

CABINET MEMBERS REPORT TO COUNCIL

19 November 2025

COUNCILLOR LUCY SHIRES - CABINET MEMBER FOR FINANCE, ESTATES AND PROPERTY SERVICES

For the period September to November 2025

1 Progress on Portfolio Matters.

Finance

- **External Audit 2024-25** – the finance team have been working to provide our External Auditors, Ernst and Young responses to the 217 audit requests for information, this is ahead of the proposed start date in November 2025.
- **Budget Monitoring P6 2025/26** – The second quarters monitoring (End September 2025) has been produced for November Cabinet. The forecast outturn position has improved from a surplus of £138k reported at P4 to a surplus of £354k. This favourable movement of £216k is predominantly due to an improved forecast in external income receivable which improved by £188k.
- **Budget 2026/27** – Meetings have been held with Service Managers and Assistant Directors to prepare the base budget for 2026/27 and forecasts up to 2029/30. This exercise has included a review of the Councils fees and charges, and a capital project bids exercise.

Estates

Vacant property:

- Cornish way letting – There is interest from existing tenant to relocate to a vacant unit, a further unit is has received offers following marketing, which officers are reviewing.
- The Cedars Barns requiring re development continue to be advertised, with no viable interest.
- Fakenham Connect first floor offices are being advertised.
- North Norfolk Visitor Centre – is now let agreed and the tenant, a dental practice to submit a planning application shortly
- Donkey Shelter –There have been some discussions with an existing tenant have taken place regarding a redevelopment of the who building and infrastructure costs and a viability/options appraisal is

being finalised.

Leases:

- Lease negotiations for the RNLI and Rocket House Café at the Rocket House have Cabinet approval. Following the public toilets the museum phased repair of the building is progressing with tenders to be issued.
- Formalising the short-term agreement for car parking at Gold Park continues to be delayed as officers await a landlord response.
- Fakenham industrial unit lease renewal is expected to complete shortly.
- Lease renewal to North Walsham Football Club in consultation with the funding body, continues to be delayed awaiting a response from the tenant.
- A report is being prepared for Cabinet on the Marrams Bowls Club options following further discussion with the tenants. Suffield Park bowls club is delayed.
- Lease renewal negotiations for industrial unit at Catfield, Cornish Way with rental increases are progressing.
- Cromer Council office 2 lease renewal negotiations are underway.
- Lease negotiations to facilitate the FLASH project have completed.
- Sheringham RNLI lease renewal has been approved by Cabinet and officers await the tenant to confirm when ready to commence the renewal.
- Cabbell Park, car parking lease renewal is to recommence which will include a reviewed rent.

Disposal:

- Enabling land at Sheringham. A review of alternative options is being investigated with an independent valuation being prepared.
- Disposal of Highfield Road car park, Fakenham to local housing association continues to progress.
- Mundesley a disposal of amenity land to Parish Council continues to progress.
- A number of Parish and Town Councils have approached the Council regarding transfers of assets that may be impacted by Local Government Reorganisation. Site information has been provided to

Town and Parish Councils that have expressed an interest and valuations and negotiations will commence.

Acquisition:

- Continued support to Coastwise/Coastal Team in acquiring land and property at risk of coastal erosion. A further property at Trimingham has been negotiated and solicitors are instructed. Further enquiries regarding premises in Trimingham have commenced. Lease negotiation in progress.
- Supporting Housing with purchase of additional properties. 4 properties have been acquired with a further nearing completion. An offer has been made for a further 1 bed property.
- Supporting Leisure with valuation advice regarding the acquisition of an easement at Holt.

Property

- Working with the local member to develop a programme of works for general improvements to the amenity area to the west of the Leas public conveniences. Works to the horsebox shelters is complete as is improvement to cabling and lamping to 11 lamp columns along the pathway east & west of the Leas shelter. Further works have now been scoped with the local member and will focus on removal of the water features and creating a picnic area adjacent to the new play area.
- Working with Kate Rawlings for energy efficiency and improvement works to Holt Road offices to include improvements to existing roof PV's, electric vehicle charging points and new boilers.
- Working with Countryside and Leisure to support delivery of an electrical supply at Holt Country Park.
- Further works at HCP to include provision of an ECO classroom, Design proposals and budget estimate costs for the classroom have been received and are being considered Works have now been scoped and modular build ordered. Works due to commence mid-November.
- Exploring opportunity for a small solar farm to provide power for the ECO classroom and the refurbished public convenience.
- Refurbishment of the existing public convenience and design and installation of a new foul storage system. Bat license has been sought and building control application submitted.
- Drainage scheme is being designed and hopefully works will commence late November.

- Temporary NNDC owned toilet facility will be used at the site whilst toilet is closed.
- Further works at Holt Country Park include increasing the outdoor play provision to include more accessible items of play. These works have been scoped and quotations sought.
- Other works for Countryside and Leisure include provision of changing facilities at Cabbell Park.
- Design proposals and budget estimate costs for the changing rooms have been received and are being considered.
- Scoping works and design proposals for works at the Marrams Sunken Gardens in Cromer are progressing. Works here will include removal of water features replacing with low maintenance planting and improvements to footpath lighting.
- Footpath surfacing and lighting works have been instructed, and we are now actively seeking design options for the works to the sunken gardens.
- Pier sub structure survey has been completed and is currently being reviewed. The report identifies areas requiring immediate attention.
- This includes full rope access solutions below the decking and divers in the water. The survey will assess the structural integrity of the pier and recommend a sequence of works required over the next 5-year period.
- A capital bid for these phased works has been submitted.
- Currently working on emergency temporary roofing solution for Tides restaurant on Cromer. Major water ingress over the weekend 25th – 26th October which prevented Openwide from opening.
- Temporary repair works continue and Openwide reopened on the 28th October.
- A capital bid for substantive repairs has been submitted.
- The work with Leisure Services and Openwide on the Pier backstage refurbishment is now complete.
- Pier donation stations have been installed and are working.
- Capital bids have been submitted and are being reviewed.
- Collaborative working with Corporate H&S and Estates to review

NNDC asbestos management procedures following audit by the HSE.

- This work has now been completed and requires no further action from the HSE.
- Continued collaborative working with Housing Options on the target hardening scheme for vulnerable persons.
- Continue to work with Housing Options on inspecting and maintaining temporary accommodation and refugee accommodation.
- Designs for North Lodge pay & display car park have been received with some changes required before planning is submitted.
- Budget estimate costs have been received, and tender document is due shortly.
- Waiting for final sign off on the Design and Access statement.
- Collaborative working with Estates, Housing Options and Corporate H&S to develop corporate policy and procedures to comply with Awaab's law due to come into effect in October this year. This work is now complete with a policy and procedures in place.
- A consultant has been appointed for the proposed refurbishment of the Pier auditorium to get the project moving forward so an expression of interest can be submitted for potential external funding. We are now progressing this to the scoping stage.
- New toddler and accessible play area swings, replacement see saw and toddler slide have been installed at Ferns Field Park Cromer.
- New trim trail, talking tube, accessible springer has been installed at Sadlers Wood North Walsham.
- Replacement seesaw and swings are planned at Cromer Road Sheringham
- Estates have handed over to Property Services their current and future project workload.
- Rocket House restaurant works are complete.
- Rocket House ground floor public conveniences are now open.
- RNLI Henry Blogg museum damp monitoring has been extended for a further three months with secondary monitoring schedule being undertaken by Property Services.

- Daniel Connal Partnership are now preparing tender documents for the tanking works to the museum along with associated repairs and redecorations both internally and externally.
- Reef remedial works are currently WIP. Rectification to the fire alarm system is complete. New under croft escape hatch has been delivered and is due for installation the same time as the high-level lighting works are undertaken along with other outstanding remedial works.
- There will be a 10-day closure of the pool, 8th – 19th December.
- Car park drainage remedial works will also be completed during this phase.
- Works to defective solar panels have been completed.
- Cedars remedial works are in progress with further investigations required for damp ingress.
- Works to the Watch House Cromer have been scoped and a consultant appointed. A structural engineer has been appointed for the cliff stabilisation, and we expect to receive the design proposal shortly for tendering.
- The design proposal has been received and has been approved by consultants retained by the owner of the Watch House.
- Planning permission has been submitted, and tender documents are being prepared.
- We have engaged MacKinnon Construction for early contractor involvement to discuss methodology and buildability.
- Tender due shortly with works planned for March 2026.
- Scoping and programming at the Marrams bowls club for complete removal of existing flat roof structures and replacement with new system.
- This work will include complete removal of asbestos containing material as well as new lighting and ceilings throughout.
- No further movement here.
- Costs for the works to the surveyor's allotment at Sutton have been received and are being considered for implementation in March next year.

- Evaluating options for roof removal / repairs at Cornish Way and Catfield industrial units.
- Budget estimate costs have been received and are being evaluated by Estates.
- Scoping works to the Donkey Shelter as part of the chalet refurbishment programme.
- Options are being considered by Estates.
- Scoping and programming are now underway for the public convenience efficiency programme. Proposals will be completed and forwarded to the decarbonisation board for consideration. LABC and planning have been consulted and a structural engineer appointed to advise of suitability of roofs for load bearing purposes.
- Proposals have now progressed to the decarbonisation board.
- The corporate consultant framework contract is now live with all successful suppliers appointed.
- The new Concerto asset management database system has been awarded and goes live in August. Training workshops are currently being arranged.
- A contract for the capital programme of church boundary walls has been awarded and we are now at the programming stage.
- We will undertake these works alongside the Cromer Museum planter retaining works.
- We are now actively working with the corporate project management and programming team on various live and upcoming projects.
- Planning to review the number of free issue car parking permits issued to voluntary organisations specifically on promenade areas.
- Commissioned replacement of the failed gas boiler at Fakenham Connect offices with a more efficient one using our Measured Term Contractor, Bruce Towers & Sons.

2 Forthcoming Activities and Developments.

Finance

- **Budget 2026/27** – Detailed budget working papers will be pulled together to get an early draft revenue position. Further work will be undertaken to forecast the Central Government settlement and

taxation income. A savings bid exercise will also be undertaken.

- **External Audit 2024/25** – The start of the formal audit is currently timetabled to commence 17th November. This is subject to change if there are delays in local authority audits prior to ours.

Estates

- 2 Lease renewals appraisals at Fakenham Connect are being prepared.
- 2 Lease renewals at Cromer Prom are being considered.
- Beach hut and chalet rent increases are being assessed and letters to be issued to tenants in readiness for the 2026.27 season.

Property:

- Started looking into budget saving proposals for the next financial year.
- Working with EELGA on options for temporary housing solution.
- Membership of steering group to review EELGA options.
- Recommendations from this report are now being implemented.
- Potential improvement works at Sheringham Little theatre and Cromer pier auditorium subject to external funding.

3 Meetings attended

26/27 Budget with AD
26/27 Budget with Leader of Independent Group
Portfolio Meeting with AD & Property Services x 2
Portfolio Meeting with Revenues
Portfolio Meeting with S151/Director x 2
Portfolio Meeting with AD & Estates
Cabinet Pre-Agenda x 2
Cabinet Business Planning x 2
Cabinet x 2
O&S
VNN Board Meeting
125 Years of Cromer Pier Working Group
NWTCF Meeting – LGR & Assets
NWTC Meeting – LGR & Assets

