



**Local Plan for the Broads**  
**Broads Authority response to Matter 13 - Monitoring**  
**June 2018**

***Issue - Does the Plan set out a robust monitoring framework?***

- a) Are the monitoring indicators specific and measurable?
- i. *Much time has been spent producing a monitoring system that is meaningful and can actually be monitored. The main challenges which were taken into consideration while developing the monitoring system are the clarity of the indicators, the lack of data available at the scale of the Broads Authority Executive area, and sustained access to data source. It is fair to say that most of the indicators for the Core Strategy, Development Management DP and Sites Specific Local Plan 2014 are difficult to meaningfully monitor. Many indicators relied on data that was not updated annually or not available at the Broads Authority Executive Area level.*
  - ii. *The monitoring system is based on two types of data: simple quantitative data and surveys. Where simple indicators could be used, the Authority has done so, for example 'permissions contrary to Environment Agency Flood Risk advice' and 'dwellings permitted'. But some policies are more difficult to monitor which is why the survey approach has been produced whereby Development Management Officers state the policies used in determining an application and rate the level of conformity of the application and decision. This approach in particular is relevant to those policies that generally guide what can happen on a site rather than require a specific quantum or type of development. It will be expected that Development Management Officers fill in the survey for all the applications they deal with when producing the decision notice.*
  - iii. *The indicators can all be measured. The data source is known and the data is regularly updated.*
- b) Are appropriate systems in place to undertake the required monitoring and to report on the full breadth of indicators within an Annual Monitoring Report?
- i. *Indicators will be monitored annually and form part of the Annual Monitoring Report. Most indicators rely on data collected and held by the Authority and in particular the Planning Team so can be updated annually and the data is readily accessible.*
  - ii. *As mentioned previously, the Development Management Officers will fill out a survey when completing their decision notices and this will state which policies were used and the level of conformity the application/decision has. See the following screen shot which shows the draft survey. This approach will show how effective the policies used by Officers are and identify ways to improve these policies in the future.*

# Policies used to determine applications

Please fill this out alongside the decision notice. Please say which policies were used to determine applications and gauge how in conformity with the policies the application/decision is.

## Application number

Your answer

## Simple description of application

Your answer

## Which policies were used to determine this application?

	Application met policy requirements	Application part met policy requirements	Application was contrary to policy
Policy 1	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Policy 2	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
xxx	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
xxx	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
xx	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

## Any comments?

Your answer

## What date decision notice issued?

Date

dd/mm/yyyy

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- iii. *Turning to the monitoring of completions of residential dwellings, the Authority monitors its own completions within South Norfolk and Broadland Council areas. The other districts monitor completions for the Authority and provide information on request and this is an established process.*
- c) Do the monitoring indicators on housing allow delivery against annual targets and in terms of five year supply to be effectively reported?
- i. *Yes. Housing completions are monitored as discussed previously with the data provided by the districts and the source is reliable because it forms part of the districts' duties. The indicators for residential development are 'number of houses delivered'. The permissions will also be monitored. The annual targets are set out in the Housing Supply Topic Paper (EPS5) and will be used to assess delivery against.*
  - ii. *Approving the Annual Monitoring Report is part of the annual business cycle for the Planning Committee, and this item is usually taken to committee for approval in November.*
  - iii. *Annual Monitoring Reports are available on line: <http://www.broads-authority.gov.uk/planning/planning-policies/development/current-documents/supporting-documents-and-evidence>*
- d) Do the indicators provide an effective framework for monitoring town centre development and retail growth across the Broads?
- i. *We are introducing new indicators relating to retail and we will work with North Norfolk District Council and Waveney District Council regarding monitoring retail at Oulton Broad District Centre and Hoveton Town Centre. The types of land uses can then be monitored in a consistent manner for the entire Centres. This is particularly important in relation to Hoveton Town Centre as the retail need is for the entire town centre and therefore could conceivably be met within either or across both the Broads and North Norfolk part of the town. Planning applications can also be used to determine proposals for change to the centre. The indicators for these two policies could be usefully improved so the vacant units and the actual land use for each unit are monitored.*
  - ii. *Apart from Oulton Broad District Centre and Hoveton Town Centre, it is not deemed relevant to monitor town centre development elsewhere. The other two sites which might be relevant are Potter Heigham Bridge area and Horning Village Centre. The Authority do not have retail data for these areas but the Authority could monitor the lower and upper uses of the units as will be completed for Oulton Broad District Centre and Hoveton Town Centre. This could help determine the need for any retail policy for those areas in future.*