

Overview & Scrutiny Committee



Please contact: Matthew Stembrowicz
Please email: matthew.stembrowicz@north-norfolk.gov.uk
Please direct dial on: 01263 516047

Tuesday, 8 October 2019

A meeting of the **Overview & Scrutiny Committee** of North Norfolk District Council will be held in the **Council Chamber - Council Offices, Holt Road, Cromer, NR27 9EN** on **Wednesday, 16 October 2019** 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 516047, Email: matthew.stembrowicz@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.

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

Emma Denny
Democratic Services Manager

To: Mr T Adams, Mr H Blathwayt, Mr N Dixon, Mrs W Fredericks, Mr P Heinrich, Mr N Housden, Mr G Mancini-Boyle, Mr N Pearce, Miss L Shires, Mrs E Spagnola, Mr J Toye and Mr A Varley

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

Corporate Directors: Nick Baker and 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. TO RECEIVE APOLOGIES FOR ABSENCE

2. SUBSTITUTES

3. PUBLIC QUESTIONS & STATEMENTS

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

4. MINUTES

1 - 8

To approve as a correct record the minutes of the meeting of the Overview and Scrutiny Committee held on 18th September 2019.

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. DECLARATIONS OF INTEREST

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.

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, and notified to the Monitoring Officer 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:

At the meeting of Cabinet on Monday 7th October, Members agreed to the Overview & Scrutiny Committee's recommendation to develop an Executive/Scrutiny Protocol.

Summary: This report sets out alternative options for the level of council tax discounts which Full Council will resolve shall apply to classes of dwelling for the financial year 2020/21.

The determinations are made by the Council under sections 11A and 11B, and of the Local Government Finance Act 1992, subsequent enabling powers and Regulations made under the Act.

Options considered: The recommendations take advantage of the reforms included in the Local Government Finance Act 2012 as amended to generate additional revenue.

Conclusions: The legislation provides local authorities with the power to make changes to the level of council tax discount in relation to classes of property. The Council has to approve its determinations for each financial year. The calculation of the tax base for 2020/21 will be made on the assumption that the determinations recommended below will apply.

Recommendations: Members recommend that Full Council shall resolve that under section 11A of the Local Government Finance Act 1992, and in accordance with the provisions of the Local Government Finance Act 2012 and other enabling powers one of the following applies:

Recommendation 1

- (a) The discounts for the year 2020/21 and beyond are set at the levels indicated in the table at paragraph 2.1.
- (b) The premium for long term empty properties (those that have been empty for a consecutive period longer than 24 months) is set at 100% of the Council Tax charge for that dwelling
- (c) The premium for long term empty properties (those that have been empty for a consecutive period longer than 60

- months) is set at 200% of the Council Tax charge for that dwelling
- (d) To continue to award a local discount of 100% for eligible cases of care leavers under section 13A of the Local Government Finance Act 1992 (as amended).
 - (e) That an exception to the levy charges may be made by the Section 151 Officer in conjunction with the Portfolio holder for Finance, on advice of the Revenues Manager in the circumstances laid out in section 3.6 of this report.

Recommendation 2

- (a) those dwellings that are specifically identified under regulation 6 of the Council Tax (Prescribed Classes of Dwellings)(England) Regulations 2003 will retain the 50% discount and;
- (b) those dwellings described or geographically defined at Appendix A which in the reasonable opinion of the Head of Finance and Asset Management are judged not to be structurally capable of occupation all year round and were built before the restrictions of seasonal usage were introduced by the Town and Country Planning Act 1947, will be entitled to a 35% discount.

In accordance with the relevant legislation these determinations shall be published in at least one newspaper circulating in North Norfolk before the end of the period of 21 days beginning with the date of the determinations.

Reasons for

Recommendations: To set appropriate council tax discounts which will apply in 2020/21 in accordance with the legal requirements and to raise additional council tax revenue.

Cabinet Member(s)	Ward(s) affected
Cllr E Seward	All

Contact Officer, telephone number and email:
Lucy Hume, 01263 516246, lucy.hume@north-norfolk.gov.uk

- | | | |
|------------|--|---------|
| 11. | HOMELESSNESS AND ROUGH SLEEPING STRATEGY 2019 – 2024 | 25 - 54 |
| | To review the Homeless and Rough Sleeping Strategy 2019-2024 Report and consider any recommendations prior to public consultation. | |
| 12. | SPLASH LEISURE CENTRE PROJECT UPDATE BRIEFING - OCTOBER 2019 | 55 - 56 |
| | To receive a briefing on the progress of the Splash Leisure Centre Project. | |
| 13. | CONSIDERATION OF RECOMMENDATIONS FROM THE REVIEW OF THE DRAFT FRAMEWORK OF THE CORPORATE PLAN | 57 - 58 |
| | An extraordinary meeting of the Overview & Scrutiny Committee was held on 9th October to review the existing Draft Framework of the Corporate Plan, a number of possible recommendations were put forward to be considered by the Committee. The purpose of this item is to consider the proposals and formalise recommendations to Cabinet. | |

WORK PROGRAMMES

- | | | |
|------------|---|---------|
| 14. | THE CABINET WORK PROGRAMME | 59 - 62 |
| | To note the upcoming Cabinet Work Programme. | |
| 15. | OVERVIEW & SCRUTINY WORK PROGRAMME AND UPDATE | 63 - 68 |
| | To receive an update from the Scrutiny Officer on progress made with topics on its agreed work programme, training updates and to receive any further information which Members may have requested at a previous meeting. | |
| 16. | 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.” | |
| 17. | TO CONSIDER ANY EXEMPT MATTERS ARISING FROM CONSIDERATION OF THE PUBLIC BUSINESS OF THE AGENDA | |

This page is intentionally left blank

OVERVIEW & SCRUTINY COMMITTEE

Minutes of the meeting of the Overview & Scrutiny Committee held on Wednesday, 18 September 2019 at the Council Chamber - Council Offices, Holt Road, Cromer, NR27 9EN at 9.30 am

Committee

Members Present:

Mr N Dixon (Chairman)	Mr T Adams (Vice-Chairman)
Mr H Blathwayt	Mrs W Fredericks
Mr P Heinrich	Mr N Housden
Mr G Mancini-Boyle	Mr N Pearce
Miss L Shires	Mrs E Spagnola
Mr A Varley	Mr J Toye

Members also attending:

Cllr A Brown	Cllr S Bütikofer (Leader)
Cllr J Rest	Cllr N Lloyd
Cllr V Gay	

Officers in Attendance:

Democratic Services and Governance Officer (Scrutiny), Corporate Director and Head of Paid Service (NB), Corporate Director and Head of Paid Service (SB), Head of Finance and Asset Management/Section 151 Officer, Major Projects Manager, PA to Chief Executive and Leader, Benefits Team Leader, Conservation and Design Officer, Assets and Property Programme Manager and Customer Services Team Leader

Also in attendance:

17 TO RECEIVE APOLOGIES FOR ABSENCE

None received.

18 SUBSTITUTES

None.

19 PUBLIC QUESTIONS & STATEMENTS

None received.

20 MINUTES

Minutes of the meeting held of 17th July 2019 were approved as a correct record and signed by the Chairman.

21 ITEMS OF URGENT BUSINESS

None received.

22 DECLARATIONS OF INTEREST

None declared.

23 PETITIONS FROM MEMBERS OF THE PUBLIC

The Democratic Services and Governance Officer (Scrutiny) informed the Committee that a petition by the name of 'Save the Splash Leisure Centre in Sheringham' had been received. It was noted that whilst the petition had received 2142 signatures, only 429 were from within the district of North Norfolk. As a result, the petition had not met the threshold of 750 signatures from within the district to be debated by the Overview & Scrutiny Committee, or the 1500 signatures from within the district to be debated by Council.

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

None received.

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

None received.

26 BUDGET MONITORING 2019/20 - PERIOD 4

The Report was introduced by the Head of Finance and Asset Management, who explained that it was the first Budget Monitoring Report of the year. Members were informed that at present, there was a predicted full year overspend of £141,156, though this would continue to be monitored by officers.

Questions and Discussion

The Head of Finance and Asset Management informed Members that part of the current overspend was the result of demand led budgets such as Planning, that had not yet produced the expected income, though this was dependent on the number of applications received. In contrast, it was reported that Car Parking revenue had improved and was doing better than forecast.

Members were reminded that a Report was presented in the 2018/19 financial year regarding the successful draw down of remaining funds from the insurance pay-out for the 2013 storm surge, that had subsequently been placed in reserve for works to Cromer Pier. The Head of Finance and Asset Management informed Members that the Report asked for the release of these funds, totalling £468,954 in order to fund the remaining structural repair works to the Pier.

RESOLVED

To commend the Report to Council.

27 STATUTORY GUIDANCE ON OVERVIEW & SCRUTINY IN LOCAL AUTHORITIES

The Democratic Services and Governance Officer (Scrutiny) introduced the Report and informed Members that the Statutory Guidance for Councils and Combined Authorities on which it was based, had been published by the Ministry for Housing, Communities and Local Government in early May. It was stated that the recommendations in the Report were taken from the guidance, and it was hoped that they would help to improve the working practices of the Committee.

Questions and Discussion

The Democratic Services and Governance Officer (Scrutiny) informed Members that the recommendations included in the Report would put in place a number of actions to improve the efficiency of the Committee. These included; the introduction of a selection criteria and scoring system for scrutiny topic selection, consideration of resource implications when establishing sub-Committees, the introduction of a scrutiny guide, and the creation of an executive/scrutiny protocol. The Chairman added that in order for the Committee to make the best use of its time, a structured and focused approach was required, and it was right therefore to provide guidance on these issues.

Cllr H Blathwayt suggested that he would be interested in reviewing the legal advice given regarding Cromer Tennis Hub payments. The Chairman replied that this would certainly be an issue that could be considered, though the scoring system would need to be put in place first, to determine whether the issue was appropriate for consideration by the Committee.

Cllr J Toye asked how the scoring system would rate topics for consideration, to which the Chairman replied that whilst the criteria had not yet been considered, issues would need to pertain areas in which the Council had influence. This would be the Council's own services, or a select number of external organisations that provided services in the district. The Chairman added that consideration could also be given to whether the Committee was addressing the presenting or underlying issues. The Democratic Services and Governance Officer (Scrutiny) confirmed that the Council's own services would be given the highest scoring in the criteria, but noted that the Committee was required to cover crime and disorder amongst other district-wide issues, that would require external bodies to be taken into consideration.

Approval of the recommendations was proposed by Cllr T Adams and seconded by Cllr W Fredericks.

RESOLVED

- 1. That a criteria/scoring system is introduced to assist in scrutiny topic selection.**
- 2. That resourcing implications are considered when establishing Task and Finish Groups or other sub-Committees.**
- 3. That a Scrutiny Guide is produced to provide Councillors, Officers and members of the public guidance on the role of the Committee, the purpose of scrutiny, where it fits into the Council, who can be involved, and how it works.**
- 4. To recommend to Cabinet that an executive/scrutiny protocol is implemented to support early and regular engagement between the executive and scrutiny.**

28 THE CABINET WORK PROGRAMME

The Democratic Services and Governance Officer (Scrutiny) informed Members that the Cabinet Work Programme was up to date, although the Corporate Plan would need to be approved before substantial items of business could be added.

29 OVERVIEW & SCRUTINY WORK PROGRAMME AND UPDATE

The Democratic Services and Governance Officer (Scrutiny) informed Members that whilst the Work Programme was up to date, some items may be pushed back, such as the waste contract and medium term financial plan. It was confirmed that the Police and Crime Commissioner had confirmed that he would attend the November meeting, alongside a senior police officer from within the district, to provide a briefing on the difficulties of tackling rural crime in North Norfolk.

The Democratic Services and Governance Officer (Scrutiny) reminded Members that in June 2019, the Committee had made a recommendation to the Road Safety Team at Norfolk County Council. He added that whilst the restructuring of the Team had delayed the implementation of that recommendation, they had agreed to it in principle. It was stated that the Norfolk Parking Partnership at NCC had also picked up on concerns of illegal or dangerous parking, and had as a result introduced a zero tolerance policy on illegal parking in restricted areas, whilst also reducing the observational period required to take action from ten to five minutes. The Democratic Services and Governance Officer (Scrutiny) informed Members that whilst the Sheringham Primary School Parking Task and Finish Group was established on a time limited basis of three months, concerns were raised that the disbanding of the Group remained ambiguous. Cllr T Adams proposed that with NCC now working to tackle the issue, the Task and Finish Group was no longer necessary and should be formally disbanded. Cllr J Toye seconded the proposal.

The Corporate Director (SB) commented on the timing of the waste contract on the Work Programme, and informed Members that at present, it was expected that it would go to Council for final approval on 21st November, meaning that the Committee and Cabinet would review the contract earlier in the same month. The Chairman noted that there was a unique gestation period for the waste contract, in that whilst it had taken several years to reach this point, the remaining time for review was short. As a result, he informed Members that the Committee would need to focus more on the process of procurement than the details of the contract itself. It was confirmed that it would not be possible to make substantial changes to the contract at this final stage, but Members were reassured that the opportunity had been given for the Committee to provide input prior to the May election.

RESOLVED

That the Sheringham Primary School Parking Task and Finish Group be formally disbanded.

30 PRE-SCRUTINY OF THE CORPORATE PLAN FRAMEWORK

The Major Projects Manager introduced the Report and informed Members that he and the other Work Stream Leaders in attendance had worked with SROs and Cabinet sponsors to form the high level framework of the plan, which stemmed from the administrations six key priorities. He explained that the Corporate Plan provided an outline of the Council's aspirations for the next four years and beyond, under which delivery and action plans could be set in place to implement projects.

Questions and Discussion

The Major Projects Manager identified the six key themes of the Corporate Plan as; affordable housing, boosting business growth, customer focus, environment, financial sustainability and quality of life. It was explained that underneath these six key themes, underlying challenges had been identified, with responses and areas for action, which Cabinet had chosen to share with Members for consultation. As a result, the Committee was required to determine how to proceed, in order to provide adequate scrutiny and positive input to the existing framework. The Major Projects Manager stated that there was still work to do, but this was the first step, and whilst the Work Stream Leaders were not certain of their requirements, they were happy to continue their involvement, if capacity allowed.

The Chairman stated for those new to the formulation of a Corporate Plan, that it was essential to stress the importance of the document as the foundation of all of the Council's work going forward within the term. He added that the Plan would be underpinned by documents such as the Local Plan and Medium Term Financial Plan, and it was crucial therefore, that Members understood how it would feed into these. The Chairman stated that with the purpose of the Corporate Plan explained, it was for the Committee to decide how best to proceed, though it was clear that a structured approach with sufficient time to undertake a full review was a necessity. The Chairman therefore proposed that a review day be held in early October in order to undertake a focused review of the existing Draft Corporate Plan Framework. It was stressed that the review would need to stay at a strategic high-level approach to avoid discussing action or delivery plans, that would come at a later stage. The date of the review was stressed as equally important, as it would need to allow time for Members and groups to review the existing framework to formulate questions and have these answered by the Work Stream Leaders, SROs and Cabinet sponsors prior to the meeting.

Cllr A Brown asked whether the review process could take place at Full Council or an additional O&S meeting. Cllr S Bütikofer stated that she wanted all Members to be involved and expressed support for a one day O&S review, but warned that due to time constraints, it would need to take place early in October to meet the November deadline. The Corporate Director (SB) clarified for Members that the intention was for the final version of the Corporate Plan to be approved by Council on 20th November, having been to Cabinet on 4th November. Clarification was then given that group discussion of the existing Draft Corporate Plan Framework would not be arranged as a formal process, though groups were welcome to discuss the document amongst themselves to formulate questions.

The 8th October was suggested as a potential date, though it was accepted that the Council Leader's attendance would be crucial, and that a date would need to be agreed outside of the meeting.

Cllr W Fredericks thanked all involved in bringing the Draft Corporate Plan Framework to its current stage, and expressed support for a review day. Cllr N Pearce reiterated the thanks and stated that the decision to involve all Members and a range of Officers was a radical overturn and new approach that he was pleased to see.

The Major Projects Manager asked what resources would be available for the Work Stream Leaders to continue their involvement in the development of the Plan. Cllr S Bütikofer replied that she would discuss the issue with the Corporate Directors, as

she was aware that normal work must continue for the Work Stream Leaders.

Cllr N Housden asked if there was any briefing document available to explain how the current challenges, responses, and areas for action had been identified. Cllr S Bütikofer replied it may be possible to offer explanations prior to the meeting, and added that she would be happy to meet with Members to discuss this. The Chairman asked if the Work Stream Leaders had any notes available that could be shared. For clarification, Cllr S Bütikofer informed Members that the basis of the Corporate Plan had been set by the manifesto pledges on which they had been elected. The Corporate Director (SB) added that the Corporate Plan put in place a strategy for the next four years, and whilst he hoped there was general consensus around the key themes and underlying principles, it was not yet a finished piece of work. Cllr N Housden replied that he was not looking for great detail, but wanted as much supporting information as possible prior to the review. The Chairman replied that Q&A completed before the review would also inform debate on the day. The Democratic Services and Governance Officer (Scrutiny) explained for Members that had not been involved in scrutiny reviews of this kind, that questions from Members would be submitted to the Work Stream Leaders, SROs and Cabinet sponsors in advance of the meeting, for answers to be provided to begin the review from an informed position.

The Major Projects Manager accepted that due to the size of the document, presentation was difficult, but noted that options were being considered to improve this.

Cllr S Bütikofer stated that it was important for Members to understand that this level of consultation had not been undertaken before at the Council, and that the aim of allowing further consultation, was to ensure that the challenges and areas for action identified were correct. Cllr V Gay added this approach worked well in connection with the Local Plan, and Members could check whether the documents complimented one another. The Chairman agreed and stated that this would be a good approach that could identify gaps.

Cllr J Toye stated that there was no heading for joining up the key themes, and suggested that there were clear links between each of the themes that needed to be recognised. The Corporate Director (SB) replied that the graphic representation had been a choice, and that other options could be considered to better represent the link between each theme.

Cllr J Rest stated that the 8th October only allowed a relatively short timescale for questions to be formulated, to which the Corporate Director (SB) replied that officers would require at least five working days to respond to the questions and a balance had to be found. The Chairman added that if questions were missed in advance of the review, this would not preclude them from being asked on the day. Cllr N Housden stated that he felt the review was a brilliant idea and asked for clarification on which sections were open to questioning. The Corporate Director (SB) replied that questions could be asked of the entire framework, though the six key themes were set by the electoral manifesto of the administration and would not be changed. Cllr N Pearce stated that he was positive about the approach, but asked if a timeline or framework could be set to avoid slowing down the process. Cllr A Brown added that a timeline and plan for the review would be helpful in advance of the meeting. It was confirmed that once dates had been agreed, a briefing paper would be circulated amongst Members that would clarify this information, followed by a detailed agenda once the prerequisite Q&A had been completed.

A half day review of the Draft Corporate Plan Framework was proposed by Cllr N Housden and seconded by Cllr N Pearce.

RESOLVED

That a half day review of the Draft Corporate Plan Framework takes place in October, date to be confirmed.

31 EXCLUSION OF THE PRESS AND PUBLIC

32 TO CONSIDER ANY EXEMPT MATTERS ARISING FROM CONSIDERATION OF THE PUBLIC BUSINESS OF THE AGENDA

The meeting ended at 11.20 am.

Chairman

This page is intentionally left blank

DETERMINATION OF COUNCIL TAX DISCOUNTS 2020/21

Summary: This report sets out alternative options for the level of council tax discounts which Full Council will resolve shall apply to classes of dwelling for the financial year 2020/21.

The determinations are made by the Council under sections 11A and 11B, and of the Local Government Finance Act 1992, subsequent enabling powers and Regulations made under the Act.

Options considered: The recommendations take advantage of the reforms included in the Local Government Finance Act 2012 as amended to generate additional revenue.

Conclusions: The legislation provides local authorities with the power to make changes to the level of council tax discount in relation to classes of property. The Council has to approve its determinations for each financial year. The calculation of the tax base for 2020/21 will be made on the assumption that the determinations recommended below will apply.

Recommendations: Members recommend that Full Council shall resolve that under section 11A of the Local Government Finance Act 1992, and in accordance with the provisions of the Local Government Finance Act 2012 and other enabling powers one of the following applies:

Recommendation 1

- (a) The discounts for the year 2020/21 and beyond are set at the levels indicated in the table at paragraph 2.1.
- (b) The premium for long term empty properties (those that have been empty for a consecutive period longer than 24 months) is set at 100% of the Council Tax charge for that dwelling
- (c) The premium for long term empty properties (those that have been empty for a consecutive period longer than 60 months) is set at 200% of the Council Tax charge for that dwelling
- (d) To continue to award a local discount of 100% for eligible cases of care leavers under section 13A

of the Local Government Finance Act 1992 (as amended).

- (e) That an exception to the levy charges may be made by the Section 151 Officer in conjunction with the Portfolio holder for Finance, on advice of the Revenues Manager in the circumstances laid out in section 3.6 of this report.

Recommendation 2

- (a) those dwellings that are specifically identified under regulation 6 of the Council Tax (Prescribed Classes of Dwellings)(England) Regulations 2003 will retain the 50% discount and;
- (b) those dwellings described or geographically defined at Appendix A which in the reasonable opinion of the Head of Finance and Asset Management are judged not to be structurally capable of occupation all year round and were built before the restrictions of seasonal usage were introduced by the Town and Country Planning Act 1947, will be entitled to a 35% discount.

In accordance with the relevant legislation these determinations shall be published in at least one newspaper circulating in North Norfolk before the end of the period of 21 days beginning with the date of the determinations.

Reasons for Recommendations:

To set appropriate council tax discounts which will apply in 2020/21 in accordance with the legal requirements and to raise additional council tax revenue.

Cabinet Member(s) Cllr E Seward	Ward(s) affected All
Contact Officer, telephone number and email: Lucy Hume, 01263 516246, lucy.hume@north-norfolk.gov.uk	

1. Introduction

- 1.1 Local Authorities are required to approve their Council Tax discount determinations each year. The legislation provides local authorities with powers to make changes to the level of council tax discount in relation to certain types of properties.

- 1.2 All billing authorities are able to reduce or end the nationally set 50% council tax discount for second homes. The exception to this rule is that billing authorities cannot change the discount for second homes of people who are liable for council tax on dwellings provided by an employer, i.e. tied accommodation, as established under regulation 6 of the Council Tax (prescribed classes of dwellings) (England) Regulations 2003.
- 1.3 It is for the billing authority to determine whether changes on discounts apply to all or parts of its area. An area can be as small as one property (provided it can be defined geographically) and different discounts can apply in different parts of the area.
- 1.4 Properties that are classed as Long Term Empty (those that have not been occupied for a period of 24 months) can attract a premium on their Council Tax, which is currently 100% of the charge.
- 1.5 The Council also has powers under Section 13A of the Local Government Finance Act 1992 (as amended) to introduce discounts to particular taxpayers.
- 1.6 Since April 2013 North Norfolk District Council (as a billing authority) has had additional powers to vary the levels of council tax discount offered in the District. Reductions in the discounts offered will generate additional revenue for both the District Council and preceptors. The current position in respect of the council tax discounts offered by district councils in Norfolk for 2019/20 is shown in the table below.

2. Current Discounts and amendments for 2020/21

- 2.1 There are four classes of dwellings where the Council has discretion to vary the discount offered to council tax payers. The table below sets out the current discount levels as agreed by Full Council in December 2018. Maintaining these discount levels is in line with the current strategy to reduce the forecast budget gap of £2.1m by March 2022. It is proposed that these levels continue from 1st April 2020.

Class	Description	2018/19 Discount	Proposed Discount from 1 st April 2019
Class A	Dwellings which are not the sole or main residence, are furnished, but their continuous occupation is restricted by planning regulations to less than 28 days a year.	10%	10%
Class B	All other dwellings which are not the sole or main residence, are furnished, and their continuous occupation is not restricted by planning regulations to less than 28 days a year.	No Discount	No Discount
Class C	All dwellings which are unoccupied and substantially unfurnished.	No Discount	No Discount
Class D	Dwellings that are unoccupied and unfurnished and: <ul style="list-style-type: none"> • require or are undergoing major repair to make them habitable • are undergoing structural alteration 	No Discount	No Discount

	<ul style="list-style-type: none"> • have undergone major repair work to render them habitable, if less than six months have elapsed since the date on which the alteration was substantially completed and the dwelling has continuously remained unoccupied and unfurnished since that date 		
--	--	--	--

3. Empty Homes Premium

- 3.1 Between 2013 and 2019 the Council has charged the maximum premium of 50% (on top of the usual 100% charge) on long term empty properties ie those that have been empty continuously for 24 months or more.
- 3.2 Introduced in March 2018 and passed through the report stage of the House of Lords on 18 July 2018, the Council has been given additional legal powers to increase the levy premium level to a maximum from 50% to 100%, which would effectively mean a 200% charge on qualifying properties. This has been in place during the 2019/20 financial year.
- 3.3 The levy premium cannot apply to homes that are empty due to the occupant living in armed forces accommodation for job-related purposes, or to annexes being used as part of a main property.
- 3.4 Currently, there are 146 properties that fall within the bracket within North Norfolk, so this isn't being viewed as a significant revenue generating exercise for the Council, rather a policy tool to encourage efficient use of available housing within the district.
- 3.5 An additional power has been granted since last year to allow the increase of the levy charge to 200% for properties that have been unoccupied for the longer period of 60 months. There are 49 properties within the district which would qualify for this premium. The financial implications for each preceptor of introducing this levy is shown below.
- 3.6 Officers are aware there are cases where long term empty properties are undergoing significant renovations in order to bring them back into use, and would like to incentivise this where possible. Officers are recommending that discretion be provided to the Section 151 Officer in conjunction with the Portfolio holder, on advice of the Revenues Manager to provide exceptions to the Levy charge in these cases. There are anticipated to only be a small number of qualifying properties in the District, so is not considered to be a significant financial risk to the Council.

	Band D 2019/20	Basic Tax	Levy 100%	Levy 200%	Total Tax
Norfolk County Council	1,362.24	182,540	115,790	133,500	431,830
Norfolk Police & Crime Commissioner	253.08	33,913	21,512	24,802	80,227
North Norfolk District Council	<u>148.77</u>	<u>19,935</u>	<u>12,645</u>	<u>14,579</u>	<u>47,159</u>

	1,764.09	236,388	149,947	172,881	559,216
Parish Average	<u>58.85</u>	<u>7,886</u>	<u>5,002</u>	<u>5,767</u>	<u>18,655</u>
Total Average Band D Amount	<u>1,822.94</u>	<u>244,274</u>	<u>154,949</u>	<u>178,648</u>	<u>577,871</u>

4. Classes of Property

4.1 The Regulations differentiate between classes of property as follows:

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

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

5. Formal Determinations

5.1 The Council has to approve its determinations for each financial year. It should be noted that the schedule of Class “B” property exceptions shown in Appendix A and referred to in recommendation 2) above, is believed to include all dwellings potentially entitled to retain a discount for the year commencing 1 April 2020 for the reason stated. Under the wording of the 2003 regulations, changes cannot be made to the schedule once the determinations have been made. Should further properties be notified to the Council for possible inclusion in the list for exemptions, they may only be added when the determinations for 2021/22 are made for operation from 1 April 2021.

6. Financial Implications and Risks

6.1 The calculation of the tax base for 2020/21 will be made alongside the budget, based on the level of discounts approved by Members. The taxbase dictates the expected income to the Council from Council Tax in the following year. Any increase in discounts will reduce the taxbase, and therefore also income.

7. Sustainability

7.1 This report does not raise any issues relating to Sustainability

8. Equality and diversity

8.1 This report does not raise any issues relating to Equality and Diversity

9. Section 17 Crime and Disorder considerations

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

Appendix A

Schedule of Class 'B' Property Exceptions for the year 2020/21

Dwellings described or geographically defined, which are judged not structurally capable of occupation all year around and were built before the restrictions of seasonal usage were introduced by the Town and Country Planning Act 1947.

<u>Property Reference</u>	<u>Property Name/ Number</u>	<u>Property Address</u>	<u>Post Code</u>
---------------------------	------------------------------	-------------------------	------------------

Anne Stannard Way, Bacton

710567	Arfrada, 3	Anne Stannard Way, Bacton, Norwich, Norfolk	NR12 0HX
--------	------------	---	----------

Coast Road Chalet Park, Bacton

710834	2	Coast Road Chalet Park, Coast Road, Bacton, Norwich, Norfolk	NR12 0EZ
710835	3	Coast Road Chalet Park, Coast Road, Bacton, Norwich, Norfolk	NR12 0EZ
710836	4	Coast Road Chalet Park, Coast Road, Bacton, Norwich, Norfolk	NR12 0EZ
710837	5	Coast Road Chalet Park, Coast Road, Bacton, Norwich, Norfolk	NR12 0EZ
710838	6	Coast Road Chalet Park, Coast Road, Bacton, Norwich, Norfolk	NR12 0EZ
710839	7	Coast Road Chalet Park, Coast Road, Bacton, Norwich, Norfolk	NR12 0EZ
710842	10	Coast Road Chalet Park, Coast Road, Bacton, Norwich, Norfolk	NR12 0EZ
710843	11	Coast Road Chalet Park, Coast Road, Bacton, Norwich, Norfolk	NR12 0EZ
710844	12	Coast Road Chalet Park, Coast Road, Bacton, Norwich, Norfolk	NR12 0EZ
710845	13	Coast Road Chalet Park, Coast Road, Bacton, Norwich, Norfolk	NR12 0EZ
710846	14	Coast Road Chalet Park, Coast Road, Bacton, Norwich, Norfolk	NR12 0EZ
710847	15	Coast Road Chalet Park, Coast Road, Bacton, Norwich, Norfolk	NR12 0EZ
710848	16	Coast Road Chalet Park, Coast Road, Bacton, Norwich, Norfolk	NR12 0EZ
710849	17	Coast Road Chalet Park, Coast Road, Bacton, Norwich, Norfolk	NR12 0EZ
710850	18	Coast Road Chalet Park, Coast Road, Bacton, Norwich, Norfolk	NR12 0EZ
710851	19	Coast Road Chalet Park, Coast Road, Bacton, Norwich, Norfolk	NR12 0EZ
710852	20	Coast Road Chalet Park, Coast Road, Bacton, Norwich, Norfolk	NR12 0EZ
772237	21	Coast Road Chalet Park, Coast Road, Bacton, Norwich, Norfolk	NR12 0EZ
710854	22	Coast Road Chalet Park, Coast Road, Bacton, Norwich, Norfolk	NR12 0EZ
710855	23	Coast Road Chalet Park, Coast Road, Bacton, Norwich, Norfolk	NR12 0EZ
776071	24	Coast Road Chalet Park, Coast Road, Bacton, Norwich, Norfolk	NR12 0EZ
710857	25	Coast Road Chalet Park, Coast Road, Bacton, Norwich, Norfolk	NR12 0EZ
710858	26	Coast Road Chalet Park, Coast Road, Bacton, Norwich, Norfolk	NR12 0EZ
710860	28	Coast Road Chalet Park, Coast Road, Bacton, Norwich, Norfolk	NR12 0EZ
710861	29	Coast Road Chalet Park, Coast Road, Bacton, Norwich, Norfolk	NR12 0EZ
710862	30	Coast Road Chalet Park, Coast Road, Bacton, Norwich, Norfolk	NR12 0EZ
710863	31	Coast Road Chalet Park, Coast Road, Bacton, Norwich, Norfolk	NR12 0EZ
710864	32	Coast Road Chalet Park, Coast Road, Bacton, Norwich, Norfolk	NR12 0EZ
710865	33	Coast Road Chalet Park, Coast Road, Bacton, Norwich, Norfolk	NR12 0EZ
774109	34	Coast Road Chalet Park, Coast Road, Bacton, Norwich, Norfolk	NR12 0EZ
710867	35	Coast Road Chalet Park, Coast Road, Bacton, Norwich, Norfolk	NR12 0EZ
710868	36	Coast Road Chalet Park, Coast Road, Bacton, Norwich, Norfolk	NR12 0EZ
710869	37	Coast Road Chalet Park, Coast Road, Bacton, Norwich, Norfolk	NR12 0EZ
710870	38	Coast Road Chalet Park, Coast Road, Bacton, Norwich, Norfolk	NR12 0EZ
710871	39	Coast Road Chalet Park, Coast Road, Bacton, Norwich, Norfolk	NR12 0EZ
710873	41	Coast Road Chalet Park, Coast Road, Bacton, Norwich, Norfolk	NR12 0EZ
710365	42	Coast Road Chalet Park, Coast Road, Bacton, Norwich, Norfolk	NR12 0EZ
710874	43	Coast Road Chalet Park, Coast Road, Bacton, Norwich, Norfolk	NR12 0EZ
710833	45	Coast Road Chalet Park, Coast Road, Bacton, Norwich, Norfolk	NR12 0EZ

777495	46	Coast Road Chalet Park, Coast Road, Bacton, Norwich, Norfolk	NR12 0EZ
710877	47	Coast Road Chalet Park, Coast Road, Bacton, Norwich, Norfolk	NR12 0EZ
710878	47A	Coast Road Chalet Park, Coast Road, Bacton, Norwich, Norfolk	NR12 0EZ
710879	48	Coast Road Chalet Park, Coast Road, Bacton, Norwich, Norfolk	NR12 0EZ
710880	49	Coast Road Chalet Park, Coast Road, Bacton, Norwich, Norfolk	NR12 0EZ
710881	50	Coast Road Chalet Park, Coast Road, Bacton, Norwich, Norfolk	NR12 0EZ
710882	51	Coast Road Chalet Park, Coast Road, Bacton, Norwich, Norfolk	NR12 0EZ
710883	52	Coast Road Chalet Park, Coast Road, Bacton, Norwich, Norfolk	NR12 0EZ
710884	53	Coast Road Chalet Park, Coast Road, Bacton, Norwich, Norfolk	NR12 0EZ
710885	54	Coast Road Chalet Park, Coast Road, Bacton, Norwich, Norfolk	NR12 0EZ
710886	55	Coast Road Chalet Park, Coast Road, Bacton, Norwich, Norfolk	NR12 0EZ
710887	56	Coast Road Chalet Park, Coast Road, Bacton, Norwich, Norfolk	NR12 0EZ
710888	57	Coast Road Chalet Park, Coast Road, Bacton, Norwich, Norfolk	NR12 0EZ
710889	58	Coast Road Chalet Park, Coast Road, Bacton, Norwich, Norfolk	NR12 0EZ
710890	59	Coast Road Chalet Park, Coast Road, Bacton, Norwich, Norfolk	NR12 0EZ
710891	60	Coast Road Chalet Park, Coast Road, Bacton, Norwich, Norfolk	NR12 0EZ
710892	61	Coast Road Chalet Park, Coast Road, Bacton, Norwich, Norfolk	NR12 0EZ
710893	62	Coast Road Chalet Park, Coast Road, Bacton, Norwich, Norfolk	NR12 0EZ
710894	63	Coast Road Chalet Park, Coast Road, Bacton, Norwich, Norfolk	NR12 0EZ
710895	64	Coast Road Chalet Park, Coast Road, Bacton, Norwich, Norfolk	NR12 0EZ
710897	65	Coast Road Chalet Park, Coast Road, Bacton, Norwich, Norfolk	NR12 0EZ
710896	66	Coast Road Chalet Park, Coast Road, Bacton, Norwich, Norfolk	NR12 0EZ
710898	67	Coast Road Chalet Park, Coast Road, Bacton, Norwich, Norfolk	NR12 0EZ
710899	68	Coast Road Chalet Park, Coast Road, Bacton, Norwich, Norfolk	NR12 0EZ
710900	69	Coast Road Chalet Park, Coast Road, Bacton, Norwich, Norfolk	NR12 0EZ
710901	70	Coast Road Chalet Park, Coast Road, Bacton, Norwich, Norfolk	NR12 0EZ
710902	71	Coast Road Chalet Park, Coast Road, Bacton, Norwich, Norfolk	NR12 0EZ
710903	72	Coast Road Chalet Park, Coast Road, Bacton, Norwich, Norfolk	NR12 0EZ
710904	73	Coast Road Chalet Park, Coast Road, Bacton, Norwich, Norfolk	NR12 0EZ
710905	74	Coast Road Chalet Park, Coast Road, Bacton, Norwich, Norfolk	NR12 0EZ
710906	75	Coast Road Chalet Park, Coast Road, Bacton, Norwich, Norfolk	NR12 0EZ
778525	76	Coast Road Chalet Park, Coast Road, Bacton, Norwich, Norfolk	NR12 0EZ
062510	77	Coast Road Chalet Park, Coast Road, Bacton, Norwich, Norfolk	NR12 0EZ
710909	78	Coast Road Chalet Park, Coast Road, Bacton, Norwich, Norfolk	NR12 0EZ
710910	79	Coast Road Chalet Park, Coast Road, Bacton, Norwich, Norfolk	NR12 0EZ
710911	80	Coast Road Chalet Park, Coast Road, Bacton, Norwich, Norfolk	NR12 0EZ
778551	81	Coast Road Chalet Park, Coast Road, Bacton, Norwich, Norfolk	NR12 0EZ
710914	83	Coast Road Chalet Park, Coast Road, Bacton, Norwich, Norfolk	NR12 0EZ
710915	84	Coast Road Chalet Park, Coast Road, Bacton, Norwich, Norfolk	NR12 0EZ
710916	85	Coast Road Chalet Park, Coast Road, Bacton, Norwich, Norfolk	NR12 0EZ
710917	86	Coast Road Chalet Park, Coast Road, Bacton, Norwich, Norfolk	NR12 0EZ
710918	87	Coast Road Chalet Park, Coast Road, Bacton, Norwich, Norfolk	NR12 0EZ
710919	88	Coast Road Chalet Park, Coast Road, Bacton, Norwich, Norfolk	NR12 0EZ

Mill Lane, Bacton

710573	Crest O Cliff	Mill Lane, Bacton, Norwich, Norfolk	NR12 0HS
061605	Montana	Mill Lane, Bacton, Norwich, Norfolk	NR12 0HN
774277	Rest Haven	Mill Lane, Bacton, Norwich, Norfolk	NR12 0HN

New Zealand Way, Bacton

772331	2	New Zealand Way, Mill Lane, Bacton, Norwich, Norfolk	NR12 0HW
770682	3	New Zealand Way, Mill Lane, Bacton, Norwich, Norfolk	NR12 0HW
764663	4	New Zealand Way, Mill Lane, Bacton, Norwich, Norfolk	NR12 0HW
773905	5	New Zealand Way, Mill Lane, Bacton, Norwich, Norfolk	NR12 0HW
762930	6	New Zealand Way, Mill Lane, Bacton, Norwich, Norfolk	NR12 0HW
763225	7	New Zealand Way, Mill Lane, Bacton, Norwich, Norfolk	NR12 0HW
763260	8	New Zealand Way, Mill Lane, Bacton, Norwich, Norfolk	NR12 0HW
762797	9	New Zealand Way, Mill Lane, Bacton, Norwich, Norfolk	NR12 0HW

Sea View Estate, Bacton

710648	Popycott, 1	Sea View Estate, Coast Road, Bacton, Norwich, Norfolk	NR12 0HH
710654	7	Sea View Estate, Coast Road, Bacton, Norwich, Norfolk	NR12 0HH
710655	8	Sea View Estate, Coast Road, Bacton, Norwich, Norfolk	NR12 0HH
710656	9	Sea View Estate, Coast Road, Bacton, Norwich, Norfolk	NR12 0HH
710657	10	Sea View Estate, Coast Road, Bacton, Norwich, Norfolk	NR12 0HH
710646	11	Sea View Estate, Coast Road, Bacton, Norwich, Norfolk	NR12 0HH
710641	12	Sea View Estate, Coast Road, Bacton, Norwich, Norfolk	NR12 0HH
710659	15	Sea View Estate, Coast Road, Bacton, Norwich, Norfolk	NR12 0HH
710660	16	Sea View Estate, Coast Road, Bacton, Norwich, Norfolk	NR12 0HH
710661	17	Sea View Estate, Coast Road, Bacton, Norwich, Norfolk	NR12 0HH
710662	18	Sea View Estate, Coast Road, Bacton, Norwich, Norfolk	NR12 0HH
710663	19	Sea View Estate, Coast Road, Bacton, Norwich, Norfolk	NR12 0HH
710642	20	Sea View Estate, Coast Road, Bacton, Norwich, Norfolk	NR12 0HH
710664	21	Sea View Estate, Coast Road, Bacton, Norwich, Norfolk	NR12 0HH
710665	22	Sea View Estate, Coast Road, Bacton, Norwich, Norfolk	NR12 0HH
710667	24	Sea View Estate, Coast Road, Bacton, Norwich, Norfolk	NR12 0HH
710668	25	Sea View Estate, Coast Road, Bacton, Norwich, Norfolk	NR12 0HH
710669	26	Sea View Estate, Coast Road, Bacton, Norwich, Norfolk	NR12 0HH
710670	27	Sea View Estate, Coast Road, Bacton, Norwich, Norfolk	NR12 0HH
710671	28	Sea View Estate, Coast Road, Bacton, Norwich, Norfolk	NR12 0HH
710643	29	Sea View Estate, Coast Road, Bacton, Norwich, Norfolk	NR12 0HH
710647	30	Sea View Estate, Coast Road, Bacton, Norwich, Norfolk	NR12 0HH
710674	33	Sea View Estate, Coast Road, Bacton, Norwich, Norfolk	NR12 0HH
760703	34	Sea View Estate, Coast Road, Bacton, Norwich, Norfolk	NR12 0HH
710676	35	Sea View Estate, Coast Road, Bacton, Norwich, Norfolk	NR12 0HH
710666	Brenholme, 36	Sea View Estate, Coast Road, Bacton, Norwich, Norfolk	NR12 0HH

Watch House Lane, Bacton, Norwich, Norfolk

710777	Falaig M Hara, 2	Watch House Lane, Bacton, Norwich, Norfolk	NR12 0HL
--------	------------------	--	----------

Beach Road, Eccles-on-sea, Lessingham, Norwich, Norfolk.

715599	Seagulls	Beach Road, Eccles-on-sea, Lessingham, Norwich, Norfolk.	NR12 0SL
715604	Sea Shack	Beach Road, Eccles-on-sea, Lessingham, Norwich, Norfolk.	NR12 0SL
715605	You & I	Beach Road, Eccles-on-sea, Lessingham, Norwich, Norfolk.	NR12 0SL
715606	Lucky Break	Beach Road, Eccles-on-sea, Lessingham, Norwich, Norfolk.	NR12 0SL
715608	Everne	Beach Road, Eccles-on-sea, Lessingham, Norwich, Norfolk.	NR12 0SL
715609	Ynot	Beach Road, Eccles-on-sea, Lessingham, Norwich, Norfolk.	NR12 0SL
715610	Barley Break	Beach Road, Eccles-on-sea, Lessingham, Norwich, Norfolk.	NR12 0SL

715611	Idle Hours	Beach Road, Eccles-on-sea, Lessingham, Norwich, Norfolk.	NR12 0SL
715614	Braemar	Beach Road, Eccles-on-sea, Lessingham, Norwich, Norfolk.	NR12 0SL
715617	Wylaway	Beach Road, Eccles-on-sea, Lessingham, Norwich, Norfolk.	NR12 0SL
715618	Lattice	Beach Road, Eccles-on-sea, Lessingham, Norwich, Norfolk.	NR12 0SL
715621	The Old Kit Bag	Beach Road, Eccles-on-sea, Lessingham, Norwich, Norfolk.	NR12 0SL
715622	Munden	Beach Road, Eccles-on-sea, Lessingham, Norwich, Norfolk.	NR12 0SL
715624	Sandilands	Beach Road, Eccles-on-sea, Lessingham, Norwich, Norfolk.	NR12 0SL
715626	Hill Side	Beach Road, Eccles-on-sea, Lessingham, Norwich, Norfolk.	NR12 0SL
715627	Fieldview	Beach Road, Eccles-on-sea, Lessingham, Norwich, Norfolk.	NR12 0SL
715630	Oasis	Beach Road, Eccles-on-sea, Lessingham, Norwich, Norfolk.	NR12 0SL
715634	Fourwinds	Beach Road, Eccles-on-sea, Lessingham, Norwich, Norfolk.	NR12 0SL
761175	Lisfannon	Beach Road, Eccles-on-sea, Lessingham, Norwich, Norfolk.	NR12 0SL

Bush Estate, Eccles-on-sea, Norwich, Norfolk.

012370	Alouette	Abbotts Way, Bush Drive, Eccles-on-sea, Norwich, Norfolk.	NR12 0TA
712376	Tranquility	Abbotts Way, Bush Estate, Eccles-on-sea, Norwich, Norfolk.	NR12 0TA
712379	Freaneezy	Abbotts Way, Bush Estate, Eccles-on-sea, Norwich, Norfolk.	NR12 0TA
712380	Gaytime	Abbotts Way, Bush Estate, Eccles-on-sea, Norwich, Norfolk.	NR12 0TA
712382	Kingfishers	Abbotts Way, Bush Estate, Eccles-on-sea, Norwich, Norfolk.	NR12 0TA
712385	Pamela	Abbotts Way, Bush Estate, Eccles-on-sea, Norwich, Norfolk.	NR12 0TA
712392	St Ives	Abbotts Way, Bush Estate, Eccles-on-sea, Norwich, Norfolk.	NR12 0TA
712397	Tresco	Abbotts Way, Bush Estate, Eccles-on-sea, Norwich, Norfolk.	NR12 0TA
712403	Bennebroek	Abbotts Way, Bush Estate, Eccles-on-sea, Norwich, Norfolk.	NR12 0TA
712404	Reviellie	Abbotts Way, Bush Estate, Eccles-on-sea, Norwich, Norfolk.	NR12 0TA
756512	Amberwood	Abbotts Way, Bush Estate, Eccles-on-sea, Norwich, Norfolk.	NR12 0TA
712438	Aingarh	Bush Drive, Eccles-on-sea, Norwich, Norfolk.	NR12 0SF
712473	Bali-Hai	Bush Drive, Eccles-on-sea, Norwich, Norfolk.	NR12 0SF
712476	Dresden	Bush Drive, Eccles-on-sea, Norwich, Norfolk.	NR12 0SF
712481	Sea Urchin	Bush Drive, Eccles-on-sea, Norwich, Norfolk.	NR12 0SF
712484	Dingly Dell	Bush Drive, Eccles-on-sea, Norwich, Norfolk.	NR12 0SF
712493	Endways	Bush Drive, Eccles-on-sea, Norwich, Norfolk.	NR12 0SF
712495	Badgers Set	Bush Drive, Eccles-on-sea, Norwich, Norfolk.	NR12 0SF
712496	Blue Bay	Bush Drive, Eccles-on-sea, Norwich, Norfolk.	NR12 0SF
712504	The Saltings	Bush Drive, Eccles-on-sea, Norwich, Norfolk.	NR12 0SF
712506	Redwing	Bush Drive, Eccles-on-sea, Norwich, Norfolk.	NR12 0SF
712498	Cedar Wood	Bush Drive, Eccles-on-sea, Norwich, Norfolk.	NR12 0SF

Church Lane, Eccles-on-sea, Norwich, Norfolk.

712407	Appleby	Church Lane, Eccles-on-sea, Norwich, Norfolk.	NR12 0SY
712410	Campanella	Church Lane, Eccles-on-sea, Norwich, Norfolk.	NR12 0SY
712413	Marinville	Church Lane, Eccles-on-sea, Norwich, Norfolk.	NR12 0SY
712414	Dunes edge	Church Lane, Eccles-on-sea, Norwich, Norfolk.	NR12 0SY
712417	Majorica	Church Lane, Eccles-on-sea, Norwich, Norfolk.	NR12 0SY
712421	Sandsend	Church Lane, Eccles-on-sea, Norwich, Norfolk.	NR12 0SY
712424	Sea Whistle	Church Lane, Eccles-on-sea, Norwich, Norfolk.	NR12 0SY
712425	Sunnyside	Church Lane, Eccles-on-sea, Norwich, Norfolk.	NR12 0SY
712426	Sunray	Church Lane, Eccles-on-sea, Norwich, Norfolk.	NR12 0SY
712429	Campana	Church Lane, Eccles-on-sea, Norwich, Norfolk.	NR12 0SY

Crowden Road, Eccles-on-sea, Norwich, Norfolk.

712455	Argus	Crowden Road, Eccles-on-sea, Norwich, Norfolk.	NR12 0SJ
712462	Sea Lowes	Crowden Road, Eccles-on-sea, Norwich, Norfolk.	NR12 0SJ
712463	Sparetyme	Crowden Road, Eccles-on-sea, Norwich, Norfolk.	NR12 0SJ
712468	White Lodge	Crowden Road, Eccles-on-sea, Norwich, Norfolk.	NR12 0SJ
712470	Cliff Royal	Crowden Road, Eccles-on-sea, Norwich, Norfolk.	NR12 0SJ
712472	Zermatt	Crowden Road, Eccles-on-sea, Norwich, Norfolk.	NR12 0SJ
770505	Bung-Ho	Crowden Road, Eccles-on-sea, Norwich, Norfolk.	NR12 0SJ

Hedgehog Walk, Eccles-on-sea, Norwich, Norfolk.

712607	Orkney	Hedgehog Walk, Eccles-on-sea, Norwich, Norfolk.	NR12 0SZ
--------	--------	---	----------

Beach Road, Happisburgh, Norwich, Norfolk.

061348	Forge Cottage	Beach Road, Happisburgh, Norwich, Norfolk.	NR12 0PP
--------	---------------	--	----------

Bush Drive, Happisburgh, Norwich, Norfolk.

724196	Flamingo	Bush Drive, Happisburgh, Norwich, Norfolk.	NR12 0QN
724197	Fourwinds	Bush Drive, Happisburgh, Norwich, Norfolk.	NR12 0QN
724198	Greentiles	Bush Drive, Happisburgh, Norwich, Norfolk.	NR12 0QN
724201	Holidays	Bush Drive, Happisburgh, Norwich, Norfolk.	NR12 0QN
724202	Kirk-Cu-Brae	Bush Drive, Happisburgh, Norwich, Norfolk.	NR12 0QN
724203	Leisure Hours	Bush Drive, Happisburgh, Norwich, Norfolk.	NR12 0QN
724204	Linden	Bush Drive, Happisburgh, Norwich, Norfolk.	NR12 0QN
724205	Puffin	Bush Drive, Happisburgh, Norwich, Norfolk.	NR12 0QN
724206	Samphire	Bush Drive, Happisburgh, Norwich, Norfolk.	NR12 0QN
724208	Sand Castle	Bush Drive, Happisburgh, Norwich, Norfolk.	NR12 0QN
724212	Silver Sand	Bush Drive, Happisburgh, Norwich, Norfolk.	NR12 0QN
724213	Slide Away	Bush Drive, Happisburgh, Norwich, Norfolk.	NR12 0QN
724215	Surf Cottage	Bush Drive, Happisburgh, Norwich, Norfolk.	NR12 0QN
724219	Windhill	Bush Drive, Happisburgh, Norwich, Norfolk.	NR12 0QN
752939	Bruins Rest	Bush Drive, Happisburgh, Norwich, Norfolk.	NR12 0QN

Cart Gap Road, Happisburgh, Norwich, Norfolk

724376	The Bungalow	Cart Gap Road, Happisburgh, Norwich, Norfolk	NR12 0QL
--------	--------------	--	----------

Doggetts Lane, Happisburgh, Norwich, Norfolk

061248	Romany, 5	Doggetts Lane, Happisburgh, Norwich, Norfolk.	NR12 0QL
724137	10	Doggetts Lane, Happisburgh, Norwich, Norfolk.	NR12 0QL
724139	14	Doggetts Lane, Happisburgh, Norwich, Norfolk.	NR12 0QL
724141	O'meara Bungalow	Doggetts Lane, Happisburgh, Norwich, Norfolk.	NR12 0QL
724143	Eastward Ho, 11	Doggetts Lane, Happisburgh, Norwich, Norfolk.	NR12 0QL
724144	Pershore, 17	Doggetts Lane, Happisburgh, Norwich, Norfolk.	NR12 0QL
724147	Seadrift	Doggetts Lane, Happisburgh, Norwich, Norfolk.	NR12 0QL

724148	Sea Edge	Doggetts Lane, Happisburgh, Norwich, Norfolk.	NR12 0QL
724149	The Brambles, 16	Doggetts Lane, Happisburgh, Norwich, Norfolk.	NR12 0QL
724151	Jeckells Hyde, 8	Doggetts Lane, Happisburgh, Norwich, Norfolk.	NR12 0QL

Wroxham Way, Happisburgh, Norwich, Norfolk

724372	Haleholm, 42	Wroxham Way, Happisburgh, Norwich, Norfolk	NR12 0RX
--------	--------------	--	----------

Hickling Broad, Hickling, Norwich, Norfolk

713184	The Bungalow	Hickling Broad, Hickling, Norwich, Norfolk	NR12 0YW
--------	--------------	--	----------

Vale Road, High Kelling, Holt, Norfolk

060747	Lynton Loft at Lynton	Vale Road, High Kelling, Holt, Norfolk	NR25 6RA
--------	-----------------------	--	----------

Bureside Estate, Horning, Norwich, Norfolk

062453	Bureville & Burevista, 9	Bureside Estate, Horning, Norwich, Norfolk	NR12 8JP
713987	Plot 15	Bureside Estate, Horning, Norwich, Norfolk	NR12 8JP
714003	Plot 1B	Bureside Estate, Horning, Norwich, Norfolk	NR12 8JP

Ferry View Estate, Horning, Norwich, Norfolk

061055	Oakdale	Ferry View Estate, Horning, Norwich, Norfolk	NR12 8PT
062364	Cresta Cottage	Ferry View Estate, Horning, Norwich, Norfolk	NR12 8PT
713848	Waters Edge	Ferry View Estate, Horning, Norwich, Norfolk	NR12 8PT

Horning Reach, Horning, Norwich, Norfolk

714025	Bonnington	Horning Reach, Horning, Norwich, Norfolk	NR12 8JR
714028	Jada	Horning Reach, Horning, Norwich, Norfolk	NR12 8JR
714033	The Birches	Horning Reach, Horning, Norwich, Norfolk	NR12 8JR
714037	The Bungalow	Horning Reach, Horning, Norwich, Norfolk	NR12 8JR

Thurne Dyke, Horning, Norwich, Norfolk.

713919	Churne	Thurne Dyke, Horning, Norwich, Norfolk.	NR12 8QA
713920	Bishops Mill	Thurne Dyke, Horning, Norwich, Norfolk.	NR12 8QA
713922	Thurne Mouth	Thurne Dyke, Horning, Norwich, Norfolk.	NR12 8QA

Brimbelow Road. Hoveton, Norwich, Norfolk

714750	The Patch	Brimbelow Road. Hoveton, Norwich, Norfolk	NR12 8UJ
052371	Bure Banks	Brimbelow Road. Hoveton, Norwich, Norfolk	NR12 8UJ
774664	Willow Cabin	Brimbelow Road. Hoveton, Norwich, Norfolk	NR12 8UJ

059725	Rosemere	Brimbelow Road. Hoveton, Norwich, Norfolk	NR12 8UJ
059714	Bure Way	Brimbelow Road. Hoveton, Norwich, Norfolk	NR12 8UJ
058865	The Wherry	Brimbelow Road. Hoveton, Norwich, Norfolk	NR12 8UJ
773269	Sunrest	Brimbelow Road. Hoveton, Norwich, Norfolk	NR12 8UJ
057285	Summer Craft	Brimbelow Road. Hoveton, Norwich, Norfolk	NR12 8UJ
014776	Summer Haven	Brimbelow Road. Hoveton, Norwich, Norfolk	NR12 8UJ
014745	Summer Vista	Brimbelow Road. Hoveton, Norwich, Norfolk	NR12 8UJ
014744	Summer Vale	Brimbelow Road. Hoveton, Norwich, Norfolk	NR12 8UJ
774241	Summer Lodge	Brimbelow Road. Hoveton, Norwich, Norfolk	NR12 8UJ
014742	Summerville	Brimbelow Road. Hoveton, Norwich, Norfolk	NR12 8UJ
014730	Morlands	Brimbelow Road. Hoveton, Norwich, Norfolk	NR12 8UJ
014717	Burecroft	Brimbelow Road. Hoveton, Norwich, Norfolk	NR12 8UJ

Riverbank, Ludham, Great Yarmouth, Norfolk.

060955	Woodbine Cottage	Horse Fen Road, Ludham, Great Yarmouth, Norfolk	NR29 5QG
715988	Tonga	Riverbank, Ludham, Great Yarmouth, Norfolk.	NR29 5ND
715989	Swan Haven	Riverbank, Ludham, Great Yarmouth, Norfolk.	NR29 5ND
715990	The Willows	Riverbank, Ludham, Great Yarmouth, Norfolk.	NR29 5ND
715991	Toorak	Riverbank, Ludham, Great Yarmouth, Norfolk.	NR29 5ND
715992	Royston Plot 1D	Riverbank, Ludham, Great Yarmouth, Norfolk.	NR29 5ND
715993	Pot Pourri	Riverbank, Ludham, Great Yarmouth, Norfolk.	NR29 5ND
715994	Sunflowers	Riverbank, Ludham, Great Yarmouth, Norfolk.	NR29 5ND
715996	Summertime Plot 2A	Riverbank, Ludham, Great Yarmouth, Norfolk.	NR29 5ND
715997	Fairway	Riverbank, Ludham, Great Yarmouth, Norfolk.	NR29 5ND
715998	Plot 2C	Riverbank, Ludham, Great Yarmouth, Norfolk.	NR29 5ND
715999	Bluewaters	Riverbank, Ludham, Great Yarmouth, Norfolk.	NR29 5ND
716000	Repps Reach Plot 2E	Riverbank, Ludham, Great Yarmouth, Norfolk.	NR29 5ND
716001	Terra Nova	Riverbank, Ludham, Great Yarmouth, Norfolk.	NR29 5ND
716002	Cedar Lodge	Riverbank, Ludham, Great Yarmouth, Norfolk.	NR29 5ND
716003	Plot 4A	Riverbank, Ludham, Great Yarmouth, Norfolk.	NR29 5ND
716004	Rania	Riverbank, Ludham, Great Yarmouth, Norfolk.	NR29 5ND
716005	Plot 5B	Riverbank, Ludham, Great Yarmouth, Norfolk.	NR29 5ND
716006	Leaside	Riverbank, Ludham, Great Yarmouth, Norfolk.	NR29 5ND
716008	Touchwood Plot 5A	Riverbank, Ludham, Great Yarmouth, Norfolk.	NR29 5ND
716385	Toad Hall	Horsefen Road, Ludham, Great Yarmouth, Norfolk	NR29 5QG
754931	Joybelle 1G	Riverbank, Ludham, Great Yarmouth, Norfolk.	NR29 5ND
760276	Mands	Riverbank, Ludham, Great Yarmouth, Norfolk.	NR29 5ND

Paston Road, Mundesley, Norwich, Norfolk.

060979	8 East Cliff	Paston Road, Mundesley, Norwich, Norfolk.	NR11 8AW
733932	10 East Cliff	Paston Road, Mundesley, Norwich, Norfolk.	NR11 8AW
733934	4 East Cliff	Paston Road, Mundesley, Norwich, Norfolk.	NR11 8AW
733936	6 East Cliff	Paston Road, Mundesley, Norwich, Norfolk.	NR11 8AW
733937	7 East Cliff	Paston Road, Mundesley, Norwich, Norfolk.	NR11 8AW

River Bank, Potter Heigham, Great Yarmouth, Norfolk.

017014	Kalinda, 19	North East Riverbank, Potter Heigham, Great Yarmouth	NR29 5ND
017103	Rands (56-56A)	North East Riverbank, Potter Heigham, Great Yarmouth	NR29 5NE

057217	Windy Ridge	North East Riverbank, Potter Heigham, Great Yarmouth	NR29 5ND
057220	Mildene	River Bank, Potter Heigham, Great Yarmouth, Norfolk.	NR29 5NE
057388	Patikipa	North East Riverbank, Potter Heigham, Great Yarmouth	NR29 5NE
058228	The Rosary	North West Riverbank, Potter Heigham, Great Yarmouth	NR29 5ND
058378	Willow Creek	North East Riverbank, Potter Heigham, Great Yarmouth	NR29 5NE
058415	Sunnyside	North East Riverbank, Potter Heigham, Great Yarmouth	NR29 5NE
059675	Haven	North West Riverbank, Potter Heigham, Great Yarmouth	NR29 5ND
060391	Four Es	North West Riverbank, Potter Heigham, Great Yarmouth	NR29 5ND
061826	Woodstock	North West Riverbank, Potter Heigham, Great Yarmouth	NR29 5ND
717005	Olken	River Bank, Potter Heigham, Great Yarmouth, Norfolk.	NR29 5NE
717007	Bath Hurst	River Bank, Potter Heigham, Great Yarmouth, Norfolk.	NR29 5NE
717008	Melrose, 85A	River Bank, Potter Heigham, Great Yarmouth, Norfolk.	NR29 5NE
717009	Eveholme	River Bank, Potter Heigham, Great Yarmouth, Norfolk.	NR29 5NE
717013	High's Mill	River Bank, Potter Heigham, Great Yarmouth, Norfolk.	NR29 5NE
717016	Restawhile, Plot 4	River Bank, Potter Heigham, Great Yarmouth, Norfolk.	NR29 5ND
717017	Risedene	River Bank, Potter Heigham, Great Yarmouth, Norfolk.	NR29 5NE
717019	Nine	River Bank, Potter Heigham, Great Yarmouth, Norfolk.	NR29 5ND
717020	Rosemary Cottage	River Bank, Potter Heigham, Great Yarmouth, Norfolk.	NR29 5NE
717021	St Elmo	River Bank, Potter Heigham, Great Yarmouth, Norfolk.	NR29 5NE
717040	Idleway	River Bank, Potter Heigham, Great Yarmouth, Norfolk.	NR29 5NE
717042	Dutch Tutch	River Bank, Potter Heigham, Great Yarmouth, Norfolk.	NR29 5ND
717043	Fishers Haven	River Bank, Potter Heigham, Great Yarmouth, Norfolk.	NR29 5NE
717044	Wee Ben	River Bank, Potter Heigham, Great Yarmouth, Norfolk.	NR29 5ND
717045	Dydle Down, 87 North East	River Bank, Potter Heigham, Great Yarmouth, Norfolk.	NR29 5NE
717046	Eastcote	River Bank, Potter Heigham, Great Yarmouth, Norfolk.	NR29 5NE
717047	Pachelbel, Plot 6	River Bank, Potter Heigham, Great Yarmouth, Norfolk.	NR29 5NE
717048	Little Quay	River Bank, Potter Heigham, Great Yarmouth, Norfolk.	NR29 5ND
717049	River Rest, 8 North West	River Bank, Potter Heigham, Great Yarmouth, Norfolk.	NR29 5ND
717050	Down River	River Bank, Potter Heigham, Great Yarmouth, Norfolk.	NR29 5ND
717051	Crystal Haven	River Bank, Potter Heigham, Great Yarmouth, Norfolk.	NR29 5ND
717052	Burton Garth	River Bank, Potter Heigham, Great Yarmouth, Norfolk.	NR29 5NE
717064	The Sanctuary	River Bank, Potter Heigham, Great Yarmouth, Norfolk.	NR29 5ND
717065	Rand View	River Bank, Potter Heigham, Great Yarmouth, Norfolk.	NR29 5ND
717067	Paddock Wood	River Bank, Potter Heigham, Great Yarmouth, Norfolk.	NR29 5ND
717068	Thurnholm, 32	River Bank, Potter Heigham, Great Yarmouth, Norfolk.	NR29 5ND
717069	Plot 37	River Bank, Potter Heigham, Great Yarmouth, Norfolk.	NR29 5NE
717071	The Nook 57-58	River Bank, Potter Heigham, Great Yarmouth, Norfolk.	NR29 5NE
717073	Herongate	River Bank, Potter Heigham, Great Yarmouth, Norfolk.	NR29 5NE
717074	Maissonette	River Bank, Potter Heigham, Great Yarmouth, Norfolk.	NR29 5NE
717075	Willow Creek	River Bank, Potter Heigham, Great Yarmouth, Norfolk.	NR29 5NE
717076	Broad View	River Bank, Potter Heigham, Great Yarmouth, Norfolk.	NR29 5NE
717077	Tower View	River Bank, Potter Heigham, Great Yarmouth, Norfolk.	NR29 5NE
717078	Bullrush	River Bank, Potter Heigham, Great Yarmouth, Norfolk.	NR29 5NE
717079	Reedsmere	River Bank, Potter Heigham, Great Yarmouth, Norfolk.	NR29 5NE
717081	Heron Cottage, 70	River Bank, Potter Heigham, Great Yarmouth, Norfolk.	NR29 5NE
717082	Herwinia	River Bank, Potter Heigham, Great Yarmouth, Norfolk.	NR29 5NE
717083	The Fens	River Bank, Potter Heigham, Great Yarmouth, Norfolk.	NR29 5NE
717084	Sunnyside	River Bank, Potter Heigham, Great Yarmouth, Norfolk.	NR29 5NE
717086	Perfick	River Bank, Potter Heigham, Great Yarmouth, Norfolk.	NR29 5NE
717093	Millway, 85C	River Bank, Potter Heigham, Great Yarmouth, Norfolk.	NR29 5NE
717095	Jokers Wild	River Bank, Potter Heigham, Great Yarmouth, Norfolk.	NR29 5NE
717096	Manderley	River Bank, Potter Heigham, Great Yarmouth, Norfolk.	NR29 5NE
717100	Tencholme	River Bank, Potter Heigham, Great Yarmouth, Norfolk.	NR29 5NE
717101	Four Winds	River Bank, Potter Heigham, Great Yarmouth, Norfolk.	NR29 5NE

717102	Fresh Fields	River Bank, Potter Heigham, Great Yarmouth, Norfolk.	NR29 5NE
717106	Ambleside, 86B	River Bank, Potter Heigham, Great Yarmouth, Norfolk.	NR29 5NE
755550	Rivendell, Plot 79	River Bank, Potter Heigham, Great Yarmouth, Norfolk.	NR29 5NE
759012	Haven	River Bank, Potter Heigham, Great Yarmouth, Norfolk.	NR29 5NE
759643	St Clair	River Bank, Potter Heigham, Great Yarmouth, Norfolk.	NR29 5NE
759644	River Holme	River Bank, Potter Heigham, Great Yarmouth, Norfolk.	NR29 5NE
759645	The Rosary	River Bank, Potter Heigham, Great Yarmouth, Norfolk.	NR29 5ND
759646	Marsh View	River Bank, Potter Heigham, Great Yarmouth, Norfolk.	NR29 5NE
759786	Primrose	River Bank, Potter Heigham, Great Yarmouth, Norfolk.	NR29 5NE
759787	Silver Ley	River Bank, Potter Heigham, Great Yarmouth, Norfolk.	NR29 5NE
759806	Ellesmere	River Bank, Potter Heigham, Great Yarmouth, Norfolk.	NR29 5NE
759893	Pastime	River Bank, Potter Heigham, Great Yarmouth, Norfolk.	NR29 5NE
760184	Le Chalet	River Bank, Potter Heigham, Great Yarmouth, Norfolk.	NR29 5ND
760231	Mill View	River Bank, Potter Heigham, Great Yarmouth, Norfolk.	NR29 5ND
760269	23 Riverside	River Bank, Potter Heigham, Great Yarmouth, Norfolk.	NR29 5NE
760448	Octagon Lodge	River Bank, Potter Heigham, Great Yarmouth, Norfolk.	NR29 5NE
761608	River View, 27	River Bank, Potter Heigham, Great Yarmouth, Norfolk.	NR29 5ND
761764	Thurne View, North West	River Bank, Potter Heigham, Great Yarmouth, Norfolk.	NR29 5ND
762518	Up River, North East	River Bank, Potter Heigham, Great Yarmouth, Norfolk.	NR29 5NE
762883	Moon River Cottage	River Bank, Potter Heigham, Great Yarmouth, Norfolk.	NR29 5ND
763336	Calypso, 82	River Bank, Potter Heigham, Great Yarmouth, Norfolk.	NR29 5NE
764919	Vespers	River Bank, Potter Heigham, Great Yarmouth, Norfolk.	NR29 5ND
766222	Deekside	North West Riverbank, Potter Heigham, Great Yarmouth	NR29 5ND
715991	Toorak 1B	North West Riverbank, Potter Heigham, Great Yarmouth	NR29 5ND
717024	The Nest, 89	North East Riverbank, Potter Heigham, Great Yarmouth	NR29 5NE
773123	Ivydene, 30	North West Riverbank, Potter Heigham, Great Yarmouth	NR29 5ND

Clink Lane, Sea Palling, Norwich, Norfolk.

060037	2 Farmside	Clink Lane, Sea Palling, Norwich, Norfolk.	NR12 0UL
717969	Nutshell	Clink Lane, Sea Palling, Norwich, Norfolk.	NR12 0UL
717970	Seaway	Clink Lane, Sea Palling, Norwich, Norfolk.	NR12 0UL
717975	The Retreat	Clink Lane, Sea Palling, Norwich, Norfolk.	NR12 0UL

The Marrams, Sea Palling, Norwich, Norfolk.

061870	Meadow View	The Marrams, Sea Palling, Norwich, Norfolk.	NR12 0UN
718091	Oriel	The Marrams, Sea Palling, Norwich, Norfolk.	NR12 0UN
718093	Sea Home	The Marrams, Sea Palling, Norwich, Norfolk.	NR12 0UN
718094	Linga Longa	The Marrams, Sea Palling, Norwich, Norfolk.	NR12 0UN
718097	Sunnyside	The Marrams, Sea Palling, Norwich, Norfolk.	NR12 0UN
718098	Santa Monica	The Marrams, Sea Palling, Norwich, Norfolk.	NR12 0UN
718100	Kia Ora	The Marrams, Sea Palling, Norwich, Norfolk.	NR12 0UN
718101	Sandy Lodge	The Marrams, Sea Palling, Norwich, Norfolk.	NR12 0UN
718103	Tween Whyles	The Marrams, Sea Palling, Norwich, Norfolk.	NR12 0UN
718105	Sea Breezes	The Marrams, Sea Palling, Norwich, Norfolk.	NR12 0UN
718106	Timbers	The Marrams, Sea Palling, Norwich, Norfolk.	NR12 0UN
718107	Vi La Vaer	The Marrams, Sea Palling, Norwich, Norfolk.	NR12 0UN
718108	Splinters	The Marrams, Sea Palling, Norwich, Norfolk.	NR12 0UN
718109	Peddlers Peace	The Marrams, Sea Palling, Norwich, Norfolk.	NR12 0UN
718110	Tramore	The Marrams, Sea Palling, Norwich, Norfolk.	NR12 0UN
718111	Stanfield	The Marrams, Sea Palling, Norwich, Norfolk.	NR12 0UN

718112	Hillcroft	The Marrams, Sea Palling, Norwich, Norfolk.	NR12 0UN
718113	Duneside	The Marrams, Sea Palling, Norwich, Norfolk.	NR12 0UN
718115	Brambledene	The Marrams, Sea Palling, Norwich, Norfolk.	NR12 0UN
718116	Jandola	The Marrams, Sea Palling, Norwich, Norfolk.	NR12 0UN
718117	Tiny Tots	The Marrams, Sea Palling, Norwich, Norfolk.	NR12 0UN
718121	Cliffside	The Marrams, Sea Palling, Norwich, Norfolk.	NR12 0UN
758355	Hazeldene	The Marrams, Sea Palling, Norwich, Norfolk.	NR12 0UN
761287	Venta	The Marrams, Sea Palling, Norwich, Norfolk.	NR12 0UN

Sand Hills, Sea Palling, Norwich, Norfolk.

018035	Primary Guest House at The School	Waxham Road, Sea Palling, Norwich, Norfolk.	NR12 0UP
718062	La Siesta	Waxham Road, Sea Palling, Norwich, Norfolk.	NR12 0UN
718063	Grenut	Sand Hills, Sea Palling, Norwich, Norfolk.	NR12 0UN
718065	Little House	Sand Hills, Sea Palling, Norwich, Norfolk.	NR12 0UN

Moor Road, Sutton, Norwich, Norfolk

720253	Moorlands	Moor Road, Sutton, Norwich, Norfolk	NR12 9QN
--------	-----------	-------------------------------------	----------

Seaview Crescent, Walcott, Norwich, Norfolk.

061806	Blue Moon	Seaview Crescent, Ostend Road, Walcott, Norwich	NR12 0NZ
724604	1	Seaview Crescent, Walcott, Norwich, Norfolk.	NR12 0NL
724605	10	Seaview Crescent, Walcott, Norwich, Norfolk.	NR12 0NL
724606	11	Seaview Crescent, Walcott, Norwich, Norfolk.	NR12 0NL
724607	12	Seaview Crescent, Walcott, Norwich, Norfolk.	NR12 0NL
724609	14	Seaview Crescent, Walcott, Norwich, Norfolk.	NR12 0NL
724610	15	Seaview Crescent, Walcott, Norwich, Norfolk.	NR12 0NL
724611	16	Seaview Crescent, Walcott, Norwich, Norfolk.	NR12 0NL
724614	19	Seaview Crescent, Walcott, Norwich, Norfolk.	NR12 0NL
724616	Sea Breeze, 20	Seaview Crescent, Walcott, Norwich, Norfolk.	NR12 0NL
724618	Sea Breeze, 22	Seaview Crescent, Walcott, Norwich, Norfolk.	NR12 0NL
724619	4	Seaview Crescent, Walcott, Norwich, Norfolk.	NR12 0NL
724620	5	Seaview Crescent, Walcott, Norwich, Norfolk.	NR12 0NL
724622	7	Seaview Crescent, Walcott, Norwich, Norfolk.	NR12 0NL
724623	8	Seaview Crescent, Walcott, Norwich, Norfolk.	NR12 0NL
724625	Calm Seas	Seaview Crescent, Walcott, Norwich, Norfolk.	NR12 0NL
724626	Golden Sands	Seaview Crescent, Walcott, Norwich, Norfolk.	NR12 0NL
724627	Sunnyside	Seaview Crescent, Walcott, Norwich, Norfolk.	NR12 0NL

Hill Gap, Waxham, Norwich, Norfolk.

773282	Bide a Wee	Hill Gap, Waxham, Norwich, Norfolk.	NR12 0DY
--------	------------	-------------------------------------	----------

This page is intentionally left blank

Business Planning Meeting – 7 October 2019

Homelessness and Rough Sleeping Strategy 2019 - 2024

Within the Homeless Reduction Act 2017, the authority is required to carry out a review of its existing Homeless Strategy and produce a new strategy, to which there is a requirement that this published by Winter 2019.

The attached Homelessness and Rough Sleeping Strategy 2019 – 2024 has been discussed with the Corporate Leadership Team, Housing Portfolio Holder Cllr Andrew Brown, and Head of Service Sean Kelly, and received their support.

The next stage of the process will to obtain approval from Business Planning to enable public consultation, followed by Cabinet on 2 December and formal sign off and adoption on 19 December to enable the document to be published during winter 2019.

Lisa Grice
Housing Options Manager



HOMELESSNESS AND ROUGH SLEEPING STRATEGY 2019 - 2024



Lisa Grice
NORTH NORFOLK DISTRICT COUNCIL

CONTENTS

The Homelessness & Rough Sleeping Strategy 2019/2024

1.	Introduction	Page. 3
2.	National Drivers	Page. 5
3.	Local Policies	Page. 7
4.	Key Findings	Page. 11
5.	Successes From Last Strategy	Page. 15
6.	Key Objectives	Page. 16
7.	Policy Statement	Page. 19
8.	Document Information & Version Control	Page. 20
	Appendix 1	Page. 21
	Appendix 2 Action plan	Page. 25

DRAFT

1. Introduction

The Homeless Act 2002 Section 1(1) requires all Local Authorities to undertake a review of homelessness in their area and publish a Homelessness Strategy based upon the findings of the review every 5 years. North Norfolk District Council has undertaken reviews in 2003, 2008 & 2014 and 2019.

Both the review and the development of the strategy were undertaken in consultation with key partners and stakeholders operating within the district.

The strategy covers homelessness, homelessness prevention, and rough sleeping and seeks to deliver an enhanced housing options service, responds and relates to the Acts of Parliament and statutory guidance that set out the Governments intentions for protecting homeless people, preventing homelessness and ending rough sleeping.

In formulating the strategy, a housing authority will need to consider the necessary levels of activity required to achieve the aims set out in the paragraph below and the sufficiency of the resources available to them as revealed by the review, Under Section 3(1) of the 2002 Act a homelessness strategy means for a strategy to:

- a) Prevention homelessness in the district;
- b) Securing that sufficient accommodation is and will be available for people in the district who are or may become homeless; and,
- c) Securing the satisfactory provision of support for people in the district who are, or may become, homeless or who have been homeless and need support to prevent them from becoming homeless again.

The Strategy must cover:

- **Advice and Information:** available to residents in the district, or who may return to the district, which assists them in having appropriate information or access to services that will help to prevent them becoming homeless.
- **Early identification:** authorities should consider how they might identify people at risk of homelessness at an earlier stage, and the interventions that could be put in place to prevent them from being threatened with or becoming homeless. The 'Duty to Refer' should engage public bodies to assist with earlier identification, and housing authorities should develop local protocols or referral arrangements with appropriate agencies, whether or not they are included within that duty.
- **Pre-crisis intervention:** authorities should consider whether sufficient activity is in place to intervene proactively where a household may be at risk of homelessness in the future. This might include, for example, having joint working arrangements with environmental health services to ensure tenants are not displaced through enforcement action other than in a planned way, involving children's early help services to support families at risk of losing their social tenancy, or funding a court duty advice service that identifies households at risk of mortgage repossession or loss of private rented accommodation.
- **Preventing recurring homelessness:** an analysis of local data should identify applicants most at risk of repeat homelessness which will inform decisions about allocation of resources, particularly for rehousing related support to help sustain settled accommodation.

- **Partnership arrangements:** the homelessness strategy should set out how partners will be involved in all of the above activities, and what practical arrangements are needed (for example, joint protocols and procedures) to ensure the continued commitment to joint working to prevent homelessness improve outcomes and reduce the incidents of rough sleeping across the district of North Norfolk.

DRAFT

2. National Drivers

Since the previous strategy was published there have been a number of fundamental changes which have had an impact on how homelessness has evolved and how local authorities respond to these issues.

Below are a number of key policies that will have a direct impact on how the local authority delivers its services in the life time of this new strategy.

The Homeless Code of Guidance explains how the Act should be implemented. In practice it is a guide that tells the Council how to review the effectiveness of its homelessness provisions and to produce a new strategy every five years. It states the requirements that all organisations, within all sectors, whose work can help to prevent homelessness and/or meet the needs of homeless people in their district, must be involved in the development of the strategy.

The Localism Act (2011) allowed local authorities to adopt a more robust approach towards a local residency connection in their housing allocations policy and also granted local authorities the power to discharge their homeless duty by placing households in the private sector.

Making Every Contact Count (2012) encouraged agencies to work together to target those at risk of homelessness.

The Welfare Reform Act (2012) created the biggest change to the welfare system for over 60 years, giving people on benefits increased personal responsibility for money management and improved incentives to work.

No Second Night Out (2011) aimed at tackling the problem of rough sleepers by ensuring that any new homeless person should have a chance to find accommodation and not to fall into a rough sleeping lifestyle. It is also recommended that partners work together to tackle underlying causes of rough sleeping and improve support services to help people access healthcare and employment. Within the Homeless Reduction Act 2017 Government has set out a cross government manifesto to reduce the number of people sleeping rough with the aim to halve rough sleeping by 2022 and eliminate it altogether by 2027.

The Deregulation Act (2015) Introduced protection for private rented tenants against so called retaliatory evictions which occur when a tenant makes a legitimate complaint to their landlord about the condition of their property and instead of carrying-out the repair the landlord serves them with an eviction notice. All new Assured Shorthold tenants starting on or after 1st October 2015 are covered by the provisions of the Act.

The Care Act (2014) sets out how peoples care and support needs should be met and introduces the right to an assessment for anyone, including carers and self-funders in need of support. The purpose of a needs assessment is to identify any adults needs, how they impact on their well-being and the outcomes they want to achieve, which could include access to supported housing.

Homelessness Reduction Act (2017) The introduction of this Act is the most significant change to the Homelessness legislation since it was first introduced in 1970. The Homeless Reduction Act 2017 (HRA) strengthens statutory duties to prevent homelessness for all eligible applicants including those who do not have priority need or may be considered intentionally homeless and regardless of local connection. The HRA 2017 Act also creates a new duty on certain public authorities to refer users of their services who are threatened with homelessness to a housing authority of their choice, which enables earlier identification of people at risk of becoming homeless through their interactions with other services.

Rough Sleeping Strategy August 2018 – The strategy sets out the vision to support every person who sleeps rough off the streets and into a home by 2027. This is backed up by £100 million funding over the next two years. Rough sleeping is the most extreme form of homelessness and it is therefore right that action is taken to help people off the streets.

DRAFT

3. Local Policies

This homelessness strategy supports and works alongside the following North Norfolk District Council strategies and policies:

Housing Strategy:

[https://portal.north-norfolk.gov.uk/doc-centre/Documents/Housing_Strategy_2016-2020.pdf#search=housing%](https://portal.north-norfolk.gov.uk/doc-centre/Documents/Housing_Strategy_2016-2020.pdf#search=housing%20strategy)

North Norfolk District Councils Housing Strategy 2016-2020. This strategy is split into two sections:

- New Housing
- Existing Housing and meeting housing related needs

In addition, there is a separate action plan which details how the actions and interventions identified in the strategy will be delivered:

New Housing

The Council's priorities for new housing are to:

- Deliver more new homes across the district
- Ensure that new homes are of the right size, type and tenure to meet the needs of current and future occupiers
- Ensure that new homes support the economic needs of the district

Existing Housing and meeting Housing related needs:

The Councils priorities for existing housing and meeting housing related needs are too:

- Make the most effective use of the existing housing stock
- Ensure that existing housing is fit for purpose and contributes to the health and wellbeing of its occupiers
- Ensure a range of support is available for those that require it
- Reduce the number of long term empty homes

Tenancy Strategy:

https://portal.north-norfolk.gov.uk/doc-centre/Documents/Tenancy_Strategy.pdf#search=tenancy%20strategy

The Council would like to achieve the following objectives through its Tenancy Strategy:

- To maintain stable and sustainable communities especially in more rural parts of the district where local community infrastructure such as schools and shops are supported by balanced populations including newly forming households and young families
- To make better use of the existing social housing stock through enabling a reduction in under-occupation

- To ensure that specialist accommodation can be made available to households most in need

Empty Homes Policy:

https://portal.north-norfolk.gov.uk/doc-centre/Documents/Empty_Homes_Policy.pdf#search=empty%20homes%20policy

The Council has set itself an ambition that ‘Everyone in North Norfolk should have the opportunity to buy or rent a decent home at a price they can afford, in a community where they want to live or work’.

This requires that the existing housing stock in North Norfolk is used efficiently and effectively and that the number of properties which are empty is minimised to increase the supply of housing to meet housing need and housing demand.

Properties become empty for a number of reasons and most are reoccupied within a short period of time. Recent report by ‘Action on Empty Homes’ reported the following number of empty homes across the district

2017 - 603

2018 – 482 (total homes 54,801)

Reduction of 121

<https://www.actiononemptyhomes.org/facts-and-figures>

The Empty Homes Policy focuses on bringing long term empty properties back into use that otherwise would remain empty through the Enforcement Board and currently are working on 32 complex cases.

Housing Allocation Scheme:

https://portal.north-norfolk.gov.uk/doccentre/Documents/Housing_Allocations_Scheme.pdf#search=housing%20allocation%20scheme

The Allocation scheme has been developed in accordance with the Housing Act 1996 Part VI as amended by the Localism Act 2011. The scheme has been developed to utilize the flexibilities afforded by the Localism Act 2011 to achieve the Councils ambition that ‘everyone in North Norfolk should have the opportunity to buy or rent a decent home at a price they can afford in a community where they want to live or work’. The scheme has also been developed in line with the Councils Housing Strategy objectives to make best use of the existing housing stock and support vulnerable residents to live independently in the community.

The Scheme consists of three registers being:

- Housing Register – will include those applicants in the very highest levels of housing need, including homeless applicants where the authority has accepted, Final Duties, Prevention Duties or Relief Duties
- Housing Options Register – will include those in lower levels of housing need

- Transfer Register – will include all tenants in social or affordable rented properties within the district of North Norfolk

Your Choice Your Home

The Allocation Scheme sits alongside 'Your Choice Your Home' (YCYH) which is a choice based lettings system. YCYH works in partnership with all Registered Social Landlords within the district of North Norfolk. This enables transparent allocation of all properties advertised through Your Choice Your Home with strong partnership working. The group meets on a regular basis to review the scheme and discuss particular issues facing the district. The agreed objectives of the Scheme are as follow:

- To ensure that there is transparency and choice in the way that affordable housing is allocated in North Norfolk by:
 - ◆ Improving the customer experience of applying for and being part of the housing list by providing clear information on what affordable housing is available across the district and advertising vacant properties for let or sale.
 - ◆ Enabling the customer to gain an understanding of the likelihood of obtaining an affordable home and to empower them to take control of their housing situation through the provision of information, advice and support.
- To ensure that the best use is made of the housing stock so that the needs and aspirations of applicants and existing tenants can be met as often as possible.
- To ensure that housing is allocated taking into account housing need and ensure that applicants in high housing need are given reasonable opportunity to meet their housing need.
- To operate the scheme so that it is open and fair, quick and easy to use and consistently operated by all the parties.
- To ensure that the scheme is operating in accordance with statutory requirements and that it is not directly or indirectly discriminating against applicants on the basis of age, race, religion and belief, ethnic group, gender or gender reassignment, sexual orientation, marriage and partnership, pregnancy and maternity or disability.

Within the last financial year 2018/19 there were 395 lets through Your Choice Your Home, 91 of these went to customers that had been assessed under the Homeless Reduction Act 2017 at risk of being homeless or were homeless.

Joint Polices with Norfolk County Council:

Young Person Protocol for 16 & 17 year olds – Details joint working and responsibilities in relation to duties owned between Children Services & District councils.

Intentionally Homeless families protocol - details joint working and responsibilities between children Services and District councils.

DRAFT

4. Key Findings

With continuing demands and challenges and following recent changes to Welfare Reform and the introduction of the Homeless Reduction Act 2017 the council has worked extremely hard to ensure that the customer has been the main focus whilst striving to improve the service and implement the Council's aspirations and aims.

Historically, homelessness within North Norfolk had been relatively low with 90 households being accepted in 2013/14 and 206 homeless decisions being made in 2014/15 compared to 201 in 2003/2004. Evidence now shows that since 2013/14 there has been a steady increase of customers presenting to the authority as homeless or at risk of being homeless, this is despite the council putting in place prevention measures and offering early advice to individuals that approach the service.

	14/15	15/16	16/17	17/18
Assessed	148	165	148	191
Accepted Duty	85	95	95	124
Intentional Homeless	7	12	5	3
Non-Priority Need	42	41	30	48
Not Homeless	14	17	18	16
Ineligible	0	0	0	0
Prevented	71	48	62	66

At the end of financial year 17/18 the authority made decisions on 191 homelessness applications, accepted duties to house 124 and prevented 66 clients from becoming homeless.

Since the introduction of the Homeless Reduction Act 2017 on 3 April 2018 evidence shows the authority is now working with individual customers for a longer period of time and the nature of these cases is increasingly becoming more complex with ongoing support being provided by the team. Within the county of Norfolk there has been a reduction of support services and this is now impacting on the team. During financial year 2018/2019 the team assessed the following cases:

Initial Assessment	430
Assessed as owned a duty	421
Prevention Duty owned	279
Relief Duty owned	142
Not Homeless	9

Of these:

223 clients were prevented from being homeless

148 clients were relieved from being homeless
Made Main Duty decisions of 66 case of these:

Homeless + priority need + unintentional	39
Homeless + priority need + intentional	6
Homeless + No priority need	20
Not Homeless	1

Data obtained:

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/831054/Assessments_201903.xlsx

Main Reason for Approach

The main reason for customers seeking assistances with homelessness has remained consistent over the years with the main reasons being as follows:

- 123 households in 2018/19 were given notice by their landlord
- 89 Households were under threat of losing their social housing tenancy
- 73 families/friends being unable to accommodate them any longer

Data obtained:

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/831054/Assessments_201903.xlsx

Since 2018, the Housing Options team have been working closely with its largest Social Housing Landlord to prevent evictions due to rent arrears.

2018/19 – 110 cases of which: 67 prevented from being evicted
10 Closed due to no contact/moved
5 Unsuccessful (Evicted)
28 cases still being supported

Age Profile

In the 2011 census the population of North Norfolk was 101,499 and is made up of approximately 52% females and 48% males. The average age of people in North Norfolk is 47, while the median age is higher at 51, and this has been further confirmed in a recent article in the Eastern Daily Press (Sept 2019) that confirmed the following:

While the average age in the country is 40 years old, that figure rises to 48 years, 11 months in North Norfolk.

The figures come from an analysis by price comparison website comparethemarket.com, which looked at the UK's generation split to discover just where the youngest places and oldest places are.

The UK's Top 3 Oldest Places (and average age):

-North Norfolk - 48 years, 11 months

-Rother - 48 years, 2 months

-East Lindsey - 47 years, 1 month

The UK's Top 3 Youngest Places (and average age):

-Manchester - 33 years, 2 months

-Slough - 34 years, 2 months

-Nottingham - 34 years, 5 months

Most clients presenting to the authority are in the 25-44 group with 75+ age group being negligible. This could be considered as unusual given the high proportion of elderly people in the district. However, the majority of such households are owner occupiers with no mortgage commitment which is reflective of the local census carried out in 2011.

Data obtained:

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/831054/Assessments_201903.xlsx

Support Needs

Within the Housing Act 2017 there is now a requirement to capture data around support needs of clients where the authority have accepted duties under the Prevention and Relief. This has shown that 38% of the clients that the authority has been assessed as having a support need. This is further backed up from the complexity of the clients that the team are now working with.

Total Households Assessed as owed a duty	421
Total Households assessed as having a support need	160

Data obtained:

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/831054/Assessments_201903.xlsx refer to table at page 9

Household Type

2018/2019 of the 279 households that approached the authority for assistance the largest was single parents (85) and Families (79), with 115 singles approaching the service

Household type owed a:	prevention Duty	relief duty
Single parent with dependent children - Male	14	1
Single parent with dependent children - Female	71	28
Single parent with dependent children - Other / gender not known	0	0
Single adult - Male	68	64
Single adult - Female	46	39
Single adult - Other / gender not known	1	1
Couple with dependent children	48	4
Couple / two adults without dependent children	24	5
Three or more adults with dependent children	4	0
Three or more adults without dependent children	3	0
Not known	0	0

Data obtained:

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/831054/Assessments_201903.xlsx – refer to table at page 9

Rough Sleeping

Rough Sleeping across the district is transient in nature with rough sleepers moving in to the area for a short period of time before moving on. The authority has seen an increase of rough sleepers over the last three years, this can be shown in the table below. Of those that are determined as rough sleeping, the majority do have a connection to North Norfolk, however just recently there has been an increase in rough sleepers with no connection to North Norfolk. When having discussions with rough sleepers to establish the reasons for coming to North Norfolk it is common for them to be escaping problems where they were previously living the main locations they have fled are Norwich, Kings Lynn & Great Yarmouth, and of these the majority have abandoned tenancies or have tenancies still open to them in those areas.

	2016	2017	2018
England	4134	4751	4677
East England	604	615	484
North Norfolk	2	5	9

MHCLG AUTUMN STATS 2016/17/18 Rough Sleepers increase year on year

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/778662/RS_STATS_2018_LiveTables.xlsx

To support the Governments Rough sleeping agenda, the service was successful in securing Rapid Rehousing Pathway and Rough Sleeping Initiative grant funding totalling £112,536. The funding has enable the appointment of 3 new team members supporting the work to preventing homelessness and Rough Sleeping including:

- 1 x 2 year fixed post – Rough Sleeper Co-Ordinator

- 1 x 1 year fixed post - Complex Health Officer– focus on supporting those that are rough sleeping to engage with services and those at risk of rough sleeping
- 1 x year fixed post - Tenancy Sustainment Officer – to support those that were rough sleeping or previous rough sleeping to maintain tenancies
- Fund Starter Packs for those that have been rough sleeping and secured tenancies
- Spot purchase B&B accommodation for rough sleepers to enable assessment

5. Successes from the last Strategy

This Strategy will continue to build on the success of the previous Homeless Strategy 2014 – 2019 which identified 5 key aspirations being:

- Work with registered providers
- Improve Housing Advice/Options/Solutions
- Not to place any families in Bed & Breakfast accommodation unless in an emergency and for no longer than 6 weeks and provide suitable temporary accommodation
- Aspiration to deliver the challenge set to deliver 'A Gold Standard Service'
- Deliver Customer Focused Service Standards

Details of these successes can be shown at Appendix 1

6. Key Objectives for North Norfolk District Council in Preventing Homelessness and Rough Sleeping 2019 – 2024

The review of homelessness within the district has identified that there have been a significant number of achievements. However, to ensure the service continues to provide an excellent level of service we need to ensure that the council continues to challenge service delivery. Taking this on board there are some key areas of work that have been identified to improve service delivery but also to continue with the strong working relationship we have with both statutory and voluntary agencies.

The Strategy proposes the following key objectives

1. Early Intervention and Prevention of Homelessness

The Council currently works hard to provide an excellent and informative service to the customer. Key to this is providing the customer with effective housing options in a clear understandable manner and paramount to the prevention of homelessness is earlier intervention supported by the tools the authority already has in place to assist with prevention.

Tools the authority already has available:

- Loans for Damage Deposits, Rent in Advance, clearing arrears, agency fees (where applicable)
- Move on interviews offered to all clients in supported accommodation that are ready to move on
- Joint working with Discretionary Housing Benefit Team

To enhance the above the authority will:

- Ensure Housing Options services continue to be accessible offering a range of housing options to meet individuals housing and support needs
- Continue to Strengthen partnership working around the prevention of homelessness with Registered Providers
- To produce a Service Level Agreement with Registered Providers that supports the work the teams do to proactively prevent homelessness due to rent arrears.
- Support local Registered Providers to sign up-to meet the 9 Commitments of “Homes for Cathy” to relieve Homelessness
- Review the joint working Protocols with Norfolk County Council for 16/17 year olds and Intentionally Homeless families
- Continue to work with the Early Help Hub to intervene at the earliest opportunity to prevent people from becoming homeless
- Provide a seamless service with a single named Housing Options Officer working with the applicant from initial interview to closure
- To work with the Mental Health Trust in produce a Mental Health Discharge and Homelessness Prevention Protocol
- To work with the Local Prison to produce a Prison Release and Homelessness Prevention Protocol

2. Increase Access to Good Quality Accommodation in the Private Rented Sector

There is a strong corporate commitment to address affordable homes across North Norfolk and following a change in Leadership there are emerging corporate priorities with Housing being a key priority feature. Currently the council is in the process of considering becoming a trusted landlord for PSR properties.

North Norfolk District Council has one of the highest proportion of second homes within the UK and coupled with homes increasingly becoming used as commercial holiday lets across the district this makes it more difficult for customers to secure private rented accommodation.

To achieve this the authority will:

- Pilot a Private Rented Sector Officer to work with landlords to provide a range of suitable options for homeless clients this could include:
 - a) Private Sector Leasing
 - b) Long term lets
 - c) Short term lets
- Pilot Tenancy Sustainment Officer – the post holder will give additional reassurance to private landlords to encourage them to take clients that have been rough sleeping or have a history of rough sleeping to enable the tenant to sustain long term tenancies.
- Pursue the formation of a trusted landlord with the intention of acquiring a suitable mix of long term lets to meet identified need.

3. Working with local partners to provide solutions which prevent homelessness

Homelessness is more likely to be solved through multi-agency approach and the authority will ensure that we will work with partners to develop and provide a range of options for prevention and relieving homelessness.

To achieve this the authority will:

- Work with local partners to ensure the wider needs of all households are considered when developing Housing Support plans and ensure that support is provided to access and sustain accommodation
- Work with the current refuge provider 'Leeway' to improve move on plans for domestic abuse victims leaving refuges.
- Promote more joined up working with other registered providers, health, prison and probation services to prevent homelessness on discharge where appropriate
- Work closely with partners in the criminal justice sector through Multi-Agency Risk Assessment conference (MARAC) and multi-agency public protection arrangement (MAPP) arrangement to provide appropriate support and advise.
- Work with Notting Hill Genesis to ensure that the service is maintained within North Norfolk.

4. Reduce the incidence of Rough Sleeping in the District.

The government are committed to halving rough sleeping by 2022 and ending it by 2027. This will require central and local government, as well as local communities, faith and voluntary groups and the general public to work together.

The government has already has committed since £100 million of funding to meet its target to end rough sleeping by 2027.

North Norfolk District Council will work to reduce the incidences of rough sleeping across the district.

The authority has been successful with securing £112K in funding to assist with the aims of reducing rough sleeping within the District

To achieve this the authority will:

- Employ Rough a Sleeper Co-Ordinator
- Employ a Complex Health Worker
- Employ a Tenancy Sustainment Officer
- Spot Purchase Accommodation for identified rough sleepers to enable assessment of needs to be carried out
- Provide tenancy starter packs once rough sleeper has secured accommodation
- Offer Tenancy Training courses
- Adopt a 'No Second Night Out Model' or an effective local alternative

5. To Reduce the use of temporary accommodation for households accepted as homeless and where temporary accommodation has to be used to ensure that it is a reasonable standard and in a location which enables the household to maintain stability

Due to the nature of the clients that approach the service there will always be a need for temporary accommodation. During the last 6 months this need has increased. Whilst we accept the need for temporary accommodation we need to ensure that this is suitable and of a reasonable standard. Due to the lack of suitable options within North Norfolk the authority is more likely to place a client outside of the district which is both away from the customer's support networks, employment and schooling and is also a costly option.

To achieve our aim, we will:

- Review our available temporary accommodation units to ensure that we have a suitable supply of good quality temporary accommodation that can be used to meet the needs of all households that approach the authority

- Support the purchase a supply of suitable properties across the district to be used as temporary accommodation
- Produce a Temporary Accommodation Procedure along with risk assessment, suitability requirement and out of area protocol.
- To actively reduce the need for temporary accommodation by working with customers in a more proactive way to prevent or relieve homelessness

How will we deliver key objectives?

The above objectives will be delivered over the life time of the strategy. We will continue to work on our own and in partnership with a range of agencies to ensure delivery of the objectives identified in the Service Plan delivery process. Appendix 2

7. Policy Statement

The master copy of this document, a record of review and decision making process will be held by Housing Options Team. All documentation will be available for audit if necessary.

The policy will be available to all staff, Members of the corporate document register on the intranet and for Public view within NNDC website Homeless pages

8. Document Information and Version Control

Document Name	Homelessness & Rough Sleeping Strategy
Document Description	Under take review and publish strategy of homelessness within area
Document Status	Waiting Approval
Lead Officer	Lisa Grice
Sponsor	Housing Portfolio Holder Cllr Andrew Brown
Produced by (service name)	Housing Options – Customer Services
Relevant to the Services Listed or all NNDC	All NNDC
Approved by	
Approval Date	
Type of Document	Strategy
Equality Impact Assessment Details	
Review Internal	
Next review date	

Version	Originator	Description including reason for changes	Date
V0.01	LG	Copy provided for initial discussion at CLT	01 Oct 19
V0.02	LG	Amended following CLT discussion in preparation Business Planning	07 Oct 19

Appendix 1

Successes from the last Strategy

Aim 1 – Work with Registered Providers

The focus was to improve closer working relationships with the registered providers with the introduction of Universal Credit to ensure that residents on a low income received the necessary support with the transition. A working group was set up with the main registered provider with in North Norfolk to assist with this process. Since the introduction of the Homelessness Reduction Act 2017 the authority now works much more closely with the registered provider to prevent tenants from being evicted due to rent arrears. The authority now has an officer that will work both with the registered provider, tenant, housing benefit teams and DWP to look at ways to stop the tenant from having to be evicted facing legal procedures and possible eviction. This will involve supporting the applicant to ensure that they are in receipt of the correct benefits, help with will applying for DHP payments to clear rent arrears, or offer affordable loans to clear rent arrears and prevent the eviction from going ahead. The Council is currently working with our largest RP to establish a service level agreement for managing tenants and applicants with a history of rent arrears and or anti-social behaviour to assist them to secure and sustain their tenancy.

Aim 2 – Improve Housing Advice/Options/Solutions

	2017/2018	2018/2019	2019/2020	2020/2021	Total
	£	£	£	£	£
New Burdens Funding	50,139.00	45,927.00	52,783.00	00	148,849.00
Overhaul data grant	9202.00	0.00	0.00	0.00	9,202.00
Cold Weather Fund	0.00	10,000.00	0.00	0.00	10,000.00
Flexible Homeless Grant	82,813.00	93,773.00	135,362.00	0.00	311,948.00
Flexible Homeless Grant Top Up	0.00	65,000.00	0.00	0.00	65,000.00

New Burdens Top up	0.00	3,548.00	0.00	0.00	3,548.00
	142,154.00	218,248.00	188,145.00	0.00	548,547.00

Service delivery is key to how we work with customers. Prior to the introduction of the Homeless Reduction Act 2017 the authority undertook a review of its service so that on 3 April 2018 the authority was able to deliver the requirements of the Homeless Reduction Act.

It was anticipated that there would be an increase in demand for services due to the strengths made with in the statutory duties to prevent homelessness for all eligible applicants, including those that do not have a priority need for may be considered intentionally homelessness and regardless of local connection.

The government has provided a 3year funding stream through Flexible Homeless Grant and New Burdens Funding:

This money has been vital to enable the council to:

- Increase staffing to add additional capacity and offer wider service provision to meet the individual needs of our clients.
- Fund training and ongoing training to ensure that the team had the skills to meet the new demands due to the changes within the Act
- Funded changes to the IT system, NNDC was a key player in the implementation of the changes with its current IT provider to ensure that all systems were compliant with the legislative requirements in advance of the 3 April 2018.
- Provide options to customers to enable them secure private rented accommodation, or enabling them to remain in tenancies by offering loans
- Provide a pilot of tenancy sustainment training to clients that are in crisis to give them the skills to secure and maintain tenancies.

Aim 3 – Not to Place any families in Bed & Breakfast accommodation unless in an emergency and for no longer than 6 weeks and provide suitable temporary accommodation.

Early effective homelessness prevention is key to enable this aim to be carried out. The authority has purchased a 2-bedroom bungalow which has been adapted to meet the needs of wheelchair users. This accommodation is able to house: disabled person, families and two single persons.

The authority continues to review its temporary accommodation usage and continues to work to the aim of not placing families into bed & breakfast unless in an emergency and will look to move the customer into self-contained room as soon as they become available.

Aim 4 – Aspiration to deliver the challenge set to deliver ‘A Gold Standard Service’

In April 2013, the National Practitioner Support Service (NPSS) was established to support local authorities to meet the 10 Local Challenges set out in the ‘Making every contact count’ report, which had been published the previous year by the Ministerial Working Group on Homelessness.

Challenge	Current Position
Adopt a corporate commitment to prevent homelessness which has buy-in across all local authority services	Complete
Actively work in partnership with the voluntary sector and other local partners to address support, education, employment and training needs	Not met
Offer a Housing Options prevention service, including written advise to all clients	Complete
Adopt a ‘No Second Night Out Model’ or an effective local alternative	Not met
Having housing pathways agreed or developed with key partner and client group that includes appropriate accommodation and support	Not met
Develop suitable private rented sector officer for all clients groups including advise and support to both clients and landlords	In progress
Actively engage in preventing mortgage repossessions including through the mortgage rescue scheme	Not met
Have a Homelessness Strategy which sets out a proactive approach to preventing homelessness and is reviewed annually so that it is responsive to emerging needs	In progress
Not place any young person aged 16 or 17 in Bed & Breakfast accommodation	Met
Not place any families in Bed & Breakfast accommodation unless in an emergency and then for no longer than 6 weeks.	Met

During the lifetime of this strategy the authority was committed to focus on these challenges and will continue to focus on these areas.

Aim 5 – Deliver Customer Focused Service Standards

The council continues with its aspiration to deliver an excellent customer focused service. Some of these elements are being delivered corporately within the Business Transformation programme.

Since the introduction of the Homeless Reduction Act 2017 the way that the Housing Options team interact with its customers has changed. The primary elements within the act brought new duties to the authority to work with customers for a longer period of time to support the customers to prevent or relieve homelessness.

DRAFT

Appendix 2

Action Plan

Aim	Action	Agency	Time Scale	Resource	Outcome
1. Early Intervention and Prevention of Homelessness					
	Ensure Housing Options services continue to be accessible offering a range of housing options to meet individuals housing and support needs				
	Continue to Strengthen partnership working around the prevention of homelessness with Registered Providers				
	To produce a Service Level Agreement with Registered Provides that supports the work the teams do to proactively prevent homelessness due to rent arrears.				
	Support local Registered Providers to sign up- to meet the 9 Commitments of "Homes for Cathy" to relieve Homelessness				
	Review the joint working Protocols with Norfolk County Council for 16/17 year olds and Intentionally Homeless families				
	Continue to work with the Early Help				

	Hub to intervene at the earliest opportunity to prevent people from becoming homeless				
	Provide a seamless service with a single named Housing Options Officer working with the applicant from initial interview to closure.				
	To work with the Mental Health Trust in produce a Mental Health Discharge and Homelessness Prevention Protocol				
	To work with the Local Prison to produce a Prison Release and Homelessness Prevention Protocol				
2. Increase Access to Good Quality Accommodation in the Private Rented Sector					
	Pilot a Private Rented Sector Officer to work with landlords to provide a range of suitable options for homeless clients this could include: a) Private Sector Leasing b) Long term lets c) Short term lets				
	Pilot Tenancy Sustainment Officer – the post holder will additional reassurance to				

	private landlords to encourage them to take clients that have been rough sleeping or have a history of rough sleeping to enable the tenant to sustain long term tenancies.				
	Pursue the formation of council managed housing company with the intention of acquiring suitable mix of long term lets and temporary accommodation to meet identified need				
3. Working with local partners to provide solutions which prevent homelessness					
	Work with local partners to ensure the wider needs of all households are considered when developing Housing Support plans and ensure that support is provided to access and sustain accommodation				
	Work with the current refuge provider 'Leeway' to improve move on plans for domestic abuse victims leaving refuges.				
	Promote more joined up working with other registered providers, health, prison and				

	probation services to prevent homelessness on discharge where appropriate				
	Work closely with partners in the criminal justice sector through Multi-Agency Risk Assessment conference (MARAC) and multi-agency public protection arrangement (MAPPA) arrangement to provide appropriate support and advise.				
	Work with Notting Hill Genesis to ensure that the service is maintained within North Norfolk				
4. Reduce the incidence of Rough Sleeping in the District.					
	Employ a Rough a Sleeper Co-Ordinator				
	Employ a Complex Health Worker				
	Employ a Tenancy Sustainment Officer				
	Spot Purchase Accommodation for identified rough sleepers to enable assessment of needs to be carried out				
	Provide tenancy starter packs once rough sleeper has secured accommodation				
	Offer Tenancy Training courses				

	Adopt a 'No Second Night Out Model' or an effective local alternative				
5. To Reduce the use of temporary accommodation for households accepted as homeless and where temporary accommodation has to be used to ensure that it is a reasonable standard and in a location which enables the household to maintain stability	Review our available temporary accommodation units to ensure that we have a suitable supply of good quality temporary accommodation that can be used to meet the needs of all households that approach the authority				
	Produce a Temporary Accommodation Procedure along with risk assessment, suitability requirement and out of area protocol.				
	To actively reduce the need for temporary accommodation by working with customers in a more proactive way to prevent or relieve homelessness				

Sheringham Leisure Centre: project update October 2019

The following table provides an overview of the Sheringham Leisure Centre project. If Members agree then this format is likely to be adopted for all routine briefings on the project's implementation now that it has entered the main construction phase. Detailed information relating to any aspect of the project can be obtained from Robert Young and clarification of any aspect of the table's content can be provided at or following the meeting.

	Forecast/ expected position	Current position	Notes/ comments
Time	Completion date: 29 th Aug 2021	Enabling works completed Aug 2019 Construction started 16 Sept 2019	No reasons for variation at this stage
Budget	£12,697,139	£12,697,139	Sport England Grant agreed (£1m) – discharge of conditions to draw down 97% of funds expected by end Nov 2019
Issues log	The project is considered, for planning purposes, to have the following phases: 'Construction Phase 1' (Skate Park Works) 'Construction Phase 2' (New Bell Mouth, access and Temporary Pedestrian Access Route) 'Construction Phase 3' (Proposed Leisure Centre Construction and Temporary Car Parking Spaces) 'Construction Phase 4' (First segment of permanent parking arrangement) 'Construction Phase 5' (Demolition of Existing Splash building and completion of permanent parking arrangements)	Detailed matters concerning traffic management and parking arrangements need to be resolved in order for all relevant planning conditions to be discharged prior to the next stage of development (link here). Signposting of the temporary car park needs to be improved.	The contractor's start on site appears to have been smooth and a good working relationship has been established. As the client we are involved in all key meetings and have access to the project progress reports.
Risk log	A risk log is being maintained, which classifies risk from 1 to 16,000. These are routinely monitored and revised and controls are introduced to manage/ mitigate risks and provide assurance	There are no 'red' risks identified but the highest risks currently identified include: Timing of utilities connections (4,000) Value engineering targets in revised design details (2,000)	The Portfolio Holder will have access to the Risk Log and will be notified of all risks. These will also be reported via GRAC in the usual manner.

	Forecast/ expected position	Current position	Notes/ comments
		Availability of supply chain to deliver services on time (4,000) Contractor ceases trading (1,000)	
Project Governance	<p>The Portfolio Holder (PH) is Cllr Virginia Gay, the Council's Senior Reporting Officer (SRO) is Robert Young and the internal Project Manager is Kate Rawlings. Various other technical experts from within the Council are involved in the project in appropriate ways. The Council has procured the services of: an Employer's Agent, Project Manager and Cost Consultant (all provided by REAL Consulting); a Technical Architect (Saunders Boston Architects); and a Mechanical, Electrical and Pool Filtration Consultant (Silcock Dawson)</p> <p>New governance procedures have been established for the main construction phase of the project. The previous member/officer board has been discontinued in favour of Portfolio, Cabinet and O&S briefings.</p>	<p>Arrangements established include: Project Progress Meetings (all consultants, contractors and client) - monthly Project (Board) Meetings NNDC staff and its consultants - monthly Internal project meetings (NNDC team only) - monthly Communications catch-ups (key NNDC staff) – weekly Portfolio holder briefings (PFH) with SRO – monthly Update reporting to Cabinet – monthly Update reports to O&S – monthly or as otherwise agreed</p>	<p>The new governance arrangements are currently being established and routine reporting to PH, Cabinet and O&S are proposed to take this format. Access to the contractor's progress reports, the risk log and all other relevant information will be provided to the portfolio holder.</p>
Communications	<p>The Communications Plan covers:</p> <ul style="list-style-type: none"> • Planned activities at key milestones • Responses to issues and events as they occur • Routine communications to interested parties (including via the website) 	<p>The Communications Plan is being revised for the main construction phase of the project, however the next key media opportunity will be the official 'spade in the ground' ceremony in late October.</p>	<p>The revised communication plan will be shared with members once complete.</p>

CONSIDERATION OF RECOMMENDATIONS FROM THE REVIEW OF THE DRAFT FRAMEWORK OF THE CORPORATE PLAN

An extraordinary meeting of the Overview & Scrutiny Committee was held on 9th October to review the existing Draft Framework of the Corporate Plan, a number of possible recommendations were put forward to be considered by the Committee. The purpose of this item is to consider the proposals and formalise recommendations to Cabinet. Please see the recommendation proposals listed below:

1. To recommend to Cabinet that two copies of the completed Corporate Plan be placed in all Public Library's across the district, to provide accessibility for members of the public without internet access.
2. To recommend that Cabinet share the resident's survey used to inform the Corporate Plan, together with relevant distribution and return metrics, with all Members to help verify theme validation.
3. To recommend to Cabinet that consideration be given to renaming the 'Affordable Housing' theme to 'Local Homes for Local People', as this has broader application.
4. To recommend to Cabinet that consideration be given to including reference to 'sustainability' of existing businesses, both in the heading and underlying content of the 'Boosting Business Growth' theme of the Corporate Plan – "Boosting Business Sustainability & Growth" was suggested.
5. To recommend to Cabinet that consideration be given to identifying the specific areas in which there are difficulties in doing business in North Norfolk in the Corporate Plan.
6. To recommend that Cabinet agree to the release of the feedback summary from the environmental consultation undertaken at Greenbuild.
7. To recommend that Cabinet gives consideration to renaming the 'Customer Focus' key theme. Suggested options include: People Focused, Resident Focus, Service User Focus, etc.
8. To recommend that Cabinet considers adding a descriptor to the Environment Theme title such as "Protecting the Environment".
9. To recommend that Cabinet removes the high level challenge statements from future documents, since they had served their purpose in stimulating discussions in each work stream.
10. To recommend that Cabinet considers developing progress/success descriptors for each Theme alongside performance monitoring and management targets/indicators as part of the delivery and action work stage.

This page is intentionally left blank

North Norfolk District Council
Cabinet Work Programme
For the Period 01 November 2019 to 31 January 2020


Decision Maker(s)	Meeting Date	Subject & Summary	Cabinet Member(s)	Lead Officer	Status / additional comments
October 2019					
Cabinet	07 Oct 2019	NW High Street Heritage Action Zone	Richard Kershaw	Stuart Quick Economic Growth manager 01263 516263	
Cabinet	07 Oct 2019	Council Tax Discount Determination 2020/21	Eric Seward	Lucy Hume Chief Technical Accountant 01263 516246	
Scrutiny	16 Oct 2019				
November 2019					
Cabinet	04 Nov 2019	Budget Monitoring P6	Eric Seward	Duncan Ellis Head of Finance & Assets 01263 516330	
Scrutiny	13 Nov 2019				
Cabinet	04 Nov 2019	Digital Transformation Update	Sarah Butikofer	Sean Kelly Head of IT & Digital Transformation 01263 516276	
Scrutiny	13 Nov 2019				
Scrutiny	18 Sep 2019	Draft Corporate Plan	Sarah Butikofer	Heads of Paid Service	O&S Review 9 th October
Cabinet	16 Oct 2019				
Cabinet	04 Nov 2019				
Council	20 Nov 2019				



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)

North Norfolk District Council
Cabinet Work Programme
For the Period 01 November 2019 to 31 January 2020



Decision Maker(s)	Meeting Date	Subject & Summary	Cabinet Member(s)	Lead Officer	Status / additional comments
Cabinet	04 Nov 2019	Shannoeks Hotel – CPO	Sarah Butikofer Nigel Lloyd Andrew Brown	Emma Duncan Head of Legal 01263 516045	Exempt report
Scrutiny	16 Oct 2019	Homelessness & Rough Sleeping Strategy (consultation)	Andrew Brown	Lisa Grice Housing Options Manager 01263 516164	
Cabinet	04 Nov 2019				
December 2019					
Scrutiny	13 Nov 2019	Medium Term Financial Strategy	Eric Seward	Duncan Ellis Head of Finance & Assets 01263 516330	<i>Pre-scrutiny</i>
Cabinet	02 Dec 2019				
Council	17 Dec 2019				
Scrutiny	13 Nov 2019	Award of Waste Contract	Nigel Lloyd	Steve Hems Head of Environmental Health	 <i>Pre-scrutiny</i>
Cabinet	02 Dec 2019				
Cabinet	02 Dec 2019	Homelessness & Rough Sleeping Strategy (approval)	Andrew Brown	Lisa Grice Housing Options Manager 01263 516164	



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)

North Norfolk District Council
 Cabinet Work Programme
 For the Period 01 November 2019 to 31 January 2020

Decision Maker(s)	Meeting Date	Subject & Summary	Cabinet Member(s)	Lead Officer	Status / additional comments
Cabinet Council	02 Dec 2019 17 Dec 2019	Enabling Land at Sheringham		Renata Garfoot Estates & Assets Strategy Manager 01263 516086	
Cabinet Scrutiny	02 Dec 2019 11 Dec 2019	Treasury Management Half Yearly report	Eric Seward	Duncan Ellis Head of Finance & Assets 01263 516330	
Cabinet Council	02 Dec 2019 17 Dec 2019	Fees & Charges	Eric Seward	Duncan Ellis Head of Finance & Assets 01263 516330	
Upcoming					
Cabinet	TBC	New Road, North Walsham – options	Greg Hayman	Renata Garfoot	



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)

This page is intentionally left blank

**Overview & Scrutiny 18 September 2019
Outcomes & Action List**

	ACTION BY <i>(Additional comments in italics)</i>	PROGRESS / COMPLETION
<p><u>ITEM 10: BUDGET MONITORING 2019/20 - PERIOD 4</u></p> <p>RESOLVED</p> <p>To commend the Report to Council.</p>	Council	September Council Meeting
<p><u>ITEM 11: STATUTORY GUIDANCE ON OVERVIEW & SCRUTINY IN LOCAL AUTHORITIES</u></p> <p>RESOLVED</p> <ol style="list-style-type: none"> 1. That a criteria/scoring system is introduced to assist in scrutiny topic selection. 2. That resourcing implications are considered when establishing Task and Finish Groups or other sub-Committees. 3. That a Scrutiny Guide is produced to provide Councillors, Officers and members of the public guidance on the role of the Committee, the purpose of scrutiny, where it fits into the Council, who can be involved, and how it works. 4. To recommend to Cabinet that an executive/scrutiny protocol is implemented to support early and regular engagement between the executive and scrutiny. 	Democratic Services (Scrutiny Officer) /Cabinet	October Cabinet Meeting

<p><u>ITEM 12: PRE-SCRUTINY OF THE CORPORATE PLAN FRAMEWORK</u></p> <p>RESOLVED</p> <p>That a half day review of the Draft Corporate Plan Framework takes place in October, date to be confirmed.</p>	<p>Democratic Services (Scrutiny Officer)</p>	<p>October 2019</p>
<p><u>ITEM 14: OVERVIEW & SCRUTINY WORK PROGRAMME AND UPDATE</u></p> <p>RESOLVED</p> <p>That the Sheringham Primary School Parking Task and Finish Group be formally disbanded.</p>	<p>O&S Committee</p>	<p>September O&S Meeting</p>

OVERVIEW AND SCRUTINY COMMITTEE – ANNUAL WORK PROGRAMME 2019/20

Meeting	Topic	Lead Officer / Member	Objectives & desired outcomes	Time cycle
June 2019				
Scrutiny	Sheringham Primary School Parking Interim Report	Matt Stembrowicz	To seek approval for the Task & Finish Group to continue	
Cabinet Scrutiny Council	Out-turn report	Eric Seward Duncan Ellis	To make any recommendations to Council	Annual
Cabinet Scrutiny Council	Treasury Management Annual Report	Eric Seward Duncan Ellis	To make recommendations to Council	Annual
Cabinet Scrutiny	Performance Management Q4	Sarah Bütikofer Helen Thomas	To monitor the Council's performance and consider any recommendations to Cabinet	Quarterly
Scrutiny	Market Towns Initiative Working Group Update	Matt Stembrowicz	To update the Committee on the progress of the Task and Finish group	
July				
Cabinet Scrutiny Council	Debt Management Annual Report	Eric Seward Sean Knight	To review the Report and make any necessary recommendations to Council	Annual
Scrutiny Council	Overview & Scrutiny Committee Annual Report 2018/19	Matt Stembrowicz	Committee to approve and recommend to Council	Annual
Cabinet Scrutiny	Enforcement Board Update	Nick Baker Nigel Lloyd	To receive an update on the work of the Enforcement Board	Six Monthly
Scrutiny	Work Programme Setting	Matt Stembrowicz Nigel Dixon	To agree non-statutory items on the Committee's Work Programme	Annual
September				
Cabinet Scrutiny	Budget Monitoring P4	Eric Seward Duncan Ellis	To review the budget monitoring position	
Cabinet Scrutiny Council	Pre-Scrutiny of the Corporate Plan's Emerging Themes	Sarah Bütikofer	To review Cabinet's Corporate plan and consider any recommendations	Requested by Committee
Scrutiny Cabinet	O&S Scrutiny Guidance Report	Matt Stembrowicz Nigel Dixon	To consider the statutory scrutiny guidance from the Ministry of Housing & Local Government	

OVERVIEW AND SCRUTINY COMMITTEE – ANNUAL WORK PROGRAMME 2019/20

Meeting	Topic	Lead Officer / Member	Objectives & desired outcomes	Time cycle
October				
Cabinet Scrutiny Council	Council Tax Discount Determinations	Lucy Hume/Eric Seward	To determine the Council Tax discounts for 2020/21	Annual
Scrutiny Cabinet	Review of CP Framework: Recommendations	Matt Stembrowicz/Nigel Dixon	To agree recommendations from the O&S Review of the Draft Corporate Plan Framework	Requested by the Committee
Scrutiny	Splash Project Update	Rob Young/Virginia Gay	To provide an update on the progress of the Splash project	Requested by the Chairman
Scrutiny Cabinet	Homelessness and Rough Sleeping Strategy 2019 – 2024	Lisa Grice/Andrew Brown	To review the strategy prior to release for public consultation	
November				
Cabinet Scrutiny	Budget Monitoring P6	Eric Seward Duncan Ellis	To review the budget monitoring position	Periodical
Cabinet Scrutiny	Digital Transformation Programme Update	Sean Kelly Sarah Bütikofer	To receive an update on the progress of the Digital Transformation Programme	Six Monthly
Cabinet Scrutiny Council	Medium Term Financial Strategy	Eric Seward Duncan Ellis	To review the Medium Term Financial Strategy	Annual – before 2020/21 Budget
Cabinet Scrutiny Council	Waste Contract	Nigel Lloyd Steve Hems	To review the new waste contract prior to approval by Cabinet	Requested by the Committee
Scrutiny	Crime & Disorder Briefing – Rural Policing	Nigel Dixon Matt Stembrowicz	PCC and district Superintendent to provide a briefing on policing of rural communities	Annual
Scrutiny	Splash Project Update	Rob Young/Virginia Gay	To provide an update on the progress of the Splash project	Requested by the Chairman
December				
Cabinet Scrutiny	Performance Management Q2	Sarah Bütikofer Helen Thomas	To monitor performance of the Council & make any necessary recommendations to Cabinet	Quarterly
Cabinet Scrutiny Council	Treasury Management Half-Yearly Report	Eric Seward Duncan Ellis	To consider the treasury management activities	Six Monthly
Scrutiny	Beach Huts & Chalets Monitoring	Maxine Collis Greg Hayman	To monitor & review outcomes of O&S T&F Group recommendations	Requested by the Committee
Scrutiny	Splash Project Update	Rob Young/Virginia Gay	To provide an update on the progress of the Splash project	Requested by the Chairman
Scrutiny	Rural Transport Briefing		To identify service gaps and lack of access to	Requested by

OVERVIEW AND SCRUTINY COMMITTEE – ANNUAL WORK PROGRAMME 2019/20

Meeting	Topic	Lead Officer / Member	Objectives & Desired Outcomes	Time cycle
January 2020				
Cabinet Scrutiny Council	2020/21 Base Budget and Projections for 2021/22 to 2022/23	Eric Seward Duncan Ellis	To review the proposed budget and projections	Annual
Scrutiny Cabinet?	Itteringham House/Shop Review & Commercialisation Strategy	Greg Hayman Duncan Ellis	To review the Itteringham house/shop and consider recommendations to feed into commercialisation strategy	Requested by the Committee
Cabinet Scrutiny	Enforcement Board Update	Nick Baker Nigel Lloyd	To receive an update on the work of the Enforcement Board	Six-monthly
Scrutiny	Splash Project Update	Rob Young/Virginia Gay	To provide an update on the progress of the Splash project	Requested by the Chairman
February				
Cabinet Scrutiny Council	Treasury Strategy 2019/20	Eric Seward Lucy Hume	To review the treasury management activities and strategy for the investment of surplus funds	Annual
Cabinet Scrutiny Council	Capital Strategy	Eric Seward Lucy Hume	To review the deployment of capital resources to meet Council objectives & framework for management of the capital programme	Annual
Cabinet Scrutiny Council	Investment Strategy	Eric Seward Lucy Hume	To review the Council's Investment Strategy for the year 2020-21	Annual
Scrutiny	Splash Project Update	Rob Young/Virginia Gay	To provide an update on the progress of the Splash project	Requested by the Chairman
March				
Cabinet Scrutiny	Performance Management Q3	Eric Seward Helen Thomas	To monitor the performance of the Council and make any necessary recommendations to Cabinet	Quarterly
Cabinet Scrutiny	Budget Monitoring P10	Eric Seward Duncan Ellis	To review the budget monitoring position	
Scrutiny	Splash Project Update	Rob Young/Virginia Gay	To provide an update on the progress of the Splash project	Requested by the Chairman

OVERVIEW AND SCRUTINY COMMITTEE – ANNUAL WORK PROGRAMME 2019/20

Meeting	Topic	Lead Officer / Member	Objectives & Desired Outcomes	Time cycle
April				
Cabinet Scrutiny Council	Annual Action Plan	Sarah Bütikofer Helen Thomas		Annual
Scrutiny	Market Towns Initiative Monitoring/Process Review	Matt Stembrowicz Richard Kershaw	To monitor the implementation of successful MTI applicants and review the funding process	Requested by the Committee
Scrutiny	Splash Project Update	Rob Young/Virginia Gay	To provide an update on the progress of the Splash project	Requested by the Committee
Outstanding/ TBC				
Scrutiny	Customer Service Briefing (TBC)	David Williams Sarah Bütikofer	To brief on the complaints procedure, no. of complaints resolved/outstanding	Requested by the Committee
Cabinet Scrutiny Council	Affordable Housing Strategy			
Scrutiny	Declaration of Climate Emergency	Nigel Lloyd		
	Economic Development Briefing	Richard Kershaw	To inform the Committee of alternatives to Tourism across the district and	
Scrutiny	Emergency Responders - Ambulance Response Times			