

# Council



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11 December 2017

A meeting of the **North Norfolk District Council** will be held in the **Council Chamber** at the Council Offices, Holt Road, Cromer on **Tuesday 19 December 2017 at 6.00 p.m.**

Members of the public who wish to ask a question or make a statement item are requested to submit a copy to 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 516010, Email: [democraticservices@north-norfolk.gov.uk](mailto:democraticservices@north-norfolk.gov.uk)

Anyone attending this meeting may take photographs, film or audio-record the proceedings and report on the meeting. Anyone wishing to do so should inform the Chairman. If you are a member of the public and you wish to speak on an item on the agenda, please be aware that you may be filmed or photographed.

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

To: All Members of the Council  
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  
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## A G E N D A

### 1. PRAYER

Led by Reverend Janet Frymann, St Mary's Church, Roughton.

### 2. PRESENTATION TO STAFF ACHIEVEMENT AWARD WINNERS

### 3. CHAIRMAN'S COMMUNICATIONS

To receive the Chairman's communications, if any.

### 4. TO RECEIVE DECLARATIONS OF INTERESTS FROM MEMBERS

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.

### 5. APOLOGIES FOR ABSENCE

To receive apologies for absence, if any.

### 6. MINUTES

(attached – page 8)

To confirm the minutes of the meeting of the Council held on 15 November 2017.

### 7. 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.

### 8. PUBLIC QUESTIONS / STATEMENTS

To consider any questions or statements received from members of the public.

### 9. APPOINTMENTS

To consider any appointments, specifically nominations for Chairmen and Vice-Chairmen of Committees and sub-committees of the Council.

### 10. RECOMMENDATIONS FROM CABINET – 04 December 2017

#### a) AGENDA ITEM 09: LEISURE CONTRACT PROCUREMENT AND SHERINGHAM LEISURE FACILITY

(page 17)

(Appendices – electronic only)

#### RECOMMENDATIONS to Council:

- a) The approval of the necessary capital budget to support the delivery of a replacement leisure facility (Option 1) at an estimated cost of £10.667m as detailed in this report, subject to the necessary external funding being in place.
- b) That the provisional financing be agreed as follows;
  - Part land disposal £0.750m
  - Sport England grant £1.00m
  - Capital receipts/reserves £4.00m
  - Borrowing £4.917m
- c) That delegated authority is given to the Head of Finance and Assets to adjust the financing outlined above if required to maximise the value for the tax payer.

**b) AGENDA ITEM 10: NORTH NORFOLK COMMUNITY SPORTS HUB**

(page 31)

(Appendices – electronic only)

**RECOMMENDATIONS to Council:**

- 1) To recommend to Full Council, the approval of the necessary capital budget for the project, subject to the external funding being made available, as described in the report:
  - a) The approval of the necessary capital budget to support the delivery of a Community Sports Hub at an estimated cost of £2.681m, and additional tennis facility improvements at an estimated cost of £250k, as detailed in this report, subject to the necessary external funding being in place.
  - b) That the provisional financing be agreed as follows;  
Lawn Tennis Association Grant £733k  
(25% of tennis related cost)  
Capital receipts/reserves £1.465m  
Lawn Tennis Association Interest free loan £733k  
(25% of tennis related cost, to be funded from capital receipts)
  - c) That delegated authority is given to the Head of Finance and Assets to adjust the financing outlined above if required to maximise the value for the tax payer.

**c) AGENDA ITEM 11: SUTTON MILL LOAN PROPOSALS**

(page 43)

**RECOMMENDATIONS to Council:**

- 1) That the Council provides loan funding as detailed in this report to the National Millwrighting Centre CIC to facilitate the acquisition and improvement of Sutton Mill to be financed from capital receipts
- 2) that, following the due diligence process, delegated authority is given to the Corporate Director and Head of Paid Service (Steve Blatch), in conjunction with the Portfolio Holder for Economic Development, to agree the final terms of any loan

**d) AGENDA ITEM 13: FEES & CHARGES 2018/19**

(page 51)

**RECOMMENDATION to Council:**

To recommend to Full Council:

- a) The fees and charges from 1 April 2018 as included in Appendix A.
- b) That Delegated Authority be given to the Section 151 Officer, in consultation with the Portfolio Holder for Finance and relevant Heads of Service, to agree those fees and charges not included within Appendix A as required as outlined within the report

**RECOMMENDATIONS FROM OVERVIEW & SCRUTINY COMMITTEE 13  
DECEMBER 2017**

*Please note this meeting took place after the Council agenda was published and the Chairman of the Overview & Scrutiny Committee will provide an oral update at the meeting if any recommendations are made.*

**11. FURTHER RECOMMENDATIONS FROM THE OVERVIEW & SCRUTINY  
COMMITTEE 13 DECEMBER 2017**

To consider any further recommendations from the Overview & Scrutiny Committee meeting held on 13 December 2017.

Please note this meeting took place after the Council agenda was published and the Chairman of the Overview & Scrutiny Committee will provide an oral update at the meeting if any recommendations are made.

## 12. DETERMINATION OF COUNCIL TAX DISCOUNTS 2018/19 (page 71)

**Summary:** This report sets out alternative options for the level of council tax discounts which Full Council will resolve shall apply to second homes for the financial year 2018/19.

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 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 second homes. The Council has to approve its determinations for each financial year. The calculation of the tax base for 2018/19 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  
(Recommendations from Cabinet 04 December 2017 highlighted below)*

- (a) the council tax discount for dwellings defined as being within Class 'A' remains at 50% for the year 2018/19;
- (b) the council tax discount for dwellings defined as being within Class 'A' be reduced to 10% for the year 2018/19;**
- (c) the council tax discount for dwellings defined as being within Class 'A' be reduced to 5% for the year 2018/19;
- (d) the council tax discount for dwellings defined as being within Class 'A' be reduced to nil for the year 2018/19;
- (e) the council tax discount for dwellings defined as being within Class 'B' remains at 5% for the year 2018/19;
- (f) the council tax discount for dwellings defined as being within Class 'B' reduced to nil for the year 2018/19.**

*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 the same discount as members resolve for Class A dwellings.

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.

To set appropriate council tax discounts which will apply in 2018/19 in accordance with the legal requirements and to raise additional council tax revenue.

This review of discounts afforded to second home owners gives Members the opportunity to address residents' concerns over the high number of second homes in North Norfolk, and enables a council tax charge for a second home to be made which is more closely aligned to that of a main or sole residence.

Reasons for Recommendations: Reducing Class A discounts would also more closely align discount policies with other Norfolk authorities.

Cabinet member(s): Cllr W Northam  
Ward member(s): All  
Contact Officer: Duncan Ellis  
telephone: 01263 516246  
and e-mail: [duncan.ellis@north-norfolk.gov.uk](mailto:duncan.ellis@north-norfolk.gov.uk)

**13. DETERMINATION OF THE COUNCIL TAX BASE FOR 2018/19 AND THE TREATMENT OF SPECIAL EXPENSES** (page 90)

Summary: The purpose of this report is to determine the Council's 2018/19 tax base and the 2018/19 tax base for each parish in accordance with the legal requirements.

Options considered: N/A

Conclusions: The determination of the tax base for a financial year has to be undertaken in accordance with legislative requirements between 1 December and 31 January of the preceding financial year.

Recommendations: a) That the calculations set out in this report used to produce the Council's tax base be approved, and the tax base for 2018/19 be determined as 39,844;  
b) That the tax base for each parish area for the financial year 2018/19 be as set out at paragraph 2.1.

Reasons for Recommendations: To determine the 2018/19 Council Tax Base in accordance with legislative requirements and to inform the 2018/19 budget setting process.

Cabinet member(s): Cllr W Northam  
Ward member(s) All  
Contact Officer Duncan Ellis  
telephone 01263 516246  
and e-mail: [duncan.ellis@north-norfolk.gov.uk](mailto:duncan.ellis@north-norfolk.gov.uk)

#### 14. DRAFT PROGRAMME OF MEETINGS 2018/19

(page 95)  
(Appendix A – p.97)

Summary: A draft Programme of Meetings for 2018-19 has been prepared and circulated for consultation and is attached at **Appendix A**.

Conclusions: Following review, the proposed draft Programme of Meetings 2018-19 follows the established cycle of meetings as closely as possible.

**Recommendations: That Members adopt the Programme of Meetings for 2018-19.**

Cabinet member(s): Cllr J Oliver  
Ward member(s) All  
Contact Officer Alison Argent  
telephone 01263 516058  
and e-mail: [alison.argent@north-norfolk.gov.uk](mailto:alison.argent@north-norfolk.gov.uk)

#### 15. **TO RECEIVE THE APPROVED MINUTES OF THE UNDERMENTIONED COMMITTEES**

Members are requested to note that the minutes of the undermentioned committees have been approved. Copies of all the minutes are available on the Council's website or from Democratic Services.

- 1) Cabinet – 30 October
- 2) Development Committee – 31 August, 28 September 2017
- 3) Governance, Risk & Audit Committee – 05 September 2017
- 4) Licensing & Appeals Committee – 11 September 2017
- 5) Overview & Scrutiny Committee – 12 July, 13 September, 11 October 2017

#### 16. **REPORTS, UPDATES & BRIEFINGS FROM THE CABINET OR MEMBERS OF THE CABINET**

To receive reports from Cabinet members on their portfolios.

*Members are reminded that they may ask questions of the Cabinet member on their reports and portfolio areas but should note that it is not a debate.*

- 1) IT & Digital Transformation – Cllr Tom FitzPatrick (page 98)
- 2) Community Engagement – Cllr Becky Palmer (page 100)
- 3) Environmental Health & Waste – Cllr Annie Claussen-Reynolds (page 101)
- 4) Health & Wellbeing, Leisure & Culture – Cllr Maggie Prior (page 103)
- 5) Coastal Issues – Cllr John Lee (page 105)
- 6) Planning – Cllr Sue Arnold (page 107)
- 7) Legal Services & Asset Commercialisation – Cllr J Oliver (page 109)

- 8) Strategic Housing – Cllr R Price (page 112)
- 9) Finance – Cllr W Northam (113)
- 10) Business, Economic Development & Tourism – Cllr Nigel Dixon (page 115)

**17. QUESTIONS RECEIVED FROM MEMBERS**

None received

**18. OPPOSITION BUSINESS**

None received

**19. NOTICE(S) OF MOTION**

The following motion has been proposed by Mrs S Bütikofer and seconded by Mr E Seward:

'This Council should give consideration in its budget preparations for 2018/19 to provide funding of up to two hundred thousand pounds for dedicated beat police constables for North Norfolk'

**20. EXCLUSION OF 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 item(s) of business on the grounds that they involve the likely disclosure of exempt information as defined in paragraph(s) \_ of Part 1 of Schedule 12A (as amended) to the Act.”

**21. PRIVATE BUSINESS**

**Circulation:**

All Members of the Council.

Members of the Management Team and other appropriate Officers.

Press and Public

# COUNCIL

**Minutes of a meeting of North Norfolk District Council held on 15 November 2017 at the Council Offices, Holt Road, Cromer at 6.00 pm.**

**Members Present:**

Mrs S Arnold	Mr S Hester	Mr J Rest
Mr D Baker	Mr J Lee	Mr R Reynolds
Dr P Bütikofer	Mr N Lloyd	Mr R Shepherd
Mrs S Bütikofer	Mrs B McGoun	Mr B Smith
Mrs A Claussen-Reynolds	Mrs A Moore	Mr D Smith
Mr N Coppack	Mr P W Moore	Mr N Smith
Mr N Dixon	Mrs J Oliver	Mrs V Uprichard
Mrs A Fitch-Tillett	Ms B Palmer	Mrs L Walker
Mr T FitzPatrick	Mr N Pearce	Mr G Williams
Mr V FitzPatrick	Mrs G Perry-Warnes	Mr A Yiasimi
Mrs A Green	Mr R Price	Mr D Young
Mrs P Grove-Jones	Mrs M Prior	
Mr B Hannah	Mr J Punchard	

**Officers in Attendance:** The Corporate Directors, the Monitoring Officer, the Communications & Marketing Manager and the Democratic Services Manager

**Press:** Present

## 51. PRAYERS

The Chairman invited Reverend David Roper, St Mary the Virgin, Northrepps, to lead prayers.

## 52. CHAIRMAN'S COMMUNICATIONS

The Chairman began by welcoming the newly formed Independent Group. He said he hoped that all members would continue to work hard for the residents of the District.

The Chairman then informed said that he had attended the following events since the last meeting of Council:

- 03 October – opening of Cromer Crematorium
- 07 October – opening of the new community shop at Itteringham
- 09 October – Sheringham in Bloom
- 09 October – Justice service, Norwich Cathedral
- 16 October – NNDC Centre of Sporting Excellence at Greshams School
- 19 October – British Empire Medals presentation
- 21 October – Trafalgar Day celebrations in Kings Lynn
- 25 October – Cromer Hospital open day
- 29 October – Annual closing of the Mo Museum, Sheringham
- 12 November – Remembrance Services at Cromer and Sheringham



He said that he had been proud to represent the Council at all of these events.

**53. TO RECEIVE DECLARATIONS OF INTERESTS FROM MEMBERS**

None received

**54. APOLOGIES FOR ABSENCE**

Mrs H Cox, Ms J English, Ms V Gay, Mrs M Millership, Mr W Northam, Mr R Stevens, Ms K Ward.

**55. MINUTES**

The minutes of the meeting held on 20<sup>th</sup> September 2017 were approved as a correct record and signed by the Chairman subject to the following amendment:

*Mrs L Walker was recorded as not being in attendance when she had been present*

**56. ITEMS OF URGENT BUSINESS**

None

**57. PUBLIC QUESTIONS OR STATEMENTS**

None

**58. REVIEW OF POLITICAL BALANCE AND APPOINTMENT OF COMMITTEES, SUB COMMITTEES, WORKING PARTIES AND PANELS**

The Head of Paid Service (SB) introduced this item. He explained that the formation of a new political group had led to a change in the political balance of the Council. He advised Members that there was one change to the table appended to the report. To ensure that the allocation of seats fully reflected the adjusted political balance, the Independent Group had agreed to give one of their seats on the Overview & Scrutiny Committee to the Liberal Democrat Group. This resulted in the Liberal Democrat Group having 5 seats on the Overview & Scrutiny Committee.

The Chairman invited Members to speak.

Mrs S Bütikofer said that following the changes to the allocation of committee seats to reflect the new political balance of the Council, she felt that it would be appropriate to review the chairmanship of committees at the next meeting of Council on 19 December. Mr N Coppack seconded the proposal. The amendment was put to the vote and it was

**RESOLVED**

**That a review of committee chairman and vice-chairman appointments would be undertaken at the meeting of Council on 19 December 2017**

It was proposed by Mr N Coppack, seconded by Mr E Seward and

**RESOLVED**

- 1. That Council approves the revised political balance calculation as per section 2.4 of the report**

**2. That Council approves the allocation of seats to political groups as shown in Appendix A (subject to the change outlined above)**

The Chairman then invited the group leaders to put forward any nominations for appointments to committees required by the change in the political balance.

Mrs S Bütikofer said that she had one change – to appoint Mrs B McGoun to the Overview & Scrutiny Committee and Mr N Lloyd as a substitute to the Overview & Scrutiny Committee.

Mr T FitzPatrick and Mr N Coppack had provided a list of their appointments to the Democratic Services Manager.

It was proposed by Mr B Hannah, seconded by Mr T FitzPatrick and

**RESOLVED**

**That Council approves the appointment of each committee, sub-committee, working party and panel as outlined above.**

**59. RECOMMENDATIONS FROM CABINET – 30 OCTOBER 2017**

**a) AGENDA ITEM 08: MEDIUM TERM FINANCIAL STRATEGY 2018/19 TO 2021/22**

The Leader, Mr T FitzPatrick introduced this item in the absence of the Portfolio Holder, Mr W Northam. He explained that the report presented an updated Medium Term Financial Strategy (MTFS) for the period 2018/19 to 2021/22. The strategy had been updated to support the Corporate Plan for the period 2015 to 2019 and had been refreshed in the year to provide an updated financial projection in support of the 2018/19 budget process.

The Council was in a good financial position with a small surplus forecast for 2018/19, however a current deficit was forecast for 2019/20 onwards. There were however uncertainties including the future of local government funding and business rates retention, which made it difficult to forecast too far into the future at the present time. The situation would continue to be reviewed and feed in to the 2018/19 budget process.

The Chairman invited Mr G Williams, Vice-Chairman of the Overview & Scrutiny Committee to outline recommendations from the Overview & Scrutiny meeting on 08 November 2017.

Mr Williams explained that the Committee was broadly supportive of the Medium Term Financial Strategy and supported the recommendations. They had raised concerns that the second homes council tax return from the County Council was due to end in 2020 and had made the following amendment, proposed by Mr S Hester and seconded by Mr E Seward:

‘That the Council’s Policy is to seek a return from Norfolk County Council of a significant proportion of Second Homes Council Tax from the financial year 19/20 onwards and asks for the support of County Cllrs representing North Norfolk to help achieve this.’

The amendment was put to the vote and carried.

Mr Williams then went onto say that, as in previous years, the Committee had raised a lot of questions regarding the reserves and had asked whether the following could be addressed:

1. That as part of the budget setting process officers produce a report on the earmarked reserves statement setting out what future expenditure plans, if any, exist to use the substantial balances of some £8.2 million forecast for the financial year commencing April

2020 for asset management, communities, housing, new homes bonus and restructuring and invest to save proposals.

2. That as part of the budget setting process officers produce a report showing for each of the last ten years what payments have been made from the benefits earmarked reserve.

Mr Williams said that he had been reassured that these were already in hand and therefore they were not formal recommendations to Council.

It was proposed by Mr T FitzPatrick, seconded by Mr N Dixon and

## **RESOLVED**

To approve the revised reserves statement as included at Appendix 1 to the financial strategy.

### **b) AGENDA ITEM 10: TREASURY MANAGEMENT HALF YEARLY REPORT**

The Leader, Mr T FitzPatrick introduced this item in the absence of the Portfolio Holder, Mr W Northam. He explained that it set out the Treasury Management activities actually undertaken during the first half of the 2017/18 Financial Year compared with the Treasury Management Strategy for the year. Treasury activities for the half year had been carried out in accordance with the CIPFA Code and the Council's Treasury Strategy. The Council continued to be prudent and was currently debt-free.

The Chairman invited Members to speak:

Mr D Young referred to Paragraphs 8.3 and 8.4 regarding the £6m increase in the limit for Pooled Funds. He noted that the current level of short term investments was £7.9m, approximately 25%, and stated that as drafted the increase in the limit for Pooled Funds, i.e. long term investments, could be made entirely at the expense of short term investments. He asked for some assurance to be made concerning the maintenance of an adequate level of liquidity. In the absence of the S151 Officer, it was agreed that there would be a written response.

Mr G Williams, Vice-Chairman of the Overview & Scrutiny Committee confirmed that the Committee supported the recommendations.

It was proposed by Mr T FitzPatrick, seconded by Mr N Dixon and

## **RESOLVED**

1. That the Treasury Management Half Yearly Report 2017/18 is approved.
2. To approve changes to the Counterparty Limits.

### **c) HIGHFIELD ROAD CAR PARK, FAKENHAM**

Mrs J Oliver, Portfolio Holder for Corporate Assets introduced this item. She explained that the report detailed the options available to the Council with respect to the future of the Highfield Road Car Park at Fakenham. This followed the recommendation made by the Council's strategic property partner, Gleeds, that the car park should be sold for development and the Council undertaking a public consultation exercise inviting public comment on future options for the use of this asset. Several options had been considered but it was proposed to retain the car park, to improve it and to introduce charges.

Mrs Oliver went onto say that the proposed capital budget of £75,000 for improvement works did not include refurbishment of the public toilets. Improvement of the toilets could, however, be the subject of one of the Council's work streams with Fakenham Town Council. There would be no problem with removing the height barriers and allowing coaches to use the car park for the Christmas period but the resurfacing work and markings would not be done by then and there would need to be further discussions regarding coach parking going forward.

The Chairman invited Members to speak:

Mr J Rest queried the issue of coach parking. He said that the Town Council was hoping for two bays and the cost of providing two pads for this this was not unreasonable but it appeared that the District Council wanted to relocate them elsewhere in the town. He concluded by saying that the report did not reflect the discussions with the town council. Mr T FitzPatrick replied that he had attended a meeting with two of the Fakenham District members, one of the Corporate Directors and the Mayor and Deputy Mayor of Fakenham Town Council and it had been agreed that coach parking would be allowed on the Highfield car park on a temporary basis until Christmas and they had agreed to look at alternative sites. The Head of Paid Service (SB) added that there was historic use of the car park by coaches but it was not clear when this had started. However, it had been used by organised coach tours rather than public transport and the results of the consultation had indicated that residents wanted the site to stay as a car park.

Mr D Young referred to paragraph 5.2.3 of the report where it was stated, in the context of bringing the car park into a charging regime, that the surface would be upgraded at a cost of £75,000. He asked if this up-grade, involving geo-textile matting, resulted in a surface that was better than compacted rough ground that is liable to pot-holing. He was assured that it was. He noted that the car park in Weybourne did not have such an upgraded surface, though it had been subject to charging for many years. The Head of Paid Service (SB) explained that, as outlined above, the surface was being improved to for use by cars and light vehicles not coaches. There would be an ongoing discussion about the future siting of coaches and this would be considered in tandem with the County Council's traffic and transport review of the town. With reference to the second part of the question, he said that in the absence of the S151 Officer, Cllr Young would be provided with a written response.

Mrs J Oliver thanked the Property Services team for removing the barriers to the car park so promptly and said that she was looking forward to a good relationship with the Town Council following the establishment of a working party.

It was proposed by Mrs J Oliver, seconded by Mrs A Claussen-Reynolds and

## **RESOLVED**

**That a capital budget be established of £75,000 to fund the proposed improvement works, to be financed by capital receipts.**

### **d) AGENDA ITEM 13: IMPROVED ACCESSIBLE TOILET AND PARKING FACILITIES, WELLS NEXT THE SEA**

The Portfolio Holder for Corporate Assets, Mrs J Oliver, presented the report. The proposal, subject to the agreement of the Wells Maltings Trust, was to provide a grant to the Wells Maltings Trust for the provision of a fully accessible Changing Places facility within the new Maltings development or for the Council to fund such provision, with a view to changing the Staithe Street Public Car Park (owned and operated by the District Council) to Blue Badge holders parking only. NNDC was consulting with Wells Town Council about additional disabled car park spaces.

There were not enough Changing Places facilities in the District which had some of the highest levels of older people in the country and a high concentration of people suffering from dementia. North Norfolk was a tourist area and facilities were needed for visitors as well as residents with health conditions.

Provision of the facility at the Maltings was completely separate from the discussions regarding Beach Road. It would be an additional facility provided by NNDC.

Mr V FitzPatrick, Local member for Wells, said that he welcomed the recommendations the new facilities would be an excellent addition to the Maltings and make it more accessible.

Mr S Hester, Local member for Wells, said that he was in full support of the scheme. However, when it was discussed recently at a meeting of Wells Town Council, concerns had been raised about turning all of the available parking spaces in the Staithe Street car park into disabled spaces.

Mr T FitzPatrick said that he applauded the installation of a changing places facility in Wells. It had been a dementia friendly town since 2015 and this scheme supported that. He said that he hoped to see it extended across the District.

It was proposed by Mrs J Oliver, seconded by Mr V FitzPatrick and

#### **RESOLVED**

**That a capital budget be established of £40,000 to fund the proposed provision of a Changing Places facility in the Wells Maltings development, or as part of the wider Wells Maltings and Sackhouse development, to be financed by capital receipts.**

#### **60. RECOMMENDATIONS FROM THE OVERVIEW & SCRUTINY COMMITTEE 08 NOVEMBER 2017**

Mr G Williams, Vice-Chairman of the Overview and Scrutiny Committee, said that the Committee had received a presentation from the Police on the 2020 proposals. The Committee had accepted that a low level of crime required a flexible police resource but had raised concerns regarding the risk of closing police stations and the loss of contact with PCSO's and consequently had sought confirmation from the Police that that commitment to keep in contact with local communities would be continued.

#### **61. RECOMMENDATIONS FROM THE CONSTITUTION WORKING PARTY 11 OCTOBER 2017**

The Chairman suggested that this item and the next item, 'Recommendations from the Standards Committee 7<sup>th</sup> November 2017' were dealt with together. In the absence of the Chairmen of both committees, he asked the Monitoring Officer to introduce the reports.

The Monitoring Officer explained that the Chairman of the Constitution Working Party, Mrs H Cox, had convened a meeting following the events at the Council meeting on 20 September and it was agreed that the Standing Order 3.8 (public questions and statements) was reworded to require that statements should be submitted to the committee clerk in advance of the meeting.

It was proposed by Mrs J Oliver, seconded by Mrs S Bütikofer and

#### **RESOLVED**

**a) That the Monitoring Officer should redraft Standing Order 3.8 (Public Questions/Statements) with the following wording:**

### **'3.8 Public Questions/ statements**

**Members of the public must notify the committee clerk 24 hours in advance of the meeting of their intention to ask a question or make a statement and at that time provide a copy of the proposed question or statement. Statements should not exceed 3 minutes. The Monitoring Office may reject a question if it is not about a matter for which the Council has a responsibility or which particularly affects the Council. It may also be rejected if it is defamatory, frivolous or offensive or requires the disclosure of confidential or exempt information. If the Monitoring Officer rejects a question or statement then s/he will notify the Group Leaders of the subject matter of the question and the reasons for rejection. One supplementary question will be allowed on the day. If an answer cannot be provided at the meeting a written response will be provided.**

**Different deadlines apply for speakers at Development Committee (see Chapter 5 Part 3)'**

#### **b) That the Constitution be amended to reflect the revisions.**

The Constitution Working Party had also agreed that the Member/Officer Protocol should be referred to the Standards Committee for review. This committee met on 7<sup>th</sup> November and recommended the following amendment to the Protocol:

#### **'3. Members' Constituency Role and Individual Employees**

**3.1 A Member may be asked for advice and support by an employee who is one of their constituents. Employees are entitled to seek such assistance in the same way as any other member of the public. However, Members should be careful not to prejudice the Council's position in relation to disciplinary procedures or employment matters in respect of an employee. A Member approached for help in such circumstances should seek to signpost employees to other sources of help and not become directly involved.'**

The Monitoring Officer thanked all those members who had attended the meetings of the above committees.

Members were invited to speak:

1. Mr B Hannah said that he would like to see the following wording added to section 3.1 of the Member/Officer Protocol 'Members should be careful not to prejudice the Council's position *or their own position*'.
2. Mrs A Moore said that 'direct' should be used instead of 'signpost'.

The above amendments were supported.

It was proposed by Ms M Prior, seconded by Mr B Hannah and

### **RESOLVED**

**That the following amendment be made to the Member/ Officer Protocol:**

#### **'3. Members' Constituency Role and Individual Employees**

**3.1 A Member may be asked for advice and support by an employee who is one of their constituents. Employees are entitled to seek such assistance in the same way as any other member of the public. However, Members should be careful not to prejudice the Council's position or their own position in relation to disciplinary procedures or**

***employment matters in respect of an employee. A Member approached for help in such circumstances should seek to direct employees to other sources of help and not become directly involved.'***

## **62. TO RECEIVE THE APPROVED MINUTES OF THE UNDERMENTIONED COMMITTEES**

The minutes of the meetings below were noted as a correct record;

- 1) Cabinet – 04 September, 02 October 2017
- 2) Development Committee – 31 August, 28 September 2017

## **63. REPORTS, UPDATES AND BRIEFINGS FROM CABINET**

The Chairman asked whether any Cabinet member wished to add a further update to their written report.

- i. Mrs S Arnold, Portfolio Holder for Planning, said that she wished to show appreciation to the Planning team for the excellent results outlined in her report. The results were well above target and this had been achieved in spite of staff shortages.
- ii. Mrs A Claussen-Reynolds made reference to a query raised at Planning Policy & Built Heritage Working Party by Mr J Rest regarding waste on the travellers' site at Fakenham. She said that having spoken to officers, they had informed her that they had checked the site and a small amount of rubbish had been collected. She then spoke about the new community fridge in Fakenham which had been funded by Sainsburys. The aim was to reduce food waste which currently amounted to 63k tonnes per annum in Norfolk. She explained that the fridge was looked after by a host and there were strict conditions in place, although anyone could take food out for a small donation. There were seven community fridges in Norfolk – the highest number outside London. The Fakenham fridge had been very well received and Mrs Claussen-Reynolds asked for feedback from Members to explore options in other towns. She concluded by saying that the latest log showed 45917g of food had been donated and 35864g had been taken.
- iii. Mrs J Oliver said that she wished to highlight Eastlaw's shortlisting for an award and that she wished them every success
- iv. Ms M Prior said that she wished to congratulate the Sports Clubs & Hubs team who had won the Activity in the Community award at the Norfolk Sports Awards.

The Chairman invited Members to ask questions:

1. Mrs G Perry-Warnes asked the Portfolio Holder for Waste & Environment whether there was any liaison with local food banks regarding the siting of community fridges. The Head of Paid Service (NB) said that he understood that foodbanks only took non-perishable goods. Mrs Perry-Warnes replied that volunteers at the Cromer foodbank were not aware of the scheme and would have liked to have been involved. Mr T FitzPatrick added that the community fridge scheme was a good initiative which would hopefully expand into other market towns. He added that all possibilities should be explored.
2. Mr E Seward said that he wished to ask the Portfolio Holder for Business and Economic Development whether he shared his disappointment that the County Council would not support NNDC's request for North Norfolk to be better represented in the New Anglia Local Enterprise Partnership's strategy document.

## **64. QUESTIONS RECEIVED FROM MEMBERS**

The following question had been submitted by Cllr E Seward:

'In drawing up the specification for a new waste and related services contract what improvements/changes are envisaged to the existing contract. In particular:

- What improvements in recycling rates for waste may be expected in the new contract given that during the long tenure of this contract innovations in waste management can be expected?
- Will the collection of food waste be considered in the new contract?
- Will the emphasis in the new contract be on the quality of the service to be provided or will it solely be about cutting costs?
- What are the type/level of cost savings envisaged by having a joint contract with three other District Councils in Norfolk?
- Will bidders of the new contract be given the opportunity to express innovative ways for the collection and disposal of waste?
- Is consideration being given to contracting out separately grounds maintenance work to town/parish councils and/or bringing it back to North Norfolk District Council?'

The Portfolio Holder for Waste, Mrs A Claussen-Reynolds had provided a written response (Minutes Appendix A) which Mr Seward thanked her for. He said that he was concerned that the Council did not believe that it could increase its recycling rates by more than 1 or 2% and that he felt there should be more effort.

The Head of Paid Service (NB) said that ultimately the issue was about avoiding the disposal cost for waste going to landfill or incineration. The disposal function sat with the County Council with the District Council having responsibility for collection. Giving the example of food waste, he said that recycling credits did not cover the additional cost of collection and the cost to the District Councils would be significant. He concluded by saying that the main issue was to look at what the Council could do at a reasonable cost.

**65. NOTICE OF MOTION**

None

**66. PRIVATE BUSINESS**

None

The Chairman invited Members to join him for Christmas drinks after the next meeting of Council on 19 December 2017

The meeting concluded at 7.24pm

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Chairman



**Cabinet 4 December 2017**  
**Full Council (capital budget) 19 December 2017**

## **Leisure Contract Procurement and Sheringham Leisure Facility**

### **Summary:**

This report is brought to update members on progress towards a replacement for the Splash Leisure Centre in Sheringham and the procurement of a new Leisure Services Management Contract.

The Council is now at the point where it needs to needs to formalise procurement of a new leisure centre on the Splash site.

Following the completion of a feasibility study by external consultants, the high level financial issues around re-providing a leisure centre on the Splash site have now been fully considered. The work completed to date indicates that, with additional development on the Splash site, a new leisure facility could be provided with a modest increase of the Council's revenue budget.

Members will recall that Cabinet agreed in June to commence work to procure a new leisure operator for the contract to operate and manage our three leisure facilities. If approval is now given to move forward with a new facility, it is proposed that we would now progress this in parallel with the leisure contract procurement.

### **Conclusions**

The feasibility study details what the future facility mix should be to best service the health and leisure needs of local residents in the future. The resulting plan details the revenue generation opportunities and other efficiencies of a new facility and contract, which will minimise the impact of this significant capital project on the Council's revenue budget.

Initial discussions show that it should be possible to provide a new leisure facility in Sheringham with a swimming pool, with only a modest revenue budget impact, as long as the Council takes a commercial view of the property implications and opportunities which exist for the site, and that external grant funding is also provided.

In order to provide the best procurement of a future Leisure Services Contract and a future leisure facility on the Splash site, significant external professional support is required so that the project can move forward.

The policy justification for a new facility is extremely compelling. The Indoor Facilities Strategy adopted by the Council recognises the need to protect a public swimming facility at Sheringham. The demographics of North Norfolk, and the health impacts and other needs which follow point clearly to such a facility being required. Alongside this, the Council's Asset Commercialisation strategy gives rise to funding opportunities which will be required to replace the Splash Leisure Centre, now becoming critical given the age of facility.

### **Recommendations**

1. That Cabinet proceed with a replacement leisure facility at the Splash site in Sheringham, with swimming provision, as detailed as Option 1 in the report.
2. That delegated authority is given to the Corporate Director and Head of Paid Service (NB) to:
  - (a) commission FMG consultants to advise on the best procurement route for the facility build and to support the development of a funding application to Sport England, and that Financial Standing Orders are waived to allow a direct award, given FMG's expertise and involvement in the project to date.
  - (b) commence procurement work to enable the design, including the submission of the necessary Planning Application/s, for the new leisure facility and, if necessary, associated enabling development and, if FMG are considered the best value option for this work, to waive Financial Standing Orders to allow a Direct Award to them.
  - (c) Commission the necessary external support to manage the leisure facility construction project if this goes ahead; this to include tender production and management, cost consultancy and client representation as required.
  - (d) Procure the construction contractor to build the new facility at the Sheringham site, subject to the funding being confirmed to complete the project.
  - (e) Undertake procurement of the new Leisure Management Contract via the most appropriate route, including the use of external support as required.
3. That a Project Board is set up to oversee the project, involving key officers and members, as detailed in the report.
4. That Cabinet recommends to Full Council;
  - (a) The approval of the necessary capital budget to support the delivery of a replacement leisure facility (Option 1) at an estimated cost of £10.667m as detailed in this report, subject to the necessary external funding being in place
  - (b) That the provisional financing be agreed as follows;
 

Part land disposal	£0.750m
Sport England grant	£1.00m
Capital receipts/reserves	£4.00m
Borrowing	£4.917m
  - (c) That delegated authority is given to the Head of Finance and Assets to adjust the financing outlined above if required to maximise the value for the tax payer.

#### Reasons for the Recommendations

To provide the necessary financial, procurement, project management and governance framework to allow the project to replace the Splash leisure facility to proceed.

Cabinet Member(s): Cllr Judy Oliver, Property Portfolio Member Cllr Maggie Prior, Wellbeing Portfolio Member	Ward(s) affected: Sheringham specifically, but with impact across a much wider area of the District
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## **1. Introduction**

- 1.1 This report discusses the options available for the future provision of a leisure centre on the Splash site in Sheringham, given the ageing Splash leisure facility. This needs to be completed in parallel to procuring a new Leisure Management Contract in time for its cessation on 31 March 2019.

## **2. Background**

- 2.1 The Council owns three leisure facilities; Fakenham Sports and Fitness, Splash Leisure and Fitness in Sheringham, and Victory Swim and Fitness Centre in North Walsham. They are managed via a contract with Places for People Ltd., which ends on 31 March 2019.
- 2.2 In October 2015, the Council adopted an Indoor Leisure Facilities Strategy, which appraised all the indoor facilities (both publicly and privately owned) across the District; identifying options to address any shortfall in provision.
- 2.3 The strategy recommends that the Council should look to reinvest in the Splash leisure facility site in Sheringham to protect a leisure facility there for the future, particularly in terms of swimming provision in the District.
- 2.4 However, given the current financial environment, any decision will be ultimately determined by the Council's financial position in terms of affordability.

## **3. Current Position**

- 3.1 The three Council-owned leisure centres are all very successful, with visits in 2016/17 totalling 462,000 and this has continually risen over the past four years. The leisure centres offer a variety of activities, including swimming (Splash and Victory facilities), group exercise, badminton, basketball, fitness and indoor cycling which make a significant contribution to improving the health and wellbeing of our residents.
- 3.2 The current contractor, Places for People, has worked in partnership with the Council for over ten years to ensure a good programme of activities has been provided at the three locations.
- 3.3 The direct cost (this includes the contract management fee and our repairs and maintenance costs) of providing the Leisure service across the three sites for 2017/18

is £319,709. This equates to a subsidy from the Council of 67p per person visit to our facilities. In addition, the Council's own support services bring the overall cost of providing the service to £823,396 for 2017/18 mainly as a result of capital costs relating to depreciation, to the value of £487,987 in the 2017/18 budget due to revaluations.

- 3.4 In 2013, some benchmarking was undertaken by the Council to examine the cost of providing leisure facilities and our provision was broadly comparable with other similar local authorities across the county. This position is not likely to have changed greatly in the interim.
- 3.5 Whilst each leisure facility building requires some ongoing repair and maintenance work, the position at Splash is becoming increasingly urgent due its age. To ensure a facility on this site, as recommended by the Indoor Leisure Facilities Strategy, either a full refurbishment, or as seems more likely, a demolition and complete rebuild, is required.
- 3.6 Following the Cabinet resolution in June 2017, the Council has now commissioned a feasibility study on the development of Splash, which was presented informally to Cabinet Members before being presented to the Overview and Scrutiny Committee by the authors, FMG Consulting, on 8 November. A full Business Case, which reflected the outcomes of the Feasibility Study is appended as Appendix 1 (FMG's Business Case) and Confidential Appendix 1 (FMG's Financial modelling).
- 3.7 Included in the study were options for potential future facilities. The cost of refurbishment, at c£8.129m would provide the building with an estimated additional 10 years' useful life. The cost of a new build is estimated at c£10.667m but would provide a facility for 25-30 years into the future.
- 3.8 The financial projections, which have now been examined in detail, indicate that a new leisure facility with a swimming pool could be provided with net revenue impact of c£114k per annum, as long as the external funding, from enabling property development and grants, can be secured. At this level of costs, officers believe a positive recommendation to now proceed with the project can be made.
- 3.9 In addition, initial discussions have been had regarding the procurement of a new Leisure Services Contract, which needs to commence as soon as a decision is made on the future Sheringham facility.
- 3.10 It was confirmed in June, that the draft report to Cabinet would be provided for pre-scrutiny at Overview and Scrutiny Committee, before Cabinet considered the substantive recommendations, and Full Council signed off the capital budget.

The Overview and Scrutiny Committee considered this report on 8 November and were overwhelmingly in favour of the proposal. The comments, suggestions and recommendation from the Committee to Cabinet have been collated at Section 13 of this report and many of the comments received have been incorporated into this final Cabinet Report.

#### **4. Benefits of Providing Sport and Leisure Facilities**

- 4.1 Sport and leisure provision is not a statutory duty for the Council. However, it is widely accepted and well documented, that participating in sport and leisure provides many benefits to a person's health and wellbeing and there are greater benefits to the wider health economy as a result. Especially in rural areas, municipal leisure facilities provide a key part of the sport and leisure infrastructure.

- 4.2 In addition, leisure facilities can enhance the District's tourism offer, and add value for visitors to the area and to its local economy. Sport England's 'Economic Impact Tool' estimated that the overall contribution that sport makes to our local economy is worth £22.6 million (in North Norfolk) and created 676 jobs.
- 4.3 The Council's Corporate Plan reflects the known health benefits of sport and leisure and Health and Wellbeing is one of the Council's five main priorities; *"A district with vibrant communities and where healthy lifestyles are accessible to all"*.
- 4.4 It is therefore important for the Council to have accessible leisure facilities that provide a variety of opportunities, in order to maintain a fit and active lifestyle. The Council's corporate health and wellbeing objectives are well reflected in the current Department of Culture Media and Sport (DCMS) Strategy for Sport whose five main outcomes are as follows:
1. Physical well-being
  2. Mental well-being
  3. Individual development
  4. Social and community development
  5. Economic development
- 4.5 Given that the DCMS outcomes are very much in line with the Council's own objectives, this provides an excellent social foundation upon which to progress the redevelopment of the Splash site.
- 4.6 Sport England's Strategy, *'Towards an Active Nation'*, seeks to deliver the above outcomes, and will play a crucial role in assisting the Council to assess and achieve its corporate sport and leisure objectives.
- 4.7 The current Splash facility is very well used and sees in the region of 160,000 personal uses each year. It is clear from the Indoor Sports Facilities Strategy, that a facility is needed in this area of the District and that if at all possible, a wet facility (i.e. with a swimming pool) should be maintained.
- 4.8 It is well documented that a new build of any leisure facility results in an increase in participation. Therefore, the above figure of 160,000 in terms of participation is likely to increase significantly post build.
- 4.9 Whilst there is a good social case for the Council to continue to provide sport and leisure to its local community, this clearly has to meet the affordability criteria within which the Council has to operate.
- 4.10 It is clear that the policy position on provision of such facilities is very strongly supportive of the development of a new facility.

## **5. Splash Site Issues**

### **5.1 Indoor Sports Facilities Strategy**

- 5.1.1 The protection of a swimming pool on the Council's site in Sheringham has been highlighted in the Indoor Leisure Facilities Strategy as a high priority recommendation. Coupled with members' preference to provide a wet facility at the site if possible in financial terms, this has therefore been the basis for officers' working assumption, i.e.

that a wet facility on the site would be developed and included in the future Leisure Management Contract

5.1.2 However, if financial constraints meant that a dry facility were to be provided, at a lower cost, this would obviously result in the loss of the municipal swimming provision for a wide area of the District. If such a reduced level of facility was the only available option to the Council, then this would be covered in a later business case to Cabinet.

## 5.2 Refurbishment Option

5.2.1 This would clearly be a more affordable option if considered purely in terms of capital cost, with current estimates at approximately £8.129m.

5.2.2 However, a refurbishment of the facility only allows for a limited opportunity to amend the design and layout of the existing, inefficient building footprint. It would also mean continued use of the existing pool with wave machine and flume, which is expensive to operate and maintain for an operator and does not provide any additional use in terms of activity, from a health and wellbeing perspective.

5.2.3 It is estimated that a refurbishment would provide approximately 10 additional years' service life to the existing facility. The feasibility study concludes that this option does not provide good value for money and recommends the rebuild option.

5.2.4 Importantly, Sport England have also advised that a complete demolition and new build will offer the most effective and best value solution, and importantly, one which they are most likely to support financially through grant funding. Their view continues to be that new facilities, in the right place with the right mix of facilities, are much more efficient to operate and are delivering significant increases in usage with lower net revenue costs.

## 5.3 New Build Option

5.3.1 On the basis that the option to demolish the old Splash facility and build a new leisure facility has been confirmed as the best option by an independent study, subsequent work has focussed on reducing the likely financial impact of such a significant capital project.

5.3.2 The feasibility study included input from construction cost consultants and provides full build costs for a new facility, which have, as far as possible, been future proofed and inflated to represent realistic cost estimates for the likely date at which any construction would commence.

5.3.3 With the feasibility study confirmed, recommendations are proposed in this report to allow for detailed design and Planning Approval and, assuming the external funding streams' availability to fully fund the project, the construction works to be formally approved.

5.3.4 In developing their reports, the consultants have discussed various issues relating to the potential redevelopment of the Splash site with key stakeholders and other relevant organisations, and all have provided significant support. These views have helped understand the likely future demand and therefore optimal designs for any future facility provision.

5.3.5 In taking this consultation into account, including the views of potential leisure contractors as to the optimal mix of facilities in terms of net revenue cost, it is recommended that a new wet leisure facility would consist of: a six lane, 25m

swimming pool, learner pool, splash pad/confidence water, 50 station gym, multi-purpose fitness studio, spin studio, along with ancillary areas for reception, café and plant rooms.

- 5.3.6 A wave machine and flume would not be provided, due to both direct capital and operational costs and knock-on effects on the size of the building. This additional cost would not be funded by external grants. Importantly, and especially given that our residents would ultimately be funding the facility, the needs of our population would also lean strongly towards not having such additional facilities. In addition, the additional demand created by such use is not sufficient to cover the additional costs.

#### 5.4 Enabling Development

- 5.4.1 Importantly, the Splash site has land which could be utilised for significant enabling development, especially as the proposed new leisure centre would have a smaller footprint, using a much more efficient design.

- 5.4.2 It is intended this land would be used to partly subsidise a future leisure provision on the site. As the Council has been contacted a number of times in the past few years regarding the potential of external operators developing a hotel in the District, the site is being actively marketed for a possible hotel development, as our advice is that represents the best use in terms of financial return.

- 5.4.3 Whilst market housing may also be an option, this is not believed to give as good a return, although this might be an option if it was not possible to agree terms with a hotel provider.

- 5.4.4. There is also limited potential for co-location with another public building via a library although this is very uncertain at present, as Sheringham already has a library in the centre of the town.

- 5.4.5 In any case, the sale, lease, etc. of any land for enabling development, will be the subject of a business case to comply with the Council's Asset Disposal Policy.

- 5.4.6 As well as design etc. considerations, the exact location and timing of build for both enabling development and a leisure centre will impact on the project. Whilst certain developments may be financially positive to the capital budget, their delivery could mean that Splash would have to close before a new facility was built and there are knock-on financial issues for that potentially costing around £250k in total. Clearly, this will be subject to assessment as any project progresses.

- 5.4.7 Informal discussions have also been held with Planning colleagues. Given that there is already a leisure centre on the site, the leisure proposal does not give rise to significant concerns. Likewise, it is believed that a hotel could also be accommodated on the site as supporting development for the leisure centre, with both developments being subject to all of the usual Planning considerations.

#### 5.5 New Build Finance

- 5.5.1 The feasibility study details that an appropriate new facility, that includes the desired facility mix, would cost an estimated £10.667m. This mix, especially when managed alongside the two other facilities, would result in a far greater revenue generation and therefore, much lower leisure contract costs, which would assist in funding that capital requirement.

- 5.5.2 Assuming capital contributions from additional development, and that external grant funding was also in place, the new leisure centre could be provided with a net revenue budget impact of around £114k per annum. At this level of finance, officers would recommend that the Council proceeds with the project.
- 5.5.3 FMG have also proposed a second new build option which is based on the option outlined above but with the addition of health suite facilities. This has the effect of increasing the capital cost to c£11.448m, although the business case for these additional facilities does not seem to support the additional investment in terms of additional income generation. That said, it would represent an extra level of facilities for the community.

The revenue impact to finance this scheme, on the same basis as that outlined above, would be around £154k. At this level, officers could not recommend this option. However, it is proposed that we keep the overall options open, so that if leisure contractors could offer an improved revenue position to pay for the additional investment, this could be accepted at a later date. This recognises the Recommendation from Overview and Scrutiny Committee contained at Section 13 of this report.

- 5.5.4 There are however, a number of sensitivities around these figures and these are detailed in the Financial section, contained in Confidential Appendix 2 to this report.

## 5.6 Concept Plans

- 5.6.1 In order that members can better understand the scale of such supporting development as described above, three options for the site plan showing the layout of the main blocks of development can be viewed in the Business Case attached at Appendix 1.
- 5.6.2 The options available partially revolve around the requirements of hotel companies as to the best location for the hotel on the site. However, each one of those options has different implications for both the location and construction dates, and therefore the cost of the new leisure facility.
- 5.6.3 In almost every scenario, it is likely that the current skate park would need to be re-provided elsewhere on the site, and this cost has been included in the feasibility study budget and plans. Officers have been in touch with the Skate Park User Group to allay any potential concerns and have completed a memorandum of understanding around re-provision.
- 5.6.4 In addition, some further concept drawings have been provided, although it should be noted that no specific layout or design has yet been finalised with potential development partners, nor any formal pre-application advice taken from the Local Planning Authority. The plans within this report and appendices are merely a representation of what could be built, in order to deliver a new leisure facility with a swimming pool at the Council's site in Sheringham.

## 6. Leisure Management Contract Procurement

- 6.1 The key date for the Leisure Management Contract renewal is 31 March 2019, by which time the Council probably needs to have new arrangements in place for ongoing management of its leisure facilities. Under normal circumstances, the procurement time for such a contract could be around six months, but the situation is far more complex at this time.



- 6.2 In discussions with potential bidders, Sport England and our consultants, it would appear that the most appropriate length of contract would be around 10 years, with an option to extend for a further 5 years. This will be the subject of further procurement advice as we move forward with the procurement process.
- 6.3 Whilst there may be an opportunity for a further extension of the Places for People contract to cover any build period of a new facility, this has not yet been discussed with the company. It could also be open to legal procurement challenge, although the risk is considered low, given the reasons for such an extension and the fact that potential challengers would almost certainly be interested in bidding for the future contract.
- 6.4 In addition, there is the real possibility of having to close Splash before the end of the current contract should this required to accommodate the new facility's construction. Whilst this is allowed for in the current contract, it does further complicate the contractual position.
- 6.5 With the necessary property work, design, demolition and rebuild of a new facility on the Splash site, the whole project is likely to take just over two years. This means, in any case, that the contract will have been let during that time and the need therefore, is to ascertain the optimal time period over which to undertake the procurement.
- 6.6 Clearly, if our future contractor is to manage the facility for perhaps 15 years, it makes sense for them to have at least some input to the new building's design features. All contractors will operate slightly differently and it is now common in the leisure industry for contractor input to take place, in order that both parties get the most from the construction of the new facility, thus reducing risk and therefore price. This can range from a Design, Build Operate Manage (DBOM) arrangement, where the design and construction is completed by the leisure contractor, right through to relatively minor layout and materials design input.
- 6.7 The current advice is that a full DBOM contract would limit the competition available in what (with a new facility) will now be a very popular contract in the leisure market, as many contractors are simply not geared up to manage the actual construction and merely focus on operational contract delivery.
- 6.8 Officers are of the view that it should be possible to procure in such a way that the new contractor has the opportunity to influence the design of the building once we reach a Preferred Bidder stage. It is therefore recommended that the Council examines the options around this, with advice from leisure consultants and Sport England as to the most appropriate route.

## **7. Project Management and Governance**

- 7.1 Leisure Contract Procurement and Construction
- 7.1.1 With the Leisure Contract procurement and any construction needing to be twin tracked, the project will be complex and the need for external, expert support cannot be over emphasised.
- 7.1.2 As the Council's strategic property partners, Gleeds/Pygott and Crone will continue to work with hotel developers, in order to promote the development of such a facility as enabling development.
- 7.1.3 The Council should commission FMG to support a procurement options appraisal, as well as additional work in order to submit the grant funding application that maximises the opportunity of Sport England funding. A recommendation to this effect forms part

of this report, with Financial Standing orders being waived in terms of their appointment, given their expertise and involvement to date.

- 7.1.4 The issue of ensuring best value for this appointment was raised at Overview and Scrutiny Committee and it was explained that FMG are recognised experts in this field and could only take the project so far; in this case to support the procurement, initial design and grant application work.
- 7.1.5 In terms of other sports and leisure work, officers are working with the Regional Facilities Manager at Sport England to continue to provide advice on overall project development. It is a requirement of any Sport England funding that the Council continues to engage positively with Sport England to ensure their funding provides good value and meets their facility specification guidelines.
- 7.1.6 In addition, Sport England have also offered to support in terms of the appointment of a contractor to run the new Leisure Management Contract.
- 7.1.7 FMG have undertaken the initial design, feasibility and business plan for the new facility. Through their partner architects, Saunders Boston, they may be able to complete the design to Planning Application stage and this option will be considered, again on the assumption of Financial Standing Orders being waived. However, it may well be prudent to consider subjecting this to a competitive process.
- 7.1.8 As and when the decision is taken to proceed with construction, cost consultants, project supervisors and other professionals representing the Council, will need to be appointed, to then procure the construction contract and, on behalf of the Council, oversee the build project itself through to completion. Such appointments and procurement will be undertaken through the usual established processes.
- 7.1.9 The Council will also need to maintain overall project management internally and, given the scale of the whole project, this may require additional support.
- 7.2 Initial Work
  - 7.2.1 The first essential work will be the continuation of discussions and negotiations around land assembly, to enable supporting development as well as a new leisure centre.
  - 7.2.3 Once a positive decision is made on any new facility, the Council needs to move onto the initial stages of procurement of the Leisure Management Contract. This should include soft market testing to be carried out which, in turn, will inform likely pricing and key building design points.
- 7.3 Construction, etc. Procurement
  - 7.3.1. Assuming approval of the project from Cabinet and the Capital Budget by Full Council, in December 2017, procurement of the necessary architectural design would then commence as soon as possible, along with appropriate professional support for the Council in terms of cost consultancy and then later, full client support as the construction proceeds.
  - 7.3.2 In parallel to the design work, the Leisure Management Contract would potentially move to preferred bidder stages, to allow bidders to have input to the secondary design of the building that they would then manage in the future, with the new contract probably commencing in April 2019.

7.3.3 Depending on the land assembly arrangements, this could then see a new facility completed and operational by October 2020.

#### 7.4 Governance Arrangements

7.4.1 The governance arrangements for such a large project will need to be clear and effective. It is therefore proposed that, as well as the internal project group of key officers (leisure, property, finance, legal), there will be a Member and Officer Board to oversee the project. This will ensure corporate ownership of the project as a whole and will take the form previously put forward for the Waste Contract Procurement, with senior officers, portfolio members and appropriate political balance.

7.4.2 It is suggested that the following structures are put in place:

##### Project group

- Corporate Director and Head of Paid Service
- Head of Community and Economic Development
- Leisure and Locality Services Manager
- Procurement Officer
- Chief Financial Accountant
- Legal Services – as required
- Estates and Assets Strategy Manager – as required
- Corporate Project Manager
- Administrative Support

##### Member/Officer Project Board

- Corporate Director and Head of Paid Service
- S151 Officer
- Monitoring Officer
- Other Officers (from the Project Group above) to support as required
- Relevant Portfolio Members (to cover Property, Procurement and Leisure Services)
- Other Members to provide political balance

The Terms of Reference for these groups are contained at Appendix 2.

7.4.3 A formal recommendation to appoint members to this Board is contained within the report.

7.4.4 It is proposed that there will be regular updates to the Overview and Scrutiny Committee during the project and if necessary, information sessions for members, given the scale of this project.

## 8. Risks and Mitigation

8.1 At this stage, there is limited direct financial risk, as members are only being asked to approve the design and other preparatory work and therefore the cost of the necessary supporting professionals, using the consultants already being used, ie Gleeds and FMG. Both were originally procured for their relevant expertise and we would expect this will mitigate the risk associated with the initial property and leisure related work.

- 8.2 Future procurement of expenditure on a construction contract will only progress when the necessary external funding from supporting development and or grant funding is in place.
- 8.3 The Council needs to procure a new Leisure Management Contract commencing 1 April 2019.
- 8.4 Any risks attached should be minimised via a robust procurement procedure with support from appropriate leisure management, and if necessary, construction and property professionals. Support from Sport England has already been offered as part of the procurement process, which would add value and impartiality to the decision making.
- 8.5 Given the age of Splash, there is a risk of failure(s) occurring in the building and/or to the plant before any new facility is completed. Whilst the majority of this responsibility lies with the Contractor, as the contract draws near to its completion, elements of such risk may pass to the Council.
- 8.6 In addition, there may well be a need to close and demolish Splash to allow the new facility to be built.
- 8.7 In any case however, a closure of the facility may adversely affect the reputation of the Council. This should be mitigated to a certain extent given that a new facility would be being built.
- 8.8 Given the uncertain future of the facility, there is a clear reputational risk around what is provided at the Splash site in the longer term. Given the profile of the facility and the Indoor Leisure Facilities Strategy which is in the public domain, there is likely to be an expectation from the public of re-provision of some sort, which needs to be managed, and this report seeks to also manage such expectation.
- 8.9 The major risks for the project then come with the construction and future management and these will be managed by provision of strong governance arrangements, around project management, procurement and other professional advice.
- 8.10 The wider reputational risks around communication will be covered by a full Communication Plan for the whole project.
- 8.11 FMG have completed an initial Risk Assessment, as part of the Business Case contained at Appendix 1. All of these risk areas will be drawn together to form a project risk matrix which will then be owned by the Project Team and the Member/Officer Board.

## **9. Financial Implications and Risks**

- 9.1 Given the complexity and commercial sensitivity of the finances for this project, the FMG Financial Modelling is appended in Confidential Appendix 1 and the Council's Head of Finance Report, including Sensitivity Analysis at Confidential Appendix 2.

## **10. Sustainability**

- 10.1 Any new build will rely on minimising energy use to reduce utility costs and therefore the running costs for the facility. This will primarily be around high levels of thermal insulation and Combined Heat and Power technology.

10.2 It may be possible to consider PV panels on the roof of the facility, depending on cost and payback time and this will be considered during the design phase of the project.

## 11. Equality and Diversity

11.1 There are no equality and diversity implications directly resulting from the recommendations or options considered in this report. Clearly as a new building the facility proposed will be fully accessible to ensure high levels of participation.

## 12. Section 17 Crime and Disorder considerations

12.1 There are no negative Crime and Disorder implications directly resulting from the recommendations or options considered in this report. However, there will be significant positive implications, as it is well established that young people engaged in sport are likely to be both directly and indirectly deterred from engaging in low level crime and anti-social behaviour.

## 13. Consultation with Overview and Scrutiny Committee

13.1 The Council's Overview and Scrutiny Committee considered this report in draft form on 8 November and the comments received have been collated below, together with the Committee's Recommendation.

13.2 Matters raised by the Committee:

Issue	Action
Health and Schools consultation - Was consultation with Health Services and schools undertaken?	Consultation with these stakeholders confirmed by FMG Leisure Consultants at the Overview and Scrutiny meeting
Positive crime and disorder outcomes of leisure provision at the site	Section 12 above strengthened in this regard
Terms of Reference identified for Member/Officer Project Board	Section 7 above amended to cover these
Use of land for enabling development	Section 5 above strengthened to reflect the need for compliance with the Council's Asset Disposal Policy
Value for money of consultants being re-appointed	Section 7 above amended to better reflect the procurement of consultants
Links to Asset Commercialisation Strategy	Contained in Section 5 and in Conclusions
Member communication	This is contained in the report and will then be programmed later, as part of the project plan, following a Cabinet and Council decision.
Risk management	Detailed financial risks are covered in the Appendices and other risks covered in general terms at Section 8 above. These will be drawn into a full project risk matrix once any positive decision to proceed is made
Option supported	There was general agreement at the Committee to the proposals but a number of Members preferred Option 2,

	<p>with the “health spa” facilities, and this was built into the O&amp;S recommendation to Cabinet below.</p> <p>This has not been reflected in the full recommendations to Cabinet and Full Council, as our clear advice is that option 1 offers the best value for money.</p>
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### 13.3 Recommendation from the Overview and Scrutiny Committee to Cabinet

**That the options for a new facility are kept as flexible as possible to enable the best mix of facilities in the new leisure centre.**

## 14. Conclusions

The feasibility study details what the future facility mix should be to best service the health and leisure needs of local residents in the future. The resulting plan details the revenue generation opportunities and other efficiencies of a new facility and contract, which will minimise the impact of this significant capital project on the Council’s revenue budget.

Initial discussions show that it should be possible to provide a new leisure facility in Sheringham with a swimming pool, with only a modest revenue budget impact, as long as the Council takes a commercial view of the property implications and opportunities which exist for the site, and that external grant funding is also provided.

In order to provide the best procurement of a future Leisure Services Contract and a future leisure facility on the Splash site, significant external professional support is required so that the project can move forward.

The policy justification for a new facility is extremely compelling. The Indoor Facilities Strategy adopted by the Council recognises the need to protect a public swimming facility at Sheringham. The demographics of North Norfolk, and the health impacts and other needs which follow point clearly to such a facility being required. Alongside this, the Council’s Asset Commercialisation strategy gives rise to funding opportunities which will be required to replace the Splash Leisure Centre, now becoming critical given the age of facility.

## **North Norfolk Community Sports Hub**

### **Summary:**

This report is brought to allow members to move forward the opportunity of developing a Community Sports Hub at the Cromer Dual Use Sport Centre via the provision of an indoor tennis facility and new gym and fitness centre, along with different management arrangements, in partnership with both Cromer Academy and Cromer Tennis Club.

The Council's Indoor Leisure Facility Strategy identified an opportunity to better manage the public sports facilities at Cromer Academy, and the adjacent tennis club, in both of which the Council is a key stakeholder.

The Strategy also identifies the need for an indoor tennis facility and the best venue for this is at the Cromer Academy site.

The key partners in this project will be Cromer Academy, Cromer Tennis Club and the Lawn Tennis Association, as well as the Council. A full feasibility and needs analysis study has now been completed, that details the viability of the project.

### **Conclusions**

The Council's Indoor Leisure Facility Strategy has recommended that a Community Sports Hub should be set up, that provides improved management of the sports facilities on and adjacent to the Cromer Academy site. The Strategy also identifies that a 2-3 court indoor tennis facility is needed in the district. Together, these two recommendations present a compelling case for this facility to be built at the academy site, especially now that significant grant funding is available for such a project from the Lawn Tennis Association.

There is now an opportunity for the Council to improve the sports offer at the Academy site, with the development of the Community Sports Hub and construction of the indoor tennis facility and associated gym and fitness centre. At the same time, because of the significant revenue generation capacity of the new facility, this should be able to be completed with only a small impact on the Council's revenue position in terms of its sports and leisure budget.

In addition, there is an opportunity for the Council to provide additional improvements to other tennis courts in the district. This will form part of a wider transformation project for tennis in North Norfolk partly, funded by the Lawn Tennis Association.

Detailed feasibility work has been completed that confirms the viability of the project, to the extent that the Council can now progress the project.

### **Recommendations**

- 1. To accept the findings of the feasibility study into the principle of developing a North Norfolk Community Sports Hub based on the Cromer Academy/Cromer Tennis Club site.**
- 2. To delegate to the Corporate Director and Head of Paid Service (Nick Baker) authority to:**

- a) procure FMG leisure consultants to complete the designs and Planning Application/s for the proposed facility as detailed in this report, and to provide the necessary support the Council in its funding bid to the Lawn Tennis Association.

Note: this will require the waiving of Financial Standing Orders, on the basis of FMG's expertise and earlier involvement in this project.

- b) negotiate property related matters with the interested parties and enter into such property and service contractual agreements as are necessary to allow the project to proceed.
- c) subject to the external funding being made available, procure construction related professionals to take forward the construction project.
- d) subject to the external funding being made available, procure the construction contract to build the new facility.

3. For Group Leaders to appoint Members to the Joint Officer Member Board as described at 6.5 in the report.

4. To recommend to Full Council, the approval of the necessary capital budget for the project, subject to the external funding being made available, as described in the report:

(a) The approval of the necessary capital budget to support the delivery of a Community Sports Hub at an estimated cost of £2.681m, and additional tennis facility improvements at an estimated cost of £250k, as detailed in this report, subject to the necessary external funding being in place

(b) That the provisional financing be agreed as follows;

Lawn Tennis Association Grant (25% of tennis related cost)	£733k
Capital receipts/reserves	£1.465m
Lawn Tennis Association Interest free loan (25% of tennis related cost, to be funded from capital receipts)	£733k

(c) That delegated authority is given to the Head of Finance and Assets to adjust the financing outlined above if required to maximise the value for the tax payer.

Reasons for the recommendations:

To provide the necessary framework around, finance, procurement and governance for the project to be able to move forward.



**LIST OF BACKGROUND PAPERS AS REQUIRED BY LAW**

*(Papers relied on to write the report, which do not contain exempt information and which are not published elsewhere)*

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<b>Cabinet Member(s)</b> Cllr Judy Oliver, Property Portfolio Member  Cllr Maggie Prior, Wellbeing Portfolio Member	<b>Ward(s) affected:</b> Suffield Park specifically but impacts on all of Cromer and across a wide part of the district and beyond.
<b>Contact Officer, telephone number and email:</b> Nick Baker, 01263 516221, nick.baker@north-norfolk.gov.uk Karl Read, 01263 516002, karl.read@north-norfolk.gov.uk	

## **North Norfolk Community Sports Hub**

### **1. Introduction**

- 1.1 This report discusses the potential to better co-locate and operate the sports facilities at the Cromer Academy/Dual Use Sports Centre and Tennis Club site, by forming a Sports Hub around a new indoor tennis facility along with a gym and fitness centre.
- 1.2 This will complement the existing facilities on the site, so securing their sustainability, whilst at the same time, providing additional improvements to existing tennis facilities across the District.
- 1.3 It is anticipated that these facilities can be provided with a small increase in the Council's sports and leisure budget and a recommendation is provided to this effect.

### **2. Background**

- 2.1 The Council manages and operates three dual-use sports facilities: at Cromer, North Walsham and Stalham. They are all operated on school or Academy sites, for use of the wider community when the schools are closed.
- 2.2 The dual use offer is well used in all locations by many local sports clubs and individuals, but requires a significant subsidy, of around £2.00 per personal use of the facilities.
- 2.3 The Cromer Academy Dual Use site is adjacent to the Cromer Tennis Club, which boasts some of the best grass tennis courts in the country and which the Council leases to the Club on a long lease. Cabbell Park sits behind the site, a facility which the Council now owns and manages. Cromer Academy also has very limited gymnasium facility, which it hires out to the community.
- 2.4 The Council produced an Indoor Leisure Facility Strategy, which was adopted in October 2015. This Strategy included two recommendations relating to the current proposal:
  - 1) that the Council should create a 'Community Sports Hub' by amalgamating the Academy's sports facilities, the (Dual Use) Sports Centre and Tennis Club and the Hub should be operated by one organisation (instead of three).
  - 2) that there is sufficient demand to build a 2 or 3 court indoor tennis facility (in the District). This facility should be situated at either the Cromer Hub or Gresham's School.
- 2.5 Officers have now taken these recommendations forward in respect of the facility being based in Cromer, where the Council already has a significant interest in the site concerned. The resulting feasibility study has shown an extremely positive outlook, especially given the current funding programme available from the Lawn Tennis

Association, which allows 25% of the capital to be funded by grant and a further 25% via an interest free loan.

### **3 Key Issues**

#### **3.1 Tennis facility**

3.1.1 The Council discussed the possibility of a Sports Hub and indoor tennis facility with Cromer Academy, which has been well received. The Academy has indicated that it is willing to allow the use of its own land for the provision of the tennis facility, should this be required.

3.1.2 Officers have also met with representatives of Cromer Tennis Club, who have been equally supportive, given that the proposal would allow tennis all year round and, not only build on the existing facility in Cromer, but provide tennis improvements across the District.

3.1.3 The Council has been in dialogue with the Lawn Tennis Association (LTA) to discuss the potential feasibility of the project. The LTA is very supportive, and has indicated the potential for capital grant and interest free loan, as described at 2.5 above, is very likely to be available for this project. The LTA announced a new capital funding scheme for community tennis facilities in June 2017, which will run from 2018, with the deadline for the first tranche of grants at February 2018. The LTA has recommended that the Council submits an application in the February 2018 funding round.

3.1.4 One of the criteria for the LTA funding is that the tennis scheme needs to include more than one venue. The LTA funding for outdoor courts focusses on improving access to the sport, either via refurbishment of old courts and/or installation of floodlights in order to maximise availability to the public. An initial audit of other facilities in the district has already suggested that the outdoor tennis facilities at the following locations could all benefit from this wider project:

- Fakenham – The Gallows Sports Centre – re-surface and re-configure courts
- Wells - Tennis Club – floodlights
- Wells – Alderman Peel High School – refurbishment including floodlights
- North Walsham – High School – resurface courts, new fencing and floodlights

Indicative estimates suggest that it would cost c£250k to improve these facilities. The Council is advised that these improvements would again be eligible for grant and loan funding from the LTA as part of this overall project.

3.1.5 The LTA can and will assist in facility design and specification. It has other examples of similar indoor tennis projects around the country built on school sites that will help inform the development of this project, to ensure it benefits from lessons learned previously.

- 3.1.6 The LTA has advised that a 3-court facility would be the preferred option in the North Norfolk Community Sports Hub. This would allow greater flexibility of programming, greater increases in participation and therefore, greater revenue generation to ensure financial sustainability in the longer term. This view is supported by Sport England.
- 3.1.7 There is a current lease in place between the Council and Cromer Tennis Club which expires in 2033. The Council subsidises this facility by around £24k per annum to ensure the facility provides public access for tennis. This facility largely provides tennis in the summer months via its grass courts, which are in the top five in the country, but there are also four hard/artificial turf courts, which provide tennis for more of the year. The use of all of these courts is obviously weather dependent and therefore limited.
- 3.1.8 This project proposal provides an opportunity to fully review the lease, operation and management of the Tennis Club facility in order to maximise public participation and accessibility.
- 3.1.9 An indoor facility at the centre of a Community Sports Hub would obviously provide an opportunity to massively increase participation in tennis in the area. In so doing, this would help the club become more financially sustainable, with anticipated less reliance on the Council's financial support. A new indoor tennis facility would provide all year round tennis to the community, and would build on the existing tennis participation. It would also provide an opportunity to bring new participants into the sport.

## **3.2 Dual Use Sports Centre**

- 3.2.1 The Council's use of the Academy's sports facilities provides a positive benefit to the Academy of c£30k per annum contribution to its own overheads for the site. Likewise, it provides a very well used facility for community level sport at reasonable cost to the users. As well as the lease costs, the Council funds c£66k per annum in salaries of the centre staff and running cost contributions. These are partly offset by user payments with a net cost to the Council of £49k pa based on the 2016/17 outturn figures.
- 3.2.2 The proposed Community Sports Hub would see the Dual Use arrangements augmented by a three court indoor tennis facility with full ancillary facilities such as changing and social area. In addition, the proposal includes a 20 station gym and fitness area, for which there is proven demand.
- 3.2.3 Importantly, the proposal also allows for a new reception area for the Dual Use facility, which would be designed to maintain safeguarding around access to the Academy's sports facilities, whilst allowing public use for tennis (with a subsequent revenue stream), for much of the school day.
- 3.2.4 Early discussions with the Academy have centred on a three way "land swap", where in principle, it has been agreed that the Council will take on the land to use for the Community Sports Hub and in return will demolish some disused Academy buildings and reinstate the land for car parking, and the Tennis Club will give up two hard courts to re-provide the Academy's netball and basketball area.

3.2.5 Again, in principle, it has been agreed that the Academy would have reasonable use of, and the members of the Tennis Club certain preferential user fees for, the Community Sports Hub tennis facility.

### **3.3 Sports Hub Management and Governance**

3.3.1 The proposed layout of the existing sites creates the ideal opportunity for a community sports hub to be operated and managed by a single organisation, as recommended by the Indoor Facilities Strategy. Given its scale and complexity, the future operation of the facility is best undertaken by the Council, broadly in accordance with the existing arrangements for the dual use facility.

3.3.2 This would mean that the Council would operate the booking system for all use of the facilities across the community sports hub and would administer payments, access, etc. In turn, this would ensure that all payments were collected, with the relevant lease fees and subsidies then paid to the Academy and the Tennis Club accordingly.

3.3.3 In this model, the Tennis Club would still run as normal, with the grass court maintenance being undertaken by the Club, but with the court bookings undertaken by the Council. Likewise, the Academy would still maintain its own buildings with the Council paying for the maintenance of the Community Sports Hub tennis building.

3.3.4 The governance structure should allow for all key stakeholders to be involved; the main stakeholders being the Council, Cromer Academy and Cromer Tennis Club, with these forming a higher level Board. Other major users would form a management group, with a user forum to give a voice in the operation of the facility to all users. This type of model is much preferred by Sport England, which has wide experience in assisting such schemes.

## **4 Benefits**

4.1 It is widely accepted that sport and physical activity play an important role in maintaining a healthy lifestyle. This is the reason for the Corporate Plan's Health and Wellbeing priority featuring sport and active leisure.

4.2 It is well documented that any new sports facility creates an influx of new participants, who will tend to then stay active, so a Community Sports Hub with new facilities is likely to increase participation in the sports available.

4.3 Due to its relatively low impact, tennis is a sport that allows access to a wide range of the community. Many people play tennis to an advanced age, much older than most other sports. This correlates well to the district's demographic profile, and new indoor facilities, along with improved outdoor ones, would undoubtedly increase participation across the District.

4.4 A Community Sports Hub operated by one organisation for the benefit of several, would provide some obvious economies of scale. This should be led by the Council,

which has the professional leisure management expertise to operate what will become a significant community sports facility.

- 4.5 There is an argument for perhaps placing the Community Sports Hub into the Leisure Management Contract, which is about to be re-procured. Our consultants have initially advised against this, mainly on the grounds of the complexity of a contractor having to deal with third parties and then having to move the other two Dual Use centres into the Contract.
- 4.6 There is little doubt however, that a contractor with good marketing skills is likely to drive up membership and usage by a higher level although the costs and profit associated with this are as yet unknown. It is therefore suggested this is something which should be considered, perhaps initially as a separately costed option when the Council procures the Leisure Management Contract, assuming the Community Sports Hub project moves forward.
- 4.7 The Sports Hub would enable cross-fertilisation of participation across the sports, increasing overall participation in physical activity and related social enjoyment.
- 4.8 A new indoor tennis facility would be a valuable asset that will greatly enhance the sports offer at both the Academy and for other local schools. It could operate as a flexible indoor space for schools and, whilst it would only be marked out as a tennis facility, there is potential for it to be utilised to deliver a number of different school PE/sport activities if required.

## **5. Feasibility and Needs Assessment Study**

- 5.1 The Council commissioned FMG Consulting, recognised experts in this field, to undertake a comprehensive feasibility study which is appended at Confidential Appendix 1 with the following objectives assumed for any new facility:
  - To increase participation in sport and active leisure;
  - To provide options for the management of the tennis club, sports centre, indoor tennis facility and other school sports facilities within one cohesive structure;
  - To protect and develop the widest stock of facilities at one location that achieves the most significant benefits;
  - To provide a modern facility that provides the community and visitors to the district a quality experience;
  - To allow the Council to provide good facilities with minimal negative effect on the Council's revenue budget.
- 5.2 A consultation exercise was undertaken with a wider group of stakeholders in order to better understand the future needs moving forward and potential growth in participation.
- 5.3 The results of the study indicate that, through the increased usage of a new Sports Hub at the Cromer site, and the amalgamation of facility management, there is very

significant revenue generation that would largely support the capital cost of the proposal.

5.4 The study concluded that this facility proposal in Cromer:

- a) has a high strategic fit with national and local economic and health strategies;
  - b) is strongly supported by local consultation;
  - c) is justified in respect of demand and market analysis;
  - d) is very likely to significantly drive up participation rates, addressing levels of inactivity, with positive health and economic benefits;
- The analysis of supply of indoor tennis with relevant catchment profiles, provides a demonstrable opportunity to provide an indoor tennis centre in Cromer, providing an all year facility to existing players, as well as providing an opportunity for new users to participate. Furthermore, the study has also identified an opportunity for the Council to consider the development of a complimentary health and fitness facility to further enhance the site from a health and financial perspective.
  - Tennis is a demanded sport in the Cromer area, with current membership at the Club of around 300 adults and 125 children. The demand analysis has shown that up to 1,525 people would like to play tennis within a 20 minute catchment of Cromer.
  - The proposed facility mix includes a three court, indoor tennis facility, toilets, changing rooms, reception area (for both the Dual Use facilities and tennis), storage area and a meeting room. In addition, it is proposed that a social area and along with a gym and fitness suite is also provided.
  - The capital cost analysis has shown that a 'framed fabric' indoor tennis facility with 'traditional build' ancillary facilities could be provided for £2.681m; roughly half the cost of a fully traditional build facility.
  - FMG have identified opportunities for significant revenue generation, from both the proposed new and existing facilities, and through the introduction of web based payment, booking, and membership systems. It is anticipated that even taking a very prudent view, this would cover the majority of the capital cost leaving a revenue budget impact of £27k per annum required to cover the remainder.
  - There is an existing multi-use games area at the school where the suggested location for the new indoor tennis centre would be built and therefore the school expects that this will be re-provided. Provision within the capital cost plan has therefore been made to re-provide a new multi-use games area by converting the two 'omni turf' tennis courts currently on Council land as part of the Tennis Club facility. This could have the added benefit of being available for community use in the evenings and weekends.

## **6. Project Management and Governance**

6.1 Assuming the Council agrees to move forward with the project, the next step will be to procure the relevant consultancy support to ensure that:

- the project is taken forward with full knowledge of the likely funding streams and likely management structures, including support for the LTA grant funding application. It is proposed that FMG Consultants should be procured to provide this service, with Financial Standing Orders waived on the basis of their expertise and current involvement.
- the design is taken to Planning Application stage and fully costed. This will require the appointment of architects and construction cost consultants, and could be done either competitively, or through an extension of FMG's current involvement, with Financial Standing Orders waived as above.

6.2 Assuming then, that the external funding is forthcoming and the financial elements remain positive, the project would move to the construction phase with additional support required to ensure that:

- the Council is properly represented as client during the construction, by a project supervisor. It is likely that this would need to be procured via a competitive process.
- project management remains clear throughout the project through to a successful delivery. This may be provided from within the Council, but may require external support.

6.3 The anticipated timeline for this project, assuming the LTA grant application is made by the end of February 2018, could see the facility completed by mid to late 2019. However, there are a number of influencing factors involved, including working on a live educational site, which would need to be overcome to enable this.

6.4 Because of the size of this project, it is suggested that as with a number of key corporate issues, a joint Member/Officer Board should be established to oversee its delivery. This would contain the key corporate level officers, alongside the relevant portfolio members with other members to give appropriate political balance. This will then be supported by an Officer Project Group, which will work a more operational level.

6.5 It is therefore proposed that the Officer Project Group should deal with the everyday delivery of the project and should consist of the following:

- Head of Community and Economic Development
- Leisure and Localities Manager



- Procurement Officer
- Chief Accountant – as and when required
- Legal support – as and when required
- Corporate Project Manager
- Administrative support

The Project Board would include:

- Corporate Director and Head of Paid Service
- Head of Community and Economic Development
- s151 Officer
- Monitoring Officer
- Relevant portfolio member/s
- Other members to provide appropriate political balance

The Terms of Reference for the above groups will be found at Appendix 1.

- 6.6 A formal recommendation to appoint members to this Board is contained within the report.

## **7 Financial Implications and Risk**

- 7.1 Given the size of the project and commercial sensitivity, the Head of Finance's report, including sensitivity analysis, is contained within the Confidential Appendix 2. In general terms, however, the total capital cost will be in the region of £2.681m with a net revenue cost of £27k per year.

## **8. Sustainability**

- 8.1 Any new build will rely on low energy use to minimise utility costs of the facility to assist long term financial sustainability.

## **9. Equality and Diversity**

- 9.1 There are no equality and diversity implications directly resulting from the recommendations or options considered in this report.

- 9.2 Any new facility will be fully accessible for those with disabilities to encourage participation by all.

## **10. Section 17 Crime and Disorder considerations**

- 10.1 There are no negative Crime and Disorder implications resulting from the recommendations or options considered in this report. However, there are likely to be significant positive implications as it is well known that young people engaged in sporting and physical activity are far less likely to become engaged in anti-social behaviour.

## **11. Conclusions**

The Council's Indoor Leisure Facility Strategy has recommended that a Community Sports Hub should be set up, that provides improved management of the sports facilities on and adjacent to the Cromer Academy site. The Strategy also identifies that a 2-3 court indoor tennis facility is needed in the district. Together, these two recommendations present a compelling case for this facility to be built at the academy site, especially now that significant grant funding is available for such a project from the Lawn Tennis Association.

There is now an opportunity for the Council to improve the sports offer at the Academy site, with the development of the Community Sports Hub and construction of the indoor tennis facility and associated gym and fitness centre. At the same time, because of the significant revenue generation capacity of the new facility, this should be able to be completed with only a small impact on the Council's revenue position in terms of its sports and leisure budget.

In addition, there is an opportunity for the Council to provide additional improvements to other tennis courts in the district. This will form part of a wider transformation project for tennis in North Norfolk partly, funded by the Lawn Tennis Association.

Detailed feasibility work has been completed that confirms the viability of the project, to the extent that the Council can now progress the project.

## 12 Consultation with Overview and Scrutiny

- 12.1 The feasibility report was presented to the Overview and Scrutiny Committee on 8 November, for pre-scrutiny, to enable Members comments to be taken forward to Cabinet. The Member comments and actions arising from the meeting, which are not covered in the report, are contained in the table below:

Comment	Action
That the proposed facility would be perceived as being too "Cromer centric".	Officers advised that the district could only support one such facility for indoor tennis and that the proposal met the co-location criteria with the Academy and the Tennis Club, all in public ownership. In addition, that the LTA grant requirements demanded additional outdoor tennis venues were also considered.
The need to maximise low cost public use of the facilities under consideration.	A comprehensive development plan regarding wider use in the District would be drawn up as part of the Lawn Tennis Association funding application.

## **SUTTON MILL LOAN PROPOSALS**

**Summary:**

The Society for the Protection of Ancient Buildings (SPAB) mills section wants to acquire and refurbish the “At Risk” Grade 2\* Listed Sutton Mill and establish a national millwrighting centre at the mill to ensure the traditional skills of millwrighting and milling are preserved for future generations. A community interest company (CIC) has been set up to take this project forward.

Total project costs, excluding site purchase, but including refurbishment, training costs and staff amount to £2.5m. SPAB have pledged £100k towards the site purchase and £400k towards the repair of the mill.

A private investor, a director of the CIC, has pledged £100k. The CIC is currently investigating funding sources including the Architectural Heritage Fund and Heritage Lottery.

The CIC have also approached the District Council to seek funding in the form of a loan for £350k to be repaid over a period of 8 years (or sooner if funds permit) and this is considered in more detail below.

This report seeks approval to provide loan finance of £350,000 to the National Millwrighting Centre CIC to acquire and refurbish Sutton Mill. Any loan would have to be provided on a commercial basis to comply with State Aid.

**Options considered:**

Provision of loan facilities to the CIC. Alternatively the Council could take the decision not to support this project.

**Conclusions:**

The proposed project has a number of benefits in terms of safeguarding a heritage building which is on the Historic England Building at Risk Register and creating a skills training facility and visitor centre in a part of the District with unrealised tourist potential.

While there is an outline business case in place to support the proposals moving forward and support in place in respect of a number of capital funding sources there remains a deficit in the overall funding of the project.

The CIC have therefore approached the Council to seek funding in the form of a loan for £350k to be repaid over

a period of 8 years (or sooner if funds permit) to enable the scheme to progress.

Recommendations:

**Cabinet recommend to Full Council that;**

- 1) the Council provides loan funding as detailed in this report to the National Millwrighting Centre CIC to facilitate the acquisition and improvement of Sutton Mill to be finance from capital receipts**
- 2) that, following the due diligence process, delegated authority is given to the Corporate Director and Head of Paid Service (Steve Blatch), in conjunction with the Portfolio Holder for Economic Development, to agree the final terms of any loan**

Reasons for Recommendations:

To support the project to deliver the benefits in terms of economic regeneration and also in respect of the redevelopment and enhancement of the Grade 2\* listed building which is currently on the Buildings at Risk Register, increasing tourist visitors to the east of the district.

**LIST OF BACKGROUND PAPERS AS REQUIRED BY LAW**

*(Papers relied on to write the report, which do not contain exempt information and which are not published elsewhere)*

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Cabinet Member(s) Cllr Nigel Dixon, Portfolio Member for Economic Development Cllr Wyndham Northam, Portfolio Member for Finance	Ward(s) affected Stalham and Sutton
Contact Officer, telephone number and email: Steve Blatch - Corporate Director and Head of Paid Service, <a href="mailto:Steve.blatch@north-norfolk.gov.uk">Steve.blatch@north-norfolk.gov.uk</a> , 01263 516232 Rob Young - Head of Economic & Community Development, <a href="mailto:Rob.young@north-norfolk.gov.uk">Rob.young@north-norfolk.gov.uk</a> , 01263 516162	

**1. Introduction**

1.1 The Society for the Protection of Ancient Buildings (SPAB) mills section, wants to establish a national centre to ensure the traditional skills of millwrighting and milling are preserved for future generations.

- 1.2 The Grade 2\* Listed Sutton Mill has been identified as the preferred location for this project and a community interest company (CIC) has been set up to take this project forward. A firm of London lawyers have agreed to work on a pro-bono basis to support the project.
- 1.3 Sutton Mill originally dates back to 1789, although it was partly rebuilt in 1859 following fire. It features nine storeys and has previously laid claim to being the tallest windmill in England. More importantly it contains much of its original machinery and workings and is therefore comparatively rare nationwide. This completeness, although justifying its higher listing grade, has also proved to be a major obstacle in finding appropriate re-use options. Indeed, Historic England has consistently objected to any proposals which involve converting the tower into any form of habitable accommodation. This has prompted the current owners (a development company) to rethink their plans and sell the site.
- 1.4 Following intervention by the Council's Enforcement Board, the mill currently has a temporary cap in place to overcome concerns over its safety and condition. It also has an extensive want of repair which will need to be addressed by any purchaser. This work is logistically challenging and will require specialist skills to restore the mill to its former glory. It is therefore an extremely positive development that the country's leading source of milling expertise, the SPAB, have chosen Sutton as the location for their national Heritage Centre project. Rather than motivated by financial returns, the not-for-profit project would instead have the preservation of the mill at its heart. Hence, it would offer a truly authentic restoration which would see the tower reinstated as a working mill. It would also deliver the re-use of the separately listed grade II granary as part of the wider scheme. This would lead to the mill being removed from Historic England's Heritage at Risk register (where it has sat since its inception in 2008) and provide a more stable and sustainable future going forward.
- 1.5 The project will create a National Centre for Traditional Milling and Millwrighting. The commercial activities of the proposed Heritage Centre will fund the National Centre for Traditional Milling and Millwrighting.
- 1.6 The project will protect and promote two endangered traditional crafts which SPAB believes are as vital today as they were 150 years ago. In completing the project, the CIC will restore and repair Sutton Mill, a Grade 2\* listed building currently on the Buildings at Risk Register. Importantly, it will generate local jobs and provide exciting opportunities for community engagement and volunteering.
- 1.7 The project will create:
  - The UK's National Centre for Traditional Milling and Millwrighting, a scheme with an accredited qualification, which will train up to 5 professional and volunteer millwrights at any one time;
  - A commercial millwrighting workshop to service the mills of East Anglia with, it is hoped, a direct working relationship with the Norfolk Mills and Pumps Trust (an organisation with 21 mills in Norfolk in their care);

- A permanent ‘physical’ presence for traditional mills and milling from which to reach a new audience to promote and protect our national traditional milling heritage;
  - A location for complimentary organisations to run residential courses covering a wide range of topics and subjects;
  - A new Heritage Centre – a regional tourist attraction comprising:
    - A commercial working windmill;
    - Holiday accommodation in the form of 10 shepherd huts/ glamping;
    - An artisan bakery and artisan bakery school;
    - Shop and centre for local food;
    - A café with up to 50 covers;
    - Workshops for local craftspeople.
- 1.8 A plan detailing the investment and facilities proposed at the site is attached as an appendix to this report.

## **2. Project description and deliverables**

- 2.1 The proposed project has a number of benefits in terms of economic regeneration and also in respect of the redevelopment and enhancement of the Grade 2\* listed building which is currently on the Buildings at Risk Register.
- 2.2 Sutton Mill is the tallest windmill in the county of Norfolk. The establishment of a National Centre of Excellence will raise the profile of this area of north Norfolk and will have the potential to act as a catalyst to help maintain and support the local tourism offer and small businesses. The economic benefits of this project should be felt in a number of sectors.
- 2.3 The mill restoration and associated facilities will support and enhance the local tourism offer, local food producers, local artisans and small businesses.
- 2.4 The establishment of a commercial workshop means that this part of Norfolk will fulfil orders using local people who have gained higher-level skills. The centre will provide specialist skills to trainee Millwrights and in the long term may also deliver apprenticeships in this field.
- 2.5 The inclusion of artisan / business units will allow for local employment opportunities from start-ups to established businesses.
- 2.6 The provision of an on-site café and associated tourism facilities creates employment for local people. In addition, local food producers and artisans will have the potential for supplying and selling their produce in the facility.
- 2.7 While there is an outline business case in place to support the proposals moving forward and support in place in respect of a number of capital funding sources there remains a deficit in the overall funding of the project.
- 2.8 The CIC have therefore approached the Council to seek funding in the form of a loan for £350k to be repaid over a period of 8 years (or sooner if funds permit) to enable the scheme to progress.

## **3. Project funding**

- 3.1 The total project costs, excluding site purchase, but including refurbishment, training costs and staff amount to £2.5m. SPAB have pledged £100k towards the site purchase and £400k towards the repair of the mill.
- 3.2 A private investor, a director of the CIC, has pledged £100k. The CIC is currently investigating funding sources including the Architectural Heritage Fund and Heritage Lottery.
- 3.3 The CIC have also approached the Council to seek funding in the form of a loan for £350k to be repaid over a period of 8 years (or sooner if funds permit) and this is considered in more detail below.

#### **4. Implications and Risks**

- 4.1 There is a risk that if the proposed scheme does not progress that the mill will fall into further disrepair.
- 4.2 Furthermore the benefits highlighted within paragraph 1.7 of the report will not be realised.

#### **5. Financial Implications and Risks**

##### *Loan proposals*

- 5.1 The organisation has requested a loan facility of £350k which will enable them to complete the site purchase and cover stamp duty, legal fees, insurance, improvements to site security and some work to improve electrical safety and commissioning of essential services. It will also enable them to make an immediate start on urgent repair work on the mill.
- 5.2 While the initiative to set up a training academy and restore Sutton Mill is a Society for the Protection of Ancient Buildings (SPAB) initiative, the mechanism for delivery is a not-for-profit Community Interest Company (CIC) which has been established specifically for this purpose. The loan would therefore be provided to the National Millwrighting Centre CIC.
- 5.3 They have requested that the loan be made on an interest only basis, payable annually and have requested that the term of the loan be for 8 years, at which point the capital would be repaid.
- 5.4 Further to this it has also been requested that there is an option included within the agreement for the loan to be repaid early if funds permit.
- 5.5 The organisation have indicated that the conveyancing process is in hand and that they could be in a position to complete the purchase around the end of the year or very soon after Christmas.
- 5.6 While these are the terms which have been requested it is within the gift of the Council to propose alternative arrangements if required. Once terms have been agreed the Council would need to undertake the necessary due diligence in conjunction with our treasury advisors Arlingclose, to ensure that any proposed terms do not breach State Aid rules. The work undertaken by Arlingclose would also help to determine the interest rate for the loan.

- 5.7 Arlingclose have indicated that the due diligence report would cost in the region of £3,000, which could be passed to the National Millwrighting Centre CIC. It is recommended that delegated authority is given to the Corporate Director and Head of Paid Service (Steve Blatch) in conjunction with the Portfolio Holder for Economic Development to agree the final terms of any loan subject to the due diligence process.
- 5.8 National Millwrighting Centre CIC is a newly incorporated company, and as such does not have any audited annual accounts for inspection by the Council's Accountancy team or Arlingclose to make judgements on the viability of the company. However, a strategic business case has been provided and the due diligence process will be undertaken on this basis. There is a risk that if costs have been understated or income overstated, that this may materially impact on the ability of the company to repay the loan, and may put them in a default position.
- 5.9 As part of the strategic business case, National Millwrighting Centre CIC have indicated that they have a total capital requirement of £3m. Taking into account funding that they have already secured and assuming that the Council make the loan, this will reduce the requirement to £2m. The strategic business case does not go into detail about where this funding will be obtained from. If this funding is not granted, it would put the whole project, including the Council's loan investment, at risk of going unpaid.
- 5.10 When previous loan arrangements have been agreed, the legal advice sought considered whether there would be any State Aid or procurement requirements of providing commercial loans. The legal advice at the time indicated that as long as the loan is on a commercial basis where the terms of the loan in terms of interest charges, repayment arrangements, collateral taken and the term of the loan are reflective of commercial loans, then the loan would not be considered as State Aid.
- 5.11 There is a risk that the organisation could default on the loan or become insolvent. While the due diligence process will include an assessment of the financial capacity of the organisation to repay the loan it is understood that the organisation to which the loan would be made has only been recently registered which makes this assessment somewhat more difficult.
- 5.12 In addition the Council should consider the requirement for collateral in the form of a legal charge against property (the mill) which will be at least 110% of the value of the Council's loan. The level of charge will be higher if required based on an assessment of the level of risk.

#### *Accounting provisions*

- 5.13 The provision of any commercial loan would need to be financed as capital expenditure in the same way as any other capital project would need to be funded. The capital financing could come from a variety of sources including capital receipts, Capital Projects Reserves, revenue contributions (or other revenue earmarked reserves if available), internal borrowing (from cash resources), unsupported or prudential borrowing.
- 5.14 The advancing of a loan must be treated as capital expenditure by the Council. This expenditure will give rise to a Capital Financing Requirement (CFR). If there are no useable capital receipts, revenue or reserves



immediately available then a charge known as a Minimum Revenue Provision (MRP) must be made to the Revenue Account over the life of the underlying asset (which would impact upon the council tax payer).

- 5.15 If the loan was to be repaid on the basis of interest and principal over the length of the terms then the repayment of the principal could be used to offset any MRP charge. However, if the terms as requested are agreed with the repayment of the principal only being made at the end of the 8 year loan term, then it would be necessary to either make a charge to the revenue account of just over £43k a year or alternatively apply other sources of funding (capital receipts etc) to offset this charge until the principal is repaid upon expiry of the loan.
- 5.16 This MRP charge would have to be passed to the taxpayer through the Council's General Fund, so would have an effect on the level of Council Tax required to be set.
- 5.17 Under new rules coming into effect in 2018/19, the Council will be required to make a provision for expected credit losses with respect to its loans and other investments. A charge to the Revenue account, to be borne by the taxpayer, would be required to reflect the uncertain nature of the income from this loan, and to accurately show the risk involved in the Financial Statements. For a new company without much security, this could represent a significant charge to meet the requirements for prudence. Advice would be sought from Arlingclose as to the necessary level of this charge.

#### *Loan Funding*

- 5.18 If the Council uses capital receipts and cash resources to fund the provision of the loan, any need for capital expenditure which cannot be funded from remaining resources or capital receipts arising during the period of the loan will either not be met in full or will need to be funded using prudential borrowing. This may present a financial risk, in terms of increased borrowing costs, but also reputational risk if capital projects stall due to lack of funds although given the size of this loan this is not currently considered to be a significant risk.
- 5.19 If internal borrowing was the method of funding this loan, then there would be loss of interest on monies currently invested on a short term basis. The table below shows net interest receivable per annum as result of providing a commercial loan assuming an interest rate of 5% on the loan and an opportunity lost from lost interest from investments of 2.6% (as per the 2017/18 budget assumptions for investment income).

Commercial loan Interest per annum (£350k @ 5%)	£17.5k
Interest lost per annum (£350k @ 2.6%)	(£9.1k)
Net increase in interest receivable per annum	<b>£8.4k</b>

- 5.20 Should external borrowing be required to finance this loan then the net interest figure above would be reduced further by the amount of interest paid on that external borrowing.
- 5.21 Following discussions with the director of the company (Ken Jackson) Members are requested to note the following;

- The mill site purchase is ongoing pending the loan funding that is the subject of this report, with an indicative completion date at some time around Christmas. The purchase price of the mill currently provides adequate cover for 110% of the value of the proposed loan, which gives security comparable to other loans made by the Council.
- There are plans to secure further funding using crowdfunding and by applying for grants. Grant applications will be subject to the purchase of the mill. Other funding would not be secured on the mill itself, but would possibly be ring-fenced for certain activities such as refurbishment of the mill or millwright training.
- A draft business case has been provided to NNDC, which will be used for the basis of the due diligence report by Arlingclose. The draft business case shows a large cash deficit in the early years, consequently the National Millwrighting Centre CIC are keen to keep loan repayments to a minimum, being interest only and possibly delaying interest payments for the first couple of years.

## **6. Sustainability**

- 6.1 There are no sustainability implications directly resulting from the recommendations or options considered in this report.

## **7. Equality and Diversity**

- 7.1 There are no equality and diversity implications directly resulting from the recommendations or options considered in this report.

## **8. Section 17 Crime and Disorder considerations**

- 8.1 There are no crime and disorder implications directly resulting from the recommendations or options considered in this report.

**FEES AND CHARGES 2018/19**

- Summary: This report recommends the fees and charges for 2018/19 that will come into effect from April 2018.
- Options considered: Alternatives for the individual service fees and charges now being proposed will have been considered as part of the process in arriving at the fees presented within the report.
- Conclusions: The fees and charges as recommended will be used to inform the income budgets for the 2018/19 budget. Approval for the fees ahead of presenting the detailed budgets allows for implementation of changes where applicable and also informs the 2018/18 budgets.
- Recommendations: **That Cabinet agree and recommend to Full Council:**  
**a) The fees and charges from 1 April 2018 as included in Appendix A.**  
**b) That Delegated Authority be given to the Section 151 Officer, in consultation with the Portfolio Holder for Finance and relevant Heads of Service, to agree those fees and charges not included within Appendix A as required as outlined within the report**
- Reasons for Recommendations: To approve the fees and charges as set out in the report that will be used to inform the 2017/18 budget process.

**LIST OF BACKGROUND PAPERS AS REQUIRED BY LAW**

*(Papers relied on to write the report, which do not contain exempt information and which are not published elsewhere)*

Current fees and charges
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Cabinet Member(s) Wyndham Northam	Ward(s) affected: All
Contact Officer, telephone number and email: Duncan Ellis, 01263 516330, duncan.ellis@north-norfolk.gov.uk	

**1. Introduction**

- 1.1 The setting of the fees and charges for the next financial year forms part of the annual budget setting process. The reason for presenting them for approval ahead of the detailed budget report provides a lead in time where applicable to allow implementation of the revised charges from 1 April 2018

and also to ensure that income budgets can be updated accordingly and reflected in the budget for 2018/19 and future projections.

## **2. Fees and Charges 2018/19**

- 2.1 Fees and charges proposals for 2018/19 have been circulated to the relevant budget managers so that income budgets can be updated as part of the budget process. Appendix A to this report provides the detail of the proposed charges for 2018/19 from 1 April 2018 and have been discussed and agreed with the relevant portfolio holders.
- 2.2 Approval to these charges in advance of the approval of the budget for the 2018/19 financial year enables Officers to make preparations for the new financial year and also enable more accurate projections for income to be factored into the budget for 2018/19 which will be presented to Members in February 2018. Any further work in this area will be reported in the budget reports in February 2018.
- 2.3 Where applicable the proposed increase to fees and charges is around 3% for 2018/19 (in line with inflation) or to the nearest sensible figure after allowing for rounding. The exceptions to this are for those fees and charges which are set by central government, for example planning and premises licence fees. Also a number of the Council's fees are calculated on a cost recovery basis and will be excluded for example Land Charges, Building Control and the majority of our locally set licence fees. In addition Council facilities operated by an external contractor will also be excluded as the Council has no discretion on the setting of these fees.
- 2.4 Some fees are not published as part of this process such as those relating to trade waste collection and garden bin fees. This is due to the fact that some of our costs are not known this early in the year and in order to ensure that the services operate in a financially effective manner, the setting of the associated fees is done separately under delegated powers once we are more certain of future costs.

## **3. Conclusion**

- 3.1 The report makes recommendations for the fees and charges that will come into effect from 1 April 2018. These will inform the service income budgets that will be included within the detailed 2018/19 budget when it is presented for recommendation and approval in February 2018.

## **4. Financial Implications and Risks**

- 4.1 For demand led services there is a risk that income will not be received as budgeted. When producing income budgets assumptions will be made around the level of income to be achieved from services, these will be based on

**5. Sustainability** – none as a direct impact.

**6. Equality and Diversity** – none as a direct impact.

**7. Section 17 Crime and Disorder considerations** - none as a direct impact.

## **Fees and Charges - 2018/19**

The following pages detail the current fees and charges along with three previous years

The last two columns are proposals for the 2018/19 based on a 3.0% increase where applicable and rounded to nearest £ or 50p as applicable for administration purposes.

Timetable for Fees and Charges Recommendations:

18th September to 6th October 2017 - consideration by service areas - finalise proposals

21st November - Cabinet Pre agenda meeting for December Cabinet

4th December 2017 - Cabinet report on 2018/19 Fees and Charges

20th December 2017 - Full Council recommendation for 2018/19 Fees and Charges

(Note - the reason for making recommendations on the fees and charges in December as opposed to February within the budget report is to ensure sufficient time for implementation and notice where applicable)

**Corporate Leadership Team / Corporate Service Area**

	V	2017/18 Charge	2018/19 Proposed Charge	2018/19 Confirmed Charge	Notes	Key
	A					
	T	£ : p	£ : p	£ : p		
<b>ELECTIONS</b>						
<b>Statutory Charges</b>						
Sale of Edited Register of Electors - Printed Copy - Basic Charge (per <u>first</u> 1,000 names, or part thereof)	O	15.00	15.00	£15.00		
Printed copy as above, extra 1,000 names or part thereof	O	5.00	5.00	£5.00		
Sale of edited Register of Electors - Data Form - Basic Charge (per <u>first</u> 1,000 part thereof)	O	21.50	21.50	£21.50		
Data form as above, extra 1,000 names or part thereof	O	1.50	1.50	£1.50		
Supply of Full Register and monthly updates (to credit reference agencies and departments) - Printed Copy - Basic Charge (per <u>first</u> 1,000 names or part thereof)	O	15.00	15.00	£15.00		
Printed copy as above, extra 1,000 names or part thereof	O	5.00	5.00	£5.00		
Supply of Full Register and monthly updates (to credit reference agencies and government departments) - Data Form - Basic Charge (per <u>first</u> 1,000 names or part thereof)	O	21.50	21.50	£21.50		
Data Form as above, extra 1,000 names or part thereof	O	1.50	1.50	£1.50		
Sale of Marked Registers - Printed Copy - Basic Charge	O	10.00	10.00	£10.00		
Printed copy of Marked Registers - 1,000 names or part thereof	O	2.00	2.00	£2.00		
Data form of Marked Registers - 1,000 names or part thereof	O	1.00	1.00	£1.00		
Sale of Overseas Elector List - Printed Copy - Basic Charge (per <u>first</u> 100 names thereof)	O	15.00	15.00	£15.00		
Printed copy as above, extra 100 names or part thereof	O	5.00	5.00	£5.00		
Sale of Overseas Elector List - Data Form - Basic Charge (per <u>first</u> 100 names or thereof)	O	21.50	21.50	£21.50		
Data form as above, extra 100 names or part thereof	O	1.50	1.50	£1.50		
<b>Non Statutory Charges</b>						
Certificate of Registration	O	12.50	12.50	£12.50		

No increases assumed based on last years  
comments - confirmed by Oli 22/09/17.  
**Statutory Instrument 2001 / 341 still applies**

**Customer Services & ICT Service Area**

	V A T	2017/18 Charge £ : p	3.00% Increase	2018/19 Proposed Charge £ : p	2018/19 Confirmed Charge £ : p	Notes <u>Key</u> red amount = price change black amount = price same as 17/18 blue amount = definition change
<b>TOURIST INFORMATION CENTRES</b>						
<b>Concessionary Fares</b>						
Application processing	T	£7.00		£7.00	£7.00	Concessionary fares charges set by NCC.
Renewals (Lost)	T	£10.00		£10.00	£10.00	
<b>FILMING*</b>						
<b>TV drama/advertisements/feature films</b>						
<i>*These figures are for guidance only and any enquiries could be subject to further negotiation. Prices quoted exclude VAT.</i>						
Per Day	T	£1,550.00	£1,596.50	£1,596.50	£1,550.00	
Per Hour	T	£250.00	£257.50	£257.50	£250.00	
<b>Documentaries and charities (depending on nature of organisation, subject and crew size)</b>						
Per Day	T	From £500.00			From £500.00	
Per Hour	T	From £100.00			From £100.00	
<b>Administration Charge (only charged where a fee and/or contract is appropriate)</b>						
Standard	T	£36.00	£37.08	£37.00	£36.00	
Less than 7 day's notice	T	£87.00	£89.61	£89.50	£87.00	
Stills (specifically commercial advertising with props, etc.)	T	£100 - £500		£100 - £500	£100 - £500	
Education/news/weather/student/individual photographers or 'in the interest of the district'	T	Discretionary		Discretionary	Discretionary	
Parking (if required)	T	£15.00	£15.45	£15.50	£15.00	
<b>PHOTOCOPYING</b>						
A4 and below - black and white	T	£0.12	£0.12	£0.15	£0.15	
A4 and below - colour	T	£0.18	£0.19	£0.20	£0.20	
A3 - black and white	T	£0.30	£0.31	£0.30	£0.30	
A3 - colour	T	£0.60	£0.62	£0.60	£0.60	
Colour Copying - Staff (A4)	T	£0.60	£0.62	£0.60	£0.60	
Colour Copying - Staff (A3)	T	£0.60	£0.62	£0.60	£0.60	
A2 - black and white	T	£0.60	£0.62	£0.60	£1.20	
A2 - colour	T	£1.20	£1.24	£1.25	£2.40	
A1 - black and white	T	£1.20	£1.24	£1.25	£2.40	
A1 - colour	T	£2.40	£2.47	£2.50	£4.80	
A0 - black and white	T	£2.10	£2.16	£2.15	£3.60	
A0 - colour	T	£3.60	£3.71	£3.70	£7.20	

**Economic & Community Development & Leisure Service Area**

**Appendix A**

		V	2017/18		2018/19	2018/19
		A	Charge	3.00%	Proposed	Confirmed
		T	£ : p	Increase	Charge	Charge
					£ : p	£ : p
<b>CAR PARKING</b>						
<b>Pay &amp; Display Car Parks between 08:00 - 18:00</b>						
<i>Coastal Car Parks</i>						
Cromer	- Runton Road	T				
East Runton	- Beach Road	T				
Happisburgh	- Cart Gap	T				
Mundesley	- Beach Road	T	60p for 30		60p for 30	60p for 30
Overstrand	- Pauls Lane	T	minutes only,		minutes only,	minutes only,
Sea Palling	- Clink Road	T	£1.50 per hour		£1.50 per hour	£1.50 per hour
Sheringham	- Beach Road	T	thereafter. £7 for		thereafter. £7	thereafter. £7 for
	- Station Road	T	24 hours		for 24 hours	24 hours
Wells	- Stearmans Yard	T				
Weybourne	- Beach Road	T				
<i>Other Car Parks</i>						
Cromer	- Cadogan Road	T				
	- Meadow	T	60p for 30		60p for 30	60p for 30
	- Promenade (Disabled only)	T	minutes only,		minutes only,	minutes only,
Holt	- Albert Street	T	£1.30 for the first		£1.30 for the	£1.30 for the first
	- Station Road	T	hour, £1 per hour		first hour, £1 per	hour, £1 per hour
Sheringham	- Chequers	T	thereafter. £7 for		hour thereafter.	thereafter. £7 for
	- Morris Street	T	24 hours		£7 for 24 hours	24 hours
Wells	- Staithe Street	T				
Fakenham	- Bridge Street	T				
	- The Limes	T	50p for 30		50p for 30	50p for 30
	- Queens Road	T	minutes only,		minutes only,	minutes only,
North Walsham	- Bank Loke	T	£1.00 for 2 hours,		£1.00 for 2	£1.00 for 2 hours,
	- New Road	T	70p per hour		hours, 70p per	70p per hour
	- Vicarage Street	T	thereafter. £5 for		hour thereafter.	thereafter. £5 for
	Mundesley Road	T	24 hours		£5 for 24 hours	24 hours
Stalham	- High Street	T				
<b>CAR PARKING</b>						
<b>Other Charges</b>						
Coach Parking (where permitted)	- Half day (up to 4 hours)	T	£5.00	£5.15	£5.00	£5.00
	- All day ticket	T	£10.00	£10.30	£10.50	£10.00



**Economic & Community Development & Leisure Service Area**

		V	2017/18		2018/19	Appendix A
		A	Charge	3.00%	Proposed	2018/19
		T	£ : p	Increase	Charge	Confirmed
		T			£ : p	Charge
		T				£ : p
Carnival Day (Runton Road)	- Per Car, Per Entry	T	£7.00	£7.21	£7.00	£7.00
	- Per Motorcycle, Per Entry	T	£4.00	£4.12	£4.00	£4.00
Weekly Permit		T	£28.00	£28.84	£29.00	£28.00
Annual Permit	- 3 hour permit	T	£56.00	£57.68	£57.50	£56.00
	- 24 hour permit	T	£204.00	£210.12	£210.00	£204.00
Half Year Permit	- 3 hour permit	T	£31.00	£31.93	£32.00	£31.00
	- 24 hour permit	T	£122.00	£125.66	£125.50	£122.00
Quarter Year Permit	- 3 hour permit	T	£16.00	£16.48	£16.50	£16.00
	- 24 hour permit	T	£66.00	£67.98	£68.00	£66.00
Penalty Charge Notice	- Full	T	£50.00	£51.50	£51.50	£50.00
	- Prompt Payment	T	£25.00	£25.75	£26.00	£25.00

***All prices include VAT***

**MARKETS**

Site = 4m Frontage x 5m Depth

**Cromer, Stalham and Sheringham (Weds) - Per Site**

Weekly	- April, May, June, Oct, Nov, Dec	T	£19.00	£19.57	£19.50	£19.00
	- July, August, Sept	T	£28.00	£28.84	£29.00	£28.00
	- Jan, Feb, March	T	£15.00	£15.45	£15.50	£15.00
Quarterly	- April - June	T	£138.00	£142.14	£142.00	£138.00
	- July - September	T	£224.00	£230.72	£230.50	£224.00
	- October - December	T	£102.00	£105.06	£105.00	£102.00
	- January - March	T	£82.00	£84.46	£84.50	£82.00
Half Yearly (Up to 2 pitches, £ per pitch)	- April - Sept	T	£255.00	£262.65	£262.50	£255.00
	- October - March	T	£133.00	£136.99	£137.00	£133.00
Half Yearly (3rd pitch +, £ per pitch)	- April - Sept	T	£204.00	£210.12	£210.00	£204.00
	- October - March	T	£102.00	£105.06	£105.00	£102.00

**Sheringham (Saturday) - Per Site**

Weekly	- April, May, June, Nov, Dec	T	£31.00	£31.93	£32.00	£31.00
	- July, August, Sept, Oct	T	£41.00	£42.23	£42.00	£41.00
	- Jan, Feb, March	T	£22.00	£22.66	£22.50	£22.00
Quarterly	- April - June	T	£306.00	£315.18	£315.00	£306.00
	- July - September	T	£469.00	£483.07	£483.00	£469.00
	- October - December	T	£224.00	£230.72	£230.50	£224.00
	- January - March	T	£179.00	£184.37	£184.50	£179.00

**Economic & Community Development & Leisure Service Area**

		V	2017/18		2018/19	Appendix A
		A	Charge	3.00%	Proposed	2018/19
		T	£ : p	Increase	Charge	Confirmed
		T			£ : p	Charge
		T				£ : p
Half Yearly (Up to 2 pitches, £ per pitch)	- April - Sept	T	£592.00	£609.76	£610.00	£592.00
	- October - March	T	£306.00	£315.18	£315.00	£306.00
Half Yearly (3rd pitch +, £ per pitch)	- April - Sept	T	£449.00	£462.47	£462.50	£449.00
	- October - March	T	£230.00	£236.90	£237.00	£230.00
Yearly			£872.00	£898.16	£898.00	£872.00
<b>Other Charges</b>						
Full Annual Payment in Advance		T	10% discount		10% discount	10% discount
Refunds - Administration Fee		T	£15.00	£15.45	£15.50	£15.00
New Traders Discount (conditions apply)		T	25% discount		25% discount	25% discount

**CHALETs & BEACH HUTS**

**Chalets**

<i>Sheringham</i>						
Old Chalets		T	£485.00		£505.00	£505.00
New Chalets (inc. electricity)		T	£595.00		£615.00	£615.00
<i>Cromer</i>						
West Beach		T	£580.00		£600.00	£600.00
East Beach		T	£630.00		£650.00	£650.00
<i>Weekly Lets - Cromer &amp; Sheringham</i>						
Low Season		T	£75.00		£85.00	£85.00
High Season		T	£180.00		£210.00	£210.00
<i>Weekly Lets - Cromer East &amp; Sheringham New (Serviced)</i>						
Low Season		T	£90.00		£95.00	£95.00
High Season		T	£220.00		£260.00	£260.00
<i>Winter Lets</i>						
Per Month		T	£65.00		£65.00	£65.00
Per Week		T	£21.00		£21.00	£21.00
40 Week Lets (October - July)	Cromer West	T	£520.00		£535.00	£535.00
40 Week Lets (October - July)	Cromer East	T	£570.00		£585.00	£585.00
<b>Hut Sites</b>						
<i>Cromer, Overstrand &amp; Sheringham</i>						
One Year (Excluding Rates)		T	£300.00		£400.00	£400.00
Mundesley		T	£290.00		£390.00	£390.00

**Huts**

*Weekly Lets*

**Economic & Community Development & Leisure Service Area**

		V	2017/18		2018/19	Appendix A
		A	Charge	3.00%	Proposed	2018/19
		T	£ : p	Increase	Charge	Confirmed
		T			£ : p	Charge
		T				£ : p
Low Season		T	£60.00		£70.00	£70.00
High Season		T	£165.00		£195.00	£195.00
Mundesley - Seasonal Let		T	£575.00		£590.00	£590.00
Termination of Licence (early - mid-term)	Admin Fee	T	£40.00		£45.00	£45.00

**HOLT COUNTRY PARK**

School visits where Ranger's assistance required (Per Child)		E	£5.00			£6.00
<b>Car Park</b>						
Per car per occasion		T	£2.00	£2.06	£2.00	£2.00

Annual Permit Removed.

**SPORTS CLUBS AND HUBS**

Price per session		E	£1.00	£1.03	£1.00	£3.00
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**DUAL USE SPORTS FACILITIES**

<b>Cromer</b>	Sports Hall	T	£25.00	£25.75	£26.00	
	Badminton Court	T	£10.00	£10.30	£10.00	
	All Weather 5-a-side	T	£30.00	£30.90	£30.00	
	All Weather full	T	£45.00	£46.35	£50.00	
	1.5 hour birthday party	T	£70.00	£72.10	£75.00	
	2 hour birthday party	T	£90.00	£92.70	£95.00	
	Toddler party	T	£120.00	£123.60	£125.00	
<b>North Walsham</b>	Sports Hall	T	£25.00	£25.75	£26.00	
	Badminton Court	T	£10.00	£10.30	£10.00	
	Tennis Court (per person)	T	£2.00	£2.06	£2.00	
	Tennis Court	T	£8.00	£8.24	£8.00	
	Gymnasium	T	£16.00	£16.48	£18.00	

**Economic & Community Development & Leisure Service Area**

		V	2017/18		2018/19	Appendix A
		A	Charge	3.00%	Proposed	2018/19
		T	£ : p	Increase	Charge	Confirmed
		T			£ : p	Charge
		T				£ : p
	1.5 hour birthday party	T	£70.00	£72.10	£75.00	
	2 hour birthday party	T	£90.00	£92.70	£95.00	
	Toddler party	T	£120.00	£123.60	£125.00	
<b>Stalham</b>	Sports Hall	T	£25.00	£25.75	£26.00	
	Badminton Court	T	£10.00	£10.30	£10.00	
	Multi Use Games Area (MUGA)	T	£25.00	£25.75	£25.00	
	Tennis Court (per person)	T	£2.00	£2.06	£2.00	
	Tennis Court	T	£8.00	£8.24	£8.00	
	1.5 hour birthday party	T	£70.00	£72.10	£75.00	
	2 hour birthday party	T	£90.00	£92.70	£95.00	
	Toddler party	T	£120.00	£123.60	£125.00	

**Finance & Assets Service Area****PARKLANDS CARAVAN SITE**

Site Per Year	Increased by RPI as under Mobile Homes Act.	T			Increased by RPI as under Mobile Homes Act.	Increased by RPI as under Mobile Homes Act.
			£1,075.63			

**Environmental Health**

	V A T	2017/18 Charge £ : p	3.00% Increase	2018/19 Proposed Charge £ : p	2018/19 Confirmed Charge £ : p	Notes	Key red amount = price change black amount = price same as 17/18 blue amount = definition change
<b>WASTE COLLECTION SERVICES</b>							
Clinical Waste - Commercial & Prescribed		Charges set separately under Delegated Power					
Commercial Waste Bins - Collection & Hire							
Commercial Recycling Bins - Collection & Hire							
Sacks - Commercial & Prescribed							
Bulky Items - Commercial, Prescribed & Household							
Garden Bin Collection - Per Annum							
<b>EDUCATION &amp; PROMOTION</b>							
<b>(CIEH) Foundation Certificate in Food Hygiene</b>							
Resident or employed in North Norfolk	E	£55.00	£56.65	£56.50	£56.50		
Other	E	£70.00	£72.10	£72.00	£72.00		
Specially arranged courses for businesses - held at business premises for their staff only	E	£675.00	£695.25	£695.50	£695.00		
	E	£45.00	£46.35	£46.50	£46.50		
<b>COMMERCIAL SERVICES</b>							
<b>Food Inspections</b>							
Unfit food inspections	O	£40.00	£41.20	£41.00	£41.00		
Food export certificates	O	£31.00	£31.93	£32.00	£32.00		
Officer time per hour (plus VAT)	T	£36.00	£37.08	£37.00	£37.00		
Sunday Trading Application for loading consent	O	£92.00	£94.76	£95.00	£95.00		
<b>Registration of Food Premises</b>							
Charge for copies of Register (or parts of)							
- Single Entry	O	£16.00	£16.48	£16.50	£16.50		
- Part of Register	O	£440.00	£453.20	£453.00	£453.00		
- Complete Register	O	£932.00	£959.96	£960.00	£960.00		
<b>Private Water Supplies Sampling Regulations</b>							
<b>Laboratory Analysis of a sample</b>							
"Regulation 10 - Single Private Dwelling - Maximum	O	£25.00		£25.00	£25.00	Max charge reached.	
Regulation 9 "Check Monitoring" - Maximum	O	£100.00		£100.00	£100.00	Max charge reached.	
Regulation 9 "Audit Monitoring" - Maximum	O	£500.00		£500.00	£550.00	Max charge reached.	
Sampling - per visit	O	£54.00	£55.62	£55.50	£55.50		
Other Investigations (e.g. Investigating failure)	O	£100.00	£103.00	£103.00	£100.00	Max charge reached.	
Granting an authorisation to depart from the standard authorisation	O	£100.00	£103.00	£103.00	£100.00	Max charge reached.	
<b>Environmental Health</b>							
<b>Risk Assessments</b>							
- Single Private Dwelling	O	£100.00			£100.00		
- Small Domestic Supplies	O	£100.00			£100.00		
- Large Domestic Supplies	O	£200.00		Not applicable for 18/19	£200.00		
- Commercial or Public Small	O	£200.00			£200.00		
- Commercial or Public Medium	O	£300.00			£300.00		
- Commercial or Public Large	O	£500.00			£500.00	Max charge reached.	
- Commercial or Public Very Large	O	£500.00			£500.00	Max charge reached.	
<b>HOUSING ACT NOTICES</b>							
Hazard Awareness Notice							
Improvement / Suspended Improvement Notice (Section 11 & 12)		Notice with up to 3 hazards identified					
Prohibition/Suspended Prohibition Order	O	£350.00	£360.50	£360.50	£350.00		
Emergency Remedial Action	O	£350.00	£360.50	£360.50	£350.00		
Emergency Prohibition Order	O	£50.00	£51.50	£51.50	£50.00		
Demolition Order	O	£50.00	£51.50	£51.50	£50.00		
Service of second and subsequent HA2004 Statutory Notices (inc. Schedule 3 Notices for works in default)	O	£70.00	£72.10	£72.00	£70.00		
Review of suspended HA 2004 Statutory Notices	O	£70.00	£72.10	£72.00	£70.00		

**Environmental Health**

		2017/18		2018/19	2018/19	Notes	Key
	V A T	Charge £ : p	3.00% Increase	Proposed Charge £ : p	Confirmed Charge £ : p		red amount = price change black amount = price same as 17/18 blue amount = definition change
<b>HMO LICENSE FEES</b>							
HMO License application fee (up to 6 units of accommodation)	O	£525.00	£540.75	£541.00	£525.00		
Additional unit charge	O	£25.00	£25.75	£26.00	£25.00		
<b>ENVIRONMENTAL PROTECTION SERVICES</b>							
Statutory release fee - Dogs (Charge includes VAT)	T	£25.00		£25.00	£25.00		
Land Enquiry (Charge includes VAT)	T	£31.00	£31.93	£32.00	£32.00	Increased by inflation rate.	
<b>Environmental Health</b>							
<b>TAXI LICENCE FEES</b>							
<b>Taxi Licences</b>							
Licence to Drive Hackney Carriages or Private Hire Vehicles	O	£173.00	£178.19	£178.00	£173.00		
	O	£173.00	£178.19	£178.00	£173.00		
Licence to Drive Hackney Carriages or Private Hire Vehicles	O	£173.00	£178.19	£178.00	£173.00		
	O	£173.00	£178.19	£178.00	£173.00		
Hackney Carriage Vehicle Licence	O	£149.00	£153.47	£153.50	£149.00		
Hackney Carriage Vehicle Licence	O			New Line	£149.00	Hackney Carriage and Private Hire Vehicle categories have been split. Price is the same for new licence.	
Hackney Carriage Vehicle Licence	O			New Line	£130.00	Renewal licence fee costs is now a separate charge at a lower price.	
Private Hire Vehicle Licence	O	£149.00	£153.47	£153.50	£149.00		
Private Hire Vehicle Licence	O			New Line	£149.00	Hackney Carriage and Private Hire Vehicle categories have been split. Price is the same for new licence.	
Private Hire Vehicle Licence	O			New Line	£130.00	Renewal licence fee costs is now a separate charge at a lower price.	
Private Hire Operators Licence	O	£153.00	£157.59	£157.50	£153.00		
<b>Taxi Licence Charges</b>							
Replacement Badge & Licence (Name Change)	O				£15.00	Name and Address change are now separate fees. Previously combined charge of £20 for name or address change.	
Replacement Licence (Address Change)	O	£20.00	£20.60	£20.50	£10.50	Name and Address change are now separate fees. Previously combined charge of £20 for name or address change.	
Replacement drivers badge holder with lanyard	O	£3.00	£3.09	£3.00	£3.00		
Windscreen pouches (additional or replacement)	O	£2.00	£2.06	£2.00	£2.00		
Replacement plate for vehicle	O	£39.00	£40.17	£40.00	£39.00		
<b>Environmental Health</b>							
<b>OTHER LICENSING</b>							
<b>Premises Licence Fees - Gambling Act 2005</b>							
Betting Premises (excluding tracks)	O	£2,800.00	£2,884.00	£2,884.00	£2,800.00		
	O	£560.00	£576.80	£577.00	£560.00		
	O	£1,400.00	£1,442.00	£1,442.00	£1,400.00		
	O	£1,130.00	£1,163.90	£1,164.00	£1,130.00		
	O	£1,130.00	£1,163.90	£1,164.00	£1,130.00		
	O	£2,800.00	£2,884.00	£2,884.00	£2,800.00		
	O	£1,130.00	£1,163.90	£1,164.00	£1,130.00		
	O	£25.00		£25.00	£25.00		
	O	£50.00		£50.00	£50.00		







**Environmental Health**

Band	Non-domestic rateable value	V A T	2017/18	3.00% Increase	2018/19 Proposed Charge £ : p	2018/19 Confirmed Charge £ : p	Notes	Key red amount = price change black amount = price same as 17/18 blue amount = definition change
			Charge £ : p		Charge £ : p	Charge £ : p		
A	£0 - £4,300	O	£70.00		£70.00	£70.00		
B	£4,301 - £33,000	O	£180.00		£180.00	£180.00		
C	£33,001 - £87,000	O	£295.00		£295.00	£295.00		
D	£87,001 - £125,000	O	£320.00		£320.00	£320.00		
E	£125,001 and over	O	£350.00		£350.00	£350.00		
Personal Licence	- Initial Fee	O	£37.00		£37.00	£37.00		

**Environmental Health****OTHER LICENSING CONTINUED**

			2017/18 Charge £ : p		2018/19 Charge £ : p	2018/19 Charge £ : p		
<b>Additional Fees and Charges</b>								
Application for copy of licence or summary on theft, loss etc. of premises licence or summary								
Notification of change of name or address (holder of premises licence)		O	£10.50	£10.82	£11.00	£10.50		
Application to vary to specify individual as premises supervisor		O	£23.00	£23.69	£23.50	£23.00		
Application to transfer premises licence		O	£23.00	£23.69	£23.50	£23.00		
Interim authority notice		O	£23.00	£23.69	£23.50	£23.00		
Application for making of a provisional statement		O	£315.00	£324.45	£324.50	£315.00		
Application for copy of certificate or summary on theft, loss etc. of certificate or summary		O	£10.50	£10.82	£11.00	£10.50		
Notification of change of name or alteration of club rules		O	£10.50	£10.82	£11.00	£10.50		
Change of relevant registered address of club		O	£10.50	£10.82	£11.00	£10.50		
Temporary event notices		O	£21.00	£21.63	£21.50	£21.00		
Application for copy of notice on theft, loss etc. of temporary notice		O	£10.50	£10.82	£11.00	£10.50		
Application for copy of notice on theft, loss etc. of personal licence		O	£10.50	£10.82	£11.00	£10.50		
Notification of change of name or address (personal licence)		O	£10.50	£10.82	£11.00	£10.50		
Notice of interest in any premises		O	£21.00	£21.63	£21.50	£21.00		
Application for a minor variation to a premises licence or club premises licence		O	£89.00	£91.67	£91.50	£89.00		
<b>Mobile Home Act 2013 (MHA 2013)</b>								
New Park Home Licence	Units - 1-5	O	£215.00	£221.45	£221.50	£210.00	Charge Reduced.	
New Park Home Licence	Units - 6-24	O	£230.00	£236.90	£237.00	£225.00	Charge Reduced.	
New Park Home Licence	Units - 25-29	O	£245.00	£252.35	£252.50	£240.00	Charge Reduced.	
New Park Home Licence	Units - 100 plus	O	£275.00	£283.25	£283.50	£270.00	Charge Reduced.	
Annual Licence Fee	1-3	O	£0.00	£0.00	£0.00	£0.00	Charge Reduced.	
Annual Licence Fee	4-5	O	£122.00	£125.66	£125.50	£120.00	Charge Reduced.	
Annual Licence Fee	6-24	O	£185.00	£190.55	£190.50	£180.00	Charge Reduced.	
Annual Licence Fee	25-29	O	£245.00	£252.35	£252.50	£240.00	Charge Reduced.	
Annual Licence Fee	100 plus	O	£275.00	£283.25	£283.50	£270.00	Charge Reduced.	
Licence Transfer	n/a	O	£100.00	£103.00	£103.00	£97.50	Charge Reduced.	
Licence Variation	n/a	O	£100.00	£103.00	£103.00	£97.50	Charge Reduced.	
Deposit of Site Rules	n/a	O	£46.00	£47.38	£47.50	£45.00	Charge Reduced.	

**Legal & Democratic Service Area****LEGAL SERVICES****Legal Work (exclusive of VAT charged)**

Mortgage Redemption

Preparation of a new lease

Sale of land

Preparation of License

Private Mortgage

Quest re: second Mortgage

Agreement - section 18 Public Health Act 1936

Legal Work in connection with release of covenant

	V A T	2017/18 Charge £ : p	2018/19 Proposed Charge £ : p	2018/19 Confirmed Charge £ : p
	T	At Solicitors Hourly Rate	At Solicitors Hourly Rate	At Solicitors Hourly Rate

**Planning Service Area**

		2017/18	3.00%	2018/19	2018/19	Notes Key	
	V A T	Charge £ : p	Increase	Proposed Charge £ : p	Confirmed Charge £ : p	red amount black amount blue amount	= price change = price same as 17/18 = defenition change
<b>LAND CHARGES</b>							
<b>LLC1</b>							
Official Search of - One Part	T	£0.00	£0.00	£0.00	£0.00		
Official Search of - Whole	E	£28.00	£28.84	£28.00	£28.00		
- Paper Search	E	£24.00	£24.72	£24.50	£24.00		
- Electronic Search	E	£2.00	£2.06	£2.00	£2.00		
- Additional Parcel							
<b>CON 29 Enquiries</b>							
One Parcel	T	£92.00	£94.76	£95.00	£92.00		
- Paper Search	T	£79.00	£81.37	£81.50	£79.00		
- Electronic Search	T	£17.50	£18.03	£18.00	£17.50		
- Additional Parcel							
<b>Optional Enquiries</b>							
Printed	T	£18.00	£18.54	£18.50	£18.00		
Additional	E	£20.00	£20.60	£20.50	£20.00		
<b>Other Fees relating to Local Land Charges</b>							
Registration of a charge in Part 11 of the Register (Light Obstruction Notice)	E	£74.00	£76.22	£76.00	£74.00		
Filing a judgement order or application for variation or cancellation of any entry in Part 11 of the Register (Light Obstruction Notice)	E	£7.00	£7.21	£7.00	£7.00		
Filing a definitive certificate of the Lands Tribunal under rule 10 (3) of the Local Land Charges Rules 1977	E	£3.00	£3.09	£3.00	£3.00		
Inspection of documents filed under Rule 10 in respect of each parcel of land	E	£3.00	£3.09	£3.00	£3.00		
Office copy of any entry in the Register (not including a copy or extract of any plan or document filed pursuant to 1977 Rules)	E	£0.00	£0.00	£0.00	£0.00		

**Planning Service Area**

		2017/18 Charge £ : p	2018/19 Proposed £ : p	2018/19 Charge £ : p	
<b>PLANNING</b>					
<b>Pre-Application Service</b>					
<b>Major Applications</b>					
These fees will be charged upon the submission of proposals for pre-application advice. For advice on the service provided see separate note.					
<u>Outline Applications</u>					
Site area up to 2.5 ha.	Per 0.1 ha.	T £120.00	£120.00	£120.00	
Site area over 2.5 ha.	Plus £36 per additional 0.1 ha (Maximum £36,000)	T £3,000.00	£3,000.00	£3,000.00	
<u>Erection of Dwellings (Full or Reserved Matters)</u> (including change of use to dwellings)					
10 to 50 dwellings	Per dwelling	T £120.00	£120.00	£120.00	Defenition change - "Up to 50" has become "10
Over 50 dwellings	Plus £36 per additional dwelling (Maximum £72,000)	T £6,000.00	£6,000.00	£6,000.00	
<u>Erection of Buildings (Non-residential)</u>					
Floor space 1,000 - 3,750 sq.m.	Per 75 sq.m.	T £60.00	£120.00	£120.00	Changed to 1000-3750 sq.m. from 40 - 3750.
Floor space over 3,750 sq..m.	Plus £36 per additional 75 sq.m. (Maximum £36,000)	T £120.00 £6,000.00	£6,000.00	£6,000.00	
<u>Erection of Agricultural Buildings</u>					
Floor space 1,000 - 4,215 sq.m.	For 1st 1000 sq.m.	T £120.00	£120.00	£120.00	Changed from 465 - 4215 sq.m. to 1000 - 4215
Floor space over 4,215 sq.m.	For each additional 75 sq.m. Plus £36 per additional 75 sq.m. (Maximum £72,000)	T £120.00 £6,000.00	£120.00 £6,000.00	£120.00 £6,000.00	
<u>Erection of Glasshouses</u>					
Floor space over 1000 sq.m.		T £60.00	£60.00	£600.00	Price corrected to £600 which was 17/18 charg

**Planning Service Area**

			2017/18 Charge £ : p	2018/19 Proposed £ : p	2018/19 Charge £ : p	
<b>Erection, Alteration or Replacement of Plant or Machinery</b>						
Site area up to 5 ha.	Plus £120 per additional 0.1 ha.	T	£120.00	£120.00	£1,200.00	Price corrected to £1,200 which was 17/18 cha
Site area over 5 ha.	Plus £36 per additional 0.1 ha. (Maximum £72,000)	T	£6,000.00	£6,000.00	£6,000.00	
<b>Engineering or Other Operations</b>						
	Per 0.1 ha.	T			£600.00	Changed from per 0.1 ha. To over 1 ha.
<b>Car Parks and Service Roads for existing uses</b>						
		T	£60.00	£60.00	£60.00	
<b>Change of Use of Land or Building to Dwellings</b>						
10 to 50	Plus £120 per new dwelling	T	£120.00	£120.00	£1,200.00	Changed from up to 50 to 10 to 50.
Over 50	Plus £36 per dwelling (Maximum £72,000)	T			£6,000.00	
<b>Other Changes of Use</b>						
**		T	£120.00	£120.00	£120.00	
<b>Bronze</b>						
Householder - up to 50 sq. metres		O	£114.00	£117.42	£117.50	
1-9 dwellings - up to 999 sq. metres		O	£114.00	£117.42	£117.50	£95.00
Commercial floorspace 51 - 499 sq.m. and telecommutation masts		O	n/a	n/a	n/a	£295.00
Other (listed building, tree advice, advert, agricultural, telecoms)		O				£195.00
						Free
<b>Silver</b>						
Householder - up to 50 sq. metres		O	£234.00	£241.02	£241.00	£195.00
1-9 dwellings - up to 999 sq. metres		O	n/a	n/a	n/a	£595.00
Commercial floorspace 51 - 499 sq.m. and telecommutation masts		O				£395.00
Other (listed building, tree advice, advert, agricultural, telecoms)		O	£234.00	£241.02	£241.00	Free

Please note - Gold and Platinum have been ren

**Using our pre-application service could improve your chances of having your development proposals approved.**

We can provide you with detailed comments relating to your proposed development, identifying any issues at an early stage, so they can be addressed before a formal planning application is made.

**Level of Service:**

**Bronze** - Written response covering 'in principle' issues - **10 working days**

**Silver (Household)** - Site visit and written response assessing proposal with basic advice provided as to how to overcome any issues, e.g. design changes (where possible). - **20 working days**

**Silver (Small residential/commercial)** - Site visit and written response assessing proposal with basic advice as to how to overcome any issues, e.g. design changes (where possible). This will include the outcome of consultations with consultees within the Council. Please note, only other departments of North Norfolk District Council will be consulted under this level of service. For advice from Highways and other Statutory Consultees you may need to approach them direct. - **40 working days**

There are also a number of planning fees that are set direct by central government, these will be updated early in 2018 and will be

<b>Planning Service Area</b>			<b>2017/18 Charge £ : p</b>		<b>2018/19 Proposed £ : p</b>	<b>2018/19 Charge £ : p</b>	
<u>Extras:</u>							
Additional Plans			£114.00		£114.00	£95.00	Price lowered and now only one set fee for any number/amount of additional plans.
Additional Meeting			£114.00		£114.00	£95.00	Price lowered and now only one set fee for any number/amount of additional meetings.
Discharging of conditions	- Non householder permission	T	Statutory		Statutory	Statutory	
	- Householder permission	T	Statutory		Statutory	Statutory	
<b>Building Control Fees</b>	Hourly rate included within calculated fee.	T	£66.00	£67.98	£68.00	£60.00	Lowered price.
<b>PLANNING - MISCELLANEOUS</b>			<b>£ : p</b>		<b>£ : p</b>	<b>£ : p</b>	
High Hedges Complaint		T	£445.00	458.35	458.50	£445.00	
<b>Supply of Information on Permitted Use/History</b>							
Administrative Staff - per hour		T	£48.00	49.44	49.50	£49.50	Increased by inflation rate.
Professional Staff - per hour		T	£94.00	96.82	97.00	£97.00	Increased by inflation rate.
<b>Check compliance with Conditions (for Solicitors, Agents)</b>							
Administrative Staff - per hour		T	£48.00	49.44	49.50	£49.50	Increased by inflation rate.
Professional Staff - per hour		T	£94.00	96.82	97.00	£97.00	Increased by inflation rate.
<b>General Research</b>							
Administrative Staff - per hour		T	£48.00	49.44	49.50	£49.50	Increased by inflation rate.
Professional Staff - per hour		T	£94.00	96.82	97.00	£97.00	Increased by inflation rate.
Naming of new street, consultation process and notifica	Single Street	T	£125.00	128.75	129.00	£125.00	
	2-5 Streets	T	£250.00	257.5	257.50	£250.00	
	5+ Streets	T	£500.00	515	515.00	£500.00	
Street numbering Schemes	1-5 Plots	T	£80.00	82.4	82.50	£80.00	
	6-10 Plots	T	£70.00	72.1	72.00	£70.00	
	11-50 Plots	T	£60.00	61.8	62.00	£60.00	
	50+ Plots	T	£50.00	51.5	51.50	£50.00	
<b>Change of property name</b>		T	£27.00	27.81	28.00	£25.00	Decreased

## DETERMINATION OF COUNCIL TAX DISCOUNTS 2018/19

Summary: This report sets out alternative options for the level of council tax discounts which Full Council will resolve shall apply to second homes for the financial year 2018/19.

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 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 second homes. The Council has to approve its determinations for each financial year. The calculation of the tax base for 2018/19 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 council tax discount for dwellings defined as being within Class 'A' remains at 50% for the year 2018/19;
- (b) the council tax discount for dwellings defined as being within Class 'A' be reduced to 10% for the year 2018/19;
- (c) the council tax discount for dwellings defined as being within Class 'A' be reduced to 5% for the year 2018/19;
- (d) the council tax discount for dwellings defined as being within Class 'A' be reduced to nil for the year 2018/19;

- (e) the council tax discount for dwellings defined as being within Class 'B' remains at 5% for the year 2018/19;
- (f) the council tax discount for dwellings defined as being within Class 'B' reduced to nil for the year 2018/19.

*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 the same discount as members resolve for Class A dwellings.

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 2018/19 in accordance with the legal requirements and to raise additional council tax revenue.

This review of discounts afforded to second home owners gives Members the opportunity to address residents' concerns over the high number of second homes in North Norfolk, and enables a council tax charge for a second home to be made which is more closely aligned to that of a main or sole residence.

Reducing Class A discounts would also more closely align discount policies with other Norfolk authorities.

**LIST OF BACKGROUND PAPERS AS REQUIRED BY LAW**

*(Papers relied on to write the report, which do not contain exempt information and which are not published elsewhere)*

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Cabinet Member(s) Cllr Wyndham Northam	Ward(s) affected All

Contact Officer, telephone number and email:  
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## 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 second homes.
- 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 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 2017-18 is shown in the table below.

District	Class A	Class B	Class C	Class D
	<i>Second homes where occupancy is restricted for a period of at least 28 days in a year</i>	<i>Second homes where there is no restriction on occupancy</i>	<i>Vacant properties (unoccupied and unfurnished)</i>	<i>Vacant properties requiring or undergoing major repair work or structural alteration</i>
Breckland	No discount	No discount	100% discount for one month	50% discount for twelve months
Broadland	No discount	No discount	No discount	No discount
Great Yarmouth	10%	No discount	100% discount for one month	No discount
King's Lynn and West Norfolk	No discount	No discount	100% discount for one month	25% discount for twelve months
North Norfolk	50%	5%	No discount	No discount
Norwich	5%	5%	No discount	50% discount for twelve months
South Norfolk	5%	5%	100% discount for one month	50% discount for twelve months

1.5 Members may wish to remove or reduce the discounts offered for second homes in order to move towards a harmonised position for discounts across Norfolk.

**2. Return of second homes money from Norfolk County Council (NCC)**

2.1 North Norfolk District Council, as a billing authority, has (since April 2004) powers to reduce the level of discount for second homes defined as Class B under Council Tax Regulations. These are properties which are not an individual's sole or main residence, are furnished and have no restrictions with regards to occupation.

2.2 Since 1<sup>st</sup> April 2013, billing authorities have been able to reduce the discount on Class B dwellings from the nationally set figure of 50%, to any level down to nil. North Norfolk District Council reduced the discount to 5% from that date (it had been set at 10% from 1<sup>st</sup> April 2004).

2.3 The following outlines the changes to the discounts for second homes in previous years:

Year	Charging ability – legislative		NNDC		Comments
	Mandatory Charge	Discretionary Charge	NNDC Charge for Second Homes	NNDC Discount for Second Homes	
April 2003 (2003/04)	50% (50%)	N/A	50%	50%	These were mandatory, ie no discretion to the billing authority to reduce the discount from 50%. Maximum charge was 50%.
April 2004 (2004/05)	50%	40%	90%	10%	Following on from the LG Act 2003, this gave discretion to billing authorities to reduce the discount to 10% (from 50%).
April 2013 (2013/14)	50%	50%	95%	5%	Council Tax reforms introduced from the L G Finance Act 2012 providing greater flexibility to billing authorities to raise income from council tax.

2.4 The County Council has for a number of years agreed to return a proportion of its share of the additional council tax income generated from the 'discretionary' charge back to the billing authorities in Norfolk. The return of an element of the County Council's second homes council tax to the Districts is subject to annual approval by the County.

2.5 The amount returned is currently 25% of the discretionary charge income (i.e. 25% of the 45% charge) and has been since 2015/16. Prior to 2015/16 50% of the discretionary (ie 50% of the 45% charge) was returned by NCC to the billing authorities.

The District Council currently therefore receives both its share of second homes council tax income (through the collection of council tax) and an element of the County share.

- 2.6 The amount anticipated within the 2017/18 budget for this returned element from the County is £564k. However at present it is anticipated that the share returned will reduce to 12.5% for 2018/19 which would equate to around £269k based on the current tax base with nothing forecast for 2019/20 onwards.
- 2.7 Since 2012 funds from the returned (NCC) second homes income have been allocated to the Big Society Fund Grant Scheme, alongside other community grants (for example transport grants) and supporting these and other community initiatives officer time in administering the scheme. In addition an allocation of £600k has been contributed towards the roll out of rural broadband provision. Any second homes money returned to the district (by NCC) that remains unspent and uncommitted at the end of each financial year has been allocated to an earmarked reserve for which the balance at 31 March 2017 was £1,197,179.

### 3. Options for consideration

- 3.1 The table below shows the potential impact of changes to the discounts for second homes.

	<b>Potential Impact on Council Tax</b>					
	Increase in Tax Base	Additional Council Tax	NCC	NPA	NNDC	Returned to NNDC from NCC
<b>Class B</b>						
Remove 5%	192	307,964	239,604	41,697	26,663	29,951
<b>Class A</b>						
Option 1 - Reduce 50% to 10%	212	340,044	264,563	46,040	29,440	33,070
Option 2 - Reduce 50% to 5%	239	383,351	298,259	51,904	33,190	37,282
Option 3 - Reduce 50% to nil	265	425,055	330,704	57,550	36,801	41,338

- 3.2 Based on the tax base for 2017/18, removing the remaining 5% discount currently offered on second homes where there is no seasonal prohibition (Class B properties) would generate an additional £26,663 in council tax for NNDC.
- 3.3 In addition the County Council currently return a proportion of their second homes council tax to NNDC. In 2018/19 the County Council will return 12.5% of the additional council tax generated by reducing the discount on second homes, and this would result in an additional £29,951 for NNDC (based on the 2017/18 council tax charge, so the figure would be higher if the council tax charge is increased) over and above any return already agreed based on current discounts.
- 3.4 As at September 2016 there were 1,012 second homes which currently receive a 50% discount. Legislation would prevent the District Council from reducing the discount on some 28 dwellings provided by an employer, therefore the table shows the maximum

which could potentially be generated after also taking account of the seasonal prohibition period when the dwelling is exempt from council tax.

- 3.5 The table above also highlights the financial benefit of reducing or removing the discount currently given to Class A properties which ranges from £29,440 for reducing the discount from 50% down to 10% to £36,801 for removing the discount altogether. As with any changes to the Class B properties, at present there would also be additional income returned by the County Council in relation to their second homes council tax income, although as mentioned above this arrangement is anticipated to cease from 2019/20 onwards.
- 3.6 There is a risk that a valuable source of data could be lost if a nil discount is applied to second homes as there would be no reason for a second home owner to declare the property a second home. This could adversely affect the Council's position when securing Central Government funding such as the Communities Housing Fund monies.
- 3.7 The Revenues Team encourage long term empty property owners to place furniture in their properties as there is a 5% discount available. This helps keep long term empty property numbers low and there is a risk that empty property numbers would increase if the 5% discount was removed. A higher number of empty properties would adversely affect the amount of New Homes Bonus the District Council receives.
- 3.8 It is hard when there are no discounts available to encourage customers to notify the Revenues Team of some changes. If they are paying 100% charge already they don't always tell them that two adults have moved into the property as the charge is the same.

#### **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 2018 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 2019/20 are made for operation from 1 April 2019.

#### **6. Financial Implications and Risks**

6.1 The calculation of the tax base for 2018/19 will be made based on the level of discounts approved by Members. Additionally potential funding support from Norfolk County Council for the Big Society Fund (which currently reflects a proportion of its share of council tax on second homes) is set out above.

**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.

**North Norfolk District Council**  
**Reduction in Council Tax Discounts for Second Homes**  
**Schedule of Class 'B' Property Exceptions for the year 2018/19**

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.

<b>Property Reference</b>	<b>Property Name/ Number</b>	<b>Property Address</b>	<b>Post Code</b>
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**Anne Standard Way, Bacton, Norwich, Norfolk**

710567	Alfrada, 3	Anne Standard Way, Bacton, Norwich, Norfolk	NR12 0HE
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**Coast Road, Bacton, Norwich, Norfolk.**

710365	42	Coast Road Chalet Estate, Bacton, Norwich, Norfolk.	NR12 0EZ
710444	Finnesterre	Coast Road Chalet Estate, Bacton, Norwich, Norfolk.	NR12 0AA
710833	45	Coast Road Chalet Estate, Bacton, Norwich, Norfolk.	NR12 0EZ
710834	2	Coast Road Chalet Estate, Bacton, Norwich, Norfolk.	NR12 0EZ
710835	3	Coast Road Chalet Estate, Bacton, Norwich, Norfolk.	NR12 0EZ
710836	4	Coast Road Chalet Estate, Bacton, Norwich, Norfolk.	NR12 0EZ
710837	5	Coast Road Chalet Estate, Bacton, Norwich, Norfolk.	NR12 0EZ
710838	6	Coast Road Chalet Estate, Bacton, Norwich, Norfolk.	NR12 0EZ
710839	7	Coast Road Chalet Estate, Bacton, Norwich, Norfolk.	NR12 0EZ
710840	8	Coast Road Chalet Estate, Bacton, Norwich, Norfolk.	NR12 0EZ
710841	9	Coast Road Chalet Estate, Bacton, Norwich, Norfolk.	NR12 0EZ
710842	10	Coast Road Chalet Estate, Bacton, Norwich, Norfolk.	NR12 0EZ
710843	11	Coast Road Chalet Estate, Bacton, Norwich, Norfolk.	NR12 0EZ
710844	12	Coast Road Chalet Estate, Bacton, Norwich, Norfolk.	NR12 0EZ
710845	13	Coast Road Chalet Estate, Bacton, Norwich, Norfolk.	NR12 0EZ
710846	14	Coast Road Chalet Estate, Bacton, Norwich, Norfolk.	NR12 0EZ
710847	15	Coast Road Chalet Estate, Bacton, Norwich, Norfolk.	NR12 0EZ
710848	16	Coast Road Chalet Estate, Bacton, Norwich, Norfolk.	NR12 0EZ
710849	17	Coast Road Chalet Estate, Bacton, Norwich, Norfolk.	NR12 0EZ
710850	18	Coast Road Chalet Estate, Bacton, Norwich, Norfolk.	NR12 0EZ
710851	19	Coast Road Chalet Estate, Bacton, Norwich, Norfolk.	NR12 0EZ
710852	20	Coast Road Chalet Estate, Bacton, Norwich, Norfolk.	NR12 0EZ
772237	21	Coast Road Chalet Estate, Bacton, Norwich, Norfolk.	NR12 0EZ
710854	22	Coast Road Chalet Estate, Bacton, Norwich, Norfolk.	NR12 0EZ
710855	23	Coast Road Chalet Estate, Bacton, Norwich, Norfolk.	NR12 0EZ
710856	24	Coast Road Chalet Estate, Bacton, Norwich, Norfolk.	NR12 0EZ
710857	25	Coast Road Chalet Estate, Bacton, Norwich, Norfolk.	NR12 0EZ
710858	26	Coast Road Chalet Estate, Bacton, Norwich, Norfolk.	NR12 0EZ
710859	27	Coast Road Chalet Estate, Bacton, Norwich, Norfolk.	NR12 0EZ
710860	28	Coast Road Chalet Estate, Bacton, Norwich, Norfolk.	NR12 0EZ
710861	29	Coast Road Chalet Estate, Bacton, Norwich, Norfolk.	NR12 0EZ
710862	30	Coast Road Chalet Estate, Bacton, Norwich, Norfolk.	NR12 0EZ
710863	31	Coast Road Chalet Estate, Bacton, Norwich, Norfolk.	NR12 0EZ
710864	32	Coast Road Chalet Estate, Bacton, Norwich, Norfolk.	NR12 0EZ
710865	33	Coast Road Chalet Estate, Bacton, Norwich, Norfolk.	NR12 0EZ



**Mill Lane, Bacton, Norwich, Norfolk**

058339	1 The Warren 5 New Zealand	Mill Lane, Bacton, Norwich, Norfolk	NR12 0HS
059157	Way 3 New Zealand	Mill Lane, Bacton, Norwich, Norfolk	NR12 0HW
059716	Way	Mill Lane, Bacton, Norwich, Norfolk	NR12 0HW
061605	Montana 2 New Zealand	Mill Lane, Bacton, Norwich, Norfolk	NR12 0HN
772331	Way	Mill Lane, Bacton, Norwich, Norfolk	NR12 0HW
710479	Resthaven	Mill Lane, Bacton, Norwich, Norfolk	NR12 0HN
710573	Crest o Cliff 9 New Zealand	Mill Lane, Bacton, Norwich, Norfolk	NR12 0HS
762797	Way 6 New Zealand	Mill Lane, Bacton, Norwich, Norfolk	NR12 0HW
762930	Way 7 New Zealand	Mill Lane, Bacton, Norwich, Norfolk	NR12 0HW
763225	Way 8 New Zealand	Mill Lane, Bacton, Norwich, Norfolk	NR12 0HW
763260	Way 4 New Zealand	Mill Lane, Bacton, Norwich, Norfolk	NR12 0HW
763261	Way	Mill Lane, Bacton, Norwich, Norfolk	NR12 0HW

**Seaview Estate, Bacton, Norwich, Norfolk**

710641	12	Seaview Estate, Bacton, Norwich, Norfolk	NR12 0HH
710642	20	Seaview Estate, Bacton, Norwich, Norfolk	NR12 0HH
710643	29	Seaview Estate, Bacton, Norwich, Norfolk	NR12 0HH
710646	11	Seaview Estate, Bacton, Norwich, Norfolk	NR12 0HH
710647	30	Seaview Estate, Bacton, Norwich, Norfolk	NR12 0HH
710648	Poppycott, 1	Seaview Estate, Bacton, Norwich, Norfolk	NR12 0HH
710654	7	Seaview Estate, Bacton, Norwich, Norfolk	NR12 0HH
710655	8	Seaview Estate, Bacton, Norwich, Norfolk	NR12 0HH
710656	9	Seaview Estate, Bacton, Norwich, Norfolk	NR12 0HH
710657	10	Seaview Estate, Bacton, Norwich, Norfolk	NR12 0HH
710659	15	Seaview Estate, Bacton, Norwich, Norfolk	NR12 0HH
710660	16	Seaview Estate, Bacton, Norwich, Norfolk	NR12 0HH
710661	17	Seaview Estate, Bacton, Norwich, Norfolk	NR12 0HH
710662	18	Seaview Estate, Bacton, Norwich, Norfolk	NR12 0HH
710663	19	Seaview Estate, Bacton, Norwich, Norfolk	NR12 0HH
710664	21	Seaview Estate, Bacton, Norwich, Norfolk	NR12 0HH
710665	22	Seaview Estate, Bacton, Norwich, Norfolk	NR12 0HH
710666	Brenholme	Seaview Estate, Bacton, Norwich, Norfolk	NR12 0HH
710667	24	Seaview Estate, Bacton, Norwich, Norfolk	NR12 0HH
710668	25	Seaview Estate, Bacton, Norwich, Norfolk	NR12 0HH
710669	26	Seaview Estate, Bacton, Norwich, Norfolk	NR12 0HH
710670	27	Seaview Estate, Bacton, Norwich, Norfolk	NR12 0HH
710671	28	Seaview Estate, Bacton, Norwich, Norfolk	NR12 0HH
710673	32	Seaview Estate, Bacton, Norwich, Norfolk	NR12 0HH
710674	33	Seaview Estate, Bacton, Norwich, Norfolk	NR12 0HH
710676	35	Seaview Estate, Bacton, Norwich, Norfolk	NR12 0HH
760703	34	Seaview Estate, Bacton, Norwich, Norfolk	NR12 0HH
763356	31	Seaview Estate, Bacton, Norwich, Norfolk	NR12 0HH



**Watch House Lane, Bacton, Norwich, Norfolk**

710777	Falaig M'Hara 2	Watch House Lane, Bacton, Norwich, Norfolk	NR12 0HL
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**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
712415	Fairlight	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

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

712607	Orkney	Hedgehog Walk, Eccles-on-sea, Norwich, Norfolk.	NR12 0SZ
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**Beach Road, Happisburgh, Norwich, Norfolk.**

061348	Forge Cottage	Beach Road, Happisburgh, Norwich, Norfolk.	NR12 0PP
724031	Felicity	Beach Road, Happisburgh, Norwich, Norfolk.	NR12 0PP
724045	Saltwood	Beach Road, Happisburgh, Norwich, Norfolk.	NR12 0PP

724137	10	Golden Beach Road, Happisburgh, Norwich, Norfolk.	NR12 0QL
724139	14	Golden Beach Road, Happisburgh, Norwich, Norfolk.	NR12 0QL
724141	O'Meara	Golden Beach Road, Happisburgh, Norwich, Norfolk.	NR12 0QL
724143	Eastward Ho, 11	Golden Beach Road, Happisburgh, Norwich, Norfolk.	NR12 0QL
724144	Pershore	Golden Beach Road, Happisburgh, Norwich, Norfolk.	NR12 0QL
724145	Romany	Golden Beach Road, Happisburgh, Norwich, Norfolk.	NR12 0QL
724147	Sea Drift	Golden Beach Road, Happisburgh, Norwich, Norfolk.	NR12 0QL
724148	Sea Edge	Golden Beach Road, Happisburgh, Norwich, Norfolk.	NR12 0QL
724149	The Brambles	Golden Beach Road, Happisburgh, Norwich, Norfolk.	NR12 0QL
724151	Jeckells Hyde	Golden Beach Road, Happisburgh, Norwich, Norfolk.	NR12 0QL

**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
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**Wroxham Way, Happisburgh, Norwich, Norfolk**

724372	Haleholm, 42	Wroxham Way, Happisburgh, Norwich, Norfolk	NR12 0RX
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**Hickling Broad, Hickling, Norwich, Norfolk**

713184	The Bungalow	Hickling Broad, Hickling, Norwich, Norfolk	NR12 0YW
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**Vale Road, High Kelling, Holt, Norfolk**

060747	Lynton Loft at Lynton	Vale Road, High Kelling, Holt, Norfolk	NR25 6RA
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**Bureside Estate, Horning, Norwich, Norfolk**

062453	Bureville & Burevista, 9	Bureside Estate, Horning, Norwich, Norfolk	NR12 8JP
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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**

714037	The Bungalow	Horning Reach, Horning, Norwich, Norfolk	NR12 8JR
714025	Bonnington	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	Tide & Time	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 Repps Reach Plot	Riverbank, Ludham, Great Yarmouth, Norfolk.	NR29 5ND
716000	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	Dyde 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
717090	Carousel	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

**Beach Road, Sea Palling, Norwich, Norfolk.**

717930	Lenid	Beach Road, Sea Palling, Norwich, Norfolk.	NR12 0AL
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**Clink Lane, Sea Palling, Norwich, Norfolk.**

060037	2 Farmside	Clink Lane, Sea Palling, Norwich, Norfolk.	NR12 0UL
061552	Lark Cottage	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

**Marram Hills, Sea Palling, Norwich, Norfolk.**

061870	Meadow View	Marram Hills, Sea Palling, Norwich, Norfolk.	NR12 0UN
718091	Oriel	Marram Hills, Sea Palling, Norwich, Norfolk.	NR12 0UN
718093	Sea Home	Marram Hills, Sea Palling, Norwich, Norfolk.	NR12 0UN
718094	Linga Longa	Marram Hills, Sea Palling, Norwich, Norfolk.	NR12 0UN
718097	Sunnyside	Marram Hills, Sea Palling, Norwich, Norfolk.	NR12 0UN
718098	Santa Monica	Marram Hills, Sea Palling, Norwich, Norfolk.	NR12 0UN
718100	Kia Ora	Marram Hills, Sea Palling, Norwich, Norfolk.	NR12 0UN
718101	Sandy Lodge	Marram Hills, Sea Palling, Norwich, Norfolk.	NR12 0UN
718103	Tween Whyles	Marram Hills, Sea Palling, Norwich, Norfolk.	NR12 0UN
718104	Pot Luck	Marram Hills, Sea Palling, Norwich, Norfolk.	NR12 0UN
718105	Sea Breezes	Marram Hills, Sea Palling, Norwich, Norfolk.	NR12 0UN
718106	Timbers	Marram Hills, Sea Palling, Norwich, Norfolk.	NR12 0UN
718107	Vi La Vaer	Marram Hills, Sea Palling, Norwich, Norfolk.	NR12 0UN
718108	Splinters	Marram Hills, Sea Palling, Norwich, Norfolk.	NR12 0UN
718109	Peddlers Peace	Marram Hills, Sea Palling, Norwich, Norfolk.	NR12 0UN
718110	Tramore	Marram Hills, Sea Palling, Norwich, Norfolk.	NR12 0UN
718111	Stanfield	Marram Hills, Sea Palling, Norwich, Norfolk.	NR12 0UN
718112	Hillcroft	Marram Hills, Sea Palling, Norwich, Norfolk.	NR12 0UN
718113	Duneside	Marram Hills, Sea Palling, Norwich, Norfolk.	NR12 0UN
718115	Brambledene	Marram Hills, Sea Palling, Norwich, Norfolk.	NR12 0UN
718116	Jandola	Marram Hills, Sea Palling, Norwich, Norfolk.	NR12 0UN
718117	Tiny Tots	Marram Hills, Sea Palling, Norwich, Norfolk.	NR12 0UN
718121	Cliffside	Marram Hills, Sea Palling, Norwich, Norfolk.	NR12 0UN
758355	Hazeldene	Marram Hills, Sea Palling, Norwich, Norfolk.	NR12 0TY
761287	Venta	Marram Hills, 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
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**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.**

718086	Bide a Wee	Hill Gap, Waxham, Norwich, Norfolk.	NR12 0DY
718087	Shangri-la	Hill Gap, Waxham, Norwich, Norfolk.	NR12 0DY

**DETERMINATION OF THE COUNCIL TAX BASE FOR 2018/19 AND THE TREATMENT OF SPECIAL EXPENSES**

Summary: The purpose of this report is to determine the Council’s 2018/19 tax base and the 2018/19 tax base for each parish in accordance with the legal requirements.

Options considered: N/A

Conclusions: The determination of the tax base for a financial year has to be undertaken in accordance with legislative requirements between 1 December and 31 January of the preceding financial year.

Recommendations: a) That the calculations set out in this report used to produce the Council’s tax base be approved, and the tax base for 2018/19 be determined as 39,844;  
b) That the tax base for each parish area for the financial year 2018/19 be as set out at paragraph 2.1.

Reasons for Recommendations: To determine the 2018/19 Council Tax Base in accordance with legislative requirements and to inform the 2018/19 budget setting process.

Cabinet Member(s) All	Ward(s) affected All
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Contact Officer, telephone number and email: Duncan Ellis 01263 516330, Duncan.Ellis@north-norfolk.gov.uk

**1. Council Tax Base**

- 1.1 The council tax base is the measure of the relative taxable resources of an area and represents the estimated full year equivalent number of chargeable dwellings expressed as the equivalent number of Band ‘D’ dwellings.
- 1.2 The council tax base for a billing authority’s area, or any part of its area (e.g. parish) must be calculated by the billing authority in accordance with the Local Authorities (Calculation of Tax Base) Regulations 1992 as amended. It is calculated as the aggregate of the “relevant amounts”, calculated for each valuation band, multiplied by the authority’s estimated “collection rate”. The “relevant amount” represents the estimated full year equivalent number of Band D dwellings after taking into account the number of discounts and disabled reductions which apply to those dwellings.
- 1.3 The “collection rate” reflects an assessment of how much council tax may not ultimately be collected due to dwellings leaving the valuation list, successful appeals against valuation

bandings, increased numbers of exemptions and discounts, and bad debts. The council tax base for tax setting purposes for a financial year has to be determined between 01 December and 31 January of the preceding financial year.

1.4 The calculations below assume that the determinations recommended to this meeting, and included elsewhere on this agenda, in respect of council tax discounts for second homes are approved for 2018/19.

1.5 Firstly, the number of chargeable dwellings in North Norfolk for 2018/19 is calculated in the table below:

		<b>Equivalents</b>
Number of dwellings on the council tax data base as at 2 October 2017	54,362.00	
<b>LESS</b> ▪ No of exempt dwellings	-850.00	
<b>Number of chargeable dwellings at 2 October 2017</b>	<hr/>	<b>53,512.00</b>
<b>LESS</b> ▪ Equivalent reduction for dwellings subject to a 25% discount (including single occupancy) (-16,646.00 x 0.25)	-4,161.50	
<b>LES</b> ▪ Equivalent reduction for dwellings subject to a 10% discount (second homes with seasonal prohibitions) (-873.00 x 0.1)	-87.30	
<b>LESS</b> ▪ Equivalent reduction for dwellings subject to a 50% discount (including tied accommodation, some care homes, and some second homes) (-116.00 x 0.5)	-58.00	
<b>ADD</b> ▪ Equivalent increase for dwellings classed as empty and being charged the empty homes premium (123 x 0.5)	61.50	
<b>LESS</b> ▪ Equivalent reduction for the Local Council Tax Support Scheme	-5,267.27	
<b>LESS</b> ▪ Equivalent reduction for the Family Annexe discount	-20.80	
<b>Total equivalent number of discounts</b>	<hr/>	<b>-9,533.37</b>
<b>Number of chargeable dwellings after discounts at 2 October 2017</b>		<b>43,978.63</b>
<b>ADD</b> ▪ Dwellings coming on list sometime before 31 March 2019	234.50	
<b>LESS</b> ▪ Properties with seasonal prohibitions	-176.55	
<b>LESS</b> ▪ Dwellings expected to fall out of list sometime before 31 March 2019	-33.00	
<b>Total increase in chargeable properties</b>	<hr/>	<b>24.95</b>

<b>LESS</b>	▪ Additional equivalent reduction for dwellings coming on list before 31 March 2019 expected to receive a 10% discount (second homes with seasonal prohibitions) (1.24 x 0.1)	-0.12	
<b>LESS</b>	▪ Additional equivalent reduction for dwellings coming on list before 31 March 2019 expected to receive 25% discounts (including single occupancy) (73.15 x 0.25)	-18.29	
<b>ADD</b>	▪ Additional equivalent increase for properties with seasonal prohibitions expected to receive a 10% discount (176.55 x 0.1)	17.65	
	<b>Net increase in equivalent number of dwellings for discounts</b>	-0.76	-0.76
<b>Total additional chargeable dwellings</b>			<b>24.19</b>
<b>Number of chargeable dwellings for 2018/19 after discounts</b>			<b>44,002.82</b>

1.6 The calculation of the aggregate of the 'relevant amounts' for the North Norfolk area for the financial year 2018/19 is shown below:

BAND	Total No of chargeable dwellings adjusted for discounts	Relevant Proportion	Relevant Amount
	(i)	(ii)	(i) x (ii)
<i>A, subject to reduction for disabilities</i>	27.73	5/9	15.41
<b>A</b>	7,799.37	6/9	5,199.58
<b>B</b>	11,031.15	7/9	8,579.78
<b>C</b>	9,820.54	8/9	8,729.37
<b>D</b>	7,845.87	9/9	7,845.87
<b>E</b>	4,378.54	11/9	5,351.54
<b>F</b>	2,073.32	13/9	2,994.80
<b>G</b>	954.70	15/9	1,591.17
<b>H</b>	71.60	18/9	143.20
<b>TOTAL</b>	<b>44,002.82</b>		<b>40,450.72</b>

1.7 The Council's Council Tax Base is then calculated by multiplying the total of the relevant amounts for the year for each of the valuation bands by the Authority's estimate of its collection rate for that year. A collection rate of 0.985 is suggested, which allows for 1.5% for non-collection factors that apply each year. This is a reduction in the non-collection allowance assumed in the current year and reflects the improved collection rates being achieved for council tax.

The Council Tax Base for tax setting purposes is calculated as follows:

$$40,450.72 \times 0.985 = 39,844.00$$

1.8 The Local Government Finance Act 1992 also requires that a Council Tax Base is determined for each individual parish area within the District. These are detailed in paragraph 2.1 below.

## 2. Tax Base per Parish

2.1 The amounts calculated in accordance with the relevant regulations as the Council Tax Base for each parish area for the financial year 2018/19 are as follows:-

PARISH	Council Tax Base	PARISH	Council Tax Base	PARISH	Council Tax Base
Alby With Thwaite	94.04	Hempstead	75.39	Scottow	289.01
Aldborough and Thurgarton	219.60	Hempton	182.34	Sculthorpe	274.71
Antingham	121.05	Hickling	410.50	Sea Palling	213.39
Ashmanhaugh	65.94	High Kelling	281.16	Sheringham	3,101.42
Aylmerton	205.65	Hindolveston	205.81	Sidestrand	52.64
Baconsthorpe	84.47	Hindringham	233.10	Skeyton	87.15
Bacton	532.98	Holkham	86.20	Sloley	91.91
Barsham	100.32	Holt	1,571.22	Smallburgh	187.40
Barton Turf	244.81	Honing	119.82	Southrepps	320.09
Beckham East/West	109.63	Horning	612.11	Stalham	1,150.10
Beeston Regis	389.84	Horsey	29.34	Stibbard	134.93
Binham	167.13	Hoveton	809.70	Stiffkey	134.75
Blakeney	542.40	Ingham	147.43	Stody	91.25
Bodham	166.65	Ingworth	41.30	Suffield	58.20
Briningham	66.57	Itteringham	58.05	Sustead	93.29
Brinton	124.07	Kelling	98.27	Sutton	390.24
Briston	852.77	Kettlestone	96.98	Swafield	111.72
Brumstead	25.42	Knapton	146.49	Swanton Abbott	143.86
Catfield	319.90	Langham	221.04	Swanton Novers	85.15
Cley	313.75	Lessingham	237.46	Tattersett	277.65
Colby	186.91	Letheringsett with Glandford	132.27	Thornage	97.36
Corpusty & Saxthorpe	277.10	Little Barningham	40.60	Thorpe Market	112.88
Cromer	3,012.17	Little Snoring	229.11	Thurning	30.56
Dilham	143.09	Ludham	492.45	Thursford	110.14
Dunton	53.59	Matlaske	63.02	Trimingham	135.27
East Ruston	187.79	Melton Constable	199.56	Trunch	348.48
Edgefield	179.48	Morston	56.22	Tunstead	255.66
Erpingham	236.96	Mundesley	1,169.23	Upper Sheringham	104.09
Fakenham	2,472.14	Neatishead	238.77	Walcott	226.13
Felbrigg	69.98	North Walsham	3,895.12	Walsingham	346.93
Felmingham	191.94	Northrepps	388.24	Warham	77.68
Field Dalling	145.26	Overstrand	443.81	Wells-Next-The-Sea	1,140.94
Fulmodestone	181.56	Paston	91.63	Westwick	30.64
Gimingham	151.79	Plumstead	48.76	Weybourne	343.73
Great Snoring	85.37	Potter Heigham	423.09	Wickmere	59.27
Gresham	169.53	Pudding Norton	75.60	Wighton	109.19
Gunthorpe	146.23	Raynham	158.51	Witton	128.53
Hanworth	98.32	Roughton	342.95	Wiveton	86.29
Happisburgh	309.93	Runton	704.98	Wood Norton	104.12
Helhoughton	148.06	Ryburgh	230.60	Worstead	316.79
				<b>Total Tax Base</b>	<b>39,844.00</b>
		<b>PARISH</b>	<b>Council Tax Base</b>		
		Salthouse	108.04		

**3. Special Items**

- 3.1 These are items taken into account by a District Council, County Council or Police and Crime Commissioner, which relate to a part only of its area. Special items include parish precepts and special expenses. No requirement has been identified for any special expenses in 2018/19 and so it is only necessary to calculate tax bases for each parish.

**4. Implications and Risks**

- 4.1 The determination of the tax base is an essential pre-requisite for the setting of the council tax which will be carried out at Full Council scheduled for 21 February 2018.
- 4.2 Without the determination of the tax base it will not be possible for the council tax for 2018/19 to be calculated and set, thus preventing the timely billing of council tax.

**5. Sustainability** – None as a direct consequence of this report.

**6. Equality and Diversity** – None as a direct consequence of this report.

**7. Section 17 Crime and Disorder considerations** – None as a direct consequence of this report.

**DRAFT PROGRAMME OF MEETINGS 2018-19**

Summary: A draft Programme of Meetings for 2018-19 has been prepared and circulated for consultation and is attached at **Appendix A**.

Conclusions: Following review, the proposed draft Programme of Meetings 2018-19 follows the established cycle of meetings as closely as possible.

Recommendations: **That Members adopt the Programme of Meetings for 2018-19.**

Cabinet Member(s)	Ward(s) affected
Judy Oliver	All
Contact Officer, telephone number and email: Alison Argent, Tel: 01263 516058	

**1. Preparation of a Programme of Meetings 2018-19**

1.1 A draft Programme of Meetings for 2018-19 has been prepared and circulated for consultation. The following issues should also be noted:

- 1.2 a) It has been assumed that the times of the meetings will be as they are currently, so all meetings will be held in the day, with the exception of Full Council.
- b) Most standing committees meet on set cycles and this cycle has been retained as closely as possible within this draft programme. However, some variations have been made to avoid clashes with other meetings, particularly Full Council, Cabinet and Overview and Scrutiny Committee meetings.
- c) The Norfolk Rivers Internal Drainage Board has forwarded dates of its meetings in order to try and reduce the number of meeting clashes with the Development Committee, as some Members of this Committee are representatives on the Internal Drainage Board. However, due to the strict meeting cycle there is little flexibility and there are still clashes on the following dates: 24 May 2018 – site meeting (reserve), 16 August 2018 – site meeting (reserve), 18 October 2018 – Development Committee (reserve).
- d) An additional special meeting of the Governance, Risk and Audit Committee has been scheduled for July in order to sign off the annual accounts.

## **2. Financial Implications and Risks to the Council**

- 2.1 If we did not have an agreed schedule of meetings, the Council would not be able to adequately carry out its business. This would have wide-ranging financial implications and make it difficult, if not impossible, to plan and agree a budget.
- 2.2 An agreed programme of meetings is essential to the management of the Council's business to ensure that it is carried out in a timely manner in accordance with legislation. Failure to do so could result in financial penalty and litigation. Furthermore, if the programme of meetings was not published in the public domain, the Council would not be complying with legislation and would be open to challenge.

## **3. Equality and Diversity**

- 3.1 The process of preparing the programme of meetings has included reference to the multi-faith calendar. The times of the meetings reflects the preference of the majority of Members in the current Council.



## DRAFT PROGRAMME OF MEETINGS 2018/2019 (09/10/17) v3

			2018								2019			
MEETING	DAY	TIME	MAY	JUN	JUL	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR
FULL COUNCIL	Wed	18.00	30	27	25	-	26	-	21	19	-	27	-	24
CABINET	Mon	10.00	14	11	9	-	3	1/29	-	3	7	4	4	1
OVERVIEW AND SCRUTINY COMMITTEE	Wed	9.30	23	20	18	-	19	17	14	12	16	13	13	10
DEVELOPMENT COMMITTEE	Thurs	9.30	17	14	12	9	6	4	1/29	-	4(Fri)/31	28	28	23 (Tues)
DEVELOPMENT COMMITTEE (RESERVE)	Thurs	9.30	3/31	29 (Fri)	26	23	20	18	15	13	17	14	14	11
SITE MEETINGS**	Thurs		10	7	5	2/30	27	25	22	20	24	21	21	18
SITE MEETINGS (RESERVE)**	Thurs		24	21	19	16	13	11	8	6	10	7	7	4
GOVERNANCE, RISK AND AUDIT COMMITTEE	Tues	14.00	-	5	^24	-	11	-	-	4	-	-	26	-
<b>^SPECIAL MEETING - ANNUAL ACCOUNTS</b>														
LICENSING AND APPEALS COMMITTEE	Mon	10.00	15 (Tues)	-	16	-	10	-	5	-	21	-	11	-
LICENSING SUB-COMMITTEES	Weds	10.00	2	13	11	8	12	3/31	-	5	9	6	6	3
STANDARDS COMMITTEE	Tues	14.00	-		17	-	-	2	-	-	8	-	-	16
PLANNING POLICY AND BUILT HERITAGE WORKING PARTY	Mon	10.00	21	18	23	20	17	15	12	10	14	11	18	15
JOINT STAFF CONSULTATIVE COMMITTEE*	Tues	14.30	-	19	-	7	-	9	-	11	-	12	-	9
MEMBER DEVELOPMENT GROUP**	Tues	10.00	8	^12	-	14	-	^10 (Weds)	27	-	^29	-	5	-
<b>^RESERVE DAY FOR MEMBER DEVELOPMENT WORKSHOP</b>														
COASTAL FORUM**	Tues	10.00	-	-	^3	-	-	-	13	-	-	-	12	-
<b>^FIELD TRIP</b>														
BIG SOCIETY FUND GRANTS PANEL** (to follow Cabinet)	Mon	13.00	-	11	-	-	3	-	-	3	-	-	4	-
GENERAL RESERVE DAYS (FOR POSSIBLE EXTRA MEETINGS)			9/22	6/25	4/20	6/22	7/25	8/30	6/26	7/17	15/30	5/26	8/25	2/25

**Notes:** Committees marked \* are occasional Committees and will not meet unless express notification is given.

Meetings marked \*\* are not formal meetings and are recorded here for convenience.

## CABINET MEMBERS REPORT TO COUNCIL

19 December 2017

### **COUNCILLOR TOM FITZPATRICK - CABINET MEMBER FOR IT & BIG SOCIETY FUND**

For the period November to December 2017

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

The new SharePoint Intranet has gone live and will content migration/review will ensure all relevant information is available, **searchable**, and updated.

A minor security incident occurred recently where a DWP customer was able to gain access to the intranet **ONLY**, from one of the public access PC's in reception. He attempted to install bit coin mining malware but this was prevented by the software protection on the computers. IT were also alerted by automated reporting of the attempt. The individual used vulnerabilities that arose during the relaxations in the security mandated by DWP so that they could be used to search for and apply for jobs. IT have now closed these vulnerabilities. There was no data loss and no back office systems were accessed.

IT conducted a weekend test of the Disaster Recover arrangements at Fakenham recently which simulated a catastrophic loss of the Cromer offices and the data centre located there. The team were able to return to service all of the significant IT systems at Fakenham within a few hours. This provides significant assurance of the viability and suitability of the Disaster Recovery and Business Continuity arrangements,

A significant number of laptop and tablet mobile devices have been rolled out to improve officers agile working arrangements.

#### **Big Society Fund**

The Big Society Grant Fund continues to support community groups across North Norfolk. In December, the panel approved 6 grants totalling £35,488.32.

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

Work continues on the EH BPR and system replacement with good progress in both work streams.

The contract has been let for the provision of a Management Information System and the implementation of significantly improved performance monitoring facilities is in progress.

Work has commenced to address the coming PCI changes which will prevent the Council accepting any card payments by telephone. Alternative arrangements are being implemented to enhance the facilities to take payments online and via the automated payment facilities provided by Capita.

The PC refresh of approximately 50 end of life desktop computers is currently being planned for a rollout in the coming weeks.

**3 Meetings attended**

Various supplier and project meetings to progress IT infrastructure maintenance and the Digital Transformation Programme.

## **CABINET MEMBERS REPORT TO COUNCIL**

**19<sup>th</sup> December 2017**

### **COUNCILLOR BECKY PALMER - CABINET MEMBER FOR COMMUNITY ENGAGEMENT & CUSTOMER SERVICES**

For the period November to December 2017

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

##### **Community Engagement:**

The newly formed school council for Blakeney Primary School visited the Council offices on 22<sup>nd</sup> November to learn about debating and voting and they spent some time designing their own campaign leaflets. All of the pupils enjoyed the experience and gave us excellent feedback. We hope to be hosting more of these events over the coming months.

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

##### **Community Engagement:**

Woodside school, Sheringham are visiting the Council offices on 24<sup>th</sup> January to find out more about the services that the Council provides and supports.

On February 13<sup>th</sup> there will be a prospective clerks event held at the Council offices and run by Norfolk Parish Training and Support. We will promote this through 121 magazine but would welcome members encouraging people to attend.

## **CABINET MEMBERS REPORT TO COUNCIL**

**19<sup>th</sup> December 2017**

**COUNCILLOR CLAUSSEN-REYNOLDS - CABINET MEMBER FOR WASTE AND ENVIRONMENTAL SERVICES**

For the period November to December 2017

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

The Review Cycles in relation to the Business Process Review within Environmental Health have been completed to the point that it has been decided to devote resource to delivering aspects of the reviews. There remain only a few areas to complete review cycles in and it is anticipated these will be tackled before March 2018.

The Environmental Health IT implementation continues to progress with System Administrators training delivered to enable a number of staff to participate in setting up the new system. A mobile solution which will facilitate more agile working has been purchased and will be rolled out to officers in the Commercial Team initially where it will be used to improve the food hygiene inspection regime. It will later be rolled out to assist officers across other teams to deal with enquiries and complaints in a more agile way.

The Safety Advisory Group leaflet was sent out to all members via their bulletin and was also emailed out to all Town and Parish Councils. The NNDC SAG webpages have been updated and include the SAG information leaflet.

The Business Continuity distant learning online study course had been reviewed and is now waiting for HR to push this out to all staff.

The Flooding Exercise De-brief (EX Flying Fish) has been finalised and all but one action has already been completed.

A new web cam has been installed at Walcott so during times of flooding the seaward side of Coast Road can be viewed. This will enable live information of the state of the sea and water on the road to be assessed by partner agencies.

The Environmental Protection Team have taken a prosecution against an individual for breaching an injunction, obtained by NNDC, in respect of drinking and anti-social; behaviour in Cromer town centre. There were three breaches involved drinking, verbal abuse and in one case spitting. He was

found guilty on all 3 breaches and sentenced to 4 weeks imprisonment on each count to serve consecutively, totalling 12 weeks in custody.

The Environmental Protection Team had a successful prosecution for fly tipping to which the individual pleaded guilty. The Magistrates, having regard to his means and guilty plea, imposed a fine of £600, with a victim surcharge of £60 and a contribution towards prosecution costs of £1,052.

All those on the waiting list for the Garden Waste Service have been contacted and those that took up the service have received their bin.

Work on the procuring the new Waste and Related Service Contract is continuing with a successful bidder's day held in mid-November receiving positive feedback from potential contractors.

The Community Fridge Launch in Fakenham has been very successful.

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

The Garden Bin Renewal process for 2018 is being taken back in house. Work to ensure that robust systems re in place to deliver this are progressing to time.

## **3 Meetings Attended and Meetings Scheduled**

Waste Procurement Board

Environmental Health Management Team on a monthly basis.

Regular update meetings with Head of Environmental Health and Team Managers

## **CABINET MEMBERS REPORT TO COUNCIL**

**19 December 2017**

### **COUNCILLOR - CABINET MEMBER FOR HEALTH & WELLBEING, LEISURE AND CULTURE**

For the period November to December 2017

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

##### **'Sports Clubs and Hubs' Project**

The 'Sports Clubs and Hubs' project won the 'Activity in the Community' award at the Norfolk Sports Awards held in November. This is a prestigious award with hundreds of applicants across the county and so great recognition of the work by the Council's team.

The project has delivered to over 2,000 individuals with a throughput of over 20,000 over the three-year period.

##### **North Norfolk Sporting Centre of Excellence**

The Sporting Centre of Excellence programme has commenced its second year with an extra 30 young people (total of over 100) participating in the programme this year. Those young people are all performing well, and stars for the future already starting to emerge.

##### **Splash**

Work is progressing well with the Business case now taken to Cabinet in early December gaining full support. If implemented, it is expected that the project will see a significant increase in participation in sport and improved facilities for the community.

##### **Parkrun**

The Sheringham Parkrun held its 5<sup>th</sup> anniversary run on 4 November, and Cllr Maggie Prior presented trophies.

Numbers continue to grow with the current total of 2,142 registered runners averaging 129 participants each week. There has been a total of 264 events, 34,052 runs covering 170,260 km with 6,148 individual runners from 604 clubs taking part.

##### **Beaches**

The Council has received confirmation from the Environment Agency that the water quality tests carried out during the summer 2017 were all first class, and all six of our Blue Flag beaches (Sheringham, West Runton, East Runton, Cromer, Mundesley and Sea Palling) have retained the 'Excellent' classification. This means that we are able to apply for the Blue Flags at each of those locations, in readiness for the 2018 season.

##### **Pier Pavilion Theatre**

The 2017 Christmas Show has now commenced receiving some of the best feedback ever. Bookings for the Show are excellent; currently at 36% above the same point last year. Full figures are as follows:

Cromer Pier Show	2.3% down on the same point in 2016
Concerts	3.05% up on the same point in 2016
Christmas Show	36% up on the same point in 2016
Hires	11% up on the same point in 2016

### **Countryside and Parks**

#### **Events**

The Countryside team are busy planning the popular Medieval Christmas Trail events at Holt Country Park. These take place on Saturday 16<sup>th</sup> and Sunday 17<sup>th</sup> December, at 10am – 12pm and 12.45pm – 2.45pm each day.

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

The Council is continuing to engage with Norfolk County Council on the co-production of the new two-year social prescribing service. The Council is in discussions with Norfolk County Council and Broadland District Council about the operation of this service and how it could be delivered in the Northern Locality, with the Council's preference that it links with the Help Hub. The Council is considering the opportunities presented by the County Council's Loneliness service.

A temporary additional resource is being sought to support the delivery of Disabled Facilities Grant. The Council is in discussions with Public Health to develop a project which will improve the health of North Norfolk residents.

## **3 Meetings attended**



## **CABINET MEMBERS REPORT TO COUNCIL**

**19 December 2017**

### **COUNCILLOR JOHN LEE - CABINET MEMBER FOR COAST**

For the period September to December 2017

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

##### **Coastal Management /Coastal Partnership East Update**

- The Bacton to Walcott Sandscaping Scheme is progressing well. The Project Steering Committee with the Terminal Operators has now been initiated. NNDC has been successful at the award of a further £500,000 from the Norfolk Business Rates Pool and has submitted an expression of interest to the Local Enterprise Partnership for a further £1M towards the scheme. A briefing on the scheme was provided to the Environment Agency Large Project Review Group prior to submission of the Outline Business Case for funding in the New Year. An Expert Client to assist with aspects of the scheme including contracts and procurement of the works is currently being procured, the costs of which are shared with the Terminal Operators.
- The final phase of the Sheringham West sea wall improvements works are underway, this will see replacement of damaged sea wall deck (promenade) and installation of scour protection to the lower cliff.
- Over 9 & 10 December a winter storm coupled with low beach levels caused some erosion to the east of Happisburgh. Following a call to the Duty Officer, Russell Tanner and Darren Payne attended on Saturday 10 December and closed off the beach access ramp and a session of the coast path. Brian Farrow visited on Sunday and the Coastal Team have liaised with the Parish Council, local landowner, NCC National Trails Team and Communication Team. The team are endeavouring to seek to repair the ramp prior to Christmas however this will be dependent on beach and weather conditions.
- Maintenance activities have been taking place under the Measured Term Contract, this includes work on the beach access ramp at Walcott and numerous small scale items.
- Timbers have now been delivered for repairs to the Sheringham Beach Road beach access ramp
- An application has been made to the Environment Agency to release additional funds to enable the necessary works for the second phase of the Cromer Coast Protection Scheme.

- The North Norfolk Coast Forum held on the 5 December was well attended and received presentations regarding the Vattenfall wind development, Broadland Futures Initiative, progression of the Trimmingham Village Hall relocation project and updates from around our coast.
- Coastal Partnership East has arranged and hosted discussions between Planning Officers from North Norfolk, Great Yarmouth, Suffolk Coastal and Waveney Councils to discuss coast related planning policies and how these are developed moving forward. This group has been viewed by those involved as very beneficial and will be joined by Kings Lynn Borough Council in the future.
- The Coastal Team/Coastal Partnership East hosted a coastal awareness session with Planning Committee, Planning Policy Working Party and Planning officers on 30 November. The session was well attended with positive feedback. Unfortunately the coastal field trip planned for the afternoon was postponed due to very poor weather.
- The final Pathfinder grants to Trimmingham Village Hall and Manor Caravan Park have been issued. The site for the relocated properties purchased at Happisburgh during the Pathfinder project has now been sold with a receipt being retained for future coastal adaptation.

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

- Work continues with DEFRA to progress the inclusion and recognition of the need for Coastal Adaptation being integral into the adopted Government approach on coastal management.

## CABINET MEMBERS REPORT TO COUNCIL

11<sup>th</sup> December 2017

### **COUNCILLOR SUE ARNOLD - CABINET MEMBER FOR PLANNING**

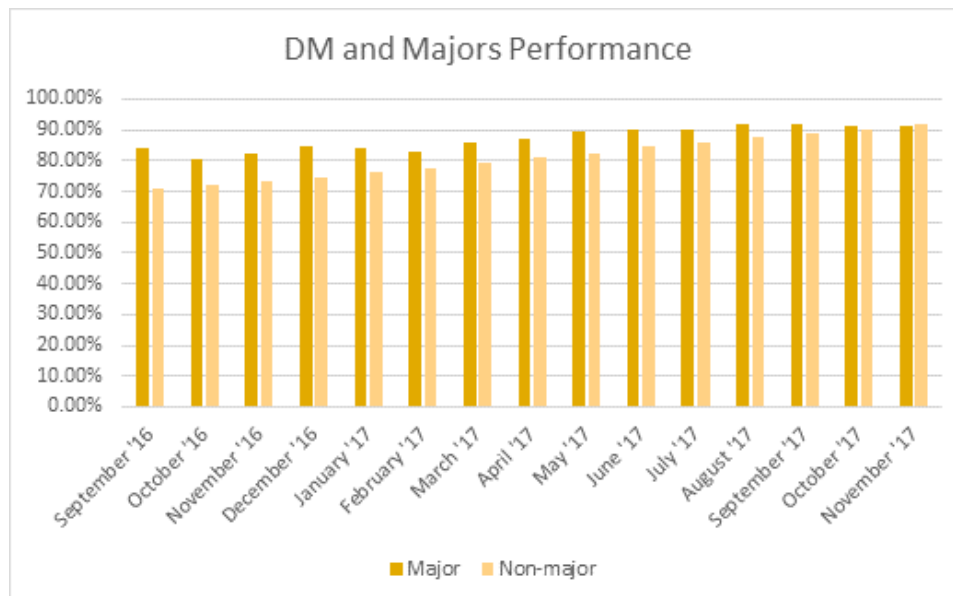
Updated December 2017

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

##### **Development Management Performance**

Our focus remains firmly on exceeding the Government targets for major and non-major applications. Our last figures (November 2017) for majors is 91.30% (Government target is 60%) and for non-major 91.59% (Government target is 70%). Graph below demonstrates the continuous improvement.

Dark yellow-major development, light yellow – non major development



##### **Local Plan Review**

Work on the Local Plan is currently focussed on completing the evidence base which will feed into policy development for the plan. This includes the preparation of a new Gypsy and Traveller accommodation Needs Assessment, Updated Strategic Flood Risk Assessment, and a review of Development Viability in North Norfolk. This work is expected to be completed by early in the new year.

Alongside this, and following a Call for Sites and completion of a Housing Capacity Study (HELAA) the team is now starting the process of appraising in detail the site development options.

A review of Green Open Space in the District is also on-going.

Under the Duty to Co-operate the Norfolk Authorities all prepared and recently consulted on a new planning framework document for the County. This includes a number of formal agreements which the Councils will be asked to endorse with the intention that these agreements will improve cross boundary working on housing and employment growth and the delivery of supporting infrastructure. The combined authorities are currently considering the comments received following the consultation and hope to produce a final document early in the new year.

Government has recently consulted on a revised approach to establishing the need for new homes and in the new year has indicated that a new National Planning Policy Framework (NPPF) will be published. These are both expected to increase the requirement for new homes in the District and this will need to be reflected in the new Local Plan.

### **Wind turbines**

As you are aware, the planning Inspector decision to allow the appeals for the wind turbines at Bodham and Selbrigg were overturned by the High Court (the planning Inspectorate indicated they would not seek to defend the Inspectors decision). We are waiting to hear from the Planning Inspectorate with regard to further Public Inquiry.

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

### **Sculthorpe Inquiry**

The Planning Inspector dismissed this appeal in July and supported the Council's decision to refuse planning permission for this development. The appellants however have lodged a legal challenge in respect of the Inspector's decision. The Inspectorate have decided not to defend their decision and have dropped out the High Court challenge, however the Council is defending the position and this is scheduled to be heard in the High Court on 28 and 29 February 2018.

## **3 Meetings Attended and Meetings Scheduled**

Blakeney JR: I and Cllr Ward as Local Member attended the Judicial Review hearing at the Royal Courts of Justice on 29<sup>th</sup> November. The judge heard both sides of the case and will offer his final judgement early in the New Year.

Duty to Co-operate  
Development Committee  
Portfolio Holder meetings.

## **CABINET MEMBERS REPORT TO COUNCIL**

**19 December 2017**

### **COUNCILLOR JUDY OLIVER - CABINET MEMBER FOR LEGAL & DEMOCRATIC SERVICES**

For the period November to December 2017

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

##### **Legal**

Eastlaw has been busy this more in the High Court with a number of cases, including a judicial review application of one of the Council's planning decisions, which we will receive the outcomes of in the next few weeks.

The major changes in data protection brought about the GDPR continue throughout the Council and this is progressing well.

In relation to the proposed development by Wetherspoons in North Walsham, I wrote to the Chairman of Wetherspoons to ascertain progress as the Council is ready to complete the transaction and I did receive a very positive reply stating that they were very committed to the site and looked forward to exchange imminently.

Unfortunately, at that point the County Council received an application to establish a footpath and this has delayed the progress of this locally popular facility. We are working to resolve this as soon as possible.

##### **Democratic Services**

Media training has recently been held over 2 days for lead members. Feedback was excellent and we hope to offer further sessions for any interested members in the Spring.

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

Training on 'debating skills in the Chamber' will be offered to all Members in 2018.

## CABINET MEMBERS REPORT TO COUNCIL

20<sup>th</sup> September 2017

### **COUNCILLOR JUDY OLIVER - CABINET MEMBER FOR ASSET COMMERCIALISATION**

For the period October to December 2017

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

**Asset Management Plan (AMP)** - A draft update of the Council's AMP was provided to the Overview and Scrutiny Committee meeting of 13 December for initial discussion along with the updated Asset Management Plan documents and associated policies. This was also supported with a draft update of the Council's Capital Strategy. All of these documents will now be considered by Cabinet in February alongside the budget setting.

**Beach Road, Wells** – five out of the six meetings of the Working Group have now been held with the last due to be held on 10 January 2018.

**Concessions** - Following the successful review of concessions undertaken by the Estates team earlier in the year Officers have reviewed the Council's assets to identify where there may be further opportunities for additional concessions. A marketing strategy has been implemented, including advertising on the Council's website to help to promote concession opportunities to the wider potential market. This is for release of new opportunities for the 2018 season and was included as part of a presentation to the Overview and Scrutiny Committee on 13 December.

**Splash** – reports on this site have now been considered by Overview and Scrutiny and Cabinet, including consideration of options for further enabling development and a decision regarding the funding is due to be made at the Full Council meeting in December.

**Highfield Road car park, Fakenham** – a report in respect of this asset has now been through the Committee cycle and, following various representations from stakeholders, the decision has been taken for the District Council to retain and resurface the car park and introduce charges from April 2018. A capital budget has been established for these works and tenders will be invited early in the New Year.

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

Nothing further to report.

**3 Meetings Attended and Meetings Scheduled**

**Asset Commercialisation** - The next meeting of the Wells Asset Commercialisation Working Group is scheduled for 10 January 2018.

**CABINET MEMBERS REPORT TO COUNCIL**

**19<sup>th</sup> December 2017**

**COUNCILLOR R PRICE - CABINET MEMBER FOR STRATEGIC HOUSING**

For the period November to December 2017

**1 Progress on Portfolio Matters.**

**Community Housing Fund:**

A prospectus setting out how to access funding from the Community Housing Fund (monies for 2017/18 onwards) is due to be issued now, with bids invited from January 2018. In the meantime the Community Housing team continue to engage with a number of parish and town councils to raise awareness of the fund and support the development of community led housing schemes.

**Affordable Housing Delivery**

One shared equity dwelling at Cromer was sold at the end of November, with a further two properties under offer. Schemes at Bacton and Fakenham are expected to complete by the end of the month.

**Housing Infrastructure Fund**

The budget in November announced an increase in the national Housing Infrastructure Fund. A decision on those schemes submitted to the fund in the autumn is expected will be made in February 2018.

**2 Forthcoming Activities and Developments.**

**3 Meetings Attended and Meetings Scheduled**



## CABINET MEMBERS REPORT TO COUNCIL

19<sup>th</sup> December 2017

### **COUNCILLOR WYNDHAM NORTHAM - CABINET MEMBER FOR FINANCE**

For the period October to December 2017

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

**Medium Term Financial Strategy and Budget** – The MTFS was presented to Members during October 2017 and considered the financial challenges facing the Council over the next 4 years. This work is now being used to inform the budget preparation for 2018/19.

**100% Business Rate Retention** – the Council, in partnership with the other 6 district authorities and the County Council, has submitted an application to be considered for the 2018/19 Business Rates Pilots.

It is anticipated that an announcement will be made regarding which areas have been successful as part of the provisional Settlement agreement which is currently expected to be made on Thursday 14 December.

**2017/18 Budget Monitoring** - the second budget monitoring report for 2017/18 was presented to Cabinet and Overview and Scrutiny in October and is currently forecasting a slight underspend at the end of the year. The period 10 report, covering the first 10 months of the year from April through until the end of January, is due to come to Cabinet during March 2018.

**Capital Strategy** - A draft update of the Council's Capital Strategy was provided to the Overview and Scrutiny Committee meeting of 13 December for initial discussion along with the updated Asset Management Plan documents and associated policies. All of these documents will now be considered by Committee in February alongside the budget setting.

**Internal audit** - I am pleased to be able to report that both the Income audit and the CIVICA Revenues and Benefits audit have recently been completed by the internal audit team and that the final reports for both of these significant areas gave a substantial level of assurance which is the highest level that can be achieved.

**Budget announcement** – following the budget announcements made by Philip Hammond on 22 November an update was sent round by the Head of Finance and Assets. Two interesting developments in terms of NNDC include

the ability to charge a 100% premium on council tax for long term empty properties, which could have a beneficial impact for the Council, and further changes to the New Homes Bonus calculations in terms of planning appeals which could have a negative impact.

As the adjustment to the empty homes premium requires changes to primary legislation this will not be in place for the 2018/19 financial year but should allow consideration of changes for the 2019/20 financial year.

No further detail is available at present regarding the proposed changes to the New Homes Bonus calculation and further detail is expected as part of the provisional Settlement announcement on Thursday 14 December.

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

**2018/19 Budget** – the finance team continue to work on the preparation for the 2018/19 budget which will be brought before Members during February 2018.

**2017/18 Budget Monitoring** - the next budget monitoring report (period 10) for 2017/18 will be presented to Cabinet and Overview and Scrutiny in March 2018 and will cover the first 10 months of the year from April through until the end of January.

## **3 Meetings Attended and Meetings Scheduled**

Nothing further to report.

## CABINET MEMBERS REPORT TO COUNCIL

19 December 2017

### **COUNCILLOR NIGEL DIXON - CABINET MEMBER FOR BUSINESS & ECONOMIC DEVELOPMENT AND TOURISM**

For the period November to December 2017

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

##### **Business Support**

The Economic Growth Team proactively works with the business community; providing support for business growth plans and helping to overcome any barriers to growth. This financial year to-date, the team has engaged **338** business via business events and has had 'meaningful' engagement with a further **117** businesses. Typically, this might include support for businesses in respect of planned projects (e.g. sites/premises/extensions), assisting with recruitment needs (including apprenticeships, skills etc.), supporting new start-ups and site visits with our larger employers.

The team actively promotes the take-up of grant funding, which historically has been low in the District. However, the team is now actively managing a 'pipeline' of business funding applications. Particular focus is being placed on the LEADER rural support grant. In November the Economic Growth Team supported and promoted a LEADER drop-in session in Hoveton for local businesses to learn more about business funding opportunities for this grant.

##### **Sustainable STEM Development and Outreach Project**

The Economic Growth team have recently supported Alderman Peel High School in its application for a grant from Orsted through the East Coast Community Fund (Dong Energy) to support STEM-based educational activities. This exciting project will directly benefit over **200-300 students, 15 teachers** and numerous local employers e.g. engineering, construction, motor vehicle and renewable industries-wind/solar farms in the locality. The project will encourage parental involvement, which, in turn will enhance their understanding of STEM subjects and careers.

The project will be a great way for business and schools to collaborate and aims to achieve the following:

- Innovative student solutions for real-world employers' STEM problems.
- The creation of a 'how to' Guide for educational professionals and employers to carry out similar activities.
- Resources for a training day for teachers and STEM leads from other schools/STEM groups on how to replicate the project.
- CPD opportunities for teachers involved directly and indirectly with the project.
- The project will remove gender stereotyping in the field of STEM careers and will ensure vulnerable and disadvantaged young people have equal career opportunities.

- An increase in STEM teachers' knowledge of industry expectations and an increased awareness of STEM curriculum requirements for employers. Teachers will be able to relate STEM theory to real examples in learning activities and improve the STEM learning experience for students.

In addition, the long-term sustainable outcomes and impacts will be:

- Students will have a greater awareness of employment opportunities in STEM careers and motivation to study at a higher level/explore STEM careers.
- Students will gain a range of employability skills, as well as increased self-confidence by participating in problem-solving challenges.
- Students will build close relationships with local employers, facilitating a better appreciation of local career opportunities.
- The ongoing potential for local employers to employ students and set up degree apprenticeships in STEM related careers e.g. engineering.
- Improved employer engagement with education and development of collaborative partnerships.

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

### **Coffee Means Business**

Commissioned by NNDC, Coffee Means Business is a monthly networking event hosted by Genix. These events, held at various venues across the District, provide the opportunity for local business to meet like-minded people, hear interesting presentations and learn more about local business support activities.

The next event is on **16 January** (9:30am-11:30am) at **Northrepps Cottage Country Hotel**. Details at: [www.genix.org.uk](http://www.genix.org.uk)

### **Exceptional Customer Service Workshop**

NWES, in conjunction with NNDC, are running a free training event to support local businesses with their customer service training needs

#### **Content includes:**

- Understanding why people do business with your organisation
- Creating a professional image and customer perceptions
- Understanding who are your most valuable customers
- Ingredients of positive customer care and their benefits
- Using questioning techniques, body language and listening skills to create a positive attitude
- Building a rapport quickly and making every enquiry count
- Causes of bad service
- Dealing with customer complaints and difficult customers
- Dealing with customers with 'special requirements eg older or anxious people
- Turning your most valuable customers into your most loyal
- Creating opportunities for positive feedback

This workshop is aimed at businesses who interact with customers either face to face or via the telephone. There will also be information on how to apply for a range of

business grants within the region.

**Wednesday 31 January 2018, 2.30pm – 5.30pm**  
**North Norfolk District Council - Cromer**

To book a FREE place businesses should email: [economic.growth@north-norfolk.gov.uk](mailto:economic.growth@north-norfolk.gov.uk)

**3 Meetings attended**