

Council



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11th December 2018

A meeting of the **North Norfolk District Council** will be held in the **Council Chamber** at the Council Offices, Holt Road, Cromer on **Wednesday 19th December 2018 at 6.00 p.m.**

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

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A G E N D A

1. PRAYER

2. CHAIRMAN'S COMMUNICATIONS

To receive the Chairman's communications, if any.

3. 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.

4. APOLOGIES FOR ABSENCE

To receive apologies for absence, if any.

5. MINUTES

(page 9)

To confirm the minutes of the meeting of the Council held on 21st November 2018.

6. 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.

7. PUBLIC QUESTIONS / STATEMENTS

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

8. APPOINTMENTS

To appoint the following:

- a) Chairman of Overview & Scrutiny Committee
- b) Vice-Chairman of Overview & Scrutiny Committee
- c) Chairman of Development Committee
- d) Vice-Chairman of Governance, Risk & Audit Committee

9. PORTFOLIO REPORTS

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) Planning, Planning Policy & Housing– Cllr K Ward (page 21)
- 2) Coast and Health and Wellbeing – Cllr A Fitch-Tillett (page 36)
- 3) Economic Development & Tourism – Cllr N Dixon (page 39)
- 4) Corporate Services, and Asset Commercialisation – Cllr S Bütikofer (page 43)
- 5) Leisure & Licensing – Cllr H Cox (page 48)
- 6) Finance, Revenue & Benefits – Cllr E Seward (page 51)
- 7) Property, Environmental Services – Cllr N Lloyd (page 54)

10. RECOMMENDATIONS FROM CABINET 03 DECEMBER 2018

a) Agenda item 9: Fees and Charges 2019/2020 (page 56)

Recommendation to Council:

1. The fees and charges from 1 April 2019 as included in Appendix A.
2. 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

b) Agenda item 10: Half Yearly Treasury Update (page 81)

Recommendation to Council:

1. That the Treasury Management Half Yearly Report 2018/19 is approved.

c) Agenda item 11: Determination of Council Tax Discounts 2019/20 (page 90)

Recommendation to Council

Recommendation 1

- (a) The discounts for the year 2019/20 and beyond are set at the levels indicated in the table at paragraph 2.1.
- (b) The premium for long term empty properties (those that have been empty for a consecutive period longer than 24 months) is set at 100% of the Council Tax charge for that dwelling.
- (c) To award a local discount of 100% for eligible cases of care leavers under section 13A of the Local Government Finance Act 1992 (as amended) as set out in paragraph 2.2.

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
- (c) those dwellings described or geographically defined at Appendix A which in the reasonable opinion of the Head of Finance and Asset Management are judged not to be structurally capable of occupation all year round and were built before the restrictions of seasonal usage were introduced by the Town and Country Planning Act 1947, will be entitled to a 35% discount.

d) Agenda Item 13: North Walsham Artificial Grass Pitch (page 106) (Exempt Appendix – p.128)

**** NOT FOR PUBLICATION – BY VIRTUE OF PARAGRAPH 3 OF PART 1 OF SCHEDULE 12A (AS AMENDED) OF THE LOCAL GOVERNMENT ACT 1972****

- 1) Approves a capital budget of £860,000 for this project, with the NNDC contribution of £374,000 to be funded by borrowing.

- 2) Provides delegation for the s151 Officer to be able to amend financing sources for this budget so long as these remain with the budget framework approved above.
- 3) Give authority for the inclusion of any ongoing revenue costs to be built in to the budget.
- 4) Provides delegated authority to the Joint Head of Paid Service (NB) to appoint the FA and its appointed consortium to provide the professional services required to design, and oversee the project on the Council's behalf.
- 5) Provides delegated authority to the Joint Head of Paid Service (NB) to appoint any other professional consultants as required to form the project team with officers and other stakeholders.
- 6) Provides delegated authority to the Joint Head of Paid Service (NB) to agree any lease or other property related arrangements (including the Dual Use agreement) to enable the scheme to progress.
- 7) Subject to the necessary business plan, funding package and approvals being forthcoming, delegates to the Joint Head of Paid Service (NB), and s151 Officer, approval of the construction contract from within the FA Framework.
- 8) Waives financial standing orders for the appointment of the FA in 4) and 7) above, on the basis that the FA have the necessary expertise and existing framework contracts, the use of which are a condition of their grant funding.

e) Agenda Item 14: Leisure Management Contract (page 113)
(Exempt appendices – p.175)

**** NOT FOR PUBLICATION – BY VIRTUE OF PARAGRAPH 3 OF PART 1 OF SCHEDULE 12A (AS AMENDED) OF THE LOCAL GOVERNMENT ACT 1972****

Recommendation to Council:

1. To fund the up front, capital investment costs of £1.013m for the initial fit out of the new Sheringham Leisure Centre, as described in the **confidential appendix**.

Council decision:

To provide delegation for the s151 Officer to be able to amend financing sources for this budget so long as these remain with the budget framework approved above.

11. RECOMMENDATIONS FROM THE OVERVIEW & SCRUTINY COMMITTEE 14 NOVEMBER 2018

To consider any recommendations from the Overview & Scrutiny Committee meeting held on 12th December 2018.

Please note this meeting was held after the Council agenda was published. If there are any recommendations the Chairman will provide a verbal update.

12. BACTON AND WALCOTT SANDSCAPING SCHEME – AWARD OF CONSTRUCTION CONTRACT AND INTERREG FUNDING (page 117)
(Exempt Appendix – p.179)

**** NOT FOR PUBLICATION – BY VIRTUE OF PARAGRAPH 3 OF PART 1 OF SCHEDULE 12A (AS AMENDED) OF THE LOCAL GOVERNMENT ACT 1972****

Summary: North Norfolk District Council is leading the Bacton to Walcott Coastal Management (Sandscaping) Scheme in collaboration with the Bacton Terminal Operators to protect nationally important infrastructure and benefit local communities.

This report summarises the tender process and evaluation for the Main Works Contractor to deliver the Sandscaping scheme and recommends the award of the contract to the bidder which submitted the best bid in terms of price and quality appraised against previously agreed scoring matrix. Details are included in a confidential exempt appendix.

The report also seeks delegated authority for the appointment of the Professional Services Contract for the Management and Supervision of the construction of the scheme should this exceed existing delegations.

The report also seeks Council approval to become a UK partner for an EU 2Seas INTERREG project for the Sandscaping Scheme. If successful funding will be available to place additional sand and to integrate learning across other mega-nourishment schemes such as Sandscaping in North West Europe.

Conclusions: The Bacton and Walcott Sandscaping Scheme has been developed over a number of years through strong collaborative working between the District Council, Terminal Operators and the Environment Agency. With the necessary consents obtained and a full funding package in place, Council is now asked to confirm the appointment of a Main Works Construction Contractor to deliver the programme of works, as well as a Professional Services Contractor to oversee the construction works on behalf of the Council and scheme partners. Authority is also sought for the Council to become a partner in an EU INTERREG project researching the implementation of large-scale beach nourishment schemes in North-West Europe.

Recommendations:

1. That the Council awards the Sandscaping Main Works Contract to Bidder D as per the Confidential Exempt Appendix; details to be finalised by officers after the necessary standstill period, all necessary clauses are fulfilled in the Sandscaping Development Agreement and consent conditions are deemed deliverable.
2. That the Council delegates to Corporate Director and

Head of Paid Service (SB) the ability to vary the contract to allow scope (therefore value) for changes such as sediment volumes.

3. That the Council delegates to Corporate Director and Head of Paid Service (SB) the appointment of the Sandscaping Professional Services Contract with Portfolio Holder approval and subsequent notification to members.
4. That the Council agrees to become a partner in the EU 2 Seas INTERREG project with the Council's £500,000 contribution to the Sandscaping Scheme utilised as match funding.

Cabinet Member(s)	Cllr A Fitch-Tillett
Ward Member(s)	Mundesley, Happisburgh
Contact Officer	Rob Goodliffe
telephone	01263 516321
and e-mail:	rob.goodliffe@north-norfolk.gov.uk

13. PROGRAMME OF MEETINGS 2019/20

(page 125)
(Appendix A – p.127)

Summary: A draft Programme of Meetings for 2019-20 has been prepared and circulated for consultation and is attached at **Appendix X**.

Conclusions: Following review, the proposed draft Programme of Meetings 2019-20 follows the established cycle of meetings as closely as possible.

Recommendations: **That Members adopt the Programme of Meetings for 2019-20.**

Cabinet Member(s)	Cllr S Bütikofer
Ward Member(s)	All
Contact Officer	Alison Argent
telephone	01263 516058
and e-mail:	alison.argent@north-norfolk.gov.uk

14. QUESTIONS RECEIVED FROM MEMBERS

None received

15. OPPOSITION BUSINESS

The following item of Opposition Business has been submitted by the Conservative Group. It will be presented by Cllr S Arnold:

Homelessness

Homelessness is a serious issue at any time, the more so as winter approaches. In the EDP on Monday 4th December, it was reported that 94 people were homeless in North Norfolk. 'Homeless' can be used to describe rough sleeping - of which there were 7 at the last count in North Norfolk. 'Homeless' also describes people in temporary accommodation. It can also mean people who have not identified to NNDC as homeless but who share accommodation with friends or relatives on a temporary

basis, sometimes described as 'sofa surfing'. No one can know how many are in that position.

A considerable proportion of homeless people are known to be ex-forces personnel who have served this country. Some have difficulty in adjusting to civilian life, not least because of post-traumatic stress disorder. Given that North Norfolk is a signatory to the Forces Charter it is essential that we ensure our veterans are provided with proper housing and support when they return home to our District.

It is also vital that all homeless people have the support they need to live independent and secure lives. Accordingly, it is proposed that the Council adopt the following recommendations:

(1) NNDC officers be congratulated on the work they do in preventing homelessness and helping people find a new home through 'Your Choice Your Home' or other alternatives, or through the Housing Assistance Referral Portal. Officers also implement the duty to refer under the Homelessness Reduction Act 2017.

(2) NNDC consider drawing from the lessons and experience of the US charity '**Homeless not Helpless**' programme, which helps arrange for homeless people to have the occupational and life skills that will lead to independent living.

For North Norfolk, this means:

1. further helping and signposting the homeless to get advice to address any addiction issues.
2. helping those who are capable to find employment or volunteer their time, including, where appropriate, being invited to join the NNDC Temporary Register and/or Apprenticeship schemes; and inviting potential employers to join a new scheme to notify suitable job vacancies to NNDC.
3. if ex- forces personnel, ensuring they can contact appropriate charities such as 'The **Bridge** for Heroes' in **King's Lynn**, for further support, as well as the national charities such as SSAFA, Help for Heroes and the Royal British Legion, all of whom have expert knowledge.

16. NOTICE(S) OF MOTION

The following Notice of Motion has been proposed by Cllr A Claussen-Reynolds:

"It is recommended that following the very successful first Community Fridge, similar fridges be placed in all town across the district (Holt, Sheringham, Cromer, Wells-next-the- Sea, Stalham and North Walsham) and any large parishes (such as Briston and Mundesley) that believe that they could sustain one.

This proposal is to be implemented as soon as is practically possible."

The environment is something the Conservative Group cares deeply about, and they were responsible for introducing The Community Fridge project. Now Community Fridges are all over Norfolk but in North Norfolk there is only one! The Community Fridge is a lifeline to many, and at the same time allowing good food to be redistributed and not add to the massive food waste mountain.

The average cost of disposing of 1 tonne of waste is at least £160 (data 2017). A fridge costs approximately £800 and once it has diverted 5 tonne it will have paid for itself. Most food is diverted from retailer sources rather than from householders, but the fridge serves more than one purpose by highlighting food waste, supporting a strong sense of community spirit and less wastage. More Community Fridges will encourage food distribution and an even deeper community spirit.

The cost to the Council at approximately £800 for each fridge.

17. 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.”

18. 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 21 November 2018 at the Council Offices, Holt Road, Cromer at 6.00 pm.

Members Present:

Mrs S Arnold	Mr B Hannah	Ms M Prior
Mr D Baker	Mr S Hester	Mr J Punchard
Dr P Butikofer	Mr M Knowles	Mr J Rest
Mrs S Butikofer	Mr J Lee	Mr R Reynolds
Mrs A Claussen-Reynolds	Mr N Lloyd	Mr P Rice
Mr N Coppack	Mrs B McGoun	Mr E Seward
Mrs H Cox	Mrs M Millership	Mr S Shaw
Mr N Dixon	Mrs A Moore	Mr R Shepherd
Ms J English	Mrs P W Moore	Mr B Smith
Mrs A Fitch-Tillett	Mrs J Oliver	Mr D Smith
Mr T FitzPatrick	Ms B Palmer	Mr N Smith
Mr V FitzPatrick	Mr N Pearce	Mr R Stevens
Ms V R Gay	Mr S Penfold	Mrs V Uprichard
Mrs A Green	Mrs G Perry-Warnes	Mrs L Walker
Mrs P Grove-Jones	Mr R Price	Mr A Yiasimi
		Mr D Young

Officers in Attendance: The Corporate Directors, the Monitoring Officer, the Head of Finance & Assets, the Communications and Marketing Manager and the Democratic Services Manager

Press: Present

64. PRAYERS

The Chairman invited Reverend Stephen Graham, Assistant Curate, Holt Benefice, to lead prayers

65. CHAIRMAN'S COMMUNICATIONS

The Chairman began by saying that there would be no summary of his recent engagements this time. Instead, he would like to give Members the opportunity to pay tribute to Cllr Northam who had sadly passed away recently. He also wanted to pass on condolences to the family of Dan Corbett, a former member of the Council and to Cllr Norman Smith, whose partner, Christine, had recently passed away.

The Chairman opened the tributes to Cllr Northam by saying that he had met him in a village hall car park as they both attended a parish council meeting. He said that he reminded him of his own grandfather – always a gentleman and very caring and considerate. He would be sadly missed by everyone who knew him. He then invited the Group Leaders to pay their respects.

The Leader, Cllr J Lee, said that he had already had the privilege of paying tribute to Cllr Northam at the recent Cabinet meeting. He was a true gentleman and he had been very proud to serve on the Council alongside him. He was renowned for his dedication and loyalty and would be missed greatly. Cllr Lee concluded by saying that he had been proud to call him a friend.

The Leader of the Opposition, Cllr S Bütikofer, said that she had only known Cllr Northam for a brief period. He was a true gentleman, much loved with a deep love of all things Welsh. He was always quick to praise officers for their hard work and support and everyone who knew him respected him greatly.

Cllr J Rest, Leader of the Independent Group, said that he had known Cllr Northam for four years. During that time he had come to learn about all of the things that were important to him, including his naval service in Korea and his love of rugby. He was a true gentleman, a dear friend and always generous in his praise of officers.

The Chairman then opened the floor to Members:

- a. Cllr V Gay said that Cllr Northam was unfailingly kind and courteous. She had been very fond of him and would miss him greatly every time she came into the Council offices.
- b. Cllr P W Moore said that he had known Cllr Northam for many years and they had met at the Little Theatre in Sheringham when he had played in an orchestra and Cllr Northam had been in the audience. He went on to say that Cllr Northam had always been very supportive to him when he had held the Finance Portfolio before him and he was always a gentleman.
- c. Cllr A Claussen-Reynolds commented that Cllr Northam was a true gentleman, he was a friend, loyal, unique, gracious, charming, wondrous, majestic, amazing, courteous, distinguished, dapper, dedicated, committed, a role model and a mentor – highly respected by all. A true conservative dedicated to NNDC and very supportive of the staff.
- d. Cllr B Smith, fellow ward councillor for Mundesley, spoke warmly of Cllr Northam. He said that he had been asked to nominate Cllr Northam to stand as a district councillor in 2007 and was quickly persuaded to stand for election too. He said that Cllr Northam was an absolute gentleman and a true and loyal friend, who put his heart and soul into the role of councillor. He was a very proud Welshman and a huge rugby fan. He also spoke regularly of his time in the Navy – with many stories to tell. There had never been a cross word and he would miss him very much.
- e. Cllr T FitzPatrick said that he had hoped this day would never come and he would much rather pay tribute with Cllr Northam present. When he had been elected in 2011, Cllr Northam had shown him the ropes and had been a rock during very difficult and challenging times. He was a true public servant, dedicated to the people of North Norfolk. He concluded by sending his best regards to Cllr Northam's wife, Sylvia, and his son, James.
- f. Cllr B Hannah said that as the longest serving member on the Council he wanted to pay his respects to Cllr Northam who was always a true gentleman.

The Chairman then invited the Head of Paid Service (NB) to speak on behalf of the staff. He began by saying that many officers had taken the opportunity to share their memories of Cllr Northam, who was fondly remembered. He said that Cllr Northam always wanted the best for his constituents and the organisation. He was always respectful and always on top of his brief. He took the time to ask people about their family and genuinely cared for those that he knew. He also had a wonderful sense of humour and told many funny stories and his love of rugby had led to many light hearted disagreements.

66. TO RECEIVE DECLARATIONS OF INTERESTS FROM MEMBERS

Cllr B Palmer declared an interest in Agenda item 15 – as a tennis coach who was employed in the District.

67. APOLOGIES FOR ABSENCE

Ms K Ward

68. MINUTES

The minutes of the meeting held on 25th July 2018 were approved as a correct record and signed by the Chairman

69. ITEMS OF URGENT BUSINESS

None

70. PUBLIC QUESTIONS OR STATEMENTS

None

71. PORTFOLIO UPDATES

The Chairman invited each Portfolio Holder to introduce their reports:

1. Cllr S Arnold, Portfolio Holder for Planning, Planning Policy and Housing said that once again the targets set by Government had been achieved and exceeded. With regards to housing, she reminded Members that planning permission had been approved for the Laundry Loke site in North Walsham and that grant funding was now in place for the Fakenham Extra Care Scheme. Cllr S Penfold referred to his request at the March Council meeting for the current number of homeless people in the District. He said that this should not just be rough sleepers. Cllr Arnold agreed to provide the figures as soon as possible.
2. Cllr H Cox said that the Coastal team had been extremely busy recently with a lot of projects underway. Regarding her Environment Portfolio, she referred Members to the recent introduction of tablet devices to carry out food inspections. She concluded by welcoming the new Resilience Manager who had recently started at the Council.
3. Cllr N Dixon said that he had nothing further to add to his report.
4. Cllr J Lee began by congratulating the Head of Legal on her recent Layers in Local Government award as Governance Lawyer of the Year. He also congratulated her team who had also been nominated. This was particularly impressive as it was only one team in the Council. Cllr Lee then went onto say that he had made an offer to the Opposition Groups of putting in place a review of the Egmere business case which would run concurrent to the ongoing negotiations with prospective tenants.
5. Cllr D Baker said that it was an exciting time for the Finance Department. Confirmation as to whether the Council had been successful with the countywide business rates pilot application would be announced in early December. He then thanked the Finance Team for the recent training that they had supported. He concluded by referring to the Budget Monitoring report which showed that the Council was in a good financial position.
6. Cllr R Price informed Members that the lease to Fleur Development at Grove Lane, Holt had now been completed. He then referred to the Egmere site. He outlined the different prospective tenants that had expressed an interest in the site and said that references to a low return on the investment were misleading as it was closer to 2.02%. He reminded members that the Local Enterprise Partnership (LEP) was contributing a considerable sum of money into the scheme. Cllr Price added that the site was not marketed yet. He concluded by informing members that the works to the Highfield Road car park would be completed by the end of November and that the initial works to the pier substructure had

commenced. Overstrand would now be included in the coastal public conveniences with winter opening hours.

72. RECOMMENDATIONS FROM LICENSING & APPEALS COMMITTEE 10 SEPTEMBER 2018

The Chairman of the Licensing & Appeals Committee, Cllr S Hester introduced this item. He explained that the Committee had unanimously supported the recommendations. The fees and charges for Animal licensing activities were changing due to a change in legislation. They had not been set by statute but were based on an hourly rate for the work involved in the application and grant of a licence. Since the meeting of the Licensing & Appeals Committee, additional guidance had been issued by Defra and it will be necessary to allow for an hourly officer fee to be added to the list of charges. This would allow for additional officer visits during the period of a licence and to incorporate a change to the way franchise dog boarders were licenced.

Cllr Hester also informed Members that he had recently attended a Licensing Conference with Cllr Uprichard. It had been extremely useful and he would provide an update via the Members' Bulletin.

It was proposed by Cllr S Hester, seconded by Cllr J Rest and

RESOLVED

To agree the proposed fee structure in line with the Authority's fee setting structure.

73. RECOMMENDATIONS FROM OVERVIEW & SCRUTINY COMMITTEE 14 NOVEMBER 2018

There were no recommendations to Council from the Overview & Scrutiny Committee.

74. RECOMMENDATIONS FROM CONSTITUTION WORKING PARTY – 13 NOVEMBER 2018

Cllr V Gay, Chairman of the Constitution Working Party, introduced this item. She outlined the recommendations and suggested that they were considered in turn;

1. Appointment of substitutes to Working Parties and Groups. Cllr Gay explained that allowing the appointment of substitutes to working parties and groups would prevent the cancellation or postponement of meetings due to a lack of numbers. This would ensure that business could run more smoothly.

It was proposed by Cllr V Gay, seconded by Cllr A Moore and

RESOLVED to

Amend the Constitution as follows to permit the appointment of substitutes to working parties and groups (amendments in bold);

*"23.11 A substitute member may attend a particular meeting of the Committee (**including Working Parties or Groups**) to which he/she has been appointed as a substitute member, in substitution for a full member of that Committee from the same political group and with the full powers of a full member where:
(a) the full member for whom the substitute member will substitute will be absent throughout the whole of the particular meeting; and*

(b) the substitute member has notified the Democratic Services Manager before the start of the meeting that he/she will be acting as substitute for that meeting, and of the name of the full member for whom he/she will substitute.

23.12 In the case of the Development Committee, a substitute member may attend a particular meeting of that Committee in accordance with Rule 23.9 except the substitute member need not be from the same political group.

23.13 When acting as a substitute, such a member is free to make their own decisions is under no obligation to vote in accordance with the intentions or wishes of the member for whom he/she will substitute.”

2. Property and Asset Management. Cllr Gay explained that the key decision limit was £100,000 and anything above that must be approved by Cabinet and was subject to call-in by the Overview and Scrutiny Committee. It was therefore suggested that the delegation limits were redrafted to levels where Members would feel more comfortable and explained that all of the value levels, including virement limits would be changed to £100k – in line with the key decision level.

It was proposed by Cllr V Gay, seconded by Cllr A Moore and

RESOLVED to

To amend the Constitution as outlined in Minutes Appendix 1 to reflect the revised Asset Management Policy

3. Chairman of the Council. Cllr Gay explained that some councils had formal arrangements in place for the sharing of the position of Chairman. Council was therefore being asked to consider the rotation of the position on a yearly basis to allow the Chairman to be drawn from a cross-section of the Council.

Cllr S Bütikofer said that it was a good proposal and that it was important to recognise that Members from across the Council worked very hard and deserved the opportunity to serve as the first citizen of the District.

It was proposed by Ms V Gay, seconded by Mr J Lee and

RESOLVED to

To amend the Constitution to require the Chairmanship of the Council to be shared on a rotational basis between the Administration and the Main Opposition Group (amendments in bold);

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“4.1 The Chairman is elected at annual Council in May and a candidate is selected on a yearly rotating basis between the Administration and the Main Opposition Group. The Chairman has the following functions at Council meetings:

- To chair the meeting
- To interpret and apply the Council Procedure Rules [Chapter 2, Part 2]
- To enable all Councillors to contribute to debates and hold the Cabinet to account”

75. BUSINESS RATES PILOT 2019/20

Cllr D Baker, Portfolio Holder for Finance, introduced this item. He explained that the Council had put in a countywide bid to take part in the 2018/19 business rates pilot which was unsuccessful. A county wide approach had been agreed again and the pilot application was submitted on 25th September. A decision was expected in early December.

Cllr E Seward said that he hoped the submission would be successful.

It was proposed by Cllr D Baker, seconded by Cllr E Seward and

RESOLVED to

Note the submission of the application for the Norfolk Business Rates Pilot scheme 2019/20

76. MEDIUM TERM FINANCIAL STRATEGY 2019/20 TO 2022/23

Cllr D Baker, Portfolio Holder for Finance, introduced this item. He said that most of the work had been undertaken before he became Portfolio Holder. It set out how both the external financial changes and internal budget pressures would impact on the overall financial position of the Council for the next four years. It also updated the Council's financial projections for the medium term.

Cllr Baker drew Members' attention to the section of the report outlining how the Council could close the budget gap now that there was a shift towards utilising local resources. With a projected deficit of £2.1m in 2022/23 there would need to be more focus on frontline growth, including property investment and asset commercialisation, digital transformation and business rates growth. He concluded by saying that the Council was in a good financial position and healthy reserves provided resilience.

It was proposed by Cllr D Baker, seconded by Cllr J Lee and

RESOLVED to note

- a) The current financial forecast for the period 2019/20 to 2022/23;
- b) The current capital funding forecasts;

77. COUNCIL OFFICES CROMER – PV PANELS

The Leader, Cllr J Lee introduced this item. He explained that there was an opportunity for the provision of a photovoltaic panel array on the roof of the council offices and the potential for a revenue saving.

It was proposed by Cllr J Lee, seconded by Cllr R Price and

RESOLVED to approve

1. A capital budget for the scheme of £225,000 to be funded from capital receipts;
2. That, due to the tight timescales for installation and to maximise the potential income, Contract Standing Orders are waived to enable the procurement processes to be completed in time (either through direct award or framework contracts);

78. COMMUNITY SPORTS HUB AND SATELLITE TENNIS FACILITIES

Cllr R Price introduced this item. He explained the report provided an update on the project to deliver the Community Sports Hub and associated Satellite Tennis facilities. He said that since the original budget was approved, the cost of the construction contract had risen and the Lawn

Tennis Association (LTA) grant funding had reduced. Therefore, in order for the project to go ahead, the Council would need to increase its capital expenditure.

Cllr B Hannah, referred to section 8 of the report 'crime and disorder considerations' and said that the projects links to local schools was key as provided leisure opportunities for youngsters.

Cllr B McGoun asked about the provision of a satellite hub at Stalham. The Head of Paid Service (NB) replied that there were two good quality courts there already which were floodlit and it was felt that further support was not required. However, there would be work undertaken to increase participation.

Cllr S Hester said that it was a good report and he was pleased to see the proposals to provide floodlit tennis facilities at Wells.

It was proposed by Cllr R Price, seconded by Cllr B Hannah and

RESOLVED

1. That Council provisionally awards the construction contract for the Community Sports Hub to Bidder X as per the attached confidential Tender Evaluation Report; with final award being subject to the LTA Grant Funding expected on December 6th.
2. That Council agrees to an additional capital budget of £118,000 to fund additional, unforeseen works as described in the report.
3. That, subject to the Community Sports Hub going ahead, delegation is given to the s151 officer to adjust the financing by £228,000 in respect of the funding for improving the satellite community tennis facilities at Fakenham, Wells and North Walsham as described in the report. These amendments to be funded from capital receipts.
4. That delegated authority is given to the Head of Finance and Assets to adjust the financing as outlined within the report if required to maximise the value for the tax payer.

79. REVIEW OF POLITICAL BALANCE AND ALLOCATION OF SEATS TO COMMITTEES, SUB-COMMITTEES, WORKING PARTIES AND PANELS

The Leader, Cllr J Lee introduced this item. He explained that following further changes to the membership of the political groups at the Council, there was a requirement to review the allocation of seats on committees, sub committees and working parties to reflect the political balance of the Council, in accordance with section 15 of the Local Government and Housing Act 1989 and regulations made thereunder.

It was proposed by Cllr J Lee, seconded by Cllr S Bütikofer and

RESOLVED

1. That Council approves the revised political balance calculation as per section 2.4 of this report
2. That Council approves the allocation of seats to political groups as shown at Appendix A
3. That delegation is given to the Group Leaders to make any appointments to committees, sub-committees, working parties and panels (in line with the political balance).

80. NOTICE OF MOTION

The following Notice of Motion had been proposed by Cllr S Bütikofer, seconded by Cllr E Seward:

'This Council no longer has confidence in the Leader of the Council and this administration'.

The Chairman invited Cllr Bütikofer to introduce the Motion:

She began by saying that the motion was not in relation to Egmore but was about process and democracy. She reminded members that at the Council meeting on 26 September there had been cross-party support by 27 votes to 15 for a review of the business case for the Egmore scheme. The issue which was raised under opposition business was not about trying to stop the Egmore Business Zone but ensuring that jobs and businesses were created. Members had expressed their concerns and requested Cabinet to consider appointing an independent auditor to review the business case. However, at Cabinet on 1st October, 5 members had voted to proceed without a review of the business case. Cllr Bütikofer said that she believed that the vote at Council should be respected and acted upon. A Council that was in no overall control should be run democratically and there should be a cross-party Cabinet in place.

Cllr Seward reserved his right to speak.

The Chairman invited Members to speak:

1. Cllr T FitzPatrick said that this was a shameful motion which flew in the face of real democracy – which took place at the ballot box. He said that the current Leader, Cllr Lee had led the Council well and delivered well during the last 9 months and he had delivered well.
2. Cllr J Rest said that 3 Liberal Democrats had joined the Conservative Group in recent years but there had been no call for a by-election on those occasions. Cllr FitzPatrick disputed that the figures were correct.
3. Cllr R Price said that he had already referred to Egmore in his Portfolio Holder report. He said that when the Asset Management Working Party had looked at the matter they had asked a lot of questions and assessed the risks. If it were not to proceed then there was a serious risk of losing £450m of money from the Local Enterprise Partnership (LEP) as well as the first tenant and that was why Cabinet had taken the decision to proceed without a review of the business case. He went on to say that the Conservatives had been elected on a manifesto to serve the people of North Norfolk. Houses needed infrastructure and employment and Egmore offered this. He reminded Members that North Norfolk had a hugely successful tourist industry but it was limited to a season. He concluded by saying that Egmore would create employment opportunities and he believed that the risk was low and acceptable. The right decision had been taken for the people of North Norfolk.
4. Cllr N Dixon said that Members were already aware of his position regarding Egmore. The request for an independent review of the business case had led to accusations regarding a denial of democracy. He said that Cabinet had ignored the expressions of concern raised by the Overview & Scrutiny Committee and the majority vote at Council had been a powerful democratic mandate to respond to. Unfortunately it was dismissed and this had led to the motion. He concluded by saying he could not understand why the issue of Egmore had not been resolved before now.
5. Cllr S Penfold said that he supported Cllr Dixon's comments.
6. Cllr V FitzPatrick said that Cabinet was not bound by recommendations made by Overview & Scrutiny Committee and that it had not been a unanimous vote at Council.
7. Cllr J Lee, Leader of the Council, said that he took on the role with his eyes wide open. He had tried to lead in a light-hearted manner and to be fair and equal. He had supported all of the changes to the Council's Scrutiny function and he had reduced his Cabinet to seven members, causing some upset within his own group. He had also worked with the opposition on an agreed budget which was a first for the Council. Cllr Lee went on to say that during the last 9 months he had effectively had one hand tied behind his back, being

pushed every which way. However, he had never been bullied – despite claims that he had been over Egmere. When he took the decision over Egmere he had realised that it might be seen as a democratic deficit but he felt that a decision should be taken, so he listened to officer advice and acted accordingly. He went onto say that he did not feel a further report would make any difference – this problems were due to personalities not policy. Cllr Lee then said that when he became a member for Suffield Park, Cromer was top of his priorities, North Norfolk second and the reputation of the Council third. Now the Council would be labelled by the Press and it did not deserve that. He concluded by saying that he had stuck to his promises and that he felt he had to make a decision regarding Egmere. Ultimately there was a need to provide infrastructure and support businesses and he stood by his decision.

Cllr Seward said that he had nothing further to add to the debate.

Cllr T FitzPatrick requested a recorded vote.

The motion was put to the vote and passed by 26 votes in favour, 17 against and 3 abstentions.

The Monitoring Officer advised members that under Standing Order 14e, Council could now elect a new leader. It was proposed by Cllr E Seward, seconded by Cllr B McGoun and

RESOLVED by 22 votes in favour, 17 against and 7 abstentions that Cllr S Bütikofer be elected as Leader of the Council.

81. EXCLUSION OF PRESS AND PUBLIC

82. PRIVATE BUSINESS

None

The meeting concluded at 7.24pm

Chairman

CLLr Nicholas Coppack, Chairman 2018/19

Event	Where / hosted by	Date 2018	Attended
BREAK Charity Auction	Break Charity	11 October	The Chairman
Walkers are Welcome Reception	Tides Restaurant, The Pier, Cromer	12 October	The Chairman
Employee of the Year Award Shortlisting	The Boardroom, NNDC	16 October	The Chairman
MP Nook Event	The Nook	19 October	The Chairman
Trafalgar Day Lunch	Town Hall, Kings Lynn	22 October	The Chairman
Presentation of the Environment Award	Cley Harbour	27 October	The Chairman
Armistice Day	Staff dedication to Tommies at poppy memorial, NNDC offices	9 November	The Chairman
Thursford Spectacular	Opening Night	9 November	The Chairman
Chairman's Civic Reception	Kings Lynn	9 November	The Chairman
Cromer Town Council	Rededication Service Cromer Church Unveiling of the war memorial in Cromer	10 November	The Chairman
The Lord Mayor of Norwich, and the Sheriff of Norwich,	City Hall, Norwich	11 November	The Chairman
Cromer Town Council	<ul style="list-style-type: none"> • Revally • Parade – muster at Meadow Car Park • Wreath laying – organisation to lay a wreath on the war memorial • Service of Remembrance • Lighting the beacon, Runton Road 	11 November	Vice-Chairman
Armistice Day WW1 Service	Hippodrome, Great Yarmouth	11 November	The Chairman

COUNCIL
RECORDED VOTE FORM

Agenda item: 19 – Notice of Motion

Date: 21 November 2018

	For	Against	Abst		For	Against	Abst
Arnold, S		X		Oliver, J		X	
Baker, D		X		Palmer, B		X	
Bütikofer, P	X			Pearce, N	X		
Bütikofer, S	X			Penfold, S	X		
Claussen-Reynolds, A		X		Perry-Warnes, G	X		
Coppack, N	X			Price, R		X	
Cox, H		X		Prior, M		X	
Dixon, N			X	Punchard, J	X		
English, J		X		Rest, J	X		
Fitch-Tillett, A	X			Reynolds, R		X	
FitzPatrick, T		X		Rice, P	X		
FitzPatrick, V		X		Seward, E	X		
Gay, V R	X			Shaw, S		X	
Green, A R			X	Shepherd, R		X	
Grove-Jones, P	X			Smith, B		X	
Hannah, B J	X			Smith, D	X		
Hester, S	X			Smith, N	X		
Knowles, M		X		Stevens, R			X
Lee, J H A		X		Uprichard, V	X		
Lloyd, N	X			Walker, L	X		
McGoun, B M	X			Ward, K			
Millership, M	X			Yiasimi, A	X		
Moore, A	X			Young, D	X		
Moore, P W	X						

COUNCIL
RECORDED VOTE FORM

Agenda item: Election of New Leader

Date: 21 November 2018

	For	Against	Abst		For	Against	Abst
Arnold, S		X		Oliver, J		X	
Baker, D		X		Palmer, B		X	
Bütikofer, P	X			Pearce, N	X		
Bütikofer, S	X			Penfold, S	X		
Claussen-Reynolds, A		X		Perry-Warnes, G	X		
Coppack, N	X			Price, R		X	
Cox, H		X		Prior, M		X	
Dixon, N			X	Punchard, J			X
English, J		X		Rest, J	X		
Fitch-Tillett, A			X	Reynolds, R		X	
FitzPatrick, T		X		Rice, P			X
FitzPatrick, V		X		Seward, E	X		
Gay, V R	X			Shaw, S		X	
Green, A R			X	Shepherd, R		X	
Grove-Jones, P	X			Smith, B		X	
Hannah, B J	X			Smith, D	X		
Hester, S			X	Smith, N	X		
Knowles, M		X		Stevens, R			X
Lee, J H A		X		Uprichard, V	X		
Lloyd, N	X			Walker, L	X		
McGoun, B M	X			Ward, K			
Millership, M	X			Yiasimi, A	X		
Moore, A	X			Young, D	X		
Moore, P W	X						

CABINET MEMBERS REPORT TO COUNCIL

19th December 2018

COUNCILLOR K WARD - CABINET MEMBER FOR PLANNING & PLANNING POLICY

For the period to December 2018

1 Progress on Portfolio Matters.

Development Management Performance

Our focus remains firmly on delivering good customer service. I am pleased to report that recent performance trends for the teams have significantly exceeded the Government targets for major and non-major applications. Our latest figures for speed of decision stand as majors at 94.3% (rising slightly from November) and for non- major applications 96.55% (rising slightly from November). National indicators require that major development application decision should exceed 60% of total major application decisions within the statue time limit or otherwise agreed.

The quality of decision making is also a key performance criterion, nationally this is monitored on the basis of the percentage of planning appeals which are successfully defended by the Council over a two year rolling period. Currently the Council's qualitative decision making remains excellent.

On major applications I am pleased to report that no appeals have been approved in the two year monitoring period, and for non-major developments, two appeals were dismissed last month with one being approved. For non-major developments the Council's record of defence is exemplary, being significantly better than the national requirements for no more that 10% of appeals to be approved in the qualifying two-year period.

I am aware that some concerns have been raised that good performance statistics are being arrived at by the use of extension of time agreements which allow officers greater time to make decisions on planning applications. I have reviewed the rolling performance tables on this matter (June2018). Those tables can be viewed via this link:

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/741832/Table_P132.xlsx

Reporting for Quarter 2 shows that the Council had received 1308 application in by June. Of those applications 278 were granted permission under agreements to extend the time limit period (21.2%). I am concerned that 13 decisions were made after the agreed extension period and will investigate this matter with our officers. It is important that the Audit Report findings are being carefully adhered. Our customers should expect decisions within the agreed time limit. Although, the use of extensions of time may appear reasonable within the national context I will discuss the use of this "tool" with officers and ensure that our customers are being treated

fairly and are receiving appropriate decision in a timely manner. I will ensure that quarterly reporting of this measure is a “fixture” within my updates to Council.

Recruitment

Natalie Levett joined the Development Management team in a full time permanent role as a Senior Planning Officer, working with Darryl Watson and Caroline Dodden. Natalie joins the team from Breckland District Council and has over 10 years’ professional experience as a planning officer. Our team are delighted to welcome Natalie and will look forward to working with her.

In Mid-December Nick Westlake will join the major development’s team as interim support whilst we strive to recruit a permanent staff member to the vacant Senior Officer post in this team. Nick has a wealth of experience and will ably support our team at this busy time.

Development Management

The Development Manager Sarah Ashurst and the Inquiry team have completed public inquiry enforcement appeal in connection with Beeches Farm. A decision expected within six to eight weeks from close of the inquiry.

I can also report that a public inquiry appeal on enforcement matters at Alby with Thwaite (ENF/17/0201) has been withdrawn. As no Inquiry will now take place the Council will save considerably in officer time and costs for fees to Counsel and witnesses who would otherwise have been called to support the Council’s case. Officers are negotiating final compliance with the live enforcement notice.

Major Developments

Significant demand is placed on the team with Three National Infrastructure off shore wind energy projects. Geoff Lyon and Counsel (Estelle Dehon) have been engaged in a week long hearing process held in Norwich during the first week of December. Geoff and Estelle will also support the council’s position in relation to the Ørsted project (Hornsea 3).

Two major housing development proposals have been submitted for Roughton / Cromer, the proposals seek justification as enabling development to support the delivery development of a football complex which may then house Cromer Town FC.

A major housing scheme for Gladman Developments has been submitted after recent dismissal at public inquiry for Beresford Close Holt, the application continues to be subject to significant levels of local opposition.

In October a planning permission for the NNDC Splash project at Sherringham was issued. Our officers have continued to work with the project team to discharge conditions and ensure smooth flow of development onwards from the Skate Park to commencement of new build and demolition elements of this scheme.

The Landscaping application was approved at Development Committee on 29 November. The decision was issued on the same day. Members and officers were delighted to be able to support this ground breaking scheme. I understand that MMO licenses are also moving to completion and that the project timeline should allow for tender submissions shortly.

I am pleased to see excellent cross council working amongst our teams on these ground breaking corporate projects.

Building Control

The Building Control team continue to provide excellent service to the developers within North Norfolk District Council. We retain a high market share of just under 90% of all the work within North Norfolk. Partnership working with architects continues to increase and we now have 22 registered partner clients.

Workload and fee income remains good with the current income levels exceeding budget requirements. Work is now commencing on reviewing the service, staffing requirements and looking at providing future resilience etc.

NNDC Building Control have now signed up to the LABC performance standards which have flowed from the Hackett report (Grenfell inquiry). Stuart will take a lead role in taking these findings, he will move the initiative forward for building control and the Council. It is essential that the heightened role for LABC is embraced and those opportunities to lead on matters of quality and safety are delivered.

Local Plan Review

Work is progressing well, including a recent meeting of the Working Group which agreed to a paper splitting the delivery of 90% of housing numbers via the strategic sites policies, (February 2019 consultation) and 10% housing delivery via smaller sites allocations (Consultation TBC). Officers will report on progress with the recommendations made by the Overview & Scrutiny (O&S) "Rapid Review" at the O&S meeting of 12 December.

Working Party have considered housing mix policies, approach to employment land, open spaces, and conversion of buildings in the Countryside at the meeting of 10 December. Officers will present an engagement strategy for the local plan consultation to the 14 January working party. I would take this opportunity to remind all members that you are invited to the working party and that I shall encourage active member engagement in these meetings as we drive forward the formulation of our new local plan.

An independent examiner has now checked the Corpusty and Saxthorpe Neighbourhood Plan. The Inspector has asked a number of clarifying questions which will be considered by the Corpusty and Saxthorpe Neighbourhood Plan team and officers. Officers are negotiating with the Neighbourhood Plan group on these questions / amendments. It is expected that a decision statement will be issued this month with a referendum then to follow early in the new year.

Housing Land Supply

The Council produced an Interim Statement: Five-Year Supply of Housing Land & Housing Trajectory for the years 2018 - 2023 in June. This document was provided a detailed update on matters of housing growth for our district. The Document was tested at the recent Green lane North Walsham Public inquiry and found to be sound. The Statement concludes that at that time the evidence demonstrates that around 409 dwellings should be built each year to address the Council's Objectively Assessed Housing Needs. This figure has been exceeded in recent years and there are no current shortfalls which need to be addressed. There are around 2,837 dwellings which the Council considers have a realistic prospect of being built over the next five years. This equates to a 6.6-year land supply. I have re produced the appendix which supports this analysis with a site by site analysis showing delivery of those sites with planning permission (See Appendix A) to this report.

Conservation, Design & Landscape

The Council have produced Conservation Area Appraisals for the Glaven valley Ward, these include Blakeney, Wiverton and Salhouse. Public consultation was completed on October 22. A good level of responses has been received, Officers and consultants are now reviewing those comments. Once the review is complete the revised draft documents will be reported to Planning Policy & Built Heritage Working Group.

Officers will review the format and process for the Graham Allen Awards, this year's Awards had a wide nomination list and were well attended. We hope to respond to member questions and comments raised in the voting process.

Enforcement

Arcady, Cley: Officers have met with the site owners and their representative. A comprehensive list of those breaches alleged to be occurring at the site has been passed to the owner and his representatives. The owner will then be given a short period of time to respond with proposed remediation strategies for the alleged breaches. Officers will then carry out an expediency test and consider whether or not to move forward with enforcement action. Expectation is for the matter of remediation or action to be resolved in January. Officers will ensure that ward members, Portfolio Holder, Local Parish Councils, and complainants are updated once this decision has been made.

Melton Hall – Chris Young attended the enforcement appeal site visit with the Appellant and inspector at Melton Hall in November. Three enforcement notices were considered along with the appellants 3 applications for costs / and the Council's rebuttals. The Planning Inspectorate and our officers are in correspondence following the site visit. The outcome of those appeals is awaited, and is expected early in the New Year. Officers will then be meeting with the site owner and Heritage England to discuss the outcomes of these appeals and also to review the owner's position in respect of the urgent works survey in relation to the Hall.

Software Introduction

I am pleased to report that progress with the implementation of the new Uniform Software system for Planning and Building Control remains on target for April 2019. This is a significant commitment and will necessitate that some core officer time must now be devoted to delivering this project on schedule. There will be a period of "down time" as the new software "goes live". Our teams will look to ensure business continuity wherever possible during this time.

2 Forthcoming Activities and Developments.

Ørsted project (Hornsea 3), Hearing: Mercure (Norwich) Hotel, Presidential Suit. – 3 December
Planning Policy and Built Heritage Working Party - 10 December
Overview & Scrutiny; local plan update – 12 December
Development committee – 4 January
Portfolio Holder meeting - TBC

3 Meetings attended
Cabinet - 3 December Cabinet – Business Planning – 3 December

Allocation
With permission
Small Site
Windfall projections

Appendix A: Schedule of sites and projected delivery of sites

The table below provides details of all those sites where the Council considers there is a reasonable prospect of development being delivered in the next five years.

It includes the three main sources of supply identified in the land supply statement, namely, large sites which are either allocated or have planning permission for development, sites of less than 10 dwellings which already have planning permission and an allowance for windfall developments in accordance with Appendix 2. The site reference numbers are either those given to the site in the North Norfolk Site Allocations Plan or are the planning application reference. Both the Allocations Plan and details of each planning application, including location plans, are available on the Council's web site. Many of the sites included within this schedule are already under construction and some of the approved dwellings have been completed. Precise delivery rates of development will vary year on year and will be kept under review via production of annual statements of land supply.

Site reference	Location	Planning Status					Build Information			Assessment of delivery						Comments	
		Allocation target	Pre-application discussion	Current pending application	Outline planning permission	Full planning permission	Completed before April 2018	Left to be built (inc under construction)	Under Construction	Total dwellings in 5 year supply	2018/19	2019/20	2020/21	2021/22	2022/23		Beyond March 2023
ALD01	Garage site / Pipits Meadow Aldborough	8	2				0	8		0						8	Site in multiple ownerships, development would require relocation of existing businesses. Site is not considered to be available now so development unlikely in next five years.
BACT03	Land adjacent to Beach Road, Bacton	20	20				0	20		0						20	Pre-application discussions were held with the land owner in 2015 who intended to secure a developer and make an application under the Housing Incentive Scheme. Whilst the site is currently available, no planning application has been made and there is insufficient evidence of delivery at this stage to include within the five year supply.
PF/14/0859	Land at Hall Close, Bodham, Holt, NR25 6PW					16		16		16	16						Under construction
PF/15/1221	Land off Priory Crescent and Walsingham Road, Binham					28		28		28	5	18	5				Commenced 26/02/2018
PF/88/1996	Land at Hall Street, Briston					63	45	22		22	8	7	3	4			Site not previously included. Residential Development Land at Hall Street. 16/05/2018. Variation of condition to 88/1996. New Application 17/1265. Reduction in numbers from 67 to 64. 67-4 = 63. New application for 19 units. Therefore 5 units not counted. 19 remaining under application 17/1265.
BRI02	Land West of Astley Primary School, Briston	30					0	30		0						30	Although allocated this site is currently unavailable and is considered unlikely to deliver development before 2021. Not included in 5yr supply.
BRI24 15/1746	Land at rear of Holly House, Briston	10				12	0	12		12	6	6					The site is allocated and is available for development now . A full planning application by a house builder for 12 units has been granted. Site preparation works have commenced.
CAT01	Land off Lea Road, Catfield	15					0	15		0						15	Small site in private ownership with no current developer interest. No exceptional development costs or infrastructure constraints but owner indicates not likely to come to market before 2020.
COR01	Land between Norwich Road & Adams Lane, Corpusty	18	18				0	18		0						18	Pre-application discussion with house builder during 2016. Application not yet made so delivery remains uncertain.

Site reference	Location	Planning Status					Build Information			Assessment of delivery						Comments	
		Allocation target	Pre-application discussion	Current pending application	Outline planning permission	Full planning permission	Completed before April 2018	Left to be built (inc under construction)	Under Construction	Total dwellings in 5 year supply	2018/19	2019/20	2020/21	2021/22	2022/23		Beyond March 2023
09/0826	Burnt Hills, Cromer					13		13	1	8		2	2	2	2	5	Site has planning permission. Owner indicates small number of completions over five year period dependent on market conditions.
19941720 19961424 19960965 19960292 19951110	Central Road, Cromer					99	68	31		0						31	31 remaining units as part of base consent for 106 dwellings. Delivery would require relocation of existing commercial use. No sign of recent activity so not included with five year supply.
22.002 19741952	Cromwell Road, Cromer					20	10	10	1	2	1	1				8	Building single plots at intervals. Due to slow build rates it is assumed that only 2 of the remaining plots will be completed within 5 years although the site could be completed over this period.
19901666	Highview, Cromer					41	21	20		0						20	No sign of recent activity. Although some or all of these dwellings could be built no allowance has been made for dwellings within next five years as it is not clear when development will recommence.
C01	Land adjacent to East Coast Motors, Beach Road, Cromer	40					0	40		0						40	Owner indicates existing use to be retained in the short term but site likely to become available towards end of plan period.
C04 15/0572 17/0751	Land at rear of Sutherland House, Overstrand Road, Cromer	60	68		68			68		68			22	22	24		Site is owned by local development company, is allocated for development and has full planning permission. Site works commenced early 2018
C07 13/0451 14/0863	Land at Jubilee Lane / Cromer High Station, Cromer	40				9	9	31		0						31	Site is allocated and has recently been marketed by land owner. LPA has given pre app advise to a number of prospective purchasers but no planning application has been made to-date. Insufficient evidence of delivery at this stage to include within five year supply (eight dwellings have been completed on part of the site).
C14 13/0247	Land West of Roughton Road, Cromer	160				145	77	68	21	68	30	30	8				Site has full planning permission and is under construction, a substantial number of units have been started. Developer (Norfolk Homes) indicates that dependent on sales rates the site is likely to be nearing completion within five years.
15/1223	Land off Rectory Road and Holt Road, Edgefield					22		22		22		10	12				Discharge of conditions application 17/1286 not yet determined. Commencement programmed for late 2018/
15/1461	Land off Eagle Road, Erpingham					24		24		24		10	14				Site visit May 2018, site fenced off. Nothing happening on site yet.
PF/15/1587	Land to the south of, Eagle Road, Erpingham					10		10		0						10	Although the site has planning permission commencement dates are unclear.
15/0389	The Rowans, (Off Salmons Way) Fakenham					30	17	13	7	13	13						Site visit April 18. Currently under construction Apr 2018.

Site reference	Location	Planning Status					Build Information			Assessment of delivery						Comments	
		Allocation target	Pre-application discussion	Current pending application	Outline planning permission	Full planning permission	Completed before April 2018	Left to be built (inc under construction)	Under Construction	Total dwellings in 5 year supply	2018/19	2019/20	2020/21	2021/22	2022/23		Beyond March 2023
F01 950 Units 23.75 ha	Land North of Rudham Stile Lane, Fakenham. Remaining Allocation	768		950				768		120				60	60	64	These three sites all lie within the F01 allocation in the Site Allocations Development Plan. Trinity college have applied for outline planning permission for 950 dwellings and will market the site once consent is in place. 101 dwellings are under construction on the Places for People site. The Picken site has outline permission for 78 units and is under option to a national housebuilder who intends to make a reserved matters application in July 2017 with the site completed well within the five year period. Outline application for 950 units PO/17/0680 pending
F01 (Picken)	Land North of Rudham Stile Lane, Fakenham				78		78		78		30	30	18				
F01 (Places for People) PF/15/1167	Land North of Rudham Stile Lane, Fakenham					104	104		104		31	32	41				
F05 10/0109 08/1324	Land between Holt Road & Greenway Lane, Fakenham	60					24	36		14	14					22	Part of the site completed (24 units). Development of remainder will require relocation of existing uses and land assembly, therefore development considered unlikely in next five years. Site visit April 2018 - Block of flats 14 under construction.
PF/16/1462	Land on the west side of, Barons Hall Lane, Fakenham					10	10			10	10						The site has full planning permission, is under construction and expected to be completed in 2018/19
19892604 20001459 15/0389	Smiths Lane, Fakenham					109	90	13	7	13	13						.Site visit April 18 - 17 complete & 7 under construction
HAP07	Land West of Whimpwell Street, Happisburgh	14						14		0						14	Small site in private (mixed) ownership which may delay delivery, no current developer interest. No exceptional development costs or infrastructure constraints but no evidence of likely delivery within five year period.
PM/16/1512) PM/15/1578 PM16/1511	Land South of Cromer Road and North/East of Grove Lane, Holt					150		125	10	125	30	30	30	30	5		Site has full planning permission and is owned by Hopkins Homes. Development commenced 2017 and is expected to be complete by 2021/22. Site visit April 18, Sites under development.
H01 PM/15/0804	Land West of Woodfield Road, Holt	100			85	83		83		83		30	30	23			Reserved Matters Planning Approval has been granted to Norfolk homes who indicate commencement 2017/18.
H09 PM/16/1204	Land at Heath Farm / Hempstead Road, Holt	200			215	213		188	5	188	32	46	59	38	13		Site has full Planning Permission and development has commenced. Projected delivery rates confirmed by Lovell Homes
H12	Land off Hempstead Road	70						70		60			30	30		10	Site owned by regional house builder and included within construction program in later years of current plan period. Developer indicates may be delivered at earlier date. Reptile relocation works on going. Application for 52 Dwellings, application 17/1803 Pending @ 29/05/2018.

Site reference	Location	Planning Status					Build Information			Assessment of delivery						Comments	
		Allocation target	Pre-application discussion	Current pending application	Outline planning permission	Full planning permission	Completed before April 2018	Left to be built (inc under construction)	Under Construction	Total dwellings in 5 year supply	2018/19	2019/20	2020/21	2021/22	2022/23		Beyond March 2023
HOR06 11/1505	Land East of Abbot Road, Horning	26		26				26		0						26	Outline planning application awaiting decision pending upgrades to local sewage treatment works. Upgrades have been completed and effectiveness is being monitored. Delivery within five years is probable but insufficient evidence at this stage to include within five year supply.
SN01 14/1249 18/0334 - Pending	Land at junction of Holt Road & Kettlestone Road, Little Snoring	20			20			20		20			10	10			Outline planning permission granted. Site is available and suitable for development and has been purchased by house builder who is preparing full application. Reserved Matters application received 18/0334 - Pending
SN05	Land adjacent to Little Snoring Primary School, Kettlestone Road, Little Snoring	10						10		0						10	This site is allocated and is suitable for development but there has been insufficient recent interest to include within five year supply.
LUD01	Land South of School Road, Ludham	15						15		0						15	Full application made in 2015 but withdrawn by applicant.
LUD06	Land at Eastern end of Grange Close, Ludham	10						10		0						10	No current developer interest. No exceptional development costs or infrastructure constraints but no evidence of likely delivery within five year period.
PM/15/0170	Bowling Green, Grove Road, Melton Constable					38		38		0						38	Site has been marketed with planning permission but little interest so not included within five year supply at this stage.
86/2010 88/2528	Melton Constable Hall, Melton Constable					32	9	23		0						23	Extant planning permission but no recent progress. No units included within five year supply.
MUN06 PF/15/153 4	Land at Grange Cottage / Water Lane, Mundesley	40				44	13	31	12	31	15	16					Site has planning permission and development commenced during 2017. Completion expected within three years.
NW01 (part of site) PF/13/0866	Land at Norwich Road / Nursery Drive, North Walsham	176				176	132	44	25	44	40	4					Development has started. Developer (Hopkins Homes) confirms delivery of between 25 -40 units per year depending on release of affordable units and sales rates of market units. Site is programmed for completion in 2019/20 but may take slightly longer to complete depending on market conditions.
NW01 (Toft Land) PF/15/1010	Land at Norwich Road / Nursery Drive, North Walsham	100	100			100	19	81		81	30	40	11				Site has full planning permission for 100 dwellings and development commenced early 2017. Developer (Persimmon Homes) confirm approx 40 completions per year.
NW01 (remainder of allocation)	Land at Norwich Road / Nursery Drive, North Walsham	124						124		0						124	Remainder of NW01 allocation not subject to any current planning applications so not included within current five year land supply period.
17/0579	29 New Road, North Walsham					44		44		44			15	15	14		45 retirement living apartments for the elderly including communal facilities, landscaping, car parking and ancillary development. Under construction

Site reference	Location	Planning Status					Build Information			Assessment of delivery						Comments	
		Allocation target	Pre-application discussion	Current pending application	Outline planning permission	Full planning permission	Completed before April 2018	Left to be built (inc under construction)	Under Construction	Total dwellings in 5 year supply	2018/19	2019/20	2020/21	2021/22	2022/23		Beyond March 2023
NW25 17/1951 Pending	Land off Laundry Loke, North Walsham	10	30					30		30		15	15				Housing Association investigating acquisition of adjacent land to increase the size of the site and deliver approx 45 dwellings. Decision on full planning application pending
NW28a	North Walsham Football Club, North Walsham	60						60		0						60	Dependent upon relocation of football club (relocation costs), with possible highways issues. Some development on this site within the next five years is possible but considered unlikely given the need to relocate the football club to an alternative site.
OVS03 18/0179	Land at rear of 36 Bracken Avenue, Overstrand	6				4		6		4		2	2			2	Has full planning permission, conditions discharged. Commencement expected during 2018
PM/14/085 4 75.001	Hillingdon Park, Overstrand					35	25	10	1	10	5	5					Ten plots remaining from earlier development scheme have now secured reserved matters approval and are under construction.
OVS04 PM/15/1714	Land South of Mundesley Road, Overstrand	35				42	31	11	5	11	11						Site has full planning permission and Hopkins Homes have commenced development which is expected to be complete by 2019.
ROU03/10 14/0986	Land at Back Lane, Roughton	30			30			30		0						30	Outline application awaiting decision. Insufficient certainty to include site within five year supply at this stage.
10/0295	39 - 52 Renwick Park, West Runton					10	1	9		5	1	1	1	1	1	4	Very slow delivery rates with plots built at intervals.
SH04	Land adjoining Seaview Crescent, Sheringham	45						45		0						45	Greenfield site owned by local developer, but no recent interest shown so not currently included within five year supply..
SH06 PM/16/1725	Land rear of Sheringham House, Sheringham	70			62			62		62		30	30	2			Site is owned by local development company, is allocated for development, development is viable and owner confirms that subject to grant of planning permission would be delivered within three years. Full planning permission has been granted
SH14 15/0114	Land at Holway Road, opposite Hazel Avenue, Sheringham	50				52		52		52		10	32	10			Site has full planning permission for 52 units. Developer advises commencement in 2018. Development has commenced

Site reference	Location	Planning Status					Build Information			Assessment of delivery						Comments	
		Allocation target	Pre-application discussion	Current pending application	Outline planning permission	Full planning permission	Completed before April 2018	Left to be built (inc under construction)	Under Construction	Total dwellings in 5 year supply	2018/19	2019/20	2020/21	2021/22	2022/23		Beyond March 2023
PF/14/0644	Land at Seaview Crescent, Sheringham					11	2	9	2	9	3	3	3				Full planning permission for a net gain of 3 units. Site had planning permission for 8 dwellings before grant of latest permission for 11. 8 dwellings included in small sites. Applicant intends to complete revised scheme over next 3-5 years.
19770968	The Esplanade, Sheringham					55	24	31		0						31	Implemented permission with no evidence of recent activity. Although some or all of these dwellings could be built no allowance has been
15/0001 17/1774	Former Hilbre School, Sheringham				40	32	6	26	7	26	10	16					Site has full planning permission and is under construction.
17/0468	Formerly The Shannocks, 1 High Street, Sheringham					10		10		10			5	5			Demolition of existing hotel and erection of mixed use building comprising
18/0588 Pending	11 Beaumaris Court, 13-15 South Street, Sheringham			30				30		30		10	10	10			Planning permission ref: PF/16/1200 (Demolition of dwelling and hotel and erection of 30 retirement apartments. Development is under construction.
20071919 17/1434	Old Baker's Yard, High Street, Stalham					14	5	9		9		9					Site has full planning permission and remaining 10 units (phase 2) are under construction and expected to be completed during
SOU02	Land West of Long Lane, Southrepps	10						10		0						10	Small site in private ownership with no current developer interest. No exceptional development costs or infrastructure constraints
SOU07	Land North of Thorpe Road, Southrepps	12						12		0						12	Small site in private ownership with no current developer interest. No exceptional development costs or infrastructure constraints
WAL01	Land East of Wells Road, Walsingham	24						24		0						24	Small site in private ownership with no current developer interest. No exceptional development costs or infrastructure constraints but site
17/0729	RAF West Raynham, Massingham Road, West Raynham			94				94		94			35	35	24		Resolution to grant full planning permission. Commencement expected shortly
WEY03 PF/15/109	Land at The Street, opposite The Maltings Hotel, Weybourne	4	7			7		7	7	7	7						Planning Permission Granted PF/15/1095. Development commenced early 2017.
WEY09	Land South of Beck Close, Weybourne	4						4		0						4	Small site in private ownership with no current developer interest. No exceptional development costs or infrastructure constraints
Total from small sites (under 10 dwellings which already have planning permission)								748		640	128	128	128	128	128	37	748 units with planning permission minus 37 not built within five year period minus 10% lapse rate.
Windfall		N/a								540	0	135	135	135	135		Based on the delivery of a 135 units per year as windfall development commencing in year 2. See Appendix B for detailed
										283	406	660	716	647	408		

Appendix B - Specific Approach to Windfall

- B1.1 Windfall sites are those which are not allocated for development in the Local Plan and do not yet have planning permission. Local Authorities may make an allowance for development coming forward as windfall within the five year period. The NPPF states that a windfall allowance may be justified in the five year supply if a local planning authority has compelling evidence to justify its inclusion. Any windfall allowance should be realistic having regard to the Housing Land Availability Assessments, historic windfall delivery rates and expected future trends.
- B1.2 Windfall development has been a consistent and substantial contributor towards housing supply in North Norfolk for many years. In fact, before 2013 all development in the District took place on windfall sites. Since the adoption of the Site Allocation Development Plan Document in 2011 windfall has continued to form a consistent part of development coming forward, providing an average of 271 dpa, between 2011-2018.
- B1.3 In general it is widely assumed that it is likely to be the case that windfall represents a diminishing source of future housing supply. This is because once a site has been developed it is unlikely to come forwards again and there is argued to be a limited supply of suitable, policy compliant, windfall sites. There is no evidence that this is yet the case in North Norfolk. In considering if it is appropriate to include a windfall allowance and the size of such allowance the Council has adopted the following approach.
- **Stage 1** : Considering previous delivery rates for windfall developments
 - **Stage 2** : Identifying the potential future sources of windfall supply and quantifying their realistic contribution.
 - **Stage 3** : Applying a discount to ensure potential contributions are not over –estimated.
 - **Stage 4** : Deducting the allowance for year one of the five year period to allow for potential delays in delivery.
- B1.4 The result is a windfall allowance over the next five years of 540 dwellings. This equates to an average of 108 dwellings per year compared to the 271 per year which have historically been delivered.
- B1.5 This statement considers five key sources of windfall developments in the district:
- **Infill developments, redevelopment of previously developed sites, changes of use** - In 2008 the Council adopted the North Norfolk Core Strategy. This identified those settlements in the District where infill development would be permitted. Whilst it reduced the number of such settlements from 77 settlements (as identified in the Local Plan 1998) to 26, these 26 retained settlements included all of the larger villages and all 7 of the market towns in the District which had collectively been delivering around 80% of new housing supply. In essence the ‘removed’ settlements had been making very little contribution to windfall totals. Since this date infill and redevelopment has continued to provide a significant source of new homes in the District. Between 2011 and 2018, approximately 1,250 dwellings can be attributed to infill and redevelopment from windfall in the 26 service towns and villages. **This equates to approximately an annual delivery rate of 180 dwellings.**
 - **Rural exceptions proposals** - NNDC is committed to delivering affordable housing on rural exception sites. Policy HO3 of the Core Strategy supports such development and adopts a flexible but permissive approach across the District. Through the application of this policy a total 256 dwellings on 25 schemes have been provided since 2001/02 as detailed in Appendix 2, table

3. Accepting that these sites do not have planning permission and there is no cast iron guarantee that they will be developed a **conservative assumption is made of just 10 dwellings per annum.**

- **Rural Building Conversions** – This source includes planning permission for conversion of rural buildings, removal of holiday occupancy only conditions on holiday lets and permitted development rights allowing agricultural buildings to be converted to dwelling houses without the need for planning permission (Part 3, Class Q). The conversion of rural buildings to alternative uses has been a consistent feature of adopted planning policies for many years. The adopted Core Strategy includes a permissive approach to residential conversion in some parts of the District, with a presumption in favour of commercial uses including holiday accommodation in the remainder. Following publication of the NPPF the Council amended this adopted approach to allow for residential conversion throughout the District irrespective of location and to allow for the removal of holiday only restrictions in some circumstances.

B1.6 Research undertaken as part of the preparation of the Core Strategy suggested that at that time there were in excess of 500 converted units of holiday accommodation and as many as 1,500 -2,000 suitable buildings which had not been converted. It is acknowledged that this is a diminishing source of supply and that not all barns will be converted nor all holiday occupancy conditions removed, and for these reasons the Council has only included a modest allowance from this source. Alongside this, changes to national policy for agricultural conversions have been in place since April 2014, the numbers of applications for prior approval of these types of development are low at present.

B1.7 All of this combined has resulted in permissions for 243 new conversions and the removal of holiday only conditions on a further 132 properties over past five years. **It is assumed that 25 dwellings per annum**, approximately 56% of the recent delivery rate will come from this source.

Occasional large departures from policy

Occasionally unexpected large scale developments may come forward such as the permission for 153 dwellings at Gresham School, Holt (approved in 2015) or the 90 dwellings recently granted permission at West Raynham Airbase. The Council takes the view that whilst such schemes may well occur in future years their delivery has the potential to distort the historical supply statistics and should not be relied upon. Consequently, **no allowance is made from this source.**

B1.8 The historical trend is cited as evidence that windfall has contributed substantial growth over a sustained period, however the Councils approach is to identify the main sources of windfall in North Norfolk and answer the question – is there compelling evidence that these sources are likely to continue in the future and if so how much development are they likely to yield? In short, the Council has looked both backwards (considered the trend) and forwards (assessed the future sources of supply) in arriving at a windfall allowance.

B1.9 The Council recognises that relying on historical trends alone is not sufficient to comply with the ‘compelling evidence’ test required in paragraph 71 of the National Planning Policy Framework. Previous delivery rates of windfall development do not, in themselves, provide compelling evidence that this source will continue to provide homes in future years. A wide range of factors will influence actual rates of future delivery including prevailing local and national planning policies, market conditions, developer confidence, availability of suitable sites, and so on. Nevertheless, the Council considers that windfall will continue to be a reliable source of a substantial number of dwellings in the next five years and for the

remaining plan period and adopts a realistic but cautious approach in the Housing Trajectory to this source of supply.

B1.10 This approach was considered at the Sculthorpe appeal hearing¹ where the inspector stated that *‘while windfall rates have varied, there has been a consistent annual supply over the past years and considered there to be a reasonable prospect of 4 years of windfall housing delivery, amounting to 540 dwellings coming forward over the remaining period’*.

Conclusion

B1.11 In order to provide a cautious approach to estimating future supply the following allowances for each source of windfall are made:

1. Infill and redevelopment = 100 dwellings per annum;
2. Conversion of buildings and removal of restrictive conditions = 10 dwellings per annum;
3. Rural exceptions developments (where sites are not yet identified) = 10 dwellings per annum;
4. Permitted development (where not time constrained) = 15 dwellings per annum.

This equates to a total of 135 dwellings per annum, In comparison the average historical position of 256 between 2010 – 2017. The allowance is only applied to the last four years of the five year period to allow for potential lags in implementation.

CABINET MEMBERS REPORT TO COUNCIL

19th December 2018

COUNCILLOR WARD - CABINET MEMBER FOR HOUSING, PLANNING AND PLANNING POLICY

For the period November to December 2018

1 Progress on Portfolio Matters.

By the end of November, 85 affordable homes had been completed. It is expected that by the end of March 2019, 142 affordable homes will have been completed or acquired across the District.

The Community Housing Fund team are continuing to engage with communities where at least 10% of homes are second and holiday homes, with a new community consultation steering group established in Bacton. Work is continuing with communities to seek land and develop proposals to deliver affordable housing.

CABINET MEMBERS REPORT TO COUNCIL

19th December 2018

COUNCILLOR A FITCH-TILLET - CABINET MEMBER FOR COAST

For the period November to December 2018

1 Progress on Portfolio Matters.

- Acceptance of two joint papers with the Environment Agency to the Institute Civil Engineering Coastal Management Conference 2019 – focussing on Bacton to Walcott Sandscaping and Coastal Adaptation.
- Submission of Expression of Interest to national Environment Agency collaborative learning project. This focuses around using innovative techniques in community engagement for seeking ways forward where coastal change is an issue.
- Recruitment - Appointment of Assistant Coastal Engineer (based at Cromer) - Fiona Keenghan. Coastal Engineering Assistant: (based at Lowestoft) – position offered and accepted. Coastal Technical Assistant: (based at Lowestoft) – position offered and accepted. Coastal Adaptation Officer (based at Cromer) - Job description under finalization.
- Bacton to Walcott Sandscaping main works contract appointment to Full Council. Professional Services Tender Expression of Interest completed. Planning Consent granted. Marine Licence near decision.
- Finalisation of Sandscaping LEP and Environment Agency Funding underway.
- 10-year generic Marine Management Organisation Marine Licence for Happisburgh completed. Marine and Planning conditions to be discharged prior to movement of rock sill, still ongoing.
- Management of Happisburgh beach access ramp still ongoing. Beach levels remain low along much of the coast which exposes the defences and cliffs to greater exposure to the sea. Ongoing cliff losses in this location.
- Mundesley Outline Business Case responses provided to Environment Agency questions, as per normal procedure, awaiting response.
- Bacton Terminal revetment maintenance completed, maintenance now focused on maintenance of Ostend, Walcott revetment.
- Work underway amending Bacton/Walcott Seawall apron follow failures this year.
- Six monthly pre-Christmas coastal safety inspections near completion
- Maintenance work ongoing in a number of locations across the

frontage

- Preparations underway for new emergency ladders to be installed in the Bacton/Walcott frontage to enable escape from the low beaches in scenarios of tidal cut off.
- New signage under preparation for Happisburgh to Walcott.

2 Forthcoming Activities and Developments.

- East Runton ramp improvements
- Relocation of Happisburgh rock sill (in New Year once conditions discharged)
- Ongoing maintenance across frontage and actions from safety inspections
- Professional Services for Sandscaping Appointment
- Finalisation of Sandscaping funding (LEP and EA)
- Sandscaping actions (numerous)
- Recruitment of Adaptation Officer role and job evaluation
- Development of business Case for further Walcott flood alleviation
- Acceptance of two joint papers with the Environment Agency to the ICE Coastal Management Conference 2019 – Sandscaping and Coastal Adaptation.
- Submission of Expression of Interest to National Environment Agency collaborative learning project. This focuses around using innovative techniques in community engagement for seeking ways forward where coastal change is an issue.

3 Meetings attended

7 December - Local Government Association Coastal Special Interest Group

29 November – Development Committee – in association with the Bacton Sandscaping Scheme

22 November – Development Committee – Site Visit - in association with the Bacton Sandscaping Scheme

13 November – Coastal Forum

7 November – Sandscaping Local Liaison Group

CABINET MEMBERS REPORT TO COUNCIL

19th December 2018

**COUNCILLOR FITCH-TILLET - CABINET MEMBER FOR COASTAL,
HEALTH AND WELLBEING**

For the period November to December 2018

1 Progress on Portfolio Matters.

By the end of November, 85 Disabled Facilities Grant applications had been approved totalling £746,313.63 and 90 grants completed (including some grants which were approved in 2017/18) totalling £932,830.59. 105 assessments had been received by the end of November.

The new Health and Wellbeing service has received 104 referrals (4 June to 30 November) and the Social Prescribing service has received 192 referrals (4 June to 30 November). Both schemes are working well and helping residents across North Norfolk address the factors that affect their lives to improve their health and wellbeing.

CABINET MEMBERS REPORT TO COUNCIL

3rd December 2018

COUNCILLOR N DIXON - CABINET MEMBER FOR THE CABINET MEMBER FOR ECONOMIC DEVELOPMENT, BUSINESS AND TOURISM

For the period November to December 2018

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. Financial year to date, the team has engaged **249** business via business events and has had 'meaningful' engagement with a further **151** 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 need etc.), supporting new start-ups and site visits with our larger employers.

Tourism

The Council has sponsored Visit North Norfolk's latest marketing campaign, 'North Norfolk, Naturally'. This campaign started in June 2018 and aims to market North Norfolk as an all year round destination by promoting one film a month, topical to the time of year, focussing on the unique aspects of north Norfolk.

Since the campaign launched there have been:

- Over 367,000 film views
- Over 560,000 impressions
- With a reach of over 315,000

Work is now being undertaken on the 'Where to Go in North Norfolk' (composed of 15 key local attractions). This work is a good example of the tourism industry working collaboratively to promote north Norfolk rather than diluting resources with multiple websites and promotions.

Deep History Coast

The 'Discovery Point' monoliths, which will be placed at prominent locations along the coast to form discovery trail, are currently in production and will begin to be installed over the coming months.

A marketing strategy for the project has been produced and circulated with relevant stakeholders. This has been well received and the logo and branding have now been finalised. The strategy will help to drive this exciting project which will further raise the profile of north Norfolk as a destination and shine a light on the many historic finds that our coastline continues to reveal. The delivery of the marketing strategy will be supported by Visit North Norfolk.

NNDC is currently establishing a Deep History Coast 'Ambassador' Programme and is presently reaching out to interested organisations that are keen to play an active role in promoting the Deep History Coast to visitors. We are particularly keen to talk to hospitality (food, drink and accommodation) businesses who wish to act as advocates of the programme. Interested businesses should be directed to Stewart Damonsing, Business Development Officer (stewart.damonsing@north-norfolk.gov.uk, 01263 516334).

2 Forthcoming Activities and Developments.

Bid Writing Workshops

On **22 January** and **6 February** NNDC will be delivering further workshops for businesses and community groups who require practical guidance on writing grant and funding applications. These popular workshops (following on from those provided in the spring and summer) will provide tips, tools and techniques to support bids and help signpost funding opportunities for local initiatives.

To book a place on this workshop, organisations should email grants@north-norfolk.gov.uk or call **01263 516009**

Social Recruiting Workshop

On **29 January** NNDC is offering a FREE two-hour workshop for local businesses on 'social recruiting'. Businesses will be supported with advice and good practice on how to use website and social media accounts, such as Facebook and YouTube, to promote the benefits of working for their organisation.

To book a place on this workshop, organisations should email

economic.growth@north-norfolk.gov.uk or call **01263 516009**

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 **15 January** (9:30am-11:30am) at the Fakenham Racecourse. Details can be found at: www.genix.org.uk or call **0800 096 3013**.

CABINET MEMBERS REPORT TO COUNCIL

19th December 2018

COUNCILLOR S BÜTIKOFER - CABINET MEMBER FOR CORPORATE SERVICES

For the period to December 2018

1 Progress on Portfolio Matters.

Eastlaw

Eastlaw remain on track to achieve their income targets this year.

For Members information, in 2011 eastlaw fee income was £11,000, last year it was £328,000.

Since 2012, eastlaw has delivered income of £1.5m back to the Council.

In CIPFA benchmarking, eastlaw demonstrates top quartile performance against comparator authorities.

Democratic Services

Democratic Services have had a busy month undertaking a number of strands of key work for the Council including;

- Supporting the MTI scheme through initial evaluation of the bids, supporting meetings and award process
- Committee and outside body changes following change of control
- Support to new Cabinet Members following the change of control
- Starting to plan the new Member Induction Process with the Member Development Group

CABINET MEMBERS REPORT TO COUNCIL

19th December 2018

COUNCILLOR S BÜTIKOFER - CABINET MEMBER FOR CUSTOMER SERVICES

For the period November to December 2018

2 Forthcoming Activities and Developments.

Cashiers - payment by cheque:

The Cheque and Credit Clearing Company (which manages cheque-clearing in the UK) introduced the Image Clearing System last year. Banks and building societies can now process cheques as digital images so cheques clear faster.

Cheque imaging is being introduced gradually. By the end of 2018, all cheques will be processed like this.

Customers can still use cheques exactly as they do now.

The changes mean the cashier service at NNDC will pay cheques into our bank digitally which enables payment to be received into our account in a more timely manner.

There is also a collection service being introduced for payment of cash into our bank.

Portfolio Member Updates for Full Council 19 December 2018

Cllr Sarah Butikofer

Human Resources

Investors in People

The IIP assessment is now complete. The on-site IIP assessment took between 27-30 November and was preceded by an online staff survey and a number of meetings with officers to introduce the new IIP Standard.

The survey had a 76% response, well beyond the minimum response rate required for IIP and statistically significant. During the on site assessment, the assessor conducted wide ranging interviews with staff across the organisation and prior to leaving the assessor commented that there was an overwhelming sense that the Council was a really good place to work.

That said, the standard has changed since our last assessment and it is likely that we will not meet all of the indicators for the new Gold standard at the point of the assessment, but should meet the Silver standard. Should this be the case, the Council would not lose the standard but would be given until November 2019 to implement a plan to put in place a targeted action plan.

The Survey results will be released with the full assessment report, which we expect to have by early January.

Coaching

Over the last 2 years, 39 of our Officers have been trained in practical coaching skills. Management Team is now working to convert this training into practical changes in how we operate across the Council and to fully embed a 'coaching culture'. Doing so should lead to many positive outcomes for the Council and the recent training at the most senior levels of the organisation will be fundamental to realising these benefits.

A coaching culture should enable officers at the Council to be more empowered to find appropriate solutions and make better decisions. This will aid their personal and professional development, succession planning and allow managers to concentrate on delivering the more strategic elements of their roles.

Recruitment update – O&S report

At the request of The Overview and Scrutiny Committee, a report was prepared to review recruitment over a 12 month period, with a focus on historically hard to fill roles. The report concludes that generally, our recruitment campaigns are successful and appointments are made in a timely manner. However, the Council is aware of the corporate risk regarding our ability to recruit, particularly in 'hard to fill' roles. A number of actions have been taken to address this in both Planning and IT. IT is now fully resourced and whilst Planning recruitment remains a challenge, the Council is taking steps to address this in both the short and long term.

A key feature of our recruitment success has been with apprenticeships, where we have currently have 12 apprentices within the organisation.

NJC pay agreement – year 2 (April 2019)

HR and UNISON have taken a collaborative approach to working through the new payscales. The Payroll Officer has done some excellent modelling work to allow us to find a solution that is both workable and fair.

At the moment, we are operating on the basis that we have an 'agreement in principle' and the proposal is being used for the purposes of future financial planning, and the estimated impact is within the projections made for the medium term financial strategy. It should be noted though, that it is an unconfirmed proposal at this stage.

Sickness

There has been a further decrease in sickness levels for the first two quarters of the year, of 0.25 days per person. Whilst this is an excellent result, there is likely to be a seasonal increase in the next quarter, with winter colds and flu etc.

Equality, diversity and Inclusion

We continue to work to ensure that we comply with both legal standards and accepted good practice in this area, baseline E&D training has recently been rolled out to all employees and a revision of Equality & Diversity policy is imminent.

Our gender pay gap figures and revised action plan are to be completed, following a review of relevant data and seeking feedback from our female colleagues as to how we can support them in their career and progression, and we are working with other councils in the region to see what can be done collectively in this area.

Appraisals

We are continuing our work following Staff Focus Group feedback to update the staff appraisal process. Appraisals will now take place in September to avoid the busy periods at year end, with a move to more regular 1:1s between appraisals, underpinned by the coaching culture mentioned above. There will be a move to a digital process to improve efficiency with refreshed appraisal training.

IT and Customer Services

Network

In the last month the PC/Network team replaced the physical servers at Cromer, thereby improving speed and reliability. Next month, the servers removed out of Cromer, will be taken to Fakenham to update the Disaster Recovery servers there.

We are currently undertaking an IT Health Check in support of next year's Public Sector Network compliance and have completed a review of virus software available, which will be changing from Sophos to Kaspersky in the New Year. This will protect us equally well and is less than half the price of Sophos.

We are currently planning the IT rollout for Members after the May election, with the Members' IT survey, along with subsequent discussions, having been very useful in this work. Printing for Members is now available from the iPads to the printers in the Council Offices.

The rollout of new PCs and Laptops is continuing, the latter in support of agile working, and the efficiencies that brings to wider service delivery, and our Service Desk call response has continued to improve.

Website and Applications

Achievements:

- Usage of the website to transact business with the Council has increased significantly this year. This is a direct customer service benefit, as well as providing efficiencies to the Council. The Council Tax team has received almost 15,000 submissions through the online forms, compared to just 258 contacts last year. This includes payments totalling over £2million, all conducted online with no officer involvement.
- A wide range of web forms is being rolled out in support of Council Services being offered to customers digitally and this continues to be the main focus of our support for service improvement, across Property, Council Tax and Environmental Health teams.
- The Backend Web Development team have recently completed upgrades on the online forms servers, completed for the first time by in-house staff, representing an ongoing saving on external consultancy fees.

Projects and Priorities:

- Migration of data from Acolaid to Uniform with colleagues in Planning
- Working closely with colleagues in Planning, we have made available a solution for the North Norfolk Design Guide to be presented online and for the public to submit comments. Planning officers are able to enter and maintain content themselves and can easily group feedback on specific topics. This is due for completion in the new year,
- GIS Mapping project is progressing well, as the team are now supplying maps and tools to colleagues in Planning, Environmental Services, Housing and Coastal.
- Ongoing support of the major BPR projects in EH and Planning with colleagues in the respective services.

Communications

Corporate Identity and Branding

The phased roll out of the refreshed corporate identity is progressing well with all newly created materials produced reflecting a strong, professional and consistent corporate image. For the first time, the Council has a set of branding guidelines that ensure the correct application of our corporate identity across print and digital media and where we are represented as partners by other organisations.

Project Support

The Communications Team is currently supporting the delivery of three major capital projects; the Sandsacping at Bacton and the two leisure projects in Sheringham and Cromer respectively, along with the creation of a media protocol to cover the forthcoming Leisure Management contract between the Council and the agreed contract provider. The protocol will be developed to help maximise the PR opportunities and community engagement activity, both around the award of the

contract and during the development of the new Leisure facilities in the district, and subsequent promotion of the facilities and their offer pre and post opening.

Digital Channels

Reaching audiences using our digital channels is continuing to grow with engagement rates increasing for both Twitter and Facebook. The team has recently launched an Instagram account, which as a photo sharing platform, will increase the opportunity to promote North Norfolk's 'place' through sharing content and that of account users from across the District. It will enable the team to promote Council events, activities and good news stories featuring our location, such as winning Blue and Green Flag awards and to engage people in the development of new facilities such as Sheringham Leisure Centre.

Event Promotion

On 20 November, the team supported the LGA's #OurDay Twitter campaign designed to promote, celebrate and raise awareness of the diversity of services delivered by local government staff. NNDC staff, from teams across the Council, were celebrated in their respective roles, with tweets reaching almost 10,000 Twitter users in an 8-hour period.

The team supported the third Big Society Awards evening, attracting nominations from across the district following a print and digital campaign, including a specially designed segment of the Council's website. Media coverage has been achieved post event, including local press and radio.

BBC Christmas Filming

Cromer and Cromer Pier are currently the stars of the show as the central feature for the BBC's primetime Christmas 'ident' launched on 1 December. Following the success of the Antiques Roadshow filming in May, the Communications Team managed the request and subsequent permission for the filming to take place in the town early in October and the end result has attracted national coverage from news agencies including the Independent, the Sun and the Mirror and the BBC's own Breakfast show. Eight million people tuned in to see the launch of the ident, broadcast at the end of Strictly Come Dancing, which then featured as the BBC's most watched online video for 24 hours. It will continue to be broadcast throughout December. Social media commentators including Chris Evans covered the launch with #BBCOneChristmas trending nationally. The Council's own social media activity reached more than 10,000 accounts and activity from BBC One's account featuring the image of Cromer Pier reached 1.37m accounts.

Cromer will again feature on national TV as it's expected that the Antiques Roadshow, filmed in the town in May, will air in the New Year, with yet more positive coverage for North Norfolk.

CABINET MEMBERS REPORT TO COUNCIL

December 2018

COUNCILLOR COX - CABINET MEMBER FOR CULTURE, LEISURE AND LICENSING

For the period to December 2018

1 Progress on Portfolio Matters.

Sports and Leisure Facilities

The Council's sports and leisure facilities have had a very good month, and all bar one of the six facilities have hit target. The throughput figure (total visits) for November was 45,392, which is above target and 1587 visits more than November 2017.

Dual Use Sports Centres

The October half term activities were well attended at the sports centres with the following uptake:

- Cromer 64%,
- NW 65%
- Stalham 78%

It is very encouraging that we are now seeing a marked improvement at the Stalham facility, as this is the one sports centre that has previously struggled.

Parkrun

The Sheringham parkrun continues to be one of the best community sports events organised by the Council. The 3rd November saw the 6th anniversary run take place with 215 participants aged between 5 and 85!

Numbers continue to grow and as of 1 December there was a total of 2,444 registered runners averaging 136.9 participants each week. There has been a total of 316 events, with 7,979 individual runners from 738 clubs taking part in 43,262 runs covering 216,310km.

Beaches

The Council has now received notification of the 2017 bathing water quality results, and we are pleased to report that all six of our current Blue Flag

beaches remain in the 'excellent' category. This means that we are able to submit the Blue Flag applications by the end of January 2019 with the results being announced in May 2019.

Culture

On 6 December, 4 *Arts and Culture grants* totalling £6,875 were approved which will fund initiatives which will improve the health and wellbeing of those participating in a range of art and cultural activities. In addition, 3 Community Transport Grants totalling £19,312 were approved, using the additional funding available this year to support Community Transport Initiatives.

The legal agreements to extend the current contract with Mid Norfolk Citizen's Advice for the provision of a District wide advice and information service until the end of March 2020 will be completed shortly. The provision of this service will be subject to ongoing monitoring to ensure that the service continues to meet the needs of residents across the district.

The final figures for the *Cromer Pier* summer show 2018 were slightly better than previously reported and only 4% lower than 2017. This is a great result given the hot summer weather (which saw people seeking more outdoor activities).

Other current ticket bookings/figures are as follows:

Christmas	2% up on the same time last year
Concerts	34% up on the same time last year
Hire	1% down on the same time last year

Countryside

Two fancy dress Halloween trails were organised over the October half term which were extremely successful. There were 121 children and 80 adults attending.

Beach Huts

The changes recommended in the review of the beach huts and chalets service and being implemented. There is a communications plan and the online bookings system is being publicised.

2 Forthcoming Activities and Developments.

Countryside

Four Christmas trails over two days on 19 and 20 December at Holt Country Park are being organised, and currently there are 330 children and 355 adults booked to attend, using the Council's new online booking system and bookings are now closed for the event; demonstrating the success of this new

system.

3 Meetings Attended and Meetings Scheduled

PORTFOLIO REPORT TO COUNCIL

19TH December 2018

COUNCILLOR ERIC SEWARD - CABINET MEMBER FOR FINANCE, REVENUES & BENEFITS

For the period November to December 2018.

1 Progress on Portfolio Matters.

Provisional Local Government Settlement – the provisional settlement announcement was due on the 6th December but due to the ongoing Brexit debate this has now been postponed. An update will be provided as soon as any further announcement is made in terms of the timing of the release of this information. This also impacts on both the localisation of business rates and Fair Funding consultations and also the announcement on the business rates pilot, all of which was expected to be announced as part of the provisional settlement. These specific items are covered in more detail below.

Localisation of Business Rates – when the provisional local government finance settlement is finally announced the Council should get confirmation as to whether it has been successful with the countywide 75% business rates retention pilot application.

There is a possibility that the Provisional Settlement consultation will provide further details on the workings of the new Rates Retention System. Currently there are still significant question marks over large aspects of the system, including the possibility of centralised appeals, which would significantly reduce the uncertainty around the income stream for Local Authorities. The recent independent 'Hudson' review into the Business Rates Retention System found the current system had become far too complex, and that the Ministry of Housing, Communities and Local Government (MHCLG- who administer the scheme) do not have a good handle on the operational aspects, as evidenced by frequent mistakes and recalculation of tariff/top-ups, often at critical times of the year. There is now significant pressure on CLG to simplify the new system. A paper has gone to the Business Rates Steering Group with ideas for how this might work. Some of the ideas have raised questions around practicality and increased pressure on workloads at key times of the year. Officers are keeping a close eye on developments in this area, as it represents a significant risk to an income stream for the Council.

Fair Funding review – Central Government are continuing to review the funding formulas that sit behind the funding allocations through the Business Rates Retention Scheme. The first stage, assessing what drives Local Authorities need to spend on services, is broadly complete, although the

outcomes of this are still unclear. It is widely considered that District Councils will be worse off under this new system as money is funnelled towards County Councils and others with social care responsibilities.

The second stage is likely to focus on the extent to which Councils can rely on their own locally generated income streams (such as Council Tax and Fees and Charges) to meet their need to spend. There is a question mark over the implementation date for the formula changes, as CLG seem to be behind on their timescales for an April 2020 delivery.

The next consultation is expected imminently and is likely to be released alongside the Local Government finance settlement. The Council will continue to engage in any developments and further consultation that comes forward in respect of this very important area.

Despite the promises made about the end of austerity, it is likely that the best we can hope for is a settlement that is overall cash flat in 2019/20 and beyond.

Member training – the second Member training sessions which were held on the 31 October have now been completed. A final session is in the diary following the Overview & Scrutiny meeting on Wednesday 12 December and this is specifically for members of the O&S committee and will focus on effective budget scrutiny in the lead up to the budget setting in February 2019 although all Members are welcome to attend this session if they feel it will be of benefit.

Medium Term Financial Strategy (MTFS) and 2019/20 Budget – The MTFS has been approved by Full Council. This work is being used to inform the budget preparation for 2019/20.

December reports – a number of reports are being considered during December as follows;

- Council tax discounts – this report considers any changes to council tax discounts for the forthcoming year
- Half year treasury update 2018/19 – this report provides an update on the treasury management activities during the first half of the financial year
- Fees and charges – this report sets the Council's fees and charges for the coming year

2 Forthcoming Activities and Developments.

Fair Funding review further consultation – As mentioned above the next consultation is likely to be released alongside the Local Government finance settlement at the start of December. The Council will continue to engage in any developments and further consultation that comes forward in respect of

this very important area.

Localisation of Business Rates Consultation – As with the Fair Funding consultation, the business rates consultation is also expected shortly and officers will feed in to this process once the documentation is available.

2019/20 Budget – The finance team are currently working on pulling the draft budget together for next year prior to approval by Full Council in February.

Final accounts – the processes for the 2018/19 final accounts have already started in earnest but will increase in volume from January/February next year. The Council is in a strong position following the successful achievement of the early close down last year which was two months earlier than previous years. There is no further reduction in these timescales for the 2018/19 closedown.

3 Meetings attended (as part of Portfolio responsibilities)

Nothing further to report.

PORTFOLIO REPORT TO COUNCIL

19TH December 2018

COUNCILLOR NIGEL LLOYD - CABINET MEMBER FOR PROPERTY

For the period November to December 2018.

1 Progress on Portfolio Matters.

Egmere – The BE Group have been commissioned to undertake an external review of the Egmere investment decision, the results of which are due to be back with the Council in January. When the report has been received and reviewed a report will be circulated to all Members and an appropriate course of action determined.

Highfield Road car park, Fakenham – these car park works are now complete with the works to the public conveniences to follow. The recent press release can be accessed here; <https://www.north-norfolk.gov.uk/news/2018/work-on-car-park-completed-following-significant-investment/>.

Cromer pier – initial works to the pier substructure have commenced and the steel has been ordered. The physical works are due to commence shortly and will be a pre-cursor to the works to the theatre roof which are scheduled for early in the New Year before the next shows start.

Small electrical works – tenders have now been assessed in respect of a new contract to cover small electrical works and the contract has been awarded to Kings & Barnham. The focus will be on works below £10,000 and will provide cover not only during the working week but also out of ours in the evenings and weekends as well as required. The contract will initially run for 3 years with the potential for a further 2 year extension and will be in operation from next year.

Public convenience improvements – following approval by Cabinet to implement a refurbishment programme on some of the public convenience facilities in most need of updating, officers will be working up designs and work programmes over the coming months to help implement this programme of significant improvements. These facilities are expected in tourist areas and it is essential that the Council is able to maintain them to a high standard to meet the expectations of both residents and visitors alike.

Draft designs have so far been completed for Lushers Passage (Sheringham), Stearmans Yard (Wells), Queens Road (Fakenham), Walcott and Bacton and those for New Road (North Walsham) are expected imminently.

Cromer office roof works – the works to the glulam beams and roof glazing at the main administrative office in Cromer has now commenced. The works are due to run from December with the programme scheduled for approximately 60 weeks.

Asset Valuations – valuations for the 2018/19 accounts are currently underway and we will shortly be tendering for 5-year rolling valuation programme which will be out next year.

2 Forthcoming Activities and Developments.

Asset condition surveys – a tender document and specification for phase 1 of the rolling programme has been issued, seeking suitably qualified consultants to undertake condition surveys on the Council's property assets to update surveys previously undertaken. This rolling programme undertaken over a 5 year period. Phase 1 will focus on public conveniences, chalets and the structures which sit on the pier deck (as opposed to the substructure which has recently been surveyed).

Public convenience opening hours – Cabinet approved the winter opening for the facilities at West Runton and Cart Gap for this coming winter and a further report has now been considered by Overview and Scrutiny (O&S) in relation to the opening hours for the remainder of the portfolio. At that meeting a recommendation was also made to include the facilities at Paul Lane in Overstrand as part of the trail for this winter and this has also now been actioned.

It was agreed that the Asset Management Working Group would consider the paper and any future proposals and then feed back to O&S to enable any recommended changes proposed to be fed into the budget considerations for potential implementation for next season.

3 Meetings attended (as part of Portfolio responsibilities)

Nothing further to report.

FEES AND CHARGES 2019/20

- Summary: This report recommends the fees and charges for 2019/20 that will come into effect from April 2019.
- 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 2019/20 budget. Approval for the fees ahead of presenting the detailed budgets allows for implementation of changes where applicable and also informs the 2019/20 budgets.
- Recommendations: **That Cabinet agree and recommend to Full Council:**
a) The fees and charges from 1 April 2019 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 2019/20 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

Contact Officer, telephone number and email: Lucy Hume, 01263 516246, lucy.hume@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 2019 and also to ensure that income budgets can be updated accordingly and reflected in the budget for 2019/20 and future projections.

2. Fees and Charges 2019/20

- 2.1 Fees and charges proposals for 2019/20 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 2019/20 from 1 April 2019, these 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 2019/20 financial year enables Officers to make preparations for the new financial year and also enables more accurate projections for income to be factored into the budget for 2019/20 which will be presented to Members in February 2019. Any further work in this area will be reported in the budget reports in February 2019.
- 2.3 Where applicable the proposed increase to fees and charges is around 2.5% for 2019/20 (in line with inflation in the latter part of the year) 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 2019. These will inform the service income budgets that will be included within the detailed 2019/20 budget when it is presented for recommendation and approval in February 2019.

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 service managers best estimates with assistance from Finance.

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 £1 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**ELECTIONS****Statutory Charges**

Sale of Edited Register of Electors - Printed Copy - Basic Charge (per first 1,000 names, or part thereof).

Printed copy as above, extra 1,000 names or part thereof.

Sale of edited Register of Electors - Data Form - Basic Charge (per first 1,000 names or part thereof).

Data form as above, extra 1,000 names or part thereof.

Supply of Full Register and monthly updates (to credit reference agencies and government departments) - Printed Copy - Basic Charge (per first 1,000 names or part thereof).

Printed copy as above, extra 1,000 names or part thereof.

Supply of Full Register and monthly updates (to credit reference agencies and government departments) - Data Form - Basic Charge (per first 1,000 names or part thereof).

Data Form as above, extra 1,000 names or part thereof.

Sale of Marked Registers - Printed Copy - Basic Charge.

Printed copy of Marked Registers - 1,000 names or part thereof.

Data form of Marked Registers - 1,000 names or part thereof.

Sale of Overseas Elector List - Printed Copy - Basic Charge (per first 100 names or part thereof).

Printed copy as above, extra 100 names or part thereof.

Sale of Overseas Elector List - Data Form - Basic Charge (per first 100 names or part thereof).

Data form as above, extra 100 names or part thereof.

Non Statutory Charges

Certificate of Registration

V A T	2017/18 Charge £ : p	2018/19 Projected Charge £ : p	2018/19 Recommended Charge £ : p	Notes
O	15.00	15.00	£15.00	
O	5.00	5.00	£5.00	
O	21.50	21.50	£21.50	
O	1.50	1.50	£1.50	
O	15.00	15.00	£15.00	
O	5.00	5.00	£5.00	
O	21.50	21.50	£21.50	
O	1.50	1.50	£1.50	
O	10.00	10.00	£10.00	
O	2.00	2.00	£2.00	
O	1.00	1.00	£1.00	
O	15.00	15.00	£15.00	
O	5.00	5.00	£5.00	
O	21.50	21.50	£21.50	
O	1.50	1.50	£1.50	
O	12.50	12.50	£12.50	

Statutory Instrument 2001 / 341 still applies.

Customer Services & ICT Service Area

	V A T	2017/18 Charge £ : p	3.00% Increase	2018/19 Projected Charge £ : p	2018/19 Recommended Charge £ : p	Notes	Appendix A
TOURIST INFORMATION CENTRES							
Concessionary Fares							
Application processing	T	£7.00		£7.00	£7.00	Concessionary fare charges set by NCC.	
Renewals (Lost)	T	£10.00		£10.00	£10.00		
FILMING*							
TV drama/advertisements/feature films							
<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		
Documentaries and charities (depending on nature of organisation, subject and crew size)							
Per Day	T	From £500.00			From £500.00		
Per Hour	T	From £100.00			From £100.00		
Administration Charge (only charged where a fee and/or contract is appropriate)							
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		
PHOTOCOPYING							
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

			V	2017/18		2018/19	2018/19	Notes
			A	Charge	3.00%	Projected	Recommended	
			T	£ : p	Increase	Charge	Charge	
						£ : p	£ : p	
CAR PARKING								
Pay & Display Car Parks between 08:00 - 18:00								
<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 minutes	60p for 30 minutes	
Overstrand	- Pauls Lane		T	minutes only,		only, £1.50 per	only, £1.50 per	
Sea Palling	- Clink Road		T	£1.50 per hour		hour thereafter. £7	hour thereafter. £7	
Sheringham	- Beach Road		T	thereafter. £7 for		for 24 hours	for 24 hours.	
	- Station Road		T	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 minutes	60p for 30 minutes	
	- Promenade (Disabled only)		T	minutes only,		only, £1.30 for the	only, £1.30 for the	
Holt	- Albert Street		T	£1.30 for the first		first hour, £1 per	first hour, £1 per	
	- Station Road		T	hour, £1 per		hour thereafter. £7	hour thereafter. £7	
Sheringham	- Chequers		T	hour thereafter.		for 24 hours	for 24 hours.	
	- Morris Street		T	£7 for 24 hours				
Wells	- Staithe Street		T					
Fakenham	- Bridge Street		T					
	- The Limes		T	50p for 30		50p for 30 minutes	50p for 30 minutes	
	- Queens Road		T	minutes only,		only, £1.00 for 2	only, £1.00 for 2	
North Walsham	- Bank Loke		T	£1.00 for 2		hours, 70p per	hours, 70p per	
	- New Road		T	hours, 70p per		hour thereafter. £5	hour thereafter. £5	
	- Vicarage Street		T	hour thereafter.		for 24 hours	for 24 hours.	
	Mundesley Road		T	£5 for 24 hours				
Stalham	- High Street		T					

Economic & Community Development & Leisure Service Area

		V A T	2017/18 Charge £ : p	3.00% Increase	2018/19 Projected Charge £ : p	2018/19 Recommended Charge £ : p	Notes
<u>Economic & Community Development & Leisure Service Area</u>							
CAR PARKING							
Other Charges							
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	
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	
Change of Permit (change of registration)		T				£10.00	
Addition of second car registration onto Permit		O				Free	
<i>All prices include VAT</i>							
<u>Economic & Community Development & Leisure Service Area</u>							

Economic & Community Development & Leisure Service Area

		V	2017/18	3.00%	2018/19	2018/19	Notes
		A	Charge	Increase	Projected	Recommended	
		T	£ : p		Charge	Charge	
					£ : p	£ : p	
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	
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	
Other Charges							
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	
Economic & Community Development & Leisure Service Area							

Economic & Community Development & Leisure Service Area

	V A T	2017/18 Charge £ : p	3.00% Increase	2018/19 Projected Charge £ : p	2018/19 Recommended Charge £ : p	Notes
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 & 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 & 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)	T	£520.00		£535.00	£535.00	
40 Week Lets (October - July)	T	£570.00		£585.00	£585.00	
Hut Sites						
<i>Cromer, Overstrand & Sheringham</i>						
One Year (Excluding Rates)	T	£300.00		£400.00	£400.00	
Mundesley	T	£290.00		£390.00	£390.00	

Economic & Community Development & Leisure Service Area

	V A T	2017/18 Charge £ : p	3.00% Increase	2018/19 Projected Charge £ : p	2018/19 Recommended Charge £ : p	Notes
Huts						
<i>Weekly Lets</i>						
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	
Extras:						
Termination of Licence (early - mid-term)		Admin Fee	T	£40.00	£45.00	£45.00
Charge to go onto beach hut or chalet waiting list		Per List	T		£25.00	£25.00

Economic & Community Development & Leisure Service Area**HOLT COUNTRY PARK**

School visits where Ranger's assistance required (Per Child)	E	£5.00	£5.15	£5.15	£6.00	
Car Park						
Per car per occasion	T	£2.00	£2.06	£2.00	£2.00	

Please note - Annual Permit has been removed.

SPORTS CLUBS AND HUBS

Price per session	E	£1.00	£1.03	£1.00	£3.00	
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Finance & Assets Service Area**DUAL USE SPORTS FACILITIES**

Cromer						
Sports Hall	T	£25.00	£25.75	£26.00	£26.00	
Badminton Court	T	£10.00	£10.30	£10.00	£10.00	
All Weather 5-a-side	T	£30.00	£30.90	£30.00	£30.00	
All Weather full	T	£45.00	£46.35	£50.00	£50.00	
1.5 hour birthday party	T	£70.00	£72.10	£75.00	£75.00	
2 hour birthday party	T	£90.00	£92.70	£95.00	£95.00	
Toddler party	T	£120.00	£123.60	£125.00	£125.00	
North Walsham						
Sports Hall	T	£25.00	£25.75	£26.00	£26.00	
Badminton Court	T	£10.00	£10.30	£10.00	£10.00	

Fees and Charges 2017/18

Economic & Community Development & Leisure Service Area

		V A T	2017/18 Charge £ : p	3.00% Increase	2018/19 Projected Charge £ : p	2018/19 Recommended Charge £ : p	Notes
	Tennis Court	T	£8.00	£8.24	£8.00	£8.00	
	Gymnasium	T	£16.00	£16.48	£18.00	£18.00	
	1.5 hour birthday party	T	£70.00	£72.10	£75.00	£75.00	
	2 hour birthday party	T	£90.00	£92.70	£95.00	£95.00	
	Toddler party	T	£120.00	£123.60	£125.00	£125.00	
Stalham	Sports Hall	T	£25.00	£25.75	£26.00	£26.00	
	Badminton Court	T	£10.00	£10.30	£10.00	£10.00	
	Multi Use Games Area (MUGA)	T	£25.00	£25.75	£25.00	£25.00	
	Tennis Court	T	£8.00	£8.24	£8.00	£8.00	
	1.5 hour birthday party	T	£70.00	£72.10	£75.00	£75.00	
	2 hour birthday party	T	£90.00	£92.70	£95.00	£95.00	
	Toddler party	T	£120.00	£123.60	£125.00	£125.00	
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			2017/18		2018/19	2018/19	Notes
	V		Charge	3.00%	Projected	Recommended	
	A		£ : p	Increase	Charge	Charge	
	T				£ : p	£ : p	
WASTE COLLECTION SERVICES							
Clinical Waste - Commercial & Prescribed				Charges set separately under Delegated Power	Charges set separately under Delegated Power	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							
EDUCATION & PROMOTION							
(CIEH) Foundation Certificate in Food Hygiene							
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	for up to 15 candidates	£675.00	£695.25	£695.50	£695.00	
	E	per additional candidate up to maximum of 18	£45.00	£46.35	£46.50	£46.50	
COMMERCIAL SERVICES							
Food Inspections							
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	
Registration of Food Premises							
Charge for copies of Register (or parts of)	O	- Single Entry	£16.00	£16.48	£16.50	£16.50	
	O	- Part of Register	£440.00	£453.20	£453.00	£453.00	
	O	- Complete Register	£932.00	£959.96	£960.00	£960.00	
Private Water Supplies Sampling Regulations							
Laboratory Analysis of a sample	O	"Regulation 10 - Single Private Dwelling - Maximum	£25.00		£25.00	£25.00	Max charge reached.
	O	Regulation 9 "Check Monitoring" - Maximum	£100.00		£100.00	£100.00	Max charge reached.
	O	Regulation 9 "Audit Monitoring" - Maximum	£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.

Environmental Health			2017/18		2018/19	2018/19	Notes
		V	Charge		Projected	Recommended	
		A	£ : p		Charge	Charge	
		T			£ : p	£ : p	
Risk Assessments	- Single Private Dwelling	O	£100.00			£100.00	
	- Small Domestic Supplies	O	£100.00			£100.00	These charges are not the maximum allowed under the regulations. The council approved a charging structure according to the perceived work involved depending on the size of the supply. The smaller risk assessment charges are therefore tied into the higher ones and are effectively fixed until either the council adopt a different charging regime or the regulations allow for higher charges.
	- Large Domestic Supplies	O	£200.00			£200.00	
	- Commercial or Public Small	O	£200.00			£200.00	
	- Commercial or Public Medium	O	£300.00			£300.00	
					Not applicable for 18/19		
	- 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.
HOUSING ACT NOTICES							
Hazard Awareness Notice							
Improvement / Suspended Improvement Notice (Section 11 & 12)	Notice with up to 3 hazards identified	O	£350.00	£360.50	£360.50	£350.00	
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	For each additional hazard included in Notice	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	
HMO LICENSE FEES							
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	
ENVIRONMENTAL PROTECTION SERVICES							
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	

Environmental Health

		V A T	2017/18 Charge £ : p		2018/19 Projected Charge £ : p	2018/19 Recommended Charge £ : p	Notes
TAXI LICENCE FEES							
Taxi Licences							
Licence to Drive Hackney Carriages or Private Hire Vehicles	- New Licence valid for 1 year	O	£173.00	£178.19	£178.00	£173.00	
	- New Licence valid for 3 years	O	£173.00	£178.19	£178.00	£173.00	
Licence to Drive Hackney Carriages or Private Hire Vehicles	- Renewal valid for 1 year	O	£173.00	£178.19	£178.00	£173.00	
	- Renewal valid for 3 years	O	£173.00	£178.19	£178.00	£173.00	
Hackney Carriage Vehicle Licence	- New valid for 1 year	O	£149.00	£153.47	£153.50	£149.00	
	- Renewal valid for 1 year with plate	O					
Hackney Carriage Vehicle Licence				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	- Renewal valid for 1 year with no plate	O			New Line	£130.00	Renewal licence fee costs is now a separate charge at a lower price.
Private Hire Vehicle Licence	- New valid for 1 year	O	£149.00	£153.47	£153.50	£149.00	
	- Renewal valid for 1 year with plate	O					
Private Hire Vehicle Licence					New Line	£149.00	Hackney Carriage and Private Hire Vehicle categories have been split. Price is the same for new licence.
	- Renewal valid for 1 year with no plate	O					
Private Hire Vehicle Licence					New Line	£130.00	Renewal licence fee costs is now a separate charge at a lower price.
Private Hire Operators Licence	- New or Renewal valid for 5 years	O	£153.00	£157.59	£157.50	£153.00	
Taxi Licence Charges							
		O					
Replacement Badge & Licence (Name Change)						£15.00	Name and Address change are now separate fees. Previously combined charge of £20 for name or address change.
		O					
Replacement Licence (Address Change)			£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	

<u>Environmental Health</u>			2017/18		2018/19	2018/19	Notes
		V	Charge		Projected	Recommended	
		A	£ : p		Charge	Charge	
		T			£ : p	£ : p	
OTHER LICENSING							
Premises Licence Fees - Gambling Act 2005							
Betting Premises (excluding tracks)	- New Application	O	£2,800.00	£2,884.00	£2,884.00	£2,800.00	
	- Annual Fee	O	£560.00	£576.80	£577.00	£560.00	
	- Application to Vary	O	£1,400.00	£1,442.00	£1,442.00	£1,400.00	
	- Application to Transfer	O	£1,130.00	£1,163.90	£1,164.00	£1,130.00	
	- Application to Reinstatement	O	£1,130.00	£1,163.90	£1,164.00	£1,130.00	
	- Application for Prov. Statement	O	£2,800.00	£2,884.00	£2,884.00	£2,800.00	
	- Application (Prov. State Holders)	O	£1,130.00	£1,163.90	£1,164.00	£1,130.00	
	- Copy Licence	O	£25.00		£25.00	£25.00	
	- Notification of Change	O	£50.00		£50.00	£50.00	
Tracks	- New Application	O	£1,400.00	£1,442.00	£1,442.00	£1,400.00	
	- Annual Fee	O	£930.00	£957.90	£958.00	£930.00	
	- Application to Vary	O	£1,150.00	£1,184.50	£1,184.50	£1,150.00	
	- Application to Transfer	O	£880.00	£906.40	£906.50	£880.00	
	- Application to Reinstatement	O	£880.00	£906.40	£906.50	£880.00	
	- Application for Prov. Statement	O	£2,300.00	£2,369.00	£2,369.00	£2,300.00	
	- Application (Prov. State Holders)	O				£880.00	
	- Copy Licence	O	£25.00		£25.00	£25.00	
	- Notification of Change	O	£50.00		£50.00	£50.00	
Family Entertainment Centres	- New Application	O	£1,900.00	£1,957.00	£1,957.00	£1,900.00	
	- Annual Fee	O	£700.00	£721.00	£721.00	£700.00	
	- Application to Vary	O	£935.00	£963.05	£963.00	£935.00	
	- Application to Transfer	O	£880.00	£906.40	£906.50	£880.00	
	- Application to Reinstatement	O	£880.00	£906.40	£906.50	£880.00	
	- Application for Prov. Statement	O	£1,900.00	£1,957.00	£1,957.00	£1,900.00	
	- Application (Prov. State Holders)	O	£880.00	£906.40	£906.50	£880.00	
	- Copy Licence	O	£25.00		£25.00	£25.00	
	- Notification of Change	O	£50.00		£50.00	£50.00	

Environmental Health			2017/18		2018/19	2018/19	Notes
		V	Charge		Projected	Recommended	
		A	£ : p		Charge	Charge	
		T			£ : p	£ : p	
OTHER LICENSING CONTINUED							
Adult Gaming Centre	- New Application	O	£1,900.00	£1,957.00	£1,957.00	£1,900.00	
	- Annual Fee	O	£935.00	£963.05	£963.00	£935.00	
	- Application to Vary	O	£935.00	£963.05	£963.00	£935.00	
	- Application to Transfer	O	£1,130.00	£1,163.90	£1,164.00	£1,130.00	
	- Application to Reinstatement	O	£1,130.00	£1,163.90	£1,164.00	£1,130.00	
	- Application for Prov. Statement	O	£1,900.00	£1,957.00	£1,957.00	£1,900.00	
	- Application (Prov. State Holders)	O	£1,130.00	£1,163.90	£1,164.00	£1,130.00	
	- Copy Licence	O	£25.00		£25.00	£25.00	
	- Notification of Change	O	£50.00		£50.00	£50.00	
Bingo	- New Application	O	£3,000.00	£3,090.00	£3,090.00	£3,000.00	
	- Annual Fee	O	£935.00	£963.05	£963.00	£935.00	
	- Application to Vary	O	£1,630.00	£1,678.90	£1,679.00	£1,630.00	
	- Application to Transfer	O	£1,130.00	£1,163.90	£1,164.00	£1,130.00	
	- Application to Reinstatement	O	£1,130.00	£1,163.90	£1,164.00	£1,130.00	
	- Application for Prov. Statement	O	£3,000.00	£3,090.00	£3,090.00	£3,000.00	
	- Application (Prov. State Holders)	O	£1,130.00	£1,163.90	£1,164.00	£1,130.00	
	- Copy Licence	O	£25.00		£25.00	£25.00	
	- Notification of Change	O	£50.00		£50.00	£50.00	
Permits							
Family Entertainment Centres	- Application Fee	O	£300.00		£300.00	£300.00	
	- Change of Name	O	£25.00		£25.00	£25.00	
	- Copy of Permit	O	£15.00		£15.00	£15.00	
Prize Gaming	- Application Fee	O	£300.00		£300.00	£300.00	
	- Annual Fee	O	£300.00		£300.00	£300.00	
	- Change of Name	O	£25.00		£25.00	£25.00	
	- Copy of Permit	O	£15.00		£15.00	£15.00	
Small Lottery Society	- Application Fee	O	£40.00		£40.00	£40.00	
	- Annual Fee	O	£20.00		£20.00	£20.00	
	- Change of Name	O	£25.00		£25.00	£25.00	
	- Copy of Permit	O	£15.00		£15.00	£15.00	

Environmental Health			2017/18		2018/19	2018/19	Notes
		V	Charge		Projected	Recommended	
		A	£ : p		Charge	Charge	
		T			£ : p	£ : p	
OTHER LICENSING CONTINUED							
Club Gaming	- Application Fee Permit	O	£200.00		£200.00	£200.00	
	- Application Fee Machine Permit	O	£200.00		£200.00	£200.00	
	- Annual Fee Permit	O	£50.00		£50.00	£50.00	
	- Annual Fee Machine Permit	O				£50.00	
	- Change of Name	O	£25.00		£25.00	£25.00	
	- Change of Name Machine Permit	O				£25.00	
	- Copy of Permit	O	£15.00		£15.00	£15.00	
	- Copy of Permit Machine	O				£15.00	
License Premises Gaming Machine Permit	- Application Fee (2 or less)	O	£50.00		£50.00	£50.00	
	- Application Fee (3 or more)	O	£150.00		£150.00	£150.00	
	- Annual Fee	O	£50.00		£50.00	£50.00	
	- Change of Name	O	£25.00		£25.00	£25.00	
	- Copy of Permit	O	£15.00		£15.00	£15.00	
	- Variation	O	£100.00		£100.00	£100.00	
	- Transfer	O	£25.00		£25.00	£25.00	
Licences and certificates of suitability							
Skin piercing premises	- Registration (one-off)	O	£235.00	£242.05	£242.00	£242.00	
Skin piercing each additional operative at same premises	- Registration (one-off)	O	£31.00	£31.93	£32.00	£32.00	
Scrap Metal Dealer	New/Renewal (3 years)	O	£420.00	£432.60	£432.50	£432.50	
Scrap Metal Dealer	Variation	O	£315.00	£324.45	£324.50	£324.50	
Scrap Metal Collector	New/Renewal (3 years)	O	£105.00	£108.15	£108.00	£108.00	
Scrap Metal Collector	Variation	O	£80.00	£82.40	£82.50	£82.50	
Sex Shop or sex cinema		O	£1,900.00	£1,957.00	£1,957.00	£1,950.00	Charge rounded to the nearest multiple of 50.
Sexual Entertainment Venue		O	£2,800.00	£2,884.00	£2,884.00	£2,900.00	Charge rounded to the nearest multiple of 50.
Street Trading Consents	- Non profit	O	Free		Free	Free	
	- Commercial	O	£73.00	£75.19	£75.00	£75.00	
Animal Boarding	- New/Renewal	O	£130.00	£133.90	£134.00	£134.00	
Dangerous Wild Animals (and vet fees where appropriate)	- New/Renewal	O	£170.00	£175.10	£175.00	£175.00	
Dog Breeding (and vet fees where appropriate)	- New/Renewal	O	£130.00	£133.90	£134.00	£134.00	
Pet Shop	- New/Renewal	O	£130.00	£133.90	£134.00	£134.00	
Riding Establishment (and vet fees where appropriate)	- New/Renewal	O	£220.00	£226.60	£226.50	£226.50	
	- Variation	O	£180.00	£185.40	£185.50	£185.50	
Zoo (and vet fees where appropriate)	- New/Renewal	O	£220.00	£226.60	£226.50	£226.50	
Provision of non-statutory service advice or activity		O	£36.00	£37.08	£37.00	£37.00	
Reissue of Licence (Copy or Name/Address Change).		O				£10.50	New item on list.

Environmental Health

		V A T	2017/18 Charge £ : p	2018/19 Projected Charge £ : p	2018/19 Recommended Charge £ : p	Notes
OTHER LICENSING CONTINUED						
Premises Licences (Alcohol)						
Premises Licences, under the Licensing Act 2003, are based on bands determined by the non-domestic rateable value of the property concerned.						
The fees relating to applications for premises licences, club premises certificates and variations or conversions to existing licences are:						
Band	Non-domestic rateable value					
A	£0 - £4,300	O	£100.00	£100.00	£100.00	
B	£4,301 - £33,000	O	£190.00	£190.00	£190.00	
C	£33,001 - £87,000	O	£315.00	£315.00	£315.00	
D	£87,001 - £125,000	O	£450.00	£450.00	£450.00	
E	£125,001 and over	O	£635.00	£635.00	£635.00	
Annual charges relating to the above are:						
Band	Non-domestic rateable value					
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

	V A T	2017/18 Charge £ : p		2018/19 Projected Charge £ : p	2018/19 Recommended Charge £ : p	Notes
OTHER LICENSING CONTINUED						
Additional Fees and Charges						
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	
Mobile Home Act 2013 (MHA 2013)						
New Park Home Licence						
Units - 1-5	O	£215.00	£221.45	£221.50	£210.00	
New Park Home Licence						
Units - 6-24	O	£230.00	£236.90	£237.00	£225.00	
New Park Home Licence						
Units - 25-29	O	£245.00	£252.35	£252.50	£240.00	
New Park Home Licence						
Units - 100 plus	O	£275.00	£283.25	£283.50	£270.00	
Annual Licence Fee						
1-3	O	£0.00	£0.00	£0.00	£0.00	
Annual Licence Fee						
4-5	O	£122.00	£125.66	£125.50	£120.00	
Annual Licence Fee						
6-24	O	£185.00	£190.55	£190.50	£180.00	
Annual Licence Fee						
25-29	O	£245.00	£252.35	£252.50	£240.00	
Annual Licence Fee						
100 plus	O	£275.00	£283.25	£283.50	£270.00	
Licence Transfer						
n/a	O	£100.00	£103.00	£103.00	£97.50	
Licence Variation						
n/a	O	£100.00	£103.00	£103.00	£97.50	
Deposit of Site Rules						
n/a	O	£46.00	£47.38	£47.50	£45.00	

Legal & Democratic Service Area

	V A T	2017/18 Charge £ : p	2018/19 Projected Charge £ : p	2018/19 Recommended Charge £ : p	Notes
LEGAL SERVICES					
Legal Work (exclusive of VAT charged)					
Mortgage Redemption					
Preparation of a new lease					
Sale of land					
Preparation of License	T	At Solicitors Hourly Rate	At Solicitors Hourly Rate	At Solicitors Hourly Rate.	
Private Mortgage					
Quest re: second Mortgage					
Agreement - section 18 Public Health Act 1936					
Legal Work in connection with release of covenant					

Planning Service Area

	V A T	2017/18 Charge £ : p	3.00% Increase	2018/19 Projected Charge £ : p	2018/19 Recommended Charge £ : p	Notes
LAND CHARGES						
LLC1						
Official Search of - One Part	T	£0.00	£0.00	£0.00	£0.00	
Official Search of - Whole						
- Paper Search	E	£28.00	£28.84	£28.00	£28.00	
- Electronic Search	E	£24.00	£24.72	£24.50	£24.00	
- Additional Parcel	E	£2.00	£2.06	£2.00	£2.00	
CON 29 Enquiries						
One Parcel						
- Paper Search	T	£92.00	£94.76	£95.00	£92.00	
- Electronic Search	T	£79.00	£81.37	£81.50	£79.00	
- Additional Parcel	T	£17.50	£18.03	£18.00	£17.50	
Optional Enquiries						
Printed	T	£18.00	£18.54	£18.50	£18.00	
Additional	E	£20.00	£20.60	£20.50	£20.00	
Other Fees relating to Local Land Charges						
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

**V 2017/18
A Charge
T £ : p**

**2018/19
Projected
Charge
£ : p**

**2018/19
Recommended
Charge
£ : p**

Notes

PLANNING

Pre-Application Service

Major Applications

These fees will be charged upon the submission of proposals for pre-application advice.
For advice on the service provided see separate note.

Outline Applications

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	

Erection of Dwellings (Full or Reserved Matters)

(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 to 50".
Over 50 dwellings	(Plus £36 per additional dwelling) (Maximum £72,000)	T	£6,000.00	£6,000.00	£6,000.00	

Erection of Buildings (Non-residential)

Floor space 1,000 - 3,750 sq.m.	Per 75 sq.m.	T	£120.00	£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	£6,000.00	£6,000.00	£6,000.00	

Erection of Agricultural Buildings

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 sq.m.
Floor space over 4,215 sq.m.	(Plus £120 per additional 75 sq.m. after 1000 sq.m.) (Plus £36 per additional 75 sq.m.) (Maximum £72,000)	T	£6,000.00	£6,000.00	£6,000.00	

Erection of Glasshouses

Floor space over 1000 sq.m.		T	£60.00	£60.00	£600.00	Price corrected to £600 which was 17/18 charge.
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Planning Service Area

		V A T	2017/18 Charge £ : p	2018/19 Projected Charge £ : p	2018/19 Recommended Charge £ : p	Notes
<u>Erection, Alteration or Replacement of Plant or Machinery</u>						
Site area up to 5 ha.	Per 1 ha.	T	£120.00	£120.00	£1,200.00	Price corrected to £1,200 which was 17/18 charge.
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	
<u>Engineering or Other Operations</u>	Over 1 ha.	T			£600.00	Changed from per 0.1 ha. To over 1 ha.
<u>Car Parks and Service Roads for existing uses</u>		T	£60.00	£60.00	£60.00	
<u>Change of Use of Land or Building to Dwellings</u>						
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	
<u>Other Changes of Use</u>		T	£120.00	£120.00	£120.00	
**						
<u>Bronze</u>						
Householder - up to 50 sq. metres		O	£114.00	£117.42	£117.50	£95.00
1-9 dwellings - up to 999 sq. metres		O	n/a	n/a	n/a	£295.00
Commercial floorspace 51 - 499 sq.m. and telecommutation masts		O				£195.00
Other (listed building, tree advice, advert, agricultural, telecoms)						Free
<u>Silver</u>						
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 removed.

Planning Service Area

		V A T	2017/18 Charge £ : p		2018/19 Projected Charge £ : p	2018/19 Recommended Charge £ : p	Notes
Extras:							
Additional Plans		T	£114.00		£114.00	£95.00	Price lowered and now only one set fee for any number/amount of additional plans.
Additional Meeting		T	£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	
Building Control Fees	Hourly rate included within calculated fee.	T	£66.00	£67.98	£68.00	£60.00	

Planning Service Area

	V A T	2017/18 Charge £ : p		2018/19 Projected Charge £ : p	2018/19 Recommended Charge £ : p	Notes
PLANNING - MISCELLANEOUS						
High Hedges Complaint	T	£445.00	458.35	458.50	£445.00	
Supply of Information on Permitted Use/History						
Administrative Staff - per hour	T	£48.00	49.44	49.50	£49.50	
Professional Staff - per hour	T	£94.00	96.82	97.00	£97.00	
Check compliance with Conditions (for Solicitors, Agents)						
Administrative Staff - per hour	T	£48.00	49.44	49.50	£49.50	
Professional Staff - per hour	T	£94.00	96.82	97.00	£97.00	
General Research						
Administrative Staff - per hour	T	£48.00	49.44	49.50	£49.50	
Professional Staff - per hour	T	£94.00	96.82	97.00	£97.00	
Naming of new street, consultation process and notifi						
	T	£125.00	128.75	129.00	£125.00	
	T	£250.00	257.5	257.50	£250.00	
	T	£500.00	515	515.00	£500.00	
Street numbering Schemes						
	T	£80.00	82.4	82.50	£80.00	
	T	£70.00	72.1	72.00	£70.00	
	T	£60.00	61.8	62.00	£60.00	
	T	£50.00	51.5	51.50	£50.00	
Change of property name	T	£27.00	27.81	28.00	£25.00	

Treasury Management Half Yearly Report 2018/19

Summary:	This report sets out the Treasury Management activities actually undertaken during the first half of the 2018/19 Financial Year compared with the Treasury Management Strategy for the year.
Options Considered:	This report must be prepared to ensure the Council complies with the CIPFA Treasury Management and Prudential Codes.
Conclusions:	Treasury activities for the half year have been carried out in accordance with the CIPFA Code and the Council’s Treasury Strategy.
Recommendations:	That the Council be asked to RESOLVE that The Treasury Management Half Yearly Report 2018/19 is approved. That the Council be asked to APPROVE changes to the Counterparty Limits.
Reasons for Recommendation:	Approval by Council demonstrates compliance with the Codes.

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

Introduction

The Authority has adopted the Chartered Institute of Public Finance and Accountancy’s *Treasury Management in the Public Services: Code of Practice* (the CIPFA Code) which requires the Authority to approve treasury management semi-annual and annual reports.

The Authority’s treasury management strategy for 2018/19 was approved at a meeting on 21st February 2018. The Authority has invested substantial sums of money and is therefore exposed to financial risks including the loss of invested funds and the revenue effect of changing interest rates. The successful identification, monitoring and control of risk is therefore central to the Authority’s treasury management strategy.

Following consultation in 2017, CIPFA published new versions of the Prudential Code for Capital Finance in Local Authorities (Prudential Code) and the Treasury Management Code of Practice but has yet to publish the local authority specific Guidance Notes to the latter. In England MHCLG published its revised Investment Guidance which came into effect from April 2018.

The updated Prudential Code includes a new requirement for local authorities to provide a Capital Strategy, which is to be a summary document approved by full Council covering capital expenditure and financing, treasury management and non-treasury investments. The Authority's Capital Strategy, complying with CIPFA's requirement, was approved by full Council on 21st February 2018.

External Context

Economic background: UK Consumer Price Inflation (CPI) for August rose to 2.7% year on year, above the consensus forecast and that of the Bank of England's in its August *Inflation Report*. The most recent labour market data for July 2018 showed the unemployment rate at 4%, its lowest since 1975.

Year on year GDP growth remains below trend. The Bank of England made no change to monetary policy at its meetings in May and June, however hawkish minutes and a 6-3 vote to maintain rates was followed by a unanimous decision for a rate rise of 0.25% in August, taking Bank Rate to 0.75%.

The escalating trade war between the US and China, as tariffs announced by the Trump administration appeared to become an entrenched dispute, was damaging not just to China but also other Asian economies in the supply chain. The fallout, combined with tighter monetary policy, risks contributing to a slowdown in global economic activity and growth in 2019.

The EU Withdrawal Bill, which repeals the European Communities Act 1972 that took the UK into the EU and enables EU law to be transferred into UK law, narrowly made it through Parliament. With just six months to go when Article 50 expires on 29th March 2019, neither the Withdrawal Agreement between the UK and the EU, which will be legally binding on separation issues and the financial settlement, nor its annex which will outline the shape of their future relationship, have been finalised, extending the period of economic uncertainty.

Financial markets: Gilt yields displayed marked volatility during the period, particularly following Italy's political crisis in late May when government bond yields saw sharp moves similar to those at the height of the European financial crisis. Over the period, despite the volatility, the net change in gilt yields was small.

Credit background: The ringfencing of the big four UK banks - Barclays, Bank of Scotland/Lloyds, HSBC and RBS/Natwest Bank plc – is complete, the transfer of their business lines into retail (ringfenced) and investment banking (non-ringfenced) is progressing and will need to be completed by the end of 2018.

Our treasury advisor Arlingclose will provide credit ratings which are specific to wholesale deposits including certificates of deposit, rather than provide general issuer credit ratings. Non-preferred senior unsecured debt and senior bonds are at higher risk of bail-in than deposit products, either through contractual terms, national law, or resolution authorities' flexibility during bail-in. Arlingclose's creditworthiness advice will continue to include

unsecured bank deposits and certificates of deposit (CDs) but not senior unsecured bonds issued by commercial banks.

Local Context

On 31st March 2018, the Authority had net investments of £40.105m arising from its revenue and capital income and expenditure. The treasury management position at 30th September 2018 and the change during the period is show in Table 1 below.

Table 1: Treasury Management Summary

	31.3.18 Balance £m	Movement £m	30.9.18 Balance £m
Long-term borrowing	0	0	0
Short-term borrowing	0	0	0
Total borrowing	0	0	0
Long-term investments	30.500	1.250	29.250
Short-term investments	3.460	7.395	10.855
Total investments	33.960	8.645	40.105
Net investments	33.960	8.645	40.105

Borrowing Strategy during the period

At 30th September 2018 the Authority held no loans, (same position as at 31st March 2018), as part of its strategy for funding previous and current years' capital programmes. Some external borrowing is assumed in the current estimates of future year's capital funding, but has not yet been taken out.

The Authority's chief objective when borrowing will be to strike an appropriately low risk balance between securing low interest costs and achieving cost certainty over the period for which funds are required, with flexibility to renegotiate loans should the Authority's long-term plans change being a secondary objective.

With short-term interest rates remaining much lower than long-term rates, the Authority considers it to be more cost effective in the near term to use internal resources or borrowed rolling temporary / short-term loans instead of longer term debt.

Other Debt Activity

Although not classed as borrowing, the Authority can raise capital finance via Private

Finance Initiatives and finance leases, etc. The Authority has not done this in the period to 30th September 2018.

Treasury Investment Activity

The Authority holds significant invested funds, representing income received in advance of expenditure plus balances and reserves held. During the six-month period, the Authority's investment balance ranged between £37.3m and £44.8m due to timing differences between income and expenditure. The investment position is shown in table 2 below.

Table 2: Treasury Investment Position

	31.3.18 Balance £m	Net Movement £m	30.9.18 Balance £m	30.9.18 Rate of Return %
Banks & building societies (unsecured)	0.000	0.000	0.000	n/a
Covered bonds (secured)	4.500	(2.250)	2.250	0.96
Government (incl. local authorities)	0.000	5.000	5.000	0.75
Corporate bonds and loans	0.000	0.000	0.000	n/a
Money Market Funds	3.460	2.395	5.855	0.66
<i>Cash plus funds</i>	6.000	0.000	6.000	0.96
<i>Strategic bond funds</i>	5.000	0.000	5.000	3.30
<i>Equity income funds</i>	6.000	0.000	6.000	5.23
<i>Property funds</i>	5.000	0.000	5.000	5.84
<i>Multi asset income funds</i>	4.000	1.000	5.000	4.09
Total investments	33.960	6.145	40.105	2.82

**Weighted average maturity will apply to the first five categories above and to cash plus and bond funds.*

Both the CIPFA Code and government guidance require the Authority to invest its funds prudently, and to have regard to the security and liquidity of its treasury investments before seeking the optimum rate of return, or yield. The Authority's objective when investing money is to strike an appropriate balance between risk and return, minimising the risk of incurring losses from defaults and the risk of receiving unsuitably low investment income.

In furtherance of these objectives, and given the increasing risk and falling returns from short-term unsecured bank investments, the Authority has diversified into more secure and/or higher yielding asset classes. £1m that is available for longer-term investment was moved from liquidity money market funds into pooled funds. As a result, investment risk was diversified while the average rate of return has increased. The Authority's Treasury advisors, Arlingclose, compile quarterly investment benchmarking across their client base. Table 3 shows extracts from this, focussing on measures of risk (credit rating and bail-in exposure) and return (Rate of return).

Table 3: Investment Benchmarking – Treasury investments managed in-house

	Credit Score	Credit Rating	Bail-in Exposure	Weighted Average Maturity (days)	Rate of Return %
31.03.2018	2.52	AA	43%	159	0.86%
30.09.2018	3.44	AA	45%	76	0.75%
Similar LAs	4.28	AA-	56%	88	0.78%
All LAs	4.38	AA-	60%	37	0.76%

*Weighted average maturity

The Authority's £27m of externally managed pooled funds generated an £0.4m income return which is used to support services in year, and £1.6m of capital growth. Because these funds have no defined maturity date, but are available for withdrawal after a notice period, their performance and continued suitability in meeting the Authority's investment objectives is regularly reviewed. In light of their performance and the Authority's latest cash flow forecasts, investment in these funds has been increased in the half year.

MHCLG consulted on statutory overrides relating to the IFRS 9 Financial Instruments accounting standard from 2018/19. The consultation recognised that the requirement in IFRS 9 for certain investments to be accounted for as fair value through profit and loss may introduce "more income statement volatility" which may impact on budget calculations. The consultation proposed a time-limited statutory override and sought views whether it should be applied only to pooled property funds. The Authority responded to the consultation which closed on 28th September, with the view that the principle for requiring the override was not limited to pooled property funds (but was equally applicable to other types of fund), and that it should not be time limited. Very recently MHCLG have confirmed the override will be in place for 5 years starting from 1st April 2018 which is welcome news.

Non-Treasury Investments

The definition of investments in CIPFA's revised Treasury Management Code now covers all the financial assets of the Authority as well as other non-financial assets which the Authority holds primarily for financial return. This is replicated in MHCLG's Investment Guidance, in which the definition of investments is further broadened to also include all such assets held partially for financial return.

The Authority also holds £4.375m of such investments in

- directly owned property £0.875m
- loans to housing associations £3.5m

These investments are expected to generate £0.100m of investment income for the Authority in the year after taking account of direct costs, representing a rate of return of 2.3%. This compares favourably against Treasury investment rates, particularly against shorter term deposits. These investments represent a different risk to the Authority, as property investments do not carry the same interest rate or credit risk, but there is the risk

of loss of income through voids and other market factors. They also require more staff time to manage than externalised pooled investments.

The Authority does not currently rely on these funds from Non-Treasury investments to balance the budget, but in a climate of reduced Government funding, is likely to do so more in the future. To guard against the risk of reducing levels of income from these investments, they are proactively managed by experienced and qualified individuals within the Authority, with external advice as required.

Treasury Performance

The Authority measures the financial performance of its treasury management activities both in terms of its impact on the revenue budget and its relationship to budget interest rates, as shown in table 4 below.

Table 4: Performance

	Actual £m	YTD Budget £m	Over/ (under)	Actual %	Budget %	Over/ under
Term Deposits (MMFs and Local Government)	0.031	0.008	0.023	0.50	0.50	-
Covered Bonds	0.012	0.009	0.003	0.96	0.75	Over
Pooled Funds	0.427	0.491	(0.064)	3.24	3.66	Under
Total treasury investments	0.470	0.508	(0.038)	1.14	3.23	Under

Compliance

The Chief Finance Officer reports that all treasury management activities undertaken during the first 6 months of the 2018/19 financial year complied fully with the CIPFA Code of Practice and the Authority's approved Treasury Management Strategy. Compliance with specific investment limits is demonstrated in table 5 below.

Compliance with the authorised limit and operational boundary for external debt is demonstrated in table 6 below.

Table 5: Debt Limits

	H1 Maximum	30.9.18 Actual	2018/19 Operational Boundary	2018/19 Authorised Limit	Complied? Yes/No

Total debt	Nil	Nil	£15.030m	£23.400m	Yes
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Since the operational boundary is a management tool for in-year monitoring it is not significant if the operational boundary is breached on occasions due to variations in cash flow, and this is not counted as a compliance failure.

Table 6: Investment Limits

	Half-year Maximum	30.9.18 Actual	2018/19 Limit	Complied? Yes/No
Any single organisation, except the UK Government	Nil	Nil	£3m each	Yes
Any group of organisations under the same ownership	Nil	Nil	£3m per group	Yes
Any group of pooled funds under the same management	Max is £7m with CCLA	Max is £7m with CCLA	£10m per manager	Yes
Negotiable instruments held in a broker's nominee account	£2.25m (King and Shaxon)	£2.25m (King and Shaxon)	£10m per broker	Yes
Limit per non-UK country	Nil	Nil	£5m per country	Yes
Registered providers	Nil	Nil	£7.5m in total	Yes
Unsecured investments with building societies	Nil	Nil	£3m in total	Yes
Loans to unrated corporates	Nil	Nil	£3m in total	Yes
Money Market Funds	£19.320m	£5.855m	£20m in total	Yes
Long term non-specified investments	£27m	£27m	£31m	Yes
Total investments without credit ratings or rated below A-(except UK Government and local authorities)	£21m	£21m	£25m	Yes
Total investments (except pooled funds) with institutions domiciled in foreign countries rated below AA+	Nil	Nil	£2m	Yes
Total Non-specified investments	£27m	£27m	£33m	Yes

Treasury Management Indicators

The Authority measures and manages its exposures to treasury management risks using the following indicators.

Security: The Authority has adopted a voluntary measure of its exposure to credit risk by monitoring the value-weighted average credit score of its investment portfolio. This is calculated by applying a score to each investment (AAA=1, AA+=2, etc.) and taking the arithmetic average, weighted by the size of each investment. Unrated investments are assigned a score based on their perceived risk.

	30.9.18 Actual	2018/19 Target	Complied?
Portfolio average credit score	3.44	6.0	Yes

Liquidity: The Authority has adopted a voluntary measure of its exposure to liquidity risk by monitoring the amount of cash available to meet unexpected payments within a rolling three-month period, without additional borrowing

	30.9.18 Actual	2018/19 Target	Complied?
Total cash available within 3 months	£10.855m	£3m	Yes

Interest Rate Exposures: This indicator is set to control the Authority's exposure to interest rate risk. The upper limits on fixed and variable rate interest rate exposures, expressed as the proportion of net principal borrowed was:

	30.9.18 Actual	2018/19 Limit	Complied?
Upper limit on fixed interest rate exposure	(100%)	(100%)	Yes
Upper limit on variable interest rate exposure	(100%)	(100%)	Yes

Fixed rate investments and borrowings are those where the rate of interest is fixed for at least 12 months, measured from the start of the financial year or the transaction date if later. All other instruments are classed as variable rate.

Maturity Structure of Borrowing: This indicator is set to control the Authority's exposure to refinancing risk. The upper and lower limits on the maturity structure of all borrowing were:

	30.9.18 Actual	Upper Limit	Lower Limit	Complied?
Under 12 months	0	100%	0%	Yes
12 months and within 24 months	0	100%	0%	Yes
24 months and within 5 years	0	100%	0%	Yes
5 years and within 10 years	0	100%	0%	Yes
10 years and above	0	100%	0%	Yes

Principal Sums Invested for Periods Longer than 365 days: The purpose of this indicator is to control the Authority's exposure to the risk of incurring losses by seeking early repayment of its investments. The limits on the long-term principal sum invested to final maturities beyond the period end were:

	2018/19	2019/20	2019/21
Actual principal invested beyond year end	£29.250m	£27m	£27m
Limit on principal invested beyond year end	£35m	£35m	£35m
Complied?	Yes	Yes	Yes

Outlook for the remainder of 2018/19

Having raised policy rates in August 2018 to 0.75%, the Bank of England's Monetary Policy Committee (MPC) has maintained expectations of a slow rise in interest rates over the forecast horizon.

The MPC has a definite bias towards tighter monetary policy but is reluctant to push interest rate expectations too strongly. While policymakers are wary of domestic inflationary pressures over the next two years, it is believed that the MPC members consider both that (a) ultra-low interest rates result in other economic problems, and that (b) higher Bank Rate will be a more effective weapon should downside Brexit risks crystallise and cuts are required.

The Authority expects the Bank Rate to rise twice in 2019. The risks are weighted to the downside. The UK economic environment is relatively soft, despite seemingly strong labour market data. GDP growth recovered somewhat in Q2 2018, but the annual growth rate of 1.2% remains well below the long term average

	Sep-18	Dec-18	Mar-19	Jun-19	Sep-19	Dec-19	Mar-20	Jun-20	Sep-20	Dec-20	Mar-21	Jun-21	Sep-21
Official Bank Rate													
Upside risk	0.00	0.00	0.00	0.00	0.00	0.00	0.25	0.25	0.25	0.25	0.25	0.25	0.25
Arlingclose Central Ca	0.75	0.75	1.00	1.00	1.25	1.25	1.25	1.25	1.25	1.25	1.25	1.25	1.25
Downside risk	0.00	0.00	0.50	0.50	0.75	0.75	0.75	0.75	0.75	0.75	0.75	0.75	0.75

The view is that the UK economy still faces a challenging outlook as the minority government continues to negotiate the country's exit from the European Union. Central bank actions and geopolitical risks, such as prospective trade wars, have and will continue to produce significant volatility in financial markets, including bond markets.

DETERMINATION OF COUNCIL TAX DISCOUNTS 2019/20

Summary: This report sets out alternative options for the level of council tax discounts which Full Council will resolve shall apply to classes of dwelling for the financial year 2019/20.

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

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

Conclusions: The legislation provides local authorities with the power to make changes to the level of council tax discount in relation to classes of property. The Council has to approve its determinations for each financial year. The calculation of the tax base for 2019/20 will be made on the assumption that the determinations recommended below will apply.

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

Recommendation 1

- (a) The discounts for the year 2019/20 and beyond are set at the levels indicated in the table at paragraph 2.1.
- (b) The premium for long term empty properties (those that have been empty for a consecutive period longer than 24 months) is set at 100% of the Council Tax charge for that dwelling.
- (c) To award a local discount of 100% for eligible cases of care leavers under section 13A of the Local Government Finance Act 1992 (as amended) as set out in paragraph 2.2.

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. **OR**
- (c) those dwellings described or geographically defined at Appendix A which in the reasonable opinion of the Head of Finance and Asset Management are judged not to be structurally capable of occupation all year round and were built before the restrictions of seasonal usage were introduced by the Town and Country Planning Act 1947, will be entitled to a 35% discount.

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

Reasons for Recommendations:

To set appropriate council tax discounts which will apply in 2019/20 in accordance with the legal requirements and to raise additional council tax revenue.

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 certain types of properties.
- 1.2 All billing authorities are able to reduce or end the nationally set 50% council tax discount for second homes. The exception to this rule is that billing authorities cannot change the discount for second homes of people who are liable for council tax on dwellings provided by an employer, i.e. tied accommodation, as established under

regulation 6 of the Council Tax (prescribed classes of dwellings) (England) Regulations 2003.

- 1.3 It is for the billing authority to determine whether changes on discounts apply to all or parts of its area. An area can be as small as one property (provided it can be defined geographically) and different discounts can apply in different parts of the area.
- 1.4 Properties that are classed as Long Term Empty (those that have not been occupied for a period of 24 months) can attract a premium on their Council Tax, which is currently 50% of the charge.
- 1.5 The Council also has powers under Section 13A of the Local Government Finance Act 1992 (as amended) to introduce discounts to particular taxpayers.
- 1.6 Since April 2013 North Norfolk District Council (as a billing authority) has had additional powers to vary the levels of council tax discount offered in the District. Reductions in the discounts offered will generate additional revenue for both the District Council and preceptors. The current position in respect of the council tax discounts offered by district councils in Norfolk for 2018-19 is shown in the table below.

2. Current Discounts and amendments for 2019/20

- 2.1 There are four classes of dwellings where the Council has discretion to vary the discount offered to council tax payers. The table below sets out the current discount levels as agreed by Full Council in December 2017. This represented an increase from 2017-18 levels, as the 5% discount for Class B properties was removed and the 50% discount awarded to Class A properties was reduced to 10%. This generated extra income for the Council, along with Norfolk County Council and Norfolk Police Authority. This is in line with the current strategy to reduce the forecast budget gap of £2.1m by March 2022. It is proposed that these levels continue from 1st April 2019.

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

	<ul style="list-style-type: none"> • have undergone major repair work to render them habitable, if less than six months have elapsed since the date on which the alteration was substantially completed and the dwelling has continuously remained unoccupied and unfurnished since that date 		
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2.2 Last financial year, when the discount for Class A properties was reduced to 10%, a number of complaints were received from owners of properties which were built before the 1947 Town and Country Planning Act which, despite being deemed incapable of year-round occupation, are not entitled to a Council Tax exemption for this period. They were concerned about the fairness of paying a 90% charge for a property they were not able to occupy all year. Members now have the opportunity to amend this discount for 2019/20. The options presented in recommendation 2 are to keep the discount at the current level (option B) or to increase the level of discount to 35% (option C). The amount of 35% has been arrived at by judging the average amount of time a property may not be occupied and adding 10%, which is the current level of discount. Increasing a discount will result in a loss of income to the Council, as shown in the table below.

2018/19 Band A charge:	Total Tax	Value of Discount 10%	Value of Discount 35%	Cost of Increased Discount	
NCC	881.82	360,664	36,066	126,232	90,166
NPA	152.76	62,479	6,248	21,868	15,620
NNDC	95.88	39,215	3,922	13,725	9,803
Av Parish	21.03	8,601	860	3,010	2,150
	<u>1,151.49</u>	<u>470,959</u>	<u>47,096</u>	<u>164,835</u>	<u>117,739</u>

2.3 It has been proposed by Norfolk County Council to allow a 100% discount for certain care leavers from 2019/20. Each authority would need to agree to fund their portion of this discount, as Norfolk County Council are only intending to compensate authorities for approximately 75% of the cost. At the current time, it is estimated that there are fewer than ten eligible cases in North Norfolk, which would cost the Council less than £2,000 assuming only the Parish and District shares are to be met. The terms of the discount that have been agreed by Norfolk County Council Policy and Resources Committee are:

- The discount will apply to individuals for whom Norfolk County Council held corporate parenting responsibility at the point when the young person left care (a care leaver).
- The level of discount applied will be 100 per cent of residual council tax liability after taking account of any other available statutory discounts/exemptions to which the resident may be entitled (for example single person discount).

- The discount will apply only to those care leavers in single residence who have sole liability, or who are sharing with one or more other eligible care leaver(s) under the age of 25.
- Eligibility to the discount would cease on the care leaver's 25th birthday.
- The discount would be awarded against any future council tax liability from the date of implementation.
- The discount will not be means tested or responsive to the individual circumstances of the 'care leaver' if s/he is between the ages of 18 to 24.
- Where the care leaver resides, and is liable to pay council tax in Norfolk, the County Council will seek to work with the billing authorities to implement a full local council tax discount for Norfolk care leavers under S13A of the Local Government Finance Act 1992 (as amended). The cost of a S13A discount is borne by the billing authority (district council). The County Council would therefore compensate districts implementing such a discount for the county council element of the council tax (approximately 75%) and have engaged with the Norfolk Police and Crime Commissioner to contribute to the district in respect of their share of the precept. A process to confirm the actual cost of support provided by districts will need to be established for the County Council to make payment.
- Care leavers for whom the County Council does not have a corporate parenting responsibility (i.e. those from outside Norfolk but now residing in the county) would not be eligible for reimbursement to the district

3. Empty Homes Premium

- 3.1 Since 2013 the Council has charged the maximum premium of 50% (on top of the usual 100% charge) on long term empty properties ie those that have been empty continuously for 24 months or more.
- 3.2 Introduced in March 2018 and passed through the report stage of the House of Lords on 18 July 2018, the Council has been given additional legal powers to increase the levy premium level to a maximum from 50% to 100%, which would effectively mean a 200% charge on qualifying properties.
- 3.3 The levy premium cannot apply to homes that are empty due to the occupant living in armed forces accommodation for job-related purposes, or to annexes being used as part of a main property.
- 3.4 Currently, there are 130 properties that fall within the bracket within North Norfolk, so this isn't being viewed as a significant revenue generating exercise for the Council, rather a policy tool to encourage efficient use of available housing within the district.

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 2019 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 2020/21 are made for operation from 1 April 2020.

6. Financial Implications and Risks

6.1 The calculation of the tax base for 2019/20 will be made alongside the budget, based on the level of discounts approved by Members. The taxbase dictates the expected income to the Council from Council Tax in the following year. Any increase in discounts will reduce the taxbase, and therefore also income.

7. Sustainability

7.1 This report does not raise any issues relating to Sustainability

8. Equality and diversity

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

9. Section 17 Crime and Disorder considerations

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

Appendix A

North Norfolk District Council
Reduction in Council Tax Discounts for Second Homes
Schedule of Class 'B' Property Exceptions for the year 2019/20

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.

Property Reference	Property Name/ Number	Property Address	Post Code
710567	Alfrada, 3	Anne Standard Way, Bacton, Norwich, Norfolk	NR12 0HE

**Coast Road, Bacton, Norwich,
Norfolk.**

710365	42	Coast Road Chalet Park, Bacton, Norwich, Norfolk.	NR12 0EZ
710444	Finnesterre	Coast Road Chalet Park, Bacton, Norwich, Norfolk.	NR12 0AA
710833	45	Coast Road Chalet Park, Bacton, Norwich, Norfolk.	NR12 0EZ
710834	2	Coast Road Chalet Park, Bacton, Norwich, Norfolk.	NR12 0EZ
710835	3	Coast Road Chalet Park, Bacton, Norwich, Norfolk.	NR12 0EZ
710836	4	Coast Road Chalet Park, Bacton, Norwich, Norfolk.	NR12 0EZ
710837	5	Coast Road Chalet Park, Bacton, Norwich, Norfolk.	NR12 0EZ
710838	6	Coast Road Chalet Park, Bacton, Norwich, Norfolk.	NR12 0EZ
710839	7	Coast Road Chalet Park, Bacton, Norwich, Norfolk.	NR12 0EZ
710842	10	Coast Road Chalet Park, Bacton, Norwich, Norfolk.	NR12 0EZ
710843	11	Coast Road Chalet Park, Bacton, Norwich, Norfolk.	NR12 0EZ
710844	12	Coast Road Chalet Park, Bacton, Norwich, Norfolk.	NR12 0EZ
710845	13	Coast Road Chalet Park, Bacton, Norwich, Norfolk.	NR12 0EZ
710846	14	Coast Road Chalet Park, Bacton, Norwich, Norfolk.	NR12 0EZ
710847	15	Coast Road Chalet Park, Bacton, Norwich, Norfolk.	NR12 0EZ
710848	16	Coast Road Chalet Park, Bacton, Norwich, Norfolk.	NR12 0EZ
710849	17	Coast Road Chalet Park, Bacton, Norwich, Norfolk.	NR12 0EZ
710850	18	Coast Road Chalet Park, Bacton, Norwich, Norfolk.	NR12 0EZ
710851	19	Coast Road Chalet Park, Bacton, Norwich, Norfolk.	NR12 0EZ
710852	20	Coast Road Chalet Park, Bacton, Norwich, Norfolk.	NR12 0EZ
772237	21	Coast Road Chalet Park, Bacton, Norwich, Norfolk.	NR12 0EZ
710854	22	Coast Road Chalet Park, Bacton, Norwich, Norfolk.	NR12 0EZ
710855	23	Coast Road Chalet Park, Bacton, Norwich, Norfolk.	NR12 0EZ
776071	24	Coast Road Chalet Park, Bacton, Norwich, Norfolk.	NR12 0EZ
710857	25	Coast Road Chalet Park, Bacton, Norwich, Norfolk.	NR12 0EZ
710858	26	Coast Road Chalet Park, Bacton, Norwich, Norfolk.	NR12 0EZ
710859	27	Coast Road Chalet Park, Bacton, Norwich, Norfolk.	NR12 0EZ
710860	28	Coast Road Chalet Park, Bacton, Norwich, Norfolk.	NR12 0EZ
710861	29	Coast Road Chalet Park, Bacton, Norwich, Norfolk.	NR12 0EZ
710862	30	Coast Road Chalet Park, Bacton, Norwich, Norfolk.	NR12 0EZ
710863	31	Coast Road Chalet Park, Bacton, Norwich, Norfolk.	NR12 0EZ
710864	32	Coast Road Chalet Park, Bacton, Norwich, Norfolk.	NR12 0EZ
710865	33	Coast Road Chalet Park, Bacton, Norwich, Norfolk.	NR12 0EZ
710866	34	Coast Road Chalet Park, Bacton, Norwich, Norfolk.	NR12 0EZ
710867	35	Coast Road Chalet Park, Bacton, Norwich, Norfolk.	NR12 0EZ
710868	36	Coast Road Chalet Park, Bacton, Norwich, Norfolk.	NR12 0EZ
710869	37	Coast Road Chalet Park, Bacton, Norwich, Norfolk.	NR12 0EZ
710870	38	Coast Road Chalet Park, Bacton, Norwich, Norfolk.	NR12 0EZ
710871	39	Coast Road Chalet Park, Bacton, Norwich, Norfolk.	NR12 0EZ
710872	40	Coast Road Chalet Park, Bacton, Norwich, Norfolk.	NR12 0EZ
710873	41	Coast Road Chalet Park, Bacton, Norwich, Norfolk.	NR12 0EZ
710874	43	Coast Road Chalet Park, Bacton, Norwich, Norfolk.	NR12 0EZ
710876	46	Coast Road Chalet Park, Bacton, Norwich, Norfolk.	NR12 0EZ
710877	47	Coast Road Chalet Park, Bacton, Norwich, Norfolk.	NR12 0EZ
710878	47A	Coast Road Chalet Park, Bacton, Norwich, Norfolk.	NR12 0EZ
710879	48	Coast Road Chalet Park, Bacton, Norwich, Norfolk.	NR12 0EZ
710880	49	Coast Road Chalet Park, Bacton, Norwich, Norfolk.	NR12 0EZ
710881	50	Coast Road Chalet Park, Bacton, Norwich, Norfolk.	NR12 0EZ
710882	51	Coast Road Chalet Park, Bacton, Norwich, Norfolk.	NR12 0EZ
710883	52	Coast Road Chalet Park, Bacton, Norwich, Norfolk.	NR12 0EZ
710884	53	Coast Road Chalet Park, Bacton, Norwich, Norfolk.	NR12 0EZ
710885	54	Coast Road Chalet Park, Bacton, Norwich, Norfolk.	NR12 0EZ
710886	55	Coast Road Chalet Park, Bacton, Norwich, Norfolk.	NR12 0EZ

710887	56	Coast Road Chalet Park, Bacton, Norwich, Norfolk.	NR12 0EZ
710888	57	Coast Road Chalet Park, Bacton, Norwich, Norfolk.	NR12 0EZ
710889	58	Coast Road Chalet Park, Bacton, Norwich, Norfolk.	NR12 0EZ
710890	59	Coast Road Chalet Park, Bacton, Norwich, Norfolk.	NR12 0EZ
710891	60	Coast Road Chalet Park, Bacton, Norwich, Norfolk.	NR12 0EZ
710892	61	Coast Road Chalet Park, Bacton, Norwich, Norfolk.	NR12 0EZ
710893	62	Coast Road Chalet Park, Bacton, Norwich, Norfolk.	NR12 0EZ
710894	63	Coast Road Chalet Park, Bacton, Norwich, Norfolk.	NR12 0EZ
710895	64	Coast Road Chalet Park, Bacton, Norwich, Norfolk.	NR12 0EZ
710896	66	Coast Road Chalet Park, Bacton, Norwich, Norfolk.	NR12 0EZ
710897	65	Coast Road Chalet Park, Bacton, Norwich, Norfolk.	NR12 0EZ
710898	67	Coast Road Chalet Park, Bacton, Norwich, Norfolk.	NR12 0EZ
710899	68	Coast Road Chalet Park, Bacton, Norwich, Norfolk.	NR12 0EZ
710900	69	Coast Road Chalet Park, Bacton, Norwich, Norfolk.	NR12 0EZ
710901	70	Coast Road Chalet Park, Bacton, Norwich, Norfolk.	NR12 0EZ
710902	71	Coast Road Chalet Park, Bacton, Norwich, Norfolk.	NR12 0EZ
710903	72	Coast Road Chalet Park, Bacton, Norwich, Norfolk.	NR12 0EZ
710904	73	Coast Road Chalet Park, Bacton, Norwich, Norfolk.	NR12 0EZ
710905	74	Coast Road Chalet Park, Bacton, Norwich, Norfolk.	NR12 0EZ
710906	75	Coast Road Chalet Park, Bacton, Norwich, Norfolk.	NR12 0EZ
710907	76	Coast Road Chalet Park, Bacton, Norwich, Norfolk.	NR12 0EZ
710908	77	Coast Road Chalet Park, Bacton, Norwich, Norfolk.	NR12 0EZ
710909	78	Coast Road Chalet Park, Bacton, Norwich, Norfolk.	NR12 0EZ
710910	79	Coast Road Chalet Park, Bacton, Norwich, Norfolk.	NR12 0EZ
710911	80	Coast Road Chalet Park, Bacton, Norwich, Norfolk.	NR12 0EZ
710912	81	Coast Road Chalet Park, Bacton, Norwich, Norfolk.	NR12 0EZ
710913	82	Coast Road Chalet Park, Bacton, Norwich, Norfolk.	NR12 0EZ
710914	83	Coast Road Chalet Park, Bacton, Norwich, Norfolk.	NR12 0EZ
710915	84	Coast Road Chalet Park, Bacton, Norwich, Norfolk.	NR12 0EZ
710916	85	Coast Road Chalet Park, Bacton, Norwich, Norfolk.	NR12 0EZ
710917	86	Coast Road Chalet Park, Bacton, Norwich, Norfolk.	NR12 0EZ
710918	87	Coast Road Chalet Park, Bacton, Norwich, Norfolk.	NR12 0EZ
710919	88	Coast Road Chalet Park, Bacton, Norwich, Norfolk.	NR12 0EZ

Mill Lane, Bacton, Norwich, Norfolk

058339	1 The Warren	Mill Lane, Bacton, Norwich, Norfolk	NR12 0HS
059157	5 New Zealand Way	Mill Lane, Bacton, Norwich, Norfolk	NR12 0HW
059716	3 New Zealand Way	Mill Lane, Bacton, Norwich, Norfolk	NR12 0HW
061605	Montana	Mill Lane, Bacton, Norwich, Norfolk	NR12 0HN
772331	2 New Zealand Way	Mill Lane, Bacton, Norwich, Norfolk	NR12 0HW
710479	Resthaven	Mill Lane, Bacton, Norwich, Norfolk	NR12 0HN
710573	Crest o Cliff	Mill Lane, Bacton, Norwich, Norfolk	NR12 0HS
762797	9 New Zealand Way	Mill Lane, Bacton, Norwich, Norfolk	NR12 0HW
762930	6 New Zealand Way	Mill Lane, Bacton, Norwich, Norfolk	NR12 0HW
763225	7 New Zealand Way	Mill Lane, Bacton, Norwich, Norfolk	NR12 0HW
763260	8 New Zealand Way	Mill Lane, Bacton, Norwich, Norfolk	NR12 0HW
763261	4 New Zealand 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	Popycott, 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	Aingarth	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
770505	Bung-Ho	Crowden Road, Eccles-on-sea, Norwich, Norfolk.	NR12 0SJ

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

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

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

**Bush Drive, Happisburgh, Norwich,
Norfolk.**

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

**Cart Gap Road, Happisburgh,
Norwich, Norfolk**

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

**Doggetts Lane, Happisburgh,
Norwich, Norfolk**

061248 Romany, 5 Doggetts Lane, Happisburgh, Norwich, Norfolk. NR12 0QL
724137 10 Doggetts Lane, Happisburgh, Norwich, Norfolk. NR12 0QL
724139 14 Doggetts Lane, Happisburgh, Norwich, Norfolk. NR12 0QL
724141 O'meara Bungalow Doggetts Lane, Happisburgh, Norwich, Norfolk. NR12 0QL
724143 Eastward Ho, 11 Doggetts Lane, Happisburgh, Norwich, Norfolk. NR12 0QL
724144 Pershore, 17 Doggetts Lane, Happisburgh, Norwich, Norfolk. NR12 0QL
724147 Seadrift Doggetts Lane, Happisburgh, Norwich, Norfolk. NR12 0QL
724148 Sea Edge Doggetts Lane, Happisburgh, Norwich, Norfolk. NR12 0QL
724149 The Brambles, 16 Doggetts Lane, Happisburgh, Norwich, Norfolk. NR12 0QL
724151 Jeckells Hyde, 8 Doggetts Lane, Happisburgh, Norwich, Norfolk. NR12 0QL

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

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

**Hickling Broad, Hickling, Norwich,
Norfolk**

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

**Vale Road, High Kelling, Holt,
Norfolk**

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

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

**Ferry View Estate, Horning, Norwich,
Norfolk**

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

**Horning Reach, Horning, Norwich,
Norfolk**

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

**Thurne Dyke, Horning, Norwich,
Norfolk.**

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

**Brimbelow Road. Hoveton, Norwich,
Norfolk**

714750	The Patch	Brimbelow Road. Hoveton, Norwich, Norfolk	NR12 8UJ
052371	Bure Banks	Brimbelow Road. Hoveton, Norwich, Norfolk	NR12 8UJ
774664	Willow Cabin	Brimbelow Road. Hoveton, Norwich, Norfolk	NR12 8UJ
059725	Rosemere	Brimbelow Road. Hoveton, Norwich, Norfolk	NR12 8UJ
059714	Bure Way	Brimbelow Road. Hoveton, Norwich, Norfolk	NR12 8UJ
058865	The Wherry	Brimbelow Road. Hoveton, Norwich, Norfolk	NR12 8UJ
773269	Sunrest	Brimbelow Road. Hoveton, Norwich, Norfolk	NR12 8UJ
057285	Summer Craft	Brimbelow Road. Hoveton, Norwich, Norfolk	NR12 8UJ
014776	Summer Haven	Brimbelow Road. Hoveton, Norwich, Norfolk	NR12 8UJ
014745	Summer Vista	Brimbelow Road. Hoveton, Norwich, Norfolk	NR12 8UJ
014744	Summer Vale	Brimbelow Road. Hoveton, Norwich, Norfolk	NR12 8UJ
774241	Summer Lodge	Brimbelow Road. Hoveton, Norwich, Norfolk	NR12 8UJ
014742	Summerville	Brimbelow Road. Hoveton, Norwich, Norfolk	NR12 8UJ
014730	Morlands	Brimbelow Road. Hoveton, Norwich, Norfolk	NR12 8UJ
014717	Burecroft	Brimbelow Road. Hoveton, Norwich, Norfolk	NR12 8UJ

**Riverbank, Ludham, Great Yarmouth,
Norfolk.**

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

Paston Road, Mundesley, Norwich, Norfolk.

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

River Bank, Potter Heigham, Great Yarmouth, Norfolk.

017014	Kalinda, 19	North East Riverbank, Potter Heigham, Great Yarmouth	NR29 5ND
017103	Rands (56-56A)	North East Riverbank, Potter Heigham, Great Yarmouth	NR29 5NE
057217	Windy Ridge	North East Riverbank, Potter Heigham, Great Yarmouth	NR29 5ND
057220	Mildene	River Bank, Potter Heigham, Great Yarmouth, Norfolk.	NR29 5NE
057388	Patikipa	North East Riverbank, Potter Heigham, Great Yarmouth	NR29 5NE
058228	The Rosary	North West Riverbank, Potter Heigham, Great Yarmouth	NR29 5ND
058378	Willow Creek	North East Riverbank, Potter Heigham, Great Yarmouth	NR29 5NE
058415	Sunnyside	North East Riverbank, Potter Heigham, Great Yarmouth	NR29 5NE
059675	Haven	North West Riverbank, Potter Heigham, Great Yarmouth	NR29 5ND
060391	Four Es	North West Riverbank, Potter Heigham, Great Yarmouth	NR29 5ND
061826	Woodstock	North West Riverbank, Potter Heigham, Great Yarmouth	NR29 5ND
717005	Olken	River Bank, Potter Heigham, Great Yarmouth, Norfolk.	NR29 5NE
717007	Bath Hurst	River Bank, Potter Heigham, Great Yarmouth, Norfolk.	NR29 5NE
717008	Melrose, 85A	River Bank, Potter Heigham, Great Yarmouth, Norfolk.	NR29 5NE
717009	Eveholme	River Bank, Potter Heigham, Great Yarmouth, Norfolk.	NR29 5NE
717013	High's Mill	River Bank, Potter Heigham, Great Yarmouth, Norfolk.	NR29 5NE
717016	Restawhile, Plot 4	River Bank, Potter Heigham, Great Yarmouth, Norfolk.	NR29 5ND
717017	Risedene	River Bank, Potter Heigham, Great Yarmouth, Norfolk.	NR29 5NE
717019	Nine	River Bank, Potter Heigham, Great Yarmouth, Norfolk.	NR29 5ND
717020	Rosemary Cottage	River Bank, Potter Heigham, Great Yarmouth, Norfolk.	NR29 5NE

717021	St Elmo	River Bank, Potter Heigham, Great Yarmouth, Norfolk.	NR29 5NE
717040	Idleway	River Bank, Potter Heigham, Great Yarmouth, Norfolk.	NR29 5NE
717042	Dutch Tutch	River Bank, Potter Heigham, Great Yarmouth, Norfolk.	NR29 5ND
717043	Fishers Haven	River Bank, Potter Heigham, Great Yarmouth, Norfolk.	NR29 5NE
717044	Wee Ben	River Bank, Potter Heigham, Great Yarmouth, Norfolk.	NR29 5ND
717045	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
717024	The Nest, 89	North East Riverbank, Potter Heigham, Great Yarmouth	NR29 5NE
773123	Ivydene, 30	North West Riverbank, Potter Heigham, Great Yarmouth	NR29 5ND

Clink Lane, Sea Palling, Norwich, Norfolk.

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

The Marrams, Sea Palling, Norwich, Norfolk.

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

Sand Hills, Sea Palling, Norwich, Norfolk.

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

Moor Road, Sutton, Norwich, Norfolk

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

773282	Bide a Wee	Hill Gap, Waxham, Norwich, Norfolk.	NR12 0DY
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ARTIFICIAL GRASS PITCH AT NORTH WALSHAM

Summary: This report updates Members on the need for an Artificial Grass Pitch (AGP) in North Walsham and identifies the costs entailed, along with a potential funding and project management opportunity, in order to progress to construction.

The costs are outside the current budgetary framework and to proceed, requires a Full council decision.

Options considered: The only other option is not to proceed, although another site was considered and rejected by the FA.

Conclusions: The need for an Artificial Grass Pitch in North Walsham has been clearly made and grant funding is available for 60% of the capital cost. If the Council went ahead with the project, it would largely recoup the capital costs via user income through the Dual Use Sports Centre arrangement in place with the High School.

Recommendations: **To Recommend that Full Council:**

- 1) Approves a capital budget of £860,000 for this project, with the NNDC contribution of £374,000 to be funded by borrowing.**
- 2) Provides delegation for the s151 Officer to be able to amend financing sources for this budget so long as these remain with the budget framework approved above.**
- 3) Give authority for the inclusion of any ongoing revenue costs to be built in to the budget.**
- 4) Provides delegated authority to the Joint Head of Paid Service (NB) to appoint the FA and its appointed consortium to provide the professional services required to design, and oversee the project on the Council's behalf.**
- 5) Provides delegated authority to the Joint Head of Paid Service (NB) to appoint any other professional consultants as required to form the project team with officers and other stakeholders.**
- 6) Provides delegated authority to the Joint Head of Paid Service (NB) to agree any lease or other property related arrangements (including the Dual Use agreement) to enable the scheme to progress.**
- 7) Subject to the necessary business plan, funding package and approvals being forthcoming, delegates to the Joint Head of Paid Service (NB),**

and s151 Officer, approval of the construction contract from within the FA Framework.

- 8) Waives financial standing orders for the appointment of the FA in 4) and 7) above, on the basis that the FA have the necessary expertise and existing framework contracts, the use of which are a condition of their grant funding.

Reasons for

Recommendations:

To provide the necessary budget for the project to proceed and for the necessary professional support and construction contract to be procured to complete the project.

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1. Introduction

- 1.1 This paper updates Members on the need for an Artificial Grass Pitch (AGP) in North Walsham and identifies a potential funding opportunity to part fund the project, in order to progress to construction.

Having commissioned a Feasibility Study for the project which forms Confidential Appendix 1 to this report, the report recommends the Council takes the opportunity the funding presents whilst it is available.

2. Background

- 2.1 There has, for many years, been an identified need by the Football Association (FA), for an AGP in the North Walsham area. A project group was set up approximately 10 years ago by North Walsham High School (and which included NNDC representation) to investigate the possibility of installing such a facility. This group existed for approximately 3-4 years before disbanding due to lack of funding opportunities.
- 2.2 The proposed facility would be built at North Walsham High School and would include improved parking and changing facilities.
- 2.3 This would necessitate a Planning Application coming forward as part of the preparatory work and, as the High School has not taken up academy status, this would almost certainly be through the County Council's Planning process. Anticipated environmental issues such as noise, lighting and parking would obviously need to be addressed as part of the Planning

process.

- 2.4 In terms of ownership, the proposed model is that the facility would be built on school land but with a secure lease for the Council in terms of operating the facility as part of an extended Dual Use Agreement. This would protect the Council's position in terms of being able to recoup its capital costs, via facility bookings, which in turn would be managed by the Council's leisure contractor. A funding agreement would also be signed with the Football Foundation to ensure maximum participation was driven for the facility.

3. Current Situation

- 3.1 The FA appointed a new Football Development Manager for Norfolk in August 2017, who undertook a piece of work regarding the strategic need for AGPs in North Norfolk. This study reports a need for at least two additional full sized AGPs in the district, with the most significant need in North Walsham. This had been previously identified some ten years ago, but at that time there was no funding available for the project and it was not taken forward.

- 3.2 Council officers were invited to a meeting in September 2017, at North Walsham High School, attended by governors, a local member and the School Business Manager, to revisit the possibility of installing an AGP on the High School site. It was agreed to progress this work, and for the Council's officers to discuss with Norfolk FA on the basis of the following:

- the School providing the land but no financial input,
- the FA and the Council funding the capital project, subject to a usage survey
- the Council then managing the site through the Dual Use Agreement, which already exists with the school, and taking the revenue from bookings to offset its capital contribution.

- 3.3 Subsequent meetings took place with Norfolk FA, who are fully supportive of the proposal, and together, work was undertaken to better understand the possibility of such a project.

Importantly, the FA did not support a similar request from North Walsham FC to locate an AGP at its site, which is leased from the Council. Local members attended a meeting at the end of April 2018, where the reasons for this were explained to the Club. These centred on the belief that the FA did not feel that usage could be maximised at a football club, as opposed to a public facility.

- 3.4 This was accepted by the Club and, under the guidance of the Norfolk FA, Council officers therefore commissioned FMG Leisure Consultants, to undertake a feasibility study for an AGP facility, to see if there was enough demand to allow part funding by the FA.

The feasibility study was received at the end of September 2018 and confirmed that there is sufficient demand from number of teams locally to make the facility sustainable, using the FA's business model, hence officers now bringing this forward for member consideration.

The matter has subsequently been discussed with the three Group Leaders,

along with Local and Portfolio Members, all of whom have expressed support for the project.

4. Funding

4.1 The feasibility study identified an initial cost estimate of £760k to install the AGP, with further costs of around £50k to support the wider work on applications for funding, design and Planning. It recommends a 3G (third generation) type pitch, which is the preferred option for football. It is suggested that the facility should also cater for other sports such as rugby if an additional “shock pad” system is used and both Sport England and the FA are trying to ensure that facilities are multi-use wherever possible. An initial estimate of an additional £50k has been suggested to provide this facility and, whilst this cost would not be eligible for FA grant funding, if suitable demand is shown to exist, this would be provided for in any final business plan.

4.2 Funding for AGP projects is available via the Football Foundation (consisting of finance from Sport England, The Premier League and the FA). As the local representative of the FA corporately, the Norfolk FA works closely with the Football Foundation to ensure any local funding application is compliant and successful, and ultimately “signs off” the submission.

The Football Foundation would normally award up to 50% of the total project cost of an AGP but in this case, where there is a very clear demonstration of demand and need, the Foundation is willing to fund 60%. FA officials have advised that the pitch at North Walsham falls into this category

The FA and the Football Foundation are supportive of the Council being the lead applicant for the funding application, with suitable consultants, to complete the project with the school. Essentially, this would work in a similar way to the wider Sport England funding, where our bid is worked up with help from the funder to ensure it complies at the first stage.

4.3 The FA use a compulsory framework system to procure both the necessary professional support and construction contractors to deliver all Football Foundation projects, and in this case the companies involved would then work in partnership with the Council. The cost of the initial consultancy element needs to be funded up front and is contained in the estimated figures above. This work will include a more in-depth feasibility study/business model, which will confirm precise costs; therefore, the assumed figures above may vary.

4.4 Based on an assumed funding level of 60% from the FA, the initial feasibility study generates a small annual deficit of £11.1k per annum over 10 years. However, it is important to note that the plan includes a required annual sinking fund contribution to reprovide the surface after 10 years or so (£25k pa) plus assumed debt costs of c£43k pa (based on PWLB borrowing @ 2.8%).

4.5 In practice however, the Council would be able to access funding at a lower level than the 2.8% currently assumed through unwinding lower value investments and this is discussed further in the financial implications below. Also, at present, no contribution is assumed from North Walsham High School to the operating costs, which may change depending on the Dual Use

Agreement variation.

- 4.6 In addition, there is the opportunity to increase user fees and available hours to further improve the revenue position. To put this into more context, while at the present time the business plan in the feasibility does not break even, a modest increase of c10% to user prices (£25 to 27.50 per pitch per hour) could provide a break even point, even allowing for the £25k sinking fund. It has also been suggested that an increase in winter opening hours, when demand is higher and noise intrusion less likely, would further improve the position outlined in the feasibility study.

These details would be covered when developing the final operating plan with our leisure contractor, who will manage any new facility.

5. Potential Timeline

- 5.1 The Football Foundation has suggested that given the likely demand for the current funding round, the Council should aim to submit the funding application for the April 2019 deadline, with a decision being made by the FA in July 2019 and completion before the end of that year.
- 5.2 In turn, this necessitates a member decision to proceed with the project, initially within the estimated budget envelope above, just as was done for both the other two large capital leisure projects currently being undertaken, as the final business plan and application is developed further. This has been discussed with Group Leaders who were happy, in principle, to take the project forward.

6. Financial Implications

The capital costs of the scheme based on known FA pricing of recent similar facilities, and backed by our own consultant's knowledge, total a maximum estimated cost of £860k of which £810k would be eligible for 60% grant funding from the Football Foundation, giving a maximum requirement of £374,000 from the Council.

The anticipated funding for the scheme would therefore be as follows:

FA contribution (60% of £810k eligible costs)	£486k
NNDC contribution (eligible costs)	£324k
NNDC contribution (non-eligible costs)	£50k
Total scheme funding requirement	£860k

While the most advantageous method of financing this scheme will be selected at the time it is currently assumed within the scheme financing that this will be from borrowing and the business case has been modelled on this 'worst case' basis.

If however, the Council is able to fund the scheme from internal resources at the time of construction, such as by capital receipts or from earmarked reserves, this would improve the overall position assuming those capital receipts are not replaced.

The business case currently assumes borrowing of £374k with an annual debt cost (repayment and interest) of £43k. Using our budgeted return on investment of 3.3% for the 2018/19 financial year the anticipated loss of interest would be £12k which would represent a net annual benefit of £31k and would mean that rather than an £11k annual cost there would be a £20k annual income. Again this is based on the assumption that the capital receipts are not replaced.

7. Risks

The project at this stage has a number of risks which are shown below, along with comments around mitigation.

Costs Increase

Unforeseen build costs from contractor issues – controlled by fixed contract price being known before commencement of construction works.

Unforeseen ground conditions – controlled by surveys in advance of final contract award.

Revenue reductions

Insufficient usage of the facility once completed, with resultant revenue reductions – mitigated by expert advice, from both our own consultants and the FA in advance, regarding demand and likely usage numbers and the appointment of a leisure contractor with a good record of delivering community sports activities.

8. Conclusion

The need for an Artificial Grass Pitch in North Walsham has been clearly identified and grant funding is available from the FA for 60% of the capital cost. If the Council went ahead with the project, it would largely recoup the capital costs via user income through the Dual Use Sports Centre arrangement in place with the High School, with a worst case position of an additional revenue requirement of c£11k per annum.

9. Sustainability

Whilst there are no direct sustainability issues arising from the proposal, clearly, issues of energy use for floodlighting will be a consideration, as will ensuring that travel options for walking and cycling are considered.

Wider environmental matters will be considered within any Planning Application.

10. Equality and Diversity

Again, there are no issues directly arising, as the Council's facilities are genuinely open to all. However, one of the key points for the FA is to maximise participation at the proposed facility.

There is a particular emphasis on girls' and women's football and with Sport England involvement, the "This Girl Can" campaign, which runs across all sports and active leisure activities, will be at the forefront of operating the facility.

There is also a growing emphasis on walking football for older people to help them maintain activity and independence, although this is somewhat limited by safeguarding issues during the school day.

11. Section 17 Crime and Disorder considerations

The facility would be fully supervised and fenced, so unauthorised access is very unlikely, therefore not encouraging anti-social behaviour. In addition, it is well known that sport and active leisure gives a positive pathway away from such activity and in North Walsham, the Police have historically had real success in working with young people through community football.

LEISURE MANAGEMENT CONTRACT

Summary: This report advises Members on the progress towards a new Leisure Management Contract to run the Council's three Leisure Centres at Cromer, North Walsham and Fakenham, and also the three Dual Use Sports Centres at Stalham, North Walsham and Cromer.

The report summarises the tender evaluation, which is contained in a confidential appendix and recommends the award of the contract to the successful bidder.

The report also recommends the budget provision for the initial fit out of the new Sheringham Leisure Centre which will be financially advantageous for the Council as opposed to the new contractor paying for this fit out directly.

Options considered: Within the procurement process a variant bid was allowed for to enable the new contract to cover the Dual User Sports Centres as well as the previously managed Leisure Centres, which were within the historical contract.

Conclusions: The contract has been subject to a thorough and compliant procurement process and should now be awarded as per the recommendations and confidential appendix.

The report has shown that it is advantageous to the Council to pay for the initial fit out of the Leisure Centre at Sheringham instead of the successful bidder for this contract.

Recommendations:

- 1) That Cabinet confirms the Award of the Leisure Management Contract to Bidder X as per the Confidential Appendix; this to be finalised by officers after the necessary standstill period.**
- 2) That Cabinet recommends to Full Council to fund the up front, capital investment costs of £1.013m for the initial fit out of the new Sheringham Leisure Centre, as described in the confidential appendix.**

Reasons for Recommendations:

- 1) To complete the contract procurement process.
- 2) To provide the most financially advantageous option for this part of the build project, and management contract.

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1. Introduction

- 1.1 The Council's current Leisure Contract runs out on 31 March 2019. The current contract covers the management of the three Leisure Centres at Fakenham, North Walsham and Cromer. It is proposed that the new contract will also cover the operation of the three Dual Use Sports Centres at Stalham, North Walsham and Cromer and, if approved separately by Full Council, will also take in the proposed new Community Sports Hub at Cromer. In addition, the new contract will take on the operation of the new Sheringham Leisure Centre once it is completed around the end of 2020.
- 1.2 The Council has been supported in the procurement process by FMG Leisure Consultants and their help has been invaluable in advising on the current issues within the Leisure Management market and helping the Council to ensure the best possible procurement outcome.

2. Contract Procurement Process

- 2.1 The procurement process commenced during winter 2017/18 and has been overseen by a project group of officers and external consultants, and an officer/Member Board, to ensure Member input and understanding for this important contract.
- 2.2 A bidders' engagement process was undertaken to ensure that the Leisure Contract market place was made fully aware of the Council's need and that as much information was provided to make it as attractive as possible to likely municipal leisure contract bidders.
- 2.3 Expressions of Interest were received from most of the main companies involved in this market and firm bids were received from two of the larger Leisure Contractors. Both are highly regarded in the market and are well experienced in delivering local authority leisure provision.
- 2.4 Because of the value of the contract, it was subject to OJEU procurement rules and the "Competitive Procedure with Negotiation" procurement route was chosen as the most appropriate route. This enabled initial bids to be received, evaluated and bidders interviewed at length as to the detail of their offer and potential for bids to then be amended to better reflect the Council's need and the bidders' ability to deliver.
- 2.5 The evaluation of the final bids was then undertaken and the details of this evaluation are contained in the Confidential Appendix 2.
- 2.6 Members will be aware that bidders are not publicly named until a formal contract award is made and Members are asked at this stage to confirm the award to Bidder X, before a standstill period ensues to allow for potential appeals, etc. The formal award will then be made after a minimum of ten days, at which time the usual announcements and publicity will be forthcoming.

3. Implications and Risks

- 3.1 The delivery of a successful Leisure Management Contract is essential for the Council's wider health and wellbeing provision and it is critical that the contractor is able to interact well with the existing leisure user groups, as well as developing sport and active leisure on behalf of the Council, centred especially on our own leisure facilities, but also interacting with wider user groups.
- 3.2 The failure of a contractor to deliver a good service in this area would represent potentially significant, financial, safety and reputational risks to the Council and this has been mitigated by the intensive procurement process as described above. In addition, the Council will still retain management of the contract with the usual structures in place to ensure good contractor performance.
- 3.3 As noted above, there are three significant changes to the contract and the way it is managed
- The Splash Leisure Centre in Sheringham is being replaced with a new facility on the same site. The new operator will operate the existing facility until the new centre is built and commissioned over the coming two years.
 - The Community Sports Hub in Cromer, if approved by Council will open in summer 2019 and will bring together the existing tennis facilities and dual use arrangements, with a new three court indoor tennis centre, along with gym, studio and social facility.
 - Dual Use Sports Centres will come into the contract for the first time, through the variant bid, with a view to running them more efficiently. This will also allow the Council to make use of the contractor's expertise in terms of better developing lower level community sport and active leisure, which in turn will increase participation.

4. Financial Implications and Risks

- 4.1 The financial impact of the final tender submission from the recommended preferred supplier is contained within Confidential Appendix 1.
- 4.2 The key financial risk is that the winning bidder cannot deliver their contract financial performance as planned.

This is mitigated by the depth of evaluation carried out by the Council's team and the level of expertise contained thereon.

5. Sustainability

- 5.1 There are few environmental sustainability issues arising from the contract, except for the efficient running and management of the buildings themselves to minimise energy use.
- 5.2 This will also be measured within the contractual performance and management regime.

6. Equality and Diversity

- 6.1 The main feature in this area will be availability of the Council's facilities to all of our residents and visitors, with many features geared towards our ageing population. This was a significant factor in our recent successful funding bid for the Sheringham Leisure Centre.
- 6.2 That said, it is crucial that our facilities also encourage younger people to take up active leisure and in terms of this sector of our population, the contract envisages closer links with all schools in the district, as well as classes specific to younger people and a fun/party offer for those groups.

7. Section 17 Crime and Disorder considerations

- 7.1 It is well recognised that the provision of leisure facilities helps with younger people not falling into low-level crime, anti-social behaviour, etc. by offering alternative activities.

Bacton and Walcott Sandscaping Scheme – Award of Construction Contract and INTERREG Funding

Summary:

North Norfolk District Council is leading the Bacton to Walcott Coastal Management (Sandscaping) Scheme in collaboration with the Bacton Terminal Operators to protect nationally important infrastructure and benefit local communities.

This report summarises the tender process and evaluation for the Main Works Contractor to deliver the Sandscaping scheme and recommends the award of the contract to the bidder which submitted the best bid in terms of price and quality appraised against previously agreed scoring matrix. Details are included in a confidential exempt appendix.

The report also seeks delegated authority for the appointment of the Professional Services Contract for the Management and Supervision of the construction of the scheme should this exceed existing delegations.

The report also seeks Council approval to become a UK partner for an EU 2Seas INTERREG project for the Sandscaping Scheme. If successful funding will be available to place additional sand and to integrate learning across other mega-nourishment schemes such as Sandscaping in North West Europe.

Conclusions:

The Bacton and Walcott Sandscaping Scheme has been developed over a number of years through strong collaborative working between the District Council, Terminal Operators and the Environment Agency. With the necessary consents under finalisation and a full funding package in place, Council is now asked to confirm the appointment of a Main Works Construction Contractor to deliver the programme of works, as well as a Professional Services Contractor to oversee the construction works on behalf of the Council and scheme partners. Authority is also sought for the Council to become a partner in an EU INTERREG project researching the implementation of large-scale beach nourishment schemes in North-West Europe

Recommendations:

- 1. That the Council awards the Sandscaping Main Works Contract to Bidder D as per the Confidential Exempt Appendix; details to be**

finalised by officers after the necessary standstill period, all necessary clauses are fulfilled in the Sandscaping Development Agreement and consent conditions are deemed deliverable.

2. That the Council delegates to Corporate Director and Head of Paid Service (SB) in consultation with the Portfolio Holder the ability to vary the contract to allow scope (therefore value) for changes such as sediment volumes.
3. That the Council delegates to Corporate Director and Head of Paid Service (SB) in consultation with the Portfolio Holder the appointment of the Sandscaping Professional Services Contract with subsequent notification to members.
4. That the Council agrees to become a partner in the EU 2 Seas INTERREG project with the Council's £500,000 contribution to the Sandscaping Scheme utilised as match funding.

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)

<i>Main Works Contractor Tender Document Package</i>
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Cabinet Member(s)	Ward(s) affected
Cllr. A. Fitch-Tillett	Mundesley, Happisburgh

Contact Officer, telephone number and email:

Rob Goodliffe, Coastal Manager (North), 01263 516321, Rob.Goodliffe@north-norfolk.gov.uk

1. Introduction

1.1. North Norfolk District Council has been working in collaboration with Bacton Gas Terminal owners (Shell and Perenco) and has developed a scheme to protect the gas infrastructure from erosion and extend the life of the sea defences at Bacton and Walcott. The scheme seeks to place 1.5 to 1.8million cubic metres of sediment (sand) on the beach to enhance the natural protection of the cliffs and beach from the erosive power of the sea. Over time it is predicted that the placed sediment will move through natural processes, feeding beaches along the coast and providing wider benefits to tourism and recreation.

1.2. North Norfolk District Council is leading the delivery of the scheme on behalf of the terminal operators and the Environment Agency, managed through a Development Agreement. The development agreement sets out the roles of each party, the level

of contributions each party makes and also under what conditions the Main Works Contractor for the construction of the scheme can be appointed.

- 1.3. The District Council, with support from Shell and Perenco and consultants Royal Haskoning DHV and St La Haye, has tendered the Main Works Contract and following evaluation has identified a contractor to deliver the scheme within the scope of the quality and price requirements. This report sets out the procurement process and makes a recommendation to appoint Bidder D as the main works contractor.
- 1.4. The Main Works Contract is administered through an NEC3 Engineering Construction Contract. The construction operator will require to be Project Managed and supervised by an NEC Professional Services Role. This report also sets out the process for procuring this contract supervision and seeks delegation to appoint a contractor into this role.
- 1.5. Finally, a further opportunity to potentially increase the public funds for the scheme and deliver more sediment to the Bacton and Walcott villages as part of the scheme has been developed. This is through the EU 2Seas INTERREG programme which would utilise the already approved District Council contribution to the project as match funding for the INTERREG project. The report therefore seeks Council approval for our participation in the INTERREG bid.
- 1.6. Further information on the Bacton and Walcott Sandscaping scheme can be found at <https://www.north-norfolk.gov.uk/tasks/coastal-management/bacton-to-walcott-coastal-management/> or in reports presented to Cabinet on 5 September 2017 http://www2.north-norfolk.gov.uk/apps/committees/default-copy.asp?pathh=Cabinet/05_Sep_2017 and 11 June 2018 <http://www2.north-norfolk.gov.uk/minutes/Cabinet/11%20Jun%202018/Cabinet%20Agenda%2011%20June%202018%20-%20PUBLIC%20VERSION.pdf>

2. Contract Procurement Process – Main Works Contractor

- 2.1. As required by the Sandscaping Development Agreement between the District Council, Shell UK and Perenco UK; the District Council is required to procure (subject to conditions) the Bacton to Walcott Coastal Management (Sandscaping) scheme. During scheme development it became clear that it made financial, procurement and practical sense to also include the decommissioning of Bacton Gas Terminal surface water outfalls and the construction of a new longer outfall as an integral part of the construction contract. All costs, liabilities and future ownership of these additional outfall works are to be met by the Terminal Operators. Therefore, the tendered scheme was for the de-commissioning of the three existing 'outfalls', the provision of a new combined outfall and the sourcing and placing 1.4 million metres cube of sediment with the potential to raise this volume to 1.8 million metres cubed, dependent on cost / value
- 2.2. The procurement of the Main Works Contract for the construction of the Bacton to Walcott Coastal Management (Sandscaping) Scheme was carried out using the Environment Agency's Water and Environmental Framework (WEM). North Norfolk District Council signed up to the framework in 2013/14 to enable fast response following the 2013 storm surge. The six suppliers listed in Lot 4 (Asset Delivery) of WEM were all invited to express their interest in tendering for the Sandscaping works. Five suppliers expressed an interest in the contract and were then invited to tender for the works.

- 2.3. Tender documents were prepared by the scheme's retained advisor St La Haye and Royal HaskoningDHV, then approved by the District Council, Shell UK and Perenco UK prior to issue. The five contractors were issued with the documents in August 2018 using the Delta eSourcing, EU compliant web based system now employed by the District Council.
- 2.4. During the tender period twenty-eight tender clarifications were issued to all contractors in response to queries received from individual companies.
- 2.5. Four out of the five suppliers who expressed an interest submitted a detailed tender.
- 2.6. The evaluation of the submitted tenders has been overseen by a tender evaluation group consisting of Officers of the District Council, St La Haye consultants, Environment Agency, Shell UK and Perenco UK. The East of England Local Government Association were engaged to provide a third party independent moderation of the process. Royal HaskoningDHV (RHDHV) carried out a technical appraisal of the respective tenders reporting on the technical quality and identifying technical issues.
- 2.7. An initial appraisal of bids received was undertaken by the evaluation panel, and this was followed by further clarification and interview with the two leading suppliers, although all bids have remained in consideration.
- 2.8. Following interview, a final phase of clarification was completed before the evaluation panel moderation of scoring. Details of this final evaluation and financial matters are contained in the Confidential Exempt Appendix 1.
- 2.9. Members will be aware that bidders are not publicly named until a formal contract award is made and Members are asked at this stage to confirm the award to Bidder D, before a standstill period ensues to allow for potential appeals, etc. The formal award will then be made after a minimum of ten days, at which time an announcement as to the appointed contractor and relevant publicity will be arranged. It should be noted that the Preferred Supplier will be appointed subject to conditions/finalisation as required by the Development Agreement and also prudent project risk management.

3. Contract Procurement Process – ECC Project Manager and Supervisor

- 3.1. Consideration was also given to using The Environment Agency's WEM Framework used to procure the NEC3 ECC Works Contractor (see above). WEM includes provision for the procurement of Professional Services using the NEC3 Professional Services form of contract. However, WEM, Lot 3, lists five suppliers for professional services, although two of them are now part of the same group. Given that a consultant with experience relevant to the beach nourishment works is sought, the choice, using WEM is considered to be quite limited and may not provide best value.
- 3.2. Coastal Partnership East, of which the District Council is a key partner, has set up a Dynamic Purchasing System (DPS) which is an OJEU approved supplier list from which tendering opportunities are offered on a lot by lot basis to all providers qualified for that lot. Lot 3 includes Consultancy Services relevant to Coastal Management and it is felt that this would provide a better route for procuring the professional services required to oversee the Major Works Contract on behalf of the Council / Bacton Sandscaping partnership

- 3.3. The CPE Dynamic Purchasing System Framework includes a much larger number of consultants in Lot 3 (20 suppliers to date of varying experiences) and the likelihood is that there will be more consultants available to the Sandscaping project with the relevant experience. The suppliers currently available include all of the WEM suppliers and other national and regional consultants. In addition, by opening up the competition to more consultants including locally based consultants, it is considered that better value for money will be obtained.
- 3.4. The Bacton to Walcott Coastal Management Scheme, Professional Services contract is therefore being prepared on the basis that the DPS framework is to be used.
- 3.5. The value of the Professional Service Contract is not expected to exceed £250,000, a value that is within officer conditional delegation (Constitution Chapter 6 – 6.6). However, the tender evaluation is anticipated to be based on a 60% quality: 40% price score. As such the lowest priced tender may not be the most economically advantageous and would require 14 days' prior notification to members. The timescales for the delivery of the scheme leave limited windows of opportunity or delay. As such post notification of appointment to members is sought in order to overcome the potential impacts of such a delay.
- 3.6. The Bacton / Walcott Sandscaping scheme is innovative and a UK first and as such it is considered prudent to seek Council approval to extend the financial limit for the appointment of this contract in the unexpected eventuality that the tender responses received are above £250,000. Such an approach would ensure the project is not unnecessarily delayed should this unlikely eventuality arise.
- 3.7. As such Full Council is requested to delegate the appointment of the Sandscaping PSC contract to the Corporate Director and Head of Paid Service (SB) with portfolio holder approval and subsequent notification to members.

4. 2Seas INTERREG Funding Bid

- 4.1. Recognising the significance of the Bacton / Walcott Sandscaping Project, the District Council has explored potential wider sources of external funding and has been involved in discussions with potential partners developing a European Union 2Seas INTERREG bid with partners from The Netherlands, Belgium and France. The bid seeks to develop, deliver, learn and disseminate examples and information about 'mega-nourishment' schemes (known as Sandscaping in the UK) in the North Sea European region.
- 4.2. The intervention rate for this programme is 40% contribution to 60% grant. Therefore, utilising the approved District Council contribution for the Sandscaping project of £500,000, approximately €615,000, as a contribution, the INTERREG contribution received would be €922,500, totalling €1,537,000.
- 4.3. If successful, the INTERREG project will deliver for the Bacton / Walcott Sandscaping Scheme:-
 - Placement of additional sand for Bacton/Walcott Sandscaping scheme, making this location a 'living lab' in this application (€1,165,840)
 - Deliver Lesson Learned visits directly following the placement of the sand and two years after placement (€8,000)
 - Deliver implementation of 'mega nourishment' lessons learned document (€20,000)

- North Norfolk District Council will also be able to become involved in the other aspects of the project looking at tools for scoping future mega-nourishment sites, learning from other 'living lab' examples, access to learning from schemes across the 2seas area.
- 4.4. Staff costs will be claimed as 20% of spend (approximately €250,000 over 4 years of the project).
- 4.5. As part of the INTERREG project, the leading Dutch partner will have administrative costs of which the District Council will be required to contribute approximately €54,000. There will also be audit costs associated with claims. It is envisaged these contributions would be funded through the reclaim of the District Council staff cost (see above).
- 4.6. The bid has been submitted to INTERREG as this was necessary to meet the application deadline, although the District Council is not committed at this time. An indicative response from INTERREG is expected early in the New Year with confirmation of grant confirmed (if successful) in February 2019.
- 4.7. The District Council is required to sign INTERREG Agreements and confirmation that the Council will (if successful) make an agreed contribution to the lead partners administrative costs. The agreements and funding criteria are being assessed by the NNDC Legal Team and any comments will influence the final decision to pursue the funding opportunity.

5. Financial Implications and Risks

5.1. Main Works Contractor Procurement

5.1.1. Financial Implications

- The Financial Impact of the tender submission from the recommended preferred supplier is contained within Confidential Appendix 1. The base 1.5million cubic metre scheme is within the funding allocated to the project and there is potential to increase the volume of placement further if additional funds are secured.
- Finalisation of the contract will commence following the standstill period after award.
- Availability of public funds will determine the volume of sediment to be placed in front of the Bacton and Walcott communities and therefore the scale of the project/contract, these cost adjustments will impact on the tendered price and will influence the final contract negotiated.
- Exchange rates and fuel costs will be fixed at point of contract award, these cost adjustments will impact on tender price and influence the final contract negotiated.
- Implications of Brexit will remain on the Sandscaping Scheme risk register and be kept under review.

5.1.2. Risks

- The tender outcome could be challenged by another bidder. The tender process has been followed with a Third Party observer involved in the evaluation process to assist with defending any challenge to the contract award.
- Exchange rates or fuel process inflate beyond the risk contingency prior to tender award. This is mitigated through fixing these prices at the point of contract award.

- Project requirements (such as discharge of consenting conditions) add additional risk or requirements on the preferred contractor, leading to changes in the tendered target price.

5.2. Project Manager and Supervisor Procurement

5.2.1. Financial Implications

- The budget for the appointment of the Project Manager and Supervisor is included in the estimated project costs.
- Projects costs include a financial risk budget should costs overrun.

5.2.2. Risks

- The Project Manager and Supervisor role is a defined role as set out in the NEC contract. The procurement process will include quality scoring to ensure competence of the appointment.
- Non appointment would prevent the scheme progressing.
- Not appointing in synergy with the Main Works Contract would create delays and grounds for delay claims from the Main Works contractor (if appointed), therefore increasing costs.

5.3. 2Seas INTERREG Funding Bid

5.3.1. Financial Implications

- As a partner to the INTERREG bid, if the bid is successful North Norfolk District Council will be required to contribute to the lead partner's administrative costs and also arrange and make payment for the audit fees required by INTERREG. These costs can be managed within the project budget through the District Council utilising a proportion of the funding received for staffing.
- The match-funding contribution (40%) will be provided through the approved District Council contribution to the Sandscaping scheme.
- INTERREG grant funding is paid in arrears as is the case for many other grant arrangements. As such the District Council will be required to make the payments before the funding is claimed from INTERREG.
- Funding is for a four-year period and the Council will be expected to continue engagement in the project following the construction of the Bacton Sandscaping Scheme. This is costed and funded in the proposed bid and is not expected to be onerous, however, the Council will need to ensure the resources are available in the Coastal Team to meet this obligation, which can be met through the proposed scheme monitoring arrangements which will be ongoing beyond the actual construction of the scheme to assess its effectiveness, need for any remedial works etc.

5.3.2. Risks

- Exchange rates significantly change reducing the value of the District Council's GB£ contribution.
- INTERREG has specific requirements for grant funding and grant claims. There is a risk that INTERREG do not accept the rationale, evidence and claims of the Council and do not make grant payment.
- Brexit is not expected to impact on this existing funding stream, as UK partners are a requirement for 2Seas funding so no issues are foreseen.

6. Sustainability

- 6.1. The scheme is in direct response to ongoing erosion of the coast and the impacts this has on coastal infrastructure, businesses and communities. The scheme seeks to work with natural coastal processes, enhancing the natural beach defence to reduce erosion and extend the life of the defences on this frontage.
- 6.2. The Committee on Climate Change recently published the report 'Managing the coasts in a changing environment'. Met Office predictions have also highlighted increasing risks to coastlines in the future. Coupled with recent statements regarding the developing DEFRA policy on Flood and Coast and the Government 25-year Environment Plan, it is anticipated that future focus will be on the overall resilience of communities. The Bacton to Walcott Sandscaping approach fits well with national policy direction and seeks to provide a sustainable basis for the coastline. The extension of the life of defence will provide further time to work with communities for longer term resilience and adaptation in light of coastal and climate change.

7. Equality and Diversity

- 7.1. No equality and diversity issues have been identified through this project; if anything increased beach levels will improve access to the beach for people with limited mobility.

8. Section 17 Crime and Disorder considerations

- 8.1. No significant crime and disorder issues have been highlighted to date, the matter will be kept under review.

DRAFT PROGRAMME OF MEETINGS 2019-20

Summary: A draft Programme of Meetings for 2019-20 has been prepared and circulated for consultation and is attached at **Appendix A**.

Conclusions: Following review, the proposed draft Programme of Meetings 2019-20 follows the established cycle of meetings as closely as possible.

Recommendations: **That Members adopt the Programme of Meetings for 2019-20.**

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

1. Preparation of a Programme of Meetings 2019-20

1.1 A draft Programme of Meetings for 2019-20 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) Meetings of the Constitution Working Party have been built into the programme for the first time.
- d) The Norfolk Rivers Internal Drainage Board and the Broads Internal Drainage Board have forwarded dates of their meetings in order to try and reduce the number of meeting clashes with the Development Committee and the Planning Policy and Built Heritage Working Party respectively, as some Members of this Committee/ Working Party are representatives on the Internal Drainage Boards. There are no clashes with the Broads IDB meetings. In respect of the Norfolk Rivers IDB, however, due to the strict meeting cycle there is little flexibility and there are still clashes on the following dates: 13 June

2019 (site visits); 15 August 2019 (Development Committee); 17 October 2019 (site visits – reserve).

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 2019/2020 DRAFT

			2019								2020			
MEETING	DAY	TIME	MAY	JUN	JUL	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR
FULL COUNCIL	Wed	18.00	15	25 (Tu)	24	-	25	-	20	17 (Tu)	-	26	-	29
CABINET	Mon	10.00	-	3	8	-	9	7	4	2	6	3	2/30	-
OVERVIEW AND SCRUTINY COMMITTEE	Wed	9.30	-	12	17	-	18	16	13	11	15	12	11	22
DEVELOPMENT COMMITTEE	Thurs	9.30	23	20	18	15	12	10	7	5	9	6	5	2/30
DEVELOPMENT COMMITTEE (RESERVE)	Thurs	9.30	-	6	4	1/29	26	24	21	18 (Weds)	23	20	19	16
SITE MEETINGS**	Thurs		22 (Weds)	13	11	8	5	3/31	28	-	3 (Fri) /30	27	26	23
SITE MEETINGS (RESERVE)**	Thurs		30	28 (Fri)	25	22	19	17	14	12	16	13	12	9
PLANNING POLICY AND BUILT HERITAGE WORKING PARTY	Mon	10.00	-	17	22	19	16	14	11	9	13	10	16	20
LICENSING AND APPEALS COMMITTEE	Mon	10.00	-	10	15	-	11 (Weds)	-	18	-	20	-	9	-
LICENSING SUB-COMMITTEES	Weds	10.00	-	5	3	7	4	2/30	27	-	29	25 (Tu)	25	27 (Mon)
GOVERNANCE, RISK AND AUDIT COMMITTEE ^SP MTG- ANNUAL ACCOUNTS	Tues	14.00	-	11	23^	-	10	-	-	3	-	-	24	-
CONSTITUTION WORKING PARTY**	Tues	10.00	-	4	-	-	17	-	-	16(Mon)	-	-	31	-
STANDARDS COMMITTEE	Tues	14.00	-	-	-	-	-	1	-	-	-	-	-	21
JOINT STAFF CONSULTATIVE COMMITTEE*	Tues	14.30	-	18	-	6	-	8	-	10	-	11	-	7
MEMBER DEVELOPMENT GROUP** ^RESERVE DAY FOR MEMBER DEVELOPMENT WORKSHOP	Tues	10.00	-	-	9	-	23^ (Mon)	29	26^	-	28	-	3^	28
COASTAL FORUM** ^FIELD TRIP	Tues	10.00	-	-	2^	-	-	-	12	-	-	-	10	-
BIG SOCIETY FUND GRANTS PANEL** (to follow Cabinet)	Mon	13.00	-	3	-	-	9	-	-	2	-	-	2	-
GENERAL RESERVE DAYS (FOR POSSIBLE EXTRA MEETINGS)			-	19/24	10/19	14/21	13/27	4/15	5/25	6/13	7/27	4/24	13/23	1/24

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.