | | |
| <p>(D) Increase housing supply</p> <p>1. Continues to encourage its Councillors to work within their local communities to seek to find additional plots of land that can be used for new affordable housing schemes.</p> <p>2. As a medium-term solution looks at setting up an investment partnership to provide affordable local housing for local people at social, discount and market rent. We would recommend the model used by Cambridge City Council and Gravesham Borough Council who set an investment partnership with the Hill Group on a 50:50 basis.</p> <p>3. Explores the use of Solo Haus one bed housing where additional temporary accommodation for single people is required.</p> | Cabinet | Agreed | | <p>Ongoing.</p> <p>Housing Strategy/Corporate Plan action Jun 26.</p> <p>Proposals for expansion of Council's TA Apr 25.</p> |
| <p>(E) Increase affordable house building/supply</p> <p>1. Undertakes an audit of shop fronts away from primary retail areas and empty units above and behind shops to assess their potential for conversion to residential usage or renting out rooms.</p> <p>2. An affordable housing conference be set up to encourage Parish and Town councils to create neighbourhood plans that include allocations for community led development for local people and encourages community land trusts to come forward with affordable schemes in rural exception sites.</p> | Cabinet | Agreed | | <p>No further action – requires additional resources.</p> <p>Housing Strategy and Planning Policy to consider conference Sep 25.</p> |

Appendix A – Homeless Task & Finish Group Recommendations

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| <p>3. Continues to seek from Norfolk County Council a minimum 50% return of the extra Council tax that will be received from the new extra second homes premium and that the money the Council receives is ringfenced for affordable housing.</p> <p>4. Responds to the Government consultation on changes to the National Planning Policy Framework on the definition of affordability.</p> <p>5. Explores the potential to use Better Society Capital/National Homelessness Property fund 2 funding for 3-to-4-bedroom properties National Homelessness Property fund 2 Better Society Capital.</p> | | | | <p>Negotiate retention of 50% Second Homes Premium Mar 25.</p> <p>Response completed.</p> <p>Consider as part of review of Homelessness and Rough Sleeper Strategy Sep 25.</p> |
| <p>(F) Increase/sustain Private rental tenancies</p> <p>1. Explores the model of using a local estate agency to set up a Council letting agency and also looks at whether homelessness prevention grant could be used to bring empty properties back into use.</p> <p>2. Encourages the new government to continue the previous government's work on introducing an appropriate licencing scheme for all short-term lets.</p> <p>3. Continues to engage proactively with private landlords and considers whether setting up a Landlords Forum would be beneficial with an introductory conference type session including mortgage brokers,</p> | Cabinet | Agreed | | <p>Await further government proposals</p> <p>Await further government proposals</p> <p>Consider as part of review of Homelessness and Rough Sleeper Strategy Sep 25.</p> |

Appendix A – Homeless Task & Finish Group Recommendations

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| lenders, insurance companies as well as landlords and housing associations to explore solutions to the issues Landlords are experiencing. | | | | |
| <p>(G) Reducing Long Term Empty Homes.</p> <p>1. Continues to have an Empty Homes Officer as a permanent role.</p> <p>2. Considers how to increase engagement with the Town and Parish Councils on the number of long-term empty properties in their areas.</p> <p>3. Continues to investigate whether funding could be found to refurbish empty properties for people in housing need.</p> | Cabinet | Agreed | | Ongoing. |
| <p>(H) Sustain social tenancies.</p> <p>1. Continues to investigate with registered providers on the reuse of sheltered housing and to seek fewer age designated homes.</p> <p>2. Continues to have a strategic discussion with the registered providers on potential disposals that may occur over the next few years.</p> <p>3. Encourages registered providers to ensure sufficient target hardening is provided in Domestic Abuse cases.</p> | Cabinet | Agreed | | Ongoing. |
| <p>(I) Prevention of/provision for victims of Domestic Abuse.</p> <p>1. Explores how partner organisations can be used to help with homelessness prevention especially in domestic abuse cases</p> | Cabinet | Agreed | | Requires update. |

Appendix A – Homeless Task & Finish Group Recommendations

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| <p>that would include tenancy support by the Registered Providers and spreading awareness to Parish and Town Councils and Councillors.</p> <p>2. Asks the new Norfolk Police and Crime Commissioner whether the offer of scoping out a pilot that moves out the perpetrator in domestic abuse cases rather than the victim is still valid.</p> | | | | |
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OVERVIEW AND SCRUTINY COMMITTEE – WORK PROGRAMME 2025/2026

| June 2025 | | | | |
|--|--|------------------------------|-------------------|---------------------------|
| Topic | Purpose | Type/ function | Cabinet Member | Decision Maker |
| Anglian Water | Progress report on AW actions re foul/storm water discharge reductions to rivers and coastal outlets. | Scheduled Update overview | N/A | O&S |
| Delegated Decisions | To report on delegated decisions taken by officers. | Regular report overview | Cllr T Adams | Cabinet |
| July 2025 | | | | |
| Homelessness Task and Finish Group (Recs to Cabinet) | Update to O&S on progress being made. | TFG scrutiny | Cllr W Fredericks | Scrutiny |
| Homelessness Strategy | Pre-scrutiny of the Homelessness Strategy | Pre-scrutiny | Cllr W Fredericks | Scrutiny Cabinet FC |
| Outturn Report 2024/2025 | To review the Outturn report and make any recommendations to Full Council | scrutiny | Cllr L Shires | FC |
| Debt Management Annual Report 2024/2025 | To review the Debt Management Annual report and make any recommendations to Full Council | scrutiny | Cllr L Shires | FC |
| FLASH <i>(may slip – tbc)</i> | To assess the framework agreement for the Fakenham Leisure and Sports Hub and receive an update on the project | scrutiny | Cllr L Withington | Cabinet |
| LGR – possible update (tbc) | Road map, update on key issues following member briefing | overview | Cllr T Adams | Council |
| September 2025 Performance / Monitoring | | | | |
| Police & Crime Commissioner – Review of Police and Crime Plan | The PCC to attend the Committee to provide an overview of the Police & Crime Plan and respond to questions | Annual Update overview | | Scrutiny |

Overview – a broader, review-based approach to a topic, particularly where it impacts on the district and its residents as a whole.

Scrutiny - a more in-depth approach, 'drilling down' into key areas of concern, evaluating proposals and making recommendations to Cabinet/Council

Pre-scrutiny – the committee considers items in the early stages of development/drafting and makes recommendations to Cabinet, ahead of implementation.

OVERVIEW AND SCRUTINY COMMITTEE – WORK PROGRAMME 2025/2026

| Topic | Purpose <i>(if requested by the Committee a scoping report is required)</i> | Type/ function | Cabinet Member Lead Officer | Decision Maker |
|--|---|--|--------------------------------|---------------------|
| Budget Monitoring P4 | To review the BM report and make any recs to Cabinet | Cyclical scrutiny | Cllr L Shires | Cabinet |
| Reporting progress implementing Corporate Plan 2023-27 Action Plan– to end of Q1 | To review the Council's performance and make any recommendations to Cabinet <i>It may be worth considering this in conjunction with the BM report as they both focus on monitoring performance.</i> | Quarterly scrutiny | Cllr T Adams | |
| Budget Setting 2026/2027 | To consider how the Committee wants to feed into the Budget setting process for 2026/2027 – including pre-scrutiny of key reports such as the MTFS <i>Agree date for Budget setting workshop/discussion – possibly with Cabinet?</i> | Annual Pre-scrutiny/ scoping | Cllr L Shires | Full Council |
| O&S Annual Report 2023-2025 | To recommend to Full Council the Committee's Annual report summarising its key achievements and highlighting any issues over the previous two years | Annual overview | N/A | O&S Full Council |
| October 2025 | | | | |
| Council Tax Discount Determinations 2026/2027 | To make recs to Full Council <i>(the committee may want to discuss whether they wish to consider this report)</i> | Annual overview | Cllr L Shires | O&S Full Council |
| Budget Savings | To consider savings proposals for 2026/27 and make any recs to Cabinet ahead of the Budget setting process | Annual Pre-scrutiny | Cllr L Shires | Cabinet |
| NW HAZ Update | To update the Overview & Scrutiny Committee in 12 months' time on the impact of the North Walsham High Street Heritage Action Zone initiative and learning from this, to establish a set of evaluation criteria, including baselines, that can then be used for similar projects in other towns in North Norfolk. <i>(delayed from July as work is contingent on pulling together datasets specifically new insights through the ActiveXchange footfall reporting) which requires support from the Data Analyst)</i> | Annual review overview <i>slipped</i> | Cllr J Toye | O&S |

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OVERVIEW AND SCRUTINY COMMITTEE – WORK PROGRAMME 2025/2026

| Topic | Purpose <i>(if requested by the Committee a scoping report is required)</i> | Type/ function | Cabinet Member Lead Officer | Decision Maker |
|---|--|------------------------------|--------------------------------|--------------------|
| Asset Management Plan | To make recommendations to Full Council <i>Slipped to Autumn – needs to be updated to include changes needed to reflect impact of LGR and Audit recs.</i> | Review of AMP scrutiny | Cllr Shires | Full Council |
| November 2025 Finance / Budget pre-scrutiny | | | | |
| Budget Monitoring P6 | To review the BM report and make any recs to Cabinet | Cyclical scrutiny | Cllr L Shires | Cabinet |
| Medium Term Financial Strategy 2026 onwards | Pre-scrutiny of the MTFS – making recs to Cabinet | Annual Pre-scrutiny | Cllr L Shires | Full Council |
| Prudential Indicators 2026/2027 | To review the PI's and make recs to Full Council | Annual scrutiny | Cllr L Shires | Full Council |
| Fees & Charges 2026/2027 | To review the Fees & Charges and make recs to Full Council | Annual scrutiny | Cllr L Shires | Full Council |
| December 2025 | | | | |
| Budget Proposals | To consider the Budget proposals for the 2026/ 2027 Budget | Pre-scrutiny | Cllr L Shires | Cabinet Council |
| Reporting progress implementing Corporate Plan 2023-27 Action Plan– to end of Q2 | To review the Council's performance and make any recommendations to Cabinet | Quarterly scrutiny | | Cabinet |

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OVERVIEW AND SCRUTINY COMMITTEE – WORK PROGRAMME 2025/2026

| | Future Items | | | |
|---|---|---------------------------------|----------------|--|
| Topic | Purpose | When | Cabinet Member | Decision Maker |
| Mobile connectivity / Digitalisation - transition from landlines | <ul style="list-style-type: none"> - Review of mobile connectivity data collated by NNDC - Consider inviting Telecoms providers to attend a meeting to respond to questions. | Jan / Feb overview | Cllr J Toyne | O&S |
| Car Park Income | Report to Committee following agreement on its content– to ensure committee can add value and are satisfied with the presentation of data. | Autumn 2025 scrutiny | Cllr L Shires | Recs to Cabinet |
| Local Government Reorganisation | To feed into the LGR process at key stages, making any recs to Full Council – this will be added to the programme on a rolling basis – as and when required. | Autumn 2025 onwards overview | Cllr T Adams | Full Council |
| <div>Page 46</div> <ul style="list-style-type: none"> - Council's Workforce Development / People Strategy - Overview of NNDC Workforce <p><i>Schedule for Autumn to avoid overload of agenda – possibly alongside financial reports</i></p> | <p>A new strategy aimed at setting out and shaping the visual leadership, management, behaviours of employees and members and the culture of the organisation</p> <p><i>Members may want to consider whether O&S can add value to this item</i></p> <p>Through a Financial and Transformational 'lens' <i>Impact of LGR, transformation to Unitary – impact on service delivery and morale How vacancies are managed, how agency staff are used, what work the council does to recruit staff, as well as the impact of vacancies, especially key staff, on the Council's service delivery and budget.</i></p> | (scrutiny) | Cllr T Adams | <p>Scrutiny Full Council</p> <p><i>Items may be taken separately</i></p> |

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| Scrutiny Scoping Document | |
|--|--|
| Scrutiny Topic (Name of the review) | |
| Rationale (Purpose and objectives of the scrutiny review) | |
| Key Lines of Enquiry (Focus of the review) | |
| Indicators of success (Desired outcomes, what should change as a result) | |
| Approach/methodology | Collation of evidence and presentation to Scrutiny Committee |
| Stakeholders | |
| Links to any of the following: <ul style="list-style-type: none"> - Corporate Plan 2023 – 2027 - Service Delivery - Overview functions | |

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