

## **CABINET MEMBERS REPORT TO COUNCIL**

**17 December 2025**

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

For the period November to December 2025

### **1 Progress on Portfolio Matters.**

#### **Finance**

- The 2024/25 external audit commenced on the 17 November 2025, the team are working with Ernst and Young to provide supporting information and answer any queries relating to the Statement of Accounts.
- The team is preparing the 2026/27 base budget position, including Capital and Savings bids, Reserves and Fees and Charges. Service area budgets are largely complete, but work is still being undertaken to finalise the local taxation and funding position.
- A policy statement on funding has already been published but detailed information will be provided to us as part of the Local Government finance settlement in the week commencing 15 December 2025.

#### **Estates**

Vacant property:

- Cornish way. Roof leaks are preventing letting and awaiting outcome of capital bid.
- The Cedars Barns requiring re-development continue to be advertised, with no viable interest and revisiting opportunities for affordable housing development. The annex building remains available but little interest due to condition and subject to capital funding bid.
- Fakenham Connect first floor offices are being advertised with no interest. Roof repairs required also.
- North Norfolk Visitor Centre – is let agreed and the tenant, a dental practice is expected to submit a planning application before year end with works anticipated to start Spring 2026. Works to services to facilitate the letting being determined and specifications prepared.

- Donkey Shelter –There have been some discussions with an existing tenant regarding a redevelopment of the who building and infrastructure costs and a viability/options appraisal are being considered. There may be some scope for development of the building utilising external funding which is being explored.

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 and work to define the specification is ongoing.
- 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 and discussions with the tenants are ongoing. Suffield Park bowls club is delayed.
- Lease renewal negotiations for industrial unit at Catfield, Cornish Way with rental increases are progressing following initial rent assessment.
- Cromer Council office 2 lease renewal negotiations are progressing.
- Utility lease for FLASH project is being progressed.
- Cabbel Park, car parking lease renewal is to recommence which will include a reviewed rent.
- Lease completed for industrial unit at North Walsham.
- Parking licence nearing completion at North Walsham.

Disposal:

- Enabling land at Sheringham. A review of alternative options are being investigated and awaiting an independent valuation to be finalised.
- 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. 3 additional purchases are progressing.
- Supporting Leisure with negotiations for easement at Holt.

**Property Services**

- Improvements at the Leas amenity area: horsebox shelter works and lamp column upgrades complete; next steps include removing water features and adding a picnic area.
- Energy efficiency upgrades at Holt Road offices (roof PVs, EV charging, boilers) underway with the Climate and Environmental Policy Manager.
- Supporting electrical supply delivery at Holt Country Park, and the ECO classroom construction in progress (completion due March 2026).
- Public conveniences at Holt Country Park to be refurbished and drainage replaced (Jan 2026); temporary toilets provided in the interim.
- New accessible play equipment installed at several parks; further installations and designs ongoing.
- Changing facilities at Cabbell Park; design proposals and budget estimate costs are under review.
- 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.
- Cromer Pier: structural survey complete, urgent works in year to be considered by Full Council – if approved will commence in January – February 2026. Capital bids submitted as part of the 2026/2027 capital programme.
- Ongoing collaboration on housing options, temporary/refugee accommodation, and compliance with Awaab's law (policy/procedures in place).
- New toddler and accessible play area swings, replacement see saw and toddler slide have been installed at Fernsfield 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.
- RNLI Henry Blogg museum damp monitoring has been extended for a further three months with secondary monitoring schedule being undertaken by Property Services.
- Tender documents for the tanking works to the Rocket House Museum along with associated repairs and redecorations both internally and externally. Agreement is being sought regarding specification for heating, cooling and humidity control. Once specification is agreed the tender will progress.
- Reef remedial works are currently WIP. Rectification to the fire alarm system is complete. New undercroft 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, 8<sup>th</sup> – 19<sup>th</sup> December.
- 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. The design proposal has been received and has been approved by all relevant parties. Planning permission has been submitted. The tender package has now been returned to us and will

be issued early January.

- Costs for the works to the surveyor's allotment at Sutton have been received and are being considered for implementation in March next year. Waiting for the release of suitable budget for works to be undertaken in the spring 2026
- Designs for North Lodge pay & display car park have been received. Budget estimate costs have been received, and tender document is due shortly. The revised Design and Access statement is being prepared, and the planning application will be issued shortly. Works here will also include new workspace and a greenhouse for the FONLP allowing them to relocate from the old potting shed.
- Evaluating options for roof removal / repairs at Cornish Way and Catfield industrial units. Budget estimate costs have been received and are being considered as part of the capital bids.
- 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. 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 new Concerto asset management database system is now live.
- A contract for the capital programme of church boundary walls has been awarded and works are being programmed for Spring 2026.
- These works have now 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.
- We are planning to review the number of free issue car parking permits issued to voluntary organisations specifically on promenade areas.
- A tender exercise has been completed for the procurement of a measured term contractor for General Repairs and Maintenance Works Including Small Scale Coastal Defence Works.
- Fully compliant with the Procurement Act 2023 and 1<sup>st</sup> tender under the new regulations issued directly by NNDC. will commence on the

1<sup>st</sup> April 2026 for a 3 +1+1 term

## **2 Forthcoming Activities and Developments.**

### **Finance**

- The Period 10 Budget Monitoring report 2025/26 (Jan 2026) will be prepared providing members with the latest Outturn forecast for Revenue and Capital expenditure.
- As per the Internal Audit Plan for 2025/26, quarter four audits include key financial controls which focuses on key areas such as reconciliations and monitoring undertaken by the finance team.

### **Estates**

- Report to Cabinet seeking approval to proposed lease renewals currently in negotiation - anticipated early 2026.
- Lease for foreshore and coastal carpark rent reviewing are due to commence shortly.
- Transfer of non-commercial assets such as public open space and public toilets to Town and Parish Councils or community groups

### **Property Services**

- Report to Full Council regarding urgent pier works.
- To Continue progress on the capital projects.
- Internal audit on Planned Preventative Maintenance to commence shortly.

## **3 Meetings attended**

