

Council



Please contact: Democratic Services

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

Please Direct Dial on: 01263 516010

14 July 2026

A meeting of the **Council** of North Norfolk District Council will be held in the Council Chamber - Council Offices on **Wednesday, 22 July 2026 at 6.00 pm.**

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:Democratic.Services@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 T Adams, Cllr P Bailey, Cllr M Batey, Cllr K Bayes, Cllr D Birch, Cllr H Blathwayt, Cllr J Boyle, Cllr A Brown, Cllr S Bütikofer, Cllr C Cushing, Cllr N Dixon, Cllr P Fisher, Cllr A Fitch-Tillett, Cllr T FitzPatrick, Cllr A Fletcher, Cllr W Fredericks, Cllr M Gray, Cllr M Hankins, Cllr C Heinink, Cllr P Heinrich, Cllr V Holliday, Cllr N Housden, Cllr K Leith, Cllr R Macdonald, Cllr G Mancini-Boyle, Cllr P Neatherway, Cllr L Paterson, Cllr S Penfold, Cllr P Porter, Cllr J Punchard, Cllr C Ringer, Cllr C Rouse, Cllr L Shires, Cllr M Taylor, Cllr J Toye, Cllr K Toye, Cllr A Varley, Cllr L Vickers and Cllr L Withington and Cllr T Wragg

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

Chief Executive: Steve Blatch
Tel 01263 513811 **Fax** 01263 515042 **Minicom** 01263 516005
Email districtcouncil@north-norfolk.gov.uk **Web site** www.north-norfolk.gov.uk

A G E N D A

1. APOLOGIES FOR ABSENCE

To receive apologies for absence, if any.

2. MINUTES

1 - 10

To confirm the minutes of the meeting of the Council held on 17 June 2026.

3. TO RECEIVE DECLARATIONS OF INTERESTS FROM MEMBERS

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)

4. ITEMS OF URGENT BUSINESS

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

5. CHAIRMAN'S COMMUNICATIONS

To receive the Chairman's communications, if any.

6. LEADER'S ANNOUNCEMENTS

To receive announcements from the Leader.

7. PUBLIC QUESTIONS AND STATEMENTS

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

8. COMMITTEE SEAT ALLOCATIONS

17 - 24

Executive Summary	Following Cabinet's recent decisions to replace the Planning Policy & Built Heritage Working Party with a Local Plan & Conservation Task Group and the establishment of the new Councillor Community Grants Fund Panel, it is now necessary to review the Committee seat allocations. When there is a change to the size of a committee (or working party or panel) or a new one is established, the Council is required to review the allocation of seats on committees, sub committees and working parties to ensure that they reflect the political balance of the Council, in accordance with Section 15 of the
-------------------	---

	Local Government and Housing Act 1989 and regulations made thereunder.
Options considered	This is a statutory report and Full Council is required to approve any change to the political balance and the allocation of seats on committees. Alternative options are therefore not presented. Group Leaders could agree to consider alternative seat allocations but any such proposals must be approved by Full Council.
Consultation(s)	Portfolio Holder for Planning Political Group Leaders
Recommendations	1. That Council approves the allocation of seats to political groups as shown at Appendix B, taking into consideration any arrangements agreed by the Group Leaders 2. That delegation is given to the Group Leaders to make any appointments to committees, sub-committees, working parties & panels.

Wards affected	All
Contact Officer	Emma Denny, Democratic Services & Governance Manager, emma.denny@north-norfolk.gov.uk ,

9. APPOINTMENTS TO COMMITTEES, SUB-COMMITTEES, WORKING PARTIES & PANELS

To receive nominations from the Group Leaders for appointments to Committees, sub-committees, working parties and panels, including the Local Plan & Conservation Task Group.

10. PORTFOLIO REPORTS

25 - 98

To receive reports from Cabinet Members on their portfolios:

Cllr T Adams - Executive Support & Legal Services
 Cllr H Blathwayt – Coast
 Cllr J Boyle – Housing and People Services
 Cllr A Brown – Planning & Enforcement
 Cllr C Ringer – IT, Environmental & Waste Services
 Cllr L Shires – Finance, Estates & Assets
 Cllr J Toye – Sustainable Growth
 Cllr A Varley – Climate Change & Net Zero
 Cllr L Withington – Community, Leisure & Outreach (Including Health &

Wellbeing)

Members are reminded that they may ask questions of the Cabinet Member on their reports and portfolio areas but should note that it is not a debate.

No member may ask more than one question plus a supplementary question, unless the time taken by members' questions does not exceed 30 minutes in total, in which case, second questions will be taken in the order that they are received (Constitution, Chapter 2, part 2, section 12.2)

11. RECOMMENDATIONS FROM CABINET 6TH JULY 2026

99 - 206

The following recommendations were made by Cabinet to Full Council at the meeting held on 6th July 2026:

1. Cabinet Agenda item 8: 2025/2026 Outturn Report

Recommendations	That Full Council approves:
	a) The provisional outturn position for the General Fund revenue account for 2025/26 (as shown in Appendix A); b) The transfers to and from reserves as detailed within the report (and Appendix C); c) The surplus of £0.354m proposed to be transferred to the General Reserve d) The balance on the General Reserve of £4.266m. (Please note does not currently include the above surplus of £0.354m) e) The financing of the 2025/26 capital programme as detailed within the report and at Appendix D. f) The updated capital programme for 2026/27 to 2031/32 and scheme financing as outlined within the report and detailed at Appendix E; g) Approval of additional funding to cover capital project overspends of £0.012m as detailed in paragraph 5.7. h) Approval of capital project budget roll-forwards from 2025/26 into 2026/27 paragraph 5.10. i) To note the addition of £26,834 towards Property Services Electric Vehicles, to be funded by the Asset Management Reserve over a four-year lease period. This budget has been approved by the Deputy s151 Officer under constitutional powers. j) To approve the addition of £188,539 to renovate Fakenham Play Area to be funded from capital s106 Contributions in 2026/27. k) To approve the addition of £0.100m to the Community Housing Fund (Grants to Housing Providers) project, to be funded by Capital

	Receipts following a repaid grant in 2025/26. l) To approve the updated Cromer Coast Protection Scheme budget to reflect that the approved RFCC (Environment Agency) grant has been awarded to the Mundesley Coastal Defences project only. This leaves the 2025/26 budget as £1,037,656. This is a movement of budget from the Cromer scheme to the Mundesley Scheme to meet grant conditions. m) To approve the updated Mundesley Coastal Management Scheme budget to reflect that the approved RFCC (Environment Agency) grant has been award to the Mundesley Coastal Management Scheme project only. This leaves the 2025/26 budget as £998,217. This is a movement of budget from the Cromer scheme to the Mundesley Scheme to meet grant conditions.
--	--

2. Cabinet Agenda item 9: Debt Recovery 2025-2026

Recommendation	That Full Council
	1. approves the annual report which details the Council's write-offs, in accordance with the Council's Debt Write-Off Policy and performance in relation to revenues collection. 2. approves the continued delegated authority as shown in appendix 2 for write offs.

3. Cabinet Agenda item 11: Coastal Adaptation Pilot – Extending Delivery of Coastwise

Recommendation	That Full Council
	Approves the allocation of up to £500,000 as match funding for the programme to be sourced from reserves if Local Levy (from the Regional Flood and Coastal Committee, RFCC) or other grant sources is not forthcoming.

4. Cabinet Agenda Item 13: Local Plan Review Governance Arrangements

Recommendations	That Full Council: 1) Approves changes to the overall Committee seat allocations, ensuring that political balance rules are reflected. 2) Approves any consequential changes to the Constitution arising from the establishment of the new Local Plan & Conservation Task Group 3) Receives nominations from the Group Leaders to appoint Members and substitutes to the Task Group (in line with recommendation 3 above).
------------------------	--

Please note that the Overview & Scrutiny Committee considered items 1 & 2 above at the meeting on 15th July. The Chair of the Committee will provide an update on the outcome of the Committee's discussion on these items at the Council meeting.

12. RECOMMENDATIONS FROM THE OVERVIEW & SCRUTINY COMMITTEE 15TH JULY 2026 207 - 234

The Overview & Scrutiny Committee considered the following item at the meeting on 15th July:

Overview & Scrutiny Committee Agenda item 12: Housing Benefit Debt Recovery Report – 1st April 2025 to 31st March 2026

Recommendation	That Full Council: Approves the annual report giving details of Housing Benefit Overpayment debt recovery in accordance with the Council's Debt Recovery Policy, Write-Off Policy, and Housing Benefit Overpayment Recovery Policy.
----------------	---

Please note that the Full Council agenda was published before the Overview & Scrutiny Committee meeting. The Chair of the Committee will provide a verbal update at the Full Council meeting.

13. RECOMMENDATIONS FROM LICENSING COMMITTEE (REGULATORY) 8TH JULY 2026 235 - 296

The Licensing Committee (Regulatory) made the following recommendations to Full Council at the meeting held on 8th July:

Licensing Committee Agenda Item 6: Statement of Licensing Policy 2026 - 2031

Recommendations	That Full Council:
	Adopts the revised Statement of Licensing Policy 2026–2031 to Full Council for adoption; and delegates authority to the Assistant Director of Environment and Leisure, in consultation with the Portfolio Holder and Chair of the Licensing Committee, to make any final minor amendments required for accuracy, formatting, accessibility or legal consistency before publication.

14. RECOMMENDATIONS FROM THE CONSTITUTION WORKING PARTY 30TH JUNE 2026 297 - 320

At the meeting held on 30th June, the Constitution Working Party made the following recommendations to Full Council:

Constitution Working Party Agenda item 5: Amendments to the Constitution – preparing for the introduction of the National Scheme of delegation for planning applications

Recommendations:

1. That Full Council approves the proposed amendments to the Constitution as required by changes prescribed pursuant to the Government's proposed Town and Country Planning (Discharge of LPA Functions) (England) Regulations 2026 once enacted.

The Working Party also **RESOLVED**:

2. To put on record the Working Party's strong reluctance to support the required changes to the Constitution, with Members noting that failing to accept them would leave the Council open to judicial review.

Please note that the above changes will not come into effect until 31st October 2026.

Constitution Working Party Agenda Item 6: Updates to the Constitution

Recommendation:

That Full Council approves the following changes to Chapter 2, part 2, section 18.1 (additional proposed sections in italics)

Amendments to motions

18.11. An amendment to a motion must be relevant to the motion and may be in either or both of the following forms:

- (a) To refer the matter to an appropriate body or individual for consideration or reconsideration; or
- (b) To leave out words and/or add and/or insert words as long as the effect of so doing is not to negate the motion.

18.12. Any amendment must be in writing and submitted to the Proper Officer by no later than noon on the day of the meeting, except:

- (a) with the consent of the Chair, including amendments proposed during the meeting,
- (b) amendments to motions which have been moved without notice, or
- (c) amendments to recommendations arising from Officers' reports.

18.13. Amendments shall be taken in the order in which they have been moved (unless the Chair determines otherwise for the efficient running of business). Only one amendment may be moved and discussed at any one time. No further amendment may be moved until the amendment under discussion has been disposed of.

18.14 If an amendment is moved, the Chair will ask the proposer of the original motion if they are willing to alter their motion in accordance with the amendment. If they accept, the amendment becomes the substantive motion and is debated. If the proposer of the original motion is unwilling to alter their motion, the Chair will ask if there is a seconder for the amendment. If there is a seconder, the amendment will then be debated and voted upon.

18.15 If an amendment is not carried, other amendments to the original motion may be moved.

18.16 If an amendment is carried, the motion as amended takes the place of the original motion. This becomes the substantive motion to which any further amendments are moved.

18.17. After an amendment has been carried, the Chair will read out the amended motion before accepting any further amendments, or if there are none, putting it to the vote.

18.18 Members are encouraged to discuss their proposed amendment with the mover and seconder of the motion prior to the meeting to determine if any agreement can be reached.

15. ELECTORAL SERVICES - INCREASE TO ESTABLISHMENT

321 - 326

Executive Summary	Due to increasing workload arising from unplanned national and local by-elections, the requirements of the Elections Act, preparations for Local Government Reorganisation ("LGR"), additional support provided to parish councils, enhanced annual canvass activity and anticipated electoral reforms, the Electoral Services team is seeking an increase in its staffing budget to increase the Electoral Services Officer role from 30 to 37 hours per week. These pressures are ongoing and are expected to continue over the medium term.
--------------------------	--

	The increase is intended to provide sufficient baseline capacity and resilience within a statutory service to ensure the Council can continue to discharge its electoral registration and election administration functions effectively. The additional annual cost is estimated at £4,293.
Options considered	Option 1: Continue with the current 30-hour arrangement. This would maintain the current establishment but would leave the service with limited capacity to respond to increasing statutory and operational demands, reducing resilience and increasing the risk of service pressures impacting delivery. Option 2 (Recommended): Approve an increase in the Electoral Services staffing budget to increase the Electoral Services Officer role from 30 to 37 hours per week. This would strengthen capacity within the team, improve resilience and support the delivery of existing statutory responsibilities and emerging workstreams arising from electoral reform and LGR
Consultation(s)	CLT
Recommendations	It is recommended that Full Council: Approve an increase of 7 hours in the Electoral Services staffing establishment budget and the associated growth of £4,293 per annum.
Reasons for recommendations	The Electoral Services team delivers a statutory function. An increase in operational demand has arisen from electoral legislation, postal vote administration, annual canvass requirements and preparations for Local Government Reorganisation. The current establishment no longer fully reflects the volume and complexity of work now undertaken and the proposed increase in capacity will improve resilience, support business continuity and help ensure that electoral registration and administering elections is effectively delivered.
Background papers	N/A

Wards affected	All
Cabinet member(s)	Tim Adams
Contact Officer	Rob Henry, Senior Elections Officer

16. NNDC MILEAGE RATES

327 - 330

Executive Summary	This report outlines the implications for NNDC of the Government's decision to increase the HMRC tax-free mileage allowance by 10p to 55p per mile. Current NNDC mileage rates have remained unchanged for a significant period, with casual car users receiving 52.2p per mile and essential car users and members receiving 45p per mile. The report sets out a recommendation to increase casual user rates to 55p and uplifting essential user and member rates by an equivalent 2.8p.
Options considered	1. To maintain current NNDC mileage rates 2. To increase all casual users to 55 pence per mile 3. To increase all casual users to 55 pence per miles and essential users and members by an equivalent amount (2.8p) per mile 4. To increase all casual and essential users and members to 55 pence per mils
Consultation(s)	This proposal had been discussed at CLT the Constitution Working Party
Recommendations	To approve option 3 to increase all casual users to 55 pence per mile and essential users and members by n equivalent amount (2.8p) per mile
Reasons for recommendations	To
Background papers	N/A

Wards affected	N/A
Cabinet member(s)	Cllr Tim Adams Cllr Lucy Shires
Contact Officer	Susan Sidell, HR Manager, susan.sidell@north-norfolk.gov.uk

17. QUESTIONS RECEIVED FROM MEMBERS

None Received.

18. OPPOSITION BUSINESS

The following item of Opposition Business has been proposed by Cllr N Dixon, seconded by Cllr T FitzPatrick:

Relief of Local Water Cycle Stress – A Vital Part of the Hydrologic Cycle.

Water is the arguably most precious natural resource vital to all life on Earth. In simple terms Water Cycle Stress is the condition of having too much or too little fresh water so that the functioning and quality of life and the environment is put at risk, or seriously harmed in some way, as conditions become more extreme with climate change. Aside from the science driving the local Water Cycle, the most obvious indicators are the impacts of the extremes of heavy and prolonged rainfall and surface water flooding (causing foul water escapes with environmental pollution); and, prolonged periods of drought and freshwater shortages causing risk and harm to life, food production and ecosystems of the environment.

This must be a key part of the climate change agenda which this Council has embraced and promoted over recent years; yet, in common with most public bodies little is done to raise public awareness and remediate the causes of local Water Cycle stress. We must take every opportunity, within our scope of influence, to mitigate and reverse the stress rising trends. Fresh (rain) water is the most precious free natural resource we have yet we seem to value it much less than most other resources. NNDC can be a local leader and key influencer in addressing the challenges through development policies for the built and natural environments and by working with public and private sector partners and home/landowners to plan and deliver changes in practices and standards. Key partners include: the Environment Agency, NCC (LLSFA and Norfolk Strategic Flood Alliance), the Internal Drainage Boards, Anglian Water and the NFU.

This is mainly about capturing and storing water during times of prolonged/heavy rainfall or times of high river levels and flood risk conditions, to be released and used during drier times. Examples of practices and solutions are:

1. Promoting the reinstatement of field boundary ditches to stop or attenuate run field off and encourage greater infiltration to below ground storage.
2. Promoting building of reservoirs for crop growing needs particularly by expediting approvals.
3. Promoting reduced domestic potable water consumption and rainwater capture for both grey water and or garden needs by specifications in Planning policies - through water efficient systems and installation of holding tanks.
4. Promoting surface water infiltration of drives and garden surfaces and drains to prevent run off and help replenish underground supplies in Planning policies and influencing farmland management and drainage practices.
5. Encouraging property owners with surface water connections to foul water systems to redirect this water to storage tanks, soak aways or nearby water courses, as appropriate, to reduce loads

on foul water drains and Water Recycling Centres; and, reduce the risk of storm water release to rivers and coastal waters, reducing water pollution.

Local Water Cycle Stress relief must be a key part of Planning policies, and working with local partner agencies, private sector influential bodies and property owners.

This motion calls on Council to agree and take the following actions:

1. Ensure appropriate water cycle stress reduction measures are embraced in relevant Planning policies; the current review of the Local Plan creates opportunities for incorporation and by later amendments.
2. To ensure effective liaison, facilitation and collective working with appropriate public and private sector partners and property owners to reduce water cycle stress.
3. To promote and support public awareness and remediation schemes available to reduce water cycle stress and environmental pollution risks.

19. NOTICE(S) OF MOTION

None Received.

20. EXCLUSION OF 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 item(s) of business on the grounds that they involve the likely disclosure of exempt information as defined in paragraph(s) _ of Part 1 of Schedule 12A (as amended) to the Act.”

21. PRIVATE BUSINESS