

# Cabinet



**Please contact:** Democratic Services

**Please email:** [democraticservices@north-norfolk.gov.uk](mailto:democraticservices@north-norfolk.gov.uk)

**Please Direct Dial on:** 01263 516010

Thursday 21<sup>st</sup> May 2026

A meeting of the **Cabinet** of North Norfolk District Council will be held in the Council Offices, Holt Road, Cromer, NR27 9EN on **Monday, 1 June 2026 at 10.00 am.**

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

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

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

**Emma Denny**  
**Democratic Services Manager**

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

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



**If you have any special requirements in order to attend this meeting, please let us know in advance**  
If you would like any document in large print, audio, Braille, alternative format or in a different language please contact us

**Chief Executive:** Steve Blatch  
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## A G E N D A

1. **TO RECEIVE APOLOGIES FOR ABSENCE**
  
2. **MINUTES** 1 - 6  
 To approve, as a correct record, the minutes of the meeting of the Cabinet held on 14<sup>th</sup> April 2026.
  
3. **PUBLIC QUESTIONS AND STATEMENTS**  
 To receive questions and statements from the public, if any.
  
4. **DECLARATIONS OF INTEREST** 7 - 12  
 Members are asked at this stage to declare any interests that they may have in any of the following items on the agenda. The Code of Conduct for Members requires that declarations include the nature of the interest and whether it is a disclosable pecuniary interest (see attached guidance and flowchart)
  
5. **ITEMS OF URGENT BUSINESS**  
 To determine any other items of business which the Chairman decides should be considered as a matter of urgency pursuant to Section 100B(4)(b) of the Local Government Act 1972
  
6. **MEMBERS' QUESTIONS**  
 To receive oral questions from Members, if any
  
7. **RECOMMENDATIONS FROM OVERVIEW & SCRUTINY COMMITTEE**  
 There were no recommendations to Cabinet from the Overview & Scrutiny Committee meeting held on 22 April 2026.
  
8. **REPORTING PROGRESS IMPLEMENTING CORPORATE PLAN 2023-27 DELIVERY AGAINST ACTION PLAN 2024/25 AND 2025/26 - TO END OF QUARTER 4 - 1 JANUARY 2026 TO 31 MARCH 2026** (13 – 36)

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| <b>Executive Summary</b>  | <p>This report provides an update on the progress made to deliver the Corporate Plan 2023-27 Action Plan for 2025-26.</p> <p>There have been a number of changes since the Quarter 3 update, with the North Norfolk Local Plan and the Climate Impact actions moving from “In Progress” to “Completed”. The Corporate Peer Challenge action has moved from Amber to Green due to the publication of the Workforce Learning and Development Strategy.</p> |
| <b>Options considered</b> | This is a report on the progress being made to deliver against the Council’s Corporate Plan.   |
| <b>Consultation(s)</b>    | The named officer for each action in the annual action   |

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|                                    | plans has been asked for their assessment of progress, to identify any issues impacting on anticipated delivery and to propose actions they will take to address any slippage or uncertainty around delivery in the coming months. |
| <b>Recommendations</b>             | Cabinet is invited to note the contents of the report and provide comments on any items they feel appropriate.   |
| <b>Reasons for recommendations</b> | That cabinet are aware of the progress made to deliver their priorities for the year 2025-26 and are asked to provide comment on progress so that officers have a steer on any items that are not on track for delivery.           |
| <b>Background papers</b>           | Corporate Plan 2023-27<br>Annual Action Plan 2025-26   |

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

## 9. COUNCILLOR COMMUNITY GRANT FUND

37 - 54

33

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| <b>Executive Summary</b>  | <p>This report presents the Terms of Reference for the Councillor Community Grant Fund, which allocates £4,000 per councillor each year to support small-scale community projects within their ward. It sets out eligibility criteria, funding limits, and a clear application and approval process.</p> <p>The report also establishes governance and financial controls, including officer checks and a Councillor Review Panel operating under Cabinet delegation, to ensure transparency, propriety, and compliance with council policies and audit requirements.</p> |
| <b>Options considered</b> | No alternative options are presented in this report. Other potential structures for administering and reviewing the Fund were considered but were discounted, as they did not offer the same level of efficiency, effectiveness, and governance as the proposed arrangements.   |
| <b>Consultation(s)</b>    | No external public consultation has been undertaken, as the report relates to the establishment of internal governance and operating arrangements for a councillor-led discretionary grant scheme.  |

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|                                    | Internal consultation has taken place with Finance, Legal Services, and Democratic Services to ensure the proposed Terms of Reference are compliant with the Council's financial regulations, governance framework, and audit requirements.  |
| <b>Recommendations</b>             | <ol style="list-style-type: none"> <li>1. To approve the Councillor Community Grant Fund Terms of Reference and its appendices as set out at Appendix A.</li> <li>2. To delegate authority for the operation and administration of the Fund in accordance with the approved Terms of Reference.</li> </ol> |
| <b>Reasons for recommendations</b> | To enable the Councillor Community Grant Fund to operate with clear eligibility criteria, governance arrangements, and financial controls, providing assurance over the appropriate use of public funds while supporting local community projects within each ward.  |
| <b>Background papers</b>           | Budget & Council Tax 2026-27   |

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| <b>Wards affected</b>    | All  |
| <b>Cabinet member(s)</b> | Lucy Shires<br>Portfolio Holder for Finance, Estates & Property Services |
| <b>Contact Officer</b>   | Daniel King<br>Assistant Director Finance & Assets                       |

**10. ADOPTION OF THE NORFOLK COAST NATIONAL LANDSCAPE MANAGEMENT PLAN (2025-2030)** 55 - 122

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| <b>Executive Summary</b>  | This report seeks the formal adoption of the Norfolk Coast National Landscape Management Plan (2025-2030).<br>The Council, along with other relevant authorities, has a statutory duty to publish a Management Plan for the conservation and enhancement of the designated landscape and to update the Plan every 5 years. The current Plan (2019-2024) is now out of date. |
| <b>Options considered</b> | There are no alternatives in place to allow the Council to fulfil this statutory duty.  |
| <b>Consultation(s)</b>    | At a Business Planning Meeting on 27th August   |

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|                                    | 2025<br>Cabinet reviewed an earlier Draft that was issued to stakeholders. This was then revised and subsequently endorsed at Cabinet on the 1 <sup>st</sup> Dec 2025 before going out to full public consultation. Further officer and public feedback has now shaped the final plan which has been adopted by the Norfolk Coast Partnership. Ratification is now required from all contributing authorities. |
| <b>Recommendations</b>             | <b>That Cabinet:</b><br>1) <b>Agrees to formally adopt the Norfolk Coast Landscape Management Plan (2025-2030)</b>   |
| <b>Reasons for recommendations</b> | 1) The publication of a Management Plan for the Norfolk Coast National Landscape every 5 years forms part of the statutory duty of the relevant authorities (of which NNDC is one) in managing the area.<br>2) This Plan will complement and support the Council's Local Plan planning policies.   |
| <b>Background papers</b>           | <b>Appendix 1:</b> PDF Attached  |

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| <b>Wards affected</b>    | Bacton, Beeston Regis and the Runtons, Binham, Coastal, Cromer Town, Gresham, Hickling, Holt, Poppyland, Priory Roughton, Sheringham North, Sheringham South, Suffield Park , Trunch, Wells with Holkham |
| <b>Cabinet member(s)</b> | Cllr Harry Blathwayt (Coastal)<br>Cllr Andrew Brown (Planning)   |
| <b>Contact Officer</b>   | Chris Young, Conservation Design & Landscape Team Leader - <a href="mailto:chris.young@north-norfolk.gov.uk">chris.young@north-norfolk.gov.uk</a>  |

11. **REFURBISHMENT OF THE PAVILION THEATRE, CROMER PIER**

123 - 132

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| <b>Executive Summary</b>  | The Pavilion Theatre auditorium has not been refurbished alongside the front and back of house. This project will improve the energy efficiency, patron comfort and provide superior facilities to ensure viability into the future unitary council control. |
| <b>Options considered</b> | <b>Option 1</b><br>The <b>recommended</b> option includes insulating   |

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|                                    | <p>the roof, walls and floor of the auditorium, providing heating and cooling and completing the front of house upgrades that were previously descopeed.</p> <p><b>Option 2</b><br/>The front of house works could be excluded, but this would make less commercial sense when the theatre will be closed for the auditorium works. <b>Not recommended</b></p> <p><b>Option 3</b><br/>Thirdly, no changes made to the auditorium. This would reduce thermal and noise efficiency in the winter and reduce audiences in the height of summer. Commercial opportunities might not be maximised. <b>Not recommended</b></p> |
| <b>Consultation(s)</b>             | Local ward member, Cllr Tim Adams - Leader and Cllr Lucy Shires - Portfolio Holder for Finance, Estates & Property Services  |
| <b>Recommendations</b>             | <p><b>Recommendation 1</b><br/>Cabinet are recommended to recommend that Full Council increase of the capital program by £2.400m funded by borrowing.</p> <p><b>Recommendation 2</b><br/>That delegated authority is granted to the Assets and Property Programme Manager, in consultation with the Portfolio Holder for Finance, Estates and Property Services and the s151 Officer, to award a contract for the delivery of the works up to the approved budget.</p>   |
| <b>Reasons for recommendations</b> | To ensure the viability and efficiency of the Pavilion Theatre, Cromer Pier for the benefit of residents and the tourism economy.  |
| <b>Background papers</b>           | Exempt appendix A cost estimate  |

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| <b>Wards affected</b>    | All   |
| <b>Cabinet member(s)</b> | Cllr Lucy Shires  |
| <b>Contact Officer</b>   | Dan King, Assistant Director Finance & Assets<br>Daniel.King@North-Norfolk.gov.uk |

### 13. EXCLUSION OF PRESS AND PUBLIC

To pass the following resolution:

“That under Section 100A(4) of the Local Government Act 1972 the press and public be excluded from the meeting for the following item of

business on the grounds that they involve the likely disclosure of exempt information as defined in paragraph 3 of Part I of Schedule 12A (as amended) to the Act.”

Information in this appendix involves the likely disclosure of exempt information as defined in paragraph 3, Part 1 of schedule 12A (as amended) to the Local Government Act 1972.

This paragraph relates to:

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

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

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

**13. PRIVATE BUSINESS**

133 - 174

Exempt Appendix to Agenda Item 11: Refurbishment of Pavilion Theatre, Cromer Pier.