

CABINET MEMBERS REPORT TO COUNCIL

18 February 2025

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

For the period December 2025 to February 2026

1 Progress on Portfolio Matters.

Finance

- The 2024/25 external audit is nearing completion. The updated Statement of Account document is being presented to GRAC on the 12/02/26 along with the auditor's opinion and report.
- The budget report and MTFS went to Cabinet on the 02/02/26 and will be updated for any further Central Government settlement changes and other significant movements before being presented to Full Council on the 18/02/26.
- The Audit Scoping meeting has taken place for the upcoming Key Controls internal audit which is due to start week commencing on the 16/02/26.
- The Chief Technical accountant left the team on the 30/01/26. Recruitment for a replacement has started. Interim support is being provided by an agency.

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 commercially. Opportunities for affordable housing development are being considered. The annex building remains available to rent, with little interest due to condition. A capital funding bid was made to refurbish it.
- Fakenham Connect first floor offices are being advertised with no interest. Roof and heating repairs are in progress.
- North Norfolk Visitor Centre – is let agreed and the tenant, a dental practice has submitted a planning application, with works anticipated to start Spring/Summer 2026. Works to services to facilitate the letting being determined and specifications prepared.
- Donkey Shelter –Investigations regarding opportunity for services into the building and drainage continues in order to finalise the viability/options appraisal.

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. Works largely agreed final specification documents to be shared with RNLI for approval in the coming weeks prior to tender.

- Formalising the short-term agreement for car parking at Gold Park continues to be delayed as officers await a landlord response. Finance working on revised calculation proposal to be issue to trust for review.
- 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 in progress.
- Utility lease for FLASH project has Cabinet approval and solicitors are progressing.
- Cabbel Park, car parking lease renewal is to recommence which will include a reviewed rent.
- Parking licence nearing completion at North Walsham, legal document finalised and issued to other side for signature.
- Foreshore lease at Happisburgh has Cabinet approval and solicitor are instructed.
- Happisburgh car park lease – Agreement for lease in place subject to NNDC completion of the car park work.
- Numerous easements requests across the district for utility supplies across Council land have been received and are under negotiation.
- Funding agreement for works at Itteringham Shop, is in negotiation.

Disposal:

- Enabling land at Sheringham. A range of alternative options is being investigated, and the draft independent valuation is under review.
- 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. An application form and governance process is being finalised.
- Private enquires regarding the acquisition of Council land have been received and being considered.

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. Approach regarding premises in Trimingham have stalled awaiting the owner to confirm their disposal intentions.
- Supporting Housing with purchase of additional properties. Completion of 1 further property purchase an 1 offer made.
- Supporting Leisure with negotiations for easement for Holt Country Park with terms agreed in principle.

Property Services

- 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.
- Works to construct the ECO classroom at Holt Country Park are underway. Ground works have been completed, and block work has commenced. Works are expected to be complete by March 2026.
- Refurbishment works to the public conveniences, and the replacement of the existing foul drainage system will commence in March 2026. 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 deign 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.
- Urgent structural works underneath the pavilion theatre have been extracted from the main programme of works and are to be undertaken in January 2026. These works need to be complete by the 18th February so the auditorium can be handed back to Openwide. Other works will not impact on Openwide's operation. Currently the works are progressing well.
- Scoping works for Tides restaurant roof.
- Pier painting works to commence shortly for P125 celebration.
- 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.
- 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.
- Estates have handed over to Property Services their current and future project workload.
- 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 see saw and swings are planned at Cromer Road Sheringham
- Various new items of play equipment have been installed across the district to replace existing failed units.
- We are shortly to remove the existing play equipment at Trap Lane Fakenham as this area forms part of the extension to the leisure centre. We are removing all equipment, fencing, benches etc so we may reuse where possible or use for spares. We will be working shortly with Leisure to design the new play area.
- 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. Works to complete the scope of works are proving challenging to meet the RNLI specification for heating, cooling and humidity control. Until this scope is agreed the tender cannot be issued. It is now expected the tender document will go live on the 20th February.

- Reef remedial works are currently nearing completion. 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.
- Works to defective solar panels have been completed.
- Cedars remedial works are in progress with further investigations required for damp ingress. This is now subject to a capital bid.
- 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 document has now been issued with a return date of the 16th February
- Costs for the works to the surveyor's allotment at Sutton have been received and are being considered for implementation in March next year. The budget has been released and works will commence early February
- Designs for North Lodge pay & display car park have been submitted to planning
 - Budget estimate costs have been received, and tender document is due shortly.
 - Waiting for final sign off on the Design and Access statement.
 - The planning application has now been submitted and will go to committee in March for decision.
 - Works here will also include new workspace and a greenhouse for the FONLP allowing them to relocate from the old potting shed.
- 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.

- A contract for the capital programme of church boundary walls has been awarded and works are being programmed for September 2026
- We are now actively working with the corporate project management and programming team on various live and upcoming projects.
- We are planning to review car parking permits issued by property services.

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. This report will be presented to March Cabinet and provides the last monitoring before closedown.

The finance team will provide evidence to our internal auditors to support the Key Controls audit.

Estates

Report to Cabinet regarding asset transfers

Property Services

Waiting for the outcome of capital bids so we can commence programming and tendering.

3 Meetings attended

One Public Estate

