



# GREAT YARMOUTH BOROUGH COUNCIL

## Council

**Date:** Thursday, 13 October 2022

**Time:** 19:00

**Venue:** Council Chamber

**Address:** Town Hall, Hall Plain, Great Yarmouth, NR30 2QF

### AGENDA

#### Open to Public and Press

#### **1 APOLOGIES FOR ABSENCE**

To receive any apologies for absence.

#### **2 DECLARATIONS OF INTEREST**

You have a Disclosable Pecuniary Interest in a matter to be discussed if it relates to something on your Register of Interests form. You must declare the interest and leave the room while the matter is dealt with.

You have a Personal Interest in a matter to be discussed if it affects

- your well being or financial position
- that of your family or close friends
- that of a club or society in which you have a management role
- that of another public body of which you are a member to a greater extent than others in your ward.

You must declare a personal interest but can speak and vote on the matter.

Whenever you declare an interest you must say why the interest arises, so that it can be included in the minutes.

<b>3</b>	<b><u>MAYOR'S ANNOUNCEMENTS</u></b>	
	To receive any announcements from His Worship the Mayor.	
<b>4</b>	<b><u>URGENT ITEMS OF BUSINESS</u></b>	
	To consider any urgent items of business.	
<b>5</b>	<b><u>MINUTES</u></b>	<b>6 - 14</b>
	Council are asked to confirm the minutes of the meeting held on the 21 July 2022.	
<b>6</b>	<b><u>MINUTES</u></b>	<b>15 - 17</b>
	To confirm the minutes of the meeting held on the 15 September 2022.	
<b>7</b>	<b><u>SERVICE COMMITTEE DECISION LIST</u></b>	<b>18 - 27</b>
	Report attached.	
<b>8</b>	<b><u>2021/22 TREASURY MANAGEMENT OUTTURN REPORT</u></b>	<b>28 - 39</b>
	Report attached.	
<b>9</b>	<b><u>2022/2023 PERIOD 4 - BUDGET MONITORING REPORT</u></b>	<b>40 - 83</b>
	Report attached.	
<b>10</b>	<b><u>2022/23 PERIOD 4 HOUSING REVENUE ACCOUNT BUDGET MONITORING REPORT</u></b>	<b>84 - 92</b>
	Report attached.	
<b>11</b>	<b><u>REFURBISHMENT OF GORLESTON CLIFFTOP TENNIS COURTS</u></b>	<b>93 - 99</b>

Report attached.

Please Note - There is a CONFIDENTIAL appendix attached this report, Members will need to log in to view this appendix

**12 LEVELLING UP- PARKS AND OPEN SPACES 100 -  
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Report attached.

**13 HEMSBY NEIGHBOURHOOD PLAN PUBLICATION RESPONSE 106 -  
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Report attached.

**14 CHANGES TO GOVERNANCE OF GREAT YARMOUTH 259 -  
PRESERVATION TRUST AND NORFOLK CONSERVATION  
LIMITED 278**

Report attached.

**15 GREAT YARMOUTH SERVICES LIMITED 279 -  
287**

Report attached.

**16 COUNTY DEAL**

Verbal Update to be given at the meeting.

**17 INVESTMENT ZONES**

Verbal Update to be given at the meeting.

**18 MOTIONS ON NOTICE**

Council are asked to consider the following motions on notice that have been submitted :-

**(1) Motion received from Councillors Jeal, Robinson-Payne, T**

That this Council is opposed to holding a fair on St George's Park. We believe the most suitable place to be the Market place or Fullers Hill Car Park, Brewers Plain Car Park and Beach Couch Station Car Park. Which is well established in hosting the fair and has a suitable all weather surface. Given that there was substantial damage caused to the park after last year's fair all three of the Ward councillors are opposed to St George's being the correct location. Other factors to take into consideration are:

(1) With the horrendous cost of living and the energy cap rising at the alarming rate it is, families who visit the free play area situated in the park will be confronted with costs that they can ill afford and disappointed children.

(2) The town's main war memorial is situated within the park and it feels extremely disrespectful to hold this fair so close by after all it is not only once a year we remember those who gave their lives for us to enjoy the freedoms we do today.

(3) The inconvenience and disruption caused to residents who live around St George's Park area.

**(2) Motion received from Councillors Smith, Flaxman-Taylor, Annison, Candon, Plant and Stenhouse**

Great Yarmouth Borough Council is determined to ensure the protection of the residents of Great Yarmouth from the cost of living challenge driven by Covid and Vladimir Putin's war in Ukraine. Their combined effects have led to rising energy prices and residents facing significant cost of living pressures.

This council is thankful for the significant work that the Government has done to support the residents of the borough. It notes the benefit that the two-year energy price guarantee and the certainty it will give to residents across council area as well as the enormous help that the £400 energy bill discount will provide to every household. It further notes the additional support of the £650 cost of living payment for those in receipt of means-tested benefits, £300 for pensioner households and £150 for recipients of disability benefits.

Great Yarmouth Borough Council thanks the Government for providing equivalent support for those not on the mains energy grid and the protection of jobs in the Borough that the six-month protection for businesses will provide. Great Yarmouth further congratulates the Government on its long-term plans that will maximise domestic energy produce through North Sea oil and gas, as well as nuclear and renewables that will contribute towards securing energy independence in the long term. This will ensure that the Great Yarmouth will never be subject to energy price hikes

caused by illegal wars again, and also represents a significant economic opportunity for our borough.

Great Yarmouth Borough Council therefore resolves to:

(1) Work with the Government to ensure that it delivers the much-appreciated support to the residents of the borough as quickly as possible.

(2) Proactively identify those most in need of support within borough and ensure that they access all the Government support they are eligible for.

(3) Continue our hard work to promote the extensive local opportunities for energy generation to help increase the supply of energy to further aid the long-term lowering of prices, and so support the Government's aim of domestic energy security whilst creating local jobs and prosperity.

**19 ANY OTHER BUSINESS**

To consider any other business as may be determined by the Chairman of the meeting as being of sufficient urgency to warrant consideration.

**20 EXCLUSION OF PUBLIC**

In the event of the Committee wishing to exclude the public from the meeting, the following resolution will be moved:-

"That under Section 100(A)(4) of the Local Government Act 1972, the public be excluded from the meeting for the following item of business on the grounds that it involved the likely disclosure of exempt information as defined in paragraph 1 of Part I of Schedule 12(A) of the said Act."

**21 CONFIDENTIAL SERVICE COMMITTEE DECISION LIST**

Details



**GREAT YARMOUTH**  
BOROUGH COUNCIL

# Council

## Minutes

Thursday, 21 July 2022 at 19:00

### PRESENT:-

His Worship, The Mayor, Councillor Plant; Councillors Annison, Bensly, Bird, Borg, Candon, Cameron, G Carpenter, P Carpenter, Cordiner-Achenbach, Flaxman-Taylor, Fairhead, Freeman, Grant, D Hammond, P Hammond, Hanton, Jeal, Lawn, Mogford, Myers, Price, Robinson-Payne, Smith, Smith-Clare, Stenhouse, Talbot, Thompson, Wainwright, B Walker, C M Walker, Waters-Bunn, Wells, A Wright & B Wright.

Ms S Oxtoby (Chief Executive Officer), Ms C Whatling (Monitoring Officer), Mrs P Boyce (Strategic Director), Ms C Ingram (Media & Communications Officer), Mrs S Wintle (Corporate Services Manager), Mr N Fountain (Senior Strategic Planner), Mr M Brett (IT Support) and Mrs C Webb (Executive Services Officer).

### **1 FORMER COUNCILLOR MR BRIAN WATTS**

His Worship, The Mayor, Councillor Plant asked Council to stand for a minutes silence to remember former long-serving Councillor, Mr Brian Watts, who had sadly passed away recently.

### **2 APOLOGIES FOR ABSENCE**

Apologies for absence were received from Councillors Galer, Hacon, Martin & Williamson.

### **3 DECLARATIONS OF INTEREST**

Councillor Thompson declared a personal interest in item 7 as he was a Borough Councillor.

Councillor Candon declared a personal interest in item 10 as he was a member of Bradwell Parish Council.

Councillor Wells declared a personal interest in item 10 as he worked for Brandon Lewis MP.

Councillor Plant declared a personal interest in item 11 as he was Chairman of Equinox Enterprises Ltd and Equinox Property Holdings. Councillor Plant to leave the meeting during the determination of this item.

Councillor Hanton declared a personal interest in item 12 as he was Chairman of the GY Community Safety Partnership.

However, in accordance with the Council's Constitution, Councillors Candon, Hanton, Thompson & Wells were allowed to both speak and vote on the items.

### **4 MAYORS ANNOUNCEMENTS**

The Leader of the Council reported that yesterday evening, the LGC awards were held in London and our Council had been shortlisted in three categories, including the most prestigious category of Council of the Year. The Council was delighted to have been awarded a highly commended in both the categories of Most Improved Council and Council of the Year. We were told that this was quite unusual; and the first time that a Council had achieved this level of success in both categories. The Leader thanked the Executive Leadership Team, the management team, all stakeholders and staff, and Councillor Wainwright for their support and dedication which had resulted in this recognition for all of our collective hard work.

### **5 ITEMS OF URGENT BUSINESS**

His Worship, The Mayor, Councillor Plant reported that he had not been informed of any items of urgent business for discussion at Council this evening.

### **6 MINUTES**

Council received and considered the minutes of the meeting held on 23 June 2022.

Proposer: Councillor Smith  
Secunder: Councillor Candon

That the Council minutes of the meeting held on 23 June 2022 be confirmed.

## **7 SERVICE COMMITTEE DECISION LIST**

Council received and considered the Service Committee Decision List dated 24 May 2022.

Proposer: Councillor Smith  
Seconder: Councillor Candon

That Council approve the Service Committee Decision List dated 24 May 2022.

## **8 FLEGGBURGH NEIGHBOURHOOD PLAN ADOPTION**

Councillor Annison, Chairman of Development Control Committee, reported that the Fleggburgh Neighbourhood Plan Referendum took place on Thursday 16 June 2022, in the local village hall. The referendum was advertised in accordance with the Regulations, ensuring that residents had every opportunity to be informed what the plan was, and when and where the referendum would take place.

Summary of Fleggburgh Neighbourhood Referendum Results:

- Total ballots 226 (representing a 26% turnout of the electorate)
- Total 'Yes' votes 198
- Total 'No' votes 28
- Plan passes with 88% majority.

In accordance with the Regulations, the Council cannot make any other decision than to 'make' (adopt) the plan as part of the Development Plan unless it considers that the plan would breach any retained EU obligation or any of the Convention rights (within the meaning of the Human Rights Act 1998) (under section 61E(8) of the Town and Country Planning Act 1990 Act as amended). There are no such reasons to prohibit the Fleggburgh Neighbourhood Plan from being formally adopted. Upon adoption, the plan would need to be published and supported by a final decision statement setting out the reason(s) for the decision, where the decision and document can be inspected, and notifying those who have requested to be notified when the decision is made.

Proposer: Councillor Annison  
Seconder: Councillor Freeman

That Council adopts the Fleggburgh Neighbourhood Plan.

## **9 WAR PENSIONS INCOME DISCRETIONARY DISREGARD**

The Leader reported that this report was concerning the continued treatment of War Pensions Income in relation to Housing Benefit & Council Tax Support. Members of the Council were asked to approve the continuation of the discretionary decision to fully disregard this type of income in the calculation of housing benefit and council tax support.

Since 2004, the Government subsidised 75% of the disregarded income, meaning councils are only responsible for the remaining 25%. Disregarding this income in full,



continued to be undertaken by the majority of councils nationally responsible for the administration of these schemes.

Proposer: Councillor Smith  
Secunder: Councillor Candon

That the Council endorse the recommendation to continue to apply a 25% income disregard in relation to War Pensions and War Widow(er) Pensions income in the administration and calculation of entitlement to Housing Benefit & Council Tax Support.

## **10 ADOPTION OF THE GREAT YARMOUTH SUSTAINABILITY STRATEGY ACTION PLAN**

Councillor Wells, Chairman of Environment Committee, addressed Council.

Councillor Wells reported the Council's response to climate change:-

The Great Yarmouth Sustainability Strategy, including a target to achieve Net Zero by 2035, is a roadmap to address three related environmental challenges. Those being the climate, protecting nature and its biodiversity and preventing or reducing waste. To be sustainable requires long-term thinking and a recognition that the choices we make today are important. Moving towards sustainability is not something the Council can do on its own. The amount we can achieve will depend on the support we get from residents and local businesses.

As a Borough Council we are committed to finding ways to reduce our own carbon emissions and manage our natural spaces to support nature and provide opportunities for local people to make sustainable choices.

Working collaboratively has been at the core of the Sustainability Strategy's development process and going forward, it is an integral part of our 3-year Action Plan.

The Carbon Trust calculated that the Council's organisational carbon footprint in 2019/20 was 7,843.76 tonne of CO<sub>2</sub>e. This is a level similar to other equivalent council organisations in terms of size and scope. The borough of Great Yarmouth as a place currently produces less CO<sub>2</sub> emissions than the other local council areas across Norfolk, with a mainly downward trend since 2005.

We recognise this Strategy is just the first step on a long journey towards sustainability; a journey that brings us together as a community, strengthens our connections to our local surroundings and sets an example for others. We are excited to see what we can achieve together.

Proposer: Councillor Wells  
Secunder: Councillor D Hammond.

That Council:-

- (a). Agrees the Action Plan for 2022-2025 as set-out in Appendix 1; and
- (b). Agrees the adoption of the Great Yarmouth Sustainability Strategy and Action Plan.

## 11 LEVELLING UP FUND

The Leader of the Council reported that this report provides a summary of the current position in respect of the emerging Levelling Up Fund bid for up to £20 million to extend, amplify and build upon capital projects already developed through the Borough's Town Deal programme for enhancement of the Rail Station site and strategic regeneration of North Quay.

In order to lever in Levelling up funding, there is an expectation that bids would be accompanied by a minimum 10% local contribution to overall costs.

This report is asking for approval for £2.2m be included in the capital programme as a matched funding contribution to the wider levelling up bid.

It is proposed that this would be funded from borrowing with the revenue implications mitigated by the anticipated revenue stream including business rates income. The deadline for the submission of the bid has now been confirmed as 2 August.

Councillor Wainwright reported that he would like to thank ELT and all officers who had undertaken a huge amount of work to produce our bid for the funding to carry out the planned improvements at North Quay. However, this funding would not improve the day-to-day lives of the local residents who lived in his Magdalen Ward who were experiencing extreme hardship which would only become worse at the fuel costs increased and the cost of living crisis deepened. The Levelling-up fund did not level up the residents who the Labour councillors represented. In his view, the whole country was being levelled-down not levelled-up.

Councillor Myers was concerned how the leadership battle in the Conservative Party to elect the replacement Prime Minister would affect the roll-out of this fund.

The Leader of the Council summed up. The Levelling-Up Fund had formed part of the Conservative Manifesto and would be delivered. Every constituency could bid for up to £20m of funding as long as this was supported by their MP. The £20m grant applied for would improve North Quay resulting in better homes and jobs for the residents of the Borough. The recession was world wide and it was unfortunate that Councillor Wainwright was opposed to this funding opportunity.

Councillor Jeal called for a point of order, as Councillor Wainwright did not say that he was opposed to the levelling-up fund .

Proposer: Councillor Smith  
Secunder: Councillor Candon

That Council:-

- (i) Review the Report's content; and
- (ii) Approve the underwriting/co-investment of £2.2 million (to be included in the capital programme) representing 10% local contribution to overall costs on the basis of future return-on-investment in order to meet Government expectations and maximise the competitiveness of the bid.

## **12 EQUINOX ENTERPRISES LTD - FINANCING**

Her Worship, Mrs Deputy Mayor, Councillor P Carpenter hereby assumed the Chair as His Worship, The Mayor, left the Chamber during the discussion and determination of this item as he had declared a personal interest.

The Leader of the Council reported that earlier this month Policy and Resources committee approved the development of Eastwood Phase 2 by Equinox Enterprises Limited.

Following that approval, Policy and Resources Committee were asked to recommend the financing from the Council to Equinox Enterprises Limited to facility the delivery of phase 2.

This report is asking for approval for a financing facility of up to £10m to be available for the company, to fulfil the new build housing development of Eastwood Phase 2.

At the same time the reporting is recommending an update to the investment strategy as previous approved in February this year to reflect the increase in the loan facility to the Equinox.

Proposer: Councillor Smith  
Secunder: Councillor Candon

That Council:-

- (i) Approve the financing for Equinox Enterprises Ltd of up to £10m (from a £7.5m revenue loan facility and £2.5m equity/share capital). The equity share capital £2.5m will need be added to the capital programme following this approval to be funded by borrowing.
- (ii) That the Investment Strategy 2022/23 (updated July 2022) at Appendix A be approved (updated in line with the financing requirements approval for this report); and
- (iii) Delegate the drawdown of the financing facility to the S151 Officer.

## **13 GENERAL FUND OUTTURN 2021-22**

The Leader of the Council reported the outturn position for the 2021/22 financial year for the revenue and capital position for the general fund.

When the budget for the 2021/22 financial year was set , it was at a time when we were experiencing a lockdown with a lack of certainty of what the year ahead had in store.

We had to make assumptions on the level of income to be received from our demand led services and spending pressures at the same time, as continuing to respond to the impact of Covid on the residents and businesses in the Borough.

The budget when set, assumed a planned use of general reserves of £111k, the outturn position now reported reflected a slight increase to the level previously

assumed of £185k, a variance of £74k. This is after allowing for the roll forward of a number of service underspends in the year, for example, where grants have been received ahead of expenditure being incurred and for some ongoing service commitments.

The Leader reported that this report also includes the outturn position on the general fund capital programme in the year which was in the region of approximately £25.5m.

Council will be aware of the ambitious capital programme that we are continuing to deliver against over the next few years as we deliver the outcomes of the Town Deal and Future High Street programmes, and hopefully, the Levelling-up Fund.

As part of approving the capital programme for 2022/23, it is requested that Members approve an amendment to the capital programme as requested in respect of the Future High Street Fund intervention in respect of The Conge. The programme currently assumed this intervention is fully-funded by the Future High Street Fund grant, however, early work on this has highlighted that a contribution of £220k is required for this project which will be funded from borrowing.

The Leader reported the updated reserves statement which shows the balance in the general fund reserve within the recommended balance of £3.5m. In terms of the current position and for next year, we already know there will be challenges on the budgets, not least from rising fuel, utility costs and inflation. These are already under review and will be reflected in the updated medium term financial strategy.

Proposer: Councillor Smith  
Seconder Councillor Candon

That Council agree the following to include the Finance Director's requested amendment to the Capital Programme:-

- (i) The outturn position for the general fund for 2021/22 as included in the report and appendices;
- (ii) The transfers to and from reserves as detailed within the report and Appendix A along with an updated reserves statement (Appendix D);
- (iii) The financing of the 2021/22 capital programme as detailed within the report and appendices; and
- (iv) The updated capital programme for 2022/23 as included in the report (section 4) and Appendix E2.

## **14 FINAL HOUSING REVENUE ACCOUNT OUTTURN 2021-22**

Councillor Flaxman-Taylor, Chairman of Housing & Neighbourhoods Committee, reported to Council.

Councillor Flaxman-Taylor explained that this is the final budget monitoring report for the 2021/22 financial year for the HRA including the capital programme. The report and appendices provide the detail of the outturn position for the HRA and the capital programme in relation to the housing stock.

The outturn position shows a surplus of £824k, compared to the original budgeted deficit of £2.784m, resulting in a net underspend of £3.4m.

The main reason for the underspend is largely due to a lower amount being required

to fund the capital programme in the year from revenue, due to slippage in the capital projects, totalling £1.4m underspend.

In addition, there has been an increase in the rent income in the year, largely due to reduced right to buy sales in the current and past years, compared to the level assumed when the budget was set, thereby, delivering additional income of £903k in the year.

The impact of the reduced borrowing in the year has also resulted in an underspend of £361k in the year.

Section 3 of the report, outlines the outturn position on the capital programme. Where programmed work has not been completed in the year, the remaining project budgets have been carried forward to 2022/23.

The report also commented on the right to buys completed in the year which was a total of 18, which whilst it was double that for last year, is still lower than the level prior to the pandemic.

Overall, the HRA has delivered a surplus for the year of £824k which means the HRA reserve to be carried forward into 2022/23 is just under £90.4m.

The HRA, like the general fund, is facing challenges in relation to rising inflation together with increased utility and fuel costs. Whilst the impact in the short term can be mitigated by the use of reserves, the longer term impact to the HRA remains under review and will be updated as part of the budget review.

Councillor Wainwright reported that this report had been presented to P & R Committee last week and that he wished to lay down a marker in respect of the vast underspend. He understood that works were not able to be undertaken during the pandemic, but the pandemic was over now and the pandemic could not be used as an excuse for ever and the Council was non-complaint in a number of areas within our housing stock in the Magdalen, Nelson and Central & Northgate Wards and the Council needed to address this as a matter of urgency. He understood that a new Housing Assets Manager had been appointed and requested that he get to grips with the situation as a matter of the utmost urgency.

Proposer: Councillor Flaxman-Taylor  
Seconder: Councillor Grant

That Council :-

- (i) Approve the outturn position for the Housing Revenue Account for 2021/22 as included in the report and appendices
- (ii) Approve the updated 2022/23 HRA revenue and expenditure budget as detailed at Appendix C; and
- (iii) Approve the updated 2022/23 HRA capital programme and associated financing of the as detailed within the report and at Appendix D.

## **15 ANY OTHER BUSINESS**

### **(i) County Deals.**

The Leader gave a verbal update in regard to the current position regarding County Deals.

This to be a standing agenda item.

### **(ii) Ukrainian Update.**

The Leader gave an update regarding the GYBC Homes for Ukrainian project.

This to be a standing agenda item.

### **(iii) Emergency Services**

Councillor Annison asked that Council pay tribute to the Emergency Services, in particular, Norfolk Fire Service, who had attended a huge field fire to the south of Hopton. The Chairman agreed that the Council should thank our Emergency Services and that he was thankful that non of our residents had lost their homes or their lives. Councillor Wainwright also endorsed this request.

Councillor Jeal suggested that the Council send a letter of thanks to all the Emergency Services in the Borough; Norfolk Police, Norfolk Fire Service, East Anglian Ambulance Service, and the Coastguard. The Corporate Services Manager agreed to action this request on behalf of Members.

## **16 CONFIDENTIAL SERVICE COMMITTEE DECISION LIST**

Council received and considered the Confidential Service Committee Decision List.

Proposer: Councillor Smith

Seconder: Councillor Candon

That Council note the Confidential Service Committee Decision List.

## **17 CONFIDENTIAL MINUTES**

Council received and considered the Confidential minutes of the last meeting.

Proposer: Councillor Smith

Seconder: Councillor Candon

That Council approve the confidential minutes of the meeting held on 23 June 2022.

The meeting ended at: TBC



# GREAT YARMOUTH BOROUGH COUNCIL

## Council

### Minutes

Thursday, 15 September 2022 at 18:30

**PRESENT:-**

His Worship, The Mayor, Councillor Plant; Councillors Annison, Bird, Borg, Candon, Cameron, G Carpenter, P Carpenter, Fairhead, Freeman, D Hammond, P Hammond, Jeal, Lawn, Price, Robinson-Payne, Smith, Smith-Clare, Stenhouse, Talbot, Thompson, Wainwright, Wells, A Wright & B Wright.  
Ms S Oxtoby (Chief Executive Officer), Ms C Whatling (Monitoring Officer), Ms K Sly (Finance Director), Ms J Goffin (Press and Communications Manager) and Mrs S Wintle (Corporate Services Manager)

#### **1 APOLOGIES FOR ABSENCE**

Apologies for absence were received from Councillors Flaxman-Taylor, Hanton, C Walker, B Walker, Myers, Cordiner-Achenbach, Waters-Bunn, Hacon, Bensly and Grant.

His Worship the Mayor passed on his and the Council's get well wishes to both Councillors Hacon and C Walker.

#### **2 ITEM OF BUSINESS**

Council stood to receive a prayer from Rev'd Canon Simon Ward followed by a one minute silence in memory of Her Majesty the Queen.

The Chief Executive Officer addressed the Council and asked them to consider the following recommendation :-

To write to his Majesty King Charles III to express our sincere and heartfelt sorrow at the passing of his Mother Her Majesty Queen Elizabeth II and re-affirm our loyalty to himself as her successor and rightful King of the United

Kingdom of Great Britain and Northern Ireland.

The Chief Executive Officer then paid tribute on behalf of all staff at the Borough Council as follows :-

On behalf of all staff at the Borough Council may I pay our utmost respect to Her Majesty the Queen for her unwavering leadership and love she has shown both country and commonwealth over the last 70 years. Her consistent reassuring presence will be very much missed but our gratitude and affection will be enduring.

Messages of tribute to Her Majesty on behalf of Full Council were led by His Worship the Mayor who spoke of the following :-

Today we gather as a Borough, as a Council, and as representatives of our communities to give grateful thanks for the life of Her Majesty Queen Elizabeth II.

Her gifts to us of duty and service have been unparalleled - a strong, dependable, and guiding light over more than 70 years. Called to the throne at such a young age, Her Majesty never wavered in giving of herself for the good of the country and the Commonwealth.

Our borough has proud links with the Royal family, with the Lions of England forever fused with our own proud heritage in our borough arms.

We remember fondly Her Majesty's visit to Great Yarmouth in 1985 when she came to this very Town Hall, received by a choir of young voices in our Assembly Room and greeting well-wishers from the balcony.

One of our younger citizens was so enamoured after talking to the Queen that she even tried to get into the Royal car when it came time for the Royal party to depart – she was stopped only by an eagle-eyed Prince Philip.

It was my sombre privilege to read the Proclamation of King Charles III's accession on behalf of the Borough. Tonight we, as a Council, send the King our full throated and whole hearted support and allegiance.

The Leader of the Council then paid tribute to the Queen's long services and talker about his experiences of meeting the Queen as follows :-

I was fortunate enough to meet the Queen when she visited Great Yarmouth in 1985 in the market place, and my young son presented her with a bunch of flowers. We also met attending a Royal garden party in 2017 at Buckingham Palace with my wife Jackie. Two events I will never forget.

When we lose a loved one, we have private time to grieve with our families and friends. The Royal Family's grief is being played out in front of billions on a worldwide scale every day, but that's what makes our monarchy so special, not just for the pomp and ceremony but their lifetime of devotion to duty.

The leader of the Labour group, Councillor Wainwright here paid tribute to Her Majesty :-



During her reign the Queen has been the head of our country for us all, and somebody who brought together the whole country at times of fear, discord and uncertainty.

We remember the Queen's appeal at the start of the Coronavirus outbreak that 'In the years that come everyone will be able to take pride in how they responded to this challenge. And those who come after us will say, the Britons of this generation were as strong as any: that the attributes of self-discipline, of quiet good humoured resolve and of fellow feeling, still characterize this country. The pride on who we are is not part of our past. It defies our present and future.

I'm sure that these remarks touched us all and that whatever our views are on the Monarchy are, that people will respect the way that the Queen conducted herself throughout her 70 year reign, and her dedication to public service.

Councillors Price, Fairhead, Jeal, Smith-Clare, Candon, Robinson-Payne, Bird, T Wright and Martin all paid tribute to Her Majesty, remembering their own experiences of meeting the queen and how they would remember the impact that Her Majesty had, had on their lives.

The meeting ended at: TBC

Service Committee Decision List for the period 25<sup>th</sup> May 2022 to 20<sup>th</sup> September 2022

	Details of Decision	Officer Lead
1	Environment Committee – 25 May 2022  <u><b>EU INTERREG 2SEAS PROJECT FACET - SUPPORTING A CIRCULAR ECONOMY WITHIN THE TOURISM AND LEISURE SECTOR</b></u>  Resolved:  That the Environment Committee note the contents of this report and endorses the continued development of this project.	FACET Project Lead
2	Environment Committee – 25 May 2022  <u><b>GREAT YARMOUTH SUSTAINABILITY FORUM</b></u>  Resolved :  That the Committee approve the Terms of Reference for a Great Yarmouth Sustainability Forum.	Strategic Director (PB)
3	Policy and Resources Committee 12 July 2022  <u><b>2021-22 ANNUAL ACTION PLAN END OF YEAR UPDATE REPORT</b></u>  RESOLVED :  That the Committee approve the 2021/22 Annual Action Plan End of Year Update report	Information Governance Lead
4	Policy and Resources Committee 12 July 2022  <u><b>HERITAGE ACTION ZONE - GREAT YARMOUTH SHOPFRONT DESIGN GUIDE</b></u>  RESOLVED :  That the Committee agree to adopt the Great Yarmouth Shopfront Design Guide Supplementary Planning Document.	Strategic Planning Manager

5	<p>Policy and Resources Committee 12 July 2022</p> <p><b><u>TOWN DEAL INTERVENTION 2 - STRATEGIC REGENERATION OF NORTH QUAY IN GREAT YARMOUTH</u></b></p> <p>RESOLVED :</p> <p>(1) Note the latest position in project development, including: a Levelling Up Fund bid submission; Town Deal funding success; completion of Soft Market Testing; adoption of a North Quay Supplementary Planning Document; completion of a suite of supporting technical studies; and the latest position on land acquisition.</p> <p>(2) Approve in principle the use of compulsory purchase powers for the acquisition of land and rights required for the re-development of the land on the North Quay site identified in appendix 1 (“the Order Land”) and to note that the making of any Compulsory Purchase Order (“CPO”) will be subject to the Council being satisfied in all respects that the criteria set out in paragraph 9.10 have been met. Such a CPO may take place as a whole or in phases</p>	Director of Planning and Growth
6	<p>Policy and Resources Committee 12 July 2022</p> <p><b><u>ANNUAL DEBT REPORT</u></b></p> <p>RESOLVED :</p> <p>That Committee note and approve the annual report giving details of the Council’s write-offs in accordance with the Council’s Recovery Guidelines and performance in relation to revenues collection.</p>	Revenue and Benefits Manager
7	<p>Policy and Resources Committee 12 July 2022</p> <p><b><u>LOCAL COUNCIL TAX SUPPORT - PERMISSION TO CONSULT ON 2023 SCHEME</u></b></p> <p>RESOLVED :</p> <p>That the Committee:-</p> <p>That Committee grant permission to consult on retaining the current scheme for 2023 as set out in section 4.1 of the Head of Customer Service's report.</p>	Head of Customer Services

8	<p>Policy and Resources Committee 12 July 2022</p> <p><b><u>WAR PENSIONS INCOME DISCRETIONARY DISREGARD</u></b></p> <p>RESOLVED :</p> <p>That Committee endorse the recommendation to continue to apply a 25% income disregard in relation to War Pensions and War Widow(er) Pensions income in the administration and calculation of entitlement to Housing Benefit &amp; Council Tax Support.</p>	Head of Customer Services
9	<p>Policy and Resources Committee 12 July 2022</p> <p><b><u>UPDATED BUSINESS RATES DISCRETIONARY DISREGARD</u></b></p> <p>RESOLVED:</p> <p>That Committee approve the updated guidelines for granting Discretionary Rate Relief.</p>	Revenue and Benefits Manager
10	<p>Policy and Resources Committee 12 July 2022</p> <p><b><u>GENERAL FUND OUTTURN 2021-22</u></b></p> <p>RESOLVED:</p> <p>That the Committee recommend to Council the following to include the Finance Director's amendment to the Capital Programme :-</p> <ol style="list-style-type: none"> <li>1) The outturn position for the general fund for 2021/22 as included in the report and appendices;</li> <li>2) The transfers to and from reserves as detailed within the report and Appendix A along with an updated reserves statement (Appendix D);</li> <li>3) The financing of the 2021/22 capital programme as detailed within the report and appendices;</li> <li>4) The updated capital programme for 2022/23 as included in the report (section 4) and Appendix E2.</li> </ol>	Finance Director

11	<p>Policy and Resources Committee 12 July 2022</p> <p><b><u>PROCUREMENT STRATEGY AND SERVICE UPDATE</u></b></p> <p>That Committee :-</p> <p>(1) Approve and adopt the Procurement Strategy</p> <p>(2) Note the new arrangements for the Council’s procurement provision via a shared service based at Breckland District Council, and the introduction of revised contract and procurement documentation.</p>	Monitoring Officer
12	<p>Policy and Resources Committee 12 July 2022</p> <p><b><u>GREAT YARMOUTH BEACH HUTS</u></b></p> <p>That Committee</p> <p>(1) Approve release of capital funding for the Development of Beach Huts and on-site amenity block with Authority delegated to the Major Projects and Development Director and Head of Property and Asset Management to approve plot sales</p> <p>(2) Delegate to the Great Yarmouth Seafront Masterplan Members Working Group to see sight of the final proposed designs for the beach huts</p>	Head of Property and Asset Management
13	<p>Policy and Resources Committee 12 July 2022</p> <p><b><u>LEVELLING UP FUND PROGRAMME : GY RIVERSIDE GATEWAY</u></b></p> <p>That Committee</p> <p>(1) Review the Report’s content</p> <p>(2) Recommend to Council approval of the underwriting/co-investment of £2.2 million (to be included in the capital programme)– representing 10% local contribution to overall costs – on the basis of future return-on-investment in order to meet Government expectations and maximise the competitiveness of the bid.</p>	Head of Inward Investment and Finance Director

14	<p>Policy and Resources Committee 12 July 2022</p> <p><b><u>EQUINOX ENTERPRISES LTD – FINANCING</u></b></p> <p>RESOLVED :</p> <p>That Committee:</p> <p>(1) Recommend to Council approval of the financing for Equinox Enterprises Ltd of up to £10m (from a £7.5m revenue loan facility and £2.5m equity/share capital). The equity share capital £2.5m will need be added to the capital programme following this approval to be funded by borrowing.</p> <p>(2) Recommend to Council that the Investment Strategy 2022/23 (updated July 2022) at Appendix A be approved (updated in line with the financing requirements approval for this report). (3) Delegate the drawdown of the financing facility to the S151 Officer.</p>	Finance Director
15	<p>Housing and Neighbourhoods Committee 14 July 2022</p> <p><b><u>DRAFT OPEN SPACE NEEDS ASSESSMENT</u></b></p> <p><b>RESOLVED:</b></p> <p>(1) That the Housing &amp; Neighbourhoods Committee approve the content &amp; recommendations contained within the Open Space Needs Assessment for consultation.</p> <p>(2) It was agreed that inclusivity be added to the report and that the report be sent to members of the Environment Committee.</p>	Principal Strategic Planner
16	<p>Housing and Neighbourhoods Committee 14 July 2022</p> <p><b><u>NORFOLK AND WAVENEY NHS INTEGRATED CARE SYSTEM (ICS)</u></b></p> <p>RESOLVED:</p> <p>That the Housing &amp; Neighbourhoods Committee :-</p> <p>(1) Note the new arrangements for health &amp; social care under the Norfolk &amp; Waveney ICS, the formation of a Norfolk &amp; Waveney Integrated Care Board (ICB), an Integrated Care Partnership (ICP) and the role that the borough council plays in supporting the wider ICS both at 'Place' level for Great Yarmouth and Waveney and locally within the borough of Great Yarmouth in relation to supporting the health &amp; wellbeing of residents and communities.</p>	Strategic Director (PB)

	<p>(2) Agree to the formation of the Great Yarmouth Health &amp; Wellbeing Partnership (HWP) to be chaired by Cllr Emma Flaxman-Taylor as nominated by Council.</p> <p>(3) Agree to discontinue the three Neighbourhood Boards and form two Community Partnerships to help inform the HWP's work.</p> <p>(4) Note the proposed spend of Norfolk Public Health Covid Recovery Funding on resourcing the operation of the community hub operating model' namely the council's</p> <p>(5) Community Marshals, case workers and Community Champions' Programme to support the HWP &amp;Community Partnerships in 2022/23 with support from the HWP partners.</p> <p>(6) Request the Great Yarmouth HWP and Community Partnerships provide an annual report to Housing &amp; Neighbourhoods Committee in relation to delivery of agreed community-focused locality priorities, including tackling health inequalities and closer integration with NHS partners, working in collaboration with partner organisation and community groups.</p>	
17	<p>Housing and Neighbourhoods Committee 14 July 2022</p> <p><b><u>LOCALITY STRATEGY - COMMUNITY ACTION PLANS</u></b></p> <p>RESOLVED:</p> <p>That the Housing &amp; Neighbourhoods Committee:</p> <p>(1) Agrees the 'Tackling Health Inequalities' Action Plan as set out in Appendix 1.</p> <p>(2) Notes the outcomes to date for the Great Yarmouth Community Investment Fund 2021/22.</p> <p>(3) Agrees to financially support Year 2 of the Great Yarmouth Community Investment Fund managed by the Norfolk Community Foundation.</p>	Neighbourhood Manager

18	<p>Housing and Neighbourhoods Committee 14 July 2022</p> <p><b><u>COMMUNITY CHAMPIONS PROGRAMME</u></b></p> <p>RESOLVED:</p> <p>That the Housing and Neighbourhoods Committee resolves to:</p> <p>(1) Note the successes and continued work of the Community Champions’ Programme in the Borough of Great Yarmouth.</p> <p>(2) Agree to continue with the Community Champions’ Programme to actively engage with all sectors of the community.</p>	Community Champions Programme Co-ordinator
19	<p>Housing and Neighbourhoods Committee 14 July 2022</p> <p><b><u>FINAL HOUSING REVENUE ACCOUNT OUTTURN 2021-22</u></b></p> <p>RESOLVED:</p> <p>That the Housing and Neighbourhoods Committee recommend to Council the following:</p> <p>(1) The outturn position for the Housing Revenue Account for 2021/22 as included in the report and appendices</p> <p>(2) The updated 2022/23 HRA revenue and expenditure budget as detailed at Appendix C</p> <p>(3) The updated 2022/23 HRA capital programme and associated financing of the as detailed within the report and at Appendix D.</p>	Finance Director
20	<p>Housing and Neighbourhoods Committee 14 July 2022</p> <p><b><u>ROUGH SLEEPING ACCOMODATION PLACEMENT POLICY</u></b></p> <p>RESOLVED :</p> <p>That Housing and Neighbourhoods Committee Adopt the Rough Sleeping Accommodation Programme Placement Policy</p>	Housing Director



21	<p>Housing and Neighbourhoods Committee 14 July 2022</p> <p><b><u>COMMUNITY HOUSING FUND POLICY</u></b></p> <p>RESOLVED:</p> <p>That Housing and Neighbourhoods Committee:</p> <p>(1) Note the contents of the report.</p> <p>(2) Approve the provision of a “working grant” to existing and new Community Led Housing Organisations as per the Community Housing Fund Policy to support the development of the organisations and housing projects.</p> <p>(3) Approve the amendment to the CLH Loan to allow for properties already holding planning permission or the acquisition of buildings to be eligible for a loan.</p>	The Enabling and Empty Homes Officer
22	<p>Housing and Neighbourhoods Committee 14 July 2022</p> <p><b><u>COUNCIL HOUSING COMPLIANCE AND PERFORMANCE - SIX MONTHLY UPDATE JUNE 2022</u></b></p> <p>RESOLVED:</p> <p>That the committee note the contents of the report and the work in progress to address areas of poor performance.</p>	Resident Engagement Officer
23	<p>Economic Development Committee – 19 July 2022</p> <p><b><u>GENERATE UPDATE</u></b></p> <p>RESOLVED:</p> <p>That members review and comment on the content of the report.</p>	Renewables Marketing Manager

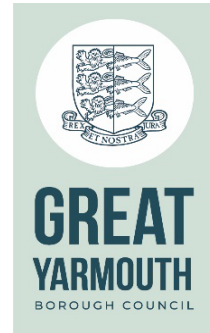
24	<p>Economic Development Committee – 19 July 2022</p> <p><b><u>UPDATE ON LEVELLING UP BID</u></b></p> <p>RESOLVED:</p> <p>That the Levelling Up Fund bid update be noted.</p> <p>A copy of the presentation will be forwarded to Members of the Committee.</p> <p>A letter from the Chairman should be sent to Sustrans, in consultation with the Chair of Environment Committee. The letter to be shared with the Committee.</p>	Head of Inward investment
25	<p>Environment Committee 19 July 2022</p> <p><b><u>GREAT YARMOUTH SUSTAINABILITY STRATEGY ACTION PLAN</u></b></p> <p>RESOLVED:-</p> <p>That Environment Committee : -</p> <p>(a) Agrees the Action Plan for 2022-2025 as set-out in Appendix 1; and</p> <p>(b) Recommends to Council the adoption of the Great Yarmouth Sustainability Strategy and Action Plan.</p>	Paula Boyce
26	<p>Environment Committee 19 July 2022</p> <p><b><u>SOUTH DENES SEA WALL</u></b></p> <p>Resolved :</p> <p>That the Environment Committee :-</p> <ol style="list-style-type: none"> <li>1. Notes progress on this work to date.</li> <li>2. Approves that the Head of Property and Asset Management procures under delegated powers using funds from the existing Coast Protection Reserves Budget, the production of an outline business case and other necessary preconstruction assessments such as those outlined below to support an anticipated submission for capital funding from the Environment Agency for construction of a rock revetment. <ol style="list-style-type: none"> <li>a) detailed condition survey of the existing sea wall at South Denes,</li> </ol> </li> </ol>	Jane Beck

	<ul style="list-style-type: none"><li>b) detailed economic assessment of the potential impact of coastal flood inundation and coastal erosion related to the deteriorating sea wall frontage at South Denes</li><li>c) economic review of future construction, operation and maintenance costs of the proposed rock revetment, within the context of inflationary pressures facing the wider economy under present economic conditions.</li><li>d) scoping and screening of environmental designations for the proposed rock</li><li>e) revetment scheme, to inform the requirement for environmental impact assessment</li><li>f) and consents as deemed necessary; and</li></ul> <p>3. Approves that Great Yarmouth Borough Council utilises the local government SCAPE framework to procure the production of the outline business case and necessary supporting pre-construction activities.</p>	
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**Subject: 2021/22 TREASURY MANAGEMENT OUTTURN REPORT**

**Report to: Policy and Resources 27 September 2022  
Council 13 October 2022**

**Report by: Finance Director**



## **SUBJECT MATTER**

This report presents the treasury management activity for the 2021/22 financial year and includes:

1. The overall treasury position for 2021/22
2. The borrowing requirement and debt for 2021/22
3. The borrowing outturn for 2021/22

## **RECOMMENDATIONS**

That Council :-

- (1) Approve the Treasury Management outturn report and indicators for 2021/22.

## **1. INTRODUCTION AND BACKGROUND**

- 1.1 The Council 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 Council to approve treasury management semi-annual and annual reports. This report fulfils the Council's legal obligation to have regard to the CIPFA Code.
- 1.2 The Council's treasury management strategy for 2021/22 was approved at a meeting of the Council in February 2021. The Council has borrowed and 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 remains central to the Council's treasury management strategy.
- 1.3 The Prudential Code includes a requirement for local authorities to provide a Capital Strategy, a summary document approved by full Council covering capital expenditure and financing, treasury management and non-treasury investments. The Council's Capital Strategy, complying with CIPFA's requirement, was approved by full Council in February 2022.

## **2. NATIONAL CONTEXT AND ECONOMIC COMMENTARY**

- 2.1 Economic background: The continuing economic recovery from coronavirus pandemic, together with the war in Ukraine, higher inflation, and higher interest rates were major issues over the period.

- 2.2 Bank Rate was 0.1% at the beginning of the reporting period. April and May saw the economy gathering momentum as the shackles of the pandemic restrictions were eased. Despite the improving outlook, market expectations were that the Bank of England would delay rate rises until 2022. Rising, persistent inflation changed that.
- 2.3 UK CPI was 0.7% in March 2021 but thereafter began to steadily increase. Initially driven by energy price effects and by inflation in sectors such as retail and hospitality which were re-opening after the pandemic lockdowns, inflation then was believed to be temporary. Thereafter price rises slowly became more widespread, as a combination of rising global costs and strong demand was exacerbated by supply shortages and transport dislocations. The surge in wholesale gas and electricity prices led to elevated inflation expectations. CPI for February 2022 registered 6.2% year on year, up from 5.5% in the previous month and the highest reading in the National Statistic series. Core inflation, which excludes the more volatile components, rose to 5.2% year on year from 4.4%.
- 2.4 The government's jobs furlough scheme insulated the labour market from the worst effects of the pandemic. The labour market began to tighten and demand for workers grew strongly as employers found it increasingly difficult to find workers to fill vacant jobs. Having peaked at 5.2% in December 2020, unemployment continued to fall and the most recent labour market data for the three months to January 2022 showed the unemployment rate at 3.9% while the employment rate rose to 75.6%. Headline 3-month average annual growth rate for wages were 4.8% for total pay and 3.8% for regular pay. In real terms, after adjusting for inflation, total pay growth was up 0.1% while regular pay fell by 1.0%.
- 2.5 With the fading of lockdown – and, briefly, the 'pingdemic' – restraints, activity in consumer-facing sectors improved substantially as did sectors such as oil and mining with the reopening of oil rigs but materials shortages and the reduction in the real spending power of households and businesses dampened some of the growth momentum. Gross domestic product (GDP) grew by an upwardly revised 1.3% in the fourth calendar quarter of 2021 according to the final estimate (initial estimate 1.0%) and took UK GDP to just 0.1% below where it was before the pandemic. The annual growth rate was revised down slightly to 7.4% (from 7.5%) following a revised 9.3% fall in 2020.
- 2.6 Having increased Bank Rate from 0.10% to 0.25% in December, the Bank of England hiked it further to 0.50% in February and 0.75% in March. At the meeting in February, the Monetary Policy Committee (MPC) voted unanimously to start reducing the stock of its asset purchase scheme by ceasing to reinvest the proceeds from maturing bonds as well as starting a programme of selling its corporate bonds.
- 2.7 In its March interest rate announcement, the MPC noted that the invasion of Ukraine had caused further large increases in energy and other commodity prices, with the expectation that the conflict will worsen supply chain disruptions around the world and push CPI inflation to around 8% later in 2022, even higher than forecast only a month before in the February Monetary Policy Report. The Committee also noted that although GDP in January was stronger than expected with business confidence holding up and the labour market remaining robust, consumer confidence had fallen due to the squeeze in real household incomes.

- 2.8 GDP growth in the euro zone increased by 0.3% in calendar Q4 2021 following a gain of 2.3% in the third quarter and 2.2% in the second. Headline inflation remains high, with CPI registering a record 7.5% year-on-year in March, the ninth successive month of rising inflation. Core CPI inflation was 3.0% year on year in March, was well above the European Central Bank's target of 'below, but close to 2%', putting further pressure on its long-term stance of holding its main interest rate of 0%. The US economy expanded at a downwardly revised annualised rate of 6.9% in Q4 2021, a sharp increase from a gain of 2.3% in the previous quarter. In its March 2022 interest rate announcement, the Federal Reserve raised the Fed Funds rate to between 0.25% and 0.50% and outlined further increases should be expected in the coming months. The Fed also repeated its plan to reduce its asset purchase programme which could start by May 2022.
- 2.9 **Financial markets:** The conflict in Ukraine added further volatility to the already uncertain inflation and interest rate outlook over the period. The Dow Jones started to decline in January but remained above its pre-pandemic level by the end of the period while the FTSE 250 and FTSE 100 also fell and ended the quarter below their pre-March 2020 levels.
- 2.10 Bond yields were similarly volatile as the tension between higher inflation and flight to quality from the war pushed and pulled yields, but with a general upward trend from higher interest rates dominating as yields generally climbed.
- 2.11 The 5-year UK benchmark gilt yield began the quarter at 0.82% before rising to 1.41%. Over the same period the 10-year gilt yield rose from 0.97% to 1.61% and the 20-year yield from 1.20% to 1.82%. The Sterling Overnight Rate (SONIA) averaged 0.39% over the quarter.
- 2.12 **Credit review:** In the first half of FY 2021-22 credit default swap (CDS) spreads were flat over most of period and are broadly in line with their pre-pandemic levels. In September spreads rose by a few basis points due to concerns around Chinese property developer Evergrande defaulting but then fell back. Fitch and Moody's revised upward the outlook on a number of UK banks and building societies on the Council's counterparty to 'stable', recognising their improved capital positions compared to 2020 and better economic growth prospects in the UK.
- 2.13 Fitch also revised the outlook for Nordea, Svenska Handelsbanken and Handelsbanken plc to stable. The agency considered the improved economic prospects in the Nordic region to have reduced the baseline downside risks it previously assigned to the lenders.
- 2.14 The successful vaccine rollout programme was credit positive for the financial services sector in general and the improved economic outlook meant some institutions were able to reduce provisions for bad loans. However, in 2022, the uncertainty engendered by Russia's invasion of Ukraine pushed CDS prices modestly higher over the first calendar quarter, but only to levels slightly above their 2021 averages, illustrating the general resilience of the banking sector.
- 2.15 Having completed its full review of its credit advice on unsecured deposits, in September Arlingclose extended the maximum duration limit for UK bank entities on its recommended

lending list from 35 days to 100 days; a similar extension was advised in December for the non-UK banks on this list. As ever, the institutions and durations on the Council's counterparty list recommended by Arlingclose remains under constant review.

- 2.16 **Revised CIPFA Codes, Updated PWLB Lending Facility Guidance** - In August 2021 HM Treasury significantly revised guidance for the PWLB lending facility with more detail and 12 examples of permitted and prohibited use of PWLB loans. Authorities that are purchasing or intending to purchase investment assets primarily for yield will not be able to access the PWLB except to refinance existing loans or externalise internal borrowing. Acceptable use of PWLB borrowing includes service delivery, housing, regeneration, preventative action, refinancing and treasury management.
- 2.17 CIPFA published its revised Prudential Code for Capital Finance and Treasury Management Code on 20th December 2021. The key changes in the two codes are around permitted reasons to borrow, knowledge and skills, and the management of non-treasury investments.
- 2.18 The principles of the Prudential Code took immediate effect although local authorities could defer introducing the revised reporting requirements until the 2023/24 financial year if they wish. Great Yarmouth Borough Council have opted to make this deferral.
- 2.19 To comply with the Prudential Code, authorities must not borrow to invest primarily for financial return. This Code also states that it is not prudent for local authorities to make investment or spending decision that will increase the CFR unless directly and primarily related to the functions of the Council. Existing commercial investments are not required to be sold; however, authorities with existing commercial investments who expect to need to borrow should review the options for exiting these investments.
- 2.20 Borrowing is permitted for cashflow management, interest rate risk management, to refinance current borrowing and to adjust levels of internal borrowing. Borrowing to refinance capital expenditure primarily related to the delivery of a local authority's function but where a financial return is also expected is allowed, provided that financial return is not the primary reason for the expenditure. The changes align the CIPFA Prudential Code with the PWLB lending rules.
- 2.21 Unlike the Prudential Code, there is no mention of the date of initial application in the Treasury Management Code. The TM Code now includes extensive additional requirements for service and commercial investments, far beyond those in the 2017 version. Great Yarmouth Borough Council will follow the same process as the Prudential Code, i.e. delaying changes in reporting requirements to the 2023/24 financial year.

### 3. LOCAL CONTEXT

- 3.1 On 31 March 2022, the Council had net borrowing of £85.6m arising from its revenue and capital income and expenditure. The underlying need to borrow for capital purposes is measured by the Capital Financing Requirement (CFR), while usable reserves and working capital are the underlying resources available for investment. These factors are summarised in Table 1 below.

<b>Table 1: Balance Sheet Summary</b>	<b>31.3.22 Actual £m</b>
General Fund CFR	£72.298
HRA CFR	£89.211
<b>Total CFR</b>	<b>£161.509</b>
Less: Other debt liabilities*	(0.670)
Borrowing CFR	£160.839
Less: Usable reserves	(£42.400)
Less: Working capital	(£32.836)
<b>Net borrowing</b>	<b>£85.603</b>

\* Finance leases, PFI liabilities and transferred debt that form part of the Council's total debt

- 3.2 Lower official interest rates have lowered the cost of short-term, temporary loans and investment returns from cash assets that can be used in lieu of borrowing. The council pursued its strategy of keeping borrowing and investments below their underlying levels, sometimes known as internal borrowing, in order to reduce risk and keep interest costs low. The treasury management position at 31 March 2022 and the change during the year is shown in Table 2 below.

<b>Table 2: Treasury Management Summary</b>	<b>31.3.21 Balance £m</b>	<b>2021/22 Movement £m</b>	<b>31.3.22 Balance £m</b>	<b>31.3.22 Rate %</b>
Long-term borrowing	£82.583	(£0.096)	£82.487	4.44% - 4.95%
Short-term borrowing	£51.592	£1.411	£53.003	0.09%-0.28%
<b>Total borrowing</b>	<b>£134.175</b>	<b>£1.315</b>	<b>£135.490</b>	
Long-term investments	£1.000	£0	£1.000	3.25%
Cash and cash equivalents	£32.753	£16.134	£48.887	0.00-0.35%
<b>Total investments</b>	<b>£33.753</b>	<b>£16.134</b>	<b>£49.887</b>	
<b>Net borrowing</b>	<b>£100.422</b>	<b>(13.819)</b>	<b>£85.603</b>	

*Note: the figures in the table are from the balance sheet in the Council's statement of accounts, but adjusted to exclude operational cash, accrued interest and other accounting adjustments. Long-term investments consist of CCLA Property Fund a mid-long-term strategic investment.*

### 4. BORROWING UPDATE

- 4.1 The council is currently reviewing its capital programme in light of these changes to the CIPFA Prudential Code and PWLB lending arrangements to ensure that borrowing to invest primarily



for commercial return is not undertaken.

## 5. BORROWING ACTIVITY

- 5.1 At 31 March 2022 the Council held £135.489m of loans, an increase of £1.315m from 31 March 2021, as part of its strategy for funding previous and current years' capital programmes. Outstanding loans on 31 March are summarised in Table 3 below.

<b>Table 3:</b> <b>Borrowing Position</b>	<b>31.3.21 Balance £m</b>	<b>2021/22 Movement £m</b>	<b>31.3.22 Balance £m</b>	<b>31.3.22 Rate %</b>	<b>31.3.22 Maturity years</b>
Public Works Loan Board	£71.387	(£0.001)	£71.386	3.15%-4.40%	10-40 years
Banks (LOBO)	£3.000	£0	£3.000	4.95%	1-2 years
Banks (fixed term)	£7.000	£0	£7.000	3.35%-3.98%	<1-60 years
Local authorities (long-term)	£1.196	(£0.096)	£1.100	4.44%	>1 year
Local authorities (short-term)	£51.592	£1.411	£53.003	0.09%-0.28%	<1 year
<b>Total borrowing</b>	<b>£134.174</b>	<b>£1.315</b>	<b>£135.489</b>		

- 5.2 The Council's chief objective when borrowing has been 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 Council's long-term plans change being a secondary objective.
- 5.3 With short-term interest rates remaining much lower than long-term rates, the council considered it more cost effective in the near term to use internal resources or borrowed rolling temporary / short-term loans instead. The net movement in temporary / short-term loans is shown in table 3 above.
- 5.4 In furtherance of these objectives, new loans totalling £43m were borrowed in 2021/22 to repay £41.5m existing short-term borrowing and create liquidity. This strategy enabled the Council to reduce net borrowing costs by utilising the Local authority lending market.
- 5.5 New borrowing of £43m from Local Authorities in the year was for less than 1 year and at interest rates between 0.09% and 0.28%. Loans repaid to Local Authorities in the year of £41.5m were from between less than a month and 1 year at interest rates of between 0.11% and 1.45%.
- 5.6 The Council's borrowing decisions are not predicated on any one outcome for interest rates and a balanced portfolio of short and long-term borrowing was maintained.
- 5.7 PWLB funding margins have increased and there remains a strong argument for diversifying funding sources, particularly if rates can be achieved on alternatives which are below gilt yields + 0.80%. The Council will evaluate and pursue these lower cost solutions and opportunities with its advisor Arlingclose.
- 5.8 LOBO loans: The Council continues to hold £3m of LOBO (Lender's Option Borrower's Option) loans where the lender has the option to propose an increase in the interest rate as set dates, following which the Council has the option to either accept the new rate or to repay the loan

at no additional cost. The bank did not exercise its option to increase the rate during the year.

## 6. TREASURY INVESTMENT ACTIVITY

- 6.1 CIPFA published a revised Treasury Management in the Public Services Code of Practice and Cross-Sectoral Guidance Notes on 20<sup>th</sup> December 2021. These define treasury management investments as investments that arise from the organisation’s cash flows or treasury risk management activity that ultimately represents balances that need to be invested until the cash is required for use in the course of business.
- 6.2 The Council holds a significant level of invested funds, representing income received in advance of expenditure plus balances and reserves held and money borrowed in advance of need. During 2021/22, the council’s investment balances ranged between £27m and £55m, averaging £43m due to timing differences between income and expenditure. The investment position is shown in table 4 below.
- 6.3 The council received substantial central government funding to support small and medium businesses during the coronavirus pandemic through grant schemes. Which was temporarily invested in short-dated, liquid instruments such as call accounts and Money Market Funds of which £14m<sup>1</sup> of un-utilised grant is due to be returned to central government in 2022/23.

<b>Table 4: Treasury Investment Position</b>	<b>31.3.21 Balance £m</b>	<b>2021/22 Movement £</b>	<b>31.3.22 Balance £m</b>	<b>31.3.22 Income Return %</b>	<b>31.3.22 Rate %</b>
Banks & building societies (unsecured)	£1.355	(£0.200)	£1.155		0.35%
Government (Inc. local authorities)	£19.290	£8.440	£27.730	0.46%	0.15% - 0.55%
Money Market Funds	£12.000	£8.000	£20.000		0.41% - 0.57%
Other Pooled Funds – Property Funds	£1.000	£0.000	£1.000	3.88%	3.25%
<b>Total investments</b>	<b>£33.645</b>	<b>£16.240</b>	<b>£48.885</b>		

- 6.4 Both the CIPFA Code and government guidance require the Council 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 Council’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.
- 6.5 Ultra low short-dated cash rates, which were a feature since March 2020 when Bank Rate was cut to 0.1%, prevailed for much of the 12-month reporting period which resulted in the return on sterling low volatility net asset value (LVNAV) Money Market Funds being close to zero even after some managers have temporarily waived or lowered their fees. However, higher

<sup>1</sup> This is the additional amount received above the level required to be paid to eligible businesses.

returns on cash instruments followed the increases in Bank Rate in December, February and March. At 31<sup>st</sup> March, the 1-day return on the Council’s MMFs ranged between 0.41% - 0.57% p.a

- 6.6 Similarly, deposit rates with the Debt Management Account Deposit Facility (DMADF) initially remained very low with rates ranging from 0% to 0.1% but following the hikes to policy rates increased to between 0.55% and 0.85% depending on the deposit maturity. The average return on the Council’s DMADF deposits was 0.55%.
- 6.7 The progression of credit risk and return metrics for the Council’s investments managed in-house are shown in the extracts from Arlingclose quarterly investment benchmarking in table 5 below.

<b>Table 5: Investment Benchmarking – Treasury investments managed in-house</b>	<b>Credit Score</b>	<b>Credit Rating</b>	<b>Bail-in Exposure</b>	<b>Weighted Average Maturity (days)</b>	<b>Total Return %</b>
31.03.2021	4.26	AA-	41%	24	0.04%
31.03.2022	4.25	AA-	43%	68	0.46%
Similar Las	4.11	AA-	61%	43	0.46%
All Las	4.17	AA-	60%	14	0.46%

*\*The 2021/22 TMSS set the limit per institution at £3m with which the Council complied. The above table does not include investments with the DMO £18.730m the total investments as at 31<sup>st</sup> March 2021 was £49.740m.*

*\*\* £20m of the total £49.740m investments exposed to bail-in on 31/3/2022 was invested in Money Market Funds which are pooled funds which have a highly diversified portfolio of money market and other instruments. The Money Market Funds which are used by the Council to maintain high credit security and liquidity.*

- 6.8 **Externally Managed Pooled Funds:** In accordance with the strategy, £1m of the Council’s investments are held in CCLA Local Authority Property Fund an externally managed strategic pooled property fund where short-term security and liquidity are lesser considerations, and the objectives instead are regular revenue income and long-term price stability. The funds generated an average total return of £34k (3.25%) to support services in year.
- 6.9 In the nine months to December improved market sentiment was reflected in equity, property and multi-asset fund valuations and, in turn, in the capital values of the Council’s property, equity and multi-asset income funds in the Council’s portfolio. The prospect of higher inflation and rising bond yields did however result in muted bond fund performance. In the January-March quarter the two dominant themes were tighter UK and US monetary policy and higher interest rates, and the military invasion of Ukraine by Russia in February, the latter triggering significant volatility and uncertainty in financial markets. In light of Russia’s invasion, Arlingclose contacted the fund managers of our MMF and strategic funds and confirmed no direct exposure to Russian or Belarusian assets had been identified. Indirect exposures were immaterial. It should be noted that that any assets held by banks and financial institutions (e.g. from loans to companies with links to those countries) within MMFs and other pooled

funds cannot be identified easily or with any certainty as that level of granular detail is unlikely to be available to the fund managers or Arlingclose in the short-term, if at all.

- 6.10 The change in the Council’s funds’ capital values and income earned over the 12-month period is shown in Table 4 (income return column to be added to table 4).
- 6.11 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 Council’s medium- to long-term investment objectives are regularly reviewed. Strategic fund investments are made in the knowledge that capital values will move both up and down on months, quarters and even years; but with the confidence that over a three- to five-year period total returns will exceed cash interest rates.
- 6.12 The Council had budgeted £45K income from these investments in 2021/22. Income received was £44K, whilst a further £24K has been declared and is due to be paid by April/May.

## 7. FINANCIAL IMPLICATIONS

- 7.1 **Other Non-Treasury Holdings and Activity** - Although not classed as treasury management activities the definition of investments in CIPFA’s revised Treasury Management Code now covers all the financial assets of the Council as well as other non-financial assets which the Council 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.
- 7.2 At the balance sheet date of 31st March 2022, the Council also held £52.1m of investments in directly owned property, loans to homeowners and local bodies and investments in a trading subsidiary. There has been no significant change from last financial year.
- 7.3 These non-treasury investments generated £3.262m of investment income for the Council after taking account of direct costs, representing a rate of return of 6.1%. This is higher than the return earned on treasury investments but reflects the additional risks to the Council of holding such investments.
- 7.4 **Performance** Report - The Council measures the financial performance of its treasury management activities both in terms of its impact on the revenue budget and is developing further performance measures on this.
- 7.5 **Compliance** Report – The Finance Director reports that all treasury management activities undertaken during 2021/22 complied fully with the CIPFA Code of Practice and the Council’s approved Treasury Management Strategy 2021/22.
- 7.6 Compliance with the authorised limit and operational boundary for external debt is demonstrated in table 6 below, and compliance with the specific investment limits is demonstrated in table 7 below.

Table 6: Debt Limits	2021/22 Maximum £m	31.3.22 Actual £m	2021/22 Operational Boundary £m	2021/22 Authorised Limit	Complied? Yes/No

				£m	
Borrowing	£143.606	£135.582	£176.000	£181.000	Yes
Long term liabilities, PFI & Finance Leases	(£0.670)	(£0.670)	£2.000	£2.000	Yes
<b>Total debt</b>	<b>£142.936</b>	<b>£134.912</b>	<b>£178.000</b>	<b>£183.000</b>	<b>Yes</b>

7.7 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. Total debt did not exceed the operational boundary during 2020/21.

<b>Table 7: Investment Limits</b>	<b>2021/22 Maximum</b>	<b>31.3.22 Actual</b>	<b>2021/22 Limit</b>	<b>Complied? Yes/No</b>
Any single organisation, except the UK Government	£1.5m	£1.010m	£1.6m	Yes
UK Central Government	Unlimited	£18.730m	Unlimited	Yes
UK Central Government Local Authorities	£10m	£9m	£3m (2years)	Yes
Secured Investments	Nil	Nil	£3m (5 years)	Yes
Banks (unsecured)	£1.5m	£1.010m	£1.6m (unlimited)	
Any group pooled funds under the same Management (incorporates Money Market Funds and Strategic Pooled Funds)	£5m	£5m	£7m	Yes
Negotiable instruments held in a broker's nominee account	Nil	Nil	£5m per broker	Yes
Limit per non-UK country	Nil	Nil	£1.5m per country	Yes
Registered providers and registered social landlords (unsecured)	Nil	Nil	£3m in total	Yes
Unsecured investments with building societies	Nil	Nil	£1.5m in total (1 year)	Yes
Strategic Pooled Funds	£1m	£1m	£3m	Yes
Money Market Funds	£20.830m	£20m	£4m per fund Unlimited	No
Other Investments	Nil	Nil	£1m (2 years)	Yes

7.8 The Council exceeded the investment limits in table 7 above during December 2021 in Aberdeen Liquidity Money Market Fund where the maximum limit per fund is £4m this was breached the Council had invested at the highest £4.830m. This was due to the Council having higher retained cash balances than anticipated due the timing of receipt of grant monies ahead of paying out and the Debt Management Office investment rate was negative interest rates therefore the Council considered our strategic goals of security, liquidity and return and chose the Money Market Funds as the most appropriate to achieve the strategic goals.

7.9 **Treasury Management Indicators** - The Council measures and manages its exposures to treasury management risks using the following indicators.

7.10 **Security:** The Council has adopted a voluntary measure of its exposure to credit risk by monitoring the value-weighted average credit rating 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.

Credit risk indicator	31.3.22 Actual	2021/22 Target	Complied?
Portfolio average credit rating	AA-	A	Yes

7.11 **Liquidity:** The Council has adopted a voluntary measure of its exposure to liquidity risk by monitoring the amount cash available to meet unexpected payments within a rolling three-month period, and the amount it can borrow each quarter without giving prior notice.

Liquidity	31.3.22 Actual	2021/22 Target	Complied?
Liquid short-term deposits	£21.010m	£12m	Yes
Bank overdraft	£0m	£0.250m	Yes

7.12 **Interest Rate Exposures:** This indicator is set to control the Councils exposure to interest rate risk. The upper limits on the one-year revenue impact of a 1% rise or fall in interests was:

Interest rate risk indicator	31.3.22 Actual £000	21/22 Limit £000	Complied
Upper limit on one-year revenue impact of a 1% rise in interest rates	£67	£30	No
Upper limit on one-year revenue impact of a 1% fall in interest rates	£85	£110	Yes

7.13 The impact of a change in interest rates is calculated on the assumption that maturing loans and investment will be replaced at current rates.

7.14 The impact of a 1% rise in interest rates limit was breached, this is because the limit was set based on a lower investment balance and higher loan balances which reflected the Councils portfolio as at 31/12/2020 when the Treasury Management Strategy was written. The Councils investment balances have increased by 35% and loan balances have decreased by 3% due to Government funding received to assist with the pressures relating to the pandemic.

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

Maturity Structure of Borrowing	31.3.22 Actual	Upper Limit	Lower Limit	Complied?
Under 12 months	39%	50%	0%	Yes
12 months and within 24 months	0%	50%	0%	Yes
24 months and within 5 years	2%	60%	0%	Yes
5 years and within 10 years	6%	80%	0%	Yes

10 years and above	53%	100%	0%	Yes
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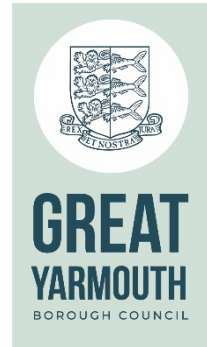
7.16 Time periods start on the first day of each financial year. The maturity date of borrowing is the earliest date on which the lender can demand repayment.

7.17 **Principal Sums Invested for Periods Longer than a year:** The purpose of this indicator is to control the Council'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:

Principal Sums Invested for Periods Longer than 365 days	2021/22 £m	2022/23 £m	2023/24 £m
Actual principal invested beyond year end	£10m	£10m	£10m
Limit on principal invested beyond year end	£12m	£12m	£12m
Complied	Yes	Yes	Yes

## 8. OTHER

8.1 The implementation of the new IFRS 16 Leases accounting standard was due to come into force for local authorities from 1<sup>st</sup> April 2022. Following a consultation CIFPA/LASAAC announced an optional two year delay to the implementation of this standard a decision which was confirmed by the Financial Reporting Advisory Board in early April 2022. Authorities can now choose to adopt the new standard on 1<sup>st</sup> April 2022, 1<sup>st</sup> April 2023 or 1<sup>st</sup> April 2024. The Council intends to adopt the new standard on 1st April 2024.



**Report to:** Council - 13 October 2022

**Subject:** 2022 2022/23 Period 4 Budget Monitoring Report

**Report by:** Financial Services Manager

## RECOMMENDATIONS

### That Council

- 1. Note the content of the report and the revised forecast for the General Fund for 2022/23; and**
- 2. Approve the updated Capital programme as outlined in the report at paragraphs 4.4 to 4.6 in relation to the Market and Operations and Maintenance project contributions.**

## 1. INTRODUCTION

- 1.1. This report compares the actual expenditure and income position at the end of July 2022 to the general fund budget for 2022/23 and presents a forecast position for the current year.
- 1.2. The original base budget for 2022/23 was approved by Council in February 2022 and assumed a transfer from the general reserves of £208,205. This report provides an updated forecast for the current year compared to this position.
- 1.3. This report gives the position for the year to the end of July 2022 and forecast outturn against the budget.

## 2. BUDGET MONITORING POSITION – REVENUE

- 2.1. The General Fund Summary at Appendix A shows the high level budget monitoring position at 31 July 2022 of a deficit position of £421k (a deficit of £213k against the budget of £208k). However there are further in-year budget pressures that have not yet been allocated at a service level, namely the outstanding agreement of the 2022/23 pay award and the impact of increases to energy and transport costs. The impact of these are outlined in more detail at paragraphs 2.6 onwards. After allowing for these this will increase the forecast gap in the current year to £605,000.
- 2.2. Appendices A and B provide commentary on the more significant variances (£+/-£20,000 full year) identified from the budget monitoring process carried out between finance and services for the position at the end of period 4 and where there is anticipated yearend under/overspend. Appendix C provides a summary of the general fund service income and expenditure by type (e.g. employee costs).



- 2.3. The forecast position shows a movement on the non service budget headings, namely interest payable and receivable and the revenue impact of financing the capital programme from borrowing (minimum revenue provision (MRP)).
- 2.4. Interest - Increases in interest rates have been reflected in the forecasts for 2022/23. This has increased the interest payable by £100k but conversely increased interest receivable by £36k. The Public Work Loan Board (PWLB) loans interest rate is up 1.5% from the rate for new annuity loans at the end of July 2022 for the same month last year. Currently the Council is able to obtain loans at a lower rate than PWLB from other sources, such as other local authorities but if this source was to end (as local authorities face the same pressures on their budgets) then the Council would need to revert to higher rate sources such as PWLB.
- 2.5. Minimum Revenue Provision (MRP) – This represents the annual cost to the revenue account of borrowing decisions to finance the capital programme. The budget provision has been reviewed following the outturn for the 2021/22 being confirmed and due to some of the slippage in the capital programme, this has resulted in an updated forecast for the 2022/23 financial year of £1.56m, an underspend of £170k.
- 2.6. The employee turnover report to the end of period 4 is 4.34% (in comparison to period 4 which was reported in 2021/22 of 4.86%). Employee turnover is the total number of leavers as a percentage of the average head count of employees over the period. In financial terms turnover will result in underspends against direct employee related budget, for example pay, NI and pension when posts become vacant up to the point of recruitment. Turnover savings will be also be accrued from restructuring and where there have been significant delays in-between a post becoming vacant and then being filled. Some of the in-year vacancy savings will be offset using agency and interim appointments. Overall, for the period to the end of July there is an underspend of (£91k) of direct employee costs (per Appendix C) the detail of the more significant will have been reported in the detail included at appendix B.
- 2.7. The pay claim for 2022/23 is still to be finalised but are anticipated to be higher than the 2% pay increase allowed for within the budget for the year. If an additional 1% was agreed above the assumption factored into the base budget for 2022/23 this would result in an increased pay cost of approximately £140k for the current year, whilst there has been some turnover saving in the year to date, it would be prudent to allow for an additional cost in the current year.
- 2.8. Like others, the Council is facing increasing pressures on costs for example energy and transport costs and interest rate rises. Whilst some increase in utility costs were allowed for within the budget, increases of the level currently foreseen for the financial year could not have been envisaged.
- 2.9. Further analysis of the impact to the current and future years budgets is underway and at this time it would be prudent to allow for an increased cost in the current year, the summary position below allows for an impact in the current year of £90,000 however this position will continue to be monitored.
- 2.10. Other factors which are not yet confirmed or quantified are the impact of external contract arrangements for the provision of services, for example services provided by GYBS and GYN. These will continue to be monitored.

### **3. BUDGET MONITORING POSITION – SUMMARY**

- 3.1. The following table provides a summary of the full year projections for the service areas along with an update use of reserves figure where applicable

<b>Budget Area</b>	<b>Full Year Current Budget £'000</b>	<b>Full Year Forecast £'000</b>	<b>Total Estimated Full Year Effect £'000</b>
Service Area	15,798	16,017	217
Non-Service Areas	(344)	(450)	(106)
Use of Reserves	(1,399)	(1,345)	54
Income	(13,847)	(13,847)	0
Utility Impact	0	90	90
Pay Award Impact	0	140	140
<b>Total (Surplus)/Deficit</b>	<b>208</b>	<b>605</b>	<b>395</b>

- 3.2. The overall position will continue to be monitored in the current financial year and will be reported to Management Team and Members accordingly, proactive work that is underway in the current year includes review of vacant posts and the impact on services where these continue to held vacant, in addition a review of the reserves is in progress to inform the update to the Medium Term Financial Strategy.

#### **4. BUDGET MONITORING POSITION – CAPITAL PROGRAMME**

- 4.1. Actual spend until the end of July 2022 totals £4.7m as summarised under Appendix E. This is in line with expectations as capital spending tends to occur in the final quarters of the financial year.
- 4.2. The 2022/23 budget set the General Fund Capital Programme at £52.5m. Approved budgets totalling £5m were rolled forward from 2021/22 and £8.5m additions were made as part of the 2021/22 outturn report, approved at Policy and Resources Committee on 12th July 2022. A further £4m was approved at Council on the 23<sup>rd</sup> June and 21<sup>st</sup> July 2022 for company loans and financing in relation to the Council's subsidiaries, resulting in a revised budget of £70.5m.
- 4.3. Details of the revised 2022/23 budget are provided under Appendix E. The revised programme has been amended further to incorporate changes to the following project budgets:
- £4.1m has been included to ensure that the Council has made adequate provision for Capital loans and investment required in its wholly owned companies.
  - Wellesley 3G Pitch & Tennis Pavilion – budget has been increased by £60k to reflect additional funding received by the Football Foundation.
  - Town Deal & Future High Streets – as details of projects are developing, some budgets have been amended to reflect changes in the funding profile of projects. The largest change was a reduction of £2.76m relating to the Conge project. Borrowing had initially been included for this project but following the appointment of a strategic partner the budget has been reduced down to the Future High Street funding plus £220k borrowing as approved at Policy and Resources Committee on 12th July 2022.
  - Transitional Housing – budget increased by £330k to facilitate a new approved scheme and to incorporate external funding secured. This budget will be subject to further change as new schemes are being developed.

- Phoenix Pool Solar Panels – a budget of £44k has been included. This is to be funded by a 50% contribution from Freedom Leisure.
  - A Match Funding Capital Allocation of £2.2m has been included, as approved by Policy Resources Committee on 12th July 2022 for the Levelling Up Fund bid. Use of this allocation will be subject to external funding being confirmed.
  - £0.3m was approved as part of prior year budget setting for ICT projects for the year which has been added in.
- 4.4. Further to the report to Policy and Resources in July with regard to the Future High Street Fund intervention for the Marketplace the capital programme should be updated to reflect the additional £1.5m allocation from the FHSF along with transfer of £375,000 from capital contingency. In addition, the remaining contingency of the Marina Project budget is being recommended to be re-allocated to address some of the further risks that were itemised in the previous report to Members, for example unforeseen services and utilities. In addition, a requirement of £40,000 is required for the provision of the toilet facilities which will be needed to be allowed for within the updates to the capital programme.
- 4.5. Council in July 2020 approved the joint working arrangements with Norfolk County Council for the delivery of the proposed Great Yarmouth Operations and Maintenance Campus in South Denes. As part of the approval of the £18 million project (led by NCC), the Borough Council allocated £1million (matched by Norfolk County Council) towards the project. The original balance of the project funding is from “Getting Building Fund” government grant of £6million, Norfolk Business Rates pool £1.0 million and prudential borrowing to be repaid from Pot B Enterprise Zone Business Rates funding of £9million. Project work that has been completed to date includes the detailed design, in-river site investigation, demotion and dredging in preparation of the marine constructions works.
- 4.6. There has been delays to the project due to unforeseen issues as part of the procurement process which has been prolonged, along with increased materials and inflation which has lead to an increase in the overall project budget required of £3.4m. In order for the project budget to be updated, both the Borough Council and the County Council are being asked to make additional contributions of £500,000 with the remaining budget being funded by additional borrowing (by NCC to be funded from pot B, Enterprise zone). This report is therefore recommending the increase in the capital programme of £500,000 for the Council’s contribution to the project. This will be funded from borrowing within the Council’s capital programme.
- 4.7. This report is recommending the update of the capital programme be approved by Council to reflect the additions and updates detailed above.
- 4.8. The forecast spend for 2022/23 on capital projects is estimated at £60.2m at the end of period 4, recognising that a number of the large projects will span financial years.
- 4.9. The Council is currently experiencing increased construction & materials costs across its capital projects, mainly due to inflationary pressures. Whilst committed capital projects are potentially at less risk (depending on the contract), those projects at the planning development stage are at greater risk of not being delivered within their approved budgets.
- 4.10. To partially mitigate this risk a £2.5m centralised major capital projects contingency had already been approved. However, the Capital Programme will need to be constantly reviewed during

the year and projects may need to be reconsidered and/or reprioritised according to funding available.

## 5. CONCLUSIONS

- 5.1. The revenue budget is showing a forecast full year overspend of £213k. The overall financial position will continue to be closely monitored and where appropriate, the timing of the use of reserves in the year will be considered as part of the consideration of the overall outturn position reported to members later in the year.
- 5.2. The capital 2022/23 budget stands at £70.5m as at month 4. Spend is anticipated to increase in as the year progresses and currently the forecast spend is £60.2m with £10.3m to be carried forward into future years. The position will continue to be monitored as projects progress.

## 6. FINANCIAL IMPLICATIONS AND RISKS

- 6.1. The details within Appendices A and B to this report highlight the significant service variances including those that are estimated to result in a full year impact that have been identified for the current year. In addition, the wider impact of uncertainty of future inflationary impacts on cost budgets including utility and contract costs as well as the uncertainty of the outcomes of the pay award for 2022/23 is still not yet known. Further work on these and the impact to the budget will be considered as part of the MTFS work.
- 6.2. The overall position for 2022/23 will continue to be monitored during the year and will be reported to Management team and Members accordingly.

Areas of consideration: e.g. does this report raise any of the following issues and if so how have these been considered/mitigated against?

Area for consideration	Comment
Monitoring Officer Consultation:	N/A
Section 151 Officer Consultation:	Included within the detail of the report
Existing Council Policies:	N/A
Financial Implications (including VAT and tax):	Included within the detail of the report
Legal Implications (including human rights):	N/A
Risk Implications:	Included within the detail of the report
Equality Issues/EQIA assessment:	N/A
Crime & Disorder:	N/A
Every Child Matters:	N/A

## Appendix A - General Fund Summary Budget Monitoring 2022/2023

	Original Budget 2022/23 £	Current Budget 2022/23 £	P4 YTD actual 2022/23 £	Full Year Forecast £	Full Year Variance £	Comments
<b>Net Cost of Services</b>						
Executive	5,104,344	5,541,007	1,702,389	5,475,226	(65,781)	See Appendix B for details of significant variances.
Housing	992,425	992,425	266,415	923,080	(69,345)	
Inward Investment	3,567,740	3,696,452	871,215	3,628,452	(68,000)	
Planning and Growth	401,887	436,887	280,764	486,887	50,000	
Customer Services	(785,055)	(785,055)	154,356	(710,123)	74,932	
Property and Asset Management	(132,776)	(144,736)	(334,991)	136,400	281,136	
Communications, Marketing and Events	719,914	740,897	359,793	765,890	24,993	
Environmental Services	5,283,737	5,321,858	4,223,065	5,358,947	37,089	
	<b>15,152,216</b>	<b>15,799,735</b>	<b>7,523,007</b>	<b>16,064,759</b>	<b>265,024</b>	
<b>Non Service Expenditure/Income</b>						
Recharge to HRA	(2,036,804)	(2,046,674)	0	(2,046,674)	0	
Loan Interest Payable	902,592	902,592	201,591	1,002,592	100,000	Increase in interest rates on loans is forecast to impact on the amount due for the year.
Interest Receivable	(82,086)	(82,086)	(80,870)	(118,258)	(36,172)	Forecast updated for improved interest rates not anticipated when the budget was set. Forecast based on current interest rates remaining the same until the end of the financial year.
Capital Charges Reversal	(3,790,627)	(3,790,627)	(13,296,591)	(3,790,627)	0	Yearend capital accounting adjustment will remove the £8m capital grant for Town Deal projects and £3m for Housing Heating projects from the revenue general fund hence no impact on the reserve forecasted.
Revenue Contribution to Capital	0	0	0	0	0	
Transfers to/(from) Earmarked Reserves	(761,062)	(1,398,711)	0	(1,345,211)	53,500	
Transfers to/(from) Collection fund compensation reserve (for impact between years)	0	0	0	0	0	
Transfers to/(from) General Reserve	0	0	0	0	0	
Pension Back Funding	2,270,129	2,270,129	752,095	2,270,129	0	
Contingency	0	0	0	0	0	
Parish Precepts & Concurrent Grants	621,033	621,033	310,517	621,033	0	
Provision for Loan Repayment (MRP)	1,730,112	1,730,112	0	1,560,214	(169,898)	Forecast updated for the final capital outturn of 2122.
Collection Fund Adjustments	0	0	0	0	0	
Accounting Adjustments - soft loans, acc absences	0	0	0	0	0	
Vacancy Management & Apprenticeship Levy	51,767	51,767	16,602	51,767	0	
	<b>(1,094,946)</b>	<b>(1,742,465)</b>	<b>(12,096,656)</b>	<b>(1,795,035)</b>	<b>(52,570)</b>	
<b>Income</b>						
Council Tax - Parishes	(596,030)	(596,030)	(596,030)	(596,030)	0	
Council tax - Borough	(5,085,693)	(5,085,693)	596,030	(5,085,693)	0	
Business Rates	(5,092,629)	(5,092,629)	718,769	(5,092,629)	0	
Revenue Support Grant	(2,136,919)	(2,136,919)	(769,291)	(2,136,919)	0	
New Homes Bonus	(495,249)	(495,249)	(247,625)	(495,249)	0	
Other Grants and contributions	(440,467)	(440,467)	(146,816)	(440,467)	0	
	<b>(13,846,987)</b>	<b>(13,846,987)</b>	<b>(444,963)</b>	<b>(13,846,987)</b>	<b>0</b>	
	<b>210,283</b>	<b>210,283</b>	<b>(5,018,612)</b>	<b>422,737</b>	<b>212,454</b>	
<b>(Surplus)/Deficit</b>						

**Appendix B - General Fund Services - Budget monitoring and commentary 2022/23**

**Note 1 Significant variances requiring commentary:**

Significant variances of +/- £20,000 full year variances require commentary. This is based on the total variance for the service line level for the services as Heads of Service are able to vire budgets within their areas as required.

**Note 2 Support Services Recharges:**

Support Services Recharge variances are driven by the variances in direct costs and income identified under those services recharged across the Council at year end and therefore there will be variances reported during the year.

**Executive**

Executive Team	Original Budget 2022/23 £	Current Budget 2022/23 £	P4 YTD actual 2022/23 £	Full Year Forecast £	Full Year Variance £
Gross Direct Expenditure:					
Pay	700,904	700,904	246,895	717,904	17,000
Non-pay	13,242	13,242	10,078	16,942	3,700
Gross Direct Income	0	0	(58)	(1,600)	(1,600)
Net Direct Expenditure/(Income) Total:	714,146	714,146	256,914	733,246	19,100
Support Services Recharges	(722,880)	(722,880)	0	(722,880)	0
Capital Charges	0	0	0	0	0
<b>Total:</b>	<b>(8,734)</b>	<b>(8,734)</b>	<b>256,914</b>	<b>10,366</b>	<b>19,100</b>

Overspend from using agency staff to fill a vacancy. Position now filled at rate higher than originally budgeted for.

Legal	Original Budget 2022/23 £	Current Budget 2022/23 £	P4 YTD actual 2022/23 £	Full Year Forecast £	Full Year Variance £
Gross Direct Expenditure:					
Pay	0	0	0	0	0
Non-pay	489,846	489,846	124,287	492,846	3,000
Gross Direct Income	(35,000)	(35,000)	112,701	(29,000)	6,000
Net Direct Expenditure/(Income) Total:	454,846	454,846	236,988	463,846	9,000
Support Services Recharges	(454,840)	(454,840)	0	(454,840)	0
Capital Charges	0	0	0	0	0
<b>Total:</b>	<b>6</b>	<b>6</b>	<b>236,988</b>	<b>9,006</b>	<b>9,000</b>

No significant variance.

**Appendix B - General Fund Services - Budget monitoring and commentary 2022/23**

<b>Equinox</b>	<b>Original Budget 2022/23</b>	<b>Current Budget 2022/23</b>	<b>P4 YTD actual 2022/23</b>	<b>Full Year Forecast</b>	<b>Full Year Variance</b>
	£	£	£	£	£
Gross Direct Expenditure:					
Pay	58,370	58,370	22,786	58,370	0
Non-pay	25,000	25,000	(497)	25,000	0
Gross Direct Income	(129,000)	(129,000)	125	(129,000)	0
Net Direct Expenditure/(Income) Total:	(45,630)	(45,630)	22,414	(45,630)	0
Support Services Recharges	0	0	0	0	0
Capital Charges	0	0	0	0	0
<b>Total:</b>	<b>(45,630)</b>	<b>(45,630)</b>	<b>22,414</b>	<b>(45,630)</b>	<b>0</b>

No significant variance.

<b>GYBS company</b>	<b>Original Budget 2022/23</b>	<b>Current Budget 2022/23</b>	<b>P4 YTD actual 2022/23</b>	<b>Full Year Forecast</b>	<b>Full Year Variance</b>
	£	£	£	£	£
Gross Direct Expenditure:					
Pay	67,236	67,236	0	67,236	0
Non-pay	34,616	34,616	26,089	34,616	0
Gross Direct Income	0	0	0	0	0
Net Direct Expenditure/(Income) Total:	101,852	101,852	26,089	101,852	0
Support Services Recharges	0	0	0	0	0
Capital Charges	0	0	0	0	0
<b>Total:</b>	<b>101,852</b>	<b>101,852</b>	<b>26,089</b>	<b>101,852</b>	<b>0</b>

No significant variance.

<b>Corporate Costs</b>	<b>Original Budget 2022/23</b>	<b>Current Budget 2022/23</b>	<b>P4 YTD actual 2022/23</b>	<b>Full Year Forecast</b>	<b>Full Year Variance</b>
	£	£	£	£	£
Gross Direct Expenditure:					
Pay	0	0	0	0	0
Non-pay	148,108	148,108	(88,241)	142,608	(5,500)
Gross Direct Income	0	0	0	0	0
Net Direct Expenditure/(Income) Total:	148,108	148,108	(88,241)	142,608	(5,500)
Support Services Recharges	(148,080)	(148,080)	0	(148,080)	0
Capital Charges	0	0	0	0	0
<b>Total:</b>	<b>28</b>	<b>28</b>	<b>(88,241)</b>	<b>(5,472)</b>	<b>(5,500)</b>

No significant variance.

**Appendix B - General Fund Services - Budget monitoring and commentary 2022/23**

<b>COVID-19 costs</b>	<b>Original Budget 2022/23 £</b>	<b>Current Budget 2022/23 £</b>	<b>P4 YTD actual 2022/23 £</b>	<b>Full Year Forecast £</b>	<b>Full Year Variance £</b>
Gross Direct Expenditure:					
Pay	0	1,086,384	193,529	1,086,384	0
Non-pay	0	316,354	160,302	316,354	0
Gross Direct Income	0	(971,684)	(433,056)	(971,684)	0
Net Direct Expenditure/(Income) Total:	0	431,054	(79,225)	431,054	0
Support Services Recharges	0	0	0	0	0
Capital Charges	0	0	0	0	0
<b>Total:</b>	<b>0</b>	<b>431,054</b>	<b>(79,225)</b>	<b>431,054</b>	<b>0</b>

No significant variance.

<b>Finance</b>	<b>Original Budget 2022/23 £</b>	<b>Current Budget 2022/23 £</b>	<b>P4 YTD actual 2022/23 £</b>	<b>Full Year Forecast £</b>	<b>Full Year Variance £</b>
Gross Direct Expenditure:					
Pay	631,806	631,806	234,562	636,528	4,722
Non-pay	387,978	387,978	130,271	388,759	781
Gross Direct Income	(5,000)	(5,000)	0	(3,000)	2,000
Net Direct Expenditure/(Income) Total:	1,014,784	1,014,784	364,833	1,022,287	7,503
Support Services Recharges	(1,033,060)	(1,033,060)	0	(1,033,060)	0
Capital Charges	0	0	0	0	0
<b>Total:</b>	<b>(18,276)</b>	<b>(18,276)</b>	<b>364,833</b>	<b>(10,773)</b>	<b>7,503</b>

No significant variance.

<b>North Quay/Conge Project</b>	<b>Original Budget 2022/23 £</b>	<b>Current Budget 2022/23 £</b>	<b>P4 YTD actual 2022/23 £</b>	<b>Full Year Forecast £</b>	<b>Full Year Variance £</b>
Gross Direct Expenditure:					
Pay	0	0	0	0	0
Non-pay	0	0	12,364	10,250	10,250
Gross Direct Income	0	0	(104)	0	0
Net Direct Expenditure/(Income) Total:	0	0	12,260	10,250	10,250
Support Services Recharges	0	0	0	0	0
Capital Charges	0	0	0	0	0
<b>Total:</b>	<b>0</b>	<b>0</b>	<b>12,260</b>	<b>10,250</b>	<b>10,250</b>

Final costs for the revenue side of the project which is now moved on to the capital phase of the project.



**Appendix B - General Fund Services - Budget monitoring and commentary 2022/23**

ICT	Original Budget 2022/23 £	Current Budget 2022/23 £	P4 YTD actual 2022/23 £	Full Year Forecast £	Full Year Variance £
Gross Direct Expenditure:					
Pay	447,374	447,374	116,131	390,442	(56,932)
Non-pay	839,502	839,502	315,639	864,502	25,000
Gross Direct Income	0	0	0	0	0
Net Direct Expenditure/(Income) Total:	1,286,876	1,286,876	431,770	1,254,944	(31,932)
Support Services Recharges	(1,405,850)	(1,405,850)	0	(1,405,850)	0
Capital Charges	107,504	107,504	0	107,504	0
<b>Total:</b>	<b>(11,470)</b>	<b>(11,470)</b>	<b>431,770</b>	<b>(43,402)</b>	<b>(31,932)</b>

Variance reflects vacancies within the service.  
Microsoft licenses have significantly increased in cost above the level budgeted for.

Member Services	Original Budget 2022/23 £	Current Budget 2022/23 £	P4 YTD actual 2022/23 £	Full Year Forecast £	Full Year Variance £
Gross Direct Expenditure:					
Pay	183,541	183,541	40,749	167,541	(16,000)
Non-pay	374,044	374,044	118,368	362,244	(11,800)
Gross Direct Income	0	0	0	0	0
Net Direct Expenditure/(Income) Total:	557,585	557,585	159,118	529,785	(27,800)
Support Services Recharges	(523,420)	(523,420)	0	(523,420)	0
Capital Charges	0	0	0	0	0
<b>Total:</b>	<b>34,165</b>	<b>34,165</b>	<b>159,118</b>	<b>6,365</b>	<b>(27,800)</b>

Variance reflects vacancies within the service.  
Underspend on Special Responsibilities Allowance.

Corporate Strategy	Original Budget 2022/23 £	Current Budget 2022/23 £	P4 YTD actual 2022/23 £	Full Year Forecast £	Full Year Variance £
Gross Direct Expenditure:					
Pay	90,405	90,405	21,118	73,905	(16,500)
Non-pay	3,952	3,952	1,146	3,952	0
Gross Direct Income	0	0	0	0	0
Net Direct Expenditure/(Income) Total:	94,357	94,357	22,264	77,857	(16,500)
Support Services Recharges	(96,660)	(96,660)	0	(96,660)	0
Capital Charges	0	0	0	0	0
<b>Total:</b>	<b>(2,303)</b>	<b>(2,303)</b>	<b>22,264</b>	<b>(18,803)</b>	<b>(16,500)</b>

Variance reflects vacancies within the service.

**Appendix B - General Fund Services - Budget monitoring and commentary 2022/23**

Elections	Original Budget 2022/23 £	Current Budget 2022/23 £	P4 YTD actual 2022/23 £	Full Year Forecast £	Full Year Variance £
Gross Direct Expenditure:					
Pay	114,197	114,197	44,220	105,447	(8,750)
Non-pay	74,472	74,472	27,003	73,472	(1,000)
Gross Direct Income	(700)	(700)	13,442	(700)	0
Net Direct Expenditure/(Income) Total:	187,969	187,969	84,664	178,219	(9,750)
Support Services Recharges	38,310	38,310	0	38,310	0
Capital Charges	0	0	0	0	0
<b>Total:</b>	<b>226,279</b>	<b>226,279</b>	<b>84,664</b>	<b>216,529</b>	<b>(9,750)</b>

No significant variances.

Human Resources	Original Budget 2022/23 £	Current Budget 2022/23 £	P4 YTD actual 2022/23 £	Full Year Forecast £	Full Year Variance £
Gross Direct Expenditure:					
Pay	406,263	411,872	187,963	397,888	(13,984)
Non-pay	75,684	75,684	73,382	78,684	3,000
Gross Direct Income	0	0	(8,805)	(9,168)	(9,168)
Net Direct Expenditure/(Income) Total:	481,947	487,556	252,540	467,404	(20,152)
Support Services Recharges	(493,570)	(493,570)	0	(493,570)	0
Capital Charges	0	0	0	0	0
<b>Total:</b>	<b>(11,623)</b>	<b>(6,014)</b>	<b>252,540</b>	<b>(26,166)</b>	<b>(20,152)</b>

No significant variances.

<b>Total Executive:</b>	<b>264,294</b>	<b>700,957</b>	<b>1,702,389</b>	<b>635,176</b>	<b>(65,781)</b>
<b>Total Executive excluding capital charges and recharges:</b>	<b>4,996,840</b>	<b>5,433,503</b>	<b>1,702,389</b>	<b>5,367,722</b>	<b>(65,781)</b>
<b>Total Executive excluding recharges:</b>	<b>5,104,344</b>	<b>5,541,007</b>	<b>1,702,389</b>	<b>5,475,226</b>	<b>(65,781)</b>

**Appendix B - General Fund Services - Budget monitoring and commentary 2022/23**

**Housing**

Housing Needs	Original Budget 2022/23 £	Current Budget 2022/23 £	P4 YTD actual 2022/23 £	Full Year Forecast £	Full Year Variance £
Gross Direct Expenditure:					
Pay	930,061	930,061	372,864	1,080,435	150,374
Non-pay	465,993	465,993	307,084	570,993	105,000
Gross Direct Income	(744,103)	(744,103)	(442,867)	(1,047,697)	(303,594)
Net Direct Expenditure/(Income) Total:	651,951	651,951	237,082	603,731	(48,220)
Support Services Recharges	420,790	420,790	0	420,790	0
Capital Charges	18,137	18,137	0	18,137	0
<b>Total:</b>	<b>1,090,878</b>	<b>1,090,878</b>	<b>237,082</b>	<b>1,042,658</b>	<b>(48,220)</b>

Increased temporary staffing levels to reach the current service demand. Pay increased costs are supported from Homelessness grant funding (approx £170k) as reflected in the increased income below.

Overall Bed & Breakfast expenditure year to date totals £153k. This is a demand led service, which is also heavily subjected to increased summer accommodation price rises. Increased demand has been received for this service, resulting in an increased budget forecast of £120k. This is partly mitigated by an increase of income, including any outstanding demand being financed by homelessness grant funding, as reflected in the income below.

Increased income recovery forecast from B&B of £40k, in line with increased service demand as per above. Increased grant monies received of £284k forecast to aid expenditure relating to homelessness and to support increased staffing levels as forecast above within the cost increases.

Housing Strategy	Original Budget 2022/23 £	Current Budget 2022/23 £	P4 YTD actual 2022/23 £	Full Year Forecast £	Full Year Variance £
Gross Direct Expenditure:					
Pay	136,798	136,798	40,997	136,798	0
Non-pay	31,513	31,513	(80,105)	32,638	1,125
Gross Direct Income	0	0	4,888	(5,000)	(5,000)
Net Direct Expenditure/(Income) Total:	168,311	168,311	(34,220)	164,436	(3,875)
Support Services Recharges	83,740	83,740	0	83,740	0
Capital Charges	23,859	23,859	0	23,859	0
<b>Total:</b>	<b>275,910</b>	<b>275,910</b>	<b>(34,220)</b>	<b>272,035</b>	<b>(3,875)</b>

No significant variance.

**Appendix B - General Fund Services - Budget monitoring and commentary 2022/23**

<b>Traveller's Site/Gapton Hall</b>	<b>Original Budget 2022/23</b>	<b>Current Budget 2022/23</b>	<b>P4 YTD actual 2022/23</b>	<b>Full Year Forecast</b>	<b>Full Year Variance</b>
	£	£	£	£	£
Gross Direct Expenditure:					
Pay	60,244	60,244	20,988	60,244	0
Non-pay	69,969	69,969	32,128	96,969	27,000
Gross Direct Income	(87,250)	(87,250)	(33,846)	(131,500)	(44,250)
Net Direct Expenditure/(Income) Total:	42,963	42,963	19,270	25,713	(17,250)
Support Services Recharges	50,310	50,310	0	50,310	0
Capital Charges	0	0	0	0	0
<b>Total:</b>	<b>93,273</b>	<b>93,273</b>	<b>19,270</b>	<b>76,023</b>	<b>(17,250)</b>

Utility price increases year to date have resulted in an increased forecast of £9k. Ongoing maintenance of the site is exceeding budgeted provisions by £20k, increasing the forecast. Increased rental income collected year to date. Rental forecasts have been updated to reflect the increased revenue.

<b>Refugees</b>	<b>Original Budget 2019/20</b>	<b>Current Budget 2019/20</b>	<b>P4 YTD actual 2019/20</b>	<b>Full Year Forecast</b>	<b>Full Year Forecast Variance</b>
	£	£	£	£	£
Gross Direct Expenditure:					
Pay	0	0	0	0	0
Non-pay	0	40,000	7,979	40,000	0
Gross Direct Income	0	(40,000)	(40,000)	(40,000)	0
Net Direct Expenditure/(Income) Total:	0	0	(32,021)	0	0
Support Services Recharges	0	0	0	0	0
Capital Charges	0	0	0	0	0
<b>Total:</b>	<b>0</b>	<b>0</b>	<b>(32,021)</b>	<b>0</b>	<b>0</b>

No significant variance.

<b>Better Care Fund (NEW)</b>	<b>Original Budget 2022/23</b>	<b>Current Budget 2022/23</b>	<b>P4 YTD actual 2022/23</b>	<b>Full Year Forecast</b>	<b>Full Year Variance</b>
	£	£	£	£	£
Gross Direct Expenditure:					
Pay	99,669	99,669	30,921	99,669	0
Non-pay	24,244	24,244	589	24,244	0
Gross Direct Income	(145,216)	(145,216)	0	(145,216)	0
Net Direct Expenditure/(Income) Total:	(21,303)	(21,303)	31,509	(21,303)	0
Support Services Recharges	59,690	59,690	0	59,690	0
Capital Charges	0	0	0	0	0
<b>Total:</b>	<b>38,387</b>	<b>38,387</b>	<b>31,509</b>	<b>38,387</b>	<b>0</b>

No significant variance.

**Appendix B - General Fund Services - Budget monitoring and commentary 2022/23**

Safe at Home	Original Budget 2022/23 £	Current Budget 2022/23 £	P4 YTD actual 2022/23 £	Full Year Forecast £	Full Year Variance £
Gross Direct Expenditure:					
Pay	274,455	274,455	76,907	274,455	0
Non-pay	55,299	55,299	12,029	55,299	0
Gross Direct Income	(221,247)	(221,247)	(44,141)	(221,247)	0
Net Direct Expenditure/(Income) Total:	108,507	108,507	44,794	108,507	0
Support Services Recharges	89,210	89,210	0	89,210	0
Capital Charges	0	0	0	0	0
Total:	197,717	197,717	44,794	197,717	0
<b>Total Housing:</b>	<b>1,696,165</b>	<b>1,696,165</b>	<b>266,415</b>	<b>1,626,820</b>	<b>(69,345)</b>
<b>Total Housing excluding capital charges and recharges:</b>	<b>950,429</b>	<b>950,429</b>	<b>266,415</b>	<b>881,084</b>	<b>(69,345)</b>
<b>Total Housing excluding recharges:</b>	<b>992,425</b>	<b>992,425</b>	<b>266,415</b>	<b>923,080</b>	<b>(69,345)</b>

No significant variance.

**Inward Investment**

Project Management Office	Original Budget 2022/23 £	Current Budget 2022/23 £	P4 YTD actual 2022/23 £	Full Year Forecast £	Full Year Variance £
Gross Direct Expenditure:					
Pay	124,188	124,188	53,132	124,188	0
Non-pay	1,802	1,802	1,187	1,802	0
Gross Direct Income	0	0	8,623	0	0
Net Direct Expenditure/(Income) Total:	125,990	125,990	62,943	125,990	0
Support Services Recharges	45,200	45,200	0	45,200	0
Capital Charges	0	0	0	0	0
Total:	171,190	171,190	62,943	171,190	0

No significant variance.

**Appendix B - General Fund Services - Budget monitoring and commentary 2022/23**

Projects and Programmes	Original Budget 2022/23 £	Current Budget 2022/23 £	P4 YTD actual 2022/23 £	Full Year Forecast £	Full Year Variance £
Gross Direct Expenditure:					
Pay	152,080	152,080	27,586	152,080	0
Non-pay	3,040	3,040	63,464	3,040	0
Gross Direct Income	0	0	0	0	0
Net Direct Expenditure/(Income) Total:	155,120	155,120	91,050	155,120	0
Support Services Recharges	437,060	437,060	0	437,060	0
Capital Charges	0	0	0	0	0
<b>Total:</b>	<b>592,180</b>	<b>592,180</b>	<b>91,050</b>	<b>592,180</b>	<b>0</b>

No significant variance.

Future High Street Fund	Original Budget 2022/23 £	Current Budget 2022/23 £	P4 YTD actual 2022/23 £	Full Year Forecast £	Full Year Variance £
Gross Direct Expenditure:					
Pay	0	0	0	0	0
Non-pay	0	0	(965)	0	0
Gross Direct Income	0	0	0	0	0
Net Direct Expenditure/(Income) Total:	0	0	(965)	0	0
Support Services Recharges	0	0	0	0	0
Capital Charges	0	0	0	0	0
<b>Total:</b>	<b>0</b>	<b>0</b>	<b>(965)</b>	<b>0</b>	<b>0</b>

No significant variance.

Offshore Wind Project	Original Budget 2022/23 £	Current Budget 2022/23 £	P4 YTD actual 2022/23 £	Full Year Forecast £	Full Year Variance £
Gross Direct Expenditure:					
Pay	49,268	49,268	16,764	49,268	0
Non-pay	155,000	155,000	113,230	155,000	0
Gross Direct Income	(205,416)	(205,416)	47,095	(205,416)	0
Net Direct Expenditure/(Income) Total:	(1,148)	(1,148)	177,089	(1,148)	0
Support Services Recharges	0	0	0	0	0
Capital Charges	0	0	0	0	0
<b>Total:</b>	<b>(1,148)</b>	<b>(1,148)</b>	<b>177,089</b>	<b>(1,148)</b>	<b>0</b>

No significant variance.

**Appendix B - General Fund Services - Budget monitoring and commentary 2022/23**

Inclusion Project (ESF)	Original Budget 2022/23 £	Current Budget 2022/23 £	P4 YTD actual 2022/23 £	Full Year Forecast £	Full Year Variance £
Gross Direct Expenditure:					
Pay	0	0	0	0	0
Non-pay	0	0	90	0	0
Gross Direct Income	0	0	(4,608)	0	0
Net Direct Expenditure/(Income) Total:	0	0	(4,518)	0	0
Support Services Recharges	0	0	0	0	0
Capital Charges	0	0	0	0	0
<b>Total:</b>	<b>0</b>	<b>0</b>	<b>(4,518)</b>	<b>0</b>	<b>0</b>

No significant variance.

Towns Fund	Original Budget 2022/23 £	Current Budget 2022/23 £	P4 YTD actual 2022/23 £	Full Year Forecast £	Full Year Variance £
Gross Direct Expenditure:					
Pay	0	0	0	0	0
Non-pay	0	248,054	65,547	248,054	0
Gross Direct Income	0	(248,054)	(160,654)	(248,054)	0
Net Direct Expenditure/(Income) Total:	0	0	(95,107)	0	0
Support Services Recharges	0	0	0	0	0
Capital Charges	1,000,000	1,000,000	0	1,000,000	0
<b>Total:</b>	<b>1,000,000</b>	<b>1,000,000</b>	<b>(95,107)</b>	<b>1,000,000</b>	<b>0</b>

No significant variance.

Winter Programme - Different Light	Original Budget 2022/23 £	Current Budget 2022/23 £	P4 YTD actual 2022/23 £	Full Year Forecast £	Full Year Variance £
Gross Direct Expenditure:					
Pay	0	0	0	0	0
Non-pay	0	33,430	6,861	33,430	0
Gross Direct Income	0	(33,430)	19,895	(33,430)	0
Net Direct Expenditure/(Income) Total:	0	0	26,756	0	0
Support Services Recharges	0	0	0	0	0
Capital Charges	0	0	0	0	0
<b>Total:</b>	<b>0</b>	<b>0</b>	<b>26,756</b>	<b>0</b>	<b>0</b>

No significant variance.

**Appendix B - General Fund Services - Budget monitoring and commentary 2022/23**

Levelling Up	Original Budget 2022/23 £	Current Budget 2022/23 £	P4 YTD actual 2022/23 £	Full Year Forecast £	Full Year Variance £
Gross Direct Expenditure:					
Pay	0	0	0	0	0
Non-pay	0	125,000	49,604	125,000	0
Gross Direct Income	0	(125,000)	0	(125,000)	0
Net Direct Expenditure/(Income) Total:	0	0	49,604	0	0
Support Services Recharges	0	0	0	0	0
Capital Charges	0	0	0	0	0
<b>Total:</b>	<b>0</b>	<b>0</b>	<b>49,604</b>	<b>0</b>	<b>0</b>

No significant variance.

CCTV	Original Budget 2022/23 £	Current Budget 2022/23 £	P4 YTD actual 2022/23 £	Full Year Forecast £	Full Year Variance £
Gross Direct Expenditure:					
Pay	0	0	0	0	0
Non-pay	101,021	101,021	90,784	103,021	2,000
Gross Direct Income	(4,000)	(4,000)	(165,723)	(4,000)	0
Net Direct Expenditure/(Income) Total:	97,021	97,021	(74,939)	99,021	2,000
Support Services Recharges	31,340	31,340	0	31,340	0
Capital Charges	35,967	35,967	0	35,967	0
<b>Total:</b>	<b>164,328</b>	<b>164,328</b>	<b>(74,939)</b>	<b>166,328</b>	<b>2,000</b>

No significant variance.

Culture and Leisure	Original Budget 2022/23 £	Current Budget 2022/23 £	P4 YTD actual 2022/23 £	Full Year Forecast £	Full Year Variance £
Gross Direct Expenditure:					
Pay	0	0	0	0	0
Non-pay	130,944	130,944	60,052	130,944	0
Gross Direct Income	0	0	0	0	0
Net Direct Expenditure/(Income) Total:	130,944	130,944	60,052	130,944	0
Support Services Recharges	30,750	30,750	0	30,750	0
Capital Charges	0	0	0	0	0
<b>Total:</b>	<b>161,694</b>	<b>161,694</b>	<b>60,052</b>	<b>161,694</b>	<b>0</b>

No significant variance.



**Appendix B - General Fund Services - Budget monitoring and commentary 2022/23**

Indoor Leisure - Phoenix Pool & Marina Centre	Original Budget 2022/23 £	Current Budget 2022/23 £	P4 YTD actual 2022/23 £	Full Year Forecast £	Full Year Variance £
Gross Direct Expenditure:					
Pay	55,883	55,883	0	55,883	0
Non-pay	207,970	233,970	209,669	233,970	0
Gross Direct Income	0	0	11,581	0	0
Net Direct Expenditure/(Income) Total:	263,853	289,853	221,250	289,853	0
Support Services Recharges	83,450	83,450	0	83,450	0
Capital Charges	86,348	86,348	0	86,348	0
<b>Total:</b>	<b>433,651</b>	<b>459,651</b>	<b>221,250</b>	<b>459,651</b>	<b>0</b>

No significant variance.

Neighbourhood Management	Original Budget 2022/23 £	Current Budget 2022/23 £	P4 YTD actual 2022/23 £	Full Year Forecast £	Full Year Variance £
Gross Direct Expenditure:					
Pay	298,815	298,815	53,178	298,815	0
Non-pay	296,019	354,010	46,469	104,010	(250,000)
Gross Direct Income	(236,000)	(236,000)	(56,000)	(56,000)	180,000
Net Direct Expenditure/(Income) Total:	358,834	416,825	43,647	346,825	(70,000)
Support Services Recharges	(43,910)	(43,910)	0	(43,910)	0
Capital Charges	0	0	0	0	0
<b>Total:</b>	<b>314,924</b>	<b>372,915</b>	<b>43,647</b>	<b>302,915</b>	<b>(70,000)</b>

Budget reflected projects anticipated to be undertaken in 2022/23. Presently the forecast reflects those projects that have had funding secured and are underway, such as the Community Champions and Early Help Hub.

Conservation	Original Budget 2022/23 £	Current Budget 2022/23 £	P4 YTD actual 2022/23 £	Full Year Forecast £	Full Year Variance £
Gross Direct Expenditure:					
Pay	150,100	175,100	50,075	175,100	0
Non-pay	683,155	1,085,473	796,206	1,085,473	0
Gross Direct Income	(625,740)	(1,008,337)	9,382	(1,008,337)	0
Net Direct Expenditure/(Income) Total:	207,515	252,236	855,663	252,236	0
Support Services Recharges	41,960	41,960	0	41,960	0
Capital Charges	1,160,660	1,160,660	0	1,160,660	0
<b>Total:</b>	<b>1,410,135</b>	<b>1,454,856</b>	<b>855,663</b>	<b>1,454,856</b>	<b>0</b>

No significant variance.

Economic Development	Original Budget 2022/23 £	Current Budget 2022/23 £	P4 YTD actual 2022/23 £	Full Year Forecast £	Full Year Variance £
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**Appendix B - General Fund Services - Budget monitoring and commentary 2022/23**

Gross Direct Expenditure:

Pay	66,313	131,476	35,727	131,476	0
Non-pay	1,502	34,502	2,657	34,502	0
Gross Direct Income	0	(98,163)	9,998	(98,163)	0
Net Direct Expenditure/(Income) Total:	67,815	67,815	48,381	67,815	0
Support Services Recharges	111,990	111,990	0	111,990	0
Capital Charges	0	0	0	0	0
<b>Total:</b>	<b>179,805</b>	<b>179,805</b>	<b>48,381</b>	<b>179,805</b>	<b>0</b>

No significant variance.

Enterprise GY	Original Budget 2022/23 £	Current Budget 2022/23 £	P4 YTD actual 2022/23 £	Full Year Forecast £	Full Year Variance £
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Gross Direct Expenditure:

Pay	0	0	0	0	0
Non-pay	0	0	11,655	0	0
Gross Direct Income	0	0	0	0	0
Net Direct Expenditure/(Income) Total:	0	0	11,655	0	0
Support Services Recharges	0	0	0	0	0
Capital Charges	0	0	0	0	0
<b>Total:</b>	<b>0</b>	<b>0</b>	<b>11,655</b>	<b>0</b>	<b>0</b>

No significant variance.

Enterprise Zone	Original Budget 2022/23 £	Current Budget 2022/23 £	P4 YTD actual 2022/23 £	Full Year Forecast £	Full Year Variance £
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Gross Direct Expenditure:

Pay	0	0	0	0	0
Non-pay	1,140,612	1,140,612	(601,345)	1,140,612	0
Gross Direct Income	(1,261,791)	(1,261,791)	0	(1,261,791)	0
Net Direct Expenditure/(Income) Total:	(121,179)	(121,179)	(601,345)	(121,179)	0
Support Services Recharges	0	0	0	0	0
Capital Charges	0	0	0	0	0
<b>Total:</b>	<b>(121,179)</b>	<b>(121,179)</b>	<b>(601,345)</b>	<b>(121,179)</b>	<b>0</b>

No significant variance.

<b>Total Inward Investment:</b>	<b>4,305,580</b>	<b>4,434,292</b>	<b>871,215</b>	<b>4,366,292</b>	<b>(68,000)</b>
<b>Total Inward Investment excluding capital charges and recharges:</b>	<b>1,284,765</b>	<b>1,413,477</b>	<b>871,215</b>	<b>1,345,477</b>	<b>(68,000)</b>
<b>Total Inward Investment excluding recharges:</b>	<b>3,567,740</b>	<b>3,696,452</b>	<b>871,215</b>	<b>3,628,452</b>	<b>(68,000)</b>

**Appendix B - General Fund Services - Budget monitoring and commentary 2022/23**

**Planning and Growth**

Building Control	Original Budget 2022/23 £	Current Budget 2022/23 £	P4 YTD actual 2022/23 £	Full Year Forecast £	Full Year Variance £
Gross Direct Expenditure:					
Pay	248,196	222,810	78,219	222,810	0
Non-pay	29,666	29,666	22,639	29,666	0
Gross Direct Income	(308,377)	(308,377)	(75,441)	(283,377)	25,000
Net Direct Expenditure/(Income) Total:	(30,515)	(55,901)	25,417	(30,901)	25,000
Support Services Recharges	88,740	88,740	0	88,740	0
Capital Charges	0	0	0	0	0
<b>Total:</b>	<b>58,225</b>	<b>32,839</b>	<b>25,417</b>	<b>57,839</b>	<b>25,000</b>

Problems in filling vacancies is impacting on the departments ability to complete works to gain income, and is also losing work to external inspectors.

Development Control	Original Budget 2022/23 £	Current Budget 2022/23 £	P4 YTD actual 2022/23 £	Full Year Forecast £	Full Year Variance £
Gross Direct Expenditure:					
Pay	656,583	621,321	210,704	621,321	0
Non-pay	39,719	39,719	24,337	39,719	0
Gross Direct Income	(591,597)	(591,597)	(149,102)	(566,597)	25,000
Net Direct Expenditure/(Income) Total:	104,705	69,443	85,940	94,443	25,000
Support Services Recharges	268,790	268,790	0	268,790	0
Capital Charges	0	0	0	0	0
<b>Total:</b>	<b>373,495</b>	<b>338,233</b>	<b>85,940</b>	<b>363,233</b>	<b>25,000</b>

Inflationary pressures & downturn in construction industry has lead to reduced planning applications.

Land Charges	Original Budget 2022/23 £	Current Budget 2022/23 £	P4 YTD actual 2022/23 £	Full Year Forecast £	Full Year Variance £
Gross Direct Expenditure:					
Pay	48,476	(1)	0	(1)	0
Non-pay	44,901	44,901	18,542	44,901	0
Gross Direct Income	(144,923)	(144,923)	(31,512)	(144,923)	0
Net Direct Expenditure/(Income) Total:	(51,546)	(100,023)	(12,970)	(100,023)	0
Support Services Recharges	48,230	48,230	0	48,230	0
Capital Charges	0	0	0	0	0
<b>Total:</b>	<b>(3,316)</b>	<b>(51,793)</b>	<b>(12,970)</b>	<b>(51,793)</b>	<b>0</b>

No significant variance.

**Appendix B - General Fund Services - Budget monitoring and commentary 2022/23**

Planning business support	Original Budget 2022/23 £	Current Budget 2022/23 £	P4 YTD actual 2022/23 £	Full Year Forecast £	Full Year Variance £
Gross Direct Expenditure:					
Pay	0	144,125	53,486	144,125	0
Non-pay	0	0	0	0	0
Gross Direct Income	0	0	0	0	0
Net Direct Expenditure/(Income) Total:	0	144,125	53,486	144,125	0
Support Services Recharges	0	0	0	0	0
Capital Charges	0	0	0	0	0
Total:	0	144,125	53,486	144,125	0
No significant variance.					
Strategic Planning	Original Budget 2022/23 £	Current Budget 2022/23 £	P4 YTD actual 2022/23 £	Full Year Forecast £	Full Year Variance £
Gross Direct Expenditure:					
Pay	279,621	279,621	93,847	279,621	0
Non-pay	120,890	120,890	48,426	120,890	0
Gross Direct Income	(22,850)	(22,850)	(13,381)	(22,850)	0
Net Direct Expenditure/(Income) Total:	377,661	377,661	128,892	377,661	0
Support Services Recharges	89,820	89,820	0	89,820	0
Capital Charges	1,582	1,582	0	1,582	0
Total:	469,063	469,063	128,892	469,063	0
No significant variance.					
<b>Total Planning and Growth:</b>	<b>897,467</b>	<b>932,467</b>	<b>280,764</b>	<b>982,467</b>	<b>50,000</b>
<b>Total Planning and Growth excluding capital charges and recharges:</b>	<b>400,305</b>	<b>435,305</b>	<b>280,764</b>	<b>485,305</b>	<b>50,000</b>
<b>Total Planning and Growth excluding recharges:</b>	<b>401,887</b>	<b>436,887</b>	<b>280,764</b>	<b>486,887</b>	<b>50,000</b>

**Appendix B - General Fund Services - Budget monitoring and commentary 2022/23****Customer Services**

Benefits	Original Budget 2022/23 £	Current Budget 2022/23 £	P4 YTD actual 2022/23 £	Full Year Forecast £	Full Year Variance £
Gross Direct Expenditure:					
Pay	593,108	593,108	193,785	595,108	2,000
Non-pay	20,508,685	20,508,685	6,175,509	19,062,650	(1,446,035)
Gross Direct Income	(21,243,980)	(21,243,980)	(6,742,730)	(19,804,394)	1,439,586
Net Direct Expenditure/(Income) Total:	(142,187)	(142,187)	(373,437)	(146,636)	(4,449)
Support Services Recharges	172,576	172,576	0	172,576	0
Capital Charges	0	0	0	0	0
Total:	30,389	30,389	(373,437)	25,940	(4,449)

Currently benefit claims expenditure has been lower than budgeted for. The subsidy income received to cover the benefits cost will therefore also be lower. The forecast allows expected under recovery of benefit payments, most should be covered by final year end claim.

Crematorium and Cemeteries	Original Budget 2022/23 £	Current Budget 2022/23 £	P4 YTD actual 2022/23 £	Full Year Forecast £	Full Year Variance £
Gross Direct Expenditure:					
Pay	200,415	200,415	74,146	209,479	9,064
Non-pay	663,890	663,890	563,191	707,472	43,582
Gross Direct Income	(1,620,150)	(1,620,150)	(404,499)	(1,574,500)	45,650
Net Direct Expenditure/(Income) Total:	(755,845)	(755,845)	232,839	(657,549)	98,296
Support Services Recharges	231,420	231,420	0	231,420	0
Capital Charges	70,543	70,543	0	70,543	0
Total:	(453,882)	(453,882)	232,839	(355,586)	98,296

£28k unexpected costs for rebuild of a cremator following a major failure. The forecast reflects an estimated £10k overspend on gas charges as a result of the raising utilities costs that could not have been foreseen when the budget was set.

Demand for services lower than anticipated to date so forecast amended to reflect this.

**Appendix B - General Fund Services - Budget monitoring and commentary 2022/23**

Customer Services	Original Budget 2022/23 £	Current Budget 2022/23 £	P4 YTD actual 2022/23 £	Full Year Forecast £	Full Year Variance £
Gross Direct Expenditure:					
Pay	615,244	615,244	204,676	592,244	(23,000)
Non-pay	12,229	12,229	7,758	5,047	(7,182)
Gross Direct Income	0	0	0	0	0
Net Direct Expenditure/(Income) Total:	627,473	627,473	212,434	597,291	(30,182)
Support Services Recharges	(651,500)	(651,500)	0	(651,500)	0
Capital Charges	0	0	0	0	0
<b>Total:</b>	<b>(24,027)</b>	<b>(24,027)</b>	<b>212,434</b>	<b>(54,209)</b>	<b>(30,182)</b>

Variance reflects vacancies within the service.

Support Services	Original Budget 2022/23 £	Current Budget 2022/23 £	P4 YTD actual 2022/23 £	Full Year Forecast £	Full Year Variance £
Gross Direct Expenditure:					
Pay	153,429	153,429	47,418	153,429	0
Non-pay	44,257	44,257	55,545	45,257	1,000
Gross Direct Income	0	0	0	0	0
Net Direct Expenditure/(Income) Total:	197,686	197,686	102,963	198,686	1,000
Support Services Recharges	(207,170)	(207,170)	0	(207,170)	0
Capital Charges	2,985	2,985	0	2,985	0
<b>Total:</b>	<b>(6,499)</b>	<b>(6,499)</b>	<b>102,963</b>	<b>(5,499)</b>	<b>1,000</b>

No significant variance.

Car Parks	Original Budget 2022/23 £	Current Budget 2022/23 £	P4 YTD actual 2022/23 £	Full Year Forecast £	Full Year Variance £
Gross Direct Expenditure:					
Pay	432,242	432,242	144,679	432,342	100
Non-pay	890,007	890,007	461,332	868,842	(21,165)
Gross Direct Income	(2,501,473)	(2,501,473)	(678,688)	(2,459,973)	41,500
Net Direct Expenditure/(Income) Total:	(1,179,224)	(1,179,224)	(72,677)	(1,158,789)	20,435
Support Services Recharges	356,060	356,060	0	356,060	0
Capital Charges	46,827	46,827	0	46,827	0
<b>Total:</b>	<b>(776,337)</b>	<b>(776,337)</b>	<b>(72,677)</b>	<b>(755,902)</b>	<b>20,435</b>

Payment transfers of income to partners for relevant car parks is lower due to a fall in the income as per below.

**Income collection has been lower than anticipated.**

**Appendix B - General Fund Services - Budget monitoring and commentary 2022/23**

Revenues	Original Budget 2022/23 £	Current Budget 2022/23 £	P4 YTD actual 2022/23 £	Full Year Forecast £	Full Year Variance £
Gross Direct Expenditure:					
Pay	718,651	718,651	250,499	737,651	19,000
Non-pay	224,788	224,788	122,777	213,288	(11,500)
Gross Direct Income	(596,752)	(596,752)	(321,042)	(614,420)	(17,668)
Net Direct Expenditure/(Income) Total:	346,687	346,687	52,234	336,519	(10,168)
Support Services Recharges	447,610	447,610	0	447,610	0
Capital Charges	0	0	0	0	0
Total:	794,297	794,297	52,234	784,129	(10,168)
<b>Total Customer Services:</b>	<b>(436,059)</b>	<b>(436,059)</b>	<b>154,356</b>	<b>(361,127)</b>	<b>74,932</b>
<b>Total Customer Services excluding capital charges and recharges:</b>	<b>(905,410)</b>	<b>(905,410)</b>	<b>154,356</b>	<b>(830,478)</b>	<b>74,932</b>
<b>Total Customer Services excluding recharges:</b>	<b>(785,055)</b>	<b>(785,055)</b>	<b>154,356</b>	<b>(710,123)</b>	<b>74,932</b>

Increased costs on establishment partially covered by grant funding and contribution from Norfolk County Council.

Increased grant and contributions from Norfolk County Council to cover increased costs as per above.

**Property and Asset Management**

Public Toilets	Original Budget 2022/23 £	Current Budget 2022/23 £	P4 YTD actual 2022/23 £	Full Year Forecast £	Full Year Variance £
Gross Direct Expenditure:					
Pay	0	0	0	0	0
Non-pay	200,778	200,778	174,986	200,778	0
Gross Direct Income	0	0	0	0	0
Net Direct Expenditure/(Income) Total:	200,778	200,778	174,986	200,778	0
Support Services Recharges	25,740	25,740	0	25,740	0
Capital Charges	153,447	153,447	0	153,447	0
Total:	379,965	379,965	174,986	379,965	0

No significant variance.

**Appendix B - General Fund Services - Budget monitoring and commentary 2022/23**

Repairs and Maintenance	Original Budget 2022/23 £	Current Budget 2022/23 £	P4 YTD actual 2022/23 £	Full Year Forecast £	Full Year Variance £
Gross Direct Expenditure:					
Pay	0	0	0	0	0
Non-pay	25,074	25,074	13,563	25,074	0
Gross Direct Income	(97,572)	(97,572)	0	(97,572)	0
Net Direct Expenditure/(Income) Total:	(72,498)	(72,498)	13,563	(72,498)	0
Support Services Recharges	61,530	61,530	0	61,530	0
Capital Charges	205,389	205,389	0	205,389	0
<b>Total:</b>	<b>194,421</b>	<b>194,421</b>	<b>13,563</b>	<b>194,421</b>	<b>0</b>

No significant variance.

Footway Lighting	Original Budget 2022/23 £	Current Budget 2022/23 £	P4 YTD actual 2022/23 £	Full Year Forecast £	Full Year Variance £
Gross Direct Expenditure:					
Pay	0	0	0	0	0
Non-pay	183,321	183,321	90,243	183,321	0
Gross Direct Income	0	0	0	0	0
Net Direct Expenditure/(Income) Total:	183,321	183,321	90,243	183,321	0
Support Services Recharges	64,400	64,400	0	64,400	0
Capital Charges	69,718	69,718	0	69,718	0
<b>Total:</b>	<b>317,439</b>	<b>317,439</b>	<b>90,243</b>	<b>317,439</b>	<b>0</b>

No significant variance.

Coastal Protection	Original Budget 2022/23 £	Current Budget 2022/23 £	P4 YTD actual 2022/23 £	Full Year Forecast £	Full Year Variance £
Gross Direct Expenditure:					
Pay	178,435	178,435	15,933	134,435	(44,000)
Non-pay	112,324	128,284	23,363	128,284	0
Gross Direct Income	(135,309)	(188,835)	(53,526)	(144,835)	44,000
Net Direct Expenditure/(Income) Total:	155,450	117,884	(14,230)	117,884	0
Support Services Recharges	60,040	60,040	0	60,040	0
Capital Charges	362,693	362,693	0	362,693	0
<b>Total:</b>	<b>578,183</b>	<b>540,617</b>	<b>(14,230)</b>	<b>540,617</b>	<b>0</b>

This underspend is due to vacancies held during the first part of the year. These positions should be filled by yearend.



**Appendix B - General Fund Services - Budget monitoring and commentary 2022/23**

Community Centres	Original Budget 2022/23 £	Current Budget 2022/23 £	P4 YTD actual 2022/23 £	Full Year Forecast £	Full Year Variance £
Gross Direct Expenditure:					
Pay	0	0	0	0	0
Non-pay	2,056	2,056	3,015	2,056	0
Gross Direct Income	(3,774)	(3,774)	747	(3,774)	0
Net Direct Expenditure/(Income) Total:	(1,718)	(1,718)	3,762	(1,718)	0
Support Services Recharges	35,390	35,390	0	35,390	0
Capital Charges	25,213	25,213	0	25,213	0
<b>Total:</b>	<b>58,885</b>	<b>58,885</b>	<b>3,762</b>	<b>58,885</b>	<b>0</b>

No significant variance.

Council Offices - Town Hall	Original Budget 2022/23 £	Current Budget 2022/23 £	P4 YTD actual 2022/23 £	Full Year Forecast £	Full Year Variance £
Gross Direct Expenditure:					
Pay	0	0	0	0	0
Non-pay	168,966	168,966	120,444	182,716	13,750
Gross Direct Income	0	0	0	0	0
Net Direct Expenditure/(Income) Total:	168,966	168,966	120,444	182,716	13,750
Support Services Recharges	(184,790)	(184,790)	0	(184,790)	0
Capital Charges	15,821	15,821	0	15,821	0
<b>Total:</b>	<b>(3)</b>	<b>(3)</b>	<b>120,444</b>	<b>13,747</b>	<b>13,750</b>

No significant variance.

Council Offices - Greyfriars	Original Budget 2022/23 £	Current Budget 2022/23 £	P4 YTD actual 2022/23 £	Full Year Forecast £	Full Year Variance £
Gross Direct Expenditure:					
Pay	0	0	0	0	0
Non-pay	112,303	112,303	66,411	112,303	0
Gross Direct Income	0	0	0	0	0
Net Direct Expenditure/(Income) Total:	112,303	112,303	66,411	112,303	0
Support Services Recharges	(120,010)	(120,010)	0	(120,010)	0
Capital Charges	7,710	7,710	0	7,710	0
<b>Total:</b>	<b>3</b>	<b>3</b>	<b>66,411</b>	<b>3</b>	<b>0</b>

No significant variance.

**Appendix B - General Fund Services - Budget monitoring and commentary 2022/23**

Council Offices - Maritime House	Original Budget 2022/23 £	Current Budget 2022/23 £	P4 YTD actual 2022/23 £	Full Year Forecast £	Full Year Variance £
Gross Direct Expenditure:					
Pay	0	0	0	0	0
Non-pay	23,739	31,739	21,038	31,739	0
Gross Direct Income	0	(8,000)	0	(8,000)	0
Net Direct Expenditure/(Income) Total:	23,739	23,739	21,038	23,739	0
Support Services Recharges	14,470	14,470	0	14,470	0
Capital Charges	4,560	4,560	0	4,560	0
<b>Total:</b>	<b>42,769</b>	<b>42,769</b>	<b>21,038</b>	<b>42,769</b>	<b>0</b>

No significant variance.

Council Offices - Catalyst Centre	Original Budget 2022/23 £	Current Budget 2022/23 £	P4 YTD actual 2022/23 £	Full Year Forecast £	Full Year Variance £
Gross Direct Expenditure:					
Pay	0	0	0	0	0
Non-pay	49,934	49,934	24,454	49,934	0
Gross Direct Income	0	0	0	0	0
Net Direct Expenditure/(Income) Total:	49,934	49,934	24,454	49,934	0
Support Services Recharges	(53,730)	(53,730)	0	(53,730)	0
Capital Charges	3,797	3,797	0	3,797	0
<b>Total:</b>	<b>1</b>	<b>1</b>	<b>24,454</b>	<b>1</b>	<b>0</b>

No significant variance.

Beach Huts	Original Budget 2022/23 £	Current Budget 2022/23 £	P4 YTD actual 2022/23 £	Full Year Forecast £	Full Year Variance £
Gross Direct Expenditure:					
Pay	29,456	29,456	7,404	29,456	0
Non-pay	15,358	15,358	3,799	15,358	0
Gross Direct Income	(63,438)	(63,438)	(35,260)	(47,259)	16,179
Net Direct Expenditure/(Income) Total:	(18,624)	(18,624)	(24,057)	(2,445)	16,179
Support Services Recharges	29,960	29,960	0	29,960	0
Capital Charges	0	0	0	0	0
<b>Total:</b>	<b>11,336</b>	<b>11,336</b>	<b>(24,057)</b>	<b>27,515</b>	<b>16,179</b>

No significant variance.

**Appendix B - General Fund Services - Budget monitoring and commentary 2022/23**

Easter Fayre	Original Budget 2022/23 £	Current Budget 2022/23 £	P4 YTD actual 2022/23 £	Full Year Forecast £	Full Year Variance £
Gross Direct Expenditure:					
Pay	2,000	2,000	0	2,000	0
Non-pay	20,686	20,686	18,965	20,686	0
Gross Direct Income	(15,265)	(15,265)	(19,226)	(15,265)	0
Net Direct Expenditure/(Income) Total:	7,421	7,421	(262)	7,421	0
Support Services Recharges	0	0	0	0	0
Capital Charges	0	0	0	0	0
<b>Total:</b>	<b>7,421</b>	<b>7,421</b>	<b>(262)</b>	<b>7,421</b>	<b>0</b>

No significant variance.

Markets	Original Budget 2022/23 £	Current Budget 2022/23 £	P4 YTD actual 2022/23 £	Full Year Forecast £	Full Year Variance £
Gross Direct Expenditure:					
Pay	69,411	69,411	24,055	69,411	0
Non-pay	225,041	225,041	182,663	225,041	0
Gross Direct Income	(157,974)	(157,974)	(99,760)	(116,299)	41,675
Net Direct Expenditure/(Income) Total:	136,478	136,478	106,958	178,153	41,675
Support Services Recharges	64,400	64,400	0	64,400	0
Capital Charges	4,820	4,820	0	4,820	0
<b>Total:</b>	<b>205,698</b>	<b>205,698</b>	<b>106,958</b>	<b>247,373</b>	<b>41,675</b>

The forecast impact is a result of the delay in the delivery of the next phase of the capital project and also the impact on the demand for two day and casual markets.

Go Trade	Original Budget 2022/23 £	Current Budget 2022/23 £	P4 YTD actual 2022/23 £	Full Year Forecast £	Full Year Variance £
Gross Direct Expenditure:					
Pay	0	0	0	0	0
Non-pay	0	5,736	4,205	5,736	0
Gross Direct Income	0	0	0	0	0
Net Direct Expenditure/(Income) Total:	0	5,736	4,205	5,736	0
Support Services Recharges	0	0	0	0	0
Capital Charges	0	0	0	0	0
<b>Total:</b>	<b>0</b>	<b>5,736</b>	<b>4,205</b>	<b>5,736</b>	<b>0</b>

No significant variance.

**Appendix B - General Fund Services - Budget monitoring and commentary 2022/23**

Bretts	Original Budget 2022/23 £	Current Budget 2022/23 £	P4 YTD actual 2022/23 £	Full Year Forecast £	Full Year Variance £
Gross Direct Expenditure:					
Pay	0	0	0	0	0
Non-pay	145,693	145,693	12,743	145,693	0
Gross Direct Income	(131,387)	(131,387)	(18,000)	(131,387)	0
Net Direct Expenditure/(Income) Total:	14,306	14,306	(5,257)	14,306	0
Support Services Recharges	12,330	12,330	0	12,330	0
Capital Charges	0	0	0	0	0
<b>Total:</b>	<b>26,636</b>	<b>26,636</b>	<b>(5,257)</b>	<b>26,636</b>	<b>0</b>

No significant variance.

Courts	Original Budget 2022/23 £	Current Budget 2022/23 £	P4 YTD actual 2022/23 £	Full Year Forecast £	Full Year Variance £
Gross Direct Expenditure:					
Pay	0	0	0	0	0
Non-pay	7,290	7,290	4,332	7,290	0
Gross Direct Income	(14,670)	(14,670)	(2,071)	(14,670)	0
Net Direct Expenditure/(Income) Total:	(7,380)	(7,380)	2,262	(7,380)	0
Support Services Recharges	11,500	11,500	0	11,500	0
Capital Charges	0	0	0	0	0
<b>Total:</b>	<b>4,120</b>	<b>4,120</b>	<b>2,262</b>	<b>4,120</b>	<b>0</b>

No significant variance.

South Denes Energy Park	Original Budget 2022/23 £	Current Budget 2022/23 £	P4 YTD actual 2022/23 £	Full Year Forecast £	Full Year Variance £
Gross Direct Expenditure:					
Pay	0	0	0	0	0
Non-pay	2,878	2,878	3,131	2,878	0
Gross Direct Income	(8,004)	(8,004)	(3,335)	(8,004)	0
Net Direct Expenditure/(Income) Total:	(5,126)	(5,126)	(204)	(5,126)	0
Support Services Recharges	24,110	24,110	0	24,110	0
Capital Charges	0	0	0	0	0
<b>Total:</b>	<b>18,984</b>	<b>18,984</b>	<b>(204)</b>	<b>18,984</b>	<b>0</b>

No significant variance.

**Appendix B - General Fund Services - Budget monitoring and commentary 2022/23**

Factory Units	Original Budget 2022/23 £	Current Budget 2022/23 £	P4 YTD actual 2022/23 £	Full Year Forecast £	Full Year Variance £
Gross Direct Expenditure:					
Pay	0	0	0	0	0
Non-pay	13,658	13,658	20,188	13,658	0
Gross Direct Income	(100,651)	(100,651)	(47,056)	(100,651)	0
Net Direct Expenditure/(Income) Total:	(86,993)	(86,993)	(26,868)	(86,993)	0
Support Services Recharges	28,410	28,410	0	28,410	0
Capital Charges	0	0	0	0	0
Total:	(58,583)	(58,583)	(26,868)	(58,583)	0

No significant variance.

Minerva House	Original Budget 2022/23 £	Current Budget 2022/23 £	P4 YTD actual 2022/23 £	Full Year Forecast £	Full Year Variance £
Gross Direct Expenditure:					
Pay	0	0	0	0	0
Non-pay	8,451	8,451	3,848	8,451	0
Gross Direct Income	(65,626)	(65,626)	(38,201)	(79,905)	(14,279)
Net Direct Expenditure/(Income) Total:	(57,175)	(57,175)	(34,353)	(71,454)	(14,279)
Support Services Recharges	9,870	9,870	0	9,870	0
Capital Charges	0	0	0	0	0
Total:	(47,305)	(47,305)	(34,353)	(61,584)	(14,279)

No significant variance.

Corporate Estates	Original Budget 2022/23 £	Current Budget 2022/23 £	P4 YTD actual 2022/23 £	Full Year Forecast £	Full Year Variance £
Gross Direct Expenditure:					
Pay	20	20	25	20	0
Non-pay	439,390	439,390	477,624	479,249	39,859
Gross Direct Income	(2,481,633)	(2,481,633)	(1,293,402)	(2,321,729)	159,904
Net Direct Expenditure/(Income) Total:	(2,042,223)	(2,042,223)	(815,753)	(1,842,460)	199,763
Support Services Recharges	401,660	401,660	0	401,660	0
Capital Charges	34,945	34,945	0	34,945	0
Total:	(1,605,618)	(1,605,618)	(815,753)	(1,405,855)	199,763

Electricity costs forecast to be overspent by £17.2k at yearend and business rates by £22.7k due to two void properties.

Changes in leases such as new leases and voids have a net impact of a reduction in income of £31k. Income planned of £129k for new concessions, such as those on the upper and lower promenade at Gorleston, have not progressed so the forecast reflects the shortfall anticipated.

**Appendix B - General Fund Services - Budget monitoring and commentary 2022/23**

Onians	Original Budget 2022/23 £	Current Budget 2022/23 £	P4 YTD actual 2022/23 £	Full Year Forecast £	Full Year Variance £
Gross Direct Expenditure:					
Pay	0	0	0	0	0
Non-pay	1,273	1,273	705	1,273	0
Gross Direct Income	(9,900)	(9,900)	(3,675)	(9,900)	0
Net Direct Expenditure/(Income) Total:	(8,627)	(8,627)	(2,970)	(8,627)	0
Support Services Recharges	10,160	10,160	0	10,160	0
Capital Charges	0	0	0	0	0
<b>Total:</b>	<b>1,533</b>	<b>1,533</b>	<b>(2,970)</b>	<b>1,533</b>	<b>0</b>

No significant variance.

Property Services	Original Budget 2022/23 £	Current Budget 2022/23 £	P4 YTD actual 2022/23 £	Full Year Forecast £	Full Year Variance £
Gross Direct Expenditure:					
Pay	871,817	881,817	247,744	831,817	(50,000)
Non-pay	51,959	51,959	18,640	51,959	0
Gross Direct Income	(287,605)	(287,605)	(50,195)	(237,605)	50,000
Net Direct Expenditure/(Income) Total:	636,171	646,171	216,189	646,171	0
Support Services Recharges	(659,410)	(659,410)	0	(659,410)	0
Capital Charges	0	0	0	0	0
<b>Total:</b>	<b>(23,239)</b>	<b>(13,239)</b>	<b>216,189</b>	<b>(13,239)</b>	<b>0</b>

Underspend from vacancies held during the year however this is offset by the resulting fall in income from recharging staff to the Housing Revenue Account or capital projects, as per below.

As noted above.

Beacon Park	Original Budget 2022/23 £	Current Budget 2022/23 £	P4 YTD actual 2022/23 £	Full Year Forecast £	Full Year Variance £
Gross Direct Expenditure:					
Pay	0	0	0	0	0
Non-pay	202,637	202,637	89,663	202,637	0
Gross Direct Income	(1,100,232)	(1,100,232)	(561,782)	(1,100,232)	0
Net Direct Expenditure/(Income) Total:	(897,595)	(897,595)	(472,119)	(897,595)	0
Support Services Recharges	51,820	51,820	0	51,820	0
Capital Charges	167,469	167,469	0	167,469	0
<b>Total:</b>	<b>(678,306)</b>	<b>(678,306)</b>	<b>(472,119)</b>	<b>(678,306)</b>	<b>0</b>

No significant variance.

**Appendix B - General Fund Services - Budget monitoring and commentary 2022/23**

<b>37-39 Market Place (Palmers)</b>	<b>Original Budget 2022/23 £</b>	<b>Current Budget 2022/23 £</b>	<b>P4 YTD actual 2022/23 £</b>	<b>Full Year Forecast £</b>	<b>Full Year Variance £</b>
Gross Direct Expenditure:					
Pay	0	0	0	0	0
Non-pay	0	0	23,403	24,048	24,048
Gross Direct Income	0	0	0	0	0
Net Direct Expenditure/(Income) Total:	0	0	23,403	24,048	24,048
Support Services Recharges	0	0	0	0	0
Capital Charges	0	0	0	0	0
<b>Total:</b>	<b>0</b>	<b>0</b>	<b>23,403</b>	<b>24,048</b>	<b>24,048</b>

This overspend is due to increased insurance costs of £15k and utility costs of £9k.

<b>Property Building Services</b>	<b>Original Budget 2022/23 £</b>	<b>Current Budget 2022/23 £</b>	<b>P4 YTD actual 2022/23 £</b>	<b>Full Year Forecast £</b>	<b>Full Year Variance £</b>
Gross Direct Expenditure:					
Pay	0	0	0	0	0
Non-pay	473,541	473,541	167,132	473,541	0
Gross Direct Income	0	0	0	0	0
Net Direct Expenditure/(Income) Total:	473,541	473,541	167,132	473,541	0
Support Services Recharges	0	0	0	0	0
Capital Charges	0	0	0	0	0
<b>Total:</b>	<b>473,541</b>	<b>473,541</b>	<b>167,132</b>	<b>473,541</b>	<b>0</b>

No significant variance.

<b>Waterways</b>	<b>Original Budget 2022/23 £</b>	<b>Current Budget 2022/23 £</b>	<b>P4 YTD actual 2022/23 £</b>	<b>Full Year Forecast £</b>	<b>Full Year Variance £</b>
Gross Direct Expenditure:					
Pay	0	0	0	0	0
Non-pay	29,010	29,010	34,872	29,010	0
Gross Direct Income	(1,000)	(1,000)	(8,840)	(1,000)	0
Net Direct Expenditure/(Income) Total:	28,010	28,010	26,032	28,010	0
Support Services Recharges	15,340	15,340	0	15,340	0
Capital Charges	0	0	0	0	0
<b>Total:</b>	<b>43,350</b>	<b>43,350</b>	<b>26,032</b>	<b>43,350</b>	<b>0</b>

No significant variance.

**Appendix B - General Fund Services - Budget monitoring and commentary 2022/23**

Housing Asset Team	Original Budget 2022/23 £	Current Budget 2022/23 £	P4 YTD actual 2022/23 £	Full Year Forecast £	Full Year Variance £
Gross Direct Expenditure:					
Pay	625,404	625,404	199,415	570,404	(55,000)
Non-pay	30,000	30,000	3,999	79,800	49,800
Gross Direct Income	(836,221)	(836,221)	(203,414)	(831,021)	5,200
Net Direct Expenditure/(Income) Total:	(180,817)	(180,817)	0	(180,817)	0
Support Services Recharges	165,200	165,200	0	165,200	0
Capital Charges	0	0	0	0	0
Total:	(15,617)	(15,617)	0	(15,617)	0
<b>Total Property and Asset Management:</b>	<b>(64,386)</b>	<b>(86,216)</b>	<b>(334,991)</b>	<b>194,920</b>	<b>281,136</b>
<b>Total Property and Asset Management excluding capital charges and recharges:</b>	<b>(1,188,358)</b>	<b>(1,210,188)</b>	<b>(334,991)</b>	<b>(929,052)</b>	<b>281,136</b>
<b>Total Property and Asset Management excluding recharges:</b>	<b>(132,776)</b>	<b>(154,606)</b>	<b>(334,991)</b>	<b>126,530</b>	<b>281,136</b>

Underspend on vacancies are offset by increased agency costs to cover the vacant posts, and also reduced income from recharges to the Housing Revenue Account.

**Communications, Marketing and Events**

Communications	Original Budget 2022/23 £	Current Budget 2022/23 £	P4 YTD actual 2022/23 £	Full Year Forecast £	Full Year Variance £
Gross Direct Expenditure:					
Pay	166,270	166,270	57,069	174,553	8,283
Non-pay	16,193	16,193	12,318	16,193	0
Gross Direct Income	(5,345)	(5,345)	(369)	(5,345)	0
Net Direct Expenditure/(Income) Total:	177,118	177,118	69,019	185,401	8,283
Support Services Recharges	(180,550)	(180,550)	0	(180,550)	0
Capital Charges	0	0	0	0	0
Total:	(3,432)	(3,432)	69,019	4,851	8,283

No significant variance.



**Appendix B - General Fund Services - Budget monitoring and commentary 2022/23**

<b>Print and Design</b>	<b>Original Budget 2022/23</b>	<b>Current Budget 2022/23</b>	<b>P4 YTD actual 2022/23</b>	<b>Full Year Forecast</b>	<b>Full Year Variance</b>
	£	£	£	£	£
Gross Direct Expenditure:					
Pay	188,014	188,014	60,019	188,014	0
Non-pay	57,244	60,431	33,027	60,431	0
Gross Direct Income	(25,122)	(25,122)	(2,896)	(25,122)	0
Net Direct Expenditure/(Income) Total:	220,136	223,323	90,149	223,323	0
Support Services Recharges	(226,490)	(226,490)	0	(226,490)	0
Capital Charges	0	0	0	0	0
<b>Total:</b>	<b>(6,354)</b>	<b>(3,167)</b>	<b>90,149</b>	<b>(3,167)</b>	<b>0</b>

No significant variance.

<b>Tourism</b>	<b>Original Budget 2022/23</b>	<b>Current Budget 2022/23</b>	<b>P4 YTD actual 2022/23</b>	<b>Full Year Forecast</b>	<b>Full Year Variance</b>
	£	£	£	£	£
Gross Direct Expenditure:					
Pay	66,727	66,727	11,589	52,727	(14,000)
Non-pay	173,896	179,692	98,311	179,692	0
Gross Direct Income	(117,256)	(117,256)	(10,333)	(108,993)	8,263
Net Direct Expenditure/(Income) Total:	123,367	129,163	99,567	123,426	(5,737)
Support Services Recharges	217,380	217,380	0	217,380	0
Capital Charges	0	0	0	0	0
<b>Total:</b>	<b>340,747</b>	<b>346,543</b>	<b>99,567</b>	<b>340,806</b>	<b>(5,737)</b>

No significant variance.

<b>Civic and Portering</b>	<b>Original Budget 2022/23</b>	<b>Current Budget 2022/23</b>	<b>P4 YTD actual 2022/23</b>	<b>Full Year Forecast</b>	<b>Full Year Variance</b>
	£	£	£	£	£
Gross Direct Expenditure:					
Pay	157,537	157,537	49,226	157,754	217
Non-pay	31,677	43,677	27,821	43,677	0
Gross Direct Income	(3,000)	(3,000)	(2,050)	(3,000)	0
Net Direct Expenditure/(Income) Total:	186,214	198,214	74,997	198,431	217
Support Services Recharges	(191,830)	(191,830)	0	(191,830)	0
Capital Charges	0	0	0	0	0
<b>Total:</b>	<b>(5,616)</b>	<b>6,384</b>	<b>74,997</b>	<b>6,601</b>	<b>217</b>

No significant variance.

**Appendix B - General Fund Services - Budget monitoring and commentary 2022/23**

Mayor	Original Budget 2022/23 £	Current Budget 2022/23 £	P4 YTD actual 2022/23 £	Full Year Forecast £	Full Year Variance £
Gross Direct Expenditure:					
Pay	0	0	0	0	0
Non-pay	7,974	7,974	3,770	7,974	0
Gross Direct Income	0	0	0	0	0
Net Direct Expenditure/(Income) Total:	7,974	7,974	3,770	7,974	0
Support Services Recharges	16,020	16,020	0	16,020	0
Capital Charges	0	0	0	0	0
Total:	23,994	23,994	3,770	23,994	0

No significant variance.

Events	Original Budget 2022/23 £	Current Budget 2022/23 £	P4 YTD actual 2022/23 £	Full Year Forecast £	Full Year Variance £
Gross Direct Expenditure:					
Pay	42,220	42,220	12,071	40,220	(2,000)
Non-pay	10,226	10,226	9,021	24,826	14,600
Gross Direct Income	(35,920)	(35,920)	(13,786)	(58,420)	(22,500)
Net Direct Expenditure/(Income) Total:	16,526	16,526	7,306	6,626	(9,900)
Support Services Recharges	106,210	106,210	0	106,210	0
Capital Charges	0	0	0	0	0
Total:	122,736	122,736	7,306	112,836	(9,900)

Forecast reflects estimated costs for Town Hall events and weddings, which is offset by income based on bookings.

Tearooms	Original Budget 2022/23 £	Current Budget 2022/23 £	P4 YTD actual 2022/23 £	Full Year Forecast £	Full Year Variance £
Gross Direct Expenditure:					
Pay	47,298	47,298	3,533	35,298	(12,000)
Non-pay	34,078	34,078	11,453	28,208	(5,870)
Gross Direct Income	(101,857)	(101,857)	0	(51,857)	50,000
Net Direct Expenditure/(Income) Total:	(20,481)	(20,481)	14,986	11,649	32,130
Support Services Recharges	0	0	0	0	0
Capital Charges	9,060	9,060	0	9,060	0
Total:	(11,421)	(11,421)	14,986	20,709	32,130

Lost income from first quarter of the year following delayed opening.

**Appendix B - General Fund Services - Budget monitoring and commentary 2022/23**

<b>Total Communications, Marketing and Events:</b>	<b>460,654</b>	<b>481,637</b>	<b>359,793</b>	<b>506,630</b>	<b>24,993</b>
<b>Total Communications, Marketing and Events excluding capital charges and recharges:</b>	<b>1,508,793</b>	<b>1,539,503</b>	<b>441,324</b>	<b>1,645,152</b>	<b>24,993</b>
<b>Total Communications, Marketing and Events excluding recharges:</b>	<b>719,914</b>	<b>740,897</b>	<b>359,793</b>	<b>765,890</b>	<b>24,993</b>

**Environmental Services**

<b>Environmental Health</b>	<b>Original Budget 2022/23 £</b>	<b>Current Budget 2022/23 £</b>	<b>P4 YTD actual 2022/23 £</b>	<b>Full Year Forecast £</b>	<b>Full Year Variance £</b>
Gross Direct Expenditure:					
Pay	1,163,920	1,185,587	459,456	1,195,642	10,055
Non-pay	834,468	834,468	563,262	852,578	18,110
Gross Direct Income	(116,012)	(106,285)	(28,629)	(106,285)	0
Net Direct Expenditure/(Income) Total:	<u>1,882,376</u>	<u>1,913,770</u>	<u>994,088</u>	<u>1,941,935</u>	<u>28,165</u>
Support Services Recharges	309,640	309,640	0	309,640	0
Capital Charges	10,168	10,168	0	10,168	0
Total:	<u>2,202,184</u>	<u>2,233,578</u>	<u>994,088</u>	<u>2,261,743</u>	<u>28,165</u>

Net overspend is mainly due to estimated barrister costs for a legal trial to be held later this year of £30k, which is partially offset by the drainage board levy being £14k under budget for the year.

<b>Selective Licensing</b>	<b>Original Budget 2022/23 £</b>	<b>Current Budget 2022/23 £</b>	<b>P4 YTD actual 2022/23 £</b>	<b>Full Year Forecast £</b>	<b>Full Year Variance £</b>
Gross Direct Expenditure:					
Pay	59,244	59,244	33,673	59,244	0
Non-pay	8,799	8,799	8,128	8,799	0
Gross Direct Income	(10,000)	(10,000)	(41,645)	(10,000)	0
Net Direct Expenditure/(Income) Total:	<u>58,043</u>	<u>58,043</u>	<u>156</u>	<u>58,043</u>	<u>0</u>
Support Services Recharges	6,480	6,480	0	6,480	0
Capital Charges	0	0	0	0	0
Total:	<u>64,523</u>	<u>64,523</u>	<u>156</u>	<u>64,523</u>	<u>0</u>

No significant variance.

**Appendix B - General Fund Services - Budget monitoring and commentary 2022/23**

Grounds Maintenance	Original Budget 2022/23 £	Current Budget 2022/23 £	P4 YTD actual 2022/23 £	Full Year Forecast £	Full Year Variance £
Gross Direct Expenditure:					
Pay	0	0	0	0	0
Non-pay	625,688	625,688	574,310	614,180	(11,508)
Gross Direct Income	(54,450)	(54,450)	(1,509)	(55,909)	(1,459)
Net Direct Expenditure/(Income) Total:	571,238	571,238	572,801	558,271	(12,967)
Support Services Recharges	27,550	27,550	0	27,550	0
Capital Charges	75,485	75,485	0	75,485	0
<b>Total:</b>	<b>674,273</b>	<b>674,273</b>	<b>572,801</b>	<b>661,306</b>	<b>(12,967)</b>

No significant variance.

Street Cleansing	Original Budget 2022/23 £	Current Budget 2022/23 £	P4 YTD actual 2022/23 £	Full Year Forecast £	Full Year Variance £
Gross Direct Expenditure:					
Pay	0	0	0	0	0
Non-pay	664,534	664,534	694,062	694,158	29,624
Gross Direct Income	0	0	0	0	0
Net Direct Expenditure/(Income) Total:	664,534	664,534	694,062	694,158	29,624
Support Services Recharges	14,710	14,710	0	14,710	0
Capital Charges	0	0	0	0	0
<b>Total:</b>	<b>679,244</b>	<b>679,244</b>	<b>694,062</b>	<b>708,868</b>	<b>29,624</b>

Overspend is due to contractual inflation omitted from budget workings.

Waste Management	Original Budget 2022/23 £	Current Budget 2022/23 £	P4 YTD actual 2022/23 £	Full Year Forecast £	Full Year Variance £
Gross Direct Expenditure:					
Pay	101,160	101,160	33,982	101,160	0
Non-pay	3,096,252	3,112,706	2,509,233	3,112,467	(239)
Gross Direct Income	(1,741,994)	(1,741,994)	(975,080)	(1,741,994)	0
Net Direct Expenditure/(Income) Total:	1,455,418	1,471,872	1,568,135	1,471,633	(239)
Support Services Recharges	146,030	146,030	0	146,030	0
Capital Charges	20,050	20,050	0	20,050	0
<b>Total:</b>	<b>1,621,498</b>	<b>1,637,952</b>	<b>1,568,135</b>	<b>1,637,713</b>	<b>(239)</b>

No significant variance.

**Appendix B - General Fund Services - Budget monitoring and commentary 2022/23**

Parks and Outdoor spaces	Original Budget 2022/23 £	Current Budget 2022/23 £	P4 YTD actual 2022/23 £	Full Year Forecast £	Full Year Variance £
Gross Direct Expenditure:					
Pay	0	0	0	0	0
Non-pay	202,417	202,417	151,511	196,586	(5,831)
Gross Direct Income	0	0	0	0	0
Net Direct Expenditure/(Income) Total:	202,417	202,417	151,511	196,586	(5,831)
Support Services Recharges	35,940	35,940	0	35,940	0
Capital Charges	3,411	3,411	0	3,411	0
<b>Total:</b>	<b>241,768</b>	<b>241,768</b>	<b>151,511</b>	<b>235,937</b>	<b>(5,831)</b>

No significant variance.

Outdoor Sports	Original Budget 2022/23 £	Current Budget 2022/23 £	P4 YTD actual 2022/23 £	Full Year Forecast £	Full Year Variance £
Gross Direct Expenditure:					
Pay	0	0	0	0	0
Non-pay	429,669	429,669	417,110	428,006	(1,663)
Gross Direct Income	(95,590)	(95,590)	(48,020)	(95,590)	0
Net Direct Expenditure/(Income) Total:	334,079	334,079	369,089	332,416	(1,663)
Support Services Recharges	38,230	38,230	0	38,230	0
Capital Charges	62,458	62,458	0	62,458	0
<b>Total:</b>	<b>434,767</b>	<b>434,767</b>	<b>369,089</b>	<b>433,104</b>	<b>(1,663)</b>

No significant variance.

Licensing	Original Budget 2022/23 £	Current Budget 2022/23 £	P4 YTD actual 2022/23 £	Full Year Forecast £	Full Year Variance £
Gross Direct Expenditure:					
Pay	183,128	183,128	45,938	183,128	0
Non-pay	31,873	31,873	25,554	31,873	0
Gross Direct Income	(270,941)	(280,668)	(150,802)	(280,668)	0
Net Direct Expenditure/(Income) Total:	(55,940)	(65,667)	(79,311)	(65,667)	0
Support Services Recharges	129,380	129,380	0	129,380	0
Capital Charges	0	0	0	0	0
<b>Total:</b>	<b>73,440</b>	<b>63,713</b>	<b>(79,311)</b>	<b>63,713</b>	<b>0</b>

No significant variance.

**Appendix B - General Fund Services - Budget monitoring and commentary 2022/23**

Norfolk Waste Partnership	Original Budget 2022/23 £	Current Budget 2022/23 £	P4 YTD actual 2022/23 £	Full Year Forecast £	Full Year Variance £
Gross Direct Expenditure:					
Pay	72,370	72,370	15,371	72,370	0
Non-pay	299,932	299,932	3,648	299,932	0
Gross Direct Income	(372,302)	(372,302)	(66,486)	(372,302)	0
Net Direct Expenditure/(Income) Total:	0	0	(47,467)	0	0
Support Services Recharges	0	0	0	0	0
Capital Charges	0	0	0	0	0
Total:	0	0	(47,467)	0	0
<b>Total Environmental Services:</b>	<b>5,991,697</b>	<b>6,029,818</b>	<b>4,223,065</b>	<b>6,066,907</b>	<b>37,089</b>
<b>Total Environmental Services excluding capital charges and recharges:</b>	<b>5,112,165</b>	<b>5,150,286</b>	<b>4,223,065</b>	<b>5,187,375</b>	<b>37,089</b>
<b>Total Environmental Services excluding recharges:</b>	<b>5,283,737</b>	<b>5,321,858</b>	<b>4,223,065</b>	<b>5,358,947</b>	<b>37,089</b>
<b>Total for Services:</b>	<b>13,115,412</b>	<b>13,753,061</b>	<b>7,523,007</b>	<b>14,018,085</b>	<b>265,024</b>
<b>Total for Services excluding capital charges and recharges:</b>	<b>12,159,529</b>	<b>12,806,905</b>	<b>7,604,538</b>	<b>13,152,585</b>	<b>265,024</b>
<b>Total for Services excluding recharges:</b>	<b>15,152,216</b>	<b>15,789,865</b>	<b>7,523,007</b>	<b>16,054,889</b>	<b>265,024</b>

No significant variance.

**Appendix C - Summary of General Fund Services Income & Expenditure (detail within Appendix B) for Month 4 2022/23**

	Original Budget 2022/23 £	Current Budget 2022/23 £	Forecast 2022/23 £	Variance £
Employee	13,066,288	14,315,111	14,223,760	(91,351)
Premises	5,550,118	5,704,971	5,862,251	157,280
Transport	134,972	146,092	139,092	(7,000)
Supplies & Services	6,723,036	7,848,352	8,055,598	207,246
Third Party Payments	3,471,893	3,471,893	3,466,154	(5,739)
Transfer Payments	21,463,820	21,521,811	19,804,960	(1,716,851)
Support Services	140,000	140,000	141,000	1,000
Capital Charges	3,790,626	3,790,626	3,790,626	0
Support Services - Recharges Out	(12,049,774)	(12,049,774)	(12,049,774)	0
Support Services - Recharges In	12,051,852	12,061,722	12,061,722	0
Income	(39,190,615)	(41,151,069)	(39,430,630)	1,720,439
	<b>15,152,216</b>	<b>15,799,735</b>	<b>16,064,759</b>	<b>265,024</b>

General Fund Reserves Schedule - 2022/23 MONITORING		Opening Balance 01/04/22	Budgeted Movement 2022/23	Committed Expenditure 2022/23	Actual Movement (inc forecast) 2022/23	Updated Closing Balance 31/03/23	Budgeted Movement 2023/24	Updated Closing Balance 31/03/24	Budgeted Movement 2024/25	Updated Closing Balance 31/03/25	Comments
Summary and Purpose of Reserve		£	£	£	£	£	£	£	£	£	
<b>Planning Delivery Grant</b>	The reserve is planned to be used to provide service improvements in Planning, and deliver the Local Development Framework.	136,389	0	0	(25,000)	111,389	0	111,389	0	111,389	Earmark for planning services development and one off for system improvements
<b>Insurance Fund</b>	The Council budgets for a level of excess being charged to the Service Accounts annually. Any under provision is met from the Insurance Fund, and any surplus is transferred to the fund.	382,990	0	0	0	382,990	0	382,990	0	382,990	Moving forward this is a reserve that will need to be added to in respect of the Marina building
<b>DFG top-up capital loans and grant fund</b>	The Council will utilise this funding for capital expenditure incurred in the Wellesley Rd, Sandown Rd, Euston Rd & Paget Rd areas.	400,000	0	0	0	400,000		400,000		400,000	
<b>Restricted use grant</b>	This reserve holds unspent grants received for specific purposes for which the spend has not yet been incurred.	564,981	(54,000)	(205,965)	(54,000)	305,016	(40,515)	264,501	(20,000)	244,501	Budgeted movement is for annual Local Plan costs and studies
<b>Invest to Save</b>	To be used to fund one-off costs associated with projects that will deliver future efficiencies and savings including costs associated with restructures.	1,553,339	0	(292,960)	(41,406)	1,218,973	0	1,218,973	0	1,218,973	
<b>Specific budget</b>	This reserve is utilised as expenditure is incurred.	264,722	(59,142)	0	(59,142)	205,580	(47,590)	157,990		157,990	Budgeted movement is for the self funded Selective Licensing scheme which is due to end Nov 2023
<b>Repairs and Maintenance</b>	This reserve is utilised as expenditure is incurred.	317,638	0	0	0	317,638	0	317,638		317,638	
<b>Waste Management</b>	This reserve is utilised as expenditure is incurred in relation to the service.	13,795	(11,375)	0	(11,375)	2,420	(2,250)	170		170	FACET project contribution to NCC over 3 years
<b>Collection Fund (Business Rates)</b>	Earmarked to mitigate the fluctuations in business rate income between years.	1,976,810	(93,000)	0	(93,000)	1,883,810	0	1,883,810		1,883,810	
<b>Community Housing Fund</b>	This represents grants previously received to assist with the delivery of Community Housing.	551,242	(10,000)	0	(10,000)	541,242	(30,000)	511,242	(30,000)	481,242	GF Grants
<b>Enforcement</b>	Earmarked for enforcement related works to address issues and bring properties back into use.	33,302	0	(4,822)	0	28,480	0	28,480		28,480	
<b>Special Project Reserve</b>	Earmarked for projects and for use as matched funding as appropriate to access external funding, Includes capital and revenue projects.	429,043	(182,978)	(175,000)	(182,978)	71,065	(25,900)	45,165		45,165	Commitments: £150k GYS set up
<b>Benefits/Revenues Reserve</b>	This reserve is held to mitigate year on year fluctuations of investment income received.	267,895	0	0	0	267,895	0	267,895		267,895	
<b>Homelessness</b>	This reserve is held to mitigate the impact of fluctuations between financial years from income received from Council assets and properties, in addition it includes re-allocation from other reserves to be used for investments in Council assets including current and future asset enhancements.	842,451	(95,000)	0	(95,000)	747,451	0	747,451		747,451	
<b>Treasury Management reserve</b>	Earmarking of grants and underspends to be used for the service and mitigation of subsidy impacts.	200,000	0	0	0	200,000	0	200,000		200,000	
<b>Asset Management reserve</b>	To be utilised for service expenditure for the reduction in homelessness.	1,872,198	(230,825)	(1,190,079)	(236,621)	445,499	(204,753)	240,746		240,746	Commitments: £227k Winter Gardens; £917k Marina centre (over 3 years); £20k North West Tower
<b>Coast Protection</b>	Established as part of the 2019/20 budget process for match funding and mitigate one-off costs in relation to coast protection.	104,275	0	(34,275)	37,566	107,566	0	107,566		107,566	Commitments: £34k for Hemsby coastal
<b>Empty Business Property Incentive Fund</b>	Earmarking of funds to be used for incentivising bringing properties back into use.	100,000	0	0	0	100,000	0	100,000		100,000	



<b>General Fund Reserves Schedule - 2022/23 MONITORING</b>		<b>Opening Balance 01/04/22</b>	<b>Budgeted Movement 2022/23</b>	<b>Committed Expenditure 2022/23</b>	<b>Actual Movement (inc forecast) 2022/23</b>	<b>Updated Closing Balance 31/03/23</b>	<b>Budgeted Movement 2023/24</b>	<b>Updated Closing Balance 31/03/24</b>	<b>Budgeted Movement 2024/25</b>	<b>Updated Closing Balance 31/03/25</b>	<b>Comments</b>
<b>Summary and Purpose of Reserve</b>		<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>	
<b>Covid</b>	This reserve is utilised as expenditure is incurred and represents the covid funding received in the final quarter of 2020/21 for which spend has not been incurred but is committed.	543,218	0	(112,164)	(431,054)	0	0	0		0	
<b>Collection fund income compensation</b>	To be utilised to fund deficit in collection fund. Significant movement in 2020/21 reflects the collection fund adjustment account in respect of Covid to be utilised in 2021/22.	5,911,969	0	(5,911,969)	0	0	0	0		0	Estimate balance used in 22/23 to offset deficit
<b>Other Reserves</b>	These Reserves are budget carry forwards to be used in future years.	2,461,682	(24,742)	(22,094)	(217,288)	2,222,300	(28,917)	2,193,383	(13,912)	2,179,471	Total of budget carry forwards from previous years
<b>Total GF Earmarked Reserves</b>		<b>18,927,939</b>	<b>(761,062)</b>	<b>(7,949,327)</b>	<b>(1,419,298)</b>	<b>9,559,313</b>	<b>(379,925)</b>	<b>9,179,389</b>	<b>(63,912)</b>	<b>9,115,477</b>	
<b>General Fund Reserve</b>	Current recommended balance of £3.5 million (as at Feb 2022)	<b>4,020,411</b>	<b>(208,205)</b>	<b>0</b>	<b>0</b>	<b>3,812,206</b>	<b>0</b>	<b>3,812,206</b>	<b>0</b>	<b>3,812,206</b>	
<b>Total GF Reserves</b>		<b>22,948,350</b>	<b>(969,267)</b>	<b>(7,949,327)</b>	<b>(1,419,298)</b>	<b>13,371,519</b>	<b>(379,925)</b>	<b>12,991,595</b>	<b>(63,912)</b>	<b>12,927,683</b>	
<b>Excluding the B Rates Adjustment</b>		<b>13,015,970</b>									

## Appendix E - General Fund Capital Programme - Detail - 2022/23

Services & Projects	Budget Expenditure £000			2022/23 Expenditure £000			22/23 Financing - £000			
	Revised Budget as reported for 21-22 Outturn	Further amendments/ additions	Revised 22/23 Budget	Actuals to 31-07-22	Forecast 22/23	Budget remaining to date	Borrowing	Grants & Contributions	Revenue/ Earmarked Reserves	Capital Receipts
Capital Loans & Company Financing	4,000	4,100	8,100	120	8,100	7,980	7,450	-	-	650
<b>Total: Executive</b>	<b>4,000</b>	<b>4,100</b>	<b>8,100</b>	<b>120</b>	<b>8,100</b>	<b>7,980</b>	<b>7,450</b>	-	-	<b>650</b>
Wellesley 3G Pitch & Tennis Pavilion	942	60	1,002	9	1,002	993	255	747	-	-
<b>Total: Communities</b>	<b>942</b>	<b>60</b>	<b>1,002</b>	<b>9</b>	<b>1,002</b>	<b>993</b>	<b>255</b>	<b>747</b>	-	-
St Nicholas Minster West Boundary Wall	85		85	13	-	73	85	-	-	-
St Nicholas car park north Boundary Wall	25		25	-	-	25	25	-	-	-
Crematorium Main Roof Works	60		60	-	60	60	60	-	-	-
Crematorium Tearooms	217		217	162	217	55	217	-	-	-
<b>Total: Customer Services</b>	<b>387</b>	-	<b>387</b>	<b>175</b>	<b>277</b>	<b>213</b>	<b>387</b>	-	-	-
Health and Leisure (Marina) Centre	3,779		3,779	2,976	3,779	804	2,921	858	-	-
Health and Fitness Centre - South Car Park	290		290		290	290	290	-	-	-
The Waterways	4		4	-	4	4	-	4	-	-
Phoenix Pool & Gym car park extension	94		94	-	94	94	94	-	-	-
Town Deal - Incubator Units	2,236		2,236	13	2,236	2,223	421	1,816	-	-
Town Deal - North Quay	3,451		3,451	-	3,451	3,451	2,351	1,100	-	-
Town Deal - Wintergardens	1,138		1,138	-	1,138	1,138	864	58	215	-
Town Deal - Other Projects*	10,402	15	10,387	20	10,387	10,367	1,000	9,367	20	-
Future High Street Fund - Market Place - 6 Day	1,636		1,636	514	1,636	1,121	1,119	516	-	-
Future High Street Fund - Market Place - Realm	3,165		3,165	16	3,165	3,149	-	3,165	-	-
Future High Streets - Library Relocation	2,606		2,606	162	2,606	2,444	-	2,606	-	-
Future High Street Fund - Other Projects*	10,888	2,760	8,127	-	8,127	8,127	3,942	4,185	-	-
Heritage Action Zone (HAZ)	96		96	-	96	96	-	96	-	-
Different Light	43		43	10	43	33	-	43	-	-
<b>Total: Inward Investment</b>	<b>39,829</b>	-	<b>37,054</b>	<b>3,711</b>	<b>37,053</b>	<b>33,342</b>	<b>13,002</b>	<b>23,816</b>	<b>235</b>	-
Disabled Facilities Grants	2,652		2,652	320	1,348	2,332	-	2,569	-	82
Better Care Fund Projects	4		4	0	4	3	-	4	-	-
Empty Homes	510		510	-	510	510	482	-	-	28
DFG Top-up Grants	250		250	-	-	250	-	-	250	-
DFG Top-up Loans	150		150	-	-	150	-	-	150	-
Norfolk & Waveney Equity Loan Scheme	164		164	-	50	164	-	-	-	164
Equity Home Improvement Loans	619		619	3	100	616	-	-	-	619
HMOs /Guesthouse Purchase & Repair Scheme	1,193		1,193	8	500	1,184	1,193	-	-	-
Housing First Scheme	284		284	153	284	131	209	76	-	-
Acquisition of property for transitional housing	819	330	1,149	3	688	1,146	753	330	-	65
Sustainable Warmth - LAD funding	1,655		1,655	5	1,655	1,649	-	1,655	-	-

## Appendix E - General Fund Capital Programme - Detail - 2022/23

Services & Projects	Budget Expenditure £000			2022/23 Expenditure £000			22/23 Financing - £000			
	Revised Budget as reported for 21-22 Outturn	Further amendments/ additions	Revised 22/23 Budget	Actuals to 31-07-22	Forecast 22/23	Budget remaining to date	Borrowing	Grants & Contributions	Revenue/ Earmarked Reserves	Capital Receipts
Homes Upgrade Grants (HUG)	2,577		2,577		2,577	2,577	-	2,577	-	-
Community Housing Fund	540		540	-	540	540	-	-	540	-
<b>Total: Housing</b>	<b>11,416</b>	<b>330</b>	<b>11,747</b>	<b>493</b>	<b>8,256</b>	<b>11,254</b>	<b>2,637</b>	<b>7,210</b>	<b>940</b>	<b>959</b>
ICT Investment to deliver GYBC ICT Strategy	968	279	1,247	105	1,247	1,142	1,217	-	30	-
<b>Total: IT, Communications &amp; Marketing</b>	<b>968</b>	<b>279</b>	<b>1,247</b>	<b>105</b>	<b>1,247</b>	<b>1,142</b>	<b>1,217</b>	<b>-</b>	<b>30</b>	<b>-</b>
Euston Rd Public Toilet Refurbishment	88		88	-	88	88	88	-	-	-
Footway Lighting	515		515	15	515	500	515	-	-	-
External Redecoration & Repair of the Wellesley Grandstand	74		74	-	74	74	74	-	-	-
Esplanade Resurfacing	246		246	-	246	246	246	-	-	-
Gorleston Beach Huts	172		172	2	172	170	150	-	-	22
Council Chamber relocation	60		60	-	60	60	60	-	-	-
Claydon Pavilion	289		289	162	289	127	10	279	-	-
Phoenix Pool Solar Panels	-	44	44	22	44	22	-	22	22	-
Aspire Building & Mkt Row Boiler Replacement	46		46	-	46	46	12	34	-	-
Peggotty Rd Community Centre Flooring	34		34	-	34	34	34	-	-	-
Seafront Shelters Landau Station & Britannia Bowls refurb	44		44	0	44	43	44	-	-	-
Replacement Lighting in the Assembly Rooms	-		-	-	-	-	-	-	-	-
Beacon Park Projects	800		800	-	800	800	680	120	-	-
Energy Park - South Denes	1,845		1,845	-	1,845	1,845	1,845	-	-	-
<b>Total: Property &amp; Asset Management</b>	<b>4,213</b>	<b>44</b>	<b>4,257</b>	<b>200</b>	<b>4,257</b>	<b>4,056</b>	<b>3,757</b>	<b>455</b>	<b>22</b>	<b>22</b>
Mobile CCTV	15		15	15	15	-	15	-	-	-
<b>Total: Environmental Health</b>	<b>15</b>		<b>15</b>	<b>15</b>	<b>15</b>	<b>-</b>	<b>15</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Capital Contingency</b>	<b>2,500</b>		<b>2,500</b>			<b>2,500</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>2,500</b>
Match Funding Capital Allocation	-	2,200	2,200	-	-	2,200	2,200	-	-	-
Projects requiring further approval before commencement	2,015		2,015		-	2,015	1,565	-	-	450
<b>Overall Total</b>	<b>66,285</b>	<b>4,238</b>	<b>70,523</b>	<b>4,829</b>	<b>60,208</b>	<b>65,694</b>	<b>32,486</b>	<b>32,229</b>	<b>1,227</b>	<b>4,581</b>

\*Budgets have been included for all Town Deal & Future High Street Projects, but some of these are still in development. Projects will therefore be listed separately on commencement.

**Subject:** 2022/23 Period 4 Housing Revenue Account Budget Monitoring Report

**Report to:** Council – 13 October 2022

**Report by:** HRA Service Accountant

#### **SUBJECT MATTER/RECOMMENDATIONS**

That Council:

(1) Note the 2022/23 Housing revenue and capital budget monitoring position as at the end of period 4.

### **1. Introduction**

- 1.1. There is a statutory requirement to maintain a Housing Revenue Account (HRA) and that account must not show a deficit. The HRA is a separate (ring fenced) account of the Council covering income and expenditure relating to its role as landlord. Under the self-financing arrangements for local authorities, the HRA records the costs of management and maintenance of the Council's dwellings and the related income from rents and other charges. The Government provides guidance on what should be included in the HRA to protect Council tenants.
- 1.2. Although there is not a requirement for a similar separation of capital expenditure, the capital programme as it relates to the HRA is separately monitored. This report outlines the estimated forecasts for the full financial year 2022/23 as well as showing the position of the HRA as at the end of period 4.
- 1.3. The regular review and monthly monitoring of the HRA budgets provides a sound basis for the preparation of estimates for 2023/24 and of the HRA Business Plan.

### **2. Budget Monitoring at Period 4 (April – July 2022)**

- 2.1. For budget monitoring purposes, the actual expenditure and income to the end of period 4 is reviewed to produce estimated forecasts, compared against original budgets, for the 2022/23 financial year. Key variations are identified and explained within Appendix 1, HRA Income and Expenditure 2022/23.
- 2.2. To prepare updated forecasts, detailed analysis has been undertaken of actual figures and any further changes identified from the budget monitoring process, completed alongside services via review work. Updated forecasts are set out below; table 1 shows the HRA Income and Expenditure forecast and table 2 shows the HRA Capital Programme and planned resourcing of the programme.

- 2.3. The Housing Revenue Account summary, displayed within table 1, shows a revised 2022/23 forecast deficit of £0.991m, from a currently budgeted forecast deficit of £3.129m, resulting in a favorable movement of £2.138m.
- 2.4. The forecast changes incorporated within Table 1 and Appendix 1 are overall predictions which continue to capture the continued impact of the COVID-19 pandemic.
- 2.5. The HRA employee turnover for 2022/23, to the end of period four is currently 1.36%. It should be noted, that the average headcount for the HRA is currently 85.
- 2.6. Employee turnover is the total number of leavers as a percentage of the average head count of employees over the period. In financial terms, turnover will result in underspends against direct employee related budget, for example pay, NI and pension when posts become vacant up to the point of recruitment. Some of the in-year vacancy savings will be offset using agency and interim appointments. Overall, for the period to the end of July there is a total spend of £822k for direct employee costs, with a revised budget forecast reduction of £66k to reflect vacancies in year.
- 2.7. The HRA forecast position is facing increasing pressures of inflationary costs, for example, utility costs and interest rate rises. Whilst some increases in utility costs were allowed for within the 2022/23 budget provision, the current level of increases have exceeded predictions for the financial year and could not have been envisaged. Utility costs for the Housing Revenue Account in 2021/22 totalled £242k, so a 10% increase in these costs amounts to £24k, with no adjustment made for usage. The forecast position for 2022/23 has been partly adjusted for some anticipated increase in utility costs in the main areas. Overall costs will be monitored closely, and forecasts updated as the year progresses.
- 2.8. Further, supervision and management costs are currently under review. The pending staff pay claims for 2022/23 are still to be finalised but are anticipated to be higher than the 2% pay increase allowed for within the budget for 2022/23. If an additional 1% was agreed above the current budgeted, this would result in a further increased pay cost of approximately £27k within the HRA. In addition the HRA receives a recharge for staff that are budgeted for within the general fund, for example from some of the support and democratic core functions. Therefore agreement of a pay award above the level budgeted will also result in an additional recharge of these costs also.
- 2.9. Repairs and maintenance budgets continue to reflect a reduction in demand led revenue void spend, along with gas heating repair spend. Both budgets are demand led and although demand has been reduced, the Council continue to be impacted by material price increases and are ensuring that cost controls are being utilized to ensure best value for money is achieved. Budgets will continue to be monitored going forward and further forecasts adjusted to reflect market changes.
- 2.10. As referenced in table 2, capital financing has been revised following the increased number of Right to Buy (RTB) sale completions year to date. As a result of increased completions, increased RTB receipts are available to fund the current years capital programme, reducing the requirement of revenue to finance capital.
- 2.11. Increased rents, rates and taxes spend forecast following increased insurance costs received in year. This is partly due to increased premiums received, along with additional perils being added to the policy. Further price rises are expected and will be reflected within the remaining quarters.

**Table 1 - HRA Income and Expenditure Forecast 2022/23**

	Original Budget 2022/23 £000	Current Budget 2022/23 £000	P4 YTD Actual 2022/23 £000	Full Year Forecast £000	Full Year Forecast Variance £000
Dwellings Rents	(22,983)	(22,984)	(7,946)	(22,984)	0
Non Dwelling rents	(276)	(276)	(90)	(276)	0
Interest & Investment income	(16)	(16)	0	(40)	(24)
Charges for services and facilities	(1,284)	(1,284)	(470)	(1,284)	0
<b>Total Income</b>	<b>(24,559)</b>	<b>(24,560)</b>	<b>(8,506)</b>	<b>(24,584)</b>	<b>(24)</b>
Repairs & Maintenance	9,615	9,728	2,923	9,421	(307)
Supervision and Management (Direct Employee)	3,080	2,850	822	2,784	(66)
Supervision and Management	2,842	3,071	517	3,224	153
Rents Rates & Taxes	330	330	290	373	43
Depreciation	3,849	3,849	1,283	3,849	0
<b>Total Expenditure</b>	<b>19,716</b>	<b>19,828</b>	<b>5,835</b>	<b>19,651</b>	<b>(177)</b>
HRA Interest Payable	2,846	2,846	844	2,896	50
Capital Grants & Contributions receivable	(20)	(3,184)	(661)	(3,184)	0
<b>Operating income and expenditure</b>	<b>2,826</b>	<b>(338)</b>	<b>183</b>	<b>(288)</b>	<b>50</b>
Capital expenditure funded by the HRA (including grants)	3,031	8,309	647	6,322	(1,987)
Provision for bad and doubtful debts	150	150	0	150	0
Transfers (from)/to Earmarked Reserves	(60)	(60)	0	(60)	0
Contribution to Pension Reserves	571	(200)	155	(200)	0
<b>Total Movement on the HRA</b>	<b>3,692</b>	<b>8,199</b>	<b>802</b>	<b>6,212</b>	<b>(1,987)</b>
<b>Deficit/(Surplus) for the year</b>	<b>1,675</b>	<b>3,129</b>	<b>(1,686)</b>	<b>991</b>	<b>(2,138)</b>
Bfwd HRA Reserves Balance (01 Apr)	<b>9,412</b>	<b>9,412</b>	<b>9,412</b>	<b>9,412</b>	
Deficit/(Surplus) for the year	<b>1,675</b>	<b>3,129</b>	<b>(1,686)</b>	<b>991</b>	<b>(2,138)</b>
<b>Cfwd HRA Reserves Balance (31 Mar)</b>	<b>7,737</b>	<b>6,283</b>	<b>22,098</b>	<b>8,421</b>	

### **3. Budget Monitoring Forecasts – Major Capital Programme**

- 3.1. The Housing Revenue Account originally set a major capital works budget of £8.896m for 2022/23. Following the 2021/22 outturn, the 2022/23 capital budget has been updated to reflect all 2021/22 approved carry forward budgets, totaling £2.850m, to be delivered within 2022/23, along with its additional project spend of £3.097m.
- 3.2. Actual capital spend to the end of July 2022 totals £2.646m, as summarised in table two.
- 3.3. Capital programmes continue to be on track, such as Kitchen and Bathroom replacements, Major voids addressing some of the Council's vacant properties and capital heating improvements. Further work is now being undertaken to address the demands of communal areas within the capital programme, along with the programme also aiming to deliver the upgrade of communal doors and screens.
- 3.4. In addition to the above, 2021/22 presented the HRA with some exciting changes, undertaking three new developments, securing increased financial resources.
- 3.5. The Council was successful in bidding and securing £1.6m of grant funding under the Social Housing Decarbonisation Fund (SHDF). As a result of this, a wider programme is now being undertaken within 2022/23. The grant, along with a contribution from GYBC, is being used to support a project targeting a total of 85 properties, 74 Social Housing dwellings and 11 Privately owned homes, across a number of terraced streets in the Borough. Works aim to provide the needed fabric improvements, improving the energy performance of the buildings, as well as improving the quality of life for the tenants. Budget provisions for works are currently categorised within table two, under Decarbonisation.
- 3.6. The above decarbonisation works have been undergoing works in preparation for a site start and are now set to begin within quarter two. Further spend will be present within the later quarters on 2022/23.
- 3.7. Within the 2021/22 financial year, the Council was also successful in receiving £858k, to support estate regeneration. This funding is budgeted to support works to improve leisure and recreation facilities on the Middlegate estate. Works begun within 2021/22, with site completion planned later within the current year. Spend is present within table two, categorised under Non-Dwelling improvements.
- 3.8. Furthermore, The Council also successfully secured both Homes England and Brownfield land release grant funding, to support the development of 18 new one-bedroom affordable homes at Jubilee Court, Great Yarmouth. This project is budgeted at £3.4m and is currently being delivered using both grant and Right to Buy receipts, providing some valuable additions to the Great Yarmouth's affordable housing stock.
- 3.9. Jubilee Court is successfully within its construction phase and is targeted for completion within the early stages of 2023.
- 3.10. The HRA business plan continues to operate under the assumptions that only affordable and additional housing plans should use further borrowing, with the remaining capital financing being met from Revenue. The Council has continued to take a prudent approach following the removal of the debt cap and with no further guidance being provided around the repayment of debt. To ensure the sustainability of the HRA, future modelling may incorporate a blended approach of both revenue funding capital and further borrowing, aiming to increase the affordability of the HRA over the long term, managing its reserves.

3.11. Overall, capital spend is anticipated to increase in line with expectations, as capital spending tends to occur in the final quarters of the financial year. Presently no further changes have been made to the forecast spend of £14.842m.



**Table 2 - HRA Capital Expenditure and Financing Forecast 2022/23**

<b>Capital programme</b>	<b>Original Budget 2022/23 £000</b>	<b>Current Budget 2022/23 £000</b>	<b>P4 YTD Actual 2022/23 £000</b>	<b>Full Year Forecast £000</b>	<b>Full Year Forecast Variance £000</b>
Kitchens & Bathrooms	2,161	2,161	903	2,161	0
Windows & Doors	455	922	50	922	0
Planned Maintenance	595	595	71	595	0
Energy Efficiency Improvements	1,173	1,173	314	1,173	0
Specific Planned Projects	846	1,206	38	1,206	0
Empty Properties	800	800	380	800	0
New Affordable Housing - Right to Buy receipts	600	2,725	450	2,725	0
New Affordable Housing – Additional Non 1-4-1 Provision	500	985	0	985	0
Decarbonisation	792	1,806	5	1,806	0
Roofing	883	883	18	883	0
Neighbourhood Plans	91	177	2	177	0
Housing Transformation Budget	0	563	75	563	0
Non Dwelling Improvements	0	846	340	846	0
<b>Total Expenditure</b>	<b>8,896</b>	<b>14,842</b>	<b>2,646</b>	<b>14,842</b>	<b>0</b>
<b>Financing:</b>					
Borrowing	1,100	1,769	143	1,769	0
Capital Receipts	896	896	560	2,902	2,006
Revenue financing capital	3,031	5,144	0	3,138	(2,006)
Depreciation	3,849	3,849	1,283	3,849	0
Capital Grant Contribution	0	3,164	647	3,164	0
Leasehold Capital Contribution	20	20	13	20	0
<b>Total Financing</b>	<b>8,896</b>	<b>14,842</b>	<b>2,646</b>	<b>14,842</b>	<b>0</b>

#### 4. Right To Buy (RTB) Summary 2022/23

- 4.1. Table 3 provides the number of the RTB sales made year to date at period 4 against our anticipated budgeted sales. Further analysis will be undertaken in Quarter 2 to review the projected sales anticipated for the full year.

**Table 3 – RTB Sales 2022/23**

	<b>Estimated Sales</b>	<b>Actual Sales</b>
<b>Qtr. 1</b>	4	18
<b>Qtr. 2</b>	4	0
<b>Qtr. 3</b>	6	0
<b>Qtr. 4</b>	6	0
<b>Total</b>	<b>20</b>	<b>18</b>

- 4.2. Right to Buy sales have significantly increased in comparison to previous sales levels, with eighteen sale completions year to date, to the end of period four.
- 4.3. Increased sale completions in year will have a direct impact upon the level of capital receipts available to support the capital programme in 2022/23, as well as the level of Right to Buy Retained Receipts available in future years to support the development of Affordable Housing.

#### 5. Social Housing Rents Consultation

- 5.1. The self-financing HRA remains governed by guidelines on rent setting for tenants. The council no longer has flexibility on the approach to rent setting due to the policy announced as part of the Welfare Reform and Work Act 2016.
- 5.2. Rent setting following the end of the 1% reduction to all social rents in 2019/20, has been completed on the basis of CPI + 1% increases, in line with the Rents for Social Housing policy for the proposed year. For 2022/23, this equated to 4.1%, on both social and affordable rent.
- 5.3. Under current regulations the Consumer Price Index (CPI) for September 2022, determines the increase in the formula rent for social rent properties in 2023/24 and provides the basis for the maximum actual rent increase for that year.
- 5.4. The HRA's recent briefing on inflation and business planning indicates a potential CPI annual increase to September 2022 of between 10% and 11%.
- 5.5. As a result of market predictions and to ensure that rental fees remain affordable for tenants, on 31st August 2022, the Government published a consultation paper proposing a cap on social housing rent increases for 2023/24, with options for the level of cap, period of cap and its application.
- 5.6. The consultation closes on 12 October 2022 (in advance of the announcement of the September inflation index). The Consultation includes a draft Direction on the Rent Standard (being the statutory instrument requiring the regulator of social housing to set a Rent Standard that complies with the policy), a draft policy statement and an impact assessment.
- 5.7. Further sensitivity analysis will be undertaken to understand the full impact of the proposals on Great Yarmouth's Housing Revenue account and any challenges it may face going forward.

## 6. Conclusion

- 6.1. The Housing Revenue Account currently shows a revised 2021/22 forecast deficit of £0.991m, from an originally budgeted forecast deficit of £3.129m, resulting in a favorable movement of £2.138m. The Income and expenditure position will continue to be monitored going forward.
- 6.2. Major Capital spend to the end of July 2022 totals £2.646m. Spend is expected to increase as the year progresses. Budget totaling £14.842m is currently forecast to be delivered within 2022/23.

## 7. Financial implications and Risks

- 7.1. The detail within the report highlights the significant variances, including estimated forecasts of the full year impact to the HRA revenue and capital budgets. The report has flagged a couple of factors that are continuing to place financial pressure on Local Authorities, in particular the pay award and rising utility costs. Based on the outturn position for 2021/22 additional utility costs could be incurred in the region of £50k to £80k which would have an impact to the in-year revenue position and future year forecast. In addition until we have the outcome of the pay award for 2022/23, this and utility costs continue to place financial pressure to the HRA. These will both continue to be monitored to inform the update to the current budget and future financial forecast.
- 7.2. The income and expenditure will continue to be monitored in detail during the year, including additional reviews of the HRA 40 year business plan throughout the year.
- 7.3. The HRA is dependent mainly on the rental income stream of the social housing rents, and we have a dedicated team monitoring tenant arrears on a regular basis.

## 8. Background Papers

*Areas of consideration: e.g. does this report raise any of the following issues and if so how have these been considered/mitigated against?*

Area for consideration	Comment
Monitoring Officer Consultation:	
Section 151 Officer Consultation:	
Existing Council Policies:	
Financial Implications (including VAT and tax):	
Legal Implications (including human rights):	
Risk Implications:	
Equality Issues/EQIA assessment:	
Crime & Disorder:	
Every Child Matters:	

**Appendix 1 - HRA Income and Expenditure 2022/23**

	<b>Current Budget 2022/23 £000</b>	<b>Full Year Forecast £000</b>	<b>Full year Forecast Variance £000</b>	<b>Comments</b>
Interest & Investment Income	(16)	(40)	(24)	Interest rate increases in year have increased interest receivable estimations. Current market interest rates continue to rise and will be monitored to reflect any further changes.
Rents, Rates, Taxes and Other Charges	330	373	43	Increased insurance premiums as a result of market increases and additional perils.
Repairs and Maintenance	9,728	9,421	(307)	Revenue heating works are forecast to reduce by £188k. This is partly due to increased capital works in prior years reducing over repair costs required. Void and responsive repairs are forecast to have a reduced demand year to date. Both budgets are demand led and although demand has been reduced, the Council continue to be impacted by material price increases. Revenue repairs can also be subject to seasonal trends, therefore, budgets will be monitoring closely going forward.
Supervision and Management	3,071	3,224	153	Increased temporary staff costs to maintain service operation while the housing structure is reviewed. This is partly offset by vacancies savings within supervision and management (staff pay).
Supervision and Management (Staff Pay)	2,850	2,784	(66)	Revised forecasts reflect housing vacancy figures. This saving is offset by interim consultancy staff being appointed in year (As above).
Interest Payable and Similar Charges	2,846	2,896	50	Interest rate increases in year have increased interest payable on current and future borrowing estimates by a forecast £50k.
Capital Expenditure funded by Revenue	8,309	6,322	(1,987)	Reduced revenue required to fund the capital programme for 2022/23 due to increased capital receipts being available.
<b>Expenditure Total</b>	<b>27,118</b>	<b>24,980</b>	<b>(2,138)</b>	

**Exempt Information: NOT FOR PUBLICATION**

- (1) *The content of this report qualifies as exempt information under Section 100(A)(4) and paragraph 3 of Part 1 of Schedule 12A of the Local Government Act (1972) as it is information relating to the financial or business affairs of any particular person (including the authority that hold that information), and*
- (2) *After applying the public interest test, it is clear that in all the circumstances of the case, the public interest in maintaining the exemption outweighs the public interest in disclosing the information because disclosure would adversely affect the authority's ability to manage its commercial, financial, and business affairs and accordingly **Appendix 1 ONLY** should remain exempt.*



**URN: 22-186**

**Subject: Refurbishment of Gorleston Clifftops Tennis Courts**

**Report to: Council, Thursday 13<sup>th</sup> October 2022**

**Report by: Kate Blakemore, Strategic Director & Matthew Mann, Leisure Strategy & Contract Manager**

**SUBJECT MATTER**

In October 2021 the Government announced investment of £22m into public tennis courts across Britain. This fund, together with a further £8.5m investment from the Lawn Tennis Association (LTA), aims to bring public park tennis courts in very poor or unplayable condition back to life for the benefit of their local communities, the LTA have identified Gorleston Cliffs tennis courts as a suitable site for this investment, valued at £116,050.

This paper provides Members with an overview with regards to this project and asks Members to formally agree to the investment & the subsequent redevelopment of the six tennis courts on Gorleston Cliffs.

**RECOMMENDATIONS**

It is recommended that the Council:

- 1) Note the contents of this report
- 2) Add to the Council's capital programme an allocation of £116,050, to be funded by external funding from the Lawn Tennis Association

**1. BACKGROUND**

- 1.1 In October 2021 the Government announced investment of £22m into public tennis courts across Britain. This fund, together with a further £8.5m investment from the Lawn Tennis Association, aims to bring public park tennis courts in very poor or unplayable condition back to life for the benefit of their local communities.

- 1.2 Due to the very poor condition of the courts the LTA have identified Gorleston Cliffs tennis courts for full refurbishment, totalling an investment of approx. £116, 050. This will include resurfacing of the courts, some fencing replacement and the installation of a new 'smart gate' system which will provide a simple booking system and easy access to the courts for all.

## 2. INTRODUCTION

- 2.1 This paper itself provides Members with an overview in regard to this project and includes a detailed Business Case which has been developed with information provided from the LTA, as well as using local and national knowledge around the provision of Tennis in local communities. Developments such as this have great potential to drive people of all ages towards affordable, engaging and accessible physical activity opportunities – which will ultimately support various health and wellbeing outcomes that are of the highest importance in the Borough. See Appendix 1 for a copy of this Business Case.
- 2.2 It is shown within this Business Case that no initial investment from GYBC is required, and that annual expenditure (for ongoing repair and maintenance requirements) is on a par with the proposed income from usage which have been set at relatively modest levels.

## 3. OVERVIEW OF THE PROJECT

- 3.1 Founded in 1888, the Lawn Tennis Association (LTA) is the National Governing Body for Tennis in Great Britain, the Channel Islands and the Isle of Man. The purpose of LTA is to promote the sport "from grassroots participation through to the professional game, based on the fundamental belief that tennis can provide physical, social and mental rewards both on and off the court".
- 3.2 Gorleston Cliffs tennis courts have been identified for investment subject to the implementation of a sustainable operating model. The proposed works have been developed by the LTA who have estimated the costs of this project, which are as follows:
- Resurface all 6 courts - £82,500
  - Additional binder course on middle courts (4 & 5) - £20,000
  - New fencing to south side of courts 5 & 6 totalling 33m - £4,550
  - Smart gate system - £4,000
  - Prelims and contingency - £5,000
  - **Total - £116, 050**
- 3.3 These are estimated costs and subject to change based on the contractor's final visit to the site and the final cost quote. Wherever possible the LTA will fund the works

they have agreed to, even if there is to be a cost increase. Final costings will be agreed prior to final commitment to this project.

- 3.4 The contractor for these works would be appointed through the LTA Framework. The LTA will pay the grant to the Council, with the Council then paying the contractor. The contractor will provide a “Turn-Key” service and will act as the “Lead Designer”, “Principal Designer” and “Principal Contractor” under the Construction, Design and Management Regulations 2015 (CDM2015).
- 3.5 The specific contract for the scope of works will be between each local authority and the contractor completing the works. The LTA has appointed a Quantity Surveyor who will prepare and provide the building contract for GYBC, to be signed by the local authority and the contractor. The Quantity Surveyor will also manage the contractor on site and will sign off on the works once complete. The detail of this process is still being finalised by the LTA alongside the level of involvement required from the local authority. As further information is received this will be reviewed by finance and legal, as appropriate.
- 3.6 Works are expected to get underway in the Autumn of 2022 with a completion date of early 2023 in readiness for the Courts to reopen in April 2023. As well as regular updates being provide to the Gorleston Members Working Group, consistent communication will also be sent out to local residents and the community during the refurbishment.
- 3.7 The business case recommends that a third-party operator will take on the operation of the site, to be appointed through a procurement process. The LTA recommend such an operator as they will be able to increase casual ‘pay as you go’ participation, enhance and invest in facilities and increase the number of players accessing formalised coaching opportunities. The operator will need to be able to provide accredited tennis coaching sessions as part of their appointment.
- 3.8 Following initial conversations with LTA representatives, it has been established that is common for these agreements to include an annual fee from the partner agency to the local authority. This can then be used to cover the costs of the ‘sinking fund’ (repairs & maintenance). Alongside receiving a share of any subsequent profits made from the implementation and running of any formal tennis opportunities, this will ensure that the courts at the very least break even for the council on an annual basis.

#### **4. KEY OBJECTIVES OF THE PROJECT**

- 4.1 The Key Priorities for the redevelopment of the Courts, as required by the LTA are:
  - To increase the number of children, young people & adults playing Tennis at recreational level

- To provide a regular & structured programme of informal Tennis opportunities for local children, young people & adults
  - To ensure a varied programme of use for the new courts including key target groups within the community such as those with health issues (obesity, diabetes) the unemployed & raising activity levels in the physically inactive
  - To provide potential coaching & volunteering opportunities for the local community
  - As part of the funding agreement, to provide 1 hr per week of free Tennis Coaching aimed at all sections of the Community
  - Ringfence any income derived from this facility to offset potential operational costs and commit to maintain the courts to a playable standard and have an adequate sinking fund to cover the eventual need for resurfacing. This will be closely linked to the operational model outlined within the business case.
- 4.2 In delivering these objectives there are several issues that need to be considered – and to keep the courts in good condition and to protect the asset there is a need for the correct maintenance to take place. The courts should be kept tidy and litter free and the surface should be brushed, washed and cleaned regularly in accordance with the number of hours of use.
- 4.3 The maintenance of the site is currently undertaken by Great Yarmouth Borough Services (GYBS) and it is proposed that this will continue to be the case until any operational model with a partner agency is agreed upon. At this point, it will be expected that the partner agency takes up the responsibility for maintenance of the courts.
- 4.4 Whilst GYBS will maintain the site, there will be no need for them to manage the booking process. As part of the LTA criteria for funding their **'Clubspark'** booking platform will be in operation. Users book their hourly slot(s) on the online Clubspark platform, where they will receive a unique 4-digit PIN code – this can be used to open the **'Smartgate'** to the Courts at their designated time. Alongside this direct booking facility there is a need to increase participation, including increasing the number of players accessing coaching opportunities. To achieve this the business case further recommends the procurement of an operator to manage the refurbished facilities.



## 5. FINANCIAL MATTERS

- 5.1 The investment from the LTA will total approximately £116,050. No further funding is required from GYBC for the initial redevelopment. This will provide for:
- Resurfacing of all 6 courts - £82,500
  - Additional binder course on middle courts (4 & 5) - £20,000
  - New fencing to south side of courts 5 & 6 totalling 33m - £4,550
  - Smart gate system - £4,000
  - Prelims and contingency - £5,000
  - **Total - £116, 050**
- 5.2 These are estimated costs and are subject to change based on the contractor's final visit to the site and the final cost quote. Wherever possible the LTA will fund the works they have agreed to, even if there is to be cost increase. The LTA will have a tolerance as to how much funding they can commit should the costs be considerably higher than their estimate. Final costings will be agreed prior to final commitment to this project.
- 5.3 The LTA will project manage all works on site during the construction phase, as mentioned earlier within 3.3. The Leisure Strategy and Contract manager will be the point of contact for day-to-day matters.
- 5.4 Whilst the funding provided by the LTA will deliver the refurbishment of these courts, there will also be some ongoing revenue costs that need to be considered as part of this project. These include a mandatory 'sinking fund' to cover the annual repairs and maintenance of the courts - this is a requirement of the LTA funding, with guidance available on what needs to be spent and when to maintain the courts. This is a 15-year commitment at estimated at £1,200 per court per annum.

5.5 The courts will however generate income that will offset these costs, as outlined within the business case and in the table below:

Income from Proposed Programme of Use	Year 1	Year 2	Year 3	Year 4	Year 5	TOTAL
Estimated Annual fee from Operator (to include share of usage profits) * ∞	(8000)	(8240)	(8487.20)	(8741.82)	(9004.08)	(42473.10)
Season Ticket Sales at £50 per annum (Initially 25, increasing by 5 annually)	(1250)	(1500)	(1750)	(2000)	(2250)	(8750.00)
<b>Total Income</b>	<b>(9250)</b>	<b>(9740)</b>	<b>(10237.20)</b>	<b>(10741.82)</b>	<b>(11254.08)</b>	<b>(51223.10)</b>

Expenditure	Year 1	Year 2	Year 3	Year 4	Year 5	TOTAL
Clubspark Platform & Payment fees*	730	751.90	774.48	797.71	821.64	3875.73
Gate Access Maintenance*	320	329.60	339.49	349.67	360.16	1698.92
Code Lock Generation*	156	160.68	165.50	170.47	175.58	828.23
Court Sinking Fund (R & M)	7200	7200	7200	7200	7200	36000.00
Registration fees*	360	370.80	381.92	393.38	405.18	1911.28
Marketing	500	525	550	575	600	2750.00
GYBS 'Site Management' Fee	0	0	0	0	0	0
<b>Total Expenditure</b>	<b>9266</b>	<b>9337.98</b>	<b>9411.39</b>	<b>9486.23</b>	<b>9562.56</b>	<b>47064.16</b>

<b>Balance</b>	<b>-16.00</b>	<b>(402.02)</b>	<b>(825.81)</b>	<b>(1255.59)</b>	<b>(1682.52)</b>	
<b>Balance Carried Forward</b>	<b>-16.00</b>	<b>(386.02)</b>	<b>(1211.83)</b>	<b>(2467.42)</b>	<b>(4158.94)</b>	<b>(4158.94)</b>

(\* ) indicates an estimated inflation of 3% per year  
 (∞) indicates a proposed seasonal opening time of April 1<sup>st</sup> – September 30<sup>th</sup>

*There are annual business rates of £3800 that need to be paid which cover the Tennis Courts, Bowling Greens & Pavilion within Gorleston, GYBC currently pay these rates the overall position with the new costs of the redevelopment will not be too dissimilar to what is shown above and therefore haven't been included*

## 6. RISK CONSIDERATIONS

6.1 As with any capital project, good project management will be implemented to include the development of a detailed project plan and risk register, where any risks will be considered and mitigating actions developed as appropriate. It is recommended that the Members of the Gorleston Seafront Masterplan Working Group are kept updated as this project is progressed.

## 7. BACKGROUND PAPERS

GYBC Open Space Needs Assessment (draft), GYBC Active (GY) Framework and GYBC Sport, Play & Leisure Strategy 2015-29

<b>Area for consideration</b>	
Monitoring Officer Consultation:	At ELT
Section 151 Officer Consultation:	At ELT
Existing Council Policies:	Corporate Plan – 2020-2025 Sport, Play & Leisure Strategy – 2015-2029
Financial Implications (including VAT and tax):	As outlined in the report
Legal Implications (including human rights):	Nplaw grant advice will be sort
Risk Implications:	To be detailed within the project risk register
Equality Issues/EQIA assessment:	To be completed
Crime & Disorder:	N/A
Every Child Matters:	N/A



**URN: 22-182**

**Subject: Parks and Green Spaces Levelling Up Fund**

**Report to: Executive Leadership Team, Wednesday 14<sup>th</sup> September 2022**

**Policy and Resources Committee, Tuesday 20<sup>th</sup> September 2022**

**Report by: Kate Blakemore, Strategic Director**

## **SUBJECT MATTER**

This report provides Members of the Council's Policy and Resources Committee with proposals for the refurbishment of Diana Way Park in Caister, in response to the government's recent allocation of funding in relation to its Parks and Green Spaces Levelling Up Fund.

## **RECOMMENDATIONS**

It is recommended to:

1. Note the content of this report
2. Agree to allocating £75,000 from the Council's section 106 monies from the Pointers East development (06/15/0309/F) to be spent on this Diana Way Park, Caister, as part of this project
3. Subject to the agreement of 2 above, approve the inclusion of £160,000 in the Council's capital programme to be funded from the Parks and Green Spaces Levelling Up Fund (£85,000) and allocated section 106 monies (£75,000)

## **1. BACKGROUND**

- 1.1 As part of the government's Levelling Up agenda, designed to reduce inequality between places whilst improving outcomes for all places, a Levelling Up Parks Fund was announced in July 2022.

## **2. INTRODUCTION**

- 2.1 In July 2022 the Council was notified that it had been selected as an area to receive monies as part of the Governments Levelling Up Parks Fund. This is fund has been developed specifically to improve parks and urban green spaces within cities and towns, Identifying the importance of providing spaces for communities to come together and people to have access to the outdoors and green spaces to support their physical and mental wellbeing.

- 2.2 Rather than competing for monies, the Council has been allocated £85,000 via an opt in process. We have now opted in to receive this money and have until the 3<sup>rd</sup> of October 2022 to submit our proposals on how this money will be spent.

### **3. FUNDING DETAILS**

- 3.1 The funding allocation is split into three parts, £47,500 to be spent of capital works (can include paths, benches, play equipment etc), £18,500 to be spend on revenue (can include consultancy, project management resource, ongoing maintenance costs etc) and a £19,000 tree planting uplift (to only be spent on tree planting).
- 3.2 The project outcome is essentially the creation of a new park/green space or the enhancement of an existing one, with the objective of being able to achieve green flag status going forwards. There is an expectation that the Council will engage with community groups as part of the project and ultimately apply for green flag status. The funding is about providing access to good quality green spaces in urban areas, undertaking tree planting and creating pride in local places.

### **4. SITE IDENTIFICATION**

- 4.1 Looking at the recent work that both property services and strategic planning have undertaken in terms of our open spaces and need, officers reviewed 20 sites that require the most improvement going forwards, as detailed within the previous play and open spaces report received by both Environment and Housing and Neighbourhood Committees.
- 4.2 In considering which site would be able to meet these outcomes of this funding, we also needed to ensure that the site would have the available space on which trees could be planted. In doing this we considered which sites could receive additional funding to scale up the scope of the project.
- 4.3 In working through these considerations, Diana Way in Caister was identified. This site is also potentially eligible for an additional funding from section 106 monies secured from the Pointers East development (06/15/0309/F) to the north of the site. £215,023 is currently available to spend from this obligation towards improvements to open space within Caister and Ormesby. It is recommended that £75,000 of this money is released to be spent on this project increasing the total available budget to £160,000 for the Diana Way Park improvements.
- 4.4 The map below outlines this area. This Park is of a good size and will have space for tree planting to take place, alongside other capital works. We believe this is a site which could achieve Green Flag status once improvement works have been undertaken.



4.5 The table below provides further information regarding this site.

Site	Ward	Parish	Ownership	Tenure	Function Detail	Site Category	No of equipment 5 years or less	equipment detail	Inspection detail	Total pieces of Equip	SCORE	AGE RANGE AIM	PRIORITY RATING	R&M	REPLACE/ REDESIGN	Recommendation
Playground Recreation Ground Diana Way	Caister North	Caister	GYBC	Freehold	Recreation Ground	LEAP	3	Multi Play (Toddler), Spring Dolphin, Spring Turtle – 3-5 years	Multiplay perforated metal, timber rotted and chain net damaged/ molehill issues with ground levels	9	27	0-12	H		2023/2024	REDESIGN
Youth and MUGA Recreation Ground Diana Way	Caister North	Caister	GYBC	Freehold	Recreation Ground	OTHER			Some maintenance needed on skate park, muga and dog grids - refer to inspection detail for further item details	4	26	0-12	M	2022/23		R&M

## 5. PROJECT PROPOSALS

5.1 Proposals for this site have been developed using inspection information we have about the site, and in conjunction with site visits and discussions with Ward and Parish Councillors. As a result, it is proposed that the following works will form part of this project going forwards:

- The planting of a new woodland area, planting native semi mature trees
- The creation of a wildflower meadow area
- A new pathway around the site to connect with the existing pathway so that people can easily walk around the whole site, and access all site facilities
- Increase seating and picnic benches in the areas, along with increasing the number of bins on the site
- Improve the signage at three entrances to the site

- Provide a cycle rack at the entrance from Diana Way
- Part refurbish and part replace the equipment in the children's play area, installing new accessible and sensory play equipment
- Refurbishment of the skate park area
- Refurbishment of the Multi Use Games Area and nearby seating area

5.2 These works are outlined in the high-level masterplan that has subsequently been designed, see the image below.



5.3 These proposals will be submitted as part of the final stage of this funding process in October but can still be finalised further based on discussions with the local community and following feedback from the green flag award judges who are visiting the site after this submission date.

5.4 Project proposals must be submitted by the 3<sup>rd</sup> October 2022. Works need to commence by the 31<sup>st</sup> March 2023, although full site completion is not required until October 2023.

## 6. FINANCIAL MATTERS

6.1 As already outlined in this report the levelling up monies are pre allocated to areas of spend. In addition to this, using the additional £75,000 from the section 106 monies, the final project breakdown is as follows:

Budget Areas	£ Spend Allocation
Tree planting	19,000
Pathway creation	40,000
Bins/benches/seating	10,000
Refurbishing existing equipment (skate, play area & MUGA)	20,000
New play equipment	17,500
Wildflower meadow creation	15,000
Signage	6,000
General repairs (damaged fencing etc)	5,000
Fees (masterplanning, project management etc)	12,000
Ongoing repairs & maintenance	7,500
Contingency @ 5%	8,000
<b>Total</b>	<b>160,000</b>

6.2 This budget breakdown is based on indicative costs and will need to be further refined as the project is further developed. However, these costings provide assurance that works specified in this report are affordable in terms of the overall budget allocation.

## 7. RISKS

All project management governance will be implemented as part of this project, which will include the development of a risk register, to be reviewed throughout the lifetime of this project. Key risks include budgetary pressure both in terms of the capital delivery of this project and also in terms of the ongoing revenue allocation to support this project in the longer term. Mitigation is in place, to include the 5% contingency allocation outlined in the financial section of this report.

### Background Papers

GYBC Environmental Sustainability Strategy

*Areas of consideration: e.g. does this report raise any of the following issues and if so how have these been considered/mitigated against?*

Area for consideration	Comment
Monitoring Officer Consultation:	At ELT



Section 151 Officer Consultation:	At ELT
Existing Council Policies:	Environmental Sustainability Strategy
Financial Implications (including VAT and tax):	Addressed in the report
Legal Implications (including human rights):	Addressed in the report
Risk Implications:	Addressed in the report
Equality Issues/EQIA assessment:	To be undertaken
Crime & Disorder:	n/a
Every Child Matters:	n/a



**URN:**

**Subject:** Hemsby Neighbourhood Plan publication response

**Report to:** Full Council – 13 October 2022

**Report by:** Nick Fountain, Principal Strategic Planner

#### **SUBJECT MATTER**

Response to Publication of Hemsby Neighbourhood Plan

#### **RECOMMENDATION**

Full Council endorses the consultation response to the Final Draft Hemsby Neighbourhood Plan

### **1. Introduction**

- 1.1. The Hemsby Neighbourhood Plan has been prepared by the parish council with the support of a private consultancy. The neighbourhood plan has now been formerly submitted to the Borough Council and the Broads Authority. The Borough Council is content that the plan (and submitted supporting documentation) meets the compliance check in accordance with Regulation 15 of the Neighbourhood Plan Regulation 2012 (as amended), i.e. that the necessary documents have been submitted.
- 1.2. As soon as possible following this submission, the Borough Council must publish and consult on the documents over a minimum period of 6 weeks. Representations received over that period will be considered by an independently appointed Examiner who will undertake the Neighbourhood Plan Examination.
- 1.3. The Borough Council has taken opportunities to comment informally on an early draft of the plan and then again, formerly, as part of the Regulation 14 pre-submission consultation. The parish council were invited to submit documents to the Borough Council for a 'health check' prior to formally submitting their plan but declined (note that this stage is not a requirement). This is the first instance at which a parish council has declined a health check and prepared a design code to accompany its plan.
- 1.4. While some concerns within the plan have been addressed, some of the policies and the 'Design Codes' requirements remain inconsistent with national policies and impractical for Council officers to implement when considering planning applications. For comments to be considered on the plan at this stage, representations must be made on the published documents for the attention of the Examiner.

### **2. Neighbourhood Plan & supporting documents**

2.1. The Hemsby Neighbourhood Plan has been prepared by the parish council with the support of a private consultancy. The plan is 62 pages in length and includes 20 local policies under the following headings:

- Housing and Design
- Infrastructure
- Transport
- Tourism
- Flood Water and Management
- Natural Environment
- Important Views
- Services & Facilities
- Historic Environment

2.2. The plan is supported by a number of evidence documents such as a Local Green Space Assessment and a Views Assessment. In addition, the regulatory documents include the SEA/HRA Screening Assessment, the Statement of Basic Conditions and a Consultation Statement.

2.3. The parish council decided to include a design code to support a number of policies within the plan. The Government facilitates support on some detailed evidence-based documentation by commissioning AECOM (consultancy) to prepare such documents. This is the first design code prepared to support a neighbourhood plan within the Borough. There is no formal early consultation requirement with the Borough Council, therefore the only opportunity to provide feedback has been at informal and pre-submission plan consultations. There is a concern at the lack of consultation in preparing a design code, not least to identify existing and proportionate sources of evidence (and standards) within the Borough. The design code does not form part of the Neighbourhood Plan and therefore is not subject to the same level of scrutiny.

### **3. Proposed representations**

3.1. The proposed response to the consultation is attached to this report. The main concerns with the plan relate to its consistency with the strategic policies of the Local Plan, lack of justification for some policies and potential issues with its use in the determining of planning applications:

- Policy 1 does not provide the necessary level of clarity on the discount for First Homes (it cannot be either 40% or 50%) and this must be appropriately evidenced. The Borough Council's [Local Housing Needs Assessment \(2022\)](#) suggests a 50% discount would be necessary to meet all levels of need.
- Policy 3 requires consistency with the Design Codes which has some shortcomings and is not part of the Neighbourhood Plan (therefore not part of the development plan) and will not be subject to the level of scrutiny required on a development plan.

Further technical standards and guidelines for household extensions have no locally specific evidence and neighbourhood plans cannot apply national technical standards.

- Local Green Spaces (LGSs) – to be consistent with the NPPF, the identified sites need to meet the specified criteria and protection in accordance with Green Belt policy. The policy wording could create inconsistencies with the National Planning Policy Framework and make it difficult to implement at planning application stage.
- Important Local Views – there is a lack of evidence to support those that have been identified and no regard has been given to the strategic evidence documents - the '[Landscape Character Assessment](#)' (2008) and the '[Settlement Fringe Landscape Sensitivity Study](#)' (2016). There is also a concern that by identifying such views surrounding the village this will frustrate development; the Government has been clear that this is something that neighbourhood plans will not be permitted to do.
- Non-designated heritage assets (including Kiah Homebakes, Hemsby Post Office, Richardson's Holiday Park, and former Pontin's Holiday Park) – there are four buildings that lack the evidence and do not meet Historic England's guiding principles for such protection.

#### **4. Local Plan Working Party**

- 4.1. Local Plan Working Party (LPWP) considered the proposed representations on 27<sup>th</sup> September 2022. No comments or concerns were raised.

#### **5. Next Steps**

- 5.1. The Borough Council will work with the parish council to appoint an independent Examiner. The Examiner will then examine the plan considering all of the representations raised at publication stage. The Examiner will then prepare their examination report on the plan with recommendations as to whether the plan meets the 'Basic Conditions', suggest changes to the plan, and set out whether the plan can proceed to referendum. The Borough Council and Broads Authority will then decide how to proceed following the publication of the examination report.

#### **6. Financial Implications**

- 6.1. The Borough Council has already received £5,000 for the adopted neighbourhood plan area (it has actually received 5 of these through the first 5 adopted areas). This funding will support the payments required to appoint independent examiners.
- 6.2. The Borough Council should receive a further Government grant of £20,000 having issued a decision statement to send the neighbourhood plan to referendum.
- 6.3. All costs associated with officer resources, the examination and referendum of the Neighbourhood Plans are expected to be covered by the Government funding.

#### **7. Legal and Risk Implications**

- 7.1. Without making representations at this publication stage, the Examiner may not be aware of, or otherwise take any actions to consider or address the concerns as set out above. The Neighbourhood Plan and Design Codes would be difficult for the Borough Council to

implement without modification; and may have further implications in terms of local plan policies and the preparation of policies in other neighbourhood plans.

- 7.2. There is no guarantee that the Examiner will make any specific changes (including those based on the proposed representations) to the neighbourhood plan documents. The Borough Council and Broads Authority will, however, have the opportunity to decide in how to proceed following the publication of the Examiner’s report.

## 8. Conclusion

- 8.1. The recommendation is that Full Council endorses attached consultation response to be considered by the Independent Examiner who will be appointed to examine the neighbourhood plan.

## 9. Appendices

### A. Draft consultation response

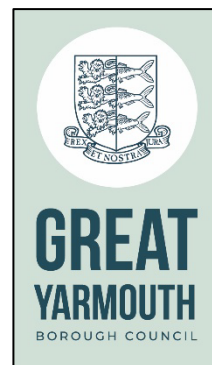
### B. Submitted Hemsby Neighbourhood Plan

### C. Submitted Design Codes

*Areas of consideration: e.g. does this report raise any of the following issues and if so how have these been considered/mitigated against?*

Area for consideration	Comment
Monitoring Officer Consultation:	n/a
Section 151 Officer Consultation:	n/a
Existing Council Policies:	Local Plan Part 1: Core Strategy, Local Plan Part 2
Financial Implications (including VAT and tax):	See Section 6
Legal Implications (including human rights):	See Section 7
Risk Implications:	See Section 7
Equality Issues/EQIA assessment:	n/a
Crime & Disorder:	n/a
Every Child Matters:	n/a

[localplan@great-yarmouth.gov.uk](mailto:localplan@great-yarmouth.gov.uk)



October 2022

Dear Sir/Madam,

### **Response to Hemsby Neighbourhood Plan Publication Regulation 16 Consultation**

The following comments are made by the Borough Council's **Local Planning Authority** in response to the above consultation for the consideration of the Examiner. The Borough Council has provided assistance and guidance; and has commented on the Neighbourhood Plan and supporting documents at previous stages of consultation including early stages and Regulation 14 (pre-submission).

As a general point, the Borough Council is concerned that the 'Design Codes' document is not appropriately evidenced, has not had regard to existing evidence and in some circumstances is impractical to apply to development. Whilst this is not part of the neighbourhood plan (as it is a supporting document), it is referenced throughout policies of the plan, and it is clearly relied on to set standards.

Throughout the document there is also concern at the use of 'all development' without careful consideration as to which types or scale of development is appropriate to the requirement. In some cases, the requirements will be more relevant to 'major development' schemes.

**Policy 1** – As written the policy on the level of discount for First Homes is unclear and contrary to the Affordable Homes Update Written Ministerial Statement (May 2021). This could cause difficulties in using the policy in determine planning applications. The policy could be interpreted to read that the discount could either be 40% or 50% or in between the two. The Planning Practice Guidance on First Homes makes clear that the discount level should be fixed at either 40% or 50% and no other value. Therefore, it is not possible to have a discount level which falls between 40% and 50%. Policy 1 should therefore be fixed at either 40% or 50% discount. Evidence in the Hemsby Housing Needs Assessment would justify a 50% discount. More recent evidence from the Borough-wide [Local Housing Needs Assessment \(2022\)](#) suggests a 50% discount would be necessary to meet all levels of need.

**Policy 3** – The Hemsby Design Code does not form part of the Hemsby Neighbourhood Plan and therefore is not subject to the same level of scrutiny or the ability to require modifications through the consultation and examination process. The Council has a number of concerns with the Design Code in terms of its justification and implementation when considering planning applications. As such the Council considers that the first sentence of Policy 3 should be amended as follows:

*“All development, including extensions, will need to have regard to the Hemsby Design Codes in general, and specifically as they apply to the following distinct character areas”*

**Design Codes** – The following detailed requirements are not appropriately evidenced, or evidence is incorrect or missing:

- Figure 14, does not show Newport Cottages Conservation Area
- Pg.68-69 – No justification is provided for the household extension standards. How do they relate to some extensions already built in the area?
- Pg. 70-71 – Can only be used to guide development. Technical standards go beyond the scope of the Neighbourhood Plan which cannot set or apply the new national technical standards. See the Written [Ministerial Statement](#) from March 2015.

**Policy 16 & Appendix A**– The following considerations are made having regard to NPPF paragraphs 102 and 103:

- Site 4 is an extensive tract of land in equestrian use and is commercially operated – this is unlikely to meet the criteria for designating Local Green Spaces (LGSs)
- The NPPF does not allow for ‘deviations’; such protection should be consistent with Green Belt policy as it is worded. Such a decision has also been established by Examiners in the Examinations of the 4 recently adopted Neighbourhood Plans in the Borough.

**Policy 17** – The identified ‘important local views’ are inconsistent with the findings of the ‘[Landscape Character Assessment](#)’ (2008) and the ‘[Settlement Fringe Landscape Sensitivity Study](#)’ (2016). The former document states *“Edge influences such as paddocks and abrupt settlement edges at Hemsby and California erode the character and quality of the local landscape”*. The latter document identified within it ‘areas 1, 2 and 3’ (relevant to the views identified below) as having a low landscape value and high landscape capacity (i.e. to accommodate development). It is considered that the views have not been appropriately evidenced. In each of the below cases, there are no specific landscape features or specific qualities as you see along 5 & 6 in relation to the coastal or Broads landscape:

- ‘1. Coming into Hemsby from Scratby’ – Is characterised by open fields, roadside signage, mixed uses on the west (such as events space), a petrol station, paddocks and residential properties to the east.
- ‘2. Coming into Hemsby down the hill from Martham’ – Is characterised by a scattered tree-lined edge to the village and some residential properties.
- ‘3. Views from Winterton Road as you come into the parish’ – Is characterised by a scattered tree-lined edge to the village and some residential properties to the west. The supporting document shows a focal point with the church on the left side (east) of the road, but this is not possible, as if visible it would appear on the right side (west).
- ‘4. The view from Ormesby Road towards Hall Farm’ – Is characterised by a narrow country lane with few glimpses east or west owing to the compact hedging along the roadside.

Identifying all views of the village as important views undermines the value of the designation with respect to those which are truly justified. There is also a concern that by identifying such views

surrounding almost the entire village this will frustrate development which would otherwise be in accordance with the strategic policies of the Local Plan such as affordable housing exception sites or new tourism related development; Paragraph 29 of the NPPF states that Neighbourhood plans should not promote less development than set out in the strategic policies for the area, or undermine those strategic policies.

**Policy 20 & Figure 8** – Some of the proposed non-designated heritage assets are not appropriately evidenced and fail to meet Historic England’s guiding criteria (such as: asset type, architectural interest and landmark status) for considering non-designated historic assets. These include:

- 4: Kiah Homebakes. While the building has clear community value there is a lack of evidence in its historic value
- 10: Hemsby Post Office. While the building has clear community value there is a lack of evidence in its architectural and historic value and modern alterations have altered its historic appearance.
- 18: Richardson’s Holiday Park. While it is suggested to be one of the earliest established holiday parks, it is still in operation, containing mainly static caravans which have no historic value. From 1946 based aerial photography, only the buildings at the front of the site existed and these have either been entirely replaced or substantially altered over that period.
- 19: Former Pontin’s Holiday Park. While it is suggested to be one of the earliest established holiday parks, most of the buildings were constructed more recently than WWII. The site has planning permission for 188 dwellings and 88 holiday lodges (ref. 06/20/0422/F) which is partially constructed and will substantially alter the site from the current character.

I trust that the above comments will be of use for consideration in the Examination process.

Yours faithfully,

*N. Fountain*

Nick Fountain

Principal Strategic Planner

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# Hemsby Neighbourhood Plan 2021-2036



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## 1. Introduction

1.1 Hemsby is a unique village, with an established and strong history of tourism which has been noted in the Domesday Book. The village is understood to have Viking origins but developed as a collection of farmsteads around the 14th century parish church. Hemsby village expanded significantly during the late 19th century as a seaside destination partly with the arrival of the railways, helping to establish a settlement pattern of key holiday attractions to the east of the village<sup>1</sup>.

1.2 Hemsby falls within the Borough of Great Yarmouth, East of England and is identified as a Primary Village as set out in the Great Yarmouth Local Plan Core Strategy (2015). It is set in one of the more remote parts of East Anglia, and it is located 8 miles north of Great Yarmouth. It is one of the larger villages in the borough, with an approximate residential population of 3,275 (Census, 2011).



**Figure 1: Hemsby Designated Neighbourhood Plan Area**

1.3 Due to being a popular coastal village, the population increasingly grows in the summer months when it welcomes a variety of tourists and many returning families to our caravan and chalet parks and award-winning sandy beaches. Hemsby has established its

<sup>1</sup> [Local Plan Part 2 \(2021\) \(great-yarmouth.gov.uk\)](http://great-yarmouth.gov.uk)

own national presence as a seaside resort, contributing to the Borough's economy and playing a vital role through its history of tourism.



**Example Pictures of Hemsby Beach**

1.4 A lot of the tourist trade is located along the coastal stretch within the south-eastern area and many seasonal services are situated along both Beach Road and Newport Road. The village also has a reasonable range of services and facilities to offer including a primary school, small supermarket, post office, doctors' surgery and two public houses.

1.5 Hemsby parish falls within the Broads Authority Executive Area to the west of the main settlement, encompassing an area of the Trinity Broads (Norfolk and Suffolk Broads) which is an important wetland habitat and an area of species rich fen grazing. There are a vast range of landscape types which cover the Broads Authority area including tidal estuary, rivers, coastal dunes, estuarine marshland, grazing marsh, peat fens, the Broads and more which can be read in the Landscape Character Assessment<sup>2</sup>. The landscape of the Broads is distinctive with bodies of open waters which vary in size and can either be isolated water bodies from the main rivers or lie on the line of the main river. A majority of these waters are located within the peat soils of the middle/upper reaches of the northern Broad rivers- Yare, Thurne, Bure and Ant. Whilst each broad has its own character, two characteristics (size and nature of vegetation) can provide a rough division of open and enclosed broads when combined. Over time vegetation including fenn/carr tends to encroach on the edges of the broads reducing their size and some being completely lost over time.

There are a range of national and international designations including:

- Broadland Ramsar/Special Protection Area (SPA),
- The Broads Special Area of Conservation (SAC),
- Hall Farm Fen Site of Special Scientific Interest (SSSI) and
- The Trinity Broads Site of Special Scientific Interest (SSSI)

Further detail can be found in the evidence base.

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<sup>2</sup> [LCA Part-2.pdf \(broads-authority.gov.uk\)](#)

1.6 Hemsby first began its journey with the Neighbourhood Plan in 2017 and the steering group have worked hard on this plan for creating a future for our village. The community have helped contribute to how we can have an influence on protecting important aspects of our village and how we want to shape such things as where residential and employment sites may be suitable in the future and how these should look.

1.7 The village is growing year by year with new developments enticing newcomers to the village with a reasonable range of services and facilities. Data has shown that home ownership is reasonably high in Hemsby (84%) compared to Borough and National percentages which range between 63-64%. The number of homes rented are (14%) which are significantly less compared to the borough (34%) and much of Hemsby's housing stock ranges between 2 to 4 bedrooms; with a lack of one-bedroom homes being available (5%) which is lower than the borough and national average (11-12%)<sup>3</sup>.

1.8 As seen in many seaside villages, the population profile has shown that there has been a 5% growth in the local population aged 65 or over, equating to an increase of 285 people from 2001 to 2011, which could create over the years a considerable upward pressure on demand for specialised housing for older people.

1.9 The Neighbourhood Plan Steering Group constitutes residents who are keen to shape the future of Hemsby and have been informed in this by various consultation events within the village. This has been more challenging during Covid-19, but this has been achieved through a variety of forums as explained in the chapter 3.

1.10 A neighbourhood plan is an opportunity for communities to have their say in the place they live, and it gives the plan weight to influence future developments and to give a strategic focus on how we wish to live in our village. For example, there was community feedback regarding green links between villages so people can walk safely and an identified need for more one bedroom housing.

1.11 **We would like to thank everyone who has contributed towards ensuring your voice is heard and shaping the future of your village.**

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<sup>3</sup> Hemsby Housing Needs Assessment, AECOM, July 2021

## 2. Neighbourhood Planning

- 2.1 Neighbourhood planning was introduced by the Localism Act 2011, with the legislation coming into effect in April 2012. Neighbourhood Planning has provided Hemsby residents with a unique opportunity to proactively set a positive and ambitious vision for the future of our parish. It has enabled us to consider what is really important to residents and how to tackle some significant issues faced by the community.
- 2.2 As Hemsby is located in the borough of Great Yarmouth its Neighbourhood Plan sits within the context of the Great Yarmouth Local Plan. The Local Plan consists of two parts: The Core Strategy (2015) and Part 2 which was adopted in 2021. A small part of the parish is also within the Broads Authority Executive Area, and so it is covered by the Broads Authority and its own adopted Local Plan.
- 2.3 The Neighbourhood Plan will be a document that sets out planning policies for the parish and these will be used, alongside the local plans, to decide whether planning applications are approved or not. It's a community document, that's written by local people who know and love the area.
- 2.4 Hemsby Neighbourhood Plan has to support the delivery of the strategic policies contained in the Great Yarmouth Local Plan and that for the Broads Authority, and so it cannot promote less development than set out in local plans. That is, the local plans set the overall strategic policies such as the amount of new development and the distribution of that development across the borough. The Great Yarmouth Local Plan makes one allocation in Hemsby, for 190 homes on the former Pontin's site. The indicative housing requirement for the Neighbourhood Plan is zero, as set out in Policy GSP2 of the Local Plan Part 2. The Broads Local Plan does not allocate land for housing in the parish. Despite this, the steering group did choose to engage with the community on allocating one or more sites for housing and specifically investigated the options for a roll-back site for people displaced by coastal erosion. However, after engagement with the community, the Parish Council decided against allocating a roll-back site in January 2022 and are not allocating any housing in this neighbourhood plan.
- 2.5 A neighbourhood plan can include non-strategic policies, such as the mix of housing if any comes forward, design principles for new development, conserving and enhancing the natural and historic environment, protecting local green spaces from development, and setting out other development management policies. Importantly, the Hemsby Neighbourhood Plan will contribute to the achievement of sustainable development as described in the National Planning Policy Framework.
- 2.6 Once a neighbourhood plan has been 'made', following consultation with residents and a local referendum, it becomes part of the statutory development plan and will be used by the borough council and Broads Authority in deciding on all planning applications in the parish.

### 3. Consultation and Engagement

3.1 Hemsby Neighbourhood Plan has been developed by a steering group on behalf of Hemsby Parish Council. An initial consultation was held in February 2020 to gauge interest in the community to see if a neighbourhood plan would be supported.

3.2 The priority of the Parish Council was to ensure that the plan was community led and that local views were collected and included at all stages of making the plan. The steering group has always had between 10 and 15 members including residents and members of the Parish Council.

3.3 Engagement with the local community has proved to be challenging due to the Covid-19 pandemic restrictions between 2020 and 2021; so, the steering group were creative in planning alternatives to any cancelled events to ensure that the community were always kept informed. Below is a summarised timeline of ways the steering group engaged with the community the full detail of how this entailed can be found in the Consultation Statement.

February 2020- Village Hall	<ul style="list-style-type: none"><li>•Discussions on beginning a neighbourhood plan</li></ul>
July 2020- Coastal Partnership East Survey	<ul style="list-style-type: none"><li>•Involvement in a Coastal Partnership East Survey on climate change and coastal erosion</li></ul>
September 2020- Options Survey	<ul style="list-style-type: none"><li>•The survey asked the local community about a variety of matters they believed were important to them and wished to protect.</li></ul>
February 2021- Third Survey	<ul style="list-style-type: none"><li>•Present the work undertaken so far, likely policy options and seek qualitative feedback from residents.</li></ul>
August 2021- consultation	<ul style="list-style-type: none"><li>•Displayed posters and advertised at a village event the work and policies that had been done so far for the neighbourhood plan</li></ul>
October to November 2021- Call for Sites	<ul style="list-style-type: none"><li>•Consultation on finding a suitable site for either the rollback policy and relocated residents from coastal erosion or first homes</li></ul>
December 2021 to January 2022- Site Survey	<ul style="list-style-type: none"><li>•Asked the community if they supported or not the one site put forward for allocation</li></ul>
Other engagements throughout	<ul style="list-style-type: none"><li>•Produced online videos, posters, surveys, updating the community on platforms such as Facebook, zoom and the parish council website.</li></ul>

## 4. Vision and aims

**4.1 The vision for the village of Hemsby is to remain a small and safe community that is proud of its heritage and that embraces the natural beauty of its unique surroundings, with the North Sea and sandy beaches to the east. The village will be a social and recreational meeting point for parishioners and tourists alike with local facilities, activities, inclusive village events and beautiful nearby rural areas. The village will experience slow and sustainable growth; development will both respect the rural character of the village and be environmentally responsible, including seeking out opportunities for 'green' initiative projects such as electric vehicle charging points and reducing carbon emissions. The planning and development of the village will take into account the needs of the village and the environment within which the village is set.**

4.2 The aims of the plan are to:

- A. Support year-round and day-visitor sustainable tourism.
- B. Protect and enhance Hemsby's rich heritage, including its cultural heritage and association with the holiday camps.
- C. Help people choose sustainable ways of getting around in Hemsby, as well as to neighbouring villages.
- D. Help to meet the housing needs of the community.
- E. Widen the use of community facilities, especially by younger people.
- F. Make sure future development will deliver the infrastructure needed for our communities and businesses.
- G. Ensure that new development, especially housing developments, are designed to a high standard and have a positive impact on local character.
- H. Protect and preserve those special qualities and features that are valued by the community, such as the sandy beaches and Broads.
- I. Support the sensitive relocation of properties affected by coastal erosion.
- J. Improve wildlife habitat across the parish and especially in the green corridors.



## 5. Policy Context

- 5.1 Great Yarmouth Borough Council has an adopted Local Plan which is split into two parts, Part 1: The Core Strategy (2015) and Local Plan Part 2 (2021). The Local Plan Part 2 (2021) provides updates to the Core Strategy, new strategic policies, site allocations, and detailed policies. Part of the parish is also within the Broads, and so it is covered by the Broads Authority and its own recently adopted local plan. The policies in this Neighbourhood Plan need to be in general conformity with the strategic policies in these plans. In addition to the local plans, there is national planning policy, mainly in the National Planning Policy Framework. The policies in the neighbourhood plan need to have due regard to national planning policies.
- 5.2 The plans also contain non-strategic policies for the borough, and this emerging Neighbourhood Plan also contains non-strategic policies but just for Hemsby Parish itself specifically.
- 5.3 There is no need to repeat or copy the planning policy framework in place in the local plans and national policy. For example, there is no need for Hemsby Neighbourhood Plan to have its own general policy on the protection and enhancement of the natural environment and habitat, as this topic is covered in national policy and in the local plans, as well as in legislation. However, some specific detail could be useful, which is why the neighbourhood plan has a policy on green corridors linked to a map of those corridors, as this then shows where in Hemsby enhancement of the natural environmental will be focused. The explanations that go alongside the different policy areas in this plan try to set out what is already covered by the wider policy framework.
- 5.4 So, where there are policy details missing that are important for Hemsby, or where it was felt that a slightly different policy is needed, then new policies were developed for the Neighbourhood Plan. Some of the policies in the following sections are not strictly 'planning' related. Nevertheless, it was felt that they were important enough to include in the plan and be called 'Community Actions', being something that the local community and parish council will lead on.
- 5.5 The policies are intended to meet the vision and objectives set out above. They are aimed at guiding decision makers and applicants in order to achieve high standards of sustainable development. Development proposals should have regard to all the planning policies in this Neighbourhood Plan, and of course those in the local plans and national policy.

## 6. Housing and Design

### Affordable Housing

6.1 Affordable Housing denotes those forms of housing tenure that fall within the definition set out in the current National Planning Policy Framework, such as social rent, affordable rent, affordable private rent, and its products designed to offer affordable routes to home ownership. As part of the Government's commitment to home ownership they have recently proposed to introduce First Homes that will provide at least 30% discount on new market housing for sale.

6.2 There is limited Affordable Housing (either to rent or for sale) within Hemsby at present. This suggests that some provision of Affordable Housing would offer a wider choice of homes for local residents, and may allow those on lower incomes including newly forming households and younger families to remain in or move to the area.

6.3 Affordable Housing is typically provided and made financially viable by its inclusion as a proportion of larger market developments, such as those guided by the local plans. Policy UCS4 in the Great Yarmouth Local Plan Part 2 in relation to Affordable Housing requires 20% of all new homes on sites of 10 dwellings or site area of 0.5 hectares or more to be delivered as Affordable Housing<sup>4</sup>. However, applications which fall within the Broads Area must accord with the threshold of the Broads Local Plan DM34 which takes an approach of developments of 6-9 dwellings will be required to contribute a commuted sum (off-site contribution) towards the provision of Affordable Housing, or, developments of 10 or more dwelling will be required to provide Affordable Housing in accordance with the requirements of the adopted standards and policies of the relevant District Council<sup>5</sup> (which is Great Yarmouth). The expected level of delivery of affordable homes during the plan period does not meet the level of demand identified by either the Housing Needs Assessment (HNA)<sup>6</sup> or local surveys of need. The HNA provides evidence of need for 395 affordable homes, split between 100 affordable homes for sale and 295 affordable homes for rent. This compares to expected delivery of 38 affordable homes. Nevertheless, it is worth noting that the split of tenures that will be delivered is also subject to the viability of development coming forward within this plan's period.

6.4 Government policy aimed at tackling the housing crisis continues to attach high priority to helping those on modest incomes and those unable to afford market housing for purchase, such as younger buyers, to access affordable routes to home ownership. The HNA identifies that the most appropriate tenures to help implement this policy intention locally are entry-level market rent, higher discounted market sales, 25% shared ownership, affordable rent and social rent.

6.5 As a starting point Great Yarmouth Borough Council will seek the following split in the affordable housing requirement – 90% affordable rent, 10% affordable home ownership,

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<sup>4</sup> [Local Plan Part 2 \(2021\) \(great-yarmouth.gov.uk\)](http://great-yarmouth.gov.uk)

<sup>5</sup> [Local-Plan-for-the-Broads.pdf \(broads-authority.gov.uk\)](http://broads-authority.gov.uk)

<sup>6</sup> Hemsby Housing Needs Assessment (HNA), AECOM, April 2021

which is set out in Policy H1 of the Local Plan Part 2. The HNA provides evidence of a more localised split 25% First Homes, 75% affordable rent.

6.6 First Homes are a specific kind of discounted market sale housing and should be considered to meet the definition of Affordable Housing for planning purposes. Specifically, First Homes are discounted market sale units which must be discounted by a minimum of 30% against the market value and sold to a person or persons meeting the First Homes eligibility criteria, which is essentially a first-time buyer. The homes must also not exceed £250k in price after the discount. Planning Practice Guidance sets out that a minimum of 25% of all affordable housing units secured through developer contributions should be First Homes. This suggests that the tenure split will need to include at least 25% First Homes, and so the other 75% could be for affordable rent as recommended in the HNA. In terms of First Homes, the HNA provides robust evidence that there is a need to require higher minimum discounts for First Homes at up to 40% or 50% because a discount of 30% only narrowly reaches those households on average incomes.

6.7 There are more proactive routes to boost the supply of affordable housing, such as allocating sites specifically for Affordable Housing, including specifically for First Homes. However, no sites have been put forward by landowners and without this it is impossible to allocate such sites in the Hemsby Neighbourhood Plan. A call for sites was undertaken in December 2021 and January 2022. If land does become available, then it is possible to have a focused review of the plan so as to allocate a site. In the meantime, Affordable Housing exception sites (so on land not allocated for residential development in the local plan or neighbourhood plan) would be supported if they comply with national policy. These can be Rural Exception Sites for people with a local connection, or First Homes/ Entry-Level Exception Sites.

### **Policy 1: Affordable Housing**

As a starting point the Borough Council will seek the following split in the affordable housing requirement for any qualifying site in Hemsby:

- a) 25% First Homes;
- b) 75% affordable rent.

Alternative tenures may be accepted where applicants can adequately demonstrate the demand for other affordable housing products and that they are affordable in the local context.

First Homes will need to be provided at a discount from the prevailing market value of between 40% and 50%, subject to site specific viability.

### **Type and Size of Homes**

6.8 Hemsby's housing profile is dominated by detached houses which make up 62% of the overall housing stock. This is more than double the proportion of detached homes

across the borough, and nearly three times the national level. The quantity of semi-detached homes is about average but there are very few terrace properties or flats. The proportion of caravan and mobile dwellings is twice that of borough levels and four times that of national levels.

6.9 Data indicates that Hemsby's housing stock is skewed towards larger homes. There is a relative lack of one-bedroom properties and a relative abundance of four-bedroom homes. The proportion of two and three-bed properties is close to average.

6.10 Life-stage modelling undertaken as part of Hemsby's Housing Needs Assessment recommends that development involves the following share of dwelling sizes:

- 32.2% 1 bedroom
- 29.2% two bedrooms
- 35.5% three bedrooms
- 0% four bedrooms
- 3.1% 5 or more bedrooms

6.11 A neighbourhood plan can influence the size and type of new homes that will be built in the future. When asked about preferences for new homes the community indicated a clear preference towards smaller homes and affordable homes and no real support for larger homes. Smaller homes are more likely to meet the needs of younger residents as well as older residents looking to downsize.

### **Policy 2: Housing Type & Mix**

Developments will need to provide a mix of housing types and sizes, and these should aim to reflect local housing need using the best available and proportionate evidence. This should include, unless evidence is provided either showing a lower need is justified or the scheme is made unviable, a minimum of 60% of dwellings comprising two bedrooms or fewer. This will enable older residents to downsize or younger residents to get on the housing ladder.

These requirements apply to development proposals as a whole, therefore, open-market and affordable housing combined.

## **Design**

6.12 Design is another key area where a neighbourhood plan can have significant influence. The Government is raising the importance of good design with the development of national design guides<sup>7</sup>, and encourages neighbourhood plans to have design policies and design codes. Design, however, is more than just what the actual building looks like. It also relates to layout, density, environmental performance and how it incorporates habitat features and landscaping. The augmenting of biodiversity

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<sup>7</sup> National Design Guide and National Model Design Code

networks is a key feature of the plan, and all development will be expected to contribute to this.

- 6.13 There is a Conservation Area in Hemsby where there is a concentration of listed buildings including the Grade II listed Church of St Mary. There will be housing and holiday accommodation growth, such as at the former Pontins site. These factors highlight the need to have a policy on design, and with a view to retaining local character, especially historic character and the setting of historic assets, ensuring that it is not diluted through new development.
- 6.14 In earlier consultations with the community, there was strong support for having a design approach and requiring high standards for enhancing the natural environment. Specific issues have also been raised such as the need for electric charging points. Street lighting, or lack of it, has been raised as an issue, in particular with regard to personal safety, especially for women.
- 6.15 NPPF Chapter 12 sets out that design is key to sustainable development. It requires plans to have design policies that have community support and that pick up the defining characteristics and historic character of the area. Design covers not just appearance but how a place functions, but appearance is seen as critical with national policy explaining that, *“the creation of high quality, beautiful and sustainable buildings and places is fundamental to what the planning and development process should achieve.”* Although national policy supports development that is sympathetic to local and historic character, it also encourages innovative design and high levels of sustainability.
- 6.16 GYBC Core Strategy Policy CS1 sets out that development should create, *“Distinctive places that embrace innovative, high quality urban design that reflects positive local characteristics.”* CS9 requires well-designed places, setting out the general requirements such as safe access, and in keeping with the surrounding area. Policy CS4 – Delivering Affordable Housing – sets out that affordable homes should be designed to be well integrated with other housing. Policy H3 in the Local Plan Part 2 sets out a density of 30 dwellings per hectare for Hemsby as a minimum.
- 6.17 Policy DM43 of the Broads Local Plan has extensive design guidance covering the full range of general considerations such as accessibility, density, materials. In addition, the Broads Local Plan policy DM22 relates to light pollution and protecting the dark night skies. The Broads area has intrinsically dark skies that are protected through the National Planning Policy Framework, so any new development will need to be designed to retain this. **Policy 3** on design refers to this in relation to lighting design.
- 6.18 There is therefore already a considerable amount in existing policy on general as well as specific approaches to design for Hemsby, but the neighbourhood plan could usefully have a policy based on more specific Design Codes for the parish. AECOM has produced the Hemsby Design Codes (July 2022). This provides a baseline assessment of local character, views, historic assets, and natural infrastructure. For the development of design codes, it identifies five distinct areas across the parish: the historic core, Hemsby village, Hemsby beach, Beach front, and open countryside. These are explained below.

### **Area Type A: Historic Core**

Corresponding with the oldest part of the parish, the historic core contains most listed and non-listed heritage assets, including St Mary the Virgin church and the commercial core of Hemsby Village, with some convenience shops grouped around King's way roundabout. Dwellings reach two storeys in the area.

### **Area Type B: Hemsby Village**

The residential bulk of Hemsby Village is largely comprised of one storey bungalows. The open character of the streets in Hemsby village is a consequence of the low profile of bungalows and the generous front gardens. Recent developments detract from this character by reaching two storeys with typologies that are not in keeping with the character of the area.

### **Area Type C: Hemsby Beach**

The tourist-based part of the village lies along Beach Road and is commonly known as Hemsby Beach. It features funfairs, crazy golf courses and children's rides. The beach end of the road has cafes, shops and amusement arcades, while at the upper end are houses and accommodation parks, consisting mainly of chalets and caravans.

### **Area Type D: Beachfront**

Large sand dunes form a natural barrier between the beach and the village behind it. Detached beach dwellings of different typologies develop along the front line before the sandy cliffs. Hemsby's dunes are affected by erosion, impacting the properties in this area.

### **Area Type E: Open Countryside**

The surrounding arable fields and farmsteads.

6.19 An additional 'area', new developments (Area type F), is used in the design codes to refer to new developments in any of these areas. Design considerations are set out for each of these distinct areas, including density, movement, public space, the natural environment, energy, and sustainability, and built form. These design codes can be a valuable tool for securing context-driven, high-quality development in Hemsby, especially on potential sites that might come forward in the future. They will provide more certainty to both developers and the community in securing developments that are designed to the aspirations of the community.

6.20 A lack of clear and specific Design Codes prior to the neighbourhood plan has resulted in new development at odds with the surrounding area. Single storey (sometimes including a habitable pitch roof) is the most common building height in the area. Two-storey dwellings tend to be limited to the historic core and at the end of cul-de-sacs. However, large developments of two-storeys have been recently developed in the area, resulting in clashes with the representative lower profile of dwellings in Hemsby.

6.21 Another key characteristic is the density of housing, which is generally quite low, rarely exceeding 20 dwellings per hectare, with a feeling of space and openness of the

street. It is recognised that Policy H3 of the Great Yarmouth Local Plan requires housing development in Hemsby to meet a density of 30 dwellings per hectare. It is accepted that this will help make the most efficient use of land and will be appropriate in many locations. It is at odds with the current prevailing character of some parts of Hemsby however, as demonstrated in the Design Codes, which the community are particularly keen to preserve. Policy in the Local Plan sets out that lower densities may be acceptable in sensitive locations, and **Policy 3** below identifies that where this is the case, the density of development should accord with that of the prevailing character.

6.22 The Hemsby Design Codes do not apply to the Broads, but the general design principles set out in the policy are relevant to schemes in the Broads.

**Policy 3: Design**

All development, including extensions, will need to be consistent with the Hemsby Design Codes in general, and specifically as they apply to the following distinct character areas:

- A. Historic Core
- B. Hemsby Village
- C. Hemsby Beach
- D. Beachfront
- E. Open Countryside

The Design Codes will be used to help assess all planning applications to determine their acceptability, although the Hemsby Design Codes does not apply to development in the Broads Authority Executive Area.

The following design considerations are especially important:

- a. Density in new residential developments should take into consideration the density ranges of the relevant character area as set out in The Hemsby Design Codes and where the site is in a particularly sensitive location with distinctive local character, the density should accord with that of the prevailing character.
- b. New development should not cause unacceptable harm to the openness of the existing street scene. New development creating its own street network will need to be designed to have an open street scene unless this conflicts with the immediate area.
- c. New development must have due regard to the heights of other buildings in the area and the generally low profile of buildings.
- d. Major housing developments will be expected to incorporate a system of street lighting. Any lighting must be well designed so as to conserve and enhance the dark sky experience of the Broads.

## Support for properties at risk from coastal erosion

- 6.23 The management of the coastline at Hemsby is covered by complex legislation and there are various agencies with differing responsibilities, not least in relation to the significant coastal erosion. This will have an impact upon residents who own homes close to the coastline, some of whom may lose their homes over the plan period. It will also impact upon the local economy, especially where it leads to a loss of tourism facilities/ holiday accommodation, and associated infrastructure.
- 6.24 National policy sets out that local plans should reduce risk from coastal change by avoiding inappropriate development in vulnerable areas and not exacerbating the impacts of physical changes to the coast.
- 6.25 Core strategy policy CS13 directs development away from areas at risk of flooding or coastal change. The Great Yarmouth Local Plan Part 2 identifies a Coastal Change Management Area<sup>8</sup> in Policy GSP4 and this includes part of Hemsby. New development is restricted in this area and Policy E2 in the Local Plan Part 2 sets out criteria for the relocation of residential and commercial development from within the Coastal Change Management Area, to sites both outside and inside the development limit.
- 6.26 This Neighbourhood Plan does consider it important to reflect the increasing pressures from climate change on coastal erosion and would like to support residents and businesses affected by enabling the roll-back or relocation of properties. Almost 70% of people in consultations for the Neighbourhood Plan supported a relocation policy for homes beyond the Coastal Change Management line, and 60% supported relocating businesses.
- 6.27 As part of developing the Neighbourhood Plan, an effort was made to identify land that could be safeguarded<sup>9</sup> for rollback or the relocation of homes or businesses from the Coastal Change Management Area. It was felt that this would provide greater certainty and focus than the general criteria-based policy in the local plan.
- 6.28 One landowner did express an interest and put forward a site within the call for sites consultation in October 2021. The site is currently used for arable purposes as Land off Waters Lane. However, as detailed in the site assessment was rated Red for conflicting with Policy 17 in this emerging local plan, and excluded following consultation with the community.
- 6.29 There is also considerable community effort, mainly by the Save Hemsby Coastline group, to identify an appropriate sea defence and raise the funding. The Borough Council has indicated that the proposed rock berm defence accords with current policy and guidance and is supported in principle, but is subject to securing planning permission. If this is successful, then it could slow down the rate of erosion and so buy some time. The rate of erosion is uncertain anyway, and the added uncertainty as to

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<sup>8</sup> Coastal Change Management Area: An area identified in plans as likely to be affected by physical change to the shoreline through erosion, coastal landslip, permanent inundation or coastal accretion.

<sup>9</sup> Protected from other inappropriate development



whether additional sea defences will be implemented makes any forecasting very difficult.

**Policy 4: Support for properties at risk from coastal erosion**

A focused review of the Hemsby Neighbourhood Plan will be triggered if:

Three years after the adoption of this Neighbourhood Plan, the sea defences being progressed have not been implemented and are unlikely to be implemented; and

- a. A willing landowner makes appropriate land available to be safeguarded with a view to enabling properties to be relocated from the Coastal Change Management Area; or
- b. Funding is made available for the procurement of sufficient land for this purpose.

## 7. Infrastructure

7.1 New development such as housing can trigger the need for infrastructure. The National Planning Policy Framework states that local plans should make sufficient provision for infrastructure requirements including transport, waste management, water and energy supply, flood risk. In addition to the provision of community facilities such as libraries, schools and other cultural infrastructure. Planning cannot, however, address existing or historic infrastructure capacity issues, only the impacts associated with additional development.

7.2 According to the Borough Council's Core Strategy the definition of infrastructure is wide and includes a range of services and facilities provided by both public and private bodies. Infrastructure needed to support the delivery of development is of three main types:

- Physical such as transport (roads, pavements), flood management, water supply, broadband and telecommunications, and sewage;
- Social such as schools, healthcare, affordable housing, and community facilities; and
- Green such as open space and habitat.

7.3 Development needs to be delivered with adequate infrastructure in place and ensuring that any negative impacts of development can be mitigated. Developers are often required to contribute to the infrastructure. Statutory agencies, such as Anglia Water, are also responsible for meeting their statutory obligations and responding to growth by ensuring sufficient capacity is made available. As part of developing this Neighbourhood Plan residents raised concerns about the reliability of some infrastructure services in Hemsby, including electricity and water.

7.4 There are instances where the cumulative impacts of development requires more strategic infrastructure, such as a new link road or bypass, or a new medical centre. Indeed, a lot of social and physical infrastructure is planned more strategically as part of the local plan as the need is determined on a much larger scale than the parish or neighbourhood plan level. Other agencies look at the overall level and distribution of growth across the borough (and even wider) and try to identify what it means for their services. The Borough Council has prepared an Infrastructure Plan to support the implementation of policies in the Local Plan. The Infrastructure Plan assesses the existing networks of service provision, establishes current capacity problems, looking into future investment plans by the service providers and assessing additional infrastructure that will be needed as a result of the amount and location of new development proposed by the Core Strategy.

7.5 Growth in Hemsby and the surrounding villages is expected to have an impact on education capacity. Hemsby Primary School does not have the potential to be expanded within its current footprint. Financial contributions will be expected from developments toward increasing early years (pre-school) capacity as well as towards increasing capacity at Ormesby Junior School given there is little scope for expanding Hemsby

Primary School. This means that additional education needs created by housing growth in Hemsby will be absorbed by additional capacity elsewhere.

7.6 Medical facilities are also considered at a much larger scale than the parish. Financial contributions will be secured from developments to expand capacity at some existing facilities elsewhere in the borough as well as provide a new medical centre at Caister. Contributions will also be secured for other services such as libraries and fire and rescue.

7.7 The provision of community centres and communal rooms across the borough is generally good. The average standard of provision is 140sqm per 1000 people. Most of the rural villages have in excess of that provision. This includes Hemsby which has 351sqm per 1,000 people. However, this does not necessarily reflect specific demographic needs, and consultations have identified that facilities specifically for younger people are needed.

7.8 Utilities include water supply, wastewater collection and treatment, gas distribution, as well as electricity generation and distribution. There are no capacity or connectivity issues in the borough with respect to gas or electricity. There are also no critical or strategic water utility infrastructure requirements which need to be provided over the lifetime of the Great Yarmouth Local Plan Part 2. There might be localised water infrastructure issues related to specific developments, however. Such network improvements (on-site and off-site) are generally funded/part funded through developer contributions and the cost and extent of the required network improvements will be investigated and determined at the planning application stage. The network functions as a combined system (taking in both surface and foul water), and so therefore where possible, sustainable drainage systems (SuDS) should be implemented within the design of housing schemes to help remove surface water from the water recycling system, thereby protecting its capacity. The requirement for SuDS is national policy but is emphasised by **Policy 13** on Surface Water Flooding in this Neighbourhood Plan.

7.9 As indicated by the issue of SuDS, sometimes infrastructure is needed that is specific to a particular site, such as a new footway, improvement to a particular habitat, highway access, or a new connection to the foul water system. Policy 13 in the Local Plan Part 2 requires foul drainage provision and connections. This is normally addressed during the planning application process. New development will be expected to meet its own physical infrastructure needs. If the site is allocated in the local plan or the neighbourhood plan, these requirements can be set out as part of the policy too. Core strategy policy CS15 in the Great Yarmouth Local Plan covers the need for new infrastructure to be provided as part of growth and new development.

7.10 Broadband was raised as a local issue. Improvements to telecommunications, particularly Broadband speed, would be supported by the community and would be seen as beneficial to the economy. The 2011 Census shows that a number of people work from home and this is likely to have increased as a result of the Covid-19 pandemic. Policy 12 in the Great Yarmouth Local Plan (2021) and DM19 in the Local Plan for the Broads support new and improved telecommunications infrastructure. This

includes new developments needing to provide superfast broadband. Broadband Fibre to the Premises (FTTP) is the best way of provided super-fast broadband.

**Community Action 1: Working with broadband providers**

The parish will work with providers to secure improvements to broadband speeds.

7.11 Improved access to and provision of medical facilities in Hemsby was commonly raised during consultation exercises. Hemsby does have a medical centre, which is part of the Coastal Village Surgeries, and located in King’s Court in the village centre. Although Great Yarmouth Local Plan does not identify a need for an extension or improvements to Hemsby Medical Centre, with the level of planned housing growth, particularly redevelopment of the Pontin’s site, residents are concerned that there will be additional pressure on this facility, which will lead to lack of availability. There are also issues, as detailed elsewhere in this Plan, in relation to parking outside the centre.

**Policy 5: Hemsby Medical Centre**

Proposals for expansion of Hemsby Medical Centre will be supported in principle. Proposals will need to demonstrate sufficient parking is or can be made available, in accordance with county parking standards, to meet increased demand or in a way that does not impede the free flow of traffic on neighbouring streets.

7.12 Neighbourhood plans can play a key role by ensuring that infrastructure improvements, including by developers, are part of a cohesive plan rather than being piecemeal. For example, although any habitat improvement is useful, it is more useful if it is part of a network of nature sites and links. Similarly, an improvement for cyclists should be part of an identified cycle network. The following sections set out the neighbourhood plan’s approach to ensuring such co-ordinated and cohesive infrastructure improvements.

## 8. Transport

8.1 Better facilities for public transport, walking and cycling, alongside a reduction in car traffic can create many benefits. This includes improved health, air quality and nicer public spaces. Alongside this these measures will help to meet environmental commitments. Latest figures indicate that the transport sector is responsible for approximately 34%<sup>10</sup> of all CO<sub>2</sub> emissions, so reducing car usage can bring significant savings. In relation to health, Hemsby is amongst the most deprived neighbourhoods in the country, as determined by the health domain of the Index of Multiple Deprivation 2019<sup>11</sup>. Achieving improved sustainable travel infrastructure and promoting its use are important measures to support improved health outcomes for the community and address inequality.

### Walking and Cycling

8.2 Plans to improve walking and cycling connections support a low carbon economy and the health and wellbeing of residents by removing barriers to sustainable travel. The importance of walking or cycling for recreation is also recognised, and many comments were received in relation to this as part of consultation exercises.

8.3 There is significant opportunity to increase walking and cycling across the plan area. The area is fairly flat, so suitable for cycling. Almost a fifth of residents indicate that they travel less than 5km to work. Although the car is the most dominant mode of travel to work, just over 10% of people already walk or cycle<sup>12</sup>. There are currently barriers to walking and cycling in the parish, such as busy roads, lack of signage and narrow or lacking footway.

8.4 There is an increasing trend for people to work from home as a result of the Covid-19 pandemic, and therefore many residents are now making use of their local shops and services on a more regular basis. The popularity of cycling has also risen sharply and nationally the government is promoting improvements to cycle infrastructure to support this.

8.5 The National Planning Policy Framework (Section 9) supports sustainable transport, including making walking and cycling access integral to design of new development. Great Yarmouth Local Plan Part 2 identifies the need to provide necessary infrastructure to support development through policy GPS8, including for pedestrians, and safeguards potential strategic cycling and pedestrian routes in policy GSP7. One of the strategic pedestrian and cycle routes links Hemsby with Ormesby.

8.6 NPPF chapter 9 supports walking and cycling being integral to design considerations. Also, development should maximise opportunities to promote walking and cycling.

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<sup>10</sup> HM Government (2020)

[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/875485/2019\\_UK\\_greenhouse\\_gas\\_emissions\\_provisional\\_figures\\_statistical\\_release.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/875485/2019_UK_greenhouse_gas_emissions_provisional_figures_statistical_release.pdf)

<sup>11</sup> [https://dclgapps.communities.gov.uk/imd/ioid\\_index.html](https://dclgapps.communities.gov.uk/imd/ioid_index.html)

<sup>12</sup> 2011 Census Data, [www.nomis.web](http://www.nomis.web)

8.7 GYBC Core Strategy Policy CS1 supports walking and cycling. CS17 also supports sustainable transport and reducing the need to travel.

8.8 A review of walking and cycle provision within the parish indicates:

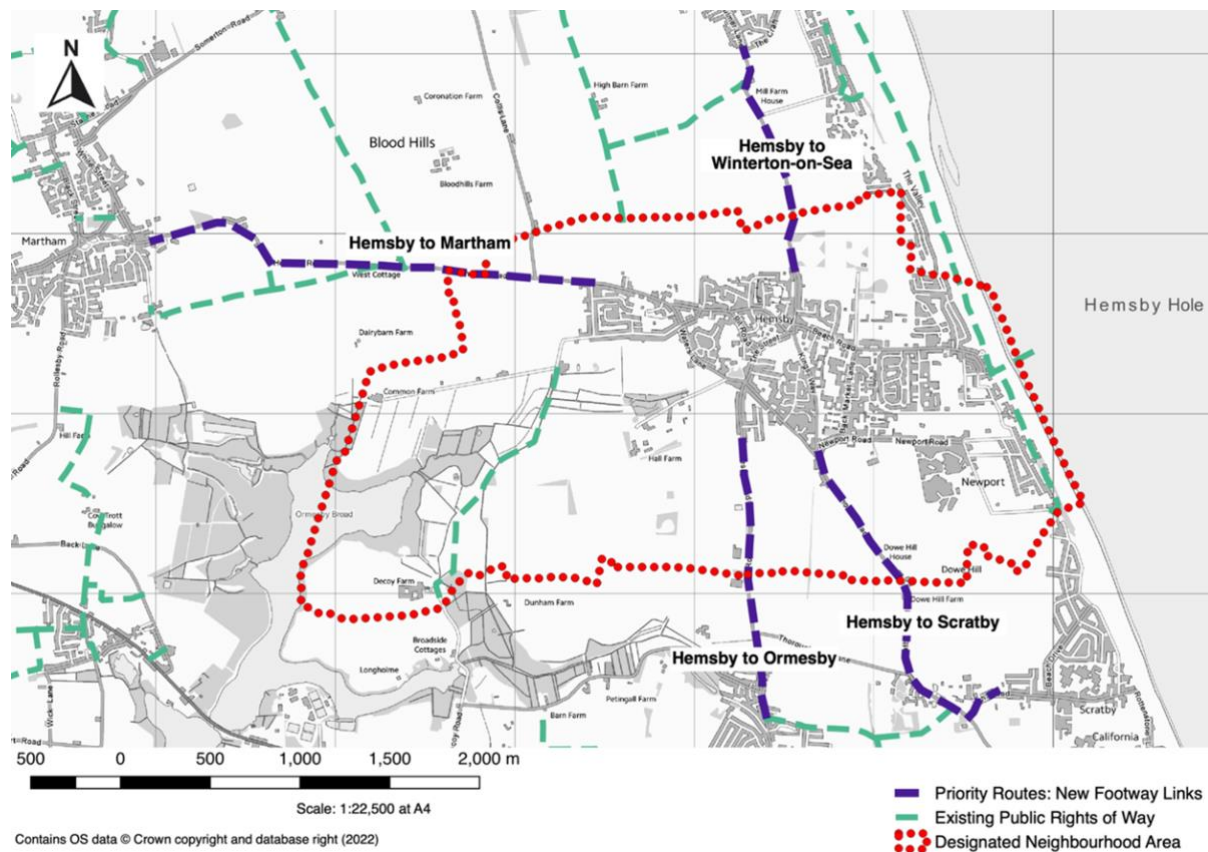
- Some footways are quite narrow;
- There is a lack of dedicated cycle routes and residents would like to see more;
- Some public footpaths have been lost over time and many of the paths used now are permissive along field margins;
- There is a lack of infrastructure such as footpaths linking Hemsby with surrounding villages where many residents travel to access services, with people having to walk in the road;
- Much better signage is needed.



**Example of the narrow footway on Waters Lane**

8.9 At consultation there was strong support for improving walking and cycling links. Improving links to nearby villages was most commonly suggested by residents in terms of where to focus action. It is only around 1.5 miles to Ormesby St Margaret and Winterton-on-Sea, and both are common destinations for residents accessing services. Some families in Hemsby send their children to Ormesby Primary School and this is increasingly likely as the village grows with the new Pontin's development receiving approval for 190 new homes together with tourism and retail facilities – some year groups are at capacity at Hemsby Primary School. A better and safer route to Ormesby is therefore essential. The road routes connecting the villages are busy and dangerous, and increasingly so during holiday season, and footpaths are currently lacking.

Figure 2: Priority Routes between Hemsby and Neighbouring Villages



8.10 The plan identifies four priority routes for improvement between Hemsby and nearby villages, see **Figure 2**:

- Along Ormesby Road to Ormesby St Margaret
- Along Winterton Road to Winterton-on-Sea
- Along Martham Road to Martham
- Along Yarmouth/Scratby Road to Scratby and California

8.11 The community would like these routes to be available to all, meaning families, cyclists, mobility scooters, wheelchair users and others. The preference is for routes along field margins adjacent to the roads. This will provide improved access as well as recreational opportunities, with access to not only other villages but green open space, which has so many physical and mental health benefits. The top priority is delivering a safe accessible route to Ormesby. This was supported by 75% of residents who responded to a survey as part of developing this plan. A route between Hemsby and Ormesby along the old railway line is also recognised as one of the potential strategic cycling and pedestrian routes in the Great Yarmouth Local Plan Part 2, as defined in the Policies Map for both Ormesby and Hemsby<sup>13</sup>. Though it should be noted that this would not create a complete footpath.

<sup>13</sup> [https://www.great-yarmouth.gov.uk/media/5069/Policies-Inset-Map-4-Hemsby/pdf/Inset\\_Map\\_4\\_Hemsby.pdf](https://www.great-yarmouth.gov.uk/media/5069/Policies-Inset-Map-4-Hemsby/pdf/Inset_Map_4_Hemsby.pdf)

## **Community Action 2: Improving walking and cycling routes between Hemsby and neighbouring villages**

Opportunities will be sought to establish accessible walking/cycling routes along field margins between Hemsby and surrounding villages, with a route to Ormesby St Margaret a top priority. This will be achieved mainly by working collaboratively with nearby parishes and local landowners, especially farmers, to support better public access for all. Delivery should aim to create improved habitat adjacent to the routes.

8.12 This policy will need both funding and the support and cooperation of local landowners. Opportunities for this will be varied, but a key one will be the Agriculture Act 2020. This sets out that farmers may be given financial assistance for:

- Managing land or water in a way that protects or improves the environment; and
- Supporting public access to and enjoyment of the countryside, farmland or woodland.

8.13 This provides an excellent opportunity for the implementation of this community action. Making use of field margins would enable access without using the busy and narrow country road network. There may be concerns that opening routes for public access could have the unintended consequence of people wandering onto the farmland. A solution could be a clear separation of the public access routes from the farmland by means of new or improved planting which also provides wildlife habitat.

8.14 Most existing walking and cycling trips are likely to take place within the village as this is where people live and where local services and facilities are. It is also currently easier, with existing footways and the 30mph speed limit making these travel options safer and more attractive. This is where most new housing will be delivered – including the former Pontin’s site, and so the number of people who will have good sustainable access to the local facilities will increase. Importantly, new developments also present opportunities to provide the necessary sustainable transport infrastructure improvements.

### **Policy 6: Walking and Cycling Improvements**

New major development should provide suitable new or improved links to the network of footways, cycleways, and cycle parking in Hemsby to ensure that new and existing residents can have good sustainable access to services and facilities.

Good sustainable access by walking will include consideration of personal security and whether the route to key services and facilities is well-lit by street lighting. Where it is reasonable to do so, new development will be expected to support sustainable access by introducing street lighting on key walking routes, reflecting the priorities in **Community Action 2**. Any lighting must be well designed, as per **Policy 3**, to conserve and enhance dark skies in the Broads which is an intrinsically dark landscape.



Opportunities will be taken to support improvement of the four priority routes between Hemsby and surrounding villages shown in **Figure 2**. Any development in Hemsby adjacent these routes will be expected to support their improvement in line with creating safe, accessible, all-weather routes.

8.15 Developments will be expected to take all reasonable opportunities to provide for safe and convenient pedestrian and cycle access. This could include providing new or enhanced facilities as well as improving the physical condition of existing facilities. This is especially important for any development related to the school in the event of expansion.

8.16 Residents and visitors in Hemsby could feel unsafe after dark in poorly lit areas. As well as being an issue for safety, this could deter people from walking, contrary to the aims of the plan. A new government initiative, the Tackling Violence Against Women and Girls Strategy, cites the need for improved street lighting.

8.17 There is evidence from the consultations that local people support improved street lighting, especially in particular locations such as Back Market Lane and Newport Road to Kingsway, and this is in relation to feelings of safety, or lack of it. The Hemsby Design Codes require the provision of street lighting as part of new residential development in the built-up area of Hemsby, but this risks leaving existing issues. **Policy 6** above on Walking and Cycling Improvements should help to address this where linked with a particular new development, but there are non-planning ways for the community to improve street lighting. The Government initiative referenced above promotes a new fund to which communities can make applications. In implementing this locally, through planning or otherwise, schemes will need to be designed in a manner that protects the intrinsically dark skies of the Broads.

#### **Community Action 4: Street Lighting**

New street lighting will be acceptable on walking and cycling routes, and around bus waiting facilities, where this is shown to be of benefit in terms of promoting greater use of those facilities, especially through supporting feelings of safety and security.

Where feelings of personal security is an issue, new street lighting will be supported and this includes the following locations as a priority:

- Back Market Lane
- Newport Road to Kingsway

All street lighting must be well designed to conserve and enhance dark skies associated with the Broads.

The use of new street lighting in or adjacent to Green Corridors will only be acceptable if it can be shown that it will not harm the purpose of the Green Corridors in supporting wildlife.

## Bridleways

- 8.18 Although there are no bridleways currently in Hemsby, there are aspirations to provide off road riding for the horse riders of the village. There are two equestrian livery yards within the village alongside private horse fields. In other villages such as Martham and Ormesby farmers have set aside field margins to support this alongside walkers. This supports rural life and the livery yards employment. The main fields of focus are those around Martham Road across to Winterton Road. The fields between Hemsby and Ormesby. Both of these would support linking up with set aside field margins in Martham and Ormesby.
- 8.19 There is an intention to work with the Broads Authority, who have powers to create Bridleways and upgrade local footpaths. Where the landowner is willing, a dedication agreement will be established and Norfolk County Council, as the highway authority, will be involved to create a legal event order and add it to the definitive map and statement.

### **Community Action 3: Bridleways**

The community will work with local landowners, the Broads Authority and Norfolk County Council to identify and create bridleways within Hemsby parish, with particular focus on creating links with existing livery yards within the village.

## Public Transport

- 8.20 Hemsby is currently served by a number of bus services that provide access to nearby villages and towns such as Great Yarmouth and Martham, mainly service number 1 and 1a (Coastal Clipper) by First Group.
- 8.21 To some residents these routes are lifelines, connecting them with higher order settlements including Great Yarmouth where there are onward travel opportunities to places such as Norwich. Bus services are also used by visitors to the parish. Their retention is important, alongside measures to encourage their use, which is essential in promoting a lower carbon economy and shift away from private car travel. With more people living in the village as a result of planned housing growth, investment in bus services and waiting facilities such as shelters, stops and information will be required. Existing shelters must be upgraded where appropriate, new stops and shelters installed, and support for more frequent services to key destinations sought. These measures are a critical part of ensuring bus travel offers a viable alternative to the private car.
- 8.22 Feedback from the community indicates they feel that the bus infrastructure being planned as part of emerging developments is not adequate. The proposed bus stop in King's Way as part of the Pontin's development is not considered to be large enough to meet the needs of current and future residents in that area.
- 8.23 Section 9 of the National Planning Policy Framework sets out that in addition to locating new development in sustainable locations, opportunities to promote public transport are identified and pursued as part of development proposals. The Great Yarmouth Local Plan Part 2 requires larger housing developments to have streets

designed to accommodate public transport as part of Policy A2: Housing Design Principles. Norfolk County Council as the Highway Authority

### **Policy 7: Public Transport Improvements**

Bus stops will be located within close proximity of residential areas and close to footpaths and cycle routes.

New major development will contribute towards improved bus waiting facilities, with existing shelters upgraded where appropriate and new stops and shelters installed. All waiting areas will have good quality seating and timetable displays. It will also be important to provide areas for people to leave mobility scooters/wheelchairs where possible.

Contribution towards more frequent bus services to key destinations will be required where the development is likely to result in a significant increase in travel demand.

### **Car Parking**

- 8.24 Consultations on the Neighbourhood Plan identified a concern regarding the management of residential parking and parking provision.
- 8.25 It is now widely recognised that restricting the off-road space to park vehicles at home does not restrict car ownership, but instead leads to indiscriminate on-street parking.
- 8.26 The National Planning Policy Framework and Planning Practice Guidance now discourage the use of *maximum* parking standards unless clearly justified. The County Council's 2007 *Parking Standards for Norfolk* are therefore now out-of-date as guidance as these apply maximum standards. In light of the level of car ownership in the Parish, the modest public transport provision, and limited availability of local services and facilities, the use of minimum parking standards, where possible, in this Neighbourhood Plan is fully justified.
- 8.27 Evidence in Hemsby indicates that insufficient off-road parking in new developments has led to unplanned on-street parking, with consequences for the flow of traffic and safety, especially regarding pedestrians and cyclists.
- 8.28 The average number of vehicles per household in 2011 was 1.4. There were signs that this was increasing, and assuming the increase in ownership continues during the plan period, it is estimated that by 2041 it will be nearer two vehicles per household on average. Whatever minimum parking standards are adopted, it should result in the provision of an average of two vehicle spaces per household; fewer than this would result in too much on-street parking and more than this would be excessive. Evidence from the 2011 Census indicates that the standards set out in **Policy 8** would result in an average of around two per household.

### **Policy 8: Residential parking standards**

For all new residential developments, where practicable and feasible, the following *minimum* standards shall apply for the provision of off-road vehicle parking:

- 1 bed dwelling, 1 off-road car parking space
- 2 bed dwelling, 2 off-road car parking spaces
- 3 bed dwelling, 2 off-road car parking spaces
- 4+ bed dwelling, 3 off-road car parking spaces

Where these standards cannot be met or where there is a potential for on-street parking to occur because of the needs of visitors, streets will need to be designed to safely accommodate some on-street parking, which may include formal parking facilities such as laybys.

Landscaping shall be used to avoid car parking being obtrusive in the street scene. Well-designed on street parking schemes on through routes that can be shown to function as informal traffic calming measures will be supported.

8.29 Consultations also highlighted some issues around non-residential parking, notably at the medical centre and at King's Way.

### **Policy 9: Public car parking**

Proposals that provide additional public off-road parking around the Medical Centre and Kingsway will be supported.

## 9. Tourism

9.1 Hemsby is known for its sandy beaches, family friendly bucket and spade holidays and its nostalgia appeal, in the 1920s one of the first UK holiday parks opened here. Recently it was voted as having the third most popular beach in the country<sup>14</sup>. As a result, it is an important tourist destination, and a large part of the area is dedicated to the tourism industry. Whilst this importance is self-evident, it is confirmed in the 2019 Economic Impact of Tourism Report for Great Yarmouth<sup>15</sup> and the surrounding area. This found that tourism in the wider area, including Hemsby, accounts for a Total Tourism Value of £648,617,728, and 37% of employment. The importance of tourism for Hemsby can hardly be over-estimated.



9.2 The eastern part of the area towards the seafront is characterised by a very large cluster of holiday accommodation, stretching from the historic village core eastwards to the North Sea coastline. The capacity of this area makes Hemsby one of the largest coastal resorts in Norfolk and the East of England. The retention and enhancement of the tourism economy is key for the Neighbourhood Plan because much of Hemsby's employment and prosperity stems from the influx of visitors.

9.3 The closure of the Pontin's site in 2008 had a considerable impact on tourism in Hemsby with a reported decline in business over the following years during the nationwide recession. Despite the loss of the Pontins site, now allocated for mixed use, residential, tourism and leisure, Hemsby remains a popular seaside destination for tourists with a good range of facilities, eateries, shops and amusements, which are predominantly seasonal. These are clustered along Beach Road. Visitors and residents alike love the sandy beach at Hemsby and Newport, which is sheltered by the sand dunes. There is a wide selection of holiday caravan and chalet parks with direct access to the beach.

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<sup>14</sup> [www.holidaycottages.co.uk](http://www.holidaycottages.co.uk) survey, 2021

<sup>15</sup> <https://gyta.com/?download=5526>

9.4 Most of the holiday accommodation in Hemsby consists of self-catered units on holiday parks. These typically take the form of 'chalets', small single storey buildings typically large enough to host one family. The chalets are run by holiday park companies which provide basic utilities and security but generally do not offer in-person hospitality services.

9.5 Hemsby largely appeals to families and its offering is currently geared towards this sector, such as providing facilities for children including playgrounds and amusement rides. However, the family sector is highly seasonal because of school terms. Appealing to different sections of the tourism market, including local day-visitors, would improve the resilience of the tourism sector and ensure that it becomes attractive year-round. The Broads, which has equivalent status of a National Park, extends into the neighbourhood plan area, and Hemsby could become a gateway into the Broads for visitors. Day visitors would ease economic issues caused by seasonal employment because some of the holiday accommodation is likely to still have quiet periods during cold weather or school term-time. The Neighbourhood Plan would like to support a diversification of tourism both in terms of facilities and accommodation type with a view to making it less dependent on that peak summer holiday period.

9.6 In the adopted Local Plan Core Strategy Policy CS8 is relevant. Policy CS8 (Promoting Tourism, Leisure and Culture) encourages new, and the enhancement of existing, tourist facilities generally, including outside of the holiday accommodation area. This includes traditional tourism offers but also facilities and opportunities related to culture, heritage, the arts, the natural environment, and education. CS8 encourages habitat-based tourism. Policy SP16 of the Broads Local Plan has a similar objective.

9.7 The Great Yarmouth Local Plan policies provide considerable protection of the designated Holiday Accommodation Area of Hemsby. The Great Yarmouth Local Plan Part 2 identifies the eastern part of the parish as a Holiday Accommodation Area in the Hemsby Policies Map. Policy L1 sets out the council's aims in relation to this area and the uses and development that will be encouraged and permitted. It sets out clear criteria that resists the loss of tourism accommodation in the Holiday Accommodation Area, but not elsewhere in the parish. However, Policy L2 does allow some flexibility to the expansion or creation of new tourist facilities outside of the Holiday Accommodation Areas or Development Limits if they meet the criteria set out in this policy. As well as this, Policy C8 of the GYBC Core Strategy offers some protection for accommodation outside of the Holiday Accommodation Area by referring to viability, the Neighbourhood Plan would like to strengthen this, especially by expanding on the matter of viability, given the importance of tourism and the potential growing importance of tourism away from the Holiday Accommodation Area. **Policy 10** below therefore aims to protect such accommodation that is outside of the Holiday Accommodation Area and would work in addition to Policy L2 providing more flexibility to new or existing tourist facilities.

9.8 Another relevant factor is the East Marine Plan, which as stated in the NPPF (2021) Para 170 "*coastal areas should take account of the UK Marine Policy Statement and Marine*

*Plans*". The East Marine Plan (2014)<sup>16</sup> covers the Hemsby area and this falls within the character area 3- East Inshore. The East Inshore Marine Plan is a statutory document and has policies in place to support marine sustainable development including supporting economic growth (EC1, EC3) and consideration to tourism and recreation areas such as healthy beaches, good water quality and recreational boating routes (TR1, TR2, TR3). Since Hemsby is a seaside town with strong connections to tourism and recreation, it is important for planning applications which will come forward to support tourism on land, also pays attention to the east marine policies regarding the local marine environment too. Policy TR3 in particular states *"Proposals that deliver tourism and/or recreation related benefits in communities adjacent to the East marine plan areas should be supported."* TR3 gives effect to the Marine Policy Statement (3.11.5<sup>17</sup>) in proactively supporting tourism development including but not limited to:

- The general diversification of activities, particularly where they are accessible all year round.
- Adding to or improving existing tourism facilities and opportunities such as visiting heritage assets or areas of historic environment
- Sustainable tourism and recreation activities which incorporate improvements in the quality of the natural environment.

9.9 **Policy 10** also aims to support new tourism accommodation. Where new accommodation is permitted appropriate planning conditions will be applied to ensure the facility is genuinely available for holiday lettings, and to help manage any adverse impacts on the environment and the character and appearance of the countryside. Typically, these will take the form of a requirement for the removal of temporary structures at appropriate intervals, and holiday occupancy conditions placed on un-serviced holiday accommodation or sites.

#### **Policy 10: Tourist Accommodation**

The loss of holiday accommodation within the parish will be strongly resisted and only be acceptable in specific circumstances where the current use is demonstrated to be unviable due to:

- a. Vacancy of the accommodation of at least a one year period; and
- b. Marketing of the site for tourist accommodation or an alternative tourist use for at least a one year period; or
- c. The viability of an alternative tourist-related use of the site.

Proposals for new tourist accommodation will be supported where they are for short stay occupation on a rented basis for a substantial period of the year, not occupied on a continuous basis by the same people, and not used as a second home or for the main residence of the occupiers. This does not apply to hotels.

<sup>16</sup> Marine Management Organisation. (2014). East Marine Plans. Source: [East Inshore and East Offshore Marine Plans \(publishing.service.gov.uk\)](https://publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/270447/East_Marine_Plans.pdf)

<sup>17</sup> HM Government. (2011). UK Marine Policy Statement. Source: [10164 Marine Statement\\_Cov.indd \(publishing.service.gov.uk\)](https://publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/270447/10164_Marine_Statement_Cov.indd.pdf)

Any tourist accommodation must be of similar quality to residential dwellings and adhere to **Policy 3 on Design**.

9.10 One of the aims of the local plans is to support year-round, sustainable tourism, which is also an aim of this Neighbourhood Plan. Policy CS8 of the GYBC Core Strategy aims to safeguard key tourism assets, this appears to be mainly those in Great Yarmouth. Policy L1 in the GYBC Local Plan Part 2 aims to resist the loss of existing tourism uses in the designated Holiday Accommodation Area. Although there are clear criteria in relation to resisting the loss of holiday accommodation in the Holiday Accommodation Area, there are no criteria for resisting the loss of tourism facilities, and there are no policy criteria to resist the loss of such facilities outside of the Holiday Accommodation Area. This presents the Neighbourhood Plan with an opportunity to set out how the loss of tourism facilities will be resisted.

9.11 The loss of facilities is genuine. Recently a restaurant, amusement arcade and retail outlet was lost, and replaced by a car park as shown below.



#### **Policy 11: Loss of Tourism Facilities**

The loss of existing tourism facilities in the parish will be strongly resisted. Proposals leading to the loss of an existing tourism facility to a non-tourism use will only be permitted where it is demonstrated that either:

- a. It is to be replaced by a facility of equal or greater quality in a suitable location; or
- b. The area currently served by it would remain suitably provided for following the loss; or
- c. It is no longer viable or feasible to retain the premises in a tourism use, and this will need to be supported by clear and robust evidence including a viability assessment.



Details of consultation with the community regarding the change of use or redevelopment must be provided with any application submitted.

- 9.12 During the first Neighbourhood Plan consultation exercise there was strong support from residents for more entertainment, eco-tourism and year-round opportunities. These were seen to help support the local economy as well as offering events and activities for residents to enjoy. The impact of Covid-19 also means that staycations will be popular in the coming years and the village will benefit from catering for additional tourists that may usually travel abroad.
- 9.13 Hemsby has a rich variety of history (see **Heritage Section**), from its Viking origins to the World War II defences which can still be found on the beaches. **Community Action 5** will allow for the delivery of a Wayfinding project, linking walking routes with heritage as part of the tourism offer in Hemsby. This will celebrate Hemsby's historic areas, notable figures, past archaeological discoveries and wildlife and include photographs and stories from local residents. It's important to retain these elements of our cultural heritage where they remain whenever possible so that these important aspects of our heritage are not lost to future generations and are promoted to further our own understanding of our local history and in attracting tourists who want to learn more about this special historic culture.
- 9.14 The village would also like to promote more open-air entertainment. In the past Hemsby has hosted a range of successful outdoor festivals, such as the steam fair at Highfield Equestrian Centre, Herring and Lifeboat days on the beach, and a Viking Festival. More recently there have been other activities, sometimes driven by local farmers diversifying; Hirsty's Family Fun Park offers attractions such as a maize maze, an outdoor amusement park, play equipment, cafe and seasonal Halloween activities. Elsewhere there has been an open air cinema. Farm diversification will need to be encouraged as a key area for tourism growth.
- 9.15 Tourism locally will also be supported by the wider policies in this Neighbourhood Plan. An improved natural environment and better accessibility to the natural environment, as well as development of a good cycle and walking network that links with the key holiday areas and places of interest. **Community Action 5** (below) on wayfinding and heritage assets will also provide a visitor attraction. The preservation of existing heritage assets (see **Policy 20**) will also support this culture-based tourism offer.
- 9.16 Development proposals which can demonstrate a contribution towards enhancing sustainable tourism will be viewed favourably.

## Policy 12: Tourism

Development which promotes Hemsby as a visitor destination for the following proposals will be supported in principle:

- a. Those which facilitate the attraction of day visitors;
- b. Supports the appreciation and understanding of the heritage and history of the parish;
- c. Promotes the use of walking and cycling within the village and the wider area;
- d. Provides for year-round tourism rather than seasonal; or
- e. Promotes open air events within the village.

Proposals for tourist facilities in the countryside will be supported where the proposal supports farm diversification and subject to demonstrating that the use needs to be located in the rural area and that other impacts, such as on landscape, are acceptable.

## Community Action 5: Heritage Wayfinding

A sign-posted network of routes for people walking and cycling will be identified that links together the key heritage and wildlife assets within the parish

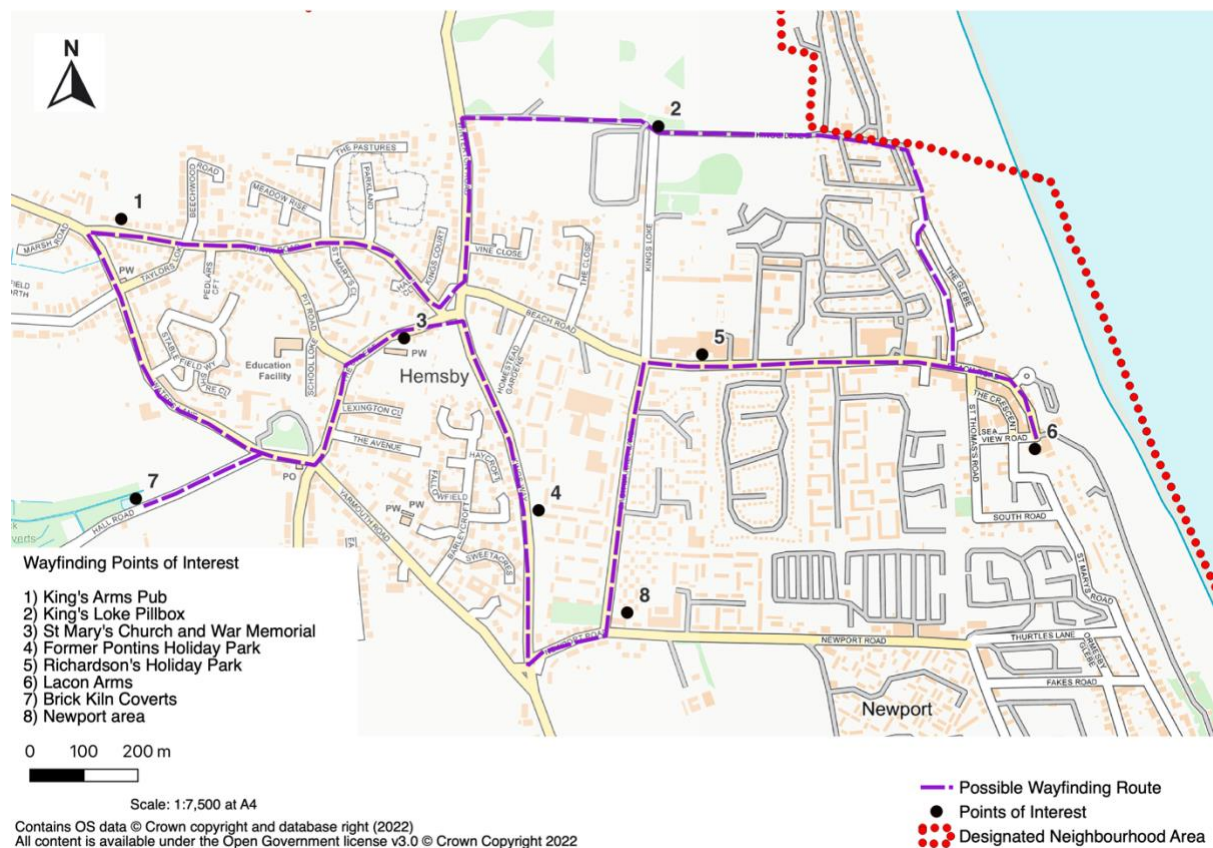


Figure 3: Example of a way finding map which could be used to support Community Action 5.

## 10. Flood and Water Management

- 10.1 Flood risk from rivers is covered comprehensively in the National Planning Policy Framework chapter 14. This also considers the approach to surface water management, with a focus on Sustainable Drainage Systems (SuDS). Core strategy policy CS13 directs development away from areas at risk of flooding or coastal change. This policy also covers the approach to developments managing surface water flood risk and use of SuDS.
- 10.2 Policy SP2 (Strategic flood risk policy) and DM6 (surface water run-off) of the Broads Local Plan set out requirements for managing flood risk and the use of SuDs, whilst policy DM5 limits development that can be allowed in flood risk areas.
- 10.3 Hemsby is identified as a Critical Drainage Catchment (CDC) in the Great Yarmouth Strategic Flood Risk Assessment. This is a discrete geographic area (usually a hydrological catchment) where multiple and interlinked sources of flood risk (surface water, groundwater, sewer and/or river) often cause flooding during severe weather thereby affecting people, property, or local infrastructure. The purpose of identifying a Critical Drainage Catchment is to acknowledge that all matters relating to drainage in that catchment have an effect on the downstream risk to people, property, and infrastructure. This identification is important to ensure that every opportunity is taken to reduce this downstream risk throughout the catchment, not just in the immediate areas at risk of flooding. It does not mean that all properties are at a high risk of flooding. As a consequence, the settlement is reliant on a pumping station to reduce the risk of flooding.
- 10.4 Evidence from the Great Yarmouth Strategic Flood Risk Assessment<sup>18</sup> indicates that Hemsby has one of the highest recorded flood incidents in the borough, NR29 4 being one of the most frequently flooded postcodes. Mapping shows surface water flood risks consist predominantly of pockets of water ponding on roads, gardens and other open spaces throughout the village. In the 0.1% AEP event, an overland flow route begins to affect properties off The Street and Waters Lane and in the vicinity of Common Road. Areas also known for flooding locally include Yarmouth Road, Waters Lane and Winterton Road. There is additional sporadic flooding to properties across the settlement.
- 10.5 This is also the experience of residents who have provided photos of surface water flooding in Hemsby:

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<sup>18</sup> [https://www.great-yarmouth.gov.uk/media/2649/Great-Yarmouth-SFRA-Level-1-Report/pdf/2017s5962\\_Great\\_Yarmouth\\_SFRA\\_Final\\_v2.0\\_\(2\).pdf](https://www.great-yarmouth.gov.uk/media/2649/Great-Yarmouth-SFRA-Level-1-Report/pdf/2017s5962_Great_Yarmouth_SFRA_Final_v2.0_(2).pdf)



Figure 4: Flood incidents in Hemsby

- 10.6 According to Lead Local Flood Authority datasets (extending from 2011 to present day) there have been 63 records of internal flooding and 31 records of external/anecdotal flooding in Hemsby. In their feedback to the Regulation 14 consultation on the pre-submission draft of the Neighbourhood Plan the Flood Authority highlight the importance of considering surface water, ground water, and flooding from ordinary watercourses within the plan in the best interests of further development in the area.
- 10.7 A list of locations that frequently flood within the plan area include:
- Waters Lane, meeting The Street, adjacent the Post Office
  - Beach Road meeting Winterton Road
  - Yarmouth Road to Kingsway
  - Newport Road
  - Waters Lane / Hall Road
  - Martham Road / Mill Road
- 10.8 Strategic policies in the National Planning Policy Framework and local plans seek to minimise development in areas at risk from flooding, and reduce the risk of flooding associated with development, both on the development site and elsewhere. The Neighbourhood Plan aims to strengthen the recognition of local flood issues and ensure these are adequately considered in future planning proposals. The plan also seeks to ensure SuDS are incorporated as both an effective way of reducing runoff rates and delivering wider biodiversity, water and public amenity benefits.
- 10.9 Drainage systems can contribute towards sustainable development and improve places where people live and work. Approaches to manage surface water that take account of water quantity, quality, biodiversity and amenity are collectively known as SuDS. Traditionally piped drainage networks convey water much more quickly than natural processes. Flooding can occur when housing and other development such as paving increases the volume and speed of run-off. SuDS seek to manage rainfall in a way similar to natural processes, by using the landscape to control the flow and volume of surface water, prevent or reduce pollution downstream of development and promote recharging of groundwater. Natural vegetation, including trees, in SuDS helps attenuate flows, traps silts and pollutants and promotes infiltration.
- 10.10 **Policy 13** focuses on maximising the use of natural SuDS features which manage flood risk but also provide benefits such as enhancing public open space, contributing to the character of an area, and providing wildlife habitat. SuDS schemes that consist of underground concrete boxes to store rainwater, although recognised to reduce flood risk by releasing rainwater more slowly, will not deliver the additional benefits.
- 10.11 There has been concern locally regarding the number of attenuation ponds that are simple open bodies of water, without any complementary planting or other measures that either soften their visual impact to improve them aesthetically or make better use of the habitat or amenity potential.

10.12 The use of SuDS will help to reduce the risk of surface water and sewer flooding and have wider benefits. The CIRIA<sup>19</sup> guidance provides useful information about integrating SuDS and biodiversity. In general, when seeking to implement SuDS schemes, developers should adhere to the guidance given in Anglian Water's publication *Towards Sustainable Water Stewardship – A Sustainable Drainage Systems Adoption Manual* and the LLFA's *Guidance for Developers*.

10.13 Drainage ditches and dykes play a key role in flood management and better maintenance and care would improve their functionality. Through development of this plan, a lack of maintenance of some ditches has been a concern of residents and the link between this and flood events has been raised. Locally there is a desire to work with local landowners and statutory agencies to address this, which is reflected in **Community Action 6**.

10.14 In their response to the Regulation 14 consultation on the pre-submission draft of the Neighbourhood Plan the Lead Local Flood Authority requested that the following text be included within the plan.

10.15 Any future development (or redevelopment) proposals should show there is no increased risk of flooding from an existing flood source and mitigation measures are implemented to address surface water arising within the development site. Any new development or significant alteration to an existing building within the Parish of Hemsby should be accompanied by an appropriate assessment which gives adequate and appropriate consideration to all sources of flooding and proposed surface water drainage. Any application made to a local planning authority will be required to demonstrate that it would:

- a) Not increase the flood risk to the site or wider area from fluvial, surface water, groundwater, sewers, or artificial sources.
- b) Have a neutral or positive impact on surface water drainage.
- c) Proposals must demonstrate engagement with relevant agencies and seek to incorporate appropriate mitigation measures manage flood risk and to reduce surface water run-off to the development and wider area such as:
  - Inclusion of appropriate measures to address any identified risk of flooding (in the following order or priority: assess, avoid, manage, and mitigate flood risk).
  - Where appropriate undertake sequential and /or exception tests.
  - Locate only compatible development in areas at risk of flooding, considering the proposed vulnerability of land use.
  - Inclusion of Sustainable Drainage Systems (SuDS) with an appropriate discharge location.
  - Priority use of source control SuDS such as permeable surfaces, rainwater harvesting and storage or green roofs and walls. Other SuDS components which convey, or store surface water can also be considered.
  - To mitigate against the creation of additional impermeable surfaces, attenuation of greenfield (or for redevelopment sites as close to greenfield as possible)

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<sup>19</sup> <https://www.susdrain.org/resources/ciria-guidance.html>

surface water runoff rates and runoff volumes within the development site boundary.

- Provide clear maintenance and management proposals of structures within the development, including SuDS elements, riparian ownership of ordinary watercourses or culverts, and their associated funding mechanisms.

### **Policy 13: Surface Water Flooding**

New development proposals will have due regard to the risk of surface water flooding within the plan area. Planning proposals will need to be accompanied by a statement that sets out how surface water flooding has been considered and how it will be managed and maintained going forward, particularly in relation to those areas set out above which are especially prone to flooding.

All proposals must incorporate natural Sustainable Drainage Systems (SuDS) that are appropriate to the scale and nature of the development and designed to be an integral part of the green infrastructure. These may include:

- Planting;
- Introduction of permeable driveways or parking areas;
- Rainwater harvesting and storage features;
- Green roofs.

Such measures will be required except where this is not technically feasible or where it can be demonstrated that other factors preclude their use. Attenuation ponds may be acceptable provided that they are not simple open bodies of water, which will not be acceptable. They will need to be well designed and safety considered to minimise risk to children and the general public. It is also common for schemes to include hydraulic controls or silt traps which may encourage absorption of polluting substances. All risks associated with such controls should be considered. They will need to create additional habitat and have their visual impact mitigated.

To mitigate against the creation of additional impermeable surfaces, there should be attenuation of greenfield (or for redevelopment sites as close to greenfield as possible) surface water runoff rates and runoff volumes within the development site boundary. These measures will be required unless the developer can provide justification to demonstrate that it is not practicable or feasible within the constraints or configuration of the site.

Where development is proposed within or partly within the Internal Drainage District of the Broads the Broads Internal Drainage Board's consenting process should be followed prior to determination of any planning application.

### **Community Action 6: Maintenance of Drainage Ditches**

The Parish Council will work proactively with landowners and statutory agencies, such as the Lead Local Flood Authority, to ensure that drainage ditches are properly maintained with a view to ensuring that they continue to play their role in the management of flood risk.

## 11. Natural Environment

- 11.1 Legislation and the National Planning Policy Framework (Chapter 15) affords considerable support for protecting and enhancing key landscapes and areas of value in terms of biodiversity. This includes the need for biodiversity net gains in developments, including through green infrastructure networks. Paragraph 174 supports the mapping of ecological assets and networks, including for enhancement and creation. Trees are recognised to make an important contribution to character and quality, and support climate change mitigation. Opportunities should be taken to incorporate trees in developments, with existing trees retained and new trees planted, streets should be tree lined. Furthermore, paragraphs 98-103 of the National Planning Policy Framework cover protection of existing green open spaces and creation of new ones. Of critical importance in achieving this is ensuring the 'right tree in the right place'. It is not as simple as planting trees in any space available, careful design and planning to get the right species in the right place will create a positive impact and where possible new planting should be targeted where there are existing trees and hedges.
- 11.2 The Environment Act (2021<sup>20</sup>) Schedule 14 sets the requirement for mandatory biodiversity net gain (BNG) of at least 10% on development proposals. It is currently anticipated that this will become law mid-2023, with secondary legislation and detail yet to come. There will be three ways to deliver BNG, onsite within the red line, off site locally with biodiversity enhanced in conjunction with nearby landowners, or through statutory credits. The requirement for BNG is in addition to following the usual mitigation hierarchy to avoid, mitigate or compensate for biodiversity losses. Some developers are already designing net gain into their development projects and as set out above, the National Planning Policy Framework encourages the net gain approach, though the requirement to measure this or meet a particular level of BNG is not yet mandatory nationally or within the Great Yarmouth borough.
- 11.3 Policy CS11 of the GYBC Core Strategy, and Policies SP6 and DM13 of the Broads Local Plan reflect the NPPF in terms of conservation and enhancement of the natural environment, including ecological gains and creating improved networks, and the need for developments to retain existing natural assets. Policy GSP6 (Green Infrastructure) of the Great Yarmouth Local Plan Part 2 recognises the benefit of natural habitat and seeks to enhance green infrastructure networks. More specifically Policy E4 (Trees and Landscape) protects trees and hedgerow for their character, amenity and ecological value. Policy DM8 in the Broads Local Plan protects nature conservation designated sites as well as having a requirement for positive ecological gain from development and support for the creation of ecological networks.
- 11.4 Trees, hedgerow, copses and woodland perform several important roles in Hemsby, including biodiversity, shade, shelter, habitat for wildlife, health and wellbeing. In just 7 days a metre length of well managed dense hedgerow will consume the same amount

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<sup>20</sup> [Environment Act 2021 \(legislation.gov.uk\)](https://legislation.gov.uk)



of pollution that a single car emits during a 500-mile journey<sup>21</sup>. They also play a significant role in reducing the rate of climate change. Hedgerows contribute to services such as climate change, sustainable urban drainage and providing wildlife habitat. They also act as a barrier to windborne pests, and insects in the hedgerow pollinate crops, particularly bumblebees which need hedge banks.

11.5 Trees are the biggest plant on the planet, they give us oxygen, store carbon, stabilise the soil and give life to wildlife. Canopies of trees act as a physical filter trapping dust and absorbing pollutants from the air. Each individual tree removes 1.7 kilos every year<sup>22</sup>. Trees help to prevent flooding and soil erosion absorbing thousands of litres of stormwater.

### Biodiversity Improvement and Green Corridors

11.6 **Policy 14** on biodiversity aligns with national plans to make biodiversity net gain mandatory within the planning process. Until national requirements and guidance on measuring biodiversity net gain is released, the latest Defra Biodiversity Metric, or equivalent should be used to assess changes in biodiversity value brought on by development or changes in land management. This is a habitat-based approach to determining a proxy biodiversity value and determining if the policy target of 10% gain has been delivered. Focus should be on creating greater ecological connectivity within the parish, linking habitat created as part of development with existing green corridors (as **figure 5**) or nature-rich sites and preventing fragmented habitats. Corridors of native habitat which are joined together provide opportunity for wildlife to move, and are more resilient to a changing climate.

#### **Policy 14: Biodiversity Improvements**

All development (except for alterations to a single dwelling house) must maximise habitat opportunities. It will also be expected to demonstrate the ability of wildlife to thrive. Proposals should incorporate measures identified in relevant local guidance, including the Broads Authority Biodiversity Enhancements Planning Guidance<sup>23</sup>.

Development should protect trees, woodlands, hedgerows or copse. Any loss of such features will need to be replaced in line with biodiversity net gain requirements. In addition, any new residential development will be expected to plant an appropriate number of trees of native species for each property and make use of soft boundary features rather than standard fencing. An appropriate number of trees will depend on the size of the plot and the viability of the scheme coming forward.

<sup>21</sup> Blanuša, T.; Qadir, Z.J.; Kaur, A.; Hadley, J.; Gush, M.B. Evaluating the Effectiveness of Urban Hedges as Air Pollution Barriers: Importance of Sampling Method, Species Characteristics and Site Location. *Environments* **2020**, *7*, 81. <https://doi.org/10.3390/environments7100081>

<sup>22</sup> <https://www.royalparks.org.uk/parks/the-regents-park/things-to-see-and-do/gardens-and-landscapes/tree-map/why-trees-are-important>. <https://www.theguardian.com/science/2020/feb/18/plantwatch-how-urban-trees-and-hedges-help-cut-air-pollution>

<sup>23</sup> [https://www.broads-authority.gov.uk/\\_data/assets/pdf\\_file/0016/231055/Biodiversity-guide\\_18\\_11\\_2016.pdf](https://www.broads-authority.gov.uk/_data/assets/pdf_file/0016/231055/Biodiversity-guide_18_11_2016.pdf)

As a minimum, development proposals will be expected to demonstrate an overall biodiversity net gain of 10%, commensurate with the scale and type of the development.

### **Community Action 7: Trees and Hedgerow**

Hemsby community will actively engage in a tree and hedgerow planting exercise both in public places, Local Green Spaces, streets and in private gardens.

11.7 As part of developing the Neighbourhood Plan for Hemsby Green Corridors<sup>24</sup> have been identified to connect areas of wildlife habitat across the parish. At this stage the Green Corridors are indicative. Each Green Corridor will be a focus for landowners and community groups to increase biodiversity and connectivity, for example, by planting more trees and hedges, by allowing grassland areas to grow wilder, and by installing features like bird and bat boxes. These will also be a target for BNG where developers in Hemsby need to deliver improvements offsite.

11.8 The indicative Green Corridors in **Figure 5** have been identified with support from Norfolk Wildlife Trust and Essex and Suffolk Water (as the landowners at the Trinity Broads) according to the following principles:

- Around the edge of sites which are designated for their wildlife importance to give them a buffer of extra protection e.g. Hall Farm Fen SSSI<sup>25</sup> and Brick Kilns Cove CWS<sup>26</sup>.
- Between these designated sites, to enable high quality core habitats to be connected by corridors of habitat, e.g. between Hall Farm Fen SSSI in the west of the parish, and Winterton-Horsey Dunes SSSI in the northeast of the parish.
- In other locations where existing habitats such as woodland copses and hedges can be connected and augmented, and where popular walking routes, and newly created walking routes, can be enhanced with wildlife friendly natural features.

11.9 Green Corridors are important to Hemsby's residents. Their inclusion in the Neighbourhood Plan was supported by 96% of respondents to a survey, with comments received such as 'these corridors are hugely important' and 'how can we improve these areas as a local community'.

11.10 Green Corridors benefit wildlife and people. Mammal species such as hedgehogs and bats, many species of birds including barn owls and yellow-hammers, and numerous insect and plant species require continuous habitat features to thrive. The coastal environment also adds significant value as it supports biodiversity, including many rare species and internationally important populations of seabirds; it creates a buffer between the unstable coastline and community; and it acts as a carbon sink. Across the

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<sup>24</sup> A Green Corridor is sometimes referred to as an Ecological Corridor or Network, a Wildlife Corridor, or a Green Infrastructure Corridor. See <https://www.gov.uk/guidance/natural-environment#green-infrastructure>.

<sup>25</sup> SSSI is a Site of Special Scientific Interest, protected by UK law.

<sup>26</sup> CWS is a County Wildlife Site designated for its locally important wildlife.

UK coastal margin habitats store at least 6.8 Mt C<sup>27</sup>, which is equivalent to approximately 10% of the UKs greenhouse gas emissions in a single year. Many wildlife species have reduced in abundance because of habitat destruction and fragmentation, and Green Corridors will go some way to reduce this trend in Hemsby.

11.11 In addition to wildlife benefits, there will be benefits for residents and visitors in Hemsby. Spending time close to nature is good for mental and physical wellbeing, and these Green Corridors would increase the opportunity for people to do this, either through recreation on publicly accessible land or through assisting with conservation activities. There is also evidence that Green Corridors can mitigate flooding by intercepting and slowing run-off in high rainfall events<sup>28</sup>.

#### **Policy 15: Green Corridors**

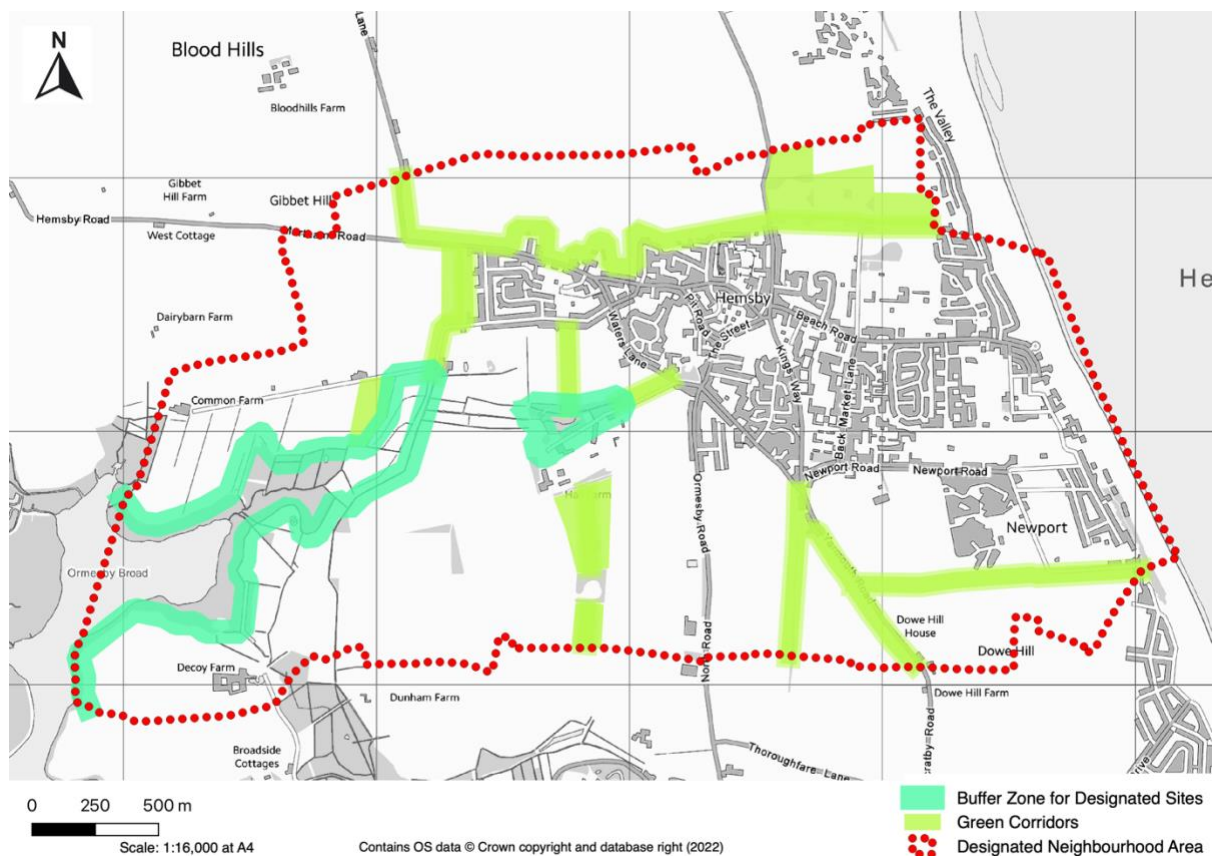
New development proposals must recognise the identified Green Corridors (see **Figure 5**) and consider the following:

- Development within or near to a Green Corridor must maintain and enhance the function of the corridor and demonstrate how they will mitigate any likely harm to wildlife. Harm may be caused to Green Corridors by anything which reduces the ability of wildlife to move through the corridor, including barriers like buildings and hard surfaces, redirecting water courses, adding artificial lighting, and insensitive management of habitats e.g. hedge cutting in the bird breeding season.
- Where developers are required to deliver biodiversity net gain offsite (as a result of not being able to deliver onsite) measurable gain should be delivered within the identified Green Corridors in conjunction with local landowners as a preference to statutory credits.

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<sup>27</sup> Alonso et al. (2012) *Carbon storage by habitat – Review of the evidence of the impacts of management decisions and condition on carbon stores and sources*. Natural England Research Reports, Number NERR043

<sup>28</sup> <https://www.north-norfolk.gov.uk/media/5037/norfolk-green-infrastructure-mapping-project-july-18-v4.pdf>



**Figure 5: Hemsby’s Green Corridors**

### Local Green Space

11.12 The National Planning Policy Framework sets out that specific areas of land that are demonstrably special to the local community may be protected against development through designation as Local Green Space. These are often found within the built-up area and contribute to the character of a settlement. These can vary in size, shape, location, ownership and use, but such spaces will have some form of value to the community and help define what makes that specific settlement what it is.

11.13 The designation should only be used where:

- The green space is reasonably close to the community it serves;
- The green area is demonstrably special to the community and holds a particular local significance, for example because of its beauty, historic significance, recreational value, tranquillity or richness of wildlife;
- The green area concerned is local in character and is not an extensive tract of land.

11.14 A robust process has been followed to determine which green spaces within Hemsby should be designated:

- a) Initial ideas were suggested by residents as part of consultation activities, with residents also asked to provide reasons as to why their ideas were special
- b) These were reviewed to consider at a glance whether they would meet the national criteria for designation. Some suggestions such as highway verge or public footpaths were removed at this stage;

- c) A site visit was undertaken by the steering group and further evidence gathered on each of the remaining green spaces;
- d) Landowners were contacted to make them aware that their land was being considered for local green space designation and to invite them to make representations;
- e) Further feedback from the community was sought on each of the green spaces that were assessed to meet the designation criteria to ensure that only those that hold particular local significance were identified for designation.
- f) A final decision was made by the steering group as to which green spaces to designate.

11.15 This Neighbourhood Plan designates 11 Local Green Spaces for protection, these are identified in **Figure 6**. These are important not only for the wildlife they support, but provide significant quality of life benefits to residents, for example through encouraging recreation. Justification for each Local Green Space is found in **Hemsby Neighbourhood Plan Local Green Space Assessment** document and justification for the policy wording is found in **Appendix A**. The policy only allows for new buildings under exceptional circumstances. This would include extension or alteration to buildings where it does not impact on openness or the reasons for designation. Norfolk Council Council set out concerns in relation to Hemsby Primary School Playing Field being designated a Local Green Space, in case it impedes future growth of the school, at Regulation 14. It is felt that extension to the school would be permitted under the Local Green Space Policy.

#### **Policy 16: Local Green Spaces**

The following areas are designated as Local Green Space for special protection:

1. Water's Lane Playing Field
2. Green space at the junction of Pit Road and North Road
3. The church and Hemsby burial ground
4. Part of the Highfield Equestrian Centre
5. Hemsby allotments
6. Ryelands playground
7. Ryelands green space
8. Brick Kiln Covert
9. Hemsby Primary School playing field
10. St Mary's Close village green
11. Green space behind Medeswell

These will be protected from inappropriate development in accordance with Green Belt Policy, except for the following deviations:

New buildings are inappropriate development, with the only exceptions to this:

- a) Buildings for forestry or agriculture where the Local Green Space is used for commercial woodland or farmland;

- b) The provision of appropriate facilities in connection with the existing use of land where the facilities preserve the openness of the Local Green Space and do not conflict with the reasons for designation that make it special to the community, such as for recreation or ecology;
- c) The extension or alteration of a building if it does not impact on the openness or the reasons for designation that make Local Green Space special to the community; or
- d) The replacement of a building provided the new building is in the same use and not materially larger than the one it replaces.

Other appropriate development includes:

- a) Engineering operations that are temporary, small-scale and result in full restoration;
- b) The re-use of buildings provided that the buildings are of permanent and substantial construction; or
- c) Material changes in the use of land where it would not undermine the reasons for designation that make it special to the community.

Proposals that are on land adjacent to Local Green Space are required to set out how any impacts on the special qualities of the green space, as identified by its reason for designation, will be mitigated.

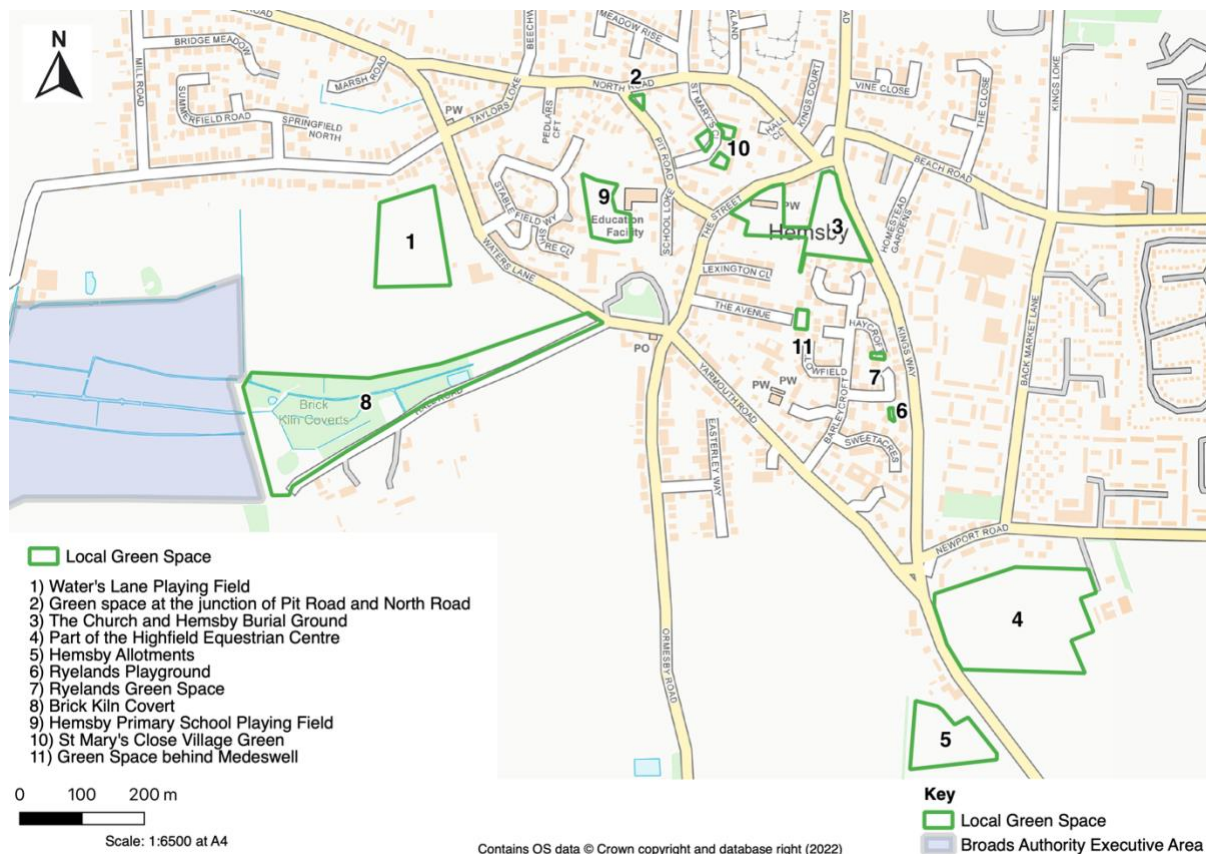


Figure 6: Local Green Space

## 12. Important Views

12.1 The National Planning Policy Framework indicates that planning policies and decisions should protect and enhance valued landscapes recognising the intrinsic character and beauty of the countryside. The Great Yarmouth Local Plan Part 2 sets out design principles for new housing in Policy A2. This sets out that key views should be retained and new views of key natural and built features should be created. There are some specific views and vistas within the Hemsby Neighbourhood Plan area that are of particular importance to the local community. Building on national and local planning policy, Hemsby Neighbourhood Plan identifies these, provides justification for their significance, and seeks to protect them for future enjoyment.

12.2 Residents were asked to identify particularly special views as part of the first consultation exercise for the Hemsby Neighbourhood Plan. Overall, over 30 public views were suggested by the respondents. The views chosen were reviewed by the steering group, and further evidence and photos were gathered to determine whether any of the 30 public views should be included.

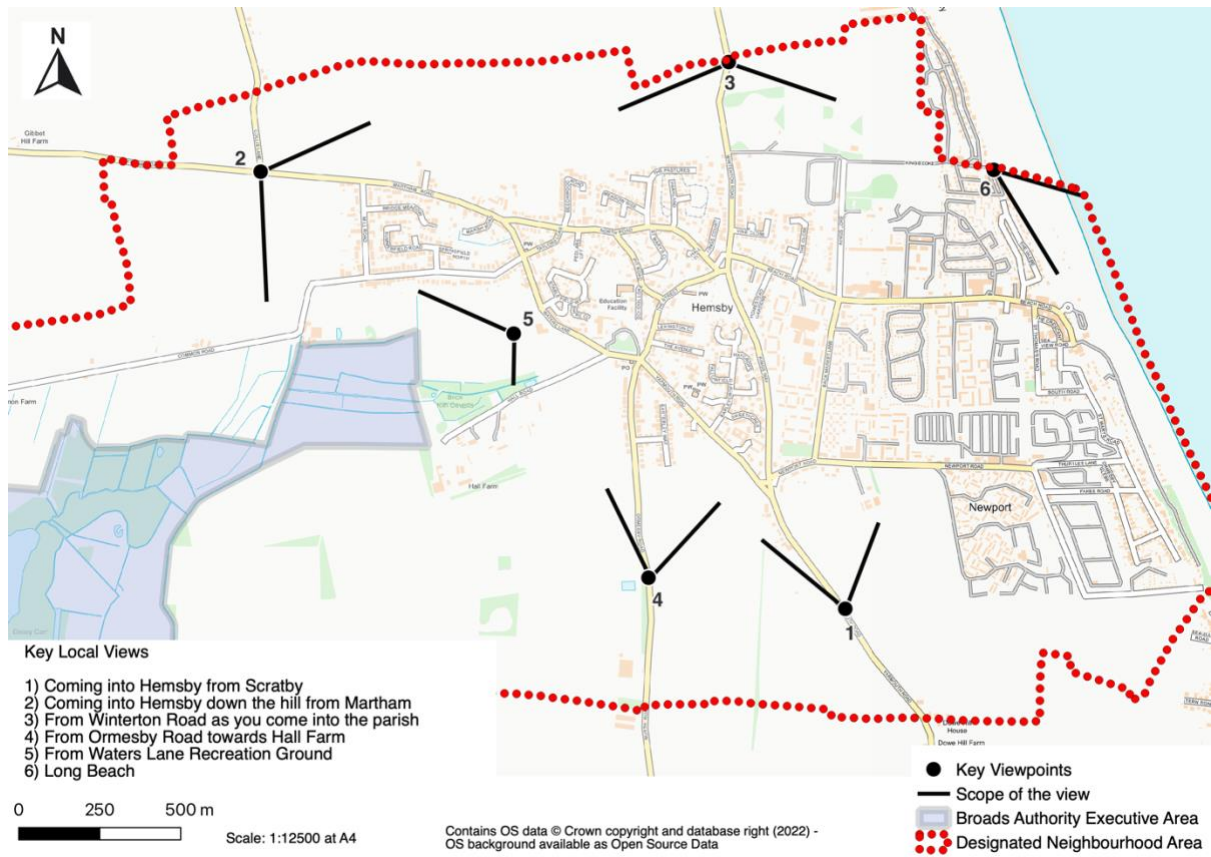
12.3 Overall, the Neighbourhood Plan seeks to protect six public views, many of which include local features of the landscape, key buildings and landmarks in the parish. Justification for each of the views is provided in **Hemsby Neighbourhood Plan Views Assessment** document. The intention is not to stop development within these views, but to ensure that their distinct character is retained. Development within the views listed in **Policy 17** that is overly intrusive or prominent will not be supported. Any proposals within these views will need to demonstrate that they are sited, designed and of a scale that does not significantly harm them.

### **Policy 17: Protection of important local views**

The following six views (shown in **Figure 7** and described in **Hemsby Neighbourhood Plan Views Assessment**) are identified as important public local views:

1. Coming into Hemsby from Scratby
2. Coming into Hemsby down the hill from Martham
3. Views from Winterton Road as you come into the parish
4. The view from Ormesby Road towards Hall Farm
5. View from Waters Lane recreation ground towards Hall Lane woodland
6. View of Long Beach

Proposals are expected to demonstrate that they are sited, and designed to be of a form and scale, that avoids or mitigates any harm to the key views.

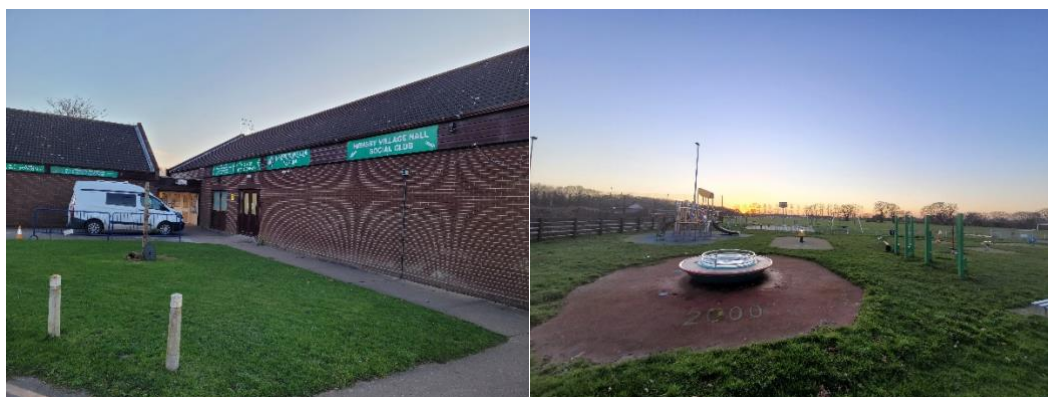


**Figure 7: Important Local Views**



## 13. Services and facilities

- 13.1. Hemsby has a reasonable range of facilities including a primary school, a small Cooperative supermarket, pharmacy, post office, Sports and Social Club with its playing field and outdoor gym, petrol station, hairdressers, butchers, Chinese restaurant, kebab/ pizza takeaway, village hall, doctor's surgery, fish and chip shop, and two lively public houses (The Bell and The King's Head): all within reasonable walking distance of residents. The Kings Head is currently an Asset of Community Value. A greater range of seasonal facilities are clustered along Beach Road serving the holiday trade, including another pub.



### Examples of services including the Village Social Club and Playing Field

- 13.2. King's Way is an area of the village which includes a cluster of these facilities. This is also the main pick up point for buses into Great Yarmouth and Martham. Kings Way is designated as a local centre in Policy R5 of the Great Yarmouth Local Plan Part 2. The policy gives some protection to existing uses that are typical of a local centre, such as retail and day to day services, and it also encourages additional business and facilities such as retail and leisure. Policy R5 sets out that, "*Within Local Centres, limited retail, leisure, community facilities and office development will be permitted where it is of a proportionate scale to provide essential services to the local community.*"
- 13.3. National Planning Policy Framework paragraph 92 supports the protection of existing village services and the delivery of new ones in order to maintain the vitality of rural communities. GYBC Core Strategy Policy CS1 supports thriving local centres and good access to local services and facilities. GYBC Core Strategy Policy CS7 aims to maintain and strengthen the role of local centres and local shops in the borough to better serve the day-to-day needs of local communities.

### Facilities for Younger People

- 13.4. A key theme from the consultations has been the need to provide facilities and improved access to leisure activities for younger people, especially teenagers. In terms of existing facilities, Water's Lane Playing Field on the western edge of the settlement provides a large grassy area, including football pitch, with facilities such as football changing rooms, toilets and hire space available for Brownies and similar

activities in the adjacent Pavilion building. It is anticipated that redevelopment of the Pontins site will provide a new leisure centre, including a gym and swimming pool, which may provide further opportunities for younger people.

13.5. At present there are limited opportunities for younger people, particularly teenagers, to go out within Hemsby, and some travel by bus to Great Yarmouth to use the facilities there or rely on parents for lifts. A lack of youth facilities, such as clubs, somewhere to hang out and sports equipment, is having a detrimental effect on the community, and there has been an increase in anti-social behaviour in locations where younger people have started to hang out in the evenings.

13.6. This was the most commented upon issue at a consultation event in August 2021 and specific engagement with the local high school also indicated a lack of facilities locally. Consultation with younger people indicates that there is demand for a skate park, youth club or centre with activities such as table tennis or pool, a meeting space for younger people, an exercise strip at the local playing field, BMX track.

13.7. Whilst there are well-established standards for the provision of play space for children (ie local areas for play and equipped areas), there is an absence of such standards for youth facilities such as youth shelters, skate parks or physical space to run a youth activity.

#### **Policy 18: Provision of leisure facilities for young people**

Subject to other relevant policies, applications that propose the provision of leisure facilities for young people will be considered favourably; leisure facilities could support youth clubs/services and activities.

New residential developments will be expected to demonstrate that they have assessed the likely needs of the new resident under-18 population and sought to address these needs where possible.

#### **King's Head Public House**

13.8. The former King's Head public house started trading in 1846, comprising two cottages joined together, it has a beautiful garden at the back. The pub closed in August 2019 but has recently reopened. In February 2021 it was registered as an Asset of Community Value. The community are keen, should the pub close again in the future, for it to be turned into a hub, such as a library or drop-in centre. This could be somewhere young people can safely meet or host local groups.

**Policy 19: Community facilities**

Subject to other relevant policies, proposals which assist with the delivery of new or enhanced facilities to the benefit of the community will be supported.

**King's Head Public House**

Proposals for the development of the Kings Head public house, an Asset of Community Value, into a community use will be supported if the public house closes within the plan period. Examples of community uses which would be looked upon favourably in principle are:

- a) Community hub for the use of local groups of all ages.
- b) Library or drop-in centre.

## 14. Historic Environment

14.1 The village is known to have had Viking origins but predominantly grew as a collection of farmsteads around the 14th Century parish church. The village expanded significantly during the late 19th Century, due in part to the arrival of the railways and the village's popularity as a seaside designation, the latter helping to establish a settlement pattern of major holiday resorts and attractions to the east of the village.

14.2 Norfolk Heritage Explorer lists 119 historic assets within the parish, including those dating back to pre-historic times. There are also finds relating to the Bronze Age, Iron Age and Roman times.

14.3 There is a Conservation Area in the village centre, centering on the Church of St Mary, and 13 Listed Buildings, including the Grade I listed Barn at Hall Farm, which is the oldest timber framed building in Norfolk and dates to around 1300. Excavations at the site of the village stores also uncovered evidence for a medieval clay extraction pit. There are several buildings that date to the post-medieval period, including Shamrock Cottage, Home Farm, The Chimneys and The Lodge. The 19<sup>th</sup> century Decoy Farmhouse was built near the site of the earliest duck decoy built in Britain.



*Picture of St Marys Church*

14.4 The Government's Planning Practice Guidance recognises that there are buildings, monuments, sites, places, areas or landscapes identified as having a degree of significance meriting consideration in planning decisions, but which are not formally designated heritage assets. In some areas local authorities keep a local list of non-designated heritage assets, incorporating those identified by neighbourhood planning bodies. Paragraph 197 of the National Planning Policy Framework determines that the effect of an application on the significance of a non-designated heritage asset should be taken into account in determining the application.

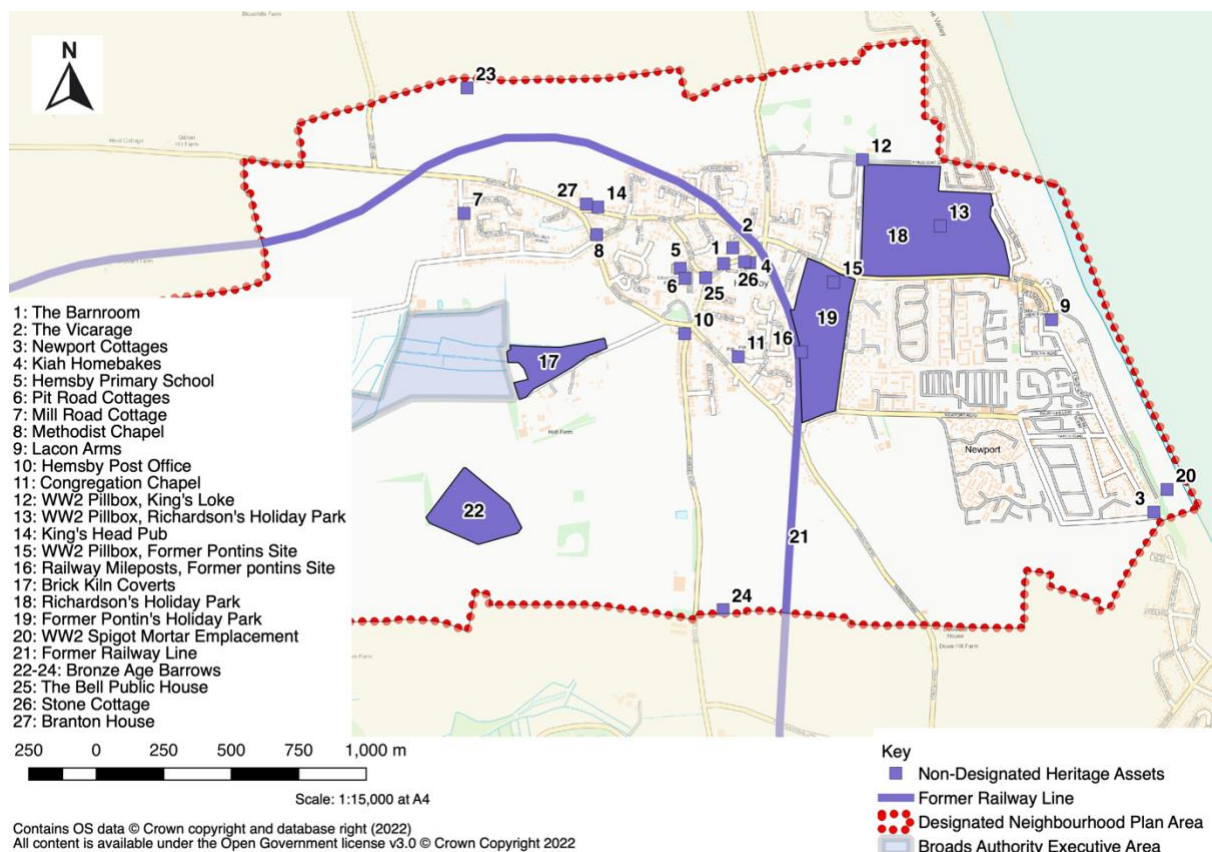
14.5 GYBC Core Strategy Policy CS10 sets out the general approach to conserving and enhancing the significance of the borough's heritage assets and their settings, such as Conservation Areas, Listed Buildings. Policy SP5 (Historic Environment) and Policy DM11 of the Broads Local Plan both cover heritage assets.

14.6 Non-designated heritage assets should be identified against a clear set of consistent criteria. A comprehensive review by the working group of designated heritage assets

and the Historic Environment Record was undertaken prior to considering whether there were other assets of heritage value worth identifying in the Neighbourhood Plan. Residents were asked for their suggestions in relation to this as part of the first community consultation, and overall, almost 30 suggestions were put forward of heritage assets worthy of inclusion. Further evidence on these was collated by the working group and an assessment undertaken against Historic England’s listing criteria. Those felt to meet the criteria were reviewed by Norfolk County Council’s Historic Environment Service, who made recommendations regarding each asset’s significance. Subsequently, as art of Regulation 14, the Conservation team at Great Yarmouth Borough Council also provided feedback.

14.7 Norfolk County Council’s Historic Environment Team will continue examining new planning applications in the parish and recommending archaeological mitigation as required to protect, and when necessary, record buried archaeological remains before they are adversely affected by new development projects.

14.8 The following assets are identified in Hemsby Neighbourhood Plan as non-designated heritage assets, as shown on **Figure 8**. Further detail of how each of these assets meet Historic England’s listing criteria is set out in **Hemsby Neighbourhood Plan Non-Designated Heritage Assessment**.



**Figure 8: Non-designated Heritage Assets**

## Non-Designated Heritage Assets

- **The Barnroom:** This building, opposite St Mary's Church, dates back to the 17<sup>th</sup> century and was formerly the coach house for the Old Vicarage. Its primary use currently is as an events venue.
- **The Old Vicarage:** This is an early Victorian vicarage, built in 1845, which still retains the original architecture.
- **Newport Cottages:** These rows of terrace period cottages in the Newport area were built as a beach colony for locals who made a living from the sea. One of the buildings, The Cottage on the Cliff, was previously a Public House. Some of the cottage attics were once linked and there are rumours that smugglers used to run through them to escape Customs and Revenue.
- **Kiah Homebakes:** This building was originally a piggery, but has been used as a tearoom now, under different ownership, for many years.
- **Hemsby Primary School:** This was originally a two-room school built in 1902 as a board school for local children. Board schools were the very first state-run schools, introduced during Victorian times.
- **School Loke Cottages:** This is a group of period cottages which are some of the oldest in the village. One of the houses, The Cottage, is over 200 years old.
- **24 Mill Road:** This cottage was originally a barn and outbuildings, parts of it are still thatched and it has some original features. The barn is shown on the 1840 Tithe map.
- **Methodist Chapel:** This was built in 1879 and is part of the village's religious history. It is still used as a place of worship.
- **Lacon Arms:** This beachfront public house was built in 1934 in the style of a Dickensian Posting Inn. The pub is part of the Lacon's history, a Great Yarmouth brewery chain which was founded in 1760.
- **Site of Hemsby Post Office:** Although a modern building, the Post Office has been on this site since the 1700's which makes it a significant part of the community's history.
- **Congregational Church:** The plaque on its front indicates that this building dates back to 1862. It originally had a coach house, stables and copper house. The graveyard remains in use even though the church closed in 2009. George William Beech is buried here, and there is a commemorative blue plaque on Pit Road.
- **WW2 Pillbox, King's Loke:** Part of the village's WW2 defences, built in an irregular hexagonal shape with a flat roof.
- **WW2 Pillbox, Richardson's Holiday Park:** Part of the village's WW2 defences, built in an irregular hexagonal shape with a flat roof.
- **King's Head Public House:** Two converted cottages joined together to form a public house which started trading in 1846. On the 1840 Tithe map.
- **WW2 Pillbox, Former Pontin's Site:** Part of the village's WW2 defences, built in an irregular hexagonal shape with a flat roof.
- **Railway concrete mileposts:** These border the western side of the old Pontin's site and are left from the former Midland and Great Northern Railway which closed in 1959.

- **Brick Kiln Coverts:** The site of the former local brickworks. The kiln and tall chimney were standing here up until the 1960s, and was considered a local landmark.
- **Site of the former Pontin's Holiday Park:** Pontin's was one of the earliest holiday parks in the UK and is synonymous with the history of Hemsby. During WW2 the site was also used as a base camp for the military.
- **WW2 Spigot Mortar Emplacement:** This type 22 concrete brick pillbox was part of the village's defences during WW2. It is currently completely buried by the sand, but was visible during a coastal survey in 2004.
- **Route of the former Midland and Great Northern Railway Line:** The line which connected Hemsby to Great Yarmouth and the midlands closed in 1959. The railway bridge is considered to be unusual.
- **Bronze Age barrows:** Various sites in the parish where there is evidence of Bronze Age Barrows, created sometime between 1100BC and 2200BC. These are round mounds often surrounded by a ring ditch from which the earth and stone for the mound was dug. Thought to be burial places.
- **The Bell Public House:** Originally called the 'Blue Bell' in 1811. It was bought in \$845 by Blue Bell Brewery then bought again in the latter half of Queen Victoria's reign. It was in the hands of Albert Thurtle and his family for nearly ninety years and became the Norseman, then back to The Bell in 1990.
- **Stone Cottage:** Built in 1860, this was originally two fisherman's cottages.
- **Branton House:** Special for its architectural features.

#### **Policy 20: Designated and Non-Designated Heritage Assets**

The character, integrity and appearance of existing historic assets will be protected and where possible enhanced.

Development affecting listed buildings should not harm the significance of the heritage asset and should preserve its character and appearance. It should be considered in accordance with national planning guidance.

The non-designated heritage assets listed in **Figure 8** have considerable local significance. Development proposals should avoid harm to these heritage assets and have regard to their character, important features, setting and relationship with surrounding buildings or uses. Any development proposals that effect these assets or their setting will need to demonstrate that they do not harm, or have minimised harm, to the significance of the asset, and make clear the public benefits that the proposal would deliver so that any harm to the asset's significance or setting can be weighed against the benefits.

Any planning or listed building consent application for works to a designated or non-designated heritage asset will need to be supported by a Heritage Statement. This will describe the significance of the asset, the works being proposed and why, and how the

significance of the asset will be affected by those proposals, along with any mitigation measures.

Proposals that are adjacent non-designated assets should demonstrate that consideration has been given to preserving:

- a) The heritage asset and its distinctive historic features as identified in the **Non-Designated Heritage Assessment**;
- b) The positive elements of its setting that contribute to the asset's historic significance;
- c) The contribution that the asset and its setting makes to the character of the local area.



## Appendix A: Local Green Space Policy Justification

1. Since the legal challenge, appeal and High Court Judgement in 2020 against Norton St Philip's Neighbourhood Plan, qualifying bodies, Local Planning Authorities and Examiners have shown caution in relation to Local Green Space (LGS) policy wording. Indeed it is common practice currently for LGS policy to simply list the spaces being designated. We believe this is a misinterpretation of the judgement and this Appendix sets out clear justification for the LGS policy wording and its deviation from national policy.
2. The National Planning Policy Framework (NPPF) sets out that specific areas of land that are demonstrably special to the local community may be protected against development through designation as LGS. These are often found within the built-up area and contribute to the character of a settlement. They can vary in size, shape, location, ownership and use.
3. The designation should only be used where:
  - The green space is reasonably close to the community it serves;
  - The green space is demonstrably special to the community and holds a particular local significance, for example because of its beauty, historic significance, recreational value, tranquillity, or richness of its wildlife; and
  - The green space concerned is local in character and is not an extensive tract of land.
4. This Neighbourhood Plan designates 11 LGS for protection across the plan area, these are identified in **Figure 6**. They are important not only for the wildlife they support, but provide significant quality of life benefits to residents, for example through encouraging recreation.
5. Many of these contribute to the distinctiveness of their local community, making it an attractive place to live. Justification for each LGS is found in the **Hemsby Neighbourhood Plan Local Green Space Assessment**.
6. The LGS policy is important, as is the precise wording. Paragraph 103 of the National Planning Policy Framework sets out that, *"Policies for managing development within a Local Green Space should be consistent with those for Green Belts."*
7. This at least implies that LGS designations require a policy for managing development, rather than just a list of those designations. This seems likely as:
  - First, it refers to LGS 'policy' for managing development. Policy should set out how decisions should be made when determining a planning application. A list of LGSs does not do this as it does not guide the decision maker, simply informing them of which sites are LGSs.
  - Second, Para 103 implies that LGS policy is a separate entity to national green belt policy.
  - Third, development affecting a LGS cannot be determined using green belt policy; green belt policy applies only to green belt, not to LGSs. An attempt to use green belt policy is likely to be unlawful and challengeable.

- Fourth, the NPPF does not contain policy for LGSs, so without a policy in the NP, there would be no policy and therefore in effect no mechanism for managing development within each LGS.
8. Regarding *Lochailort Investments Limited v. Mendip District Council and Norton St Philip Parish Council*, [2020] EWCA Civ 1259, this found that LGS policy need to be consistent with Green Belt policy and that any departure needs to be explained in a reasoned way. According to that judgement, *“The ordinary meaning of “consistent” is “agreeing or according in substance or form; congruous, compatible”. What this means, in my judgment, is that national planning policy provides that policies for managing land within an LGS should be substantially the same as policies for managing development within the Green Belt.”*
  9. The neighbourhood plan needs to have ‘due regard’ to this requirement. ‘Due regard’ does not mean LGS policy has to conform to the requirement in every respect, but any departure will nevertheless need to be fully justified and explained. The judgements support this, explaining that, *“provided the departure from the NPPF is explained, there may be divergence between LGS policies in a neighbourhood plan and national Green Belt policy.”*
  10. It is therefore necessary to assess green belt policy in the NPPF to identify its features and requirements (see **Figure 9**).
  11. National Green Belt policy at para 148 explains that openness and permanence are essential characteristics of Green Belt and that it why it is designated - to preserve its openness and permanence. This is the purpose. The designation of LGS aims to protect smaller parcels of land for a variety of purposes that are in addition to their openness, such as its ecology, recreational value or history as set out as examples in the NPPF.
  12. These must (NPPF para. 101) be capable of enduring beyond the plan period; this is a lower bar than needing to be permanent. It can endure beyond the plan period as long as there is not undue pressure for needed housing on those parcels of land, either by virtue of allocations for meeting local housing need being provided in the neighbourhood plan, or there being other land available to meet any unmet need. Another threat to the capability to endure would be a long list of different types of development that could be appropriate or acceptable.
  13. The judgement in the case of *R (Samuel Smith Old Brewery (Tadcaster) and others) v North Yorkshire County Council* [2020] UKSC 3, found that openness is not just a spatial or volumetric concept, but a visual one such that visual impact is a key matter. This is likely to be a particular matter of relevance for Local Green Spaces given that they tend to be small and so any development will have a visual impact.
  14. The NPPF sets out that local planning authorities should plan positively to enhance their beneficial use.
  15. Green Belt policy sets out that inappropriate development is, by definition, harmful to the Green Belt and should not be approved except in very special circumstances. It goes on to say that ‘very special circumstances’ will not exist unless the potential harm to the Green Belt by reason of inappropriateness, and any other harm resulting from the proposal, is clearly outweighed by other considerations.

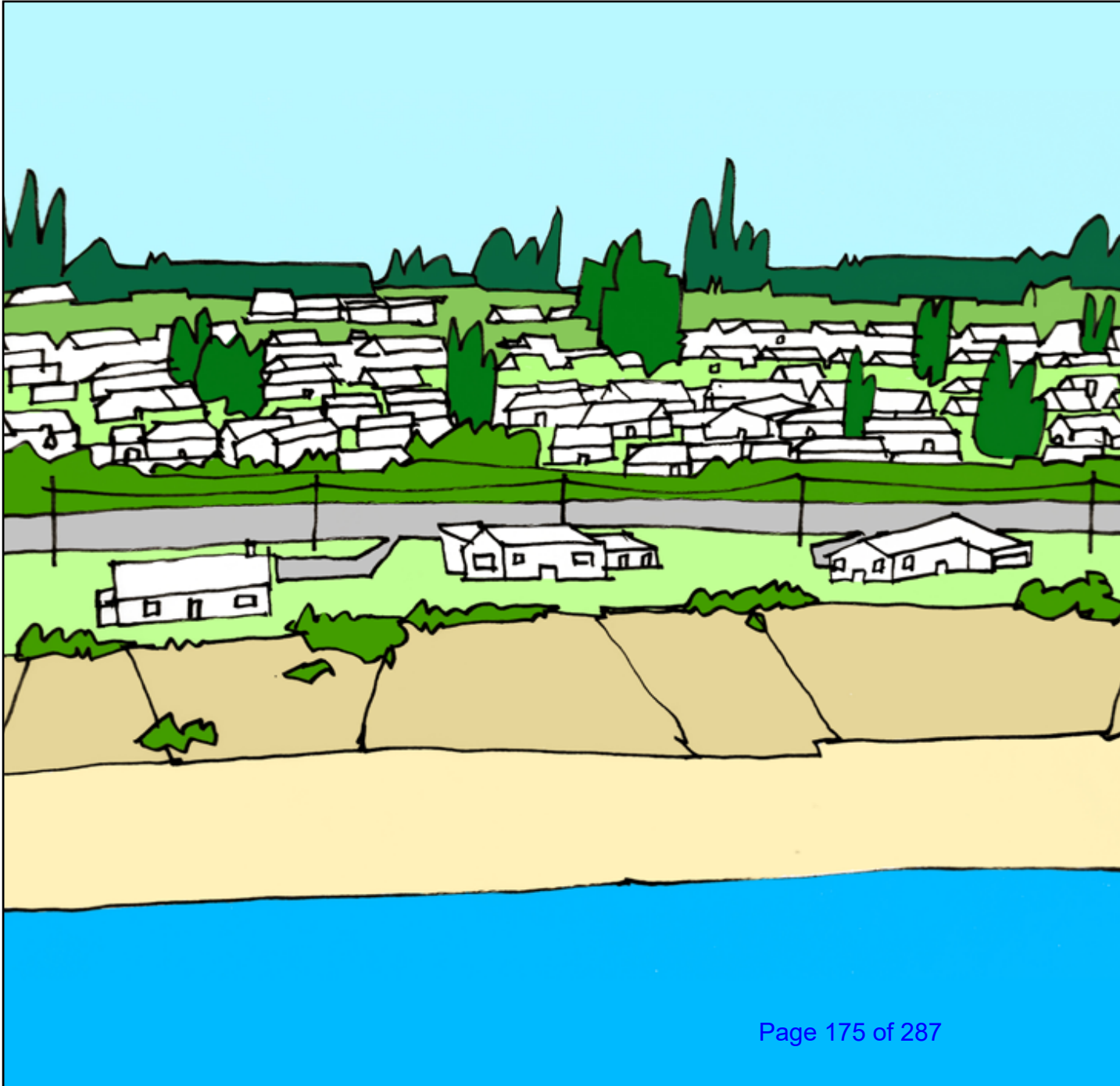
16. New buildings are considered to be inappropriate in Green Belt. There are some exceptions to this. Green Belt policy sets out a list of development that is not inappropriate, such as in-fill in villages, and affordable housing. Certain other forms of development are also not inappropriate in the Green Belt provided they preserve its openness and do not conflict with the purposes of including land within it. This includes mineral extraction and local transport infrastructure. These examples might still not be permitted if they would result in harm as para 148 says, *“When considering any planning application, local planning authorities should ensure that substantial weight is given to any harm to the Green Belt.”*
17. There are many exceptions listed at paras. 149 and 150 of the NPPF. As Green Belt areas are large, it is plausible that many such developments could take place within the Green Belt without undermining its overall openness and permanence, or resulting in only minor harm. This is not the case for LGSs, which cannot be extensive tracts of land. This means that even small-scale development risks undermining the purpose of designation and having an immediate and harmful visual impact. A LGS policy that would simply refer to the list of Green Belt exceptions in the NPPF could undermine the designation process as this large number of exceptions would suggest that the designation is not capable of enduring beyond the plan period. LGS policy therefore needs to consider each in turn, and with the aim of limiting the number.
18. The table below reviews each element of the Hemsby LGS policy and provides justification for the diversion from Green Belt policy. In particular, the table justifies diversion from Green Belt policy with respect to what is considered an exception to inappropriate development, for example infill or minerals extraction.

LGS Policy	Justification for deviation from Green Belt Policy
<p>New buildings are inappropriate development with the only exceptions to this:</p> <p>a) Buildings for forestry or agriculture where the Local Green Space is used for commercial woodland or farmland.</p> <p>b) The provision of appropriate facilities in connection with the existing use of land where the facilities preserve the openness of the Local Green Space and do not conflict with the reasons for designation that make it special to the community, such as for recreation or ecology;</p>	<p>Para 149 (of the NPPF) sets out that the construction of new buildings is inappropriate apart from identified exceptions (listed a-g below). A number of these exceptions could undermine the openness of LGS or impact upon their reasons for designation -</p> <p>a) Buildings for agriculture or forestry; <b>this is a reasonable exception</b> for LGS policy where land is commercial woodland or farmland as it may otherwise hinder someone’s business.</p> <p>b) Provision of appropriate facilities; <b>this is a reasonable exception</b> for LGS if such development could support the ongoing use and help to make the LGS capable of enduring.</p> <p>c) Extension or alteration of a building provided it does not result in disproportionate additions over and above the size of the original building; <b>this is a reasonable exception</b> for LGS where it does not impact upon its openness or reasons for designation;</p>

LGS Policy	Justification for deviation from Green Belt Policy
<p>c) The extension or alteration of a building if it does not impact on the openness or the reasons for designation that make the Local Green Space special to the community; or</p> <p>d) The replacement of a building provided the new building is in the same use and not materially larger than the one it replaces.</p>	<p>d) Replacement of a building, provided it is the same use and not materially larger; <b>this is a reasonable exception</b> for LGS;</p> <p>e) Limited infill in villages; <b>This is not a reasonable exception</b> for LGS. Openness is not just a spatial concept, it is also visual, as determined by the Supreme Court. Any infill on small LGS designations will seriously undermine their openness and their reasons for designation.</p> <p>f) Limited affordable housing for local community needs; <b>This is not a reasonable exception</b> for LGS. Any affordable housing on small LGS designations will seriously undermine their openness and their reasons for designation.</p> <p>g) Limited infilling or the partial or complete redevelopment of previously developed land, whether redundant or in continuing use; <b>this is not a reasonable exception</b> for LGS. It is unlikely that LGS will be brownfield when identified in accordance with Para 101, and infilling and complete redevelopment is likely to fully undermine the designation of the LGS.</p>
<p>Other appropriate development includes:</p> <p>a) Engineering operations that are temporary, small-scale and result in full restoration; or</p> <p>b) The re-use of buildings provided that the buildings are of permanent and substantial construction; or</p> <p>c) Material changes in the use of land where it would not undermine the reasons for designation that make it special to the community.</p>	<p>Para 150 sets out that certain other forms of development are also not inappropriate provided they preserve the openness of Green Belt and do not conflict with the purpose (listed a-f). A number of these exceptions could undermine the openness of LGS or impact upon their reasons for designation -</p> <p>a) Mineral extraction; <b>This is not a reasonable exception</b>. Though highly unlikely to apply in any LGS, but nevertheless the quarry would be so large and the operations so long term that it would not enable the LGS to endure beyond the plan period.</p> <p>b) Engineering operations; <b>This is a reasonable exception</b>. LGS policy could allow for this if temporary, small-scale and restored fully</p> <p>c) Local transport infrastructure; <b>This is not applicable</b> as it specifically requires a Green Belt location</p> <p>d) Re-use of buildings; <b>This is a reasonable exception</b>.</p> <p>e) Material changes in the use of land (such as changes of use for outdoor sport or recreation, or for cemeteries and burial grounds); <b>This is a reasonable exception</b>. LGSs are designated for reasons related to their specific use or quality, such as recreation or ecology. Change of use could be supported in LGS policy as long as the new use</p>

LGS Policy	Justification for deviation from Green Belt Policy
	<p>would not undermine the reason for designation that makes it special to the community.</p> <p>f) Development, including buildings, brought forward under Community Right to Buy or Neighborhood Development Order; <b>this would not apply</b> as the community is designating the land as LGS so as to keep it open and protect its special qualities.</p>
<p>Proposals that are on land adjacent to Local Green Space are required to set out how any impacts on the special qualities of the green space, as identified by its reason for designation, will be mitigated.</p>	<p>There is no requirement in Green Belt policy that relates to adjacent land. However, the setting of LGS or adjacent land use may be part of or impact upon what makes it demonstrably special, particularly where LGS are very small.</p>





# Hemsby

## Design Codes

Final report

August 2022

## Quality review

Project role	Name	Position	Action summary	Signature	Date
Qualifying Body	Tracy Foster	NP Group Chairman	Final Report Submitted	Tracy Foster	13-06-2022
Director / QA	Ben Castell	Technical Director	Revision and approval of Final Report	Ben Castell	13-06-2022
Researcher	Alejandro de Miguel	Senior Urban Designer	Research, written content, drawings	Alejandro de Miguel	02-06-2021
Researcher	Simona Palmieri	Senior Urban Designer	Research, written content, drawings	Simona Palmieri	13-06-2022

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# 1a

## Scoping

## The structure of this document is organised around the following steps

1a

### Scoping

Introduction to the objectives and methodology for the report

1b

### Baseline

Initial analysis of the physical conditions and relevant policies

2a

### Design vision

Aims for future development

2b

### Area types

Identify the different characters in the area

3a

### Design codes

Design actions and guidance for developments

3b

### Applied design codes

Summary of design codes and where they are applicable

04

### Next steps

Delivery and how this guide can be used by different stakeholders

## Scope

AECOM has been commissioned to provide design support to the Hemsby Parish Council through the Ministry of Housing, Communities and Local Government Neighbourhood Planning Programme led by Locality.

The Steering Group has requested professional advice on design guidelines and codes for future development within the parish. This document should be read as part of the Neighbourhood Plan policies that guide the assessment of future development proposals and encourage high-quality design. This document advises on how to design the physical environment to create distinct and lively places integrated within the Neighbourhood Plan area.

## Objective & method

The main objective of this document is to develop design codes to guide any future development in the area. This document gathers the residents' aspirations and the work being undertaken in the drafting of the emerging neighbourhood plan policies to produce design codes that respond to, retain and enhance the intrinsic features of the area.

The key steps in the method to produce these design codes are:

- **1b. Baseline:** the review of the existing policy together with the analysis of the physical characteristics of the area constitutes the base to understand the objectives and aims for the plan and the residents' input into design.
- **2a. Design vision:** the proposed design codes need to be based on a vision for how a place

can develop in the future. The vision can be understood as the set of ambitions that the design codes will need to respond to.

- **2b. Area types:** area types with common character are identified in this section. They will be used to identify the locations with common characteristics where the conditions specified in the design codes apply.
- **3a. Design codes:** the design codes constitute the specific design actions that any future proposed development will need to implement if it wants to be successful. They are organised following the categories outlined in the design vision and are applied specifically to the different character area types.

## Area of study

Hemsby is situated in the north of the Borough of Great Yarmouth, within close proximity to both Winterton-on-Sea and Martham. Today the settlement comprises a coalescence of Hemsby and Hemsby Beach, the latter is predominantly comprised of static caravans and associated holiday park facilities.

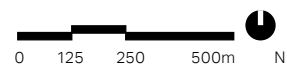
Hemsby is a small village of Viking origin; it developed around a 14th Century church, in a linear pattern following key roads into and out of the village. Development significantly increased between the 1920s and 1950s, with the growth of Hemsby as a holiday destination, predominantly facilitated by the railway.

At the time of the 2011 census, Hemsby had 3,275 residents, although that number varies seasonally.



**Figure 01:**  
Neighbourhood plan area

**Key**  
- - - NP boundary







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# 1b

## Baseline

## Policy review

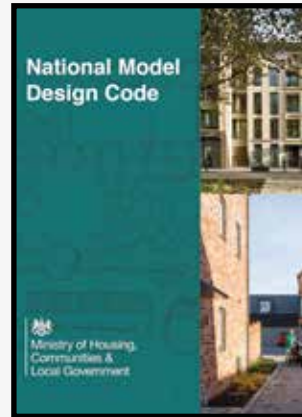
This policy review ensures that the design codes in following sections are up to date with the latest guidance. New proposals should be aware and respond to the latest policies and guidelines at the different governance levels.

The documents and reports in this and next page have informed the current document. These guidelines have been produced at national, district or neighbourhood area level.

This section specifies how the specific policies and guidelines have been incorporated in the production of the design codes included in the current document.

New planning applications should be familiar with these documents and make explicit reference to how each of them is taken into account in the proposal.

### National policy & guidance



#### National Model Design Code

**Ministry of Housing, Communities & Local Government**

**2021**

The purpose of the National Model Design Code is to provide detailed guidance on the production of design codes, guides and policies to promote successful design.

It expands on the ten characteristics of good design set out in the National Design Guide.

The current document follows the suggested structure for a masterplan report, starting from a analysis of the area followed by the setting of a design vision linked to the specific designs and masterplan layouts to achieve it.



#### Building for a Healthy Life

**Homes England**

**2020**

The Building for a Healthy Life report (BHL) updates the original Building for Life 12 report, a widely-used design tool for creating better places for people and nature.

The original 12 point structure and underlying principles within Building for Life 12 are at the heart of BHL.

The BHL report and its principles have informed the masterplans in the current document to achieve the best possible outcome.



#### National Design Guide

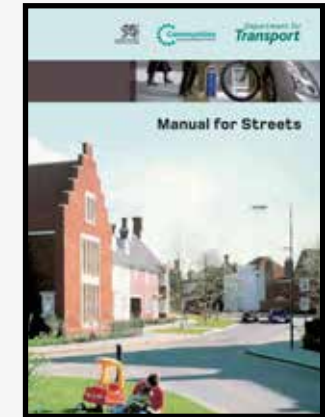
**Ministry of Housing, Communities & Local Government**

**2019**

The National Design Guide (NDG) underlines that creating high quality buildings and places is a fundamental outcome of the planning and development process.

This guide illustrates how well-designed places that are beautiful, enduring and successful can be achieved in practice.

The NDG report and its guidance has informed the masterplans in the current document to achieve the best possible outcome.



#### Manual for Streets

**Department for Transport**

**2007**

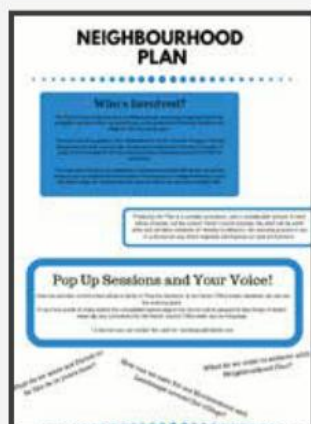
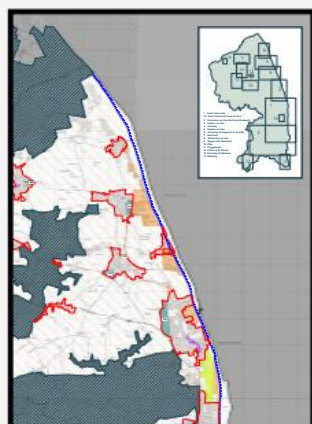
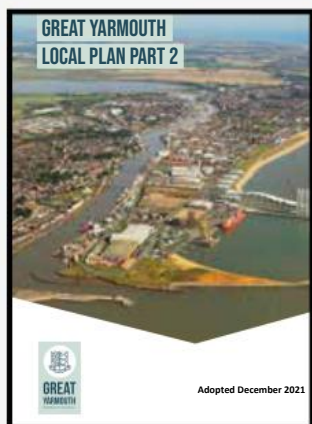
This manual presents standards and best practice on street design.

This manual has informed the masterplans in the current document to achieve the best possible outcome.



**District policy & guidance**

**NP policy & guidance**



**Local Plan Part 2**

**Local Plan Policies Map - North**

**Local Green Spaces Assessment**

**Hemsby NP Consultation**

**Great Yarmouth Borough Council**

**Great Yarmouth Borough Council**

**Non-designated heritage Assets Assessment**

**Hemsby NP Group**

**2021**

**2021**

**Important views Assessment**

**2020**

The Local Plan Part 2 was adopted in 2021. This sets out the level of growth which needs to be planned for in Great Yarmouth Borough, where that growth should be located and how it should be delivered. It also sets out the planning policies which the Council will use in determining planning applications.

The Local Plan Policies Map details the main urban areas, and the allocation of land destined to employment, retail, tourism, infrastructure, housing and natural environment.

**Hemsby NP Group**

The consultation included a survey with 35 questions. Overall 311 responses were received which represents around a 10% response rate.

In the Local Plan, the 'indicative housing requirement' for Hemsby is considered zero. However, policy HY1 allocates the land at the former Pontins Holiday Camp, Hemsby for approximately 190 dwellings together with tourism and retail facilities.

This map has informed the boundaries for the area types in the current document.

**2021**

These assessments, undertaken by the NP group, have helped in the preparation of the Neighbourhood Plan and have informed the site analysis in the current document.

This consultation is one of the ways to access the resident's views and preoccupations for Hemsby's future.

The current document tries to take into account the input from residents as part of the design codes.

## Road & street hierarchy

**Hemsby develops along a north-south axis connecting with Great Yarmouth Borough and Winterton-on-Sea. The confluence of these primary roads with Martham Road and other east-west running roads generates the core of Hemsby village. The tourism developments are developed following these secondary east-west corridors.**

Hemsby is situated in the north of Great Yarmouth Borough, within close proximity to Winterton-on-Sea to the north and Martham to the west.

The roads running north-south, connecting the village to Winterton-on-Sea to the north and to Great Yarmouth Borough to the south can be understood as the structuring roads for the village. Their merging point at the core of the village coincides with the location where a number of shops and facilities can be found.

The second hierarchy of roads is completed with the roads running east-west. Martham Road links the village with Martham to the east, and splits when it reaches the core of the village. The continuation of Martham Road, as Newport Road and Beach Road, provides access to the tourist sites and the beach front beyond.

A substantial number of roads in the area have an edge condition, as they run at the fringes of the built areas and are open to countryside land. The transition from the rural landscape to the residential environment in the approach to Hemsby is key to the character of the area.

There is not a great number of Public Rights of Way, footpaths or bridleways in the area.



**Figure 02:**  
Approach to Hemsby via Kings Way



**Figure 03:**  
Approach to Hemsby via Martham Road

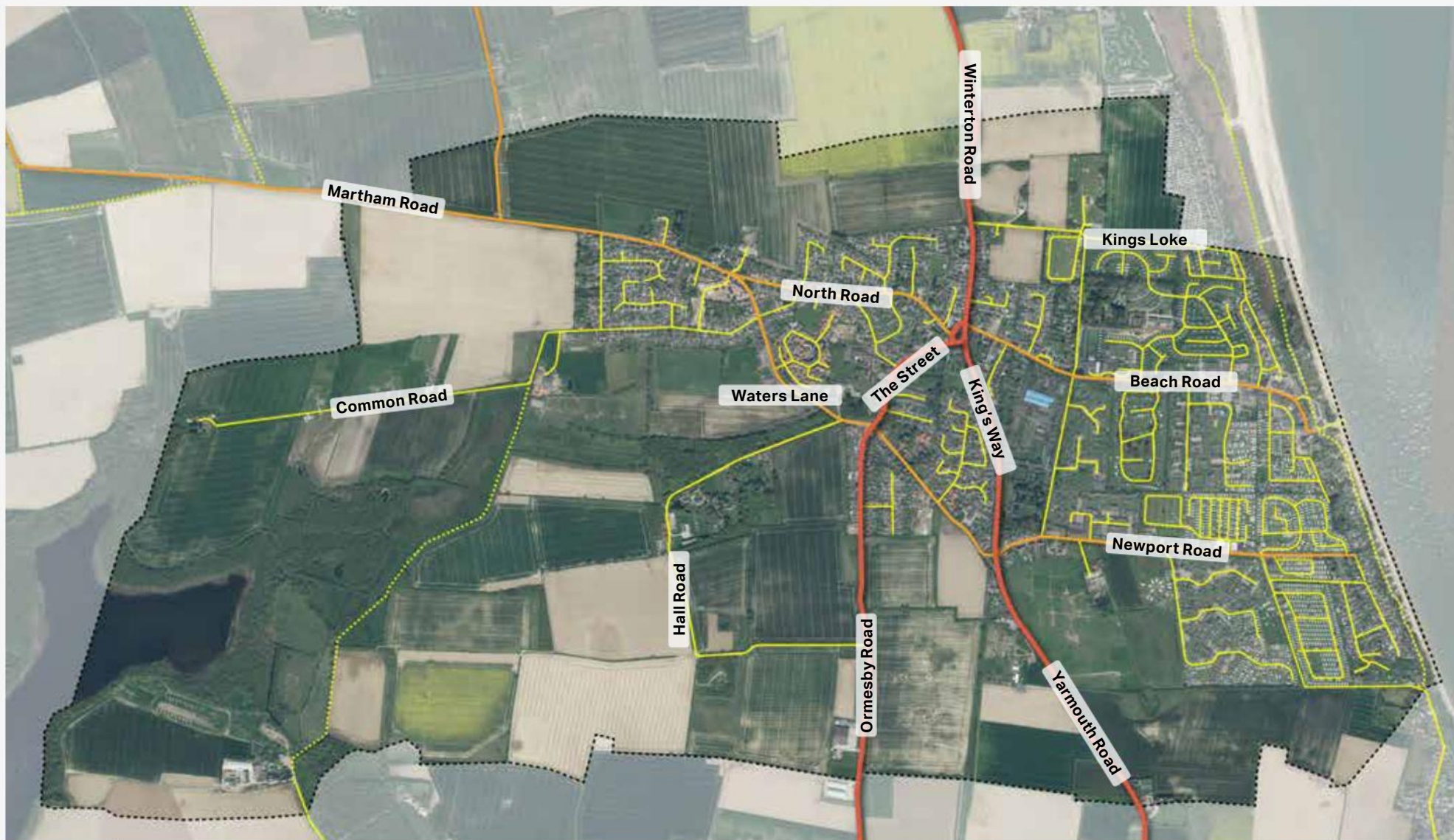
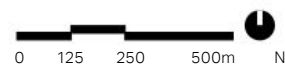


Figure 04: Road and street hierarchy



- Key**
- Primary road
  - Secondary road
  - Tertiary road
  - - - Footpath
  - NP boundary

## Green infrastructure

**Hemsby is in the vicinity of a number of landscape areas with national and international designations for nature conservation. Impacts of new planning applications should be carefully considered to assess potential harm to these natural spaces.**

### Landscape Designations

Hemsby is in the vicinity of The Broads National Park. It comprises areas with national and international designations for nature conservation. These include areas with habitat designations, such as The Broads Special Area of Conservation (SAC), the Broadland Special Protection Area (SPA); and areas with landscape designation, such as the Broadland Ramsar site, and Trinity Broads Site of Special Scientific Interest (SSSI).

The dunes to the north-east of the settlement form part of a designated Special Area of Conservation and Site of Special Scientific Interest (Winterton-Horsey Dunes), and the adjacent intertidal area lies within the Great Yarmouth North Denes Special Protection Area.

The Impact Risk Zones should be carefully taken into consideration to assess planning applications for likely impacts on SSSIs/SACs/SPAs & Ramsar sites, most built-up zones in the area are under some degree of impact risk consideration.

### Habitats

The surroundings of the Hemsby are considered Grade 1 and 2 agricultural land. Most of the land protected under The Broads Authority is comprised of broadleaved woodland. Some lowland fen wetlands can be also found in the area. The seafront is composed of dunes and cliffs and the sea bed is mainly sand and mud.



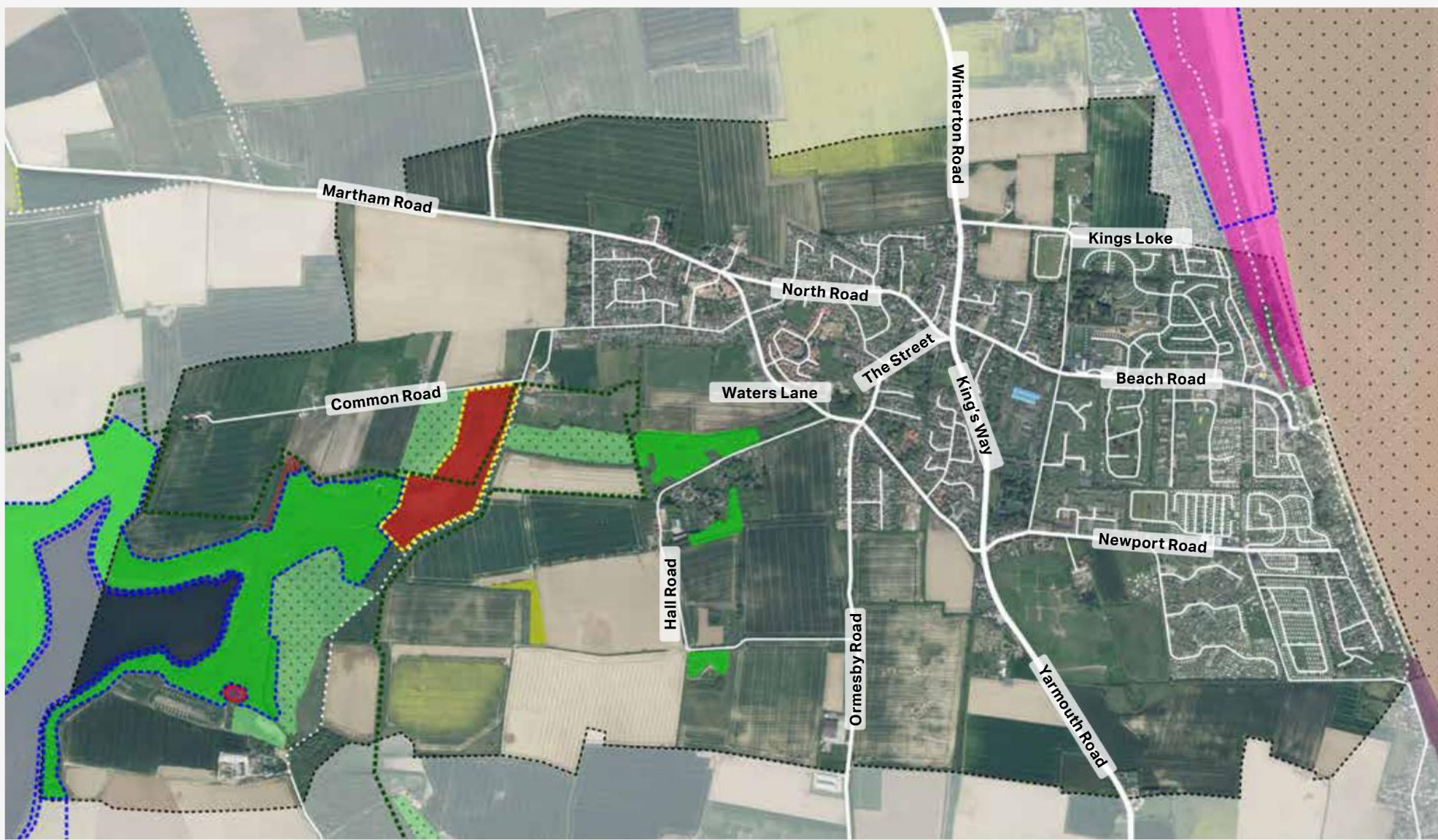
**Figure 05:**  
Winterton-Horsey Dunes



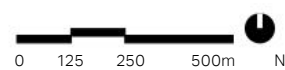
**Figure 06:**  
Ormesby Broad, part of the Trinity Broads SSSI

For further information, refer to:

- *Local Plan Part 2 (2021)*
- *The Great Yarmouth and Waveney Settlement Fringe Study (2016)*



**Figure 07:**  
Green infrastructure



**Key**

--- NP boundary

**Habitats**

- Broadleaved woodland
- Conifer woodland
- Lowland fens wetland

  Sand & mud marine habitat

  Pasture for grazing marsh

■ Coastal sand dunes

■ Maritime cliffs & slopes

**Landscape designations**

- Site of Special Scientific Interest
- RAMSAR Sites
- National Parks

## Blue infrastructure

**The area is subject to surface water flooding. Coastal erosion is a major issue, that poses real threat to properties along the sea front.**

### Rivers and sea

According to the flood warning information mapping system, the risk of flooding from rivers and sea is reduced to some unpopulated areas to the west of the area, linked to the Ormesby Broad. Coastal erosion, however, is a major risk to properties on the sea front.

### Surface water

As part of its ongoing programme of work, Norfolk Strategic Flooding Alliance has identified sixteen sites across Norfolk that are regularly at risk of flooding. One of the sites, Newport Road/Yarmouth Road, is located in Hemsby.

The Great Yarmouth Borough Surface Water Management Plan Stage 2 points at Haycroft Road, Barleycroft Road and Beach Road as hotspots for flooding in the area.

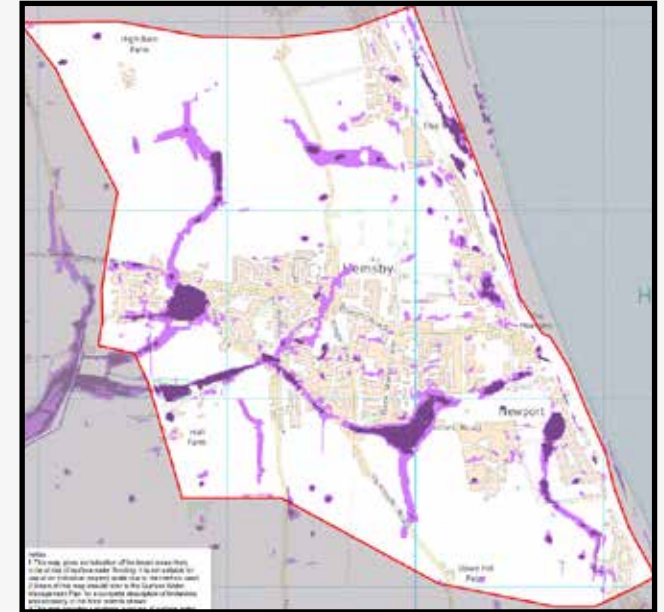
The same plan identifies Critical Drainage Areas, to identify those where more detailed investigation might be required. Within the Critical Drainage Area 8, several locations within Hemsby are identified to be at risk from deep (>0.3m) surface water flooding.

The study also identifies specific locations that have historically experienced flooding and the measures taken to prevent it.

*The Great Yarmouth Borough Surface Water Management Plan Stage 2 Report (2014)* should be a key reference for any future development in the area.

### Coastal erosion

There has been a recent loss of properties along the Hemsby frontage due to coastal erosion, which has prompted the need to consider

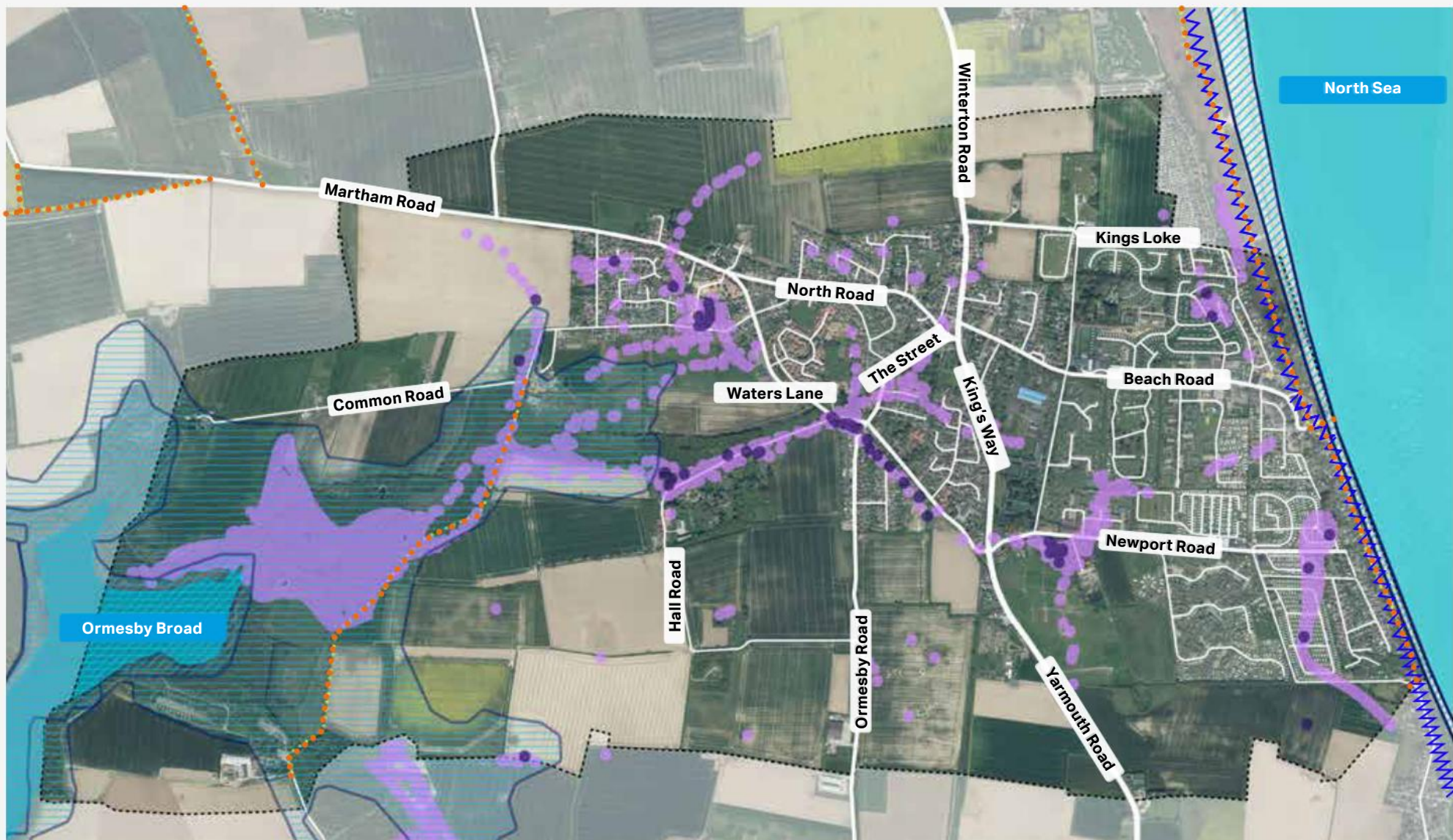


**Figure 08:**  
CDA 008: 1 in 200yr depth surface flooding risk

potential coastal management measures. The construction of a 500m long berm along Hemsby beach is currently under consultation.

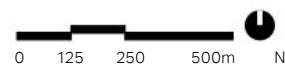
For further information, refer to:

- <https://flood-warning-information.service.gov.uk>
- *Great Yarmouth Borough Surface Water Management Plan Stage 2 Report (2014)*
- *Hemsby Coast Erosion. Environmental File Note. Option screening. Great Yarmouth Borough Council. (2019)*



**Figure 09:**

Blue infrastructure



**River and water body flooding**

- Waterbody
- Flooding risk (high)
- Flooding risk (low)

**Surface flooding**

- Flooding risk (high)
- Flooding risk (low)
- NP Boundary

Pedestrian route

Coastal Change Management Area

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## Heritage

### Cottages, barns and farms tend to be the key listed buildings in Hemsby.

The earliest prehistoric evidence in Hemsby dates from the Palaeolithic. The remains of Neolithic barrows and mortuary enclosures suggests the area was of significance to people during this period. The identification of two Bronze Age barrow cemeteries near these monuments suggests the landscape continued to hold ritual significance during the Bronze Age.

There is evidence of Roman and Middle and Late Saxon activity in the area.

The church of St Mary the Virgin dates to the 14th century, a cross of the same era can still be found nearby. In addition to the church, the parish also contains the oldest timber framed building in Norfolk. The aisled barn at Hall Farm dates to around 1300.

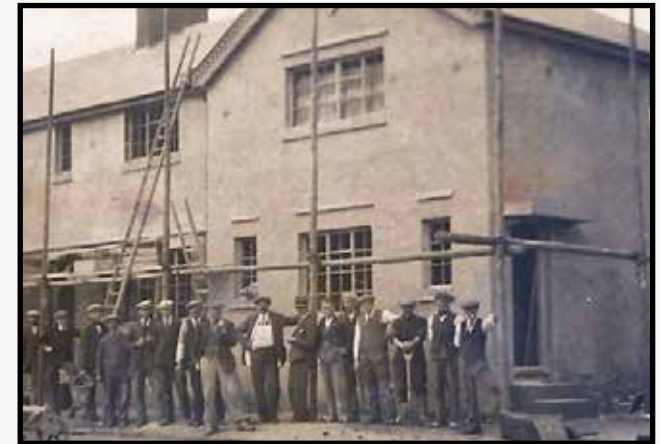
There are several buildings in the parish that date to the post medieval period. Shamrock Cottage was built around 1700, whilst Home Farm, The Chimneys and The Lodge are all 18th century. 19th century Decoy Farmhouse was built near the site of the earliest duck decoy built in Britain.

The coast was important during World War Two. Defences in the area included pillboxes, anti tank blocks and a spigot mortar emplacement along the beach.

The conservation area includes most of the listed buildings in the area. Other listed assets are traditional farms and barns in the vicinity.



**Figure 10:**  
Hemsby Post Office. Today, site of The Bell Public House.



**Figure 11:**  
Hemsby council



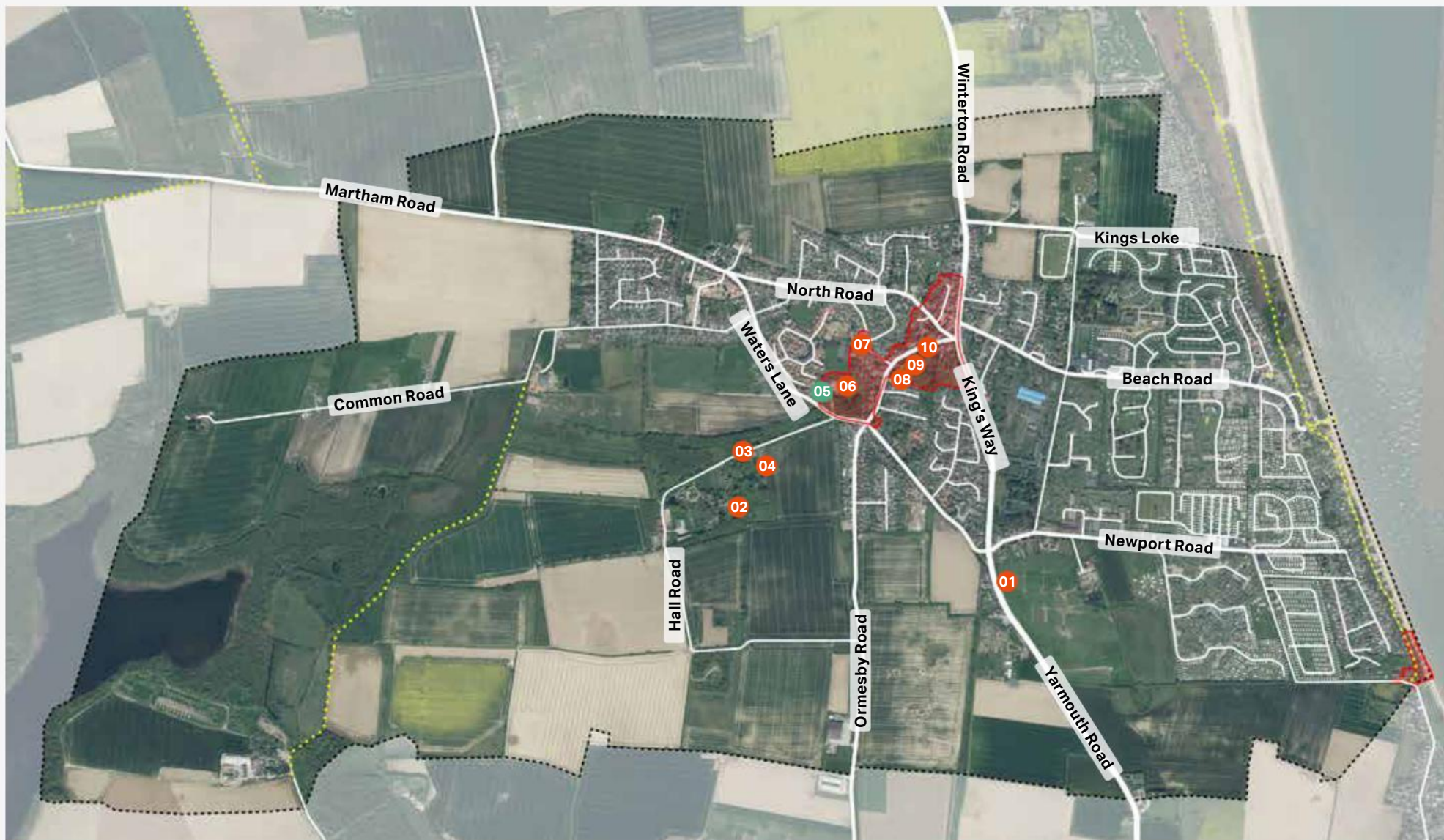
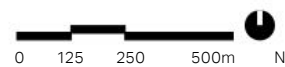


Figure 12: Heritage and local assets



- Key**
- Grade I
  - Grade II
  - Grade II\*

- Conservation area
- NP boundary

## Local character

**The surrounding landscape, local open spaces, designated and non-designated heritage assets, views and edges are key elements that contribute to the character of Hemsby.**

### Landscape character

A landscape of regular fields, occasionally bounded by low and small hedges is typical of Hemsby. Even if many fields have been joined as agriculture intensified, smaller fields remain largely unchanged, particularly along the southern edge of the village.

### Local open spaces

Local open spaces are key structuring elements within or near the built settlement that contribute to its local character by virtue of their beauty, historic significance, recreational value (including as a playing field), tranquillity or wildlife richness.

### Non-designated heritage assets

A number of buildings, not necessarily of historic origin, contribute to the local identity and legibility of Hemsby.

### Important views

A number of important views, mostly related to the transition between the countryside and the built environment, the approach to the village or the natural character of Hemsby have been identified by the residents.

They include significant landscapes that help to define the natural character of Hemsby at a strategic level.

### Sensitive edges

These are edges that face the open countryside and that could be negatively impacted if new development was to be proposed.



**Figure 13:**  
St Mary the Virgin Church, at the centre of Hemsby

For further information, refer to the document:

- *The Great Yarmouth and Waveney Settlement Fringe Study (2016)*

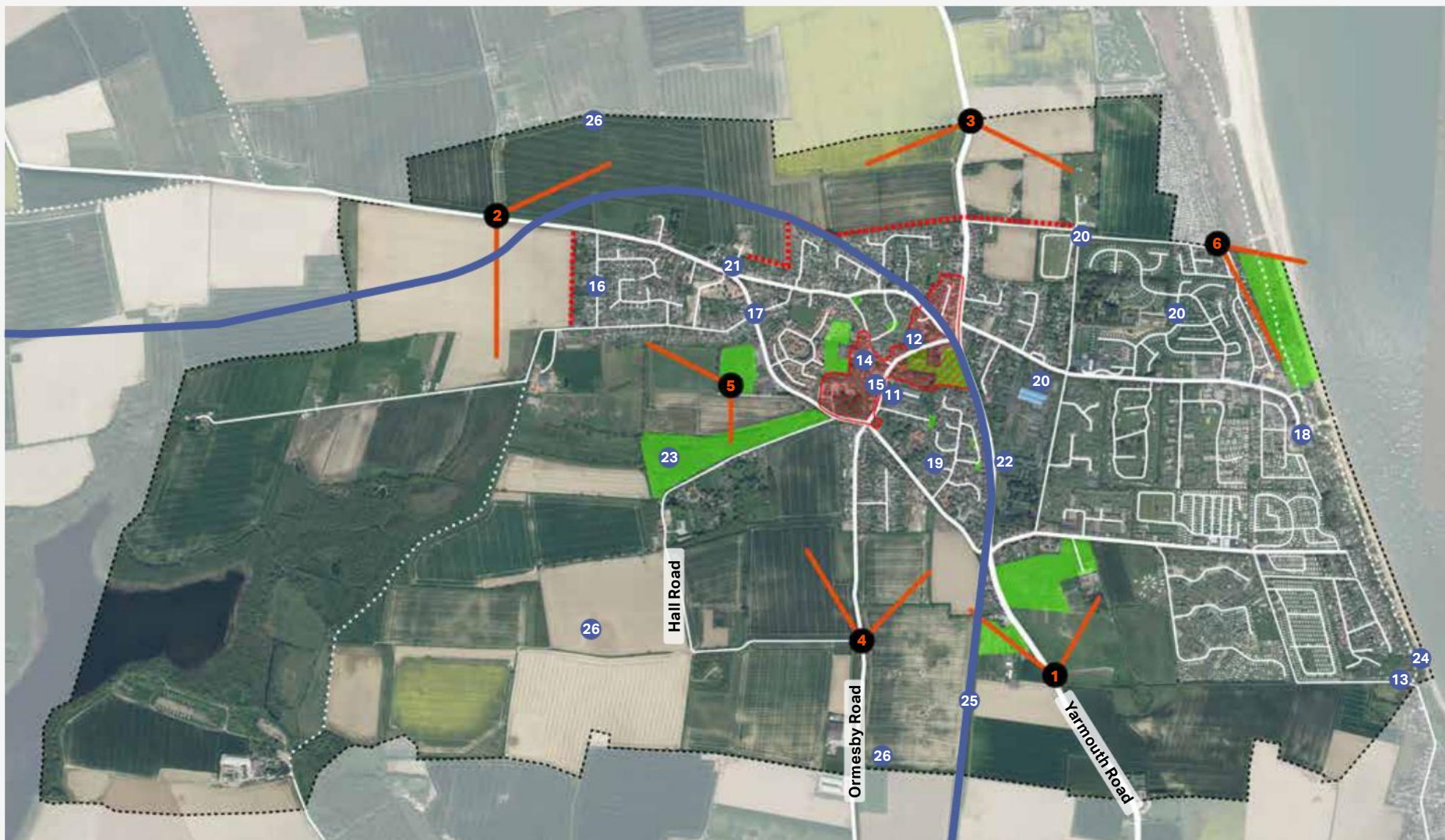
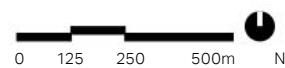


Figure 14:  
Local character



**Key**

- Local open spaces
- Non-designated heritage assets
- Key views
- - - Sensitive Edges
- Sensitive Areas
- - - NP boundary

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## Heritage & local assets

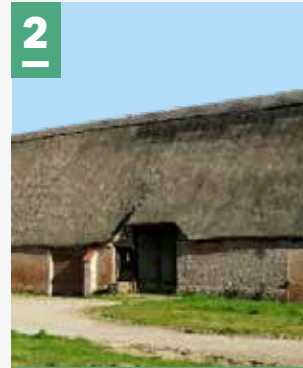
The following is a collection of designated and non-designated heritage assets that contribute positively to the character of Hemsby.

### Key

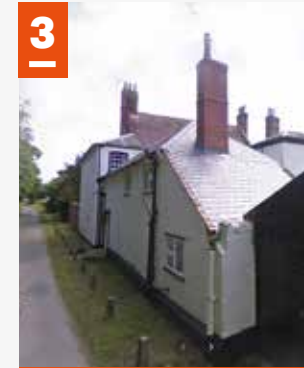
- Grade I listed
- Grade II listed
- Grade II\* listed
- Non-designated heritage



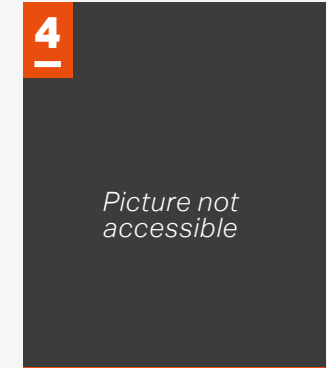
1  
Remains of cross



2  
Barn at Hall Farm



3  
The Lodge



4  
The Chimneys



5  
Barn at Home Farm



6  
Home Farm House



7  
Shariot Cottage



8  
Cross base (several)



9  
St. Mary the Virgin



10  
War Memorial



11  
The Barnroom



12  
The Vicarage



13

Newport Cottages



14

Primary School



15

Pitt Road Cottages



16

Mill Road Cottages



17

Methodist Chapel



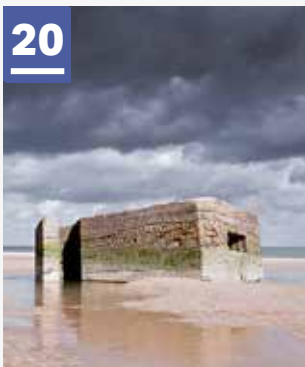
18

Lacon Arms



19

Congregation Chapel



20

WW2 Pillboxes (several)



21

King's Head PH



22

Railway mileposts



23

Brick Kiln Coverts



24

WW2 Spigot Emplacement



25

Former Railway Line



26

Bronze Age Barrows

## Important views

The following are important views outlined in the Views Assessment, Neighbourhood Plan 2021-2036.

**v1**



Coming into Hemsby from Scratby



**v2**



Coming into Hemsby down the hill from Martham



**v3**



From Winterton Road across the fields to Winterton Church, views either side of Collis Lane into Somerton



The location of these views are shown in Figure 14 on page 21.

**v4**



From Ormesby Road to Hall Farm



**v5**



From Waters Lane recreation ground towards Hall Lane woodland



**v6**



Long Beach out to sea, from the bottom of Long Beach Estate and the top of The Glebe



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# 2a

Design vision

## Design vision

The objectives in this section establish the vision for the area. They are aligned to both the objectives of the Local Plan and those of the area in a seamless fashion, one that is coherent with the needs of the Borough as a whole and specific to the area in particular.

This section establishes the objectives that any development in the area should aim for. They can be understood as the vision to be satisfied by any new development proposal in the area.

This overarching vision will crystallize and will be further detailed in specific design actions in the next sections as design codes.

The vision objectives outlined in this section are classified under the following topics: movement, nature, built form, public space, homes & buildings and energy & sustainability.



**MO.01****MO.01 Walking & cycling**

Prioritising active travel is about making walking and cycling easy, comfortable and attractive for all users, so walking and cycling can be genuine choices for travel.

**MO.02****MO.02 Inclusive streets**

Successful street design addresses needs of older people in the outdoor environment to remove physical barriers and improve the movement and accessibility of everyone.

**MO.03****MO.03 Car parking**

Well-considered parking is convenient, safe and attractive to use. It is also well integrated into streets, and does not visually dominate the local environment.

**MO.04****MO.04 Cycle storage**

The need for secured spaces for bicycles are a consequence on the emphasis on active travel. Cycle storage should be designed to avoid clutter on the streetscape.

## Movement

Well-designed places should be accessible and easy to move around. This can be achieved through a connected network of streets, good public transport, the promotion of walking and cycling and well-considered parking and servicing.

**NA.01****NA.01 Green networks**

Green spaces deliver a wide range of environmental and quality of life benefits. Green networks cover everything from country parks to green roofs and street trees.

**NA.02****NA.02 SuDS**

Sustainable drainage systems are strategies to reduce the rate of rainwater run-off from development, mitigating the risk of flooding elsewhere whilst delivering amenity spaces.

## Nature

New developments will need to take a proactive approach to mitigate their impact and to adapt to the specific landscape within and surrounding the Area.

New developments should also look to actively tackle climate change to future proof the proposals, taking into account the long-term implications for flood risk, biodiversity and landscapes.

## Built Form

Built form refers to the three-dimensional arrangement of buildings, and blocks. The layouts, forms, types, scales and heights constitute the fundamental elements of the built environment that define what a particular area is. These characteristics will vary considerably in each design code area type.

## Public Space / Identity

If the built form section refers to the formal characteristics of buildings, the public space section refers to the formal characteristics of streets. Streets are the main component of the public space and are defined primarily by their degree of enclosure with buildings and trees, and will vary considerably by design code area type.

The character of a place is made of many different elements that come together to create a unique sense of identity.



**BF.01 Density**

Density is one indicator for how compact a development or place will be and how intensively it will be developed. Density in new developments should be appropriate to the context.



**BF.02 Types & forms**

The size, shape and arrangement of both buildings and blocks is at the base of the character of an area.



**BF.03 Heights**

Building heights and scale, the skyline, key views and vistas and the relative prominence of landmark buildings can influence the character of an area.



**BF.04 Building line**

This line represents the alignment of the front face of the buildings in relation to a street or other public space. The relation of the building line to the street contribute to the character of an area.



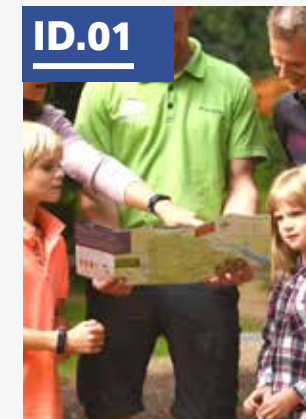
**PS.01 Street hierarchy**

All new streets should be safe and overlooked and correspond to their role in the street hierarchy and area type.



**PS.02 Secured by design**

Neighbourhoods need to be designed to make people feel safe and to reduce the incidence of crime.



**ID.01 Legibility**

The legibility of a place relates to how easy it is for people to find their way around. Including legibility and wayfinding principles into design improves the experience of a place.



**ID.02 Architecture**

Some architectural features, such as brickwork, colour patterns or window details are part of a material tradition of places that contribute positively to the identity of a place.

## Homes & buildings

Well-designed homes and buildings are functional and accessible. They allow for change over time and provide sufficient amenity space within them for users to thrive.

## Energy & sustainability

New developments should meet the needs of the present without compromising the ability of future generations to meet theirs.

New proposals should balance out the negative environmental impact of development by use of better design, higher efficiency in the consumption of energy and materials in the entire life cycle of buildings and adequate management of waste.



**HO.01**

### HO.01 Housing mix

Accessible homes can be easily reached, entered and used by everyone, regardless of age and physical ability. They are flexible, with a mix of typologies and can accommodate change in use and user needs.



**HO.02**

### HO.02 Gardens

A considerable amount of time is spent daily in the home environment. Access to external private space is important for people's wellbeing.



**HO.03**

### HO.03 Extensions

Flexible homes should be able to accommodate change over time. These should be done in a way that works with the existing dwelling and the area it is inserted into.



**SU.01**

### SU.01 Insulation

Well insulated constructions help reduce heat loss, water and air infiltration, improving comfort and reducing energy consumption.



**SU.02**

### SU.02 Low carbon

Energy efficient homes combine all around energy efficient construction, appliances, and lighting with commercially available renewable energy systems.



**SU.03**

### SU.03 Solar panels

Photovoltaic panels that produce electricity and solar thermal panels that are used for heating purposes can make use of the energy from the sun for home use.



**SU.04**

### SU.04 Green communities

These include practices and strategies that improve environmental quality, address climate change, and reduce development impacts on natural resources.





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# 2b

## Area types

## Area types

The identification of area types and their attributes can help understand the nature of the Neighbourhood Plan area, and identify the challenges and specific issues that the design codes need to target in each location.

The different areas displayed on the map in the next page are the consequence of this analysis:

- How has the village developed historically. What is its position in the landscape, and how this should influence any future growth.
- What are the factors that make the area distinctive and different from others. What are the vernacular features of architecture in the area and what are the most frequent building typologies.
- How does the green and blue infrastructure (including open spaces and vegetation features) contribute to the area and how these, and other aspects of value, should be subject to protection.
- How do the street pattern, the street scene, the walking and cycling networks and the traffic and parking provision affect the perception of the different areas.
- What is the typical plot type in each area. How many levels do residential buildings display and what is the average density of dwellings in the area.

Five area types have been identified: historic core, Hemsby village, Hemsby beach, Beach front and open countryside. **An additional area, new developments (Area type F), will be used in the design codes in the next sections to refer to new developments in any of these areas.**



**Area type A. Historic core**

Corresponding with the oldest part of the area, the historic core contains most listed and non-listed heritage assets, including St Mary the Virgin church and the commercial core of Hemsby Village, with some convenience shops grouped around King's way roundabout. Dwellings reach two storeys in the area.



**Area type C. Hemsby beach**

The tourist-based part of the village lies along Beach Road and is commonly known as Hemsby Beach. It features funfairs, crazy golf courses and children's rides. The beach end of the road has cafes, shops and amusement arcades, while at the upper end are houses and accommodation parks, consisting mainly of chalets and caravans.



**Area type B. Hemsby village**

The residential bulk of Hemsby Village is largely composed by one storey bungalows. The open character of the streets in Hemsby village is consequence of the low profile of bungalows and the generous front gardens. Recent developments detract from this character by reaching two storeys with typologies that are not in keeping with the character of the area.



**Area type D. Beach front**

Large sand dunes form a natural barrier between the beach and the village behind it. Detached beach dwellings of different typologies develop along the front line before the sandy cliffs. Hemsby's dunes are affected by erosion, impacting the properties in this area.



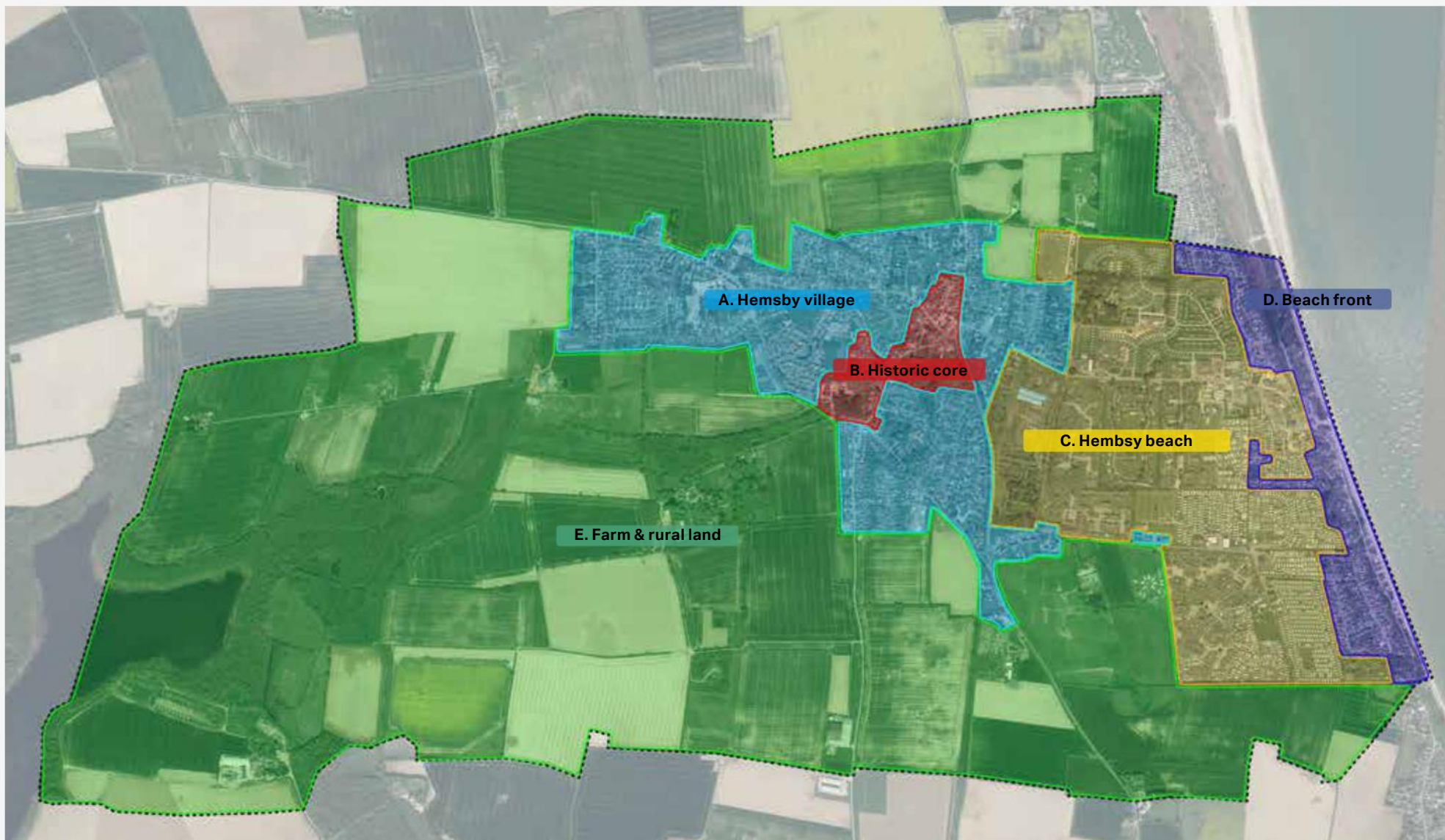


Figure 16: Area types

Key

- A. Historic core
- B. Hemsby village
- C. Hemsby beach

- D. Beach front
- E. Farm & rural land
- F. New Developments

--- NP boundary

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# 3a

## Design codes

## Movement

### MO.01 Walking & cycling

#### Links to the countryside & natural spaces

The neighbourhood plan area boasts high quality natural areas, such as The Broads Special Area of Conservation (SAC), the Broadland Special Protection Area (SPA), the Broadland Ramsar site, and Trinity Broads Site of Special Scientific Interest (SSSI).

The dunes to the north-east of the settlement form part of a designated Special Area of Conservation and Site of Special Scientific Interest (Horsey Dunes),

#### Actions:

- Create links with the countryside. In edge locations, consider connecting all streets to the network of public pathways and rights of way.
- Consider rivers, watercourses and beach fronts as part of a network of natural spaces to reverse the effects of biodiversity fragmentation.
- Retain approach routes and perceptions of a settlement.

#### Make use of the agricultural landscape

#### Actions:

- Promote freedom of movement within arable fields. Safe accessible paths & corridors within agricultural fields can become structuring elements that connect rural settlements to their hinterland.

#### New developments

#### Actions:

- Make the best use of existing public transport services and improve safe walking and cycling paths.
- Locate development where the need to travel will be minimised.
- Limit any significant impacts from and to the development of the highways and transportation network.
- Maximise road and street network connectivity.

This code is applicable to the following area types:  
(Those areas where it is applicable are highlighted in colour)



This code is applicable to the following area types:  
(Those areas where it is applicable are highlighted in colour)

A

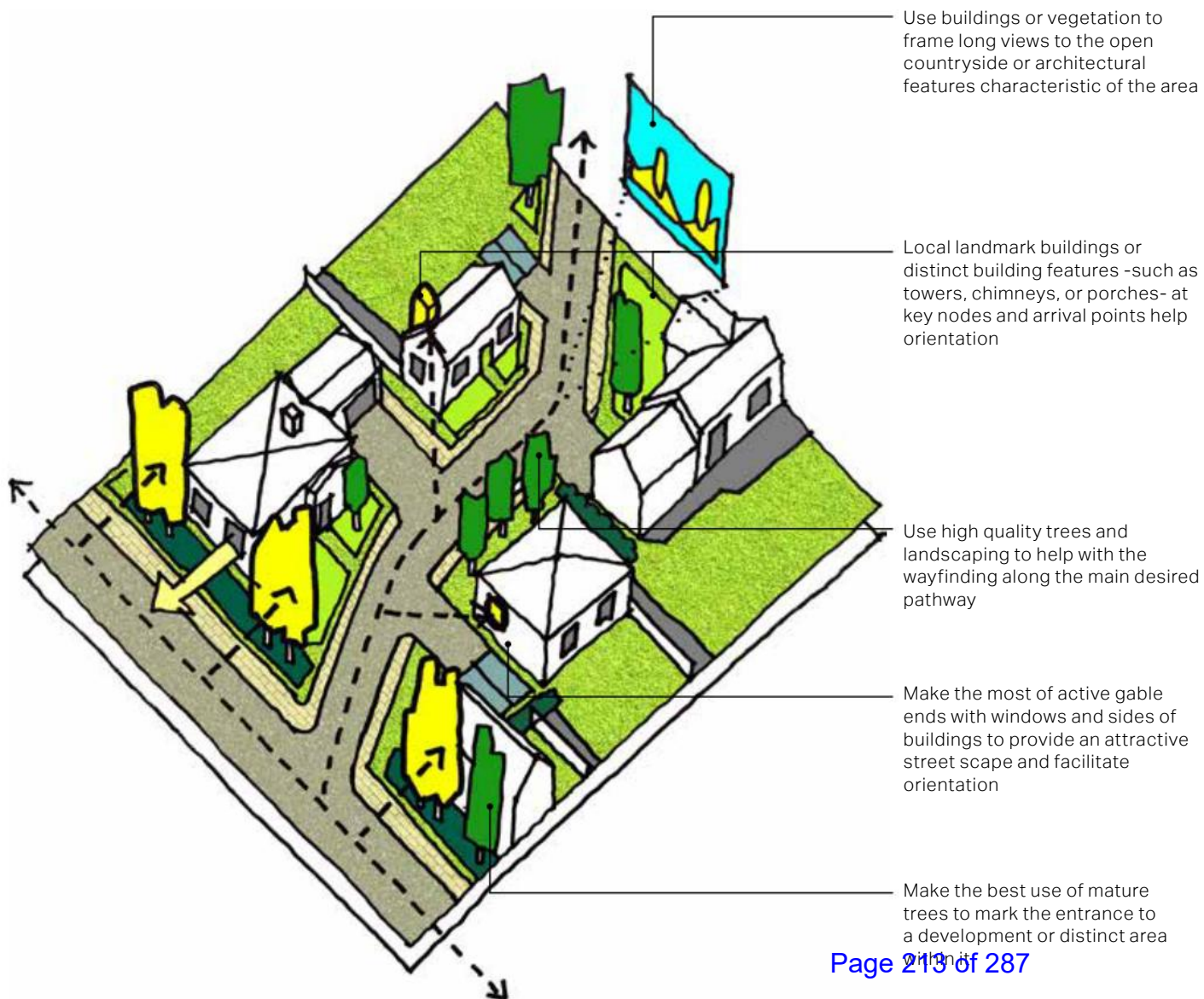
B

C

D

E

F



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## Movement

### Orientation

#### Wayfinding

A way of making walking and cycling easier is to ensure that routes are direct as well as memorable.

*Actions:*

- Create places that have a clear identity and that are easy to navigate.
- Local landmark buildings or distinct building features -such as towers, chimneys, or porches- and clear, direct routes can help with legibility. Clear signage should be placed at key nodes and arrival points to aid orientation.
- Use landscape and feature trees as both wayfinding aids and as elements that provide enclosure and attractiveness to the street. Trees can be a great design tool to mark the access to new developments and distinct parts of an area.

#### Serial vision

*Actions:*

- Subtle variations in alignment and small setbacks of buildings can have a powerful effect of discovery and drama when moving through a development.
- This effect can be achieved through delivering schemes that allow free movement from one place to another, movement to the enclosed space of a square or courtyard where people meet, and to the focal point where people go to.
- This process can be described as the interplay between sequences of focal buildings and building features, landmarks and vistas.

## Movement

### MO.02 Inclusive streets

#### Pavement widths

##### Actions:

- A clear width of 2m allows two wheelchairs to pass one another comfortably. This should be regarded as the minimum under normal circumstances.

#### Gradients

##### Actions:

- Recommendations vary somewhat across guidelines but, under normal circumstances, a figure of 2.5 per cent (1 in 40) should be regarded as the maximum acceptable. Where possible, it is preferable to have a crossfall between 1 and 2 per cent.

#### Surfaces

##### Actions:

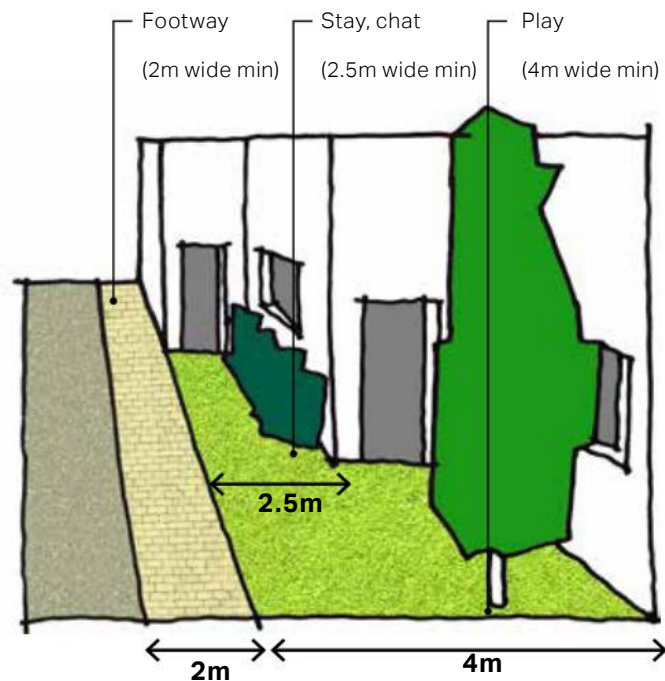
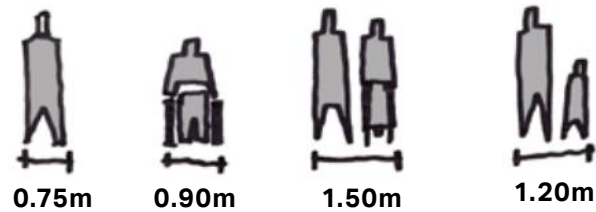
- Uneven surfaces and gaps between paving slabs can cause problems for people using sticks and crutches, visually impaired cane users and wheelchair users. Joints between pavers should be as small as possible.
- When small paving bricks (paviours) are used, care should be taken to ensure that they are evenly laid; any unevenness can cause problems for some wheelchair users and some visually impaired cane users. Cobblestones should not be used.

#### Colours

##### Actions:

- Use colour / tonal contrasted marking to identify street furniture, railing or boarding around street works, scaffolding, and tactile paving surfaces. The main purpose of using contrasted marking is to help partially sighted people avoid obstacles that they might walk into or trip over.

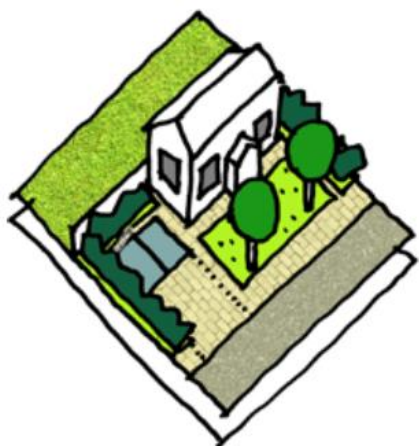
This code is applicable to the following area types:  
(Those areas where it is applicable are highlighted in colour)



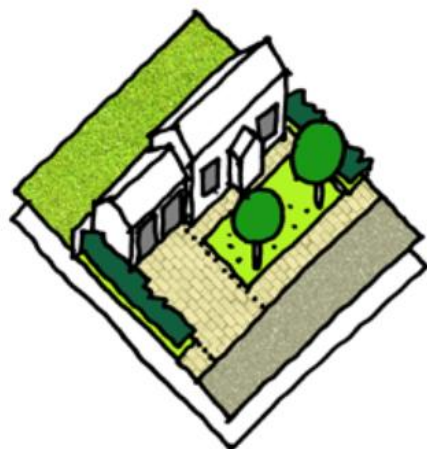
#### Pavement widths

The footway and pedestrian areas provide for a range of functions which can include walking, sitting, socialising and play

This code is applicable to the following area types:  
 (Those areas where it is applicable are highlighted in colour)



On-plot parking on driveway



On-plot parking in garage



On-street parking adjacent public open space



**Common Rd.** On-plot parking on driveway



**Common Rr.** On-plot parking in garage



**Kings Way.** On-street parking should be limited to public open space locations

## Movement

### MO.03 Car parking

Car parking design should be safe and should not undermine the quality and amenity of the streets. In residential developments, parking should be provided on plot, either in garages, car ports or on the plot to the side or to the front. Generally, on-street parking should be considered only for visitors and near public open spaces, and kept at a minimum. Generally, parking courtyards and flat-over-garages are not allowed in residential areas.

#### On-plot parking

Actions:

- On plot parking can be either in garages or car ports and/or on the driveway. If parking is proposed at the driveway, it is preferable to place it at the side of the building to minimize the presence of cars on the street.
- Driveway parking at the front of the building will only be allowed if it is combined with high quality and well designed soft landscaping.

#### On-plot garages / car ports

Actions:

- Garages should preferably be designed in forms linked to the main building, rather than free-standing structures. In both situations, they should reflect the architectural style of the main building.
- Garages should be in line or recessed from the main building line, and not dominate the street.
- Integrate bicycle parking and/or waste storage into garages.

#### On-street parking

Actions:

- Provide parking for residents on plot and provide visitor parking on the street adjacent to public open spaces and on other streets only if the width of the road allows for it.
- Visual impacts from visitor parking on the street scene can be ameliorated by the use of high quality landscaping and planting.

## Movement

### MO.04 Cycle & refuse storage

#### Bicycles

##### Actions:

- A straightforward way to encourage cycling is to provide secured spaces for bicycles within all new residential developments and publicly available cycle parking racks in the public realm.
- For residential units, covered and secured cycle parking should be provided within the domestic curtilage. The most appropriate location to avoid clutter on the streetscape is to provide space for bicycles within garage sheds or in secure bike storage boxes on the rear gardens.
- Access from the street to rear gardens should be provided via secured gates. Bulky bike storage on front gardens should be avoided.

#### Refuse bins

With modern requirements for waste separation and recycling, the number of household bins that need to be stored has generally increased. It is important that these are accommodated in ways that allow convenient access, and without increasing street clutter or harming the appearance of new buildings.

##### Actions:

- The most appropriate location for waste bins to avoid clutter on the streetscape is in rear gardens.
- It is normally advisable to have access to the back garden from the street with a secured door. It is also recommended to have direct exit to the back garden via the kitchen. A paved section on the garden can be located nearby and hold the required bins so they can take the organic waste generated in the kitchen and be taken out to the front of the property for collection.
- There are several solutions to minimise the presence of wheelie bins on the garden, by using screening or planting to conceal them.

This code is applicable to the following area types:  
(Those areas where it is applicable are highlighted in colour)



Provide racking spaces on public open spaces



Provide secured storage space for bikes within the domestic curtilage



Access gate to back gardens, that provides a clear route for refuse bins to be moved from back gardens to the front of the property for collection



Positive example on how to conceal the presence of bins in back gardens



This code is applicable to the following area types:  
 (Those areas where it is applicable are highlighted in colour)



## Nature

### NA.01 Green networks

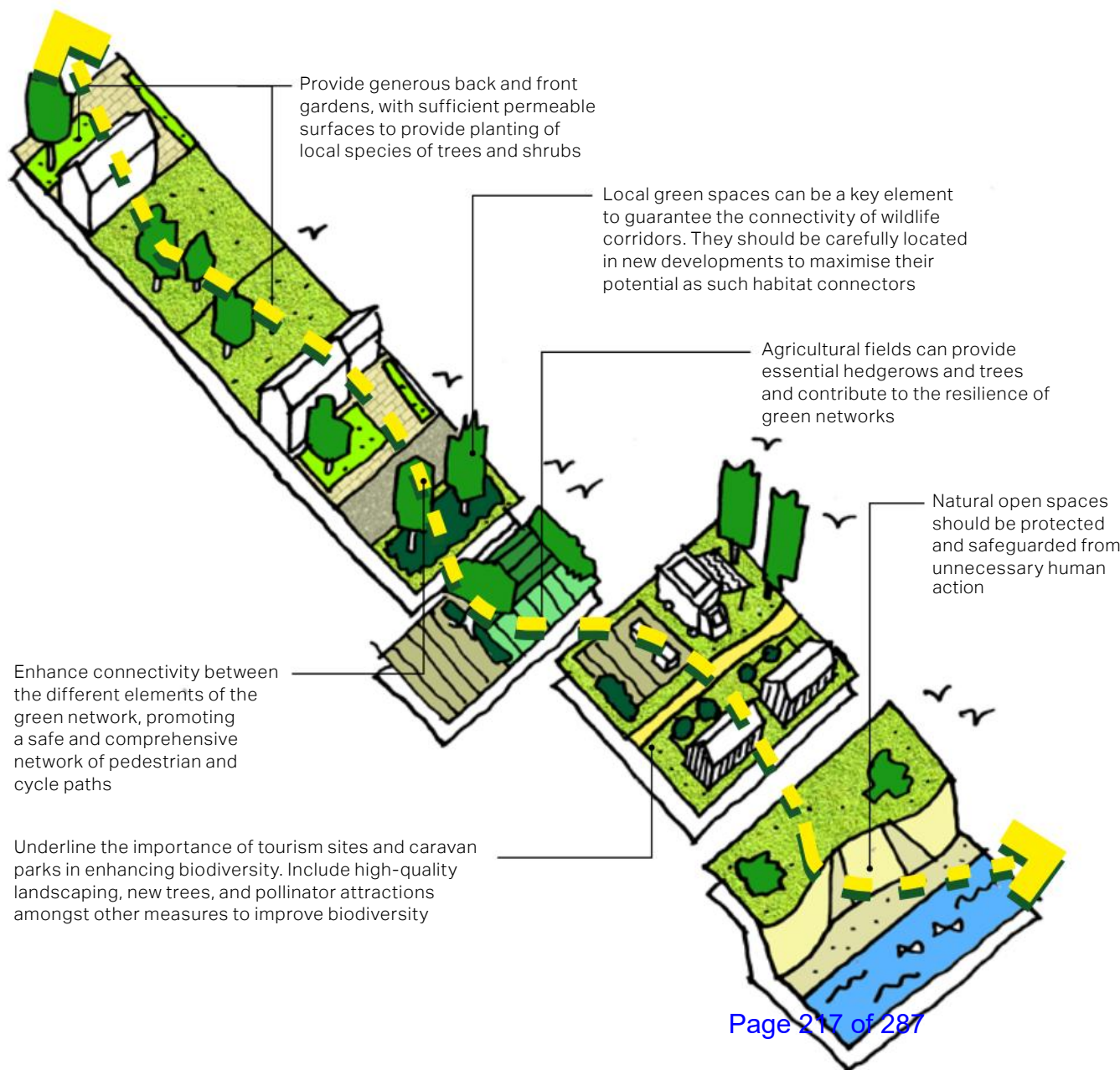
New development should improve existing habitats or create new ones to achieve measurable gains for biodiversity. This can include landscaping and tree planting.

#### Green links

Green networks, corridors and linkages are widely seen as a key mechanism for reversing the effects of fragmentation on biodiversity. They also deliver a range of other social and environmental benefits, including enhancement of local landscape character, and greater opportunities for public access and recreational use.

#### Actions:

- Provide a connected network of private and public green spaces that includes generous and vegetated back and front gardens, public green spaces, fields and natural open spaces.



## Nature

### Street planting

#### Flower beds, bushes and shrubs

- Normally planted within the curtilage boundary, ornamental species add interest and colour to their surroundings and become an identity and expressive feature of each dwelling. The use of native species should be favoured to avoid the impact of invasive species on the biodiversity of local habitat.

#### Hedges

- Hedgerows are normally used to mark property limits, they can also be planted in front of bare boundary walls to ease their visual presence. They can be used to conceal on-plot car parking and driveways within curtilages. They can also be used as protective barriers on gable ends facing windows onto the street.

#### Trees

- Trees can normally be used to mark reference points and as feature elements in the streetscape. When planted at intersections and key locations, they improve privacy whilst enhancing the wayfinding and distinctiveness of the area. These tend to be within property curtilages.
- Trees should also be present in any public open space, green or play area to generate environmental and wildlife benefits.

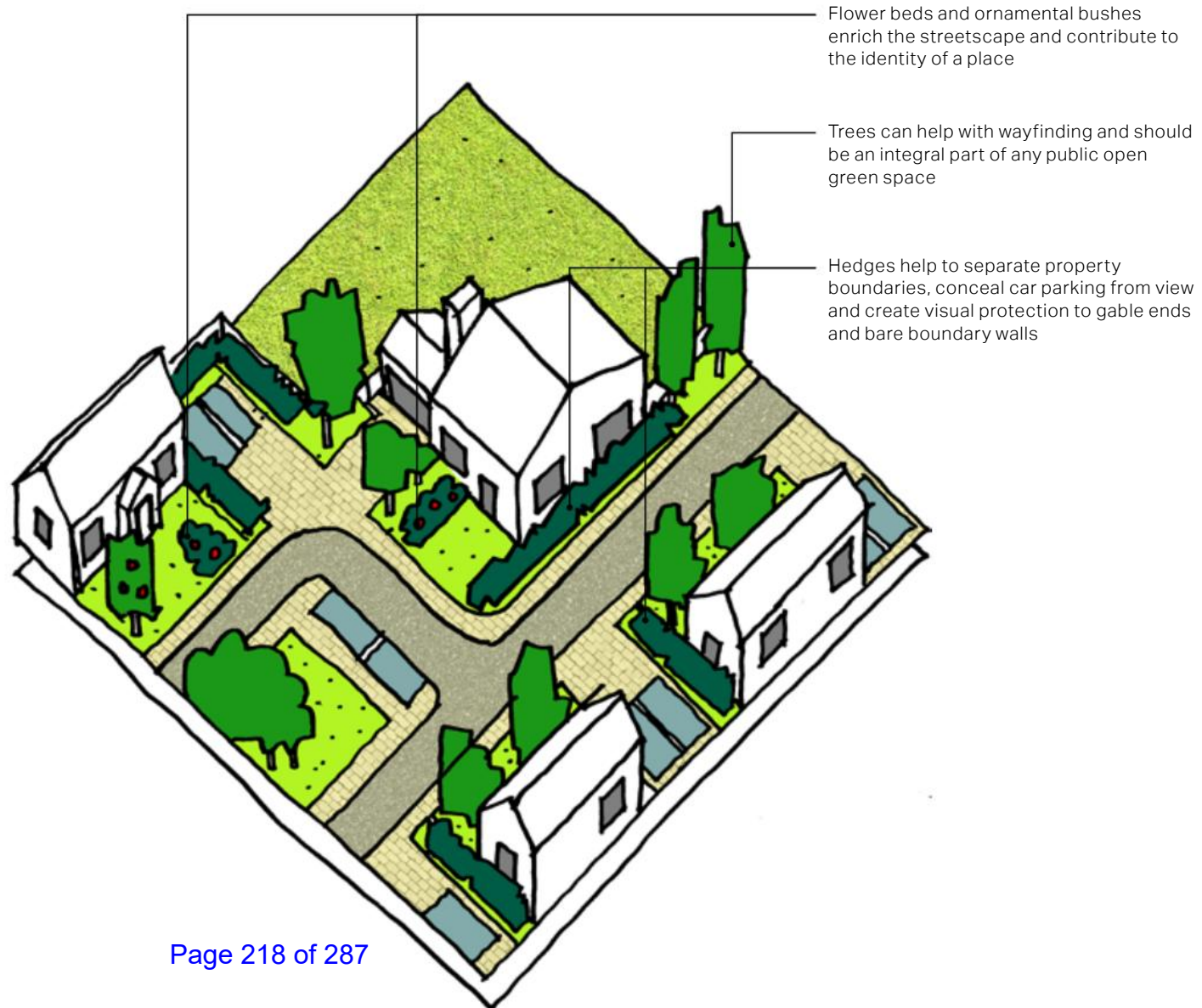
#### Planting standards

- The British Standard 5837: 2012 'Trees in relation to construction- Recommendations' should be the reference document when considering new and existing trees on proposed development sites.

#### Actions:

- Existing trees should be retained as much as possible.
- The success of tree planting is more likely to be achieved when it has been carefully planned to work in conjunction with all parts of the new development, parking, buildings, street lights, etc.

This code is applicable to the following area types:  
(Those areas where it is applicable are highlighted in colour)



This code is applicable to the following area types:  
(Those areas where it is applicable are highlighted in colour)

A

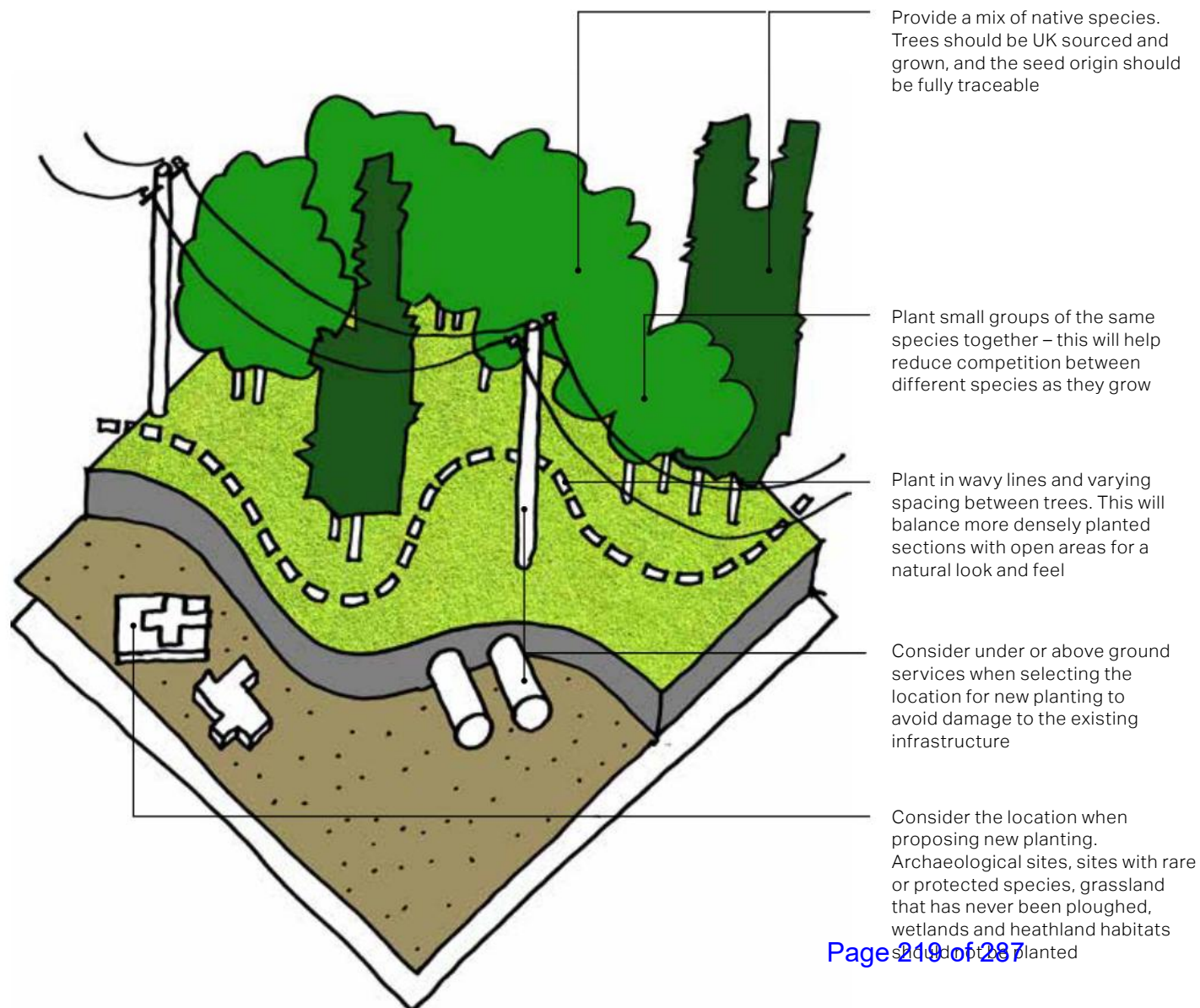
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Provide a mix of native species. Trees should be UK sourced and grown, and the seed origin should be fully traceable

Plant small groups of the same species together – this will help reduce competition between different species as they grow

Plant in wavy lines and varying spacing between trees. This will balance more densely planted sections with open areas for a natural look and feel

Consider under or above ground services when selecting the location for new planting to avoid damage to the existing infrastructure

Consider the location when proposing new planting. Archaeological sites, sites with rare or protected species, grassland that has never been ploughed, wetlands and heathland habitats should not be planted

## Nature

### New vegetation

Planting a single tree has benefits for people, wildlife and the environment. Those benefits vastly increase when planting new vegetation. Further vegetation can help increase biodiversity, provide shelter, prevent soil erosion, and reduce flooding.

#### Actions:

- Encourage the planting of native broadleaf trees. Trees should be UK sourced and grown, and the seed origin should be fully traceable.

#### Location:

- Consider the planting location carefully. Archaeological sites, sites with rare or protected species, grassland that has never been ploughed, wetlands and heathland habitats should not be planted. Select tree species that are suitable for the soil conditions of the area.
- Be aware of any under or above ground services and design planting accordingly. Provide sufficient buffer to existing infrastructure.
- Consider final size and spread of the trees and the use of the site as the trees grow. Avoid planting under existing trees, as shade and lack of water will seriously restrict growth. Allow plenty of distance from existing hedges as they could swamp the growth of new trees.

#### Species:

- If the area to plant is large, consider using a mix of native species. UK woods are under pressure from pollution, climate change, pests and diseases. Including a broad range of native tree species will make the new wood more resilient to these pressures and attract different species of wildlife.

#### Spacing:

- Plant in wavy lines and varying spacing between trees. This will balance more densely planted sections with open areas for a natural look and feel.

## Nature

### NA.02 SuDS

#### Sustainable Urban Drainage Systems

Sustainable drainage systems or SuDS are designed to reduce the rate of rainwater run-off from new development, mitigating the risk of flooding elsewhere whilst delivering benefits for biodiversity, water quality and amenity. Ideally water needs to be captured for use on site for irrigation and non-potable uses. Where this is not possible schemes need to follow the hierarchy set out as follows in decreasing preference of measures, by which water is:

- Allowed to infiltrate into the ground.
- Attenuated for gradual release to a water body.
- Released into a water sewer, highway drain, or another drainage system.
- Released into a combined sewer.

#### Actions:

- The approach to each site will depend on its density, the position of watercourses, the ground conditions including permeability, contamination and the sensitivity of groundwater receptors.
- SuDS need to be considered early in the design process to ensure efficient integration with other aspects of design such as public open space, biodiversity provision, and highways so as to minimise the land needed.
- Multi-functional SuDS need to be prioritised allowing for attenuation features which can also be used for biodiversity and recreation.

This code is applicable to the following area types:  
(Those areas where it is applicable are highlighted in colour)

A

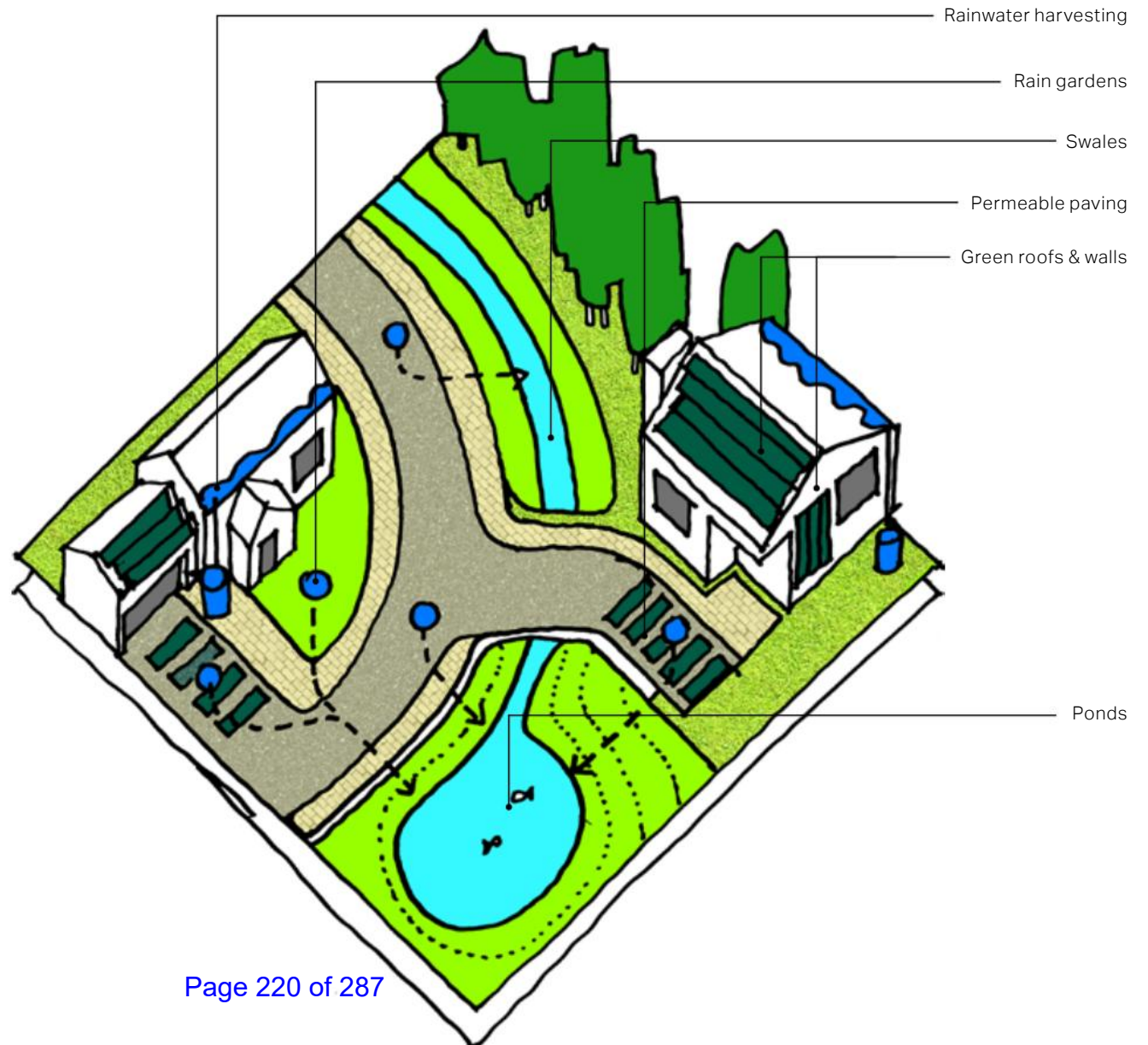
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This code is applicable to the following area types:  
 (Those areas where it is applicable are highlighted in colour)



## Nature

### Surface treatments

Paved areas and surface treatments are a major element within most developments, and their design has a significant impact on the overall appearance, quality and success of a scheme.

The choice of pavement and its degree of permeability to the soil below is key in successful surface water management. Paving materials should be robust, aesthetically attractive and with good weathering properties to make a sustainable and attractive street scape.

#### Road paving

Block paving is generally recommended as road surface material that can permeate to the soil below, over tarmac. In all cases, large unbroken areas of a particular surface material should be avoided, and areas can be broken up successfully using materials of a similar colour but with different textures. Tarmac with added porosity can be a successful alternative.

#### Pavements

High quality materials such as stone, brick or block paving can all constitute good options for pavements. Tarmac pavements are generally the most economical option but are monotonous and make wayfinding more difficult, repairs patches create dissonant streetscapes, in addition to their reduced permeability. The laying pattern and materials used can make a significant contribution to the overall appearance, quality and success of a scheme.

#### Driveways

Permeable paving options can be successfully applied to driveways to maximise the accumulation effect of front garden greenery as a way to enhance the street landscape. Prioritise bigger portions of green within the pavement rather than a very granular paving pattern.

#### Pavements over driveways

Pavement patterns should prevail over the driveway access. To guarantee a coherent street and a continuous walkable path, kerbs should not invade the pavement.

### Sustainable urban drainage systems

Any proposed hard surfacing design will need to take into consideration the need for an underlying system to deal with water run-off, as any hard landscaping will impact the management water run off and affect the capacity of the drainage system.

Built form

**BF.01 Density**

Density is the key indicator for how compact a development or place will be and how intensively it will be developed. Different density measures result in more compact or more open development, and therefore have a huge impact on the character of a place.

This section identifies the density ranges of exemplar locations within each character area, to understand how local variations in density result in different identities within the neighbourhood plan area.

Density in this section is measured in dwellings per hectare.

These density ranges can be used as reference for new developments, to facilitate the assessment of the level of compactness and the degree of built areas vs open spaces required in relation to the desired resulting character.

This code is applicable to the following area types:  
(Those areas where it is applicable are highlighted in colour)



**A** Historic core  
Residential density: 20 - 25 dw/ha



**B** Hemsby village  
Residential density: 16 - 22 dw/ha



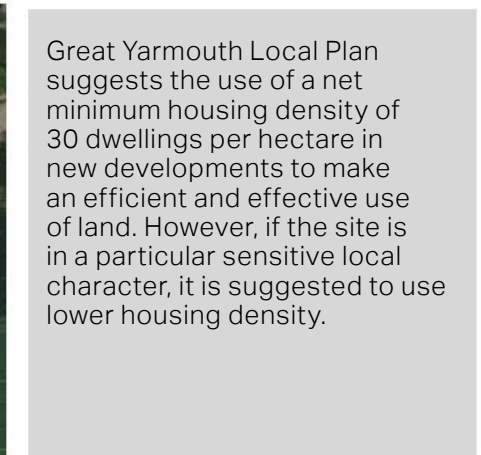
**C** Hemsby beach  
Residential density: 45 -50 dw/ha



**D** Beach front  
Residential density: 20 - 25 dw/ha



**E** Farm & open countryside  
Residential density: 0-5 dw/ha



**F** New development

Note: These are not permanent residences

Great Yarmouth Local Plan suggests the use of a net minimum housing density of 30 dwellings per hectare in new developments to make an efficient and effective use of land. However, if the site is in a particular sensitive local character, it is suggested to use lower housing density.

This code is applicable to the following area types:  
 (Those areas where it is applicable are highlighted in colour)



**A** Primarily detached and semidetached houses and cottages, few flats.



**B** Primarily detached bungalows with few terraced, detached and semidetached houses.



**C** Primarily holiday cottages, bungalows and holiday caravan parks.



**D** Primarily detached houses and bungalows.



**E** Primarily farms and detached houses and bungalows.

Types proposed in new developments should take into consideration the typologies of surrounding areas, being considerate with building types in the area.

Hemsby's character is originated from the low profile of buildings and the general openness of the street. Proposed typologies should be in keeping with the surrounding character.

**F** New development  
 Page 223 of 287

## Built form

### BF.02 Types and forms

Housing type refers to the size, purpose and arrangement of housing. Residences constitute the majority of the buildings in an area, and they have a huge impact on the character of a place.

The following section identifies the most frequent housing types in each of the character areas.

These types can be used as reference for new developments, to assess the appropriateness of suggested types in relation to the existing types in the neighbourhood plan area.

Built form

BF.03 Height

The following section identifies the height ranges for buildings in the neighbourhood plan area.

These typical heights can be used as reference for new developments, to assess the appropriateness of suggested types in relation to the existing types in the neighbourhood plan area.

This code is applicable to the following area types:  
*(Those areas where it is applicable are highlighted in colour)*



**A** Historic core



**B** Hemsby village



**C** Hemsby beach



**D** Beach front



**E** Farm & open countryside

1 storey (sometimes including a habitable pitch roof) is the most frequent heights in the area. 2 storey dwellings tend to be limited to the historic core and at the end of cul-de-sacs.

Create variations in heights between new and existing developments. Large variations in heights should be avoided.

**F** New development



This code is applicable to the following area types:  
(Those areas where it is applicable are highlighted in colour)

A

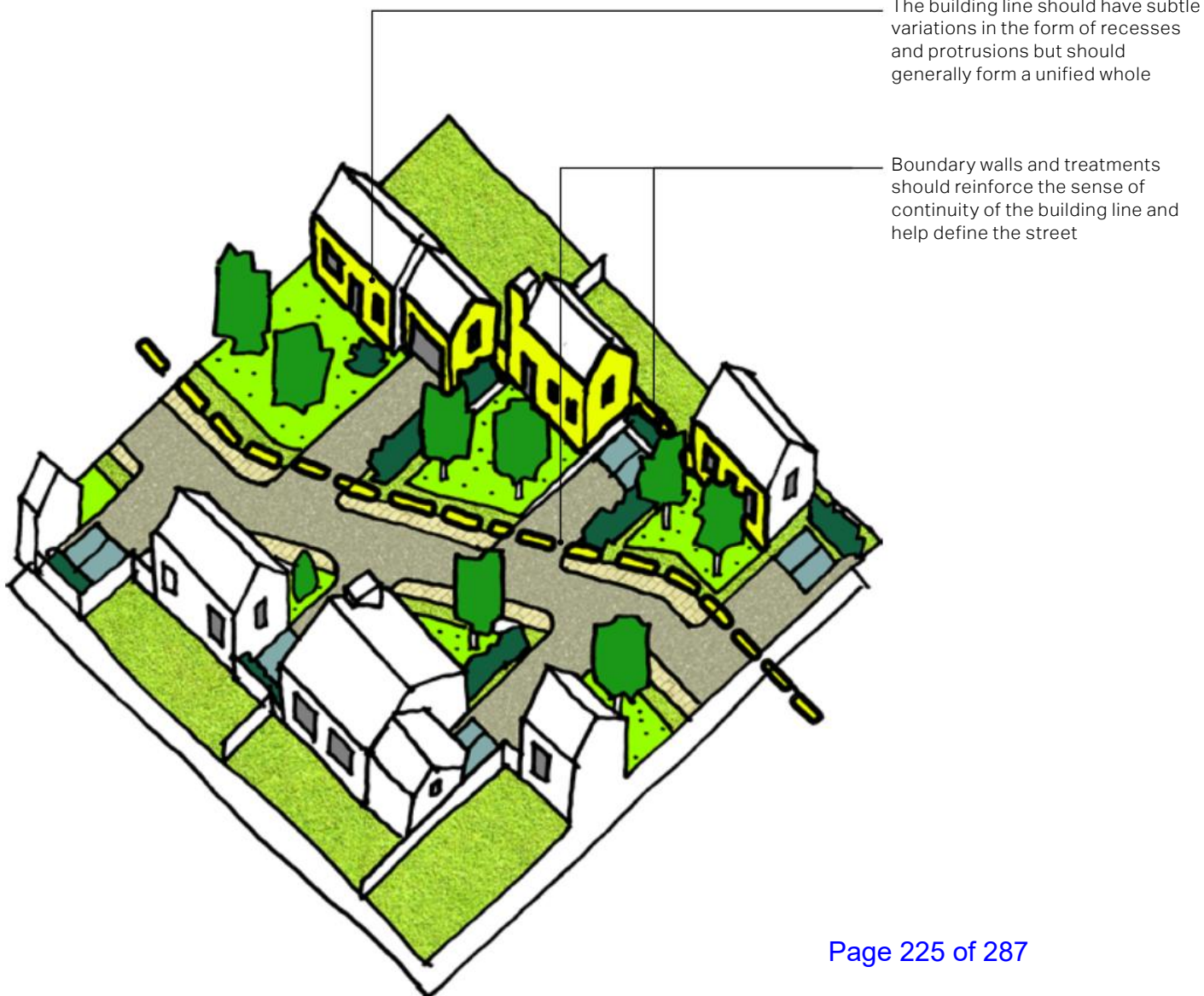
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## Built form

### BF.04 Building line

#### Building line

The way buildings sit in relation to the street can affect the feel of a development.

#### Actions:

- The building line should have subtle variations in the form of recesses and protrusions but should generally form a unified whole.
- Boundary treatments should reinforce the sense of continuity of the building line and help define the street, appropriate to the rural character of the area.
- Boundary treatments should not impair natural surveillance.

#### Setbacks

A setback is the distance between the back of the pavement and the building line. The size of the setback contributes to the overall character and sense of enclosure along a street.

#### Actions:

- A coherent street frontage should be achieved by coordinating the setback between buildings and the street. Large differences in setbacks for adjacent properties should be discouraged as they do not contribute to the overall streetscape or the cohesiveness of a place.

## Public space

### PS.01 Street hierarchy

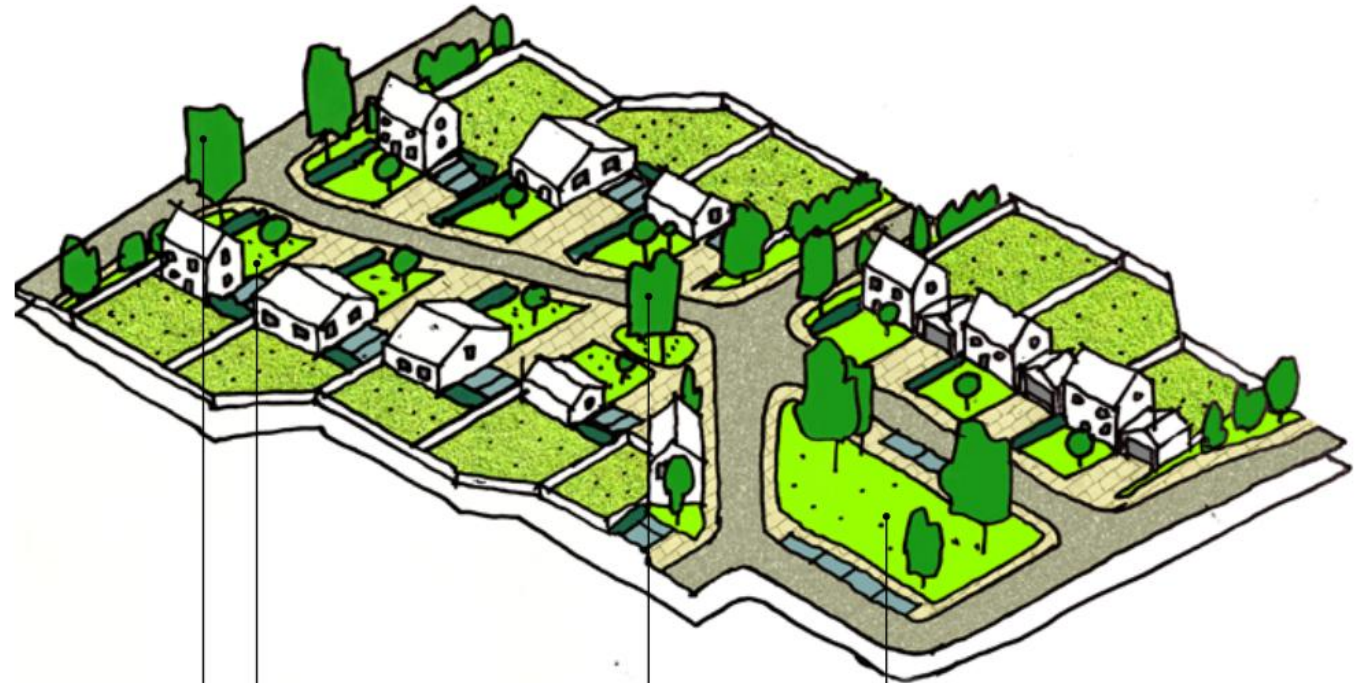
#### Access street

This street provides the main access spine of an area or a new development. It connects the development to the rest of the settlement.

#### Actions:

- Provide generous front gardens and street planting that contribute to the general feeling of openness.
- Locate parking to the side of properties and consider using garages to mitigate the impact of cars on the streetscape.
- Main street serves as the access to the new development and that can be acknowledged by providing planting in the junction with the existing road. Buildings in the access and ending can have special features to provide interest to the main spine.
- Local open spaces can ease way-finding as planting in corners, intersections with other streets and end of views, but also as separate open spaces in their own right. Provide those local green spaces, that are made accessible by being on the main structuring spine of the development.

This code is applicable to the following area types:  
(Those areas where it is applicable are highlighted in colour)



Provide generous front gardens that contribute to the openness of the street

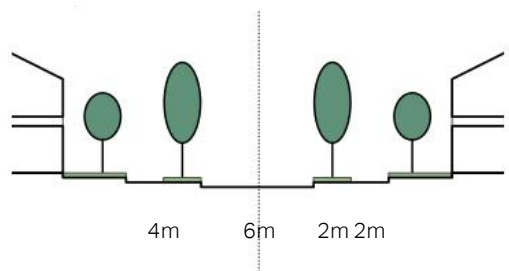
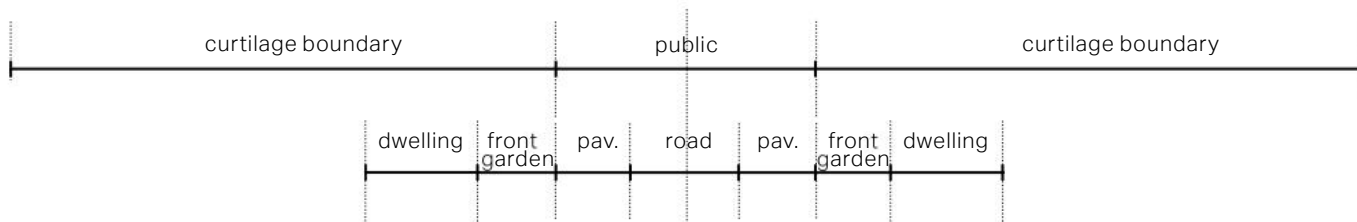
Planting at key junctions and end of views can ease way-finding

Provide local green spaces, accessible by virtue of being located in the main street of the development, that include parking provision

Provide the access to the new development with high quality planting in the junction with the existing road

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This code is applicable to the following area types:  
 (Those areas where it is applicable are highlighted in colour)



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**Common Road.** Example of a local access street

**Examples**

Common Road, to the left, is a local example of an access street that includes tree planting. In this case, the street does not include parking provision, which results in cars parked on pavements. There are accessibility problems as pavement is continuous only on one side of the street.

## Public space

### Residential street

#### Actions:

- Provide generous front gardens that contribute to the general feeling of openness.
- Locate parking to the side of the property to mitigate the impact of cars on the streetscape.
- Residential streets branch out from the main street, it is good practise to stagger branching streets organically to avoid excessive long views.
- It is also advisable to stagger opposing buildings along the street so they are not directly facing each other, and therefore reduce the monotony along the streetscape.

### Cul-de-sac street

#### Actions:

- It is generally acceptable to increase the density and decrease the spacing of buildings in cul-de-sacs to favour activity and prevent them from becoming isolated, parking can be at the front of properties in this case. Garages separate from dwellings are not acceptable and neither are parking courtyards.
- Cul-de-sacs should have pedestrian paths that connect them to surrounding areas and increase their connectivity access and overlooking. Careful consideration should be given to the landscaping and lighting of these paths to increase their safety. Follow Secure by Design principles included in Secure by Design Homes 2019 (or latest edition).
- Cul-de-sacs are typically backing onto the open land in the area. This is generally not advisable. It is generally advisable to back onto gardens of other properties. A side dwelling typology is suggested here as an alternative when properties back onto the open countryside. It provides distant views to the open land.

This code is applicable to the following area types:  
(Those areas where it is applicable are highlighted in colour)

A

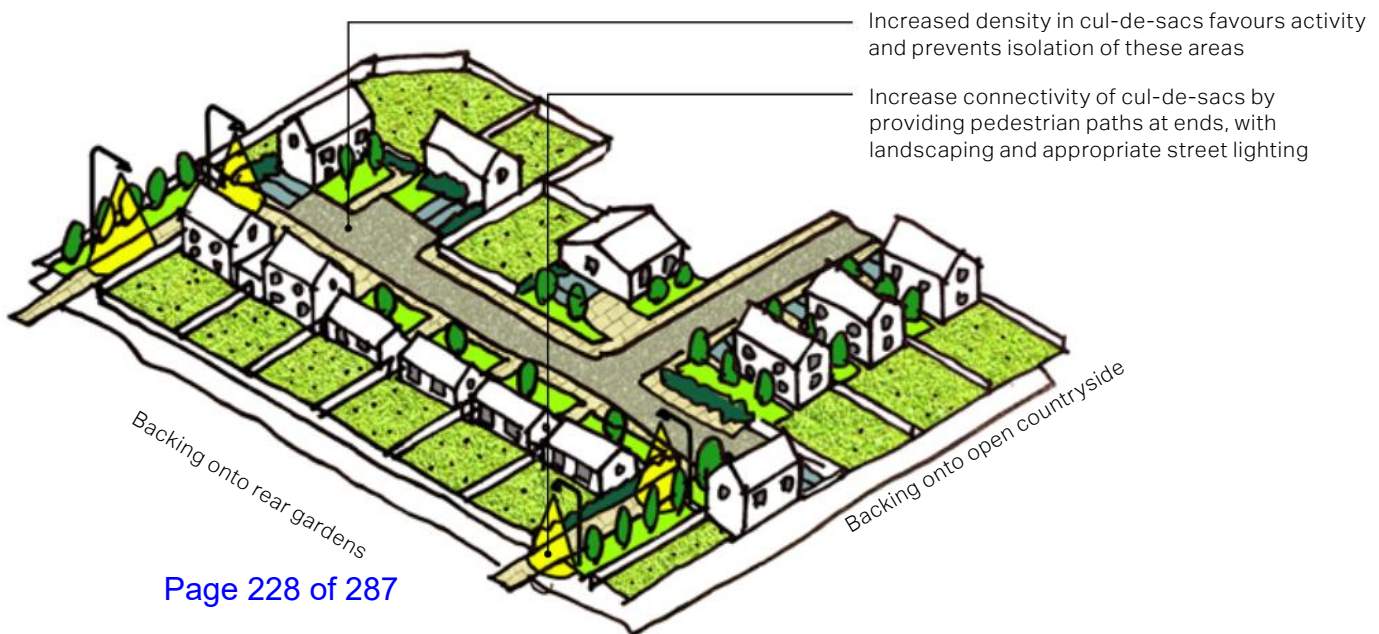
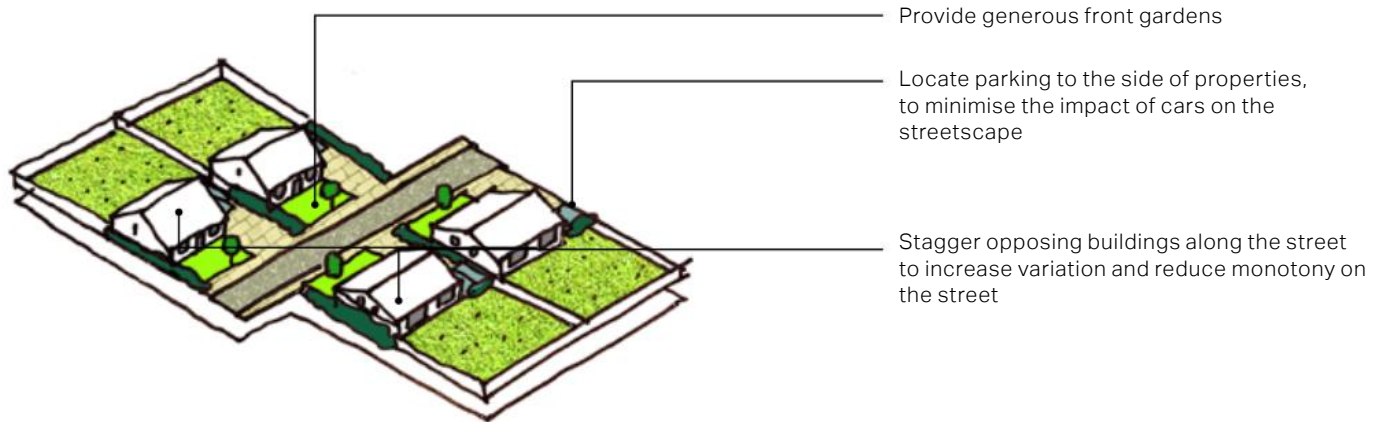
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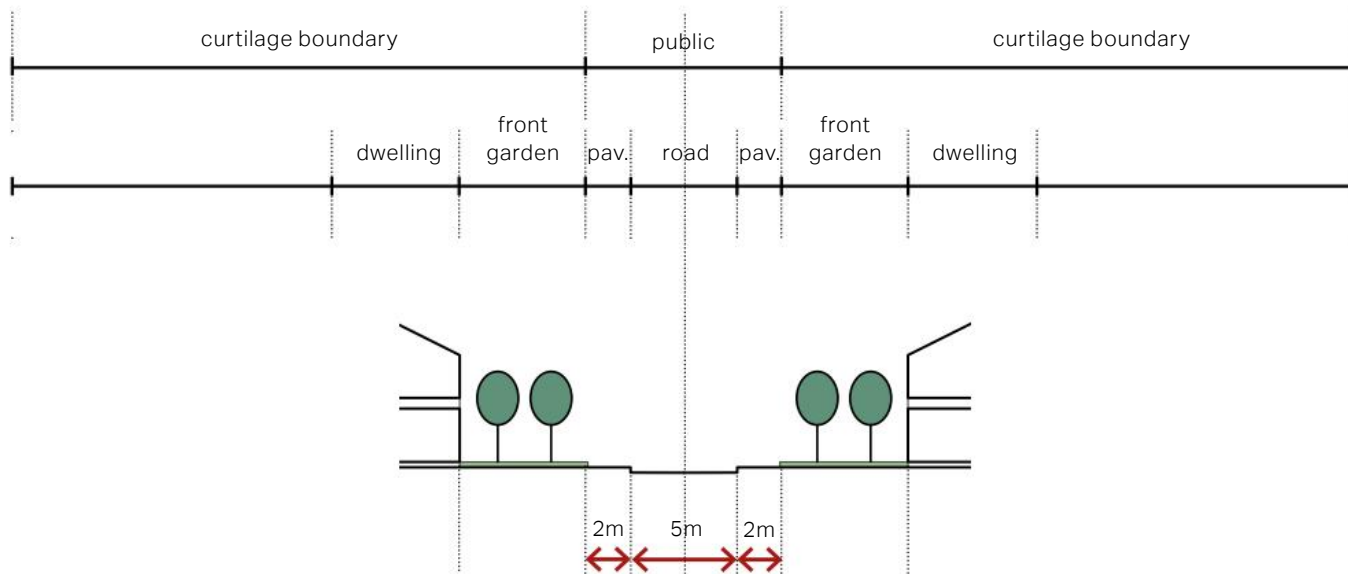
E

F



This code is applicable to the following area types:  
 (Those areas where it is applicable are highlighted in colour)

- A
- B
- C
- D
- E
- F



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Springfield Close. Example of a local cul-de-sac

**Examples**

Springfield Close, to the left, is a local example of a cul-de-sac that is well overlooked and includes a public and well-light pedestrian connection to surrounding areas. However, the safety of the connection could be improved by increasing the width, overlooking and landscaping of the path.

## Public space

### Edge street / lane

#### Actions:

- Edge lanes are a suitable way of fronting the surrounding countryside making it accessible to most users.
- These streets can have gentle meandering, providing interest and evolving views while helping with orientation.
- Carefully consider landscaping as a buffer between development and the open countryside. This buffer future proofs the development against potential development that might front to the edge lane in the future.
- Connect the edge lane to paths and other public rights of way.

This code is applicable to the following area types:  
(Those areas where it is applicable are highlighted in colour)

A

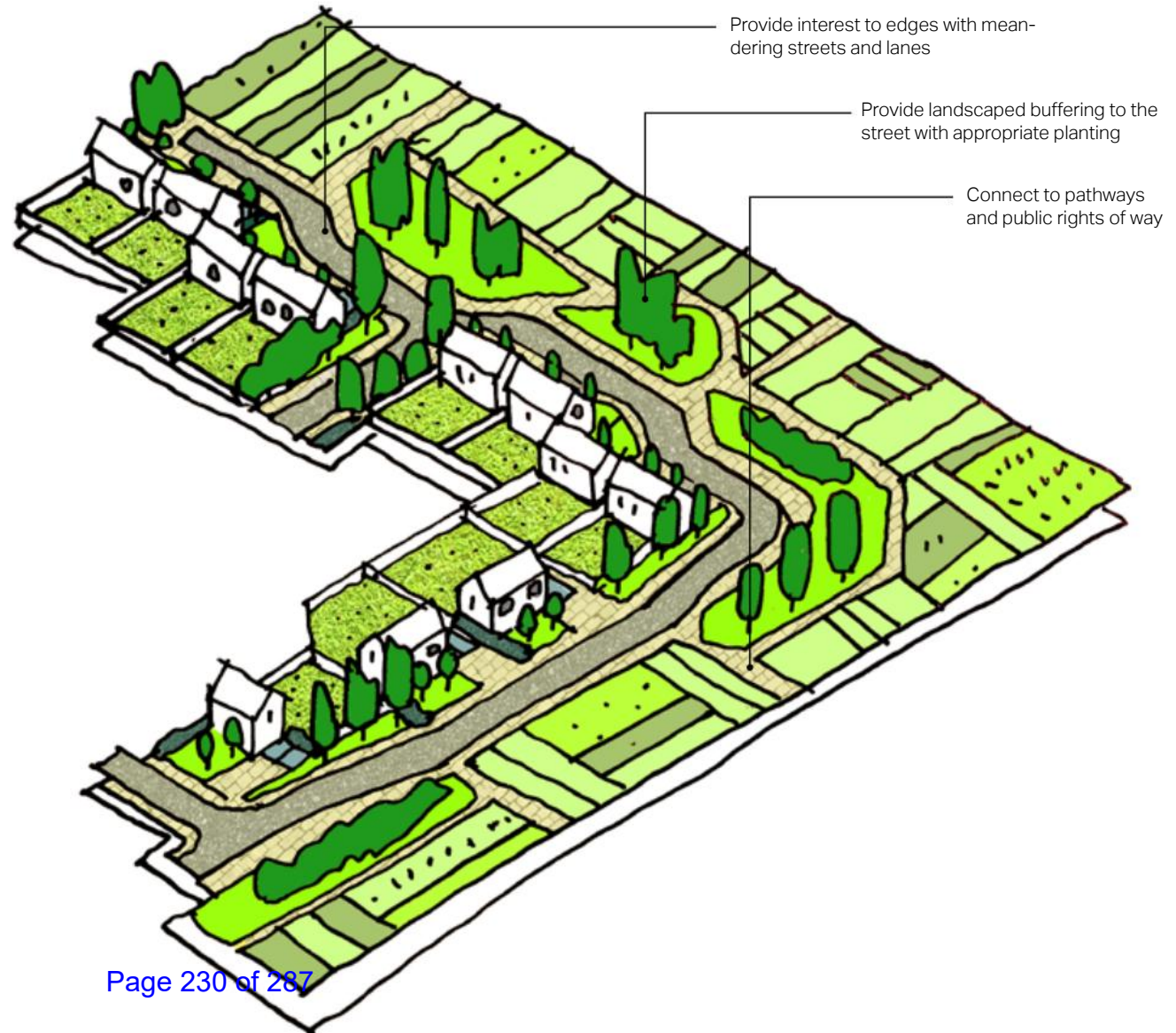
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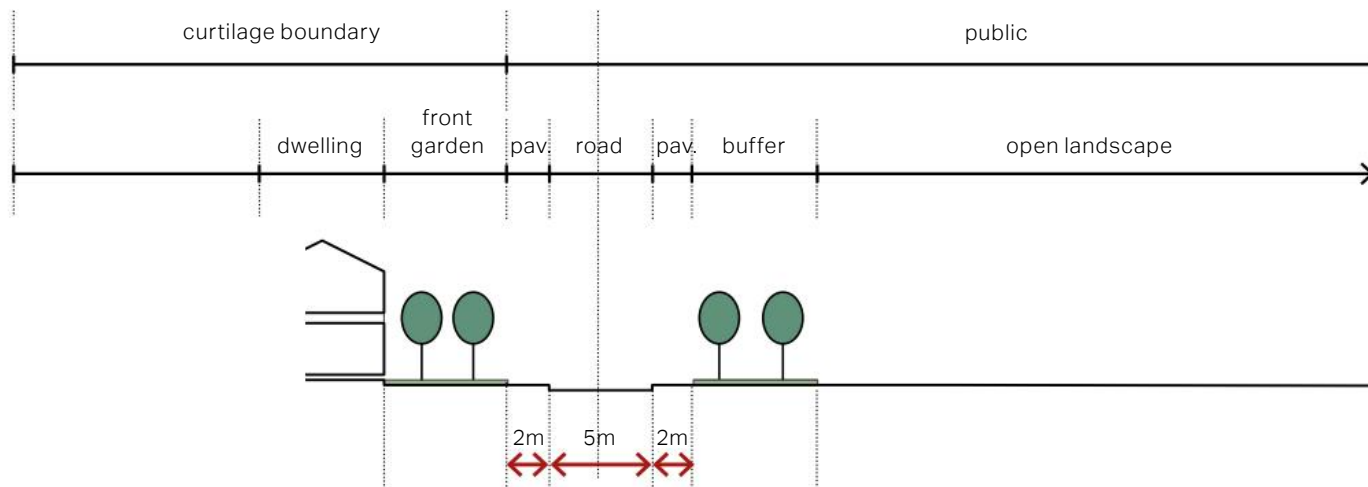
E

F



This code is applicable to the following area types:  
 (Those areas where it is applicable are highlighted in colour)

- A
- B
- C
- D
- E
- F



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King's Loke. Example of a local edge lane

**Examples**

King's Loke, to the left, is a local example of an edge lane. Frontage towards the street could be improved, as well as the connectivity to pathways and the landscape beyond.

## Public space

### PS.02 Secured by design

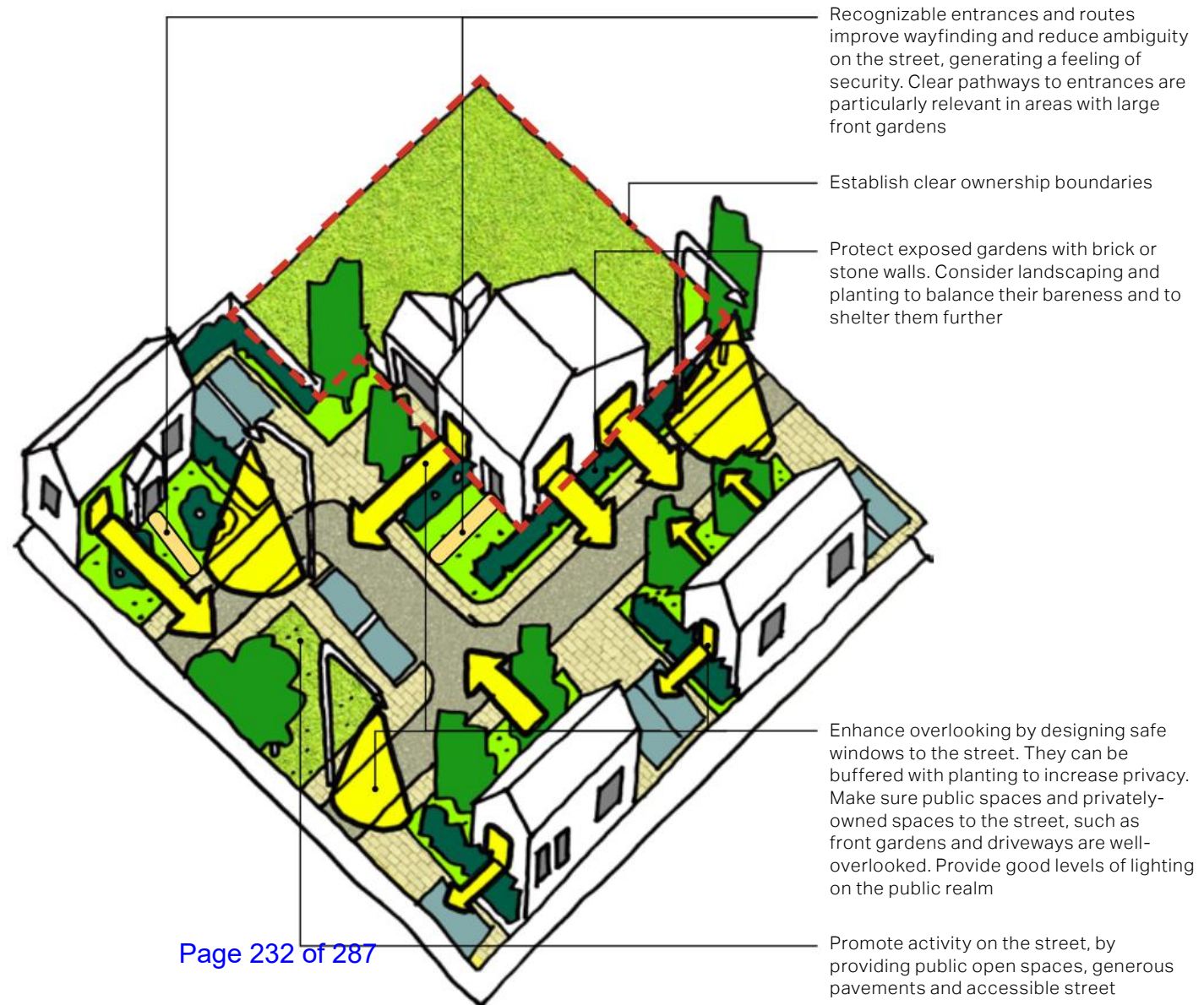
#### Safe and lively spaces

- Designing out crime and designing community safety is essential to the creation of successful, safe and attractive developments. The following guidelines are in line with the latest manual endorsed by the police 'Secured by Design Homes 2019'.

#### Actions:

- Access and movement: design places with well-defined routes, spaces and entrances that provide for convenient movement without compromising security.
- Structure: design places that are structured and easy to read, so that different uses do not cause conflict.
- Activity: design places where the level of human activity is appropriate to the location and creates a reduced risk of crime and a sense of safety at all times.
- Surveillance: design places where all publicly and privately-owned open spaces (such as front gardens and driveways) are overlooked. Provide adequate levels of street lighting.
- Ownership: design places that promote a sense of ownership, respect, territorial responsibility and community-compromising well defined dwelling boundaries;
- Physical protection: design places that include necessary, well-designed security features, such as boundary walls and party fences.
- Management and maintenance: design places that are designed with ease of management and maintenance in mind, to discourage crime in the present and the future.

This code is applicable to the following area types:  
(Those areas where it is applicable are highlighted in colour)



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This code is applicable to the following area types:  
(Those areas where it is applicable are highlighted in colour)

A

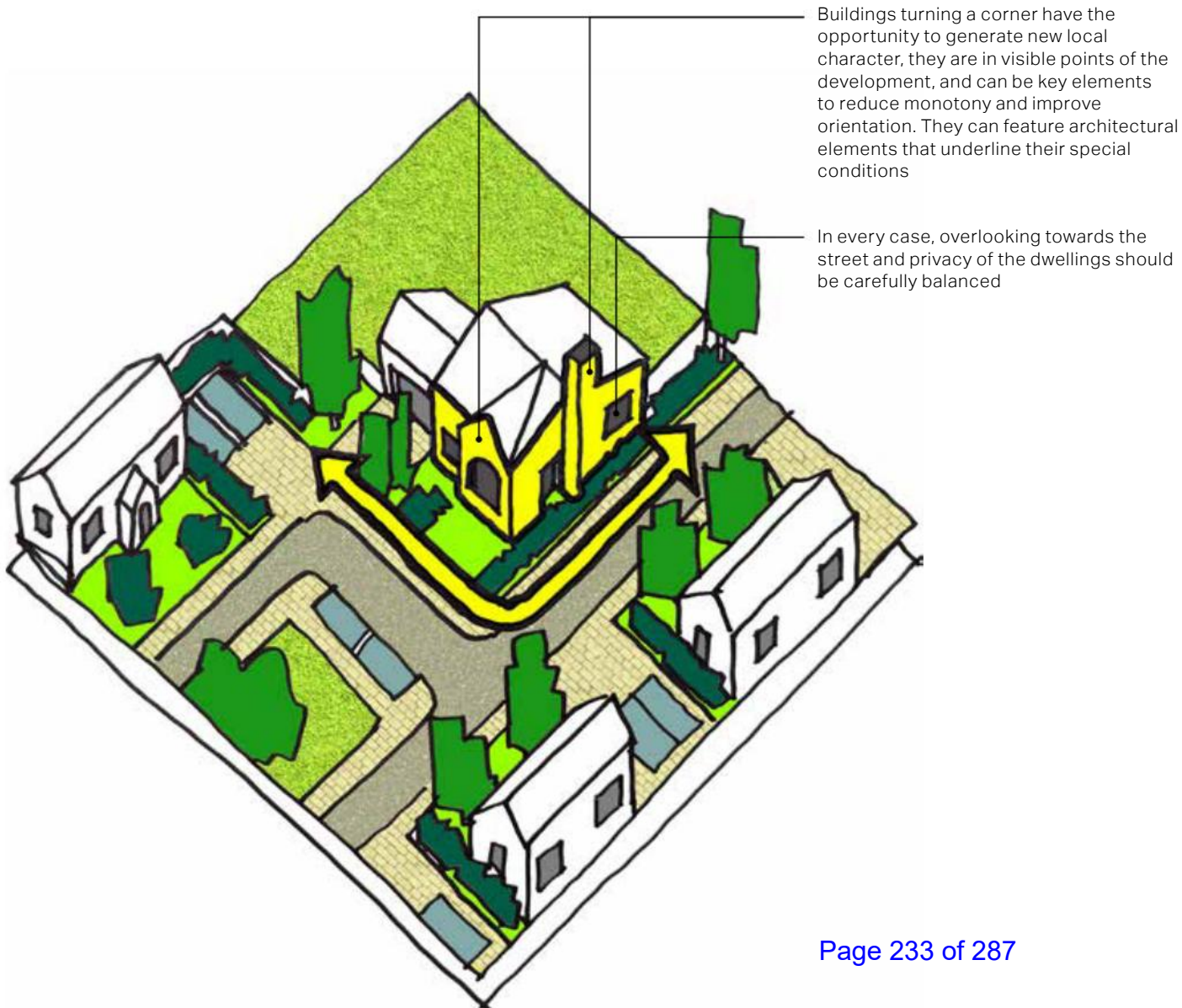
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### Buildings turning a corner

Streets with active frontages provide visual attractiveness and enhance the streetscape, but also provide high levels of natural surveillance.

#### Actions:

- Animate both facades on a corner buildings with doors and/or windows. Exposed, blank gable end buildings with no windows fronting the public realm should be avoided.
- Consider decorative architectural feature elements for these building types, given their prominence and their ability to create local character.
- As well as relating carefully to existing heritage features, landmark buildings should also be innovative and interesting. They should promote good architecture and ensure that places are distinct, recognisable and memorable.
- In any case, privacy measures should be taken into account from the early design stage. Issues such as overlooking from streets, private and communal gardens should all be considered. Setback from the street, front garden landscaping and detailed architectural design should help in balancing privacy to front living spaces with the need for overlooking of the street.

## Identity

### ID.01 Legibility

#### Gaps

##### Actions:

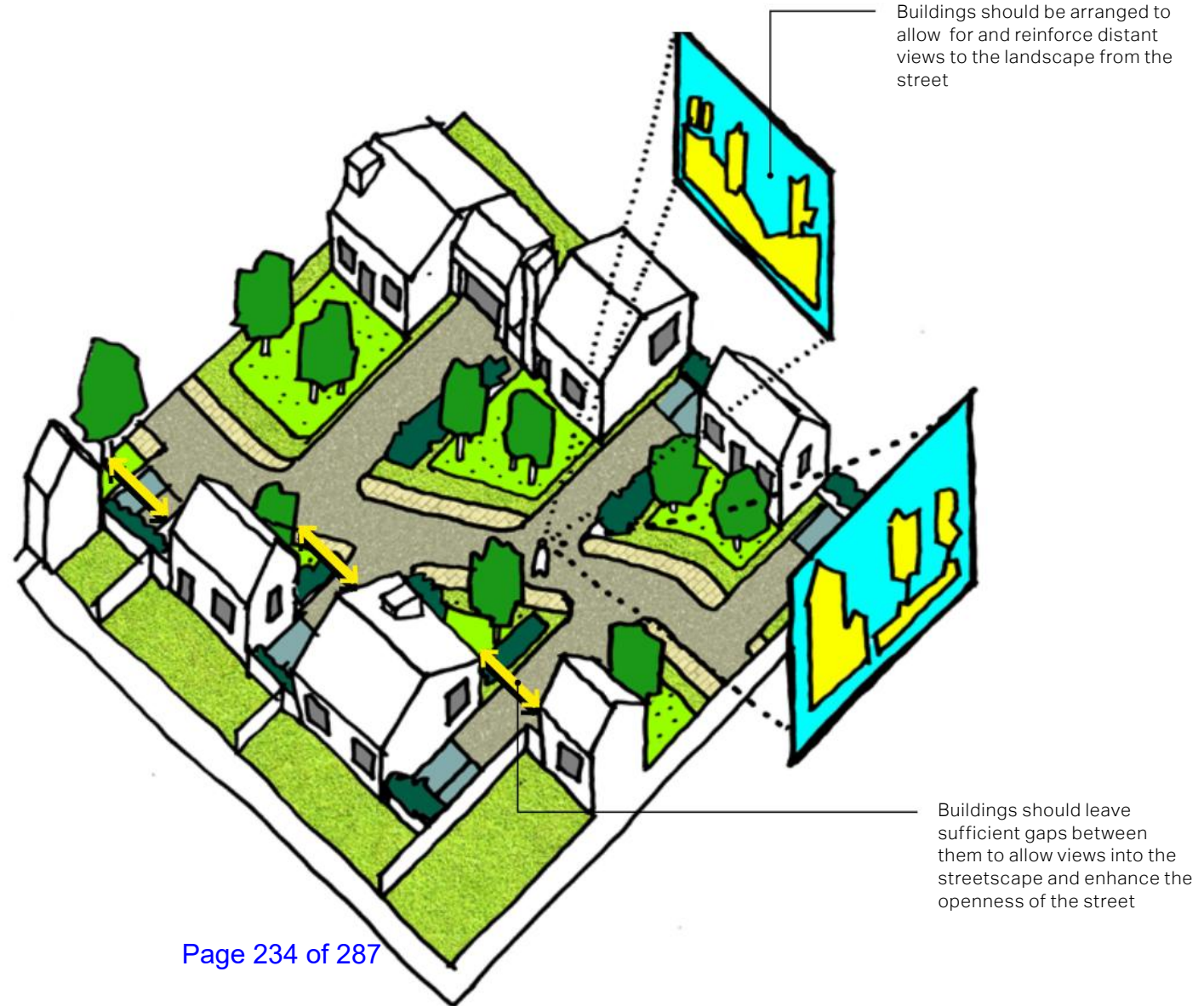
- Narrow gaps between buildings should be avoided, generous gaps between buildings contribute to the general feel of openness of the area.
- Refer to the nominal dimensions on the next design code to guarantee sufficient separation between buildings.

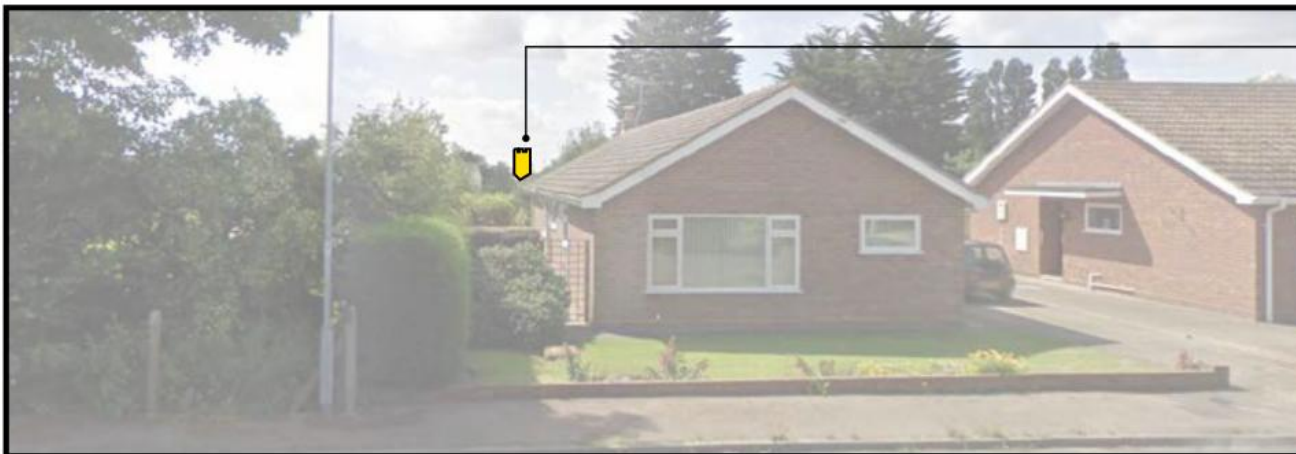
#### Views

##### Actions:

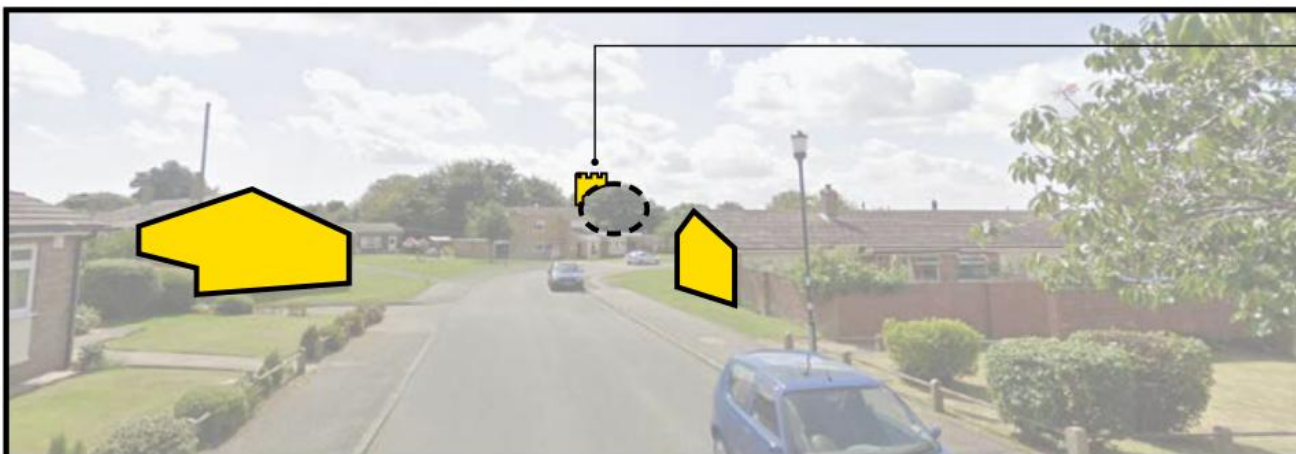
- Consider the sequence of views and the appreciation of the view as one moves through the street scene. Consider where are the most likely viewpoints for key views and plan the arrangement of buildings, tree planting and open spaces accordingly.
- Buildings should be designed and arranged to reinforce views of existing landmarks and the open countryside through appropriate scale, mass and separation.
- Planting, particularly of trees with the potential of growing large, should be carefully planned so they don't obstruct from views of key assets to the village.

This code is applicable to the following area types:  
(Those areas where it is applicable are highlighted in colour)

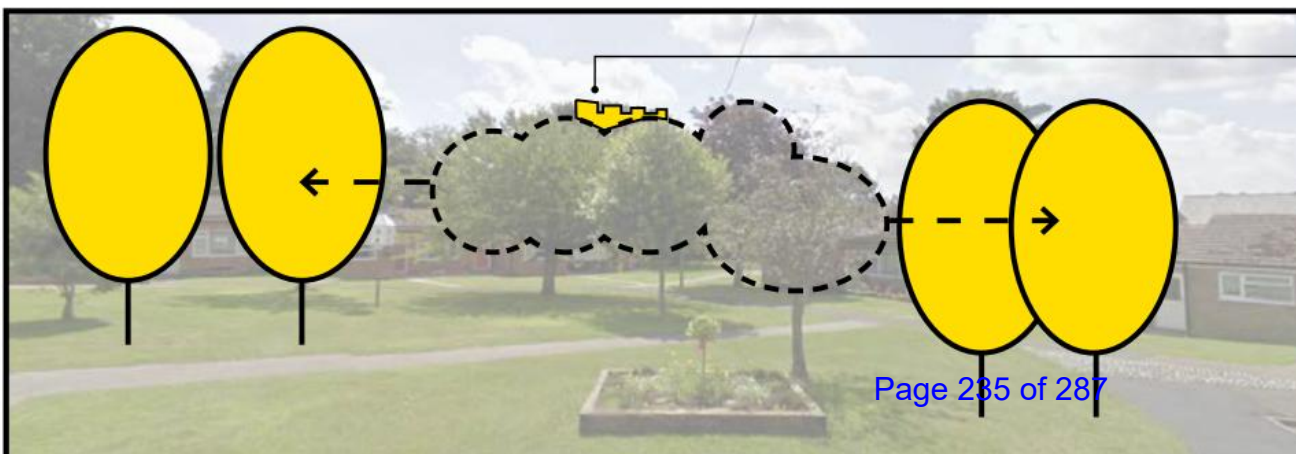




In the northernmost areas of Hemsby the topographical conditions allow for long views of St Mary the Virgin. Even if some gaps between buildings are generous enough to provide those views, the layout does not consciously acknowledge those views, and provides no framing.



In this view, approaching closer towards the church, its position is framed by turning the gable ends of dwellings converging onto the church. The generally low profile of bungalows makes the church stand out in the view. However, the view towards the church is interrupted by planting, in some cases this is inevitable.



In a closer view, the church is completely lost behind poorly planned planting. By consciously considering which are the key assets to be contemplated and where the most likely viewpoints to do so would be, these assets can become valuable elements of the street scene.

In this case planting could have been planned as suggested, improving the overall legibility of the church.

## Identity

### ID.02 Architecture

#### Roof profile

Creating variety in the roof line is a significant aspect of designing attractive places. There are certain elements that serve as guidelines in achieving a good variety of roofs:

- Scale of the roof should always be in proportion with the dimensions of the building itself.
- Monotonous building elevations should be avoided, with subtle changes in roof line being promoted during the design process.
- Local traditional roof detailing elements should be considered and implemented where possible.
- Dormers can be used as a design element to add variety and interest to roofs.

#### Roof materials

- The predominant material used for roofing is ceramic tile and natural slate. Thatched roofs are traditional in the area.

#### Wall materials

- Render: Not many examples of rendered traditional buildings can be found in the area. If rendered facades are suggested, it is recommended to keep rendering to subtle tones, such as smooth floated finish in a limited range of naturally occurring colours. The local vernacular rendering is tone is white, ochre, pink and light pastel colours.
- Stone: Stone cannot be considered as part of the local vernacular in the area.
- Weatherboarding: This is a used cladding material in Hemsby, normally in light tones in beach areas and dark brown and black tones in barns and stables.
- Brick: Locally, the clays are predominantly rich hues of reds and orange, burnt headers are also characteristic. New development using brick should use a hue that is specific to the area.

This code is applicable to the following area types:  
(Those areas where it is applicable are highlighted in colour)

A

B

C

D

E

F



**Vine Close.** Image above shows positive examples of roofscape articulations



**The Paddock.** Images above show positive examples of roofscape articulations

This code is applicable to the following area types:  
(Those areas where it is applicable are highlighted in colour)

A

B

C

D

E

F



Brick facades and thatch roofs

Images above show typical materials in the area



Brick facades and ceramic tiled roofs



Images above show typical windows and openings in the area

### Windows & openings

Windows are the 'eyes' of a building and are crucial to its character.

Actions:

- A limited range of traditional window patterns are characteristic of traditional houses in the area and provide appropriate models where a period effect is sought or required.
- Where possible, timber windows should be selected over uPVC alternatives; they can allow a finer profile to be achieved and if they are maintained properly they tend to be more durable.
- Aluminium windows can also offer a much greater range of design possibilities than uPVC alternatives, however these should not be considered as best option when choosing what material windows are made from.
- It is important that for good internal lighting the default position is for large windows on new development.
- In general traditional styled windows look best when painted white; although other colours are welcomed as they add interest to the street scene. If the timber weatherboarding is painted in darker colour (grey or black) windows could also be coloured like the rendering of the building to blend in.
- Cills and lintels frame a window and they should be designed with care. Timber lintels are the simplest form, characteristic of vernacular construction in timber-frame or brick areas.
- Ground floor windows can be larger and deeper than upper floor windows, as they add more animation to the streetscape.
- Corner windows are encouraged, they add architectural interest to the building and have a positive impact on the streetscape.

**Special features**

- It is important that the detailing and architectural elements used in new developments are of a high quality and reinforce the local character of Hemsby.
- Architectural detailing shall typically display elements that equate to those on existing traditional buildings which provide interest, scale and texture to form and elevations.

**Dormers & bay-windows**

- A dormer is a roofed structure, often containing a window, that projects vertically beyond the plane of a pitched roof. As the predominant typology in Hemsby, one-storey bungalows do not tend to display dormers. They can only be considered suitable feature elements for cottages and houses.
- Bay-windows, in contrast, are frequently displayed as part of the bungalow typology and can be used as local feature elements that add interest to facades.

**Porches**

- Frequently, porches and terraces tend to be associated with the bungalow typology, specially in coastal locations such as Hemsby's. They can be considered as local feature elements that can create interest on the street.

**Chimneys**

- Traditionally, buildings display simply-shaped brick chimneys. New buildings can make use of accent and feature elements such as chimneys to generate visual interest in the roof line and the streetscape.

This code is applicable to the following area types:  
(Those areas where it is applicable are highlighted in colour)

A

B

C

D

E

F



Images above show special architectural features in the area, such as bay-windows, porches and chimneys

This code is applicable to the following area types:  
 (Those areas where it is applicable are highlighted in colour)



Poorly located meter boxes, their presence clutters front elevations



Porches / entries can conceal the presence of meter boxes



Positive example of drainage channel as demarcation of thresholds of water run-off from and to dwellings



Use clean lines and sympathetic colours for gutters and downpipes



**Services**

Actions:

- Design shared common trenches for service and drainage runs to minimise disturbance to buildings and reserve space for pipework and drainage under the verges and service strips.
- Where existing pavements are excavated, they should be reinstated with matching materials to ensure coherent surfacing.
- Avoid any damage to the root system of retained tree species. Service runs should not be located within the tree root spreads or new tree planting corridors.
- Use sympathetic materials to the surrounding paved areas for manhole covers and make sure they fit with the surface material used. Integrate substations and other service kiosks into the design of new developments from the start.

**Pipework & utilities**

- Utilities are necessary parts in the operation of public and domestic environments. Special attention is required for selection and location utilities such as pipework and utility boxes. Poor planning of utilities could easily hinder the overall quality of the street scape in new developments.

Actions:

- The location and design of services on a building must be considered carefully and every effort should be made to locate these items as unobtrusively as possible.
- Pipework should be grouped together and run internally wherever practical. Chimneys can be used to disguise gas flues where they do not serve a working fireplace. By default, rainwater goods should be dark coloured unless they are matching a prevalent colour in the area.
- Meter boxes should be designed into a scheme from the outset to avoid cluttering the elevations. They should be on end rather than front elevations where possible. External meter boxes can be avoided through the use of smart meters.

## Homes & buildings

### HO.01 Housing mix

Hemsby's street character is originated from the low profile of buildings and the general openness of the street. Most dwellings in the village are bungalows, and houses tend to concentrate at the end of cul-de-sacs or around the small historic core, where the bulkier profile of houses, over two storeys, does not detract from the general feel of the village.

Recent developments, such as the scheme on Stable Field Way or Marsh Road, are predominantly formed by two-storey houses and cannot be considered in keeping with the character of the village.

In spite of not determining a compulsory mix of typologies for new developments in these design codes, any new schemes should propose a set of typologies that take into account the character of Hemsby.

Therefore, any development that proposes typologies that are not in keeping with the character of the village will be contested.

This code is applicable to the following area types:  
(Those areas where it is applicable are highlighted in colour)



Examples of bungalows in the area, consistent with the more extended suggested 10x10m footprint in the typologies on previous pages. These are the most extended dwelling types in the area and contribute to the general openness and low profile of the streets in Hemsby.



Examples of houses in the area, consistent with more compact suggested 10x6m footprint proposed in the typologies on previous pages. These are relatively infrequent and limited to the end of cul-de-sacs and some small pockets near the historic core.

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This code is applicable to the following area types:  
(Those areas where it is applicable are highlighted in colour)



Traditional brick boundary wall



Boundary limit marked with hedgerow



Low brick boundary wall



Wooden fencing boundary wall. Only acceptable in the Beach Front and Hemsby Beach character areas

## Homes & buildings

### HO.02 Gardens

#### Function

Front gardens can contribute positively to the character of the street scene. A well-maintained front garden adds to the overall look of the area.

Rear gardens can provide additional well-being benefits, as places to sit, eat and relax. They constitute opportunities to grow vegetables and fruits and can be appropriate places to install outdoor office spaces and working areas.

#### Planting

Actions:

- The British Standard 5837: 2012 'Trees in relation to construction- Recommendations' should be the reference document when considering new and existing trees on proposed development sites.
- Existing trees should be retained as much as possible.

#### Boundary treatments

Quality landscaping and well-thought boundary treatments are key to achieving attractive streets. Make good use of hedges, trees, flower beds, low walls and high quality paving materials between the private and public space.

Actions:

- If low level boundary demarcation of front gardens is required for security or given the conditions of the street, it will not normally be appropriate to allow fences higher than 1 metre to the street and 1.8metres to the rear, to separate rear gardens.
- The selected material to mark curtilage boundaries will need to be appropriate to the surroundings and in keeping with that of neighbouring properties, wooden boarding is generally not advisable and brick and planting is preferred, as is in keeping with the traditional boundary treatments in the area.
- Wooden boarding is frequently found in the Beach Front and Hemsby Beach character areas, so it could be acceptable as boundary marking in those areas. Generally, wooden fencing can be used for concealed rear and side gardens backing onto each other, if these gardens are never facing the street or open spaces.

## Homes & buildings

### HO.03 Extensions

#### General considerations

Extensions to dwellings can have a significant impact on the character and appearance of the building, but also on the streetscene within which they sit. A well-designed extension can enhance the appearance of its street, whereas an unsympathetic extension can have a harmful impact, create problems for neighbouring residents and affect the overall character of the area.

Even if this section is not mandatory where work falls within the definition of permitted development, it can be considered as a design reference in Hemsby to achieve a cohesive and positive character in keeping with the village built form.

#### Actions:

- Alterations and extensions within the conservation area should reflect local character through the use of characteristic materials and detailing.
- All extensions should be appropriate to the mass, scale and design of the main building and should not exceed the height of the original or adjacent buildings. Two storey extensions should be constructed with the same angle of pitch as the existing roof.
- The form of extensions should respect the shape and style of the roof. Reference should be taken from the host building and the local vernacular to determine the most appropriate proportions for the extension.
- Innovative and creative material and design suggestions in extensions that complement the host building may be appropriate, but should always reflect local character in their form, scale and massing.
- Design codes BF.06, BF.07, BF.08 and BF.09 should also be followed in relation to modifications and extensions.

#### General forms

#### Actions:

- The original building should remain the dominant element of the property regardless of the amount of extensions. The newly built extension should not overwhelm the building from any given point.

This code is applicable to the following area types:  
(Those areas where it is applicable are highlighted in colour)



- Avoid designs that wrap around the existing building and involve overly complicated roof forms.

#### Roof extensions

The pitch and form of the roof of buildings adds to its character and extensions should respond to this where appropriate.

#### Actions:

- Wherever possible, locate roof extensions to the rear of properties to minimise potential impact on the streetscape.
- Favour rooflights as a way of introducing natural light into a roofspace without resulting in negative visual impact.

#### Extensions to side

#### Actions:

- Side extensions should be set back from the front of the main building, mirror the roof pitch, replicate or have lower cornice height, and ridges should be below the existing ridge height. Take careful consideration to avoid overshadowing of the neighbouring plot.
- Set-back the extension by at least 50cm from the main facade or at least by 1m if the extension is a car garage.
- A minimum distance of 1m between the property and its boundary (giving a total distance of at least 2m between properties) should be maintained by new side extensions.

#### Extensions to front

#### Actions:

- In general, front extensions have a greater impact on the street, and so should be avoided.
- Front extensions should take the form of the existing building, mirror the roof pitch, replicate or have lower cornice height and their ridge should be below the existing ridge height.

#### Extensions to rear

#### Actions:

- Rear extensions should take the form of the existing building, mirror the roof pitch, replicate or have lower cornice height, and ridges should be below the existing ridge height. Take careful

consideration to avoid overshadowing of the neighbouring plot.

#### Loss of private amenity

#### Actions:

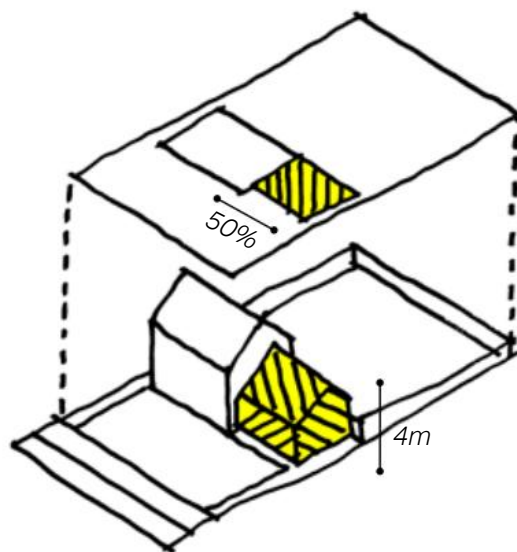
- Extensions should not result in a significant loss to the private amenity area (front, side and rear gardens) of the dwelling.

#### Architectural language & materials

#### Actions:

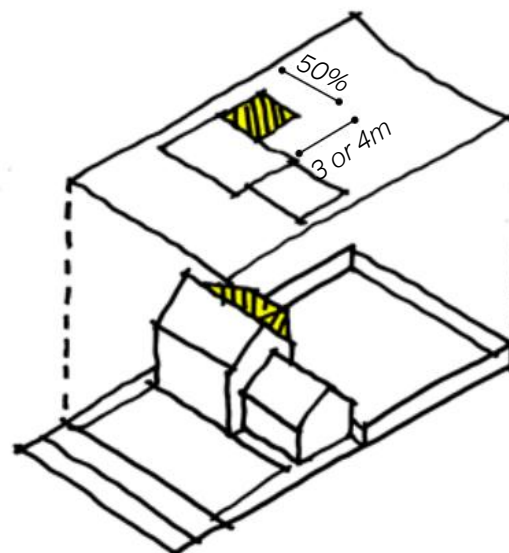
- Extensions should consider the materials, architectural features, window sizes and proportions of the existing building and recreate this style to design an extension that matches and complements the existing building. The original building should remain the dominant element of the property regardless of the amount of extensions. The newly built extension should not overwhelm the building from any given point.

This code is applicable to the following area types:  
(Those areas where it is applicable are highlighted in colour)



#### Extensions to side

- Only half the area of land around the original house can be covered by extensions or other buildings.
- Extensions cannot be higher than the highest part of the existing roof; or higher at the eaves than the existing eaves.
- Where the extension comes within two metres of the boundary the height at the eaves cannot exceed three metres.
- The extension cannot exceed four metres in height.
- The extension can only be a single storey.



#### Extensions to back

- Only half the area of land around the original house can be covered by extensions or other buildings.
- Extensions cannot be higher than the highest part of the existing roof; or higher at the eaves than the existing eaves.
- Where the extension comes within two metres of the boundary the height at the eaves cannot exceed three metres.
- The extension cannot exceed four metres in height.
- The extension can only be a single storey.
- Single-storey rear extensions cannot extend beyond the rear wall of the original house by more than four metres if a detached house; or more than three metres for any other house.

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For further information on permitted development Refer to [https://www.planningportal.co.uk/info/200130/common\\_projects/17/extensions](https://www.planningportal.co.uk/info/200130/common_projects/17/extensions)

#### Permitted development

Permitted development rights allow you to extend a house without needing to apply for planning permission if specific limitations and conditions are met. If you want to exceed these, then it is likely that an application for householder planning permission will be required.

#### All extensions

- Only half the area of land around the original house can be covered by extensions or other buildings.
- Extensions cannot be higher than the highest part of the existing roof; or higher at the eaves than the existing eaves.
- Where the extension comes within two metres of the boundary the height at the eaves cannot exceed three metres.
- Extension cannot be built forward of the 'principal elevation' or, where it fronts a highway, the 'side elevation'.

#### Side extensions

Where it would extend beyond the 'side elevation' of the original house, the extension:

- Cannot exceed four metres in height.
- Can only be a single storey.
- Can only be up-to half the width of the original house\*.

#### Single storey extensions

- Single-storey rear extensions cannot extend beyond the rear wall of the original house by more than four metres if a detached house; or more than three in any other case. They cannot exceed four metres in height.

#### Extensions of more than one storey

- Extensions of more than one storey must not extend beyond the rear wall of the original house\* by more than three metres or be within seven metres of any boundary\* opposite the rear wall of the house.
- Roof pitch must match existing house as far as practicable (note that this also applies to any upper storey built on an existing extension).
- Any upper-floor window located in a 'side elevation' must be obscure-glazed and non-opening (unless the openable part is more than 1.7 metres above the floor).
- All side extensions of more than one storey will require householder planning permission.

## Energy & sustainability

### SU.01 Insulation

#### Thermal mass

Thermal mass describes the ability of a material to absorb, store and release heat energy. Thermal mass can be used to even-out variations in internal and external conditions, absorbing heat as temperatures rise and releasing it as they fall. Thermal mass can be used to store high thermal loads by absorbing heat introduced by external conditions, such as solar radiation, or by internal sources such as appliances and lighting, to be released when conditions are cooler. This can be beneficial both during the summer and the winter.

#### Actions:

- Provide thermal storage in construction elements, such as a trombe wall placed in front of a south-facing window or concrete floor slabs, that will absorb solar radiation and then slowly re-release it into the enclosed space.
- Use mass combined with suitable ventilation strategies.

#### Insulation

#### Actions:

- Provide thermal insulation to any wall or roof to the exterior to prevent heat losses. Pay particular attention to heat bridges around corners and openings in the design stage.
- Provide acoustic insulation to prevent the transmission of sound between active (i.e: living room) and passive spaces (i.e: bedroom).
- Provide fire insulation and electrical insulation to prevent the passage of fire between spaces or components and to contain and separate electrical conductors.

#### Airtightness

Airtight constructions help reduce heat loss, improving comfort and protecting the building fabric. Airtightness is achieved by sealing a building to reduce infiltration – which is sometimes called uncontrolled ventilation. Simplicity is key in airtightness design. The fewer junctions, the simpler and more efficient the airtightness design will be.

#### Actions:

- Form an airtightness layer in the floor, walls and roof.
- Seal the doors, windows and rooflights (if applicable) to the adjacent walls or roof.
- Link the interfaces between walls and floor and between walls and roof, including around the perimeter of any intermediate floor.
- Seal penetrations through the air barrier.

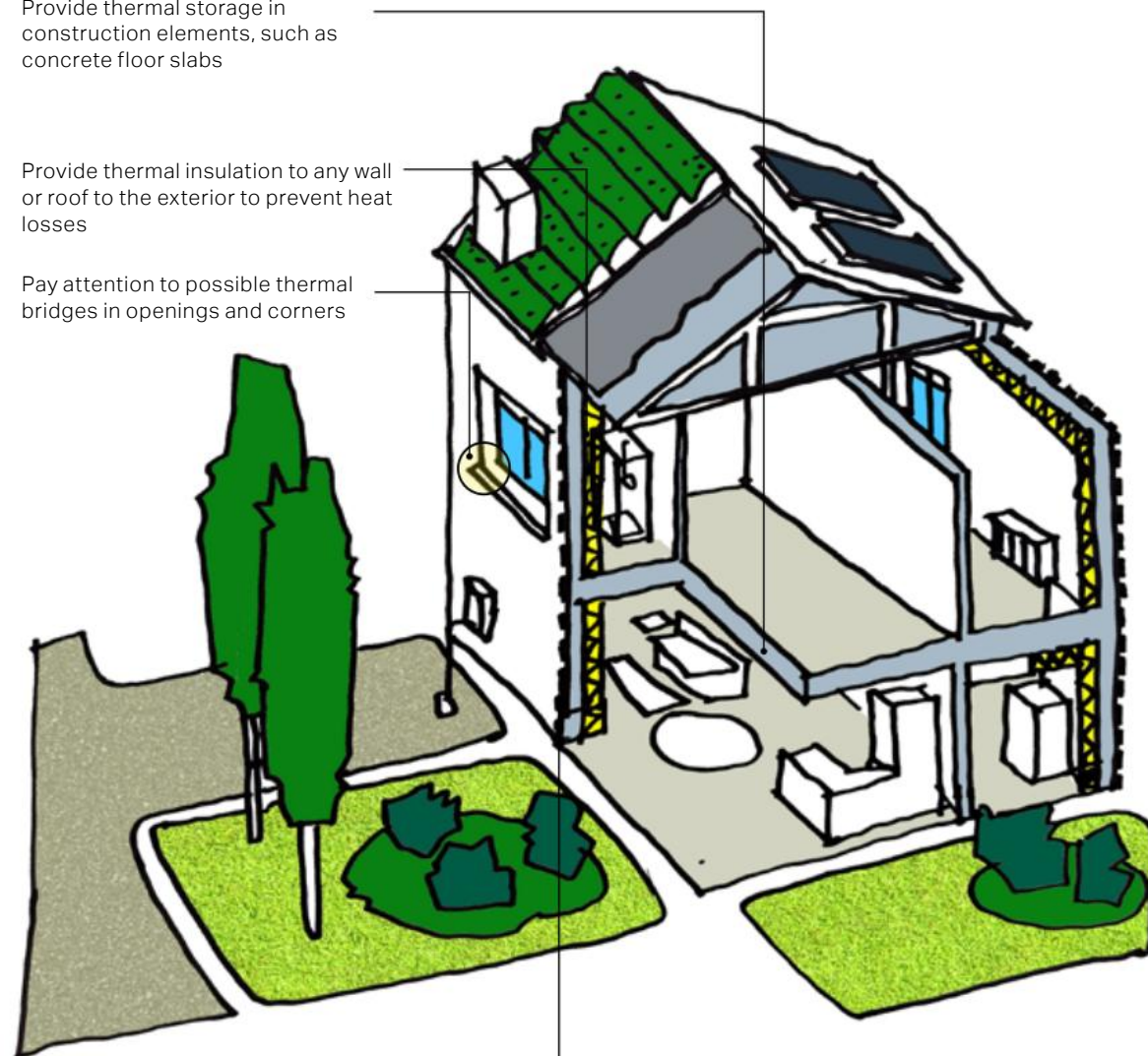
This code is applicable to the following area types:  
(Those areas where it is applicable are highlighted)



Provide thermal storage in construction elements, such as concrete floor slabs

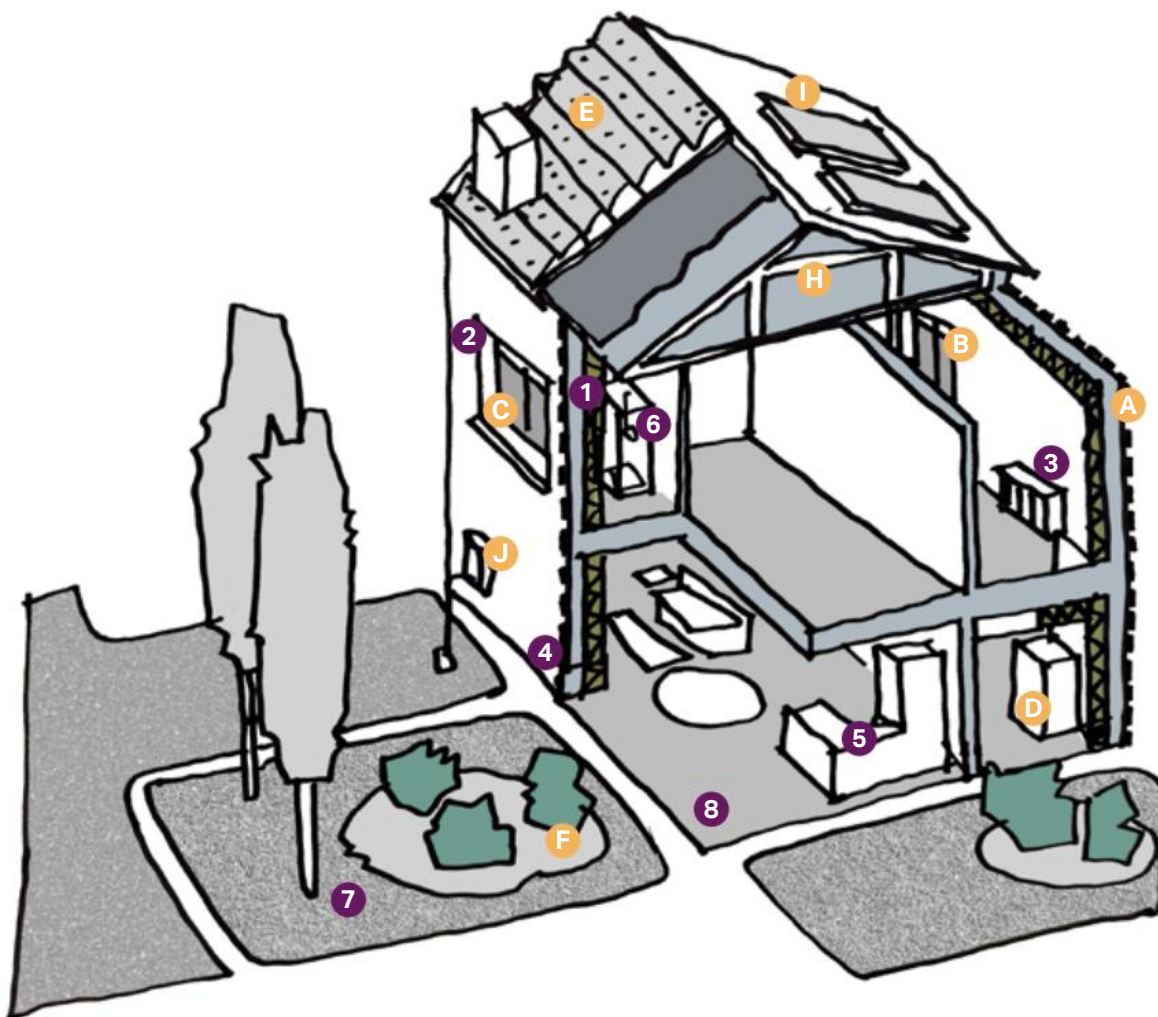
Provide thermal insulation to any wall or roof to the exterior to prevent heat losses

Pay attention to possible thermal bridges in openings and corners



Seal penetrations through the air barrier to guarantee the air tightness of the dwelling

This code is applicable to the following area types:  
 (Those areas where it is applicable are highlighted)



## Energy & sustainability

### SU.02 Low carbon

#### High Performance Residential Buildings










Energy efficient or eco homes combine all around energy efficient construction, appliances, and lighting with commercially available renewable energy systems, such as solar water heating and solar electricity.

The aim of these interventions is to reduce home overall energy use as cost effectively as the circumstances allow for. Whereas, the final step towards a high performance building would consist of other on-site measures towards renewable energy systems.

#### Existing homes

- 1  **Insulation**  
in lofts and walls (cavity and solid)
- 2  **Double or triple glazing with shading** (e.g. tinted window film, blinds, curtains and trees outside)
- 3  **Low-carbon heating** with heat pumps or connections to district heat network
- 4  **Draught proofing** of floors, walls, windows and doors
- 5  **Highly energy-efficient appliances** (e.g. A++ and A+++ rating)
- 6  **Highly waste-efficient devices** with low-flow showers and taps, insulated tanks and hot water thermostats
- 7  **Green space (e.g. gardens and trees)** to help reduce the risks and impacts of flooding and overheating
- 8  **Flood resilience and resistance** if needed in flood risk areas

#### New build homes

- A  **High levels of airtightness**
- B  **More fresh air** with mechanical ventilation and heat recovery, and passive cooling
- C  **Triple glazed windows and external shading** especially on south and west faces
- D  **Low-carbon heating** and no new homes on the gas grid by 2025 at the latest
- E  **Water management and cooling** more ambitious water efficiency standards, green roofs and reflective walls
- F  **Flood resilience and resistance** if needed in flood risk areas. E.g. raised electrical, concrete floors and gardens
- H  **Construction and site planning** timber frames, sustainable transport options (such as cycling)
- I  **Solar panel**
- J  **Electric car charging point**

## Energy & sustainability

### SU.03 Solar panels

New houses should incorporate solar panels in their roof design, they should follow this general design guide as appropriate.

#### Colour & contrast

- The colour and finish of solar panels and how they reflect light should be chosen to fit in with the building or surroundings. The majority of crystalline and thin film panels are dark blue or black; within these shades are a variety of finishes and tones to help make the panels unobtrusive.

#### Frames

- Panels without frames, or black-framed panels, should be used where framed panels would detract from the building.

#### Size and style

- Consider the style of the building and, if possible, position the solar PV panels so they are in proportion to the building and its features. For example, they can resemble roofing elements such as roof lights or windows.
- The way in which panels are laid out in relation to one another can make a huge difference to the appearance of the system – favour symmetrical arrangements.
- Consider how the installation relates to the shape of the roof or building. If possible, covering the whole roof or one of its gables is often advisable.

#### Surroundings

- Choose plant and tree types and locations so that plants will not grow to shade areas on the property or on neighbouring properties where solar energy systems are installed.
- Solar PV on adjacent houses of the same type may look out of place if the approaches are very different. Consider using similar components to fit with the prevalent panel style in the area.

This code is applicable to the following area types:  
(Those areas where it is applicable are highlighted in colour)



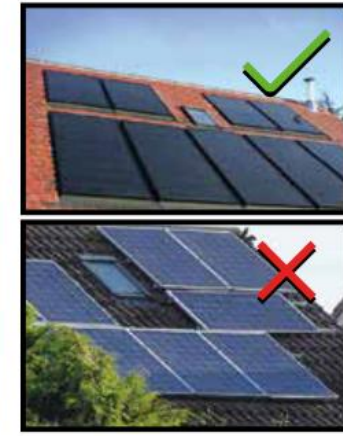
Select a colour and finish that matches the surroundings



Consider frameless panels



Proportions of the panels should reflect the language of the building and its elements



Favour symmetrical arrangements



Often, covering a whole gable is the best way to relate to the general shape of a roof



Plant trees that do not overshadow the panels



Avoid overshadowing neighbouring properties



Maintain a consistent look with neighbouring properties

This code is applicable to the following area types:  
(Those areas where it is applicable are highlighted in colour)



Orientate green roofs and walls to optimal sunlight radiation and minimise the effect of overshadowing



Protect green roofs and walls from excessive wind levels, in this case the sloping site assists in the protection of the roof



Favour ease of maintenance and accessibility to the green roof



Green roofs and walls should minimise power use and do not need to be heavily engineered solutions. Climbing plant species such as vines are a traditional way of achieving the same effects

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## Energy & sustainability

### SU.04 Green communities

#### Green roofs

##### Sunlight orientation & overshadowing

- Sunlight, orientation and overshadowing from surrounding buildings have to be taken into account. Care must be taken to ensure that the plants receive sufficient but not excessive sunlight to grow.

##### Wind exposure

- Wind speed and exposure varies according to building height, orientation and location. The plants, soils and supporting structures must be able to withstand these forces. The plants and structure must be anchored so they cannot detach from the building and cause damage. The soils should be contained so the wind cannot blow them away.

##### Services

- Green roofs and walls need water, power and drainage for maintenance. Care must be taken to keep roots and leaves out of the drainage system, and this should be factored into design and maintenance. There should be points where the drainage system can be inspected and cleaned out regularly.

##### Power use

- Green roofs and walls should be designed to minimise power use, at that effect, consider the orientation of the roof and walls, and the access to natural light. Where possible, use gravity and not pumps for watering systems.

##### Installation

- Green walls should be separated from the building elevations, so there is no moisture transfer to the wall.

##### Existing buildings and parapets

- Some roof parapets can lead to ponding and pooling of water. If the building has parapets, ensure that there is good drainage. The fitting of high-water alarm systems should be considered if there is no clear overflow path.

## Energy & sustainability

### Homes, gardens, community

Back and front gardens, together with public green open spaces and surrounding fields play a key role in supporting biodiversity in built-up areas. They have the potential to create habitat mosaics and enable wildlife corridors, often linking up with parks, tracks, rivers, churchyards and hedgerows. Users can follow these steps to foster wildlife and habitat creation in their community.

#### Actions:

- Reduce or eliminate use of chemicals in gardens, use companion planting and physical removal to combat pests such as aphids, slugs and sawflies.
- Create habitats for wildlife; bee-boxes, hedgehog homes, log and stone piles for invertebrates, toads and slow worms who will also inhabit a compost heap.
- Plant late, mid-season and early blooming nectar rich flowers to attract pollinators and beneficial insects all year round.
- Make a pond, keep it ice free in winter by floating a ball on the top and ensure that it is safe for children.
- Feed birds through the winter and supply nesting boxes.
- Allotments can be another green structuring element that improves natural habitats, consider the need for allotment plot allocation when planning a new development.
- Allotments can be great opportunities for ambitious design that moves away from the poor landscape quality of some and provides true community amenity in the development.

This code is applicable to the following area types:  
(Those areas where it is applicable are highlighted in colour)



Create habitats for wildlife, such as bird and bee boxes



Incorporate water and wildlife friendly ponds in gardens



Consider the opportunities that allotments can offer for vibrant design



Allotments can have positive impact on the landscape and community



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intentionally left blank*





# 3b

Applied design codes

## Applied design codes

This section includes a summary of the different design codes and their primary areas of application.

### Key

- Character Area A: Historic Core
- Character Area B: Hemsby village
- Character Area C: Hemsby beach
- Character Area D: Beach front
- Character Area E: Farm & open countryside
- Character Area F: New development

- x** Design code applicable to character area
- Design code not applicable to character area



		A	B	C	D	E	F
<b>MO.01</b>	<b>Walking &amp; cycling</b>						
	<i>Connecting</i>	<b>x</b>	<b>x</b>	<b>x</b>	<b>x</b>	<b>x</b>	<b>x</b>
	<i>Orientation</i>	<b>x</b>	<b>x</b>	<b>x</b>	<b>x</b>	-	<b>x</b>
	<b>MO.02</b>	<b>x</b>	<b>x</b>	<b>x</b>	<b>x</b>	<b>x</b>	<b>x</b>
<b>MO.03</b>	<b>Car Parking</b>	<b>x</b>	<b>x</b>	<b>x</b>	<b>x</b>	<b>x</b>	<b>x</b>
<b>MO.04</b>	<b>Cycle &amp; refure storage</b>	<b>x</b>	<b>x</b>	<b>x</b>	<b>x</b>	-	<b>x</b>
<b>NA.01</b>	<b>Green Networks</b>						
	<i>Green links</i>	<b>x</b>	<b>x</b>	<b>x</b>	<b>x</b>	<b>x</b>	<b>x</b>
	<i>Street planting</i>	<b>x</b>	<b>x</b>	<b>x</b>	<b>x</b>	<b>x</b>	<b>x</b>
	<i>New Woodland</i>	-	-	-	<b>x</b>	<b>x</b>	-
<b>NA.02</b>	<b>SuDS</b>						
	<i>SuDS</i>	-	-	-	-	-	<b>x</b>
	<i>Surface treatments</i>		-	-	-	-	<b>x</b>
<b>BF.01</b>	<b>Density</b>	<b>x</b>	<b>x</b>	<b>x</b>	<b>x</b>	<b>x</b>	<b>x</b>
	<b>BF.02</b>	<b>x</b>	<b>x</b>	<b>x</b>	<b>x</b>	<b>x</b>	<b>x</b>
	<b>BF.03</b>	<b>x</b>	<b>x</b>	<b>x</b>	<b>x</b>	<b>x</b>	<b>x</b>
	<b>BF.04</b>	-	-	-	-	-	<b>x</b>

		<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>	<b>E</b>	<b>F</b>
<b>PS.01</b>	<b>Street hierarchy</b>	-	-	-	-	-	<b>x</b>
<b>PS.02</b>	<b>Secured by design</b>	-	-	-	-	-	<b>x</b>
<b>ID.01</b>	<b>Legibility</b>	<b>x</b>	<b>x</b>	<b>x</b>	<b>x</b>	<b>x</b>	<b>x</b>
<b>ID.02</b>	<b>Architecture</b>	-	-	-	-	-	<b>x</b>
<b>HO.01</b>	<b>Housing mix</b>	<b>x</b>	<b>x</b>	<b>x</b>	<b>x</b>	<b>x</b>	<b>x</b>
<b>HO.02</b>	<b>Gardens</b>	<b>x</b>	<b>x</b>	<b>x</b>	<b>x</b>	<b>x</b>	<b>x</b>
<b>HO.03</b>	<b>Extensions</b>	<b>x</b>	<b>x</b>	<b>x</b>	<b>x</b>	<b>x</b>	<b>x</b>
<b>SU.01</b>	<b>Insulation</b>	<b>x</b>	<b>x</b>	<b>x</b>	<b>x</b>	<b>x</b>	<b>x</b>
<b>SU.02</b>	<b>Low carbon</b>	<b>x</b>	<b>x</b>	<b>x</b>	<b>x</b>	<b>x</b>	<b>x</b>
<b>SU.03</b>	<b>Solar panels</b>	<b>x</b>	<b>x</b>	<b>x</b>	<b>x</b>	<b>x</b>	<b>x</b>
<b>SU.04</b>	<b>Green communities</b>						
	<i>Green roofs</i>	<b>x</b>	<b>x</b>	<b>x</b>	<b>x</b>	<b>x</b>	<b>x</b>
	<i>Homes, gardens, communities</i>	<b>x</b>	<b>x</b>	<b>x</b>	<b>x</b>	<b>x</b>	<b>x</b>





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# 04

## Delivery

## Delivery

These design codes consider the spatial and contextual character of Hemsby and subsequently set out the conditions that any development in the area should follow. These codes inform how future developments might create high quality places in a way which responds to and enhances the rich character of the area.

These design codes can be a valuable tool for securing context-driven, high quality development in Hemsby, especially on potential sites that might come forward in the future. They will provide more certainty to both developers and the community in securing developments that are designed to the aspirations of the community and that can speed up the planning process.

These design codes are anticipated to be used by different stakeholders in the planning and development process in the various ways summarized in the table opposite.

Stakeholders	How to use this guideline
Applicants, developers, landowners	As a guide to community and Local Planning Authorities expectations on design, allowing a degree of certainty – they will be expected to follow these guidelines as planning consent is sought.
Local Planning Authority	As a reference point, embedded in policy, against which to assess planning applications. The design codes should be discussed with applicants during any pre-application discussions.
Parish Council	As a guide when commenting on planning applications, ensuring that the design codes are complied with.
Community organisations	As a tool to promote community-backed development and to inform comments on planning applications.
Statutory consultees	As a reference point when commenting on planning applications.



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## About AECOM

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**URN:** 22-178

**Subject:** **Changes to Governance of Great Yarmouth Preservation Trust and Norfolk Conservation Limited : The Local Authorities (Companies) Order 1995 – the Trust’s Proposal**

**Report to:** **Council - 13 October 2022**

**Report by:** **Monitoring Officer**

## **SUBJECT MATTER**

In July 2021, in a report entitled “Governance of Great Yarmouth Preservation Trust and Norfolk Conservation Limited : The Local Authorities (Companies) Order 1995” (for full reference see “Background Papers”) it was recommended to members to take actions which sought to regularise the position with regard to Council appointments to the Trust, in order that the Trust could rectify certain anomalies with its own governance and modernise its company Articles. Members resolved to approve all recommendations. However the Trust did not accept the proposal put forward by the Council and has now made a counter proposal, which is outlined in this report.

## **RECOMMENDATIONS**

That Council

- 1) make the following adjustments to its appointments to the Trust:
  - the existing Councillor appointments of company members (Cllrs Price, Fairhead, Williamson, Freeman and Wells) will remain in place only until the Trust resolves to adopt new company Articles, at which point Cllrs Williamson, Freeman and Wells will become both members and Directors of the Trust, while the appointments of Cllrs Price and Fairhead will end altogether
  - Sheila Oxtoby, Iain Richardson and Kate Blakemore will cease to be members at the point of adoption by the Trust of its new company Articles
  - Kate Blakemore will not become a Director of the Trust
- 2) note the changes to the Trust’s Articles of Association
- 3) note that the implication of changes to the Articles and the related adjustment to the Council’s appointments is that the Trust will become a Local Authority Influenced Company, rather than a Local Authority Controlled Company, which it has been to date.
- 4) Agree to terminate the Partner Agreement between the Council and the Trust as of 1 April 2023.

## 1. Introduction & Background

1.1 Under the Local Government and Housing Act 1989 and the Local Authorities (Companies) Order 1995 there are two types of local authority company both known as “regulated” companies. They are categorised according to the extent of local authority ownership and/or control of the Board of Directors. Those regulated companies under the greatest degree of control are known as “controlled companies” while a lesser degree of control gives rise to an “influenced” company. The legislation requires that regulated companies and the local authorities to which they are connected comply with certain governance and accounting measures. The Trust is a local authority “controlled” company within the meaning of the legislation, because of the number of appointments the Council is currently entitled to make to the Trust. The Trust’s trading company, Norfolk Conservation Limited, is also a “controlled company” for reasons explained in section 3 of this report.

1.2 There is a disparity between the method of appointment set down in the Trust’s current company Articles and the arrangements currently practised, in that the Trust’s Articles, since its incorporation in 1980, have required that Directors (both Council appointed and otherwise) should only be appointed from a pool of Trust “members”. However, this system of a pool of members from which Directors are chosen, seems to have lapsed (or was never observed) and Directors began to be appointed directly by GYBC and the other participant organisations. More information about the original system of appointments can be found in Appendix 2 to the 2021 report.

1.3 The current Articles of GYPT are no longer practical and need to be modernised to allow for more effective governance. Additionally, GYPT wishes to have the power to appoint another community representative to its Board. Before such changes can be made, the position must be regularised, by aligning the appointments with the requirements of the Articles, in order that the necessary resolution to revise the Articles may be correctly made. This must be done by first appointing the requisite number of company “members” in accordance with the existing Articles. The Council proposed 8 members as set out in the following paragraph.

1.4 Under the previous report, the Council resolved to make the following appointments:

- appointing the existing appointed directors of GYPT (Cllrs Williamson, Fairhead, Freeman, Hacon and Wells) as “members” of GYPT (note that they will remain Directors); [NB – Cllr Hacon was replaced by Cllr Price at the Council meeting of 28/09/2021]
- appointing Iain Robertson, Major Projects & Development Director, and Sheila Oxtoby, Chief Executive, as additional members of GYPT until such time as the new Articles of Association are formally adopted; and
- appointing Kate Blakemore, the Council’s Strategic Director, as an additional member of GYPT (it was formerly proposed that Kate should remain a member after

the new Articles of Association were formally adopted, at which time she would also become a Director of GYPT).

- 1.5 Not all of the proposed appointments above were accepted by the Trust. Their counter-proposal is set out at section 3 below.

## 2. Key Information

2.1 GYPT is a company registered at Companies House under reference 01492613, incorporated in 1980. It is also a charitable company registered with the Charity Commission. The company is limited by guarantee without share capital. There are no shares in the company and therefore no shareholders, but there were original subscribers to the company known as ‘members’. Members are loosely similar to shareholders in the sense that they may be involved in certain company decisions, but in the case of GYPT they do not have ownership of the company in the same way as shareholders, there being no shares issued. They may (dependent on a company’s Articles of Association) retain an element of control over the company, separate to and in some cases overriding the controls exercised by the company directors. The method of appointment of directors to GYPT is perhaps unusual, in that the Articles prescribe that Directors may only be appointed from the pool of company members.

2.2 Under Article 5 of GYPT’s current Articles of Association (adopted on 28th August 2010) GYBC is entitled to nominate up to 12 Members of the company (NB – company members rather than Directors). The Archaeological Society may nominate up to 6 members and there may be 1 Member who is a community representative. There is scope for other Members to be admitted, but non-Council Members may not exceed the number of Council Members. This gives the Council over 50% of control in terms of any **Member** voting rights.

2.3 Under Article 34, there are required to be 9 Directors, 5 from amongst the Council’s company members, 3 from the Archaeological Society’s company members and 1 who is a community representative company member. This gives the Council over 50% control in terms of **Director** voting rights.

The current Directors of GYPT are:

Director	Appointed by
Cllr Bernard Williamson	GYBC
Dr Paul Davies	Archaeological Society
Cllr Marlene Fairhead	GYBC
Andrew Fakes	Archaeological Society
Cllr Geoffrey Freeman	GYBC
Cllr Sue Hacon	GYBC
Paul Patterson	Community Representative
Michael Taylor	Archaeological Society
Cllr Paul Wells	GYBC

The original members from the 1980 incorporation documents are no longer with the Trust but no replacement members appear ever to have been nominated. The Articles provide for these members to be replaced as they stepped down, but this does not ever appear to have happened. This means that to date, Directors have been appointed incorrectly, as they have not been appointed from a pool of company members.

2.6 The Trust is currently a local authority “controlled company” (this is technical/nominal and not actual control – a charity must be independent of state control). A **controlled company** (per section 68 of the 1989 act) is either a subsidiary of the authority (per section 1159 of the Companies Act 2006), or where the authority controls the majority of the votes at the company’s general meeting, or where the authority has power to appoint or remove a majority of the company Directors. And, a company is also controlled if it is under the control of another controlled company. This means that the Trust’s wholly owned company, Norfolk Conservation Limited is also a local authority “controlled company”. The Council’s proposal for the Trust’s articles would have meant that the Trust continued to be a local authority “controlled company”. However, the Trust did not accept this. Instead, it has proposed Article which would make the Trust a local authority “influenced company”, by virtue of the number of directors. An **influenced company** (under section 69 of the 1989 act) is where a business relationship exists between authority and company. This is where the authority provides more than 50% of funds or value to the company and either at least: 20% of voting rights are held by those associated with the authority, 20% of the company’s Directors are so associated, or 20% of total voting rights at directors’ meetings are held by people so associated. Associated persons are specified in section 69(6).

### 3. The Trust’s Counter Proposal

3.1 While the 8 company member appointments were validly made by the Council, the Trust did not accept the proposal that an officer of the Council should become a director of the company. The Trust wanted to become a local authority influenced company and to do so, needed to have fewer Council appointees. The Trust has proposed that Council appointments be restricted to three individuals, who will become both members of the company and Directors of the company. At the point at which the new company Articles are adopted by the Trust, the appointments of Sheila Oxtoby, Iain Robertson, Kate Blakemore, and Cllrs Hacon and Fairhead will cease.

### 4. The Partner Agreement

4.1 There is currently a Partner Agreement between the Council and GYPT. The Partner Agreement governs the basis on which personnel support is provided to GYPT by the Council (two days per week of the Council’s Culture, Design & Heritage Manager’s time is given to the Trust to work as its Project Director). The Agreement also outlines how the Trust’s activities align with certain of the Council’s corporate priorities. It is proposed that following the Trust’s decision to become an influenced and not a controlled company, the Partner Agreement

will be terminated. This requires three months' notice to be served on the Trust by the Council. At that point, the Culture, Design & Heritage Manager will cease to undertake the Project Director role for the Trust and the two days per week currently spent on work for the Trust by him will cease. A restriction will be placed on the Culture, Design & Heritage Manager being able to undertake any formal role for the Trust and Norfolk Conservation Limited (including in his personal capacity) for as long as he remains employed by the Council (unless otherwise agreed in advance and in writing by the Council) in order to avoid any conflict of interest between Council and Trust business.

## **5. Norfolk Conservation Limited ("NC Ltd")**

5.1 NC Ltd is a private company registered at Companies House under number 09516279 and wholly owned by GYPT. It is not a charitable company. It is important to note that a company is also a local authority "controlled company" if it is under the control of another controlled company. NC Ltd is therefore a currently a local authority "controlled company" under the 1995 Order, until such time as GYPT ceases to be a controlled company.

5.2 To date NC Ltd has had two directors, Bernard Williamson and Darren Barker who have undertaken these roles in their personal capacity and not under appointment by GYBC.

5.3 NC Ltd's website states: "Norfolk Conservation Ltd. is owned by Great Yarmouth Preservation Trust and all profits are used to support the work of the Great Yarmouth Preservation Trust (Charity Number: 280628)". This is also referenced in an 'Initial Business Plan' which was submitted to Companies House at the time of the company's incorporation. However this document is not binding on the company, and it would be preferable that this were the case.

5.4 If the Trust changes, as per its own proposal, to become a local authority "influenced company", then NC Ltd will also become a local authority "influenced company".

## **6. Risk Implications**

The Council, GYPT and NC Ltd need to be compliant with the requirements of the Local Authorities (Companies) Order 1995, as set out in Appendix 1 to this report.

## **7. Conclusion**

A review of governance has identified an issue with appointments to GYPT which needs to be rectified. The unusual concept around the appointment of members from which Directors were then selected does not seem ever to have been observed. This means that GYPT has long been non-compliant with its own rules. Additionally, it was not openly understood or acknowledged that GYPT had become (with a change in legislation) a local authority regulated company. The creation of NC Ltd does not appear to have been led by the Council and that company had accordingly not been acknowledged as a local authority controlled company.

These issues can now be addressed, and the recommendations of this report seek to regularise the position with regard to appointments, allowing GYPT to move forward with the modernisation of its Articles. The Council had formerly made a proposal which would have retained the status of the Trust and Norfolk Conservation Limited as local authority “controlled” companies. This has been rejected by the Trust, which instead proposes that adjustments to the number of Directors be made so that both companies will become local authority “influenced” companies. It is recommended that this counter proposal is accepted. In the first instance the company “members” previously appointed by Council in July 2021 will remain company members until such time as the Trust passes a special resolution to adopt new articles. At this point Cllrs Price and Fairhead and officers Sheila Oxtoby, Iain Robertson and Kate Blakemore will cease to be members, and all remaining company members (including Cllrs Williamson, Wells and Freeman) will become Directors of the Trust in its new status as a local authority influenced company. From that point forward, the Trust’s members and Directors will be the same, i.e. all company members will be Directors, thus resolving the anomaly in governance.

## Appendix 1 – GYPT Articles of Association – proposed by the Trust

### Background Papers:

- 1) Report to Council of July 2021 URN 21-064 - Governance of Great Yarmouth Preservation Trust and Norfolk Conservation Limited : The Local Authorities (Companies) Order 1995
- 2) Current Memorandum and Articles of Association of Great Yarmouth Preservation Trust, August 2010 accessible at Companies House: <https://find-and-update.company-information.service.gov.uk/company/01492613/filing-history?page=3>

*Areas of consideration: e.g. does this report raise any of the following issues and if so how have these been considered/mitigated against?*

Area for consideration	Comment
Monitoring Officer Consultation:	Yes
Section 151 Officer Consultation:	Yes
Existing Council Policies:	None
Financial Implications (including VAT and tax):	None
Legal Implications (including human rights):	Addressed in the report
Risk Implications:	Addressed in the report
Equality Issues/EQIA assessment:	N/A
Crime & Disorder:	N/A
Every Child Matters:	N/A



**THE COMPANIES ACT 2006**  
**PRIVATE COMPANY LIMITED BY GUARANTEE**

**Charity Number 280628**  
**Company Number 01492613**  
**Incorporated 22 April 1980**

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**ARTICLES OF ASSOCIATION OF**  
**GREAT YARMOUTH PRESERVATION TRUST**

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The Companies Act 2006

Company Limited by Guarantee

**ARTICLE OF ASSOCIATION OF  
GREAT YARMOUTH PRESERVATION TRUST**

1. Name

The name of the **Charity** is Great Yarmouth Preservation Trust.

2. Registered Office

The registered office of the Charity is to be situated in England.

3. Objects

The **Objects** for which the Charity is established is as follows:

To preserve for the benefit of the inhabitants of the Borough of Great Yarmouth in the County of Norfolk and of the nation at large, whatever of the historical, architectural and constructional heritage may exist in and around the Borough of Great Yarmouth in the form of:

- a) buildings (including any building as defined in Section 290(1) of the Town and Country Planning Act (1971) of particular beauty or historical, architectural and constructional interest; or
- b) land of particular beauty or historical interest; or
- c) fixed machinery of historical interest.

4. Powers

The Charity has the following powers, which may be exercised only in promoting the Objects:

- 4.1. to promote or carry out research.
- 4.2. to provide advice.
- 4.3. to publish or distribute information.
- 4.4. to co-operate with other bodies.
- 4.5. to support, administer or set up other charities.
- 4.6. to raise funds (but not by means of **taxable trading**).
- 4.7. to borrow money and give security for loans (but only in accordance with the restrictions imposed by the **Charities Act**).

- 4.8. to acquire or hire property of any kind.
- 4.9. to let or dispose of property of any kind (but only in accordance with the restrictions imposed by the Charities Act).
- 4.10. to make grants or loans of money and to give guarantees.
- 4.11. to set aside funds for special purposes or as reserves against future expenditure.
- 4.12. to deposit or invest in funds in any manner (but to invest only after obtaining such advice from a **financial expert** as the Trustees consider necessary and having regard to the suitability of investments and the need for diversification).
- 4.13. to delegate the management of investments to a financial expert, but only on terms that:
  - 4.13.1. the investment policy is set down **in writing** for the financial expert by the Trustees;
  - 4.13.2. every transaction is reported promptly to the Trustees;
  - 4.13.3. the performance of the investments is reviewed regularly with the Trustees;
  - 4.13.4. the Trustees are entitled to cancel the delegation arrangement at any time;
  - 4.13.5. the investment policy and the delegation arrangement are reviewed at least once a **year**;
  - 4.13.6. all payments due to the financial expert are on a scale or at a level which is agreed in advance and are notified promptly to the Trustees on receipt; and
  - 4.13.7. the financial expert must not do anything outside the powers of the Trustees.
- 4.14. to arrange for investments or other property of the Charity to be held in the name of a **nominee company** acting under the control of the Trustees or of a financial expert acting under their instructions, and to pay any reasonable fee required.
- 4.15. to deposit documents and physical assets with any company registered or having a place of business in England and Wales as **custodian**, and to pay any reasonable fee required.
- 4.16. to insure the property of the Charity against any foreseeable risk and take out other insurance policies to protect the Charity when required.
- 4.17. to pay for **indemnity insurance** for the Trustees.
- 4.18. subject to Article 5, to employ paid or unpaid agents, staff or advisers.

- 4.19. to enter into contracts to provide services to or on behalf of other bodies.
- 4.20. to establish or acquire subsidiary companies to assist or act as agents for the Charity.
- 4.21. To acquire or merge with any other charity the objects of which are the same as or similar to the Objects whether by way of the acquisition of assets or otherwise.
- 4.22. to pay the costs of forming the Charity.
- 4.23. to do anything else within the law which promotes or helps to promote the Objects.

## 5. Benefits to Members and Trustees

- 5.1. The property and funds of the Charity must be used only for promoting the Objects and do not belong to the **Members** but:
  - 5.1.1. Members who are not Trustees may be employed by or enter into contracts with the Charity and receive reasonable payment for goods or services supplied;
  - 5.1.2. Members may be paid interest at a reasonable rate on money lent to the Charity;
  - 5.1.3. Members may be paid a reasonable rent or hiring fee for property or equipment let or hired to the Charity; and
  - 5.1.4. Individual Members (including Trustees) who are also beneficiaries may receive charitable benefits in that capacity provided that a majority of the Trustees do not benefit in this way.
- 5.2. A Trustee must not receive any payment of money or other **material benefit** (whether directly or indirectly) from the Charity except:
  - 5.2.1. as mentioned in Articles 4.17 (indemnity insurance), 5.1.2 (interest), 5.1.3 (rent) or 5.4 (contractual payments);
  - 5.2.2. reimbursement of reasonable out-of-pocket expenses (including hotel and travel costs) actually incurred in the administration of the Charity;
  - 5.2.3. an indemnity in respect of any liabilities properly incurred in running the Charity (including the costs of a successful defence to criminal proceedings);
  - 5.2.4. payment to any company in which a Trustee has no more than a 1 per cent shareholding; and
  - 5.2.5. in exceptional cases, other payments or benefits (but only with the written approval of the Commission in advance).

- 5.3. A **connected person** must not receive any payment of money or other material benefit (whether directly or indirectly) from the Charity except:
- 5.3.1. as mentioned in Articles 5.1.2 (interest), 5.1.3 (rent), 5.1.4 (charitable benefits) or 5.4 (contractual payments);
  - 5.3.2. payment to any company in which a connected person has no more than a 1 per cent shareholding; and
  - 5.3.3. in exceptional cases, other payments or benefits (but only with the written approval of the Commission in advance).
- 5.4. A Trustee may not be an employee of the Charity, but a Trustee or a **connected person** may enter into a contract with the Charity to supply goods or services in return for a payment or other material benefit if:
- 5.4.1. the goods or services are actually required by the Charity;
  - 5.4.2. the nature and level of the benefit is no more than reasonable in relation to the value of the goods or services and is set at a meeting of the Trustees in accordance with the procedure in this Article 5.4 and Article 6; and
  - 5.4.3. no more than half of the Trustees are interested in such a contract in any **financial year**; and
  - 5.4.4. the Charity enters into a written contract with the relevant Trustee or connected person setting out the amount or maximum amount of remuneration to be paid under the contract.
- 5.5. This Article 5 may not be amended without the written consent of the Commission in advance.

## 6. Conflicts of Interest and Conflicts of Loyalty

- 6.1. Whenever a Trustee has a personal interest in a matter to be discussed at a meeting of the Trustees or a committee, the unconflicted Trustees may authorise such a conflict of interest where the following conditions apply:
- 6.1.1. the conflicted Trustee declares an interest before the meeting or at the meeting before discussion begins on the matter; and
  - 6.1.2. the conflicted Trustee is absent from the meeting for that item unless expressly invited to remain in order to provide information; and
  - 6.1.3. the conflicted Trustee is not to be counted in the quorum for that part of the meeting; and
  - 6.1.4. the conflicted Trustee is absent during the vote and has no vote on the matter; and

- 6.1.5. the unconflicted Trustees consider it is in the interest of the Charity to authorise the conflict of interest in the circumstances applying.
- 6.2. If a conflict of interest arises for a Trustee because of a duty of loyalty owed to another organisation or person and the conflict is not authorised by virtue of any other provision in the Articles, the unconflicted Trustees may authorise such a conflict of interest where the following conditions apply:
  - 6.2.1. the conflicted Trustee declares an interest before the meeting or at the meeting before discussion begins on the matter; and
  - 6.2.2. the conflicted Trustee is absent from the meeting for that item unless expressly invited to remain in order to provide information; and
  - 6.2.3. the conflicted Trustee is not counted in quorum for that part of the meeting; and
  - 6.2.4. the conflicted Trustee is absent during the vote and has no vote on the matter; and
  - 6.2.5. the unconflicted Trustees consider it is in the interests of the Charity to authorise the conflict of interest in the circumstances applying.

## 7. Limited Liability

The liability of Members is limited.

## 8. Guarantee

Every Member promises, if the Charity is dissolved while he or she remains a Member or within 12 months afterwards, to pay up to £1 towards the costs of dissolution and the liabilities incurred by the Charity while he or she was a Member.

## 9. Dissolution

- 9.1. If the Charity is dissolved, the assets (if any) remaining after provision has been made for all its liabilities must be applied in one or more of the following ways:
  - 9.1.1. by transfer to 1 or more other bodies established for exclusively charitable purposes with, the same as or similar to the Objects;
  - 9.1.2. directly for the Objects or for charitable purposes which are within or similar to the Objects; or
  - 9.1.3. in such other manner consistent with charitable status as the Commission shall approve in writing in advance.
- 9.2. A final report and statement of account must be sent to the Commission.

## 10. Membership

- 10.1. The Charity must maintain a register of Members.

- 10.2. The Trustees from time to time shall be the only **Members** of the Charity.
- 10.3. A Trustee shall become a Member on becoming a Trustee. In agreeing to become a Trustee, each new Trustee is also agreeing to become a Member.
- 10.4. Membership is terminated if the Member concerned ceases to be a Trustee
- 10.5. Membership of the Charity is not transferable.
- 10.6. The maximum number of Members at any time shall be 11.

## 11. General Meetings

- 11.1. General meetings are the meetings of the Members, consisting of the AGM and the special general meetings (if any).
- 11.2. A general meeting may be held either in person or by suitable electronic means agreed by the Trustees in which all participants may communicate with all the other participants.
- 11.3. Members are entitled to attend general meetings personally or by proxy. Proxy forms must be delivered to the **Secretary** at least 24 hours before the meeting.
- 11.4. There is a quorum at a general meeting if the number of Members personally present in person or by proxy is at least 5 of the Members.
- 11.5. A general meeting may be held either in person or by suitable electronic means agreed by the Members in which all participants may communicate with all the other participants.
- 11.6. The **Chair** or (if the Chair is unable or unwilling to do so) some other Member elected by those present presides at a general meeting.
- 11.7. Except where otherwise provided by the **Articles** or the **Companies Act**, every issue is decided by a majority of the votes cast.
- 11.8. Every Member present in person or by proxy has 1 vote on each issue. IN the case of an equality of votes the Chair of the meeting shall have a second or casting vote.
- 11.9. Where a written resolution is approved by the appropriate majority required for the resolution in question of those entitled to vote at a general meeting, or where approval of the resolutions is given electronically by the appropriate majority of those entitled to vote at a general meeting, then that resolution shall be as valid as a resolution actually passed at a general meeting. For this purpose, a written resolution may be:
  - 11.9.1. set out in more than 1 document (in which case it will be treated as passed on the date of the last signature); or

- 11.9.2. sent out and/or returned in hard copy or electronic format (and if sent back electronically, then the resolution will be treated as passed at the time and on the date of the last response to be received).
- 11.10. The Charity must hold an **AGM** in every year.
- 11.11. At an AGM the Members:
  - 11.11.1. receive the accounts of the Charity for the previous **financial year**;
  - 11.11.2. receive the Trustees' report on the Charity's activities since the previous AGM;
  - 11.11.3. appoint auditors for the Charity;
  - 11.11.4. may confer on any individual (with his or her consent) the honorary title of Patron, President or Vice-President of the Charity; and
  - 11.11.5. may discuss and determine any issues of policy or deal with any other business put before them by the Trustees.
- 11.12. Any general meeting which is not an AGM is a special general meeting.
- 11.13. A special general meeting may be called at any time by the Trustees and must be called on a written request from at least 5% of the Members.
- 11.14. The Members may adopt rules relating to the circulation of agendas or notices of resolutions, the conduct of meetings and the circulation of resolutions consistent with the Companies Act as they think fit.

## 12. Notice of General Meetings

- 12.1. Any general meeting must be called on at least 14 and not more than 28 clear days' written notice indicating the business to be discussed, and if a special resolution is to be proposed, at least 28 clear days' written notice setting out the terms of the proposed special resolution.
- 12.2. A general meeting may be called on shorter notice if it is so agreed by all Members entitled to attend and vote.
- 12.3. If the general meeting is to be an AGM, the notice must say so.
- 12.4. The notice must be given to all Members.

## 13. The Trustees

- 13.1. The Trustees as **charity trustees** have control of the Charity and its property and funds.
- 13.2. The number of Trustees when complete shall consist of nine individuals, all of whom must be Members, and who shall as far as practicable consist of the following:



- 13.2.1. three Trustees appointed by Great Yarmouth Borough Council;
  - 13.2.2. three Trustees appointed by the Great Yarmouth Local History and Archaeological Society; and
  - 13.2.3. three other persons who may be appointed by the Trustees from time to time in accordance with any policies and procedures adopted by the Trustees (under Article 14) and having regard to any relevant guidance issued by the Commission.
- 13.3. A technical defect in the appointment of a Trustee of which the Trustees are unaware at the time does not invalidate decisions taken at a meeting.
- 13.4. Every Trustee after appointment or reappointment must sign a declaration of willingness to act as a charity trustee of the Charity before he or she may vote at any meeting of the Trustees.
- 13.5. A Trustee's office shall be vacated automatically if he or she:
- 13.5.1. is disqualified under the Charities Act from acting as a charity trustee;
  - 13.5.2. is the subject of a decision by HMRC that they are not a fit and proper person as that term is defined by the Finance Act 2010;
  - 13.5.3. dies;
  - 13.5.4. is incapable, whether mentally or physically, of managing his or her own affairs;
  - 13.5.5. ceases to be a Member;
  - 13.5.6. resigns by written notice to the Trustees (but only if at least two Trustees will remain in office); or
  - 13.5.7. is removed by resolution of the Members present and voting at a general meeting on the ground that in their reasonable opinion the Trustee continuing in office would be harmful to the Charity. The Members may only pass such a resolution after notifying the Trustee in writing not less than 14 clear days before such a general meeting and considering the matter in the light of:
    - i. any views expressed by the Trustee concerned at the general meeting; or
    - ii. any written representations which the Trustee concerned puts forward to the Trustees before the general meeting.
- 13.6. The Trustees may at any time co-opt any individual to act as an advisor to the Trustees. A co-opted adviser shall be invited to attend meetings of the Trustees as an observer to advise the Trustees but shall have no voting rights on the issues to be determined by the Trustees.

#### 14. Trustees' proceedings

- 14.1. A quorum at a meeting of the Trustees is three Trustees.
- 14.2. A meeting of the Trustees may be held either in person or by suitable electronic means agreed by the Trustees in which all participants may communicate with all the other participants.
- 14.3. The Chair or (if the Chair is unable or unwilling to do so) some other Trustee chosen by the Trustees present presides at each meeting.
- 14.4. Every issue may be determined by a simple majority of the votes cast at a meeting, but a written resolution signed by all the Trustees is as valid as a resolution passed at a meeting. For this purpose the resolution may be contained in more than 1 document and will be treated as passed on the date of the last signature.
- 14.5. Except for the Chair of the meeting, who has a second or casting vote, every Trustee has 1 vote on each issue.
- 14.6. A procedural defect of which the Trustees are unaware at the time does not invalidate decisions taken at a meeting.
- 14.7. The Trustees may adopt rules relating to the circulation of agendas or notices of resolutions, the conduct of meetings, and the circulation of resolutions for confirmation as they think fit which shall apply until revoked or amended by resolution of the Trustees.

#### 15. Trustees' powers

The Trustees have the following powers in the administration of the Charity:

- 15.1. to appoint (and remove) any Member (who may be a Trustee) to act as Secretary in accordance with the Companies Act;
- 15.2. to appoint a Chair, Treasurer and other honorary officers from among their number;
- 15.3. to delegate any of their functions to committees consisting of 2 or more individuals appointed by them. At least 1 member of every committee must be a Trustee and all proceedings of committees must be reported promptly to the Trustees;
- 15.4. to make standing orders consistent with the Articles and the Companies Act to govern proceedings at general meetings and to prescribe a form of proxy;
- 15.5. to make rules consistent with the Articles and the Companies Act to govern their proceedings and proceedings of committees;
- 15.6. to make regulations consistent with the Articles and the Companies Act to govern the administration of the Charity and the use of its seal (if any);

- 15.7. to establish procedures to assist the resolution of disputes or differences within the Charity; and
- 15.8. to exercise any powers of the Charity which are not reserved to a general meeting.

## 16. Records and Accounts

- 16.1. The Trustees must comply with the requirements of the Companies Act and of the Charities Act as to keeping financial records, the audit of accounts and the preparation and transmission to the Registrar of Companies and the **Commission** of:
  - 16.1.1. annual returns;
  - 16.1.2. annual reports; and
  - 16.1.3. annual statements of account.
- 16.2. The Trustees must keep proper records of:
  - 16.2.1. all proceedings at general meetings;
  - 16.2.2. all proceedings at meetings of the Trustees;
  - 16.2.3. all reports of committees; and
  - 16.2.4. all professional advice obtained.
- 16.3. Accounting records relating to the Charity must be made available for inspection by any Trustee at any time during normal office hours
- 16.4. A copy of the Charity's latest available statement of account must be supplied on request to any Trustee or Member. A copy must also be supplied, within 2 months, to any other person who makes a written request and pays the Charity's reasonable costs.

## 17. Notices

- 17.1. Notices under the Articles may be sent by hand, by post or by suitable electronic means or (where applicable to Members generally) may be published in any suitable journal or newspaper circulating in the Borough of Great Yarmouth or any journal distributed by the Charity.
- 17.2. The only address at which a Member is entitled to receive notices sent by post is an address in the UK shown in the register of Members.
- 17.3. Any notice given in accordance with these Articles is to be treated for all purposes as having been received:

- 17.3.1. 24 hours after being sent by electronic means or delivered by hand to the relevant address;
  - 17.3.2. 2 clear days after being sent by first class post to that address;
  - 17.3.3. 3 clear days after being sent by second class or overseas post to that address;
  - 17.3.4. on the date of publication of a newspaper containing the notice;
  - 17.3.5. on being handed to the Member personally; or, if earlier,
  - 17.3.6. as soon as the Member acknowledges actual receipt.
- 17.4. A technical defect in the giving of notice of which the Trustees are unaware at the time does not invalidate decisions taken at a meeting.

## 18. Means of Communication

- 18.1. Subject to the Articles, anything sent or supplied by or to the Charity under the Articles may be sent or supplied in any way in which the Companies Act provides for documents or information which are authorised or required by any provision of the Companies Act to be sent or supplied by or to the Charity.
- 18.2. Subject to the Articles, any notice or document to be sent or supplied to a Trustee in connection with the taking of decisions by Trustees may also be sent or supplied by the means by which that Trustee has asked to be sent or supplied with such notices or documents for the time being.

## 19. Disputes

If a dispute arises between the Members about the validity or propriety of anything done by the Members under the Articles, and the dispute cannot be resolved by agreement, the parties to the dispute must first try in good faith to settle the dispute by mediation before resorting to litigation.

## 20. Interpretation

- 20.1. In the Articles, unless the context indicates another meaning:

‘**AGM**’ means an annual general meeting of the Charity;

‘the **Articles**’ means the Charity’s articles of association;

‘**Chair**’ means the Chair of the Trustees or the Members (as appropriate);

‘the **Charity**’ means the company governed by the Articles;

‘the **Charities Act**’ means (as applicable) the Charities Act 1993, the Charities Act 2006 and the Charities Act 2011;

‘**charity trustee**’ has the meaning prescribed by section 97(1) of the Charities Act;

‘**clear day**’ means 24 hours from midnight following the relevant event;

‘the **Commission**’ means the Charity Commissioners for England and Wales;

‘the **Companies Act**’ means the Companies Act 2006;

‘**connected person**’ means any spouse, partner, parent, child, brother, sister, grandparent or grandchild of a Trustee, any **firm** of which a Trustee is a member or employee, and any company of which a Trustee is a director, employee or shareholder having a beneficial interest in more than 1 per cent of the share capital;

‘**custodian**’ means a person or body who undertakes safe custody of assets or of documents or records relating to them;

‘**financial expert**’ means an individual, company or firm who is authorised to give investment advice under the Financial Services and Markets Act 2000;

‘**financial year**’ means the Charity’s financial year;

‘**firm**’ includes a limited liability partnership;

‘**indemnity insurance**’ means insurance against personal liability incurred by any Trustee for an act or omission which is or is alleged to be a breach of trust or breach of duty, unless the Trustee concerned knew that, or was reckless whether, the act or omission was a breach of trust or breach of duty;

‘**informal membership**’ refers to a supporter who may be called a ‘member’ but is not a company Member of the Charity;

‘**material benefit**’ means a benefit which may not be financial but has a monetary value;

‘**Member**’ and ‘**membership**’ refer to company membership of the Charity;

‘**month**’ means calendar month;

‘**nominee company**’ means a corporate body registered or having an established place of business in England and Wales;

‘**the Objects**’ means the Objects of the Charity as defined in Article 3;

‘**Secretary**’ means the company secretary of the Charity or such other person designated by the Trustees as the secretary;

‘**taxable trading**’ means carrying on a trade or business for the principal purpose of raising funds and not for the purpose of actually carrying out the Objects, the profits of which are subject to corporation tax;

‘**Trustee**’ means a director of the Charity and ‘**Trustees**’ means the directors.

**'written'** or **'in writing'** refers to a legible document on paper including a fax message or email; and

**'year'** means calendar year.

- 20.2. Expressions defined in the Companies Act have the same meaning.
- 20.3. References to an Act of Parliament are to that Act as amended or re-enacted from time to time and to any subordinate legislation made under it.

**URN:** 22-176  
**Subject:** Great Yarmouth Services Ltd  
**Report to:** Council – 13 October 2022  
**Report by:** Head of Legal & Governance, Monitoring Officer



## **SUBJECT MATTER**

Preliminary arrangements for the Council's newly incorporated wholly owned company Great Yarmouth Services Ltd

## **RECOMMENDATIONS**

That Council:

1. approve the Delegations Matrix (Appendix 1) which allocates decisions between the Board of Directors and the Council in its role as sole member of GYS Ltd
2. approve a sum of £100,000 required as cashflow for the company to fund preliminary items that need to be in place prior to 1 April 2023
3. appoint Kate Blakemore, the Council's Strategic Director, as Chair of the Board of Directors of GYS Ltd
4. delegate the Council's role as sole member of GYS Ltd to Policy & Resources Committee, and adjust the Terms of Reference of that Committee to include the wording set out in paragraph 3 of this report.

## **1. INTRODUCTION**

- 1.1 Great Yarmouth Services Limited ("GYS"), a company limited by guarantee and wholly owned by the Council, was incorporated on 28 July 2022 and is currently a dormant company, while preparations continue for the transfer of assets and personnel from GYB Services Limited ("GYB Services"), the existing joint venture company partly owned by Norse Commercial Services.
- 1.2. As the date (March 2023) approaches for the contract with GYB Services to expire, and for the Council to remove itself from the joint venture, arrangements must now be made to put GYS in a state of readiness to begin delivering services to the Council, both in practical terms and with regard to the governance structure. The actions described in the recommendations will enable preparations to proceed.

## **2. BACKGROUND AND KEY INFORMATION**

- 2.1 The **Delegations Matrix** has been prepared by external lawyers Browne Jacobson, working closely with the Project Team. The Matrix establishes which decisions are reserved to the Council as sole 'member' (akin to a shareholder – but a company limited by guarantee has no shareholding). The implication is that any decisions not reserved to Council in the Matrix may be made by the Board of Directors.
- 2.2 The Delegations Matrix will be reviewed annually at the annual general meeting (or equivalent) of GYS, and any proposed adjustment can be raised. In all cases the final decision on the Delegations Matrix rests with the Council as controlling member.

Notwithstanding the allocation of decisions set out by the Matrix the GYS Directors shall in all cases consider whether a matter for decision *may* require reference to the Council. This may be due to the reputational or other potential impacts on the Council as controlling member or where the matter for decision is contrary to the Business Plan.

2.3 Members should note that the Business Plan for GYS will work alongside the Delegations Matrix to further define the decisions the Board of Directors may take without first seeking the consent of the Council. For example, there are a number of decisions/activities listed in the Delegations Matrix where they are only reserved to the Council when they fall outside of the parameters of the Business Plan. The ability to review the Delegations Matrix and the Business Plan on an annual basis provides flexibility as to the level of control the Council has over GYS but also helps to ensure that the Board of Directors can operate GYS efficiently and effectively on a day-to-day basis.

2.4 For convenience some examples of the types of decision making reserved to the Council are given below:

- Amending the company articles
- Amending the Delegations Matrix
- Appointing or removing a company director
- Creating any borrowing outside of the annual budget
- Approval of statutory accounts
- Adoption of the Business Plan
- Undertaking activities outside of the Business Plan
- The sale of land or buildings

#### **Cashflow**

2.5 The company requires funds from the Council in the sum of £100,000 for preliminary cashflow in order to fund the purchase of items which need be in place prior to GYS taking over service delivery as from 1 April 2023, for example, fuel, uniform branding, PPE.

#### **Appointment of Chair**

2.6 The Articles of GYS require the Council, as controlling member, to appoint a Chair of the Board. The Directors are Chris Silverwood, the Council's Director of Operational Services (and the current Managing Director of GYS), Karen Sly, the Council's Finance Director and s151 Officer, and Kate Blakemore, one of the Council's Strategic Directors. Kate has led on the establishment of GYS Ltd and therefore has a thorough understanding of every aspect of the company. It is recommended that she should chair the Board of Directors.

### **3. Delegation by full Council of role as sole member of GYS - additional terms of reference for Policy & Resources Committee**

3.1 Council is asked to delegate decision making in respect of its role as sole member of GYS to Policy & Resources Committee. Policy & Resources Committee already undertakes this role in relation to the Council's trading companies, Equinox Enterprises



Ltd and Equinox Property Holdings Ltd. Members should note the distinction between the Equinox companies which are commercially run and acting in the open market, and GYS which is to be a Teckal company, acting under the Council's close direction and delivering services for it.

- 3.2 The wording for insertion in the Terms of Reference for Policy & Resources Committee is as follows:

*In relation to Great Yarmouth Services Ltd - to exercise the Council's function as sole and controlling member which shall include:*

- 1) *providing the Council's direction and consent for investment and any other decisions of the Company through the approval of its Annual Business Plan and any interim amendments*
- 2) *appointing and removing directors to the Company*
- 3) *carrying out performance review in relation to the Council's corporate strategies and the Company's Annual Business Plan*
- 4) *providing the Council's consent or direction in accordance with the Delegations Matrix and Annual Business Plan and any other decisions of the Company requiring the Council's authorisation*
- 5) *receiving the Annual Business Report from the Directors setting out annual business objectives including the expected returns from the Company*
- 6) *receiving a quarterly report from the Directors including management accounts, performance against the Council's Corporate strategies and the key performance indicators or other targets identified in the Annual Business Plan*
- 7) *receiving regular progress reports, including financial overview including cash flows, balance sheet details, with any significant event to be highlighted, notification of any key commercial and legal risks, including an updated version of the Company's risk register as necessary.*

## **5. Financial Implications**

None particular

## **6. Legal Implications**

None particular

## **8. Appendices**

Appendix 1 - Delegations Matrix

## **9. Background Documents** None

<b>Area for consideration</b>	<b>Comment</b>
Monitoring Officer Consultation:	N/A
Section 151 Officer Consultation:	As the s151 officer is a Director of the Board of GYS limited, the Deputy s151 Officer has been consulted
Existing Council Policies:	None
Financial Implications (including VAT and tax):	As outlined in the body of the report
Legal Implications (including human rights):	As outlined in the body of the report
Risk Implications:	As outlined in report
Equality Issues/EQIA assessment:	None
Crime & Disorder:	None
Every Child Matters:	None

**BJ DRAFT 2.2**

**GREAT YARMOUTH SERVICES LIMITED (COMPANY NUMBER 14260995) (THE COMPANY)**

**DELEGATIONS MATRIX**

**Notes:**

1. This Delegations Matrix is to be reviewed annually at the annual general meeting (or equivalent) of the Company as part of which any proposed variations can be raised. In all cases the final decision on the Delegations Matrix shall rest with the Council as controlling member.
2. The Company and its Directors shall in all cases consider whether a matter for decision may require reference to the Council, notwithstanding the delegations below. This may be due to the reputational or other potential impacts on the Council as controlling member or where the matter for decision is contrary to the Business Plan (or any associated Operating Plan). This will include any matter for decision which may cause the Council to be in breach of, or otherwise act in contrary to, the terms of any agreement entered into by the Council with third parties.
3. It is important that all Directors and senior officers of the Company are made aware of this delegations matrix and should form part of any induction exercise and sign a copy to indicate their knowledge and understanding.
4. Where in this Delegations Matrix reference is made to the “Business Plan”, or any adopted “Operating Plan” or equivalent lower tier plan, this shall mean an express reference in the Business Plan, or Operating Plan (or equivalent), to a course of action in some meaningful way related to the Activity (Column 2) in question.
5. A reference to the “Business” is to the activities of the Company as set out in the Articles and/or Business Plan.
6. This Delegations Matrix may be supported by an Operating Protocol detailing lines of reporting and liaison, officer/member/director roles, and the like. This Protocol is not part of the Company’s formal constitutional documentation and may be amended from time to time.

The Directors shall ensure that none of the following matters shall be taken or approved without the written consent of the Council.

	<b>Activity</b>
	<b>Corporate matters</b>
1.	Amending Articles
2.	Amending the Delegation Matrix
3.	Ceasing to carry on the Business or the carrying on of the Business on any materially reduced scale or the commencement of any new business not being ancillary or incidental to the Business.
4.	Making any petition or passing any resolution to wind up or making any application for an administration or winding up order or any order having similar effect or giving notice of intention to appoint an administrator or file a notice of appointment of an administrator (save as expressly contemplated by the Articles or as required by Law).
5.	Acquiring, or investing in, another company or business or the incorporation of any Subsidiary
6.	Expanding, developing or evolving the business not as contemplated in the Business Plan.
7.	Entering into or participating in any joint venture, partnership or other profit-sharing arrangement with any person or making any amendment or variation to any such arrangement.
8.	Changing the name of the company.
9.	Making any change in corporate structure to address legislative or regulatory requirements.
	<b>Company Directors</b>
10.	Appointing or removing any director.
	<b>Finance</b>

	<b>Activity</b>
11.	Appointment of and making any change to Auditors or accounting reference date.
12.	Changing accounting and reporting policies (otherwise than as recommended by the Auditors to comply with generally accepted accounting standards).
13.	Approval of statutory accounts.
14.	Writing off any single debt of more than £10,000.
15.	Making any agreement with any revenue authorities or any other taxing authority or making a claim, disclaimer, election or consent of a material nature for tax purposes in relation to any of the Companies or their business, assets and/or undertaking.
16.	Creating any borrowings or other indebtedness or obligation in the nature of borrowings (including obligations pursuant to any debenture, bond, note, loan stock or other security and obligations pursuant to finance leases) except as specifically provided for in the annual budget for the relevant Accounting Period and outside of any financial loan arrangements between the Council and the Company.
17.	Creating any encumbrance (or allowing one to subsist) over all or any part of the business, undertaking, property or assets of the company.
18.	Giving any guarantee, indemnity or security in respect of the obligations of any other person.
19.	Amalgamating, merging, consolidating, selling, transferring or entering into a lease or licence which, in any case, materially alters, or in any other way disposes of, all or a substantial part of the business, undertaking, property or assets of the Company, whether by a single transaction or series of transactions related or not.
	<b>Business Plans</b>
20.	Adoption of the Business Plan unless the procedure to develop and agree the Business Plan, as set out in the agreement for services between the Company and the Council, has first been undertaken and the Council have presented to the Company the finalised Business Plan for adoption.
21.	Undertaking activities outside the scope of the Business Plan provided that the Company shall be permitted to explore new commercial activities and opportunities in furtherance of its objects without the prior consent of the Council.
	<b>Operational</b>

	<b>Activity</b>
22.	Materially deviating from Council policies, in particular the contract procedure rules.
23.	Procurement of works, services and supplies, contracting and/or entering into a commitment to contract expenditure - in each case outside of the parameters of Business Plans.
24.	The variation/extension of any other contracts for works/services/supplies outside of the procedures as set out in the contract procedure rules (unless expressly provided for in the Business Plan).
25.	Where not covered in a previous line item, entering into any contract, liability or commitment (or series of connected contracts, liabilities or commitments) in excess of £25,000 unless provided for in the Business Plan approved by the Council.
26.	Terminating any agreements which are material to the business.
27.	Appointing any employee with an annual salary in excess of £75,000 p.a.
	<b>Claims and proceedings</b>
28.	The involvement of the Company in any legal action, claim, litigation, arbitration or other proceedings without the prior notification of any such activities to the Council's Monitoring Officer.
29.	<p>Unless the settlement agreement is approved by the Council's Monitoring Officer, the initiation, conduct (including defence), settlement or abandoning of any claim, litigation, arbitration or other proceedings with an estimated quantum (excluding interest and costs) in excess of £50,000 except in any case in relation to:</p> <ul style="list-style-type: none"> <li>• debt collection in the ordinary course of the Business not exceeding the sum of £50,000 for any single claim; or</li> <li>• any Related Claim.</li> </ul> <p>For these purposes the estimated <b>quantum</b> is the value of the claim and not the legal or other costs.</p>
	<b>Land and assets</b>
30.	In the ordinary course of business under the Business Plan, entering into deeds in respect of properties (easements, wayleave, consents or other impact on title).

	<b>Activity</b>
31.	Acquiring, disposing or agreeing to acquire or dispose of any land interest or asset, or any interest in any asset (including the exercise of an option) or any other land or buildings with a value in excess of £150,000.
32.	Agreeing or carrying out the sale of any real property (i.e., land and/or buildings).
	<b>General</b>
33.	The making of any political or charitable donation.

The thresholds and categories identified in this Schedule are intended to be aggregate where such matters relate to one item or a series of connected or linked items of expenditure or activity.

**End**