

# Planning Committee

## Agenda 06 December 2019

10.00am

Yare House, Thorpe Road, Norwich, NR1 1RY

### Introduction

1. To receive apologies for absence
2. To receive declarations of interest
3. **To receive and confirm the minutes of the Planning Committee meeting held on 8 November 2019** (Pages 3 -10)
4. Points of information arising from the minutes
5. To note whether any items have been proposed as matters of urgent business

### Matters for decision

6. Chairman's announcements and introduction to public speaking  
Please note that public speaking is in operation in accordance with the Authority's Code of Conduct for Planning Committee. Those who wish to speak are requested to come up to the public speaking desk at the beginning of the presentation of the relevant application
7. Request to defer applications included in this agenda and/or to vary the order of the agenda
8. **To consider applications for planning permission including matters for consideration of enforcement of planning control:**
  - i. BA/2018/0359/FUL Sandersons Marine Craft Ltd, Riverside, Reedham (Pages 11-29)

### Enforcement

9. **Enforcement update** (Pages 30-32)  
Report by Senior Planning Officer

### Policy

10. **Statement of Community Involvement – consultation responses and adoption** (Pages 33-75)  
Report by Planning Policy Officer

11. **Trowse with Newton Neighbourhood Plan** (Pages 76-78)  
Report by Planning Policy Officer
12. **Consultation documents and proposed response – Great Yarmouth North Quay** (Pages 79-81)  
Report by Planning Policy Officer
13. **Conservation areas in Horning and Ludham**  
Report by Head of Planning (Pages 82-125)

## **Matters for information**

14. **Appeals to the Secretary of State update** (Pages 126-127)  
Report by Senior Planning Officer
15. **Decisions made by Officers under delegated powers** (Pages 128-132)  
Report by Senior Planning Officer
16. **To note the date of the next meeting – 10 January 2020 at 10.00am at Yare House, 62/64 Thorpe Road, Norwich**

# Planning Committee

## Minutes of the meeting held on 08 November 2019

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## Present

Melanie Vigo di Gallidoro – in the Chair, Harry Blathwayt, Jacquie Burgess, Julie Brociek-Coulton, Bill Dickson, Andree Gee, Lana Hemsall, Tim Jickells, Bruce Keith, James Knight, and Vic Thomson.

## In attendance

Natalie Beal – Planning Policy Officer, Sandra Beckett – Administrative Officer (Governance), Kayleigh Judson – Heritage Planning Officer (Minute 13), Cheryl Peel – Senior Planning Officer, Cally Smith – Head of Planning.

## 1. Apologies and welcome

The Chairman welcomed everyone to the meeting.

**Apologies** received from Fran Whymark.

### Openness of Local Government Bodies Regulations 2014

The Chair gave notice that the Authority would be recording the meeting in accordance with the Code of Conduct, with the Authority retaining the copyright. No other member of the public indicated that they would be recording the meeting.

## 2. Declarations of interest and introductions

Members and staff introduced themselves. Members provided their declarations of interest as set out in Appendix 1 to these minutes in addition to those already registered.

## 3. Minutes of Planning Committee meeting held on 11 October 2019

The minutes of the meeting held on 11 October 2019 were approved as a correct record and signed by the Chairman subject to the inclusion of apologies received from Julie Brociek-Coulton.

## 4. Points of information arising from the minutes

**Greater Norwich Local Plan** – The Head of Planning provided an update on the development plan jointly being prepared by Norwich City, South Norfolk and Broadland District Councils. The Broads Authority is a partner in the group and provides comments but is not involved in developing the plan. It was originally anticipated that the public consultation would take place this September but this has had to be delayed until early in 2020. This six-month delay would result in a later submission for public examination and an overall slippage in the procedures by a year. Officers would keep the Committee updated on progress and bring to its attention any significant revisions which could affect the Authority's area.

## 5. To note whether any items have been proposed as urgent business.

There were no items of urgent business.

## 6. Chairman's announcements and introduction to public speaking

**Public Speaking:** The Chair stated that there would be no public speaking as there were no planning applications to consider.

## 7. Requests to defer applications and/or vary the order of the agenda

No requests to defer or vary the order of the agenda had been received.

## 8. Applications for planning permission

There were no planning applications to consider.

## 9. Enforcement item for consideration: Blackgate Farm, High Mill Road, Cobholm

The Head of Planning provided a detailed report concerning unauthorised development that had taken place at Black Gate Farm, Cobholm, a site adjacent to the A47, north of the Gapton Hall Retail Park, Cobholm island as well as looking out on to the marshes and Breydon Water. The site was outside the development boundary, not in a Conservation Area and was in Flood Risk Zone 3. Operational development had taken place with the laying of asphalt on the entire curtilage of a large residential detached bungalow. The entire site was bounded by 2m high boundary wall and fences. The asphalt was laid to provide 14 plots for the standing of static caravans for which infrastructure was in place. 7 of the plots already had static units in residential use in place. This also represented change of use for which planning permission was required.

The Head of Planning set out the planning issues making particular reference to the Authority's Enforcement Plan adopted on 8 July 2016 and emphasising the consideration to be given to whether the unauthorised development was capable of being made acceptable and, if unacceptable, the expediency of taking enforcement action.

The Head of Planning gave detailed attention to assessing the development and concluded that it was unacceptable as it conflicted with the in-principle policy of DM35, policies SP15 sustainability, DM5 flood risk, and DM23 highways and could not be made acceptable. The expediency of taking action was given detailed consideration relating to the harm resulting from the development, the impact of the development, the impacts and costs of taking action, as well as proportionality and consistency. The preferred approach was always to seek to negotiate a solution. The Head of Planning emphasised that officers had been in

discussions with the landowner over a period of two years. However, over the last 9 months, the approaches both formal and informal had not elicited a response and there was no realistic prospect of a negotiated solution. Despite being advised by the landowner's agent that a planning application seeking retrospective consent would be submitted, none had yet been received.

It was noted that the landowner was a traveller and the intention for undertaking the unauthorised development was to provide a site for his family to use as a private traveller facility. This was a significant material consideration and it was therefore necessary to consider the matter in association with the NPPF and the Authority's policy DM36 relating to Gypsies and Travellers and Travelling Show People which had been through a thorough process in developing the Local Plan for the Broads, adopted in 2019. The assessment had shown that within the Authority's area there was not a need for traveller pitches and whilst the Authority was required to have and to apply a policy to cover sites that might arise, in this case due to the unsuitability of the location, the impact on the highways network and the high flood risk, the development did not meet the criteria of the policy.

The Head of Planning concluded that although the site did not have a significantly detrimental impact on either the character or appearance of the Broads, the other matters of adverse impact on the highways network resulting from the use of the access to the site, the location being within the highest flood risk zone and not suitable for residential use and in an unsustainable location, all weighed against the development and made it unacceptable. Whilst the ethnicity of the landowner and the purpose of the development was a material consideration, it could not be given significant weight due to the outstanding constraints of the site.

Human Rights were also integral to the assessment and were given significant consideration. It was noted that the rights of individuals did not over-ride the needs to comply with laws within that society. Having considered the expediency of the case as well as the material considerations and human rights, the Head of Planning recommended that enforcement action be authorised.

Members were particularly mindful of the complexities of the situation and concerned about the sensitivity of the matter. They considered that the key considerations included the material considerations, Policy DM 36 and human rights. They expressed appreciation for the detailed report, recognised the difficulties, and acknowledged that the need had been assessed as well as the planning policies thoroughly addressed.

Members sought clarification on the process. The Head of Planning explained that authority to take enforcement action provided a focus and means of negotiating with the landowner to seek a solution. Before any Notice was served, officers would endeavour to engage with the landowner, to explain the course of action the Authority would be taking, and detail the options open to the landowner. They would also engage and liaise with the Gypsy and Traveller Liaison Officer and colleagues at Great Yarmouth Borough Council. If a resolution could not be reached, an Enforcement Notice would be prepared. Once issued it would take 28 days to take effect, with a compliance period after that. Negotiations could still be

ongoing. The landowner would be able to appeal against the notice. If the landowner had taken no action to comply with the Notice within the stated time, it would be open to the Authority to take direct action or prosecution. However, the process would take some time and members would be updated each month through the Enforcement update schedule.

Members were mindful that as a planning authority it was important to work within the planning policies adopted and to uphold the planning system, otherwise they would be failing in their duty. They considered it important to be objective, to retain integrity as well as be proportionate and consistent. They concurred with the Head of Planning's conclusions.

Jacque Burgess proposed, seconded by Bill Dickson to authorise taking enforcement action.

However, Members were particularly concerned that there should be a stay on serving any Enforcement Notice until all options of engaging with the landowner had been taken. Following further discussion and an amendment to the recommendation,

**It was resolved** by 10 votes to 0 with 1 abstention

**to delegate authority to the Head of Planning to serve an Enforcement Notice, following liaison with the landowner at Blackgate Farm, Cobholm to explain the situation and action.**

## 10. Enforcement Update

The Committee received an updated report on enforcement matters previously referred to Committee. Further updates were provided for:

**Former Marina Keys, Great Yarmouth** – planning permission for BA/2019/0118/FUL had been granted on 5 November 2019 following the completion of the Section 106 Agreement.

**Land at the Beauchamp Arms Public House, Carleton St Peter** – monitoring was ongoing.

## 11. Consultation documents update and proposed responses: Minerals and Waste Local Plans.

The Committee received a report providing planning policy consultations from Norfolk County Council and Suffolk County Council on their Minerals and Waste Local Plans.

Members appreciated the detailed work in preparing the consultation response, including typing errors, and considered these important for submission to the consulting organisations. They requested that in future, in preparing the report, the Planning Policy Officer also draw attention to the key issues for their consideration.

**It was resolved to note the report and endorse the nature of the proposed responses.**

## 12. Annual Monitoring Report 2018 -19, 5-year land supply and self-build exemption

The Committee received the Annual Monitoring Report for the 2018-19 financial year. This assessed the progress of the Development Framework/ Local Plan 2011 during this period of

time and covered both planning policy and development management. The report also covered the progress against the Local Development Scheme and work undertaken under the auspices of Duty to Cooperate as well as the types of planning applications approved, appeals and decisions of appeals. The Planning Policy Officer emphasised that since the Local Plan for the Broads was adopted in May 2019, the next AMR would be very different to 2018-19 since it would include the monitoring indicators set out in the adopted plan. She explained that some amendments were required to the figures on page 10 of the report. These would be included in the report to be placed on the website.

The Planning Policy Officer also referred to the 5-year land supply at Appendix B and the self-build exemption at Appendix A of the AMR. She explained that there were two methods in determining the 5-year land supply and both provided these for the Authority as favourable. If there were different ways in calculating this, members would be provided with a future report.

The Authority had been given an exemption for Self-Build from the Department of Communities and Local Government for base period 2. It was now necessary to check on base periods 3 and base period 4.

**It was resolved to endorse the Annual Monitoring Report, 5-year land supply statement and self-build exemption update.**

### **13. Heritage Asset Review Group role and membership**

The Committee received a report on the role and membership of the Heritage Asset Review Group (HARG), which in the past had proved to be a very useful member advisory group. The membership of the group was a decision for the Planning Committee. The Chair and Vice-Chair of the Planning Committee were automatically members of the Group and since there had been changes to the Planning Committee membership following the annual meeting of the Broads Authority in July, Members were invited to consider the appointment of new members to HARG for 2019/20. It was noted that other Planning Committee members were also welcome to attend meetings.

Members noted the advisory role of HARG as it addressed specific and detailed issues relating to the historic environment in the Broads including the Listed Buildings, Buildings at Risk, Conservation Area Appraisals, the Local List as well as progress on larger projects such as the Landscape Partnership Water Mills and Marshes. It was proposed that the meetings be held quarterly to discuss and progress these issues. The meetings would be held directly following the Planning Committee meetings and the Group would report to the subsequent Planning Committee.

The Committee welcomed Kayleigh Judson as the Heritage Planning Officer who would be directly involved with HARG together with the new Heritage Environment Manager due to join the Authority shortly. Members wished to pass on their appreciation to Ben Hogg for all the work he had done as Heritage Environment Officer and detailed involvement in the Water Mills and Marshes project.



**It was resolved**

- (i) that the membership of HARG be as follows: Melanie Vigo di Gallidoro – Chair of Planning Committee, Bruce Keith – Vice-Chair of Planning Committee, plus Julie Brociek-Coulton, Harry Blathwayt, Bill Dickson and Tim Jickells;
- (ii) to hold quarterly meetings with the first meeting to be following the next Planning Committee meeting on 6 December 2019 and
- (iii) HARG to appoint its Chair and Vice – Chair and Heritage Champion.

## **14. Appeals to the Secretary of State**

The Committee received a schedule of appeals to the Secretary of State since 11 January 2019. Members noted that the last 4 appeals had all been dismissed, which was a welcome ratification of the Authority’s planning process.

**It was resolved to note the report.**

## **15. Decisions made by officers under delegated powers**

The Committee received a schedule of decisions made by officers under delegated powers from 25 September to 25 October 2019.

**It was resolved to note the report.**

## **16. Circular 28/83 Publication by Local Authorities of information about the handling of planning applications**

The Committee received a report on the development control statistics for the third quarter ending 30 September 2019. It was noted that the determination targets had been met this quarter, which was welcome as these had been missed in the two previous quarters due to turnover in staff.

**It was resolved to note the report.**

## **17. Date of next meeting**

The next meeting of the Planning Committee would be held on 6 December 2019 starting at 10.00 am at Yare House, 62- 64 Thorpe Road, Norwich. This will be followed by a meeting of the Heritage Asset Review Group.

The meeting ended at 12.25pm.

Signed by

Chairman

# Appendix 1

## Declaration of interests Planning Committee, 08 November 2019

Member	Agenda/minute	Nature of interest
James Knight	14	Appellant for Appeal to SOS against BA refusal on BA/2019/0214/FUL

# Planning Committee

06 December 2019

Agenda item number 8(i)

## BA/2018/0359/FUL Sandersons Marine Craft, Riverside, Reedham

Report by Planning Officer

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### Proposal

Demolition of shed, erect timber clad boat workshop, 3 residential dwellings, car park, flood defence wall and landscaping

### Applicant

Broadland Pension Fund Trust

### Recommendation

Approve subject to Conditions

### Reason for referral to committee

Departure from the Local Plan

### Application target date

7 January 2019

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# 1. Description of site and proposals

- 1.1. The application site is on the northern bank of the River Yare in the village of Reedham. Reedham is a small village located within the Broadland District Council area to the west of Great Yarmouth, to the south of Acle and to the north west of Loddon. The village is served by railway lines which run to Norwich, Great Yarmouth and Lowestoft. The road network links to the A47 to the north, and via a ferry across the River Yare to the A146 to the south.
- 1.2. The site is a triangular plot with the long sides facing the River Yare to the south and a road named Riverside to the north. The short western side of the triangle abuts a residential property (No. 25 Riverside). To the east of the application site's corner is the village staithe, river side parking area and moorings.
- 1.3. The road, Riverside, forms the vehicular access and pedestrian access to the site. There is no footway alongside the site boundary and the road is a single lane width with no central lane marking. There is a bus stop on this road in close proximity to the site. On the opposite side of the site (to the west) are residential properties which face towards the river on land which rises up away from the river, behind which are properties located on The Hills.
- 1.4. In the past the site was a single boatyard used in the construction and repair of wherries and then holiday boats. The site was then divided into two boatyards referred to as Halls Old Yard and the second, Sanderson Marine Craft.
- 1.5. The Sanderson's Marine Craft business is still operating, running boat hire from a dilapidated timber building utilising the full river frontage as moorings. The business was until this year part of the Hoeseasons rental network of holiday hire boats. There is also a mobile crane parked at the site and the yard also serves other fleets' boats in this area of the Broads network.
- 1.6. Halls Old Yard is vacant and has no buildings and limited use at the western side of the site. The site has some spill over storage from the Sanderson's site but all buildings on site have been removed due to concerns regarding their structural safety in close proximity to the EA flood wall. The dry dock and flood wall are still present on site, located to the west of the site in close proximity to the site boundary. Previously the dry docks had been covered by metal roofed boat sheds with ridge heights of 5.19m AOD and 4.96m AOD. This would have been of a similar height to that of the remaining timber building on the Sanderson's Marine Craft section of the site.
- 1.7. Both sites have been in use most recently or currently as a boatyard.
- 1.8. The remaining Sanderson's workshop building operates as an engine repair shed, workshop, site office, boat hire reception, laundry, stores, and staff and visitor WC. The timber boat shed measures approximately 16m (west elevation), 13m (east elevation), 11m wide and abuts the highway to the north; it is a minimum of 1.0m and maximum of 4.0m away from the flood defence wall to the south. The building has a ridge height

of 5.1m AOD (approximately 3.8m from ground level) and eaves height of 3.17m AOD (approximately 2.0m). The dual pitched roof is covered in corrugated steel sheet with small roof lights in both planes and the north and south elevations have gables. The walls are clad in mix of horizontal and vertically spaced timber planks. The building has large windows in the centre of the eastern and western elevations and a closed inward opening door in the road facing elevation, and openings on the eastern and southern elevations.

- 1.9. Planning permission is sought for the replacement of the existing shed on the Sanderson's site with a timber clad building of a larger scale in a similar position, the erection of 3 linked residential dwellings on the Halls Old Yard site and associated car parking and landscaping across the whole site with the replacement of the flood defences.
- 1.10. The proposed replacement boatyard building has seen three amendments in design and the finalised proposal is for a 13.5m x 14m workshop constructed in a steel portal frame with timber cladding and a profiled steel roof. This building has overhanging eaves at a height of 5.25m AOD (approximately 3.9m from ground level) and a ridge height of 6.85m AOD (approximately 5.8m from ground level). The building would have 3 sets of timber double doors in the eastern elevation to allow for boats to be brought into the building for repairs. On the southern elevation of the building there is a small lean-to proposed which would house the reception and office and WC/shower. Also, in the main elevation of this building is a section of horizontal orientated glazing which takes design cues from traditional boatyard buildings. The building would have three bays for works to the hire fleet boats. The business would dispose of its crane, and hire in a crane when lifting their fleet boats out for repairs.
- 1.11. The development includes 3no. dwellings, which is reduced from 4.no in the original submission. The proposed block of 3-bedroom terraced dwellings is orientated with a rear elevation facing south towards the river with a small first floor balconies, and a north road facing elevation where the entrance is located. Parking is provided for all properties to the north elevation for two vehicles per property. The dwellings have a contemporary design and would be in an 'upside down' configuration with first floor layout as open plan living room, kitchen and a separate utility room, with a balcony accessed from this space. The ground floor has three bedrooms, storage cupboard, bathroom, en-suite bathroom and hall. To the rear of the property is an area of decking facing the river.
- 1.12. The dwellings would have a ridge height of 9.1m AOD, which from the existing ground level would be approximately 7.8m tall, and eaves of approximately 4.4m above ground level. Mid red facing brick, clay pantiles, painted timber windows and zinc standing seam catslide dormers and gable parapet capping would be the materials used in the construction of the dwelling. Each dwelling would have a single catslide dormer in the front and rear roof plane, and a single Velux roof light in the southern roof plane. In the

northern roof plan, the central dwelling would have 2.no roof lights to provide light to the stairwell as well as the utility.

- 1.13. The proposal also includes the replacement of the flood defence along part of the application site and consolidation of car parking for the boatyard site. The final amendment to the scheme (received on the 18 November 2019) has moved the position of the proposed boat shed by 1.3m to the west to allow for a continuous footway along the road facing boundary of the application site. This foot way would have a minimum width of 1.3m.

## **2. Site history**

- 2.1. There has been no recent planning history related to the site, however in 1984, and subsequently in 1989 outline planning permission was granted for the erection of 6 no. houses across the whole of the application site (Ref. BA/1989/5020/HISTAP).

## **3. Consultations received**

### **Parish Council**

- 3.1. The Parish Council rejects the revised application. Whilst it acknowledges there have been some changes to the plans they are still not significant enough or sympathetic enough to the site. No response has been received to date to the consultation on the most recent amendment (18 November 2019) and this will be reported verbally.

### **District Member**

- 3.2. Raises two issues: (i) the number of dwellings (initially 4) was too much for the size of site and (ii) the drawings of the original shed design were not accurate. The scheme should be considered at Planning Committee. No response has been received to date to the consultation on the most recent amendment (18 November 2019) and this will be reported verbally.

### **Environment Agency**

- 3.3. Do not object to the proposal so long as the development is considered to meet the sequential and exceptions test and that the site is considered safe for the lifetime of development by the Local Planning Authority. In terms of the proposed works to the flood defence and works in proximity to the river bank an Environmental Permit for Flood Risk Activities is required. The EA have also stated that the area is covered by mains sewerage and that the development should therefore prioritise connection to mains sewerage over alternative means of sewerage systems.

### **Norfolk County Council as Highways Authority**

- 3.4. An objection was initially received, but following the changes to the scheme this objection has been removed. The Highways Authority advises that it is noted that the proposals have been amended to reduce the number of residential units and also to include provision of a footway along the full length of the site facing onto riverside road in line with NCC advice. The latest response to the most recent amendment (18

November) has advised that earlier objections to the scheme are withdrawn subject to Conditions SHC05, SHC11, SHC14, SHC17, SHC21, SHC33A, SHC33B and Informatives 1, 4 & 10.

#### **Norfolk County Council's Historic Environment Team**

- 3.5. We do not believe that the proposed development will have a significant impact on the historic environment. The shed to be demolished post-dates the famous Halls boat building facility (where the surviving wherries Hathor, Solace and Maud were constructed), so therefore is of little value as a historic asset. We would therefore recommend that archaeological mitigation would be inappropriate in this case.

#### **Pollution Control Officer – Broadland District Council**

- 3.6. Requests that a condition is attached should planning permission be granted to require a site investigation of the land prior to the commencement of development on site.

#### **Norfolk and Suffolk Boating Association (NSBA)**

- 3.7. The NSBA committee reiterates the views expressed in the response to the original consultation in December 2018. The NSBA has no objection to the redevelopment as amended, and supports the aspiration to ensure that there are reciprocal facilities for other hire boat businesses also belonging to the BHBF, with diesel fuel, water supply, pump out, shore power, craneage, repair and maintenance facilities. Reedham is a major hub in the river network. In addition, the NSBA believes that can be important also to private boat owners of which there are about 10,500, that there is a fully functional boatyard at Reedham.

#### **Broads Society**

- 3.8. Whilst the Society of course fully supports the retention of and the expansion of boatyards particularly on the Southern Rivers to maintain the financial sustainability of both the yards and dependent community many issues have been raised by locals and the Parish Council.

## **4. Representations**

- 4.1. 51 representations have been received at the time of writing of the report. 46 of these object to the application, 4 support the application and 1 is a general comment regarding the application. During the course of the application consultees were consulted on three amendments to the application:
- 4.2. The first followed the reduction in the number of dwellings from 4 to 3, and the change in the design and reduction in height of the building. Updated viability and planning statements were also submitted at this point.
- 4.3. The second consultation relates to minor changes to the external design of the proposed replacement shed.

4.4. The final consultation relates to the relocation of the boatshed to achieve a 1.3m wide footpath. No response has been received to date to this consultation (18 November) and any responses received will be reported verbally.

4.5. Of the objections received to date, the main issues raised can be summarised as follows:

- The development would have an adverse visual impact on a popular village setting visited by many tourists;
- Impact upon amenity of neighbouring residents through loss of outlook, day and direct sunlight and privacy;
- What guarantees that the boatyard use will continue rather than alternative employment uses which would cause harm to amenity and the character of the village;
- The residential development is not in keeping with other properties in that area of the village with too high density, poor materials and in an inappropriate location;
- Two dwellings rather than three would be more appropriate;
- The Halls Old Yard site has not been abandoned and had until 2017 been used as mooring and repair facilities;
- The application site is at risk of flooding and therefore inappropriate for residential development;
- The loss of the remaining building on site is unacceptable as it is an important addition to the character and appearance of the water front;
- The proposal would result in unwanted housing;
- The proposal does not provide sufficient car parking which would result in additional problems on the local highways;
- The existing site could be redeveloped for a new boatshed and the existing boatshed retained as a booking office/visitor facility;
- The boating facilities will be reduced;
- The development does not support the boatyard use and is just a means to get residential development and associated profit;
- Reedham has insufficient services and infrastructure to support this type of residential development;
- No.25 Riverside should not be used as a comparison as it is surrounded by trees and is less visually intrusive than the proposed development;
- Small bungalows would be more suited to the needs of locals;



- Riverside Road is not wide enough;
- The profit from the development would exceed the investment in the boat development;
- The whole application site has not been marketed and if it had would have generated more interest;
- The development does not provide a footpath;
- Construction risks are noted from the proposed development and to neighbouring buildings;
- The previous approvals for residential housing are more than 25 years old and have expired; and
- The development would result in the loss of land used by the boatyard and therefore limits the operational use of the land.

4.6. To date, the 4 letters of support have been received in relation to the development.

- Broadland Economic Development Officer supports the Development and has restated this following re-consultation;
- Support for existing boating facilities on the Southern Broads is required;
- The site is a useful stop and service point for hire boaters in this area; and
- Buildings on site are antiquated and not fit for purpose.

## 5. Policies

5.1. The adopted development plan policies for the area are set out in the [Local Plan for the Broads](#) (adopted 2019).

5.2. The following policies were used in the determination of the application:

- SP2 - Strategic Flood Risk Policy
- SP5 - Historic Environment
- SP7 - Landscape Character
- SP8 - Getting to the Broads
- SP9 - Rec. Access around the Broads
- SP10 - A prosperous local economy
- SP11 - Waterside sites
- SP15 - Residential development
- DM3 - Boat wash down facilities

- DM5 - Development and Flood Risk
- DM6 - Surface water run-off
- DM11 - Heritage Assets
- DM16 - Development and Landscape
- DM21 - Amenity
- DM23 - Transport, highways and access
- DM25 – New Employment Development
- DM26 - Protecting General Employment
- DM28 - Development on Waterside Sites
- DM33 - Moorings, mooring basins and marinas.
- DM35 – Residential Development within Defined Development Boundary
- DM43 - Design
- DM46 - Safety by the Water

## 6. Assessment

- 6.1. The key considerations in dealing with this application are the principle of development, in particular the loss of employment land at a waterside site, the enabling development offered in support of an existing boatyard, and the fact that these dwellings lie outside of a defined settlement boundary contrary to Local Plan Policy. In addition to this point of principle, the proposal also needs to be considered in terms of the impact of amenity of neighbouring residential properties, design, impact upon the character and appearance of the village and landscape, flood risk, highway safety and the future amenity of residents of the 3no. proposed dwellings.

### Principle of development

- 6.2. Looking first at the principle of the use, the whole of the application site has either been in use or is still in use as a boatyard and therefore is considered to be employment land, as well as being a waterfront site by virtue of its riverside location. The adopted Local Plan for the Broads has a number of policies which seeks to protect this type of land use in such locations as suitable waterside areas for boatyard uses is finite. These uses, as in the case with this site, form a part of a network of waterside boat related businesses which have a strong synergy throughout the Broads.
- 6.3. The application proposes a partial redevelopment of the site, which would see housing constructed on the western part; this would be a change of use. If a change of use is proposed from a boatyard use, the first requirement of policy DM26 is to have marketed the site to confirm that there is no alternative tenant or purchaser of the site, or interest in the site from other operators. A 12 month marketing period is set as a

minimum. After boatyard uses, employment uses are sequentially preferred, and then community uses should be considered (parts (a) and (b) of Policy DM26). Where these uses are demonstrated not to be viable, alternative uses can be considered subject to meeting criteria (d), (e) and (f) of policy DM26 as well as other local plan policies, specifically housing, design, flood risk, landscape and highways policies in this case.

- 6.4. When considering the site, it is important to note that the proposed development spans two separate business units, and would result in two separate types of land use. The Sanderson's site would be retained in use as a boat yard, albeit with a new building in part supported through the development of the adjoining Halls Old Yard site. As such, the change of use would only relate to the western part of the site, and therefore the marketing of this section of the site alone is considered necessary as the Sanderson's site is not proposed for a change of use.
- 6.5. The application was accompanied by a viability assessment (which was updated 26 July 2019) and details of marketing. This states that the Halls Old Yard section of the application site has been marketed by Knight Benjamin since January 2017, and in addition since July 2018 by Roche surveyors. This amounts to more than 12 months of marketing as specified in the reasoned justification to policy DM26. The LPA commissioned an independent assessment of the marketing from a chartered surveyor, who concluded that this marketing process has been sufficient and that the Halls Old Yard premises has been fully and properly exposed to the market for a suitable period of time. The marketing process did not result in any firm interest from suitable tenants to take on the Halls Old Yard site as a boatyard. Having demonstrated that there is no demand for the existing use, it is then necessary under DM26 to consider, sequentially, alternative employment, community or tourism uses. No proposals for an alternative employment use came forward as part of the marketing process. Another consideration is that alternative employment uses outside of boatyard uses might not be the most appropriate for the site considering the proximity of neighbouring residential properties, constrained riverside location and narrow access road. No community uses have come forward for the site during the marketing process, even though the report states that certain community groups had been approached such as the Wherry Maud Trust, The Wherry Trust and Wherry Yacht Charter Charitable Trust. Considering that Reedham has a number of buildings used for public and/or community purposes, including a village hall, school and surgery, there is not considered to be a significant requirement for land for this type of use.
- 6.6. It is concluded that tests set out in criteria (b) of Policy DM26, and criteria (g) of Policy DM28 of the Local Plan for the Broads have been met.
- 6.7. Therefore, alternative uses can be considered subject to meeting criteria (d) and (e) of policy DM26 as well as other relevant planning policy. In this instance there is already an established character of residential properties alongside boatyard businesses. The proposal retains land and buildings from which the holiday boat hire business can operate. The proposed development therefore is considered to comply with policy

DM26 (d) and would not compromise the operation of the remaining employment use (in compliance with policy DM28 (h) and (i)).

- 6.8. Having established that the principle of an alternative use for the western part of the site is acceptable, it is appropriate to consider the redevelopment proposed.

#### **Replacement of the Sanderson's boat workshop building**

- 6.9. The viability assessment has shown that whilst the current business at Sanderson's operates and pays rent, it is at a point where the building on site and the site's facilities are reaching a critical phase where significant investment is required to continue the use as a hire boat base or boat yard. The facilities at the Hall Old Yard site have already fallen into disrepair and need significant works and investment to bring it back into any employment or other use. As such the proposal is to use enabling residential development to fund the cost of replacing the building on the Sanderson's part of the application site.
- 6.10. The loss of the land used for employment, by its change to residential development, allows for capital investment into the remaining boatyard business. This investment and retention of part of the site in a state able to continue to accommodate a hire fleet is considered to be of sufficient benefit to outweigh the loss of part of the employment site in line with criteria (e) of Policy DM26.
- 6.11. In principle, specifically replacing the existing building on site would see improved facilities for the existing hire boat facility which would ensure that the current tenant or future tenants would have a more efficient, practical building for boat repairs, storage, car parking and also a more appropriate space for holiday boat renters to be received. SP11 would in principle support this and policy DM28 (Development on Waterside Site) explicitly supports the development of new boatsheds and other buildings to meet the operational requirements of the site (subject to other Local Plan policies). A mechanism such as a legal agreement would ensure that the works to the replacement boatyard building are completed prior to the commencement or occupation of the enabling development.

#### **Residential Development on the Halls Old Yard Site**

- 6.12. Reedham does not have a defined settlement boundary for the part of the village within the Broads area and nor does the Broads area of the village have any site-specific housing allocations. The majority of the built settlement of Reedham lies within Broadland District Council's Local Planning Authority area, and for the most part the areas within the BA executive Area are agricultural land, or, as in this case, in water related uses.
- 6.13. Broadland District Council has allocated a settlement boundary which runs to the north of the Broads Authority boundary which is in close proximity to the site, and they have also allocated housing within the settlement of Reedham to the north.

- 6.14. The site is previously developed land having until recently had two boatsheds covering the remaining boat drydocks. To the north of the site is the main residential areas of Reedham, and to the west is a residential property. Reedham has a range of services including a primary school, doctors' surgery, post office and tearoom, shop, fish and chip shop, village hall and recreation ground, as well as two Public Houses on Riverside and a further one to the west. The site is within close proximity to these services. (approximately 450m to the school, 350m to Reedham surgery and less than 200m to Reedham Post Office).
- 6.15. Public transport links to Reedham are good as there is a railway station (slightly more than 800m from the site) and also a bus stop on Riverside. The railway station has regular services to Norwich, Great Yarmouth, Lowestoft and stations in between. The bus service is less regular and links to Acle. There is no footway or path from the site to these services, however, it is proposed to create a continuous footpath along the site frontage which would link to the riverside footpath and bus stop. Whilst Reedham has only sporadic footpaths and ways, the site is within the more visibly developed settlement with numerous dwellings also accessed onto Riverside. This road has a relatively low speed limit of 30mph between the site and all the above services.
- 6.16. On the basis of the above information, the site is not considered to be remote from services, the settlement of Reedham has a broad range of services, and there is a reasonable provision of public transport. As such, on balance the location of the site is considered to be a sustainable location and does not conflict with the criteria of the Settlement Study used to define sustainable patterns of development and which formed part of the evidence basis of the Local Plan for the Broads.
- 6.17. Whilst the evidence provided for the Local Plan for the Broads demonstrates that the Broads Authority has a five-year land supply, it is not to say that the development should be refused on the basis that the current minimum need is being met by the Local Plan. As set out above, the site when considered on its own merits is considered to be a sustainable location. Therefore, whilst the site is technically contrary to the Local Plan housing policy (specifically DM35), and does not propose other uses or tenures such as affordable housing, or holiday accommodation which might be in accordance with the Local Plan, the proposal complies in principle with the NPPF.
- 6.18. The NPPF sets out that the Local Plan strategic policies should as a minimum provide for the objectively assessed housing need. In this case, unless other issues are considered to arise from the construction of these three dwellings, then it is not considered reasonable to refuse planning permission as this development would go towards meeting and exceeding this required housing provision.

### **Amenity of residential properties**

- 6.19. Reedham is a relatively densely built rural settlement and there are examples of infill and contemporary replacement of older dwellings. There are a number of residential properties which overlook the site, and one at No 25 Riverside which has a directly adjoining boundary. Due to the increase in height of the proposed replacement

boatyard building and the new build residential development, the structures on site are likely to have an impact upon the amenities currently experienced by these neighbouring residential properties.

- 6.20. The proposed changes brought about by replacing the workshop building on site would have an effect upon the amenity of the nearest residential building, No 62 Riverside. Due to the need to be able to work on boats inside, the proposed new building is taller than the existing building with a ridge height of 1.75m taller than existing. The eaves height would also be taller than the existing building. The replacement building would have a slightly different footprint to that of the existing building, as its eastern elevation would be moved by a minimum of 2.7m and 4.1m to the west, and the width of the building would increase resulting in a west elevation being between 6.3 and 7.6m further to the west than the existing building.
- 6.21. Because the building is in effect moving to the west, the impact upon No.62 Riverside would change by opening up views directly to the south. However, the increase in height would affect direct sunlight and daylight at this property, and to an extent, outlook. This property has an upside down layout with the main habitable living room at first floor height and bedrooms below. The foot print of this neighbouring building is a T format with the bottom of the T closest to the application site and then rooms and a garage set back to the side. The replacement building would be slightly further away than the existing building to No. 62 Riverside. The current building is approximately 7.8m to the closest point of No. 62, and up to 14.0m to the section which is directly opposite, as proposed this would increase by approximately 0.5m.
- 6.22. In support of the application the agent has set out a comprehensive daylight and sunlight assessment (Amended Planning, Design and Access Statement, produced by Kowloon Pacific dated June 2019). This assessment states different methodologies by which the impact of loss of light can be assessed. On the basis of this information, and following site visits it is considered that the increase in height of the building by 1.7m would not have a sufficiently adverse impact to warrant refusal on loss of light grounds, in part due to the mitigating factor of the replacement building being further to the west than the existing building, and stepped slightly (approximately 0.5m) further away from No. 62 Riverside to the south.
- 6.23. In terms of outlook, the first floor would maintain a reasonable outlook to the south, and south east. The new building, and new dwellings would obscure some views from No.62 Riverside, and would change the view of properties elsewhere in Reedham. However, this would not be considered a loss of outlook, and therefore as a loss of a specific view, which is not a material planning matter.
- 6.24. The new residential development would have a limited impact upon No. 62 and No. 25 Riverside due to the distance to No. 62 Riverside (21m from the nearest proposed dwelling), and the existing boundary hedge at No. 25 Riverside which screens the site. No overlooking would occur from the proposed balconies. No side windows are

proposed facing No. 25 Riverside and the windows in the north elevation are more than 21m from the nearest neighbouring property windows.

- 6.25. The continued use of the Sanderson's Marine Boat Yard would not alter the amenity of neighbours in terms of the current lawful use and operations on site, however, the improved building would result in better sound insulation and more work being carried out inside. As such the scheme is likely to improve the amenity of neighbours in terms of noise and dust from the established use of the boatyard. On this basis therefore, the scheme is considered to accord with Policy DM21 of the Local Plan for the Broads.

### **Design, Impact upon the character of the area, and appearance of the Landscape**

- 6.26. Originally a block of 4 dwellings had been proposed alongside a new portal frame boat workshop building which has been amended during the course of the application to 3 dwellings located to the north of the replacement boatshed building which would be constructed in timber cladding. It is acknowledged that the scheme has been reduced in scale and number of dwellings which has allowed for important visual breaks to be read. This would reduce the visual appearance of the scheme as a whole and allow for ancillary space for operations immediately adjacent to the workshop building, which is welcomed. The amendments to the appearance of the replacement boatshed are also considered to be an improvement to the appearance of the building.
- 6.27. A high-quality mix of both historic and contemporary buildings exists in the local area, and therefore the modern design of the dwellings is considered appropriate. The reduction in the number of rooflights on the roof, uncluttering the roof slopes, resulting in a simpler built form which helps to visually anchor the buildings to the ground. The ridge height of the proposed dwellings has been reduced to 9.1AOD, and eaves at 5.69m AOD. This is lower than that of the property to the North (No. 62 Riverside – Ridge 10.37m AOD) and is slightly lower than the ridge level of No. 25 Riverside Road.
- 6.28. The loss of a traditional boatshed building is regretted and its retention would be preferable in terms of retaining the character and appearance of the village. However, it is appreciated that due to the current structural condition of the existing building, and the requirement for taller workspace and openings to allow for boats to be brought inside the building it is not viable to retain the existing building.
- 6.29. The design of the replacement boatshed and workshop has been further amended to include a run of high-level windows, horizontal timber cladding, oversailing eaves and barge board and also the lean-to reception area which all serve to tie this building to the local vernacular of traditional Broads boatyards.
- 6.30. On this basis the revised design of the replacement boat shed is considered to be an acceptable design which would benefit the character of the landscape and setting of the village, and is therefore considered to be in accordance with Policy DM16 (Landscape) and DM43 (Design) of the Local Plan for the Broads.

- 6.31. Considering that the site has previously been developed and that the buildings remaining on site are beginning to look dilapidated the addition of the dwellings, with the backdrop of the village and existing two storey dwelling alongside would not be harmful to the landscape setting.
- 6.32. If consent is granted, it would be appropriate for a comprehensive photographic record to be made of the existing building and the Halls Old Yard site. Again, the recording of this should be completed through the imposition of a condition. This is because of its use as a wherry building site and the historic layout of the yard.
- 6.33. Given the visual prominence of the scheme and the importance of achieving a high standard in design it is considered that all materials and detailing should be conditioned. The details which would need to be agreed are: bricks, roof material, all joinery details including windows, doors and balconies, cladding and treatment, profile of roof sheets, rainwater goods, eaves, verge and ridge details, all hard and soft landscaping including flood wall.

#### **Highways and public rights of way**

- 6.34. Norfolk County Council as Highways Authority has requested that the development incorporates a footway along the complete road frontage of the site to enable pedestrians to walk to the quay. Following negotiation, the applicant has provided this footway.
- 6.35. In terms of parking and highways safety concerns raised by residents, Norfolk County Council as Highways Authority consider the parking provision for the business and proposed dwellings to be sufficient. This is because the scale of the business operation is not proposed to increase significantly, and the dwellings meet Broadland District Council's parking standards.

#### **Flood Risk Issues**

- 6.36. The site is considered to lay within fluvial and tidal Flood Zone 3a defined by the 'Planning Practice Guidance: Flood Risk and Coastal Change' as having a high probability of flooding. The proposed new boatshed remains in the same water compatible use and is therefore acceptable in flood risk terms. The presence of active flood defences results in the site's 3a designation.
- 6.37. The proposed change of use of the Halls Old Yard part of the site from a boatyard (water compatible) to 3.no class C3 residential dwellinghouses, is classified as a 'more vulnerable' development, as defined in Table 2: Flood Risk Vulnerability Classification of the Planning Practice Guidance. Therefore, to comply with national policy the application is required to pass the Sequential Test and be supported by a site-specific Flood Risk Assessment (FRA).
- 6.38. The key points to note from the submitted FRA, referenced T:\2016/1663-Rev D and dated November 2017, are that the actual risk for the site lies within both the flood extent for a 1% (1 in 100) fluvial and 0.5% (1 in 200) tidal annual probability event,



including an allowance for climate change. The site does benefit from the presence of defences up to 1.95m AOD, however, considering changes for climate change this would be expected to overtop as the level modelled is 2.0m. However, the FRA questions the current integrity of these defences and proposes improvements. The proposed development includes proposed improvements to the flood defences, replacing the flood gates and the manually operated accesses with solid flood wall behind, and raising the flood defences along the site's river frontage from approximately +1.95m AOD to 2.1m AOD.

- 6.39. The building has a proposed finished internal floor level of 2.3m AOD which is above the 1% (1 in 100) and 0.5% (1 in 200) annual probability flood level including climate change of 2.0m AOD and 1.83m AOD (even without flood defence in place and therefore dry of flooding in this event). Therefore, the FRA confirms that there is safe refuge above all modelled events within the proposed dwellings.
- 6.40. The proposal does have a safe means of access in the event of flooding from the proposed dwellings to an area wholly outside the floodplain on Riverside Road (up to a 1% (1 in 100) and 0.5% (1 in 200) annual probability including climate change flood event). The information provided within the Beckett Rankine FRA is adequate to show that a site-specific flood response plan can be compiled for future occupants of the residential dwellings and updated for the visitors to the existing Sanderson's hire boat rental business. A condition will be attached to ensure that this site-specific plan is prepared prior to the first occupation.
- 6.41. Flood resilience/resistance measures have been proposed as part of the FRA and these measures shall be required to be incorporated in the development prior to occupation (minimum finished floor level and construction of a heightened flood defence).
- 6.42. As the site proposes a change of use of land to a more vulnerable land use in flood zone 3a, the sequential test requires the development to meet the Exceptions Test. Part 7 of the Beckett Rankine FRA sets out that the proposed development would incorporate enabling development to sustain an important employment site and service point for the Broads Hire boat network, and also provide improved flood defences as well as bringing an unused brownfield site into use. It is considered that these improvements are sufficient enough of a sustainability benefit to the wider community to meet the exception test and complies with the NPPF and policy DM5 of the Local Plan for the Broads.

### Other issues

- 6.43. In regards to the change of use of the western section of the site from a boatyard use to a residential use the District Council's Pollution Control Officer has recommended that a condition is attached to a planning approval to require a site Contamination Survey and Assessment.
- 6.44. The proposed dwellings are considered to be of an acceptable design and will offer acceptable levels of amenity to future occupiers. As such the development is

considered to comply with Policy DM21 of the Local Plan for the Broads in regards to the future occupant's' amenity.

- 6.45. Whilst the site is an existing boatyard, due to the changes in the layout it is a good opportunity to ensure that the working practices comply with the Local Plan for the Broads and that boat wash down meets Policy DM3 of the Local Plan for the Broads. As such a condition will be applied to ensure that the development supplies details and installs adequate boat wash down facilities. In addition, details of safety by the water features will also be required by condition in accordance with Policy DM 46 of the Local Plan for the Broads.
- 6.46. Reedham and the site is within the catchment for mains sewerage and the agent has confirmed that the development would be connected to the mains sewerage system. This overcomes the EA's concerns about this detail and is therefore in accordance with Policy DM2 (Foul Water and Drainage) of the Local Plan for the Broads.
- 6.47. This application is in part for enabling development to support the redevelopment of a boatyard site, which forms the second part of the application. It is important that the two aspects of the development are linked to ensure that the housing site is not sold separately and that the funds raised are in fact used to redevelop the boatyard. A Section 106 Agreement is likely to be the most appropriate mechanism to use to achieve this and Members will be updated verbally on the most recent discussions.

## 7. Conclusion

- 7.1. The proposed development is considered to enable the existing Sanderson's Marine hire Boat business to replace its dilapidated workshop and continue as a hire boatyard at Reedham for the foreseeable future. The loss of the employment land has been shown to be acceptable as an adequate marketing and viability assessment has shown that the long-term future of the site in its current use is not viable.
- 7.2. Following amendments to the design the scheme is considered to be an appropriate scheme which would not harm the character or appearance of the settlement, or landscape.
- 7.3. Whilst the site lies outside of a defined settlement boundary and includes residential development and is technically a departure from the Local Plan for the Broads Policy DM35, there are a number of considerations which weigh in favour of the proposal. The site has been assessed as a sustainable location with good links to services and acceptable levels of public transport.
- 7.4. The site is in an area of flood risk, however, the benefits from the proposed improvements to the flood defence and economic support to the existing business enabled by this development mean that the site is considered to meet the Exceptions Test in regards to flood risk. The application FRA has shown that the site is safe for its lifetime and therefore complies with Policy DM5 of the Local Plan for the Broads.

## 8. Recommendation

8.1. That subject to satisfactory conclusion of the discussions around a suitable mechanism to control the implementation of the boatshed replacement building, flood defences and footway prior to the occupation of the dwellings, this planning application be approved subject to the following conditions:

- Time limit
- In accordance with approved plans
- Submission of details as per para. 6.33
- Submission of a landscaping scheme as per 6.33 incl. boundary treatments
- Submission of contamination report and any required mitigation to be carried out
- Submission of details regarding Boat wash down
- Submission of details regarding safety by the water features
- Submission of a completed flood response plan
- Minimum floor level
- Connection to mains drains
- Details of surface water drainage in line with SUDs guidance
- Highways conditions SHC05, SHC11, SHC14, SHC17, SHC21, SHC33A, SHC33B as specified in email from NCC Highways dated 22<sup>nd</sup> November 2019.
- Removal of PD rights regarding enclosure of access, residential extensions alterations, changes of use from the specified boatyard use.
- Cycle parking shall be installed and retained thereafter
- Details and installation of biodiversity improvements
- Recording of site as per para. 6.32
- Informatives to be added regarding BA Rivers Works Permits, and EA Flood Defence Consents which may be required, and as specified by NCC Highways.

## 9. Reason for recommendation

9.1. The development is considered to be in accordance with Policy DM11, DM43, DM26, DM28 and DM5 of the Local Plan for the Broads. Whilst the residential development is not in compliance with Policy DM35 and is therefore a departure from the Local Plan, in this instance other material planning considerations on balance mean that this development is considered to be sustainable development and therefore considered acceptable.

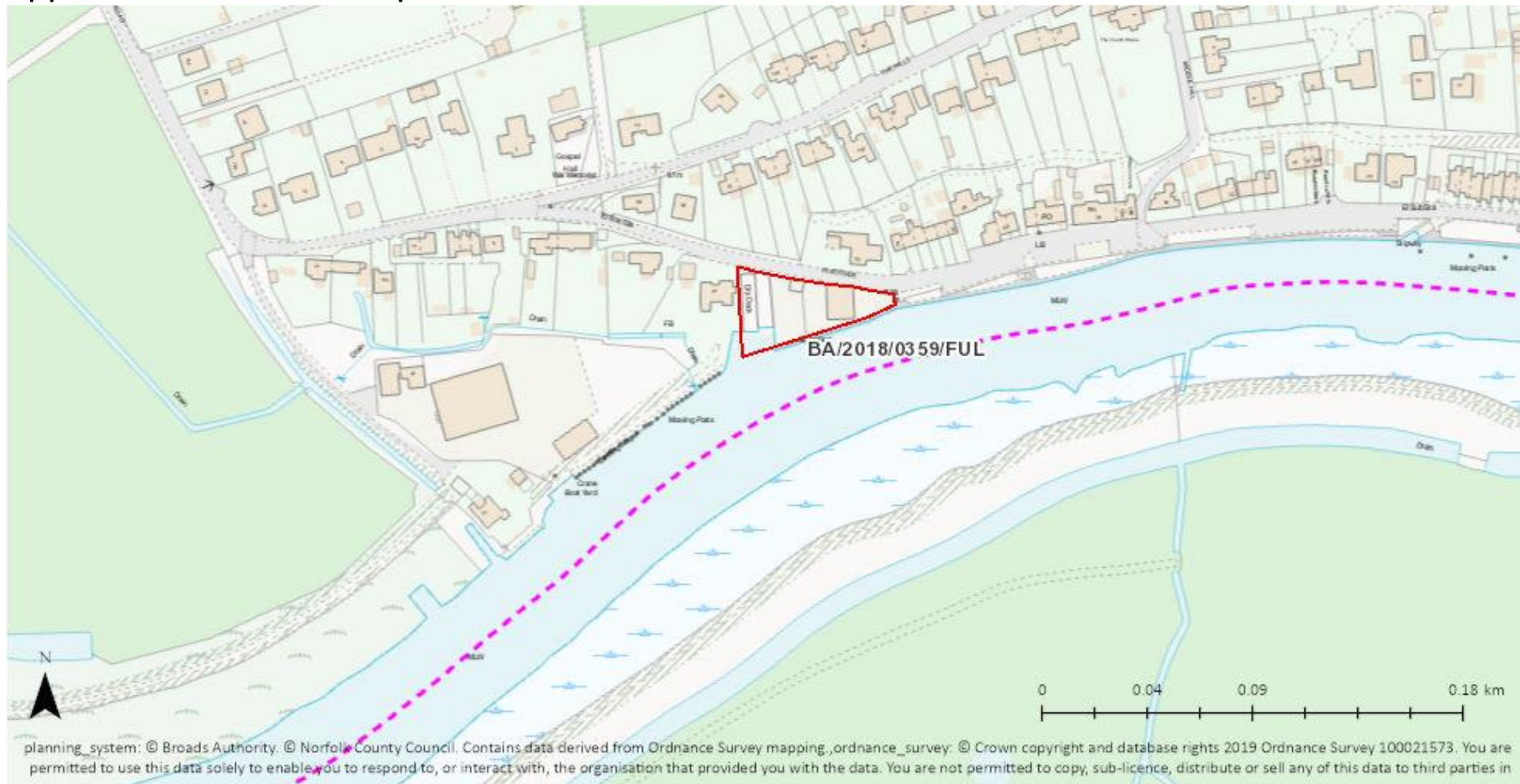
Author: Jack Ibbotson

Date of report: 22 November 2019

Background papers: Application file

Appendix 1 – Location map

## Appendix 1 - Location map



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# Planning Committee

06 December 2019

Agenda item number 9

## Enforcement update

Report by Senior Planning Officer

### Summary

This table shows the monthly updates on enforcement matters. The financial implications of pursuing individual cases are reported on a site by site basis.

### Recommendation

That the report be noted.

Committee Date	Location	Infringement	Action taken and current situation
31 March 2017	Former Marina Keys, Great Yarmouth	Untidy land and buildings	<ul style="list-style-type: none"> <li>• Authority granted to serve Section 215 Notices.</li> <li>• First warning letter sent 13 April 2017 with compliance date of 9 May.</li> <li>• 26 May 2017: Some improvements made, but further works required by 15 June 2017. Regular monitoring of the site to be continued.</li> </ul>

Committee Date	Location	Infringement	Action taken and current situation
			<ul style="list-style-type: none"> <li>• Monitoring 15 June 2017. Further vandalism and deterioration.</li> <li>• Site being monitored and discussions with landowner.</li> <li>• Landowner proposals unacceptable. Further deadline given.</li> <li>• Case under review.</li> <li>• Negotiations underway.</li> <li>• Planning Application under consideration December 2018.</li> <li>• Planning application withdrawn and negotiations underway regarding re-submission.</li> <li>• Works undertaken to improve appearance of building.</li> <li>• Revised planning application submitted 1 April 2019.</li> <li>• Planning Committee 19 July 2019: Resolution to grant planning permission</li> <li>• Arson at building, with severe damage 18 August 2019.</li> <li>• Discussions around securing building and partial demolition 19 August 2019</li> <li>• Pre-demolition surveys almost complete and works to commence thereafter. 24 October 2019</li> </ul>

Committee Date	Location	Infringement	Action taken and current situation
14 September 2018	Land at the Beauchamp Arms Public House, Ferry Road, Carleton St Peter	Unauthorised static caravans	<ul style="list-style-type: none"> <li>• Authority given to serve an Enforcement Notice requiring the removal of unauthorised static caravans on land at the Beauchamp Arms Public House should there be a breach of planning control and it be necessary, reasonable and expedient to do so.</li> <li>• Site being monitored.</li> <li>• Planning Contravention Notices served 1 March 2019.</li> <li>• Site being monitored 14 August 2019</li> <li>• Further caravan on-site 16 September 2019</li> </ul>
8 November 2019	Blackgate Farm, High Mill Road, Cobholm	Unauthorised operational development – surfacing of site, installation of services and standing and use of 5 static caravan units for residential use for purposes of a private travellers’ site.	<ul style="list-style-type: none"> <li>• Delegated Authority to Head of Planning to serve an Enforcement Notice, following liaison with the landowner at Blackgate Farm, to explain the situation and action.</li> <li>• Correspondence with solicitor on behalf of landowner. 20 November 2019.</li> </ul>

Author: Cheryl Peel

Date of report: 21 November 2019



# Planning Committee

06 December 2019

Agenda item number 10

## Statement of Community Involvement- consultation responses and adoption

Report by Planning Policy Officer

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### Summary

The Broads Authority's Statement of Community Involvement (SCI) has been reviewed, updated and subject to public consultation. This report details comments received and changes to the draft SCI, and proposes that the SCI is adopted.

### Recommendation

That Planning Committee endorses the final SCI and recommends that the Broads Authority adopts the SCI at its next meeting.

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## 1. Introduction

- 1.1. Local Planning Authorities must produce a Statement of Community Involvement (SCI) and review it every five years to keep it up-to-date. The Broads Authority's SCI was adopted in 2014 and is now under review.
- 1.2. The SCI sets out how we will engage with stakeholders and the local community in the production and review of the Broads Local Plan and Broads Plan, and in the planning application process.
- 1.3. As agreed at Planning Committee on 13 September 2019, we consulted on the draft SCI. The consultation period ended on 22 November 2019 and this report details comments received and changes to the draft SCI, and proposes that the SCI is adopted.

## 2. Statement of Community Involvement (SCI)

- 2.1. National Planning Policy Guidance states that: 'Local planning authorities must set out in their Statement of Community Involvement how they will engage communities on the preliminary stages of plan-making, specifically survey stage and Local Development Scheme. This does not apply to those plans which have passed Regulation 18(1) stage of the Town and Country Planning (Local Planning) (England) Regulations 2012 before 31 July 2018 in respect of that particular plan / Statement of Community Involvement. Local planning authorities must review their Statements of Community Involvement every 5 years from the adoption date. It is important that Statements of Community

Involvement are kept up-to-date to ensure effective community involvement at all stages of the planning process. Therefore, a local planning authority should regularly review and update their Statement of Community Involvement to reflect any changes to engagement. A local planning authority may review and update their Statement of Community Involvement at the same time as reviewing and updating a plan to reflect what action is taken to involve the community in any change to the plan’.

2.2. A tracked changed version of the Authority’s draft SCI is at Appendix 2.

### 3. Consultation on the SCI

3.1. The consultation ran from 27 September to 22 November 2019. The responses we received are in Appendix 1.

3.2. North Norfolk District Council (NNDC) and Chedgrave Parish Council (CPC) have asked for an extension to the deadline for their comments to 13 December 2019. This is after Planning Committee on 6 December 2019. It is therefore proposed that any comments received by NNDC and CPC are assessed, and our responses to those comments and whether any changes are to be made to the SCI are discussed with the Head of Planning, Director of Strategic Services and Chair of Planning Committee. This is in the interest of expediency in adopting the SCI while allowing NNDC and CPC more time. Any responses or changes will then be detailed in the Broads Authority report (likely to be the January meeting).

Author: Natalie Beal

Date of report: 22 November 2018

[Broads Plan](#) objectives

Appendix 1 – responses to the SCI consultation

Appendix 2 – Tracked Change version of the final Statement of Community Involvement

## Appendix 1 – responses to the SCI consultation

Name	Organisation	Comment	BA Responses	Proposed changes
Joy Brown	Norwich City Council	Norwich City Council have no comments to make on this document.	Noted.	No change to SCI
Lorraine Houseago	Norfolk County Council	We have no other comments to make.	Noted.	No change to SCI
Penny Turner	Norfolk Policy ACLO	We have no comments on the above at this stage.	Noted.	No change to SCI
Carla Wright	Natural England	We are supportive of the principle of meaningful and early engagement of the general community, community organisations and statutory bodies in local planning matters, both in terms of shaping policy and participating in the process of determining planning applications. We regret we are unable to comment, in detail, on individual Statements of Community Involvement but information on the planning service we offer, including advice on how to consult us, can be found at: <a href="https://www.gov.uk/protected-species-and-sites-how-to-review-planning-proposals">https://www.gov.uk/protected-species-and-sites-how-to-review-planning-proposals</a> .	Noted.	No change to SCI
Ben Wright	East Suffolk Council	The Council is broadly supportive of the detail included in this Statement of Community Involvement and the various methods the Broads Authority promote in order to encourage public participation. The use of specific methods to help hard to reach groups participate in the planning process should be encouraged.	Noted.	No change to SCI

Name	Organisation	Comment	BA Responses	Proposed changes
Ben Wright	East Suffolk Council	An outline of which team is responsible for which document/process would provide further clarity to members of the public about who to contact if they have a query. This does not need to go into great detail however some description of the difference between planning policy and development management etc. could be really beneficial.	Noted. A list of specific names and contact details will not be included as people change roles. Also, the Broads Authority is a small organisation and reception is manned in normal working hours so it is always easy to speak to someone. But we will elaborate on the three aspects covered in this SCI a bit more.	<p>This Statement of Community Involvement (SCI) is the Broads Authority's formal policy to:</p> <ul style="list-style-type: none"> <li>i. <u>Identify how and when local communities and stakeholders will be involved in the preparation of the Broads Local Plan – the Planning Policy Officer is responsible for the production of this;</u></li> <li>ii. <u>Set out community involvement in the consideration of planning applications – the Development Management Officers are responsible for determining planning applications and the Planning Administration Team are responsible for the receipt and processing of applications and fees;</u> and</li> <li>iii. <u>State how the community can inform the review of the Broads Plan (the strategic plan to manage the Norfolk and Suffolk Broads) – the Head of Governance is responsible for this at the time of writing.</u></li> </ul>

Name	Organisation	Comment	BA Responses	Proposed changes
Ben Wright	East Suffolk Council	Page 4 – it could be useful to further differentiate Supplementary Planning Documents and Planning Guides from Local Plans, seeing as they do not form part of the Development Plan for the area officially but rather provide further details on applying planning policies.	Agree. Will amend figure.	Amend figure so it has a double ended arrow between local plan and guides to show they work together and add arrows from Neighbourhood Plans to planning applications and SPDs and guides to planning applications to show that neighbourhood plans and SPDs and guides in form decision making of planning applications.
Ben Wright	East Suffolk Council	Page 8 – Could a list of social media platforms used by the Broads Authority and links to them be provided?	Agree. Will add links.	Use social media ( <a href="https://www.facebook.com/BroadsAuthority/">Facebook: https://www.facebook.com/BroadsAuthority/</a> and <a href="https://twitter.com/BroadsAuth">Twitter: https://twitter.com/BroadsAuth</a> ) and information technology.
Ben Wright	East Suffolk Council	Throughout the document – More reference to the use of social media could be very beneficial to the SCI. Social Media has become a key part of public consultations and has been very successful when used across the country. A simple outline of when social media could be used to promote consultations could be one way of doing this.	Noted. We refer to this under Local Plan and a reference in the Broads Plan section can be added too.	Our Broads Engage web pages highlight the consultation methods we use regularly, including stakeholder workshops, committee and interest group meetings, focus groups, social media ( <a href="#">Twitter and Facebook</a> ) one-to-one discussions, written consultations in paper and electronic formats, surveys and questionnaires, and public events in local venues around the Broads, including ‘drop-in’ area parish forums.
Ben Wright	East Suffolk Council	Page 13 – could a link to the database be added?	We don't think this is appropriate and we list the organisations on our database more generally in an Appendix at the end of the SCI.	No change to SCI

Name	Organisation	Comment	BA Responses	Proposed changes
Ben Wright	East Suffolk Council	Throughout – it could be useful to provide links throughout the document to any relevant pages on the Broads Authority website, such as: <ul style="list-style-type: none"> <li>o Contacts database</li> <li>o Planning pages</li> <li>o Pre-app pages</li> <li>o Committee info including right to speak</li> <li>o Weekly list</li> </ul>	Agree. Will add links to Planning Committee, planning pages and weekly list.	Links added
Ben Wright	East Suffolk Council	Page 21 – While Neighbourhood Plans do add detail beyond the scope of Local Plans, would it be more accurate to say that Neighbourhood Plans themselves include policies that can include additional, more local details reflecting local circumstances that is not appropriate for Local Plans to cover?	Agree. Will add text.	The Localism Act 2011 (as amended) makes provision for communities to prepare their own Neighbourhood Development Plans, which can add detail beyond that of the Local Plans <u>and can include policies that can include additional, more local details reflecting local circumstances that is not appropriate for Local Plans to cover.</u>
Ben Wright	East Suffolk Council	Also, Neighbourhood Plans do not need to necessarily be in conformity with national policy, rather they have to have regard to it. The conformity with Local Plans is only regarded as ‘general conformity’.	Agree. Will add text.	They must <u>have regard to National Policy as well as be in general conformity with</u> any Plan that has been adopted by the Local Authority
Ben Wright	East Suffolk Council	Would it be more accurate to state that Neighbourhood Plans help to decide where development should go and what type of development it should be, alongside the relevant Local Plan?	Agree. Will add text.	Decide where and what type of development should happen in the neighbourhood <u>(alongside the Local Plan)</u>

Name	Organisation	Comment	BA Responses	Proposed changes
Ben Wright	East Suffolk Council	Is the statement that Neighbourhood Plan policies take precedence over Local Plan policies strictly accurate? Paragraph 30 of the NPPF states that they do take precedence over non-strategic policies where these are in conflict, unless they have been superseded by more recent policies.	Agree. Will amend text.	Include policies: For example, regarding design standards <del>that take precedence over existing policies in the Local Plan for the neighbourhood</del> —provided the Neighbourhood Plan policies do not conflict with the strategic policies in the Local Plan
Jessica Nobbs	Water Management Alliance	Section 2.5 Who we consult refers to three main groups: Specific Consultees, General Consultees and Local Consultees, all of which are listed under Appendix C of the document. We believe both the Broads IDB and Norfolk Rivers IDB should be included in this list of people and organisations. According to the National Planning Policy Framework (February 2019), strategic policies set by Local Planning Authorities in their Local Plans should take into account advice from the Environment Agency and other relevant flood risk management authorities, such as Lead Local Flood Authorities (LLFAs) and IDBs. In determining planning applications in accordance with national policy, local policies and relevant guidance, LPAs take into account advice from a number of different sources. These sources include from statutory consultees (such LLFAs) and the Environment Agency (“EA”) as well as from other Risk Management Authorities (“RMAs”) on a non-statutory basis such as IDBs, Anglian Water or the Canals and Rivers Trust. Between December 2014 and March 2015 Government reviewed and consulted the arrangements for providing advice to planning authorities on drainage and flood risk. As part of their response to this consultation Government	Noted. You are on the consultation database for planning policy and the Broads Plan. Will add you to Appendix C. In relation to Planning Applications, we consult the relevant IDB by letter.	Water Management Alliance added to Appendix C.

Name	Organisation	Comment	BA Responses	Proposed changes
		stated they recognised the important role IDBs fulfil in flood risk management and agreed that “there may be local instances where they should be consulted on new development proposals on a non-statutory basis.”		
Charlie Middleton	Beccles Town Council	The Planning Committee, replying on behalf of Beccles Town Council, consider all three documents provide comprehensive support for the planning policies of the Broads Authority.	Support noted.	No change to SCI
Charlie Middleton	Beccles Town Council	However, it is considered that due consideration should be given to amending the minimum consultation period listed in item 43 of the Statement of Community Involvement to a minimum period of 8 weeks, rather than 6 weeks. In support of this proposal, it had been noted that the consultation period for these three planning documents was 8 weeks.	This is the minimum set out in regulations. We cannot change the regulations. We do tend to increase the length of the consultation period to take account of school holidays or number or length or documents. This consultation was for 8 weeks because there were three documents. SPD consultations only need to be 4 weeks according to the regulations.	No change to SCI





**Broads**  
Authority

# Statement of Community Involvement

# 2020

This Statement of Community Involvement is the Broads Authority's formal policy on how local communities and stakeholders will be involved in the preparation of the Authority's Local Plan. It also sets out community involvement in the consideration of planning applications and in the review of the Broads Plan.

**Broads  
Authority**

~~Draft for consultation.~~

~~Deadline for comments: 4pm 22 November 2019~~

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## 1. Introduction

### 1.1. What is a Statement of Community Involvement?

This Statement of Community Involvement (SCI) is the Broads Authority's formal policy to:

- i. Identify how and when local communities and stakeholders will be involved in the preparation of the Broads Local Plan – the Planning Policy Officer is responsible for the production of this;
- ii. Set out community involvement in the consideration of planning applications – the Development Management Officers are responsible for determining planning applications and the Planning Administration Team are responsible for the receipt and processing of applications and fees; and
- iii. State how the community can inform the review of the Broads Plan (the strategic plan to manage the Norfolk and Suffolk Broads) – the Head of Governance is responsible for this at the time of writing.-

This SCI updates and replaces ~~(when adopted)~~ the 2014 SCI. The National Planning Practice Guidance (NPPG) required SCIs to be updated every 5 years.

The SCI is a requirement of the Planning and Compulsory Purchase Act 2004 (as amended). Section 18<sup>1</sup> states that:

- (1): *The local planning authority must prepare a statement of community involvement.*
- (2): *The statement of community involvement is a statement of the authority's policy as to the involvement in the exercise of the authority's functions under sections 13, 15, 19, 26 and 28 of this Act and Part 3 of the principal Act of persons who appear to the authority to have an interest in matters relating to development in their area.*

The SCI sets out the Authority's policy on consulting and involving people and organisations with an interest in the development and management of the Broads. The Authority must comply with the adopted SCI in preparing any planning document or when determining any planning application. The policy in the SCI will also be used to help inform the review of the Broads Plan.

### 1.2. Contact details

For more information about the Statement of Community Involvement, planning documents and applications in the Broads Executive Area, or the Broads Plan, please contact us:

Tel: 01603 610734

Email: [PlanningPolicy@broads-authority.gov.uk](mailto:PlanningPolicy@broads-authority.gov.uk)

[planning@broads-authority.gov.uk](mailto:planning@broads-authority.gov.uk)

[BroadsPlan@broads-authority.gov.uk](mailto:BroadsPlan@broads-authority.gov.uk)

Post: Broads Authority, Yare House, 62-64 Thorpe Road, Norwich, Norfolk NR1 1RY

Website: [www.broads-authority.gov.uk](http://www.broads-authority.gov.uk)

<sup>1</sup> <http://www.legislation.gov.uk/ukpga/2004/5/section/18>

## 37 2. Involving the community in planning policy

### 38 2.1. The local plan process

39 The Local Plan<sup>2</sup> includes policies to help determine planning applications and also allocate some  
40 areas of land for certain land uses. When the Broads Authority reviews the Local Plan from around  
41 2020/2021 we will review the adopted planning policies and look into other issues in the Broads  
42 Authority Executive Area. The process is set out in Table 1 below. A timeline showing the estimated  
43 date for the Local Plan review is in [Appendix A](#).

44 Over the coming years we will also produce and consult on some Supplementary Planning  
45 Documents (SPDs) and planning guides. We follow a set process for SPD production, consultation  
46 and adoption, and will produce guides in a similar way.

47 **Table 1: Broads Local Plan Process**

Sustainability Appraisal and Habitats Regulation Assessment	1: Identify issues	Review existing policies and identify gaps in policies.
	2: Collect evidence	Research what will inform the Local Plan.
	3: Consult	Let stakeholders and the public know the Authority is producing the Local Plan and ask for their views on what it should cover. Minimum 6-week consultation period. (Regulation 18)
	4: Prepare Draft Plan	Prepare a draft Local Plan with help from evidence and comments received.
	5: Consult	Consult stakeholders and the public on the draft Local Plan for a minimum of 6 weeks.
	6: Improve Plan	Consider consultation comments and any further evidence when improving the Local Plan.
	7: Publish Plan	Consult stakeholders and the public on the improved Local Plan for a minimum of 6 weeks. (Regulation 19)
	8: Submit	Assess consultation comments. If the Authority wants to improve the Plan further, stages 6 and 7 are repeated. If the Authority considers the Local Plan is sound, submit it to the Planning Inspectorate. (Regulation 22)
	9: Examine	An independent Planning Inspector examines the submitted Local Plan. There may be Public Hearings. (Regulation 24)
	10: Adopt	If the Independent Planning Inspector finds the Local Plan sound, the Authority can adopt the Plan. (Regulations 25 and 26)

48 The public can take part in stages 3, 5 and 7. They can also take part in stage 9 if they made

<sup>2</sup> <https://www.broads-authority.gov.uk/planning/planning-policies>

49 comments at stage 7. The Authority can carry out extra consultation if needed.

50 **2.2. Relationship of the local plan to other documents**

51 The following diagram shows how various documents relate to the Broads Local Plan and explains  
 52 what each document is for.



53  
 54 **Sustainability Appraisal**

55 A Sustainability Assessment (SA), including a Strategic Environmental Assessment (SEA), must take  
 56 place as part of the Local Plan process. The SA process will assess the social, environmental and  
 57 economic effects of the Plan and this will help make sure that decisions made contribute to  
 58 sustainable development. These documents are put together at the same time as the Local Plan and  
 59 help to inform and shape the Local Plan policies.

60 For Supplementary Planning Documents (SPD), a SEA is completed which may use the SA criteria.

61 The first stage of the SA is to produce a Scoping Report. This identifies the key sustainability issues  
62 for the area through consultation and a review of literature and data. The Environment Agency,  
63 Natural England and English Heritage must be consulted at this stage.

64 Following the Scoping Report, different versions of the SA are produced to go with each stage of the  
65 Plan making process. The SA assesses policies and proposals in the Plan and recommends  
66 improvements. The SA is published alongside the Local Plan and is also open to comment.

### 67 Habitats Regulation Assessment

68 The Habitats and Birds Directives protect sites of exceptional importance in respect of rare,  
69 endangered or vulnerable natural habitats and species within Europe. These European Sites include  
70 Special Areas of Conservation (SACs), Special Protection Areas (SPAs) and Offshore Marine Sites  
71 (OMSs), but at the moment there are no OMSs designated.

72 Articles 6(3) and 6(4) of the Habitats Directive (European Community 1992) require Habitats  
73 Regulations Assessment (HRA) of any plans or projects likely to have a significant effect on a  
74 designated feature of a European Site (European Commission 2002).

75

76 A Habitats Regulations Assessment assesses potential effects of a proposed plan on all European  
77 sites, both within and next to the plan area. It may also include an Appropriate Assessment (AA). The  
78 HRA (and AA) should make sure that a plan or project is only approved after determining it will not  
79 adversely affect the integrity of any European Site.

80 The HRA takes the following format:

- 81 • Evidence gathering - Identifying European sites in and next to the Broads designated area that  
82 may be affected. Research the qualifying features, site conditions, conservation objectives and  
83 other relevant plans or projects that might be relevant.
- 84 • Task 1 – Screening to decide if a policy is likely to have a significant effect. At this stage  
85 there should be enough information available to screen policies effectively.
- 86 • Task 2 – Appropriate Assessment and determining the effect on site integrity.

### 87 **2.3. Duty to Cooperate and Statements of Common Ground**

88 New legislation (Localism Act, section 110) sets out a 'duty to co-operate' which applies to all Local  
89 Planning Authorities, National Park Authorities and County Councils in England and to several other  
90 public bodies. The new duty means that councils and public bodies must '*engage constructively,*  
91 *actively and on an ongoing basis*' to develop strategic policies. Councils also have to consider joint  
92 approaches to plan making.

93 A statement of common ground records progress made by strategic policy-making authorities during  
94 strategic planning for cross-boundary matters. The statement records effective co-operation, or  
95 shows where it is not happening, throughout the plan-making process. It can be used at examination  
96 to prove that plans are deliverable over the plan period based on effective joint working across local  
97 authority boundaries. For Local Planning Authorities, it is used as part of the evidence needed to  
98 show they have complied with the duty to cooperate.

99 More information can be found in the NPPG: <https://www.gov.uk/guidance/plan-making>

100 The NPPF and NPPG lists issues requiring cooperation as:

- 101 • The homes and jobs needed in the area;
- 102 • The provision of retail, leisure and other commercial development;
- 103 • The provision of infrastructure for transport, telecommunications, waste management,
- 104 water supply, wastewater, flood risk and the provision of minerals and energy (including
- 105 heat);
- 106 • The provision of health, security, community and cultural infrastructure and other local
- 107 facilities; and
- 108 • Climate change mitigation and adaptation, conservation and enhancement of the natural
- 109 and historic environment, including landscape.

110

111 Certain other public bodies have to follow the duty to cooperate. These are prescribed in the [Town](#)  
112 [and Country Planning \(Local Planning\) \(England\) Regulations 2012](#) as amended by the [National](#)  
113 [Treatment Agency \(Abolition\) and the Health and Social Care Act 2012 \(Consequential, Transitional](#)  
114 [and Saving Provisions\) Order 2013](#). The organisations that have a statutory duty to cooperate<sup>3</sup> are:

- 115 • Environment Agency
- 116 • The Civil Aviation Authority
- 117 • The Homes and Communities Agency
- 118 • English Heritage
- 119 • The Office of Rail Regulation
- 120 • Natural England
- 121 • Norfolk County Council and Suffolk County Council
- 122 • Highways Agency
- 123 • New Anglia (Local Enterprise Partnership)
- 124 • Primary Care Trust<sup>4</sup>
- 125 • Marine Management Organisation

126 The Broads Executive Area covers parts of two County Councils and six District/Borough/City Councils:

- 127 • Norfolk County Council
- 128 • Suffolk County Council
- 129 • Broadland District Council
- 130 • Great Yarmouth Borough Council
- 131 • North Norfolk District Council
- 132 • Norwich City Council
- 133 • South Norfolk District Council
- 134 • East Suffolk Council

135

136 The Authority will ensure it 'engages constructively, actively and on an ongoing basis' with relevant  
137 organisations. Duty to Cooperate workshops are part of the Local Plan production process.

---

<sup>3</sup> Please note that the regulations also refer to the Mayor of London and Transport for London but these are not relevant to the Broads Authority.

<sup>4</sup> The Health and Social Care Act 2012 abolishes Strategic Health Authorities and other health bodies such as Primary Care Trusts. Instead there are newly established bodies, the clinical commissioning groups and the National Health Service Commissioning Board.

## 138 **2.4. How we consult and engage**

### 139 Advertising consultations

140 Depending on the consultation stage, we will use some or all the following advertising methods:

- 141 • Advertise and promote consultations on the Authority's website.
- 142 • Email or write to relevant organisations or individuals who asked to be on our
- 143 consultation database.
- 144 • Display posters at suitable places around the Broads.
- 145 • Ask Town and Parish Councils and Councillors for their help letting people know about
- 146 consultations.
- 147 • Use adverts or press releases to promote consultations in the local press or community
- 148 magazines.
- 149 • Use social media ([Facebook: https://www.facebook.com/BroadsAuthority/](https://www.facebook.com/BroadsAuthority/) and
- 150 [Twitter: https://twitter.com/BroadsAuth](https://twitter.com/BroadsAuth)) and information technology.

### 151 Methods of consultation

152 Depending on the type of consultation document, we will use some or all the following consultation

153 methods:

- 154 • We may make presentations to certain groups or organisations.
- 155 • Attend Parish meetings if asked, particularly if they can be grouped or where there
- 156 is a policy issue of local significance.
- 157 • We may hold open days or public meetings at accessible venues at times when
- 158 most people will be able to attend.
- 159 • Put printed documents in public venues around the Broads. [Appendix B](#) lists the
- 160 usual venues.
- 161 • We can print copies of the documents for individuals (fee charged to cover costs).
- 162 • We may deliver consultation summary leaflets to most homes in an area at certain
- 163 stages of the plan making process.
- 164 • Accept comments by email or post.
- 165 • Put up unstaffed displays (including summary posters) in public areas.
- 166 • Send out questionnaires, either printed or online.
- 167 • Translate parts of documents or summary leaflets into other languages if needed.
- 168 • Provide braille or large print versions if needed.

169 Consultations are held for a set period. We will make sure that deadline dates and times are clear

170 and well publicised. To be included in the consultation comments must reach us by the deadline.

171 Late responses are kept on file, but are unlikely to influence the consultation document. At the

172 formal stages of publication of a Local Plan, late representations are not 'duly made' and therefore

173 cannot be used.

## 174 **2.5. Who we consult**

175 The Authority consults a wide range of people and organisations, under three main groups:

- 176 • Specific Consultees: These are the organisations we have to consult to comply with
- 177 planning regulations. We also include the Local Enterprise Partnership (New Anglia)
- 178 and the Local Biodiversity Partnership (Wild Anglia) as Specific Consultees.
- 179 • General Consultees: These are extra organisations that we think are relevant to the
- 180 consultation. They may be national, regional or local organisations.



- 181       • Local Consultees: These organisations or individuals are local to the Broads.

182 See [Appendix C](#) for a list of consultees, correct at the time of writing and adopting this SCI document.

183 Some groups can be harder to engage with than others. These groups can include people whose first  
184 language is not English, people with disabilities, young people, older people and gypsies, travellers  
185 and travelling show people, and those who live on boats. Such groups may be unable or unwilling to  
186 engage in traditional consultation methods. Table 2 below explains how we will consult groups that  
187 can be harder to engage with.

188 **Table 2 'Hard to engage' groups**

Group that may be harder to engage with	How we will consult these groups
Young people	We may attend school assemblies, produce consultation materials aimed at school-aged people, and/or put up displays at venues that young people attend.
People with English not as their first language	We may put display posters in venues used by this particular group. We may translate parts of documents or summary posters and questionnaires if needed.
People with disabilities	Make sure that open days or public meetings are held in accessible venues. Include organisations and individuals that represent this particular group in our General Consultees list (for example the Disabled Persons Transport Advisory Committee). Provide large print and braille versions of consultation materials if needed.
Gypsies, travellers and travelling show people	Include organisations and individuals that represent this particular group in our General Consultees list (for example The National Federation of Gypsy Liaison Groups, The Showmen's Guild of Great Britain and Gypsy Roma Traveller Achievement Service). Also include the Housing Teams of our Constituent Authorities.
Elderly people	Make sure that open days or public meetings are held in accessible venues. Include organisations or individuals that represent this particular group in our General Consultees list (for example Age UK). Make sure that hard copies of documents are available in public venues.
Those who live on boats	Talk to residential boaters face-to-face or drop off leaflets and other information as appropriate. Our Ranger team may also be able to help contact residential boaters.

## 189 **2.6. Consulting on different stages of different plans - who and how?**

190 Different consultation methods suit different stages of the plan making process and the type of  
191 document being consulted. There are regulations that the Authority must follow, setting out who  
192 to consult, when and for how long, see Table 3. We may also add in extra stages of consultation.

193 We will try to avoid school holidays for consultations. If we can't avoid this we may extend the  
194 consultation period beyond the minimum required.

195 We prefer to let people know about consultations by email, and also receive comments by email,  
 196 as this reduces postage costs and time. But we will send or receive communications by post if  
 197 needed.

198 **Table 3 Public consultation requirements of different plans**

Document	Stage	Length of Consultation	Who and how
Sustainability Appraisal Scoping Report <sup>5</sup>	Before plans are started	5 weeks	We will consult the Environment Agency, Natural England, English Heritage, New Anglia, Wild Anglia, Norfolk and Suffolk County Council and our six constituent districts. We will also consult the RSPB and Marine Management Organisation.
Broads Local Plan and Sustainability Appraisal <sup>6</sup>	Consultation (Regulation 18)	Minimum 6 weeks	This is the first stage of consulting on a planning document, and consultation methods will be wide ranging. We will notify those on our consultation database, place e-documents on the website, place printed documents in public venues <sup>7</sup> around the Broads and hold public events such as open days. We will attend Parish meetings if asked, particularly if they can be grouped or where there is a policy issue of local significance. We may produce summary leaflets or surveys, present to specific groups (such as school assemblies) and produce summary posters or unstaffed displays at suitable venues as needed.
	Publication (Regulation 19)	Minimum of 6 weeks	At this stage of consultation, we will notify those on our consultation database, place documents on the website and place printed documents in public venues around the Broads. We will ask those who respond if they want us to let them know about the progress of the document as it is submitted, examined and potentially adopted.
	Submission (Regulation 22)	-	At Submission stage, we must tell Specific and General consultees and those who asked to be kept informed that they can see the documents on the Authority's website and at appropriate public venues. We will also put a notice in the local press.
	Examination	-	Any consultee who made a representation and

<sup>5</sup> The Environmental Assessment of Plans and Programmes Regulations 2004:  
<http://www.legislation.gov.uk/uksi/2004/1633/contents/made>

<sup>6</sup> The Town and Country Planning (Local Planning) (England) Regulations 2012:  
<http://www.legislation.gov.uk/uksi/2012/767/contents/made> and The Environmental Assessment of Plans

<sup>7</sup> Regulation 35 of the 2012 regulations say that documents are made available when '*made available for inspection, at their principal office and at such other places within their area as the local planning authority consider appropriate, during normal office hours*'.

Document	Stage	Length of Consultation	Who and how
	(Regulation 24)		<p>said that they want to attend the Examination in Public and speak at the public hearings will be told the date, time, venue and format of the hearings.</p> <p>We will advertise the date, time, venue and format of the examination on our website and at public venues.</p> <p>The Inspector may also ask someone who has made a representation to provide further information to help their understanding.</p> <p>When we receive the Inspector's Report, we will place it on our website and in public venues, and contact those who asked to be kept informed.</p>
	Adoption (Regulation 26)	-	As well as informing interested parties of adoption, we will place a notice in the local press, write to or email consultees, and place information in public venues and on our website.
Statement of Community Involvement	Draft SCI	5 weeks	There is no requirement to consult at this stage, but the Authority will consult for about 5 weeks. We will notify those on our consultation database and place documents on our website. The final copy will be available at public venues.
Supplementary Planning Documents <sup>8</sup>	Draft SPD (Regulation 12)	4 weeks	<p>We will notify those on our consultation database, place documents on the website, place printed documents in public venues. We may hold public events such as open days.</p> <p>We may produce summary leaflets or surveys, present to specific groups (such as school assemblies) and produce summary posters or un-staffed displays at suitable venues.</p> <p>We will ask those who responded if they want us to let them know when the Plan is adopted.</p>
	Adoption (Regulation 14)	-	As well as informing the interested parties of adoption, we will place a notice in the local press, write to or email consultees on our database, place information in public venues and on our website.
Guides	Consultation	Around 6 weeks.	<p>We will notify those on our consultation database, place documents on the website, place printed documents in public venues. We may hold public events such as open days.</p> <p>We may produce summary leaflets or surveys, present to specific groups (such as school assemblies) and produce summary posters or</p>

<sup>8</sup> The Town and Country Planning (Local Planning) (England) Regulations 2012:  
<http://www.legislation.gov.uk/uksi/2012/767/regulation/12/made>

Document	Stage	Length of Consultation	Who and how
			un-staffed displays at suitable venues. We will ask those who responded if they want us to let them know when the Plan is adopted.
	Adoption	-	As well as informing the interested parties of adoption, we will place a notice in the local press, write to or email consultees on our database, place information in public venues and on our website.

## 199 2.7. What we do with the comments we receive

200 When you respond to a Planning Policy consultation, your comments will eventually be viewable by  
201 the public. This helps ensure a transparent planning system. We will check all comments before they  
202 are made public, to make sure that the language used is appropriate for a public audience (i.e. not  
203 offensive or inflammatory

204 We will abide by data protection rules and will make sure that full personal details are not made  
205 publicly available. Names (and job titles and organisations where appropriate) will be made public in  
206 the list of consultation responses. We will deal with your personal data in line with GDPR  
207 requirements and section 9 and [Appendix D](#).

208 All comments received will be acknowledged and logged on our database. At the end of the  
209 consultation period, we will put together a summary document of comments received, our response,  
210 and details about how the comments will be used. We will explain clearly why we made our  
211 decisions. The report will be available on the planning policy pages of our website and in paper  
212 format on request (a fee may be charged for this). The report will be ready after a reasonable time  
213 following the end of the consultation period, allowing us time to read, consider and respond to all  
214 comments.

215 When we submit the Local Plan (or any other planning document) to the Planning Inspectorate to  
216 be examined, we must produce a Consultation Report. This report will include the comments  
217 received at all stages of the Local Plan production. It will explain how we used the comments and  
218 how they have affected the development of Local Plan policy.

219 We cannot guarantee that every comment will result in changes to the plan that is being consulted  
220 on. But we can guarantee that we will read every comment and provide a response saying what  
221 actions will be taken or we will explain if no action is taken.

## 222 2.8. How can people get involved?

223 We will advertise our consultations widely in many different ways, so that people can find out about  
224 consultations and tell us what they think. Anyone interested can get in touch with us and ask to be  
225 kept informed about particular planning documents or consultations. From time to time, we will  
226 contact consultees to see if they still want us to keep their details on our consultation database.

### 227 3. Involving the community at the planning application stage

228 The Broads Authority is the local planning authority for all land and properties within the Broads  
229 executive area. Therefore, the Authority is responsible for processing and managing most forms of  
230 development in the Broads<sup>9</sup>.

#### 231 3.1. Legislative requirement to consult on planning applications

232 As well as consulting on strategic documents, the Broads Authority also has to consult the  
233 community on planning applications. The requirements are set out in the Town and Country  
234 Planning (Development Management Procedure) (England) Order 2010.

#### 235 3.2. Pre-application discussions

236 The Localism Act 2011 sets out requirements for consultation in the pre-application process, and the  
237 National Planning Policy Framework (NPPF) also encourages applicants to engage in this process.  
238 This can provide feedback at an early stage as to whether their application is likely to be acceptable  
239 in principle.

240 The NPPF says: 188. *Early engagement has significant potential to improve the efficiency and*  
241 *effectiveness of the planning application system for all parties. Good quality pre-application*  
242 *discussion enables better coordination between public and private resources and improved outcomes*  
243 *for the community.*

244 For all applications, we encourage pre-application discussions with our Planning Officers, who can  
245 offer guidance and advice on design and on the planning policies and regulations that may apply.  
246 They can also give advice about the type and level of information required to enable the Authority to  
247 validate and determine their application. We can also let the applicant know which organisations we  
248 will be consulting. This will give the applicant an opportunity to contact the organisations  
249 beforehand and address any concerns they may have. We can also advise if planning permission is  
250 not needed.

251 The NPPF says: 190. *The more issues that can be resolved at pre-application stage, the greater the*  
252 *benefits.*

253 Pre-application advice can:

- 254 • Help identify issues any developer should consider in formulating proposals including flood risk
- 255 • Help identify the level of supporting information and detail that should accompany the plans  
256 and forms required to be submitted with any formal application
- 257 • Avoid expensive mistakes being made at application stage
- 258 • Speed up processing of the application
- 259 • Make sure groups or individuals you must consult by law are engaged as early as possible
- 260 • Identify schemes which are unlikely to win support
- 261 • Avoid time spent on making an application if permission is not needed

<sup>9</sup> <https://www.broads-authority.gov.uk/planning/planning-permission>

262 At the time of writing, this service is provided for free. If you want to take advantage of pre-  
263 application advice, please fill out the pre-application advice form found on the Authority's website<sup>10</sup>.

### 264 **3.3. Pre-application consultation**

265 The Localism Act sets out the requirements for statutory pre-application consultation; the NPPF also  
266 encourages those not required by law to undertake community engagement. All applicants are  
267 encouraged to consult neighbours, the appropriate Parish/ Town Council and other local amenity  
268 bodies before submitting their application. How this is done will vary in proportion to the scale and  
269 nature of the development proposal. As a minimum, for minor applications we recommend the  
270 applicants consult immediate neighbours before submitting an application.

271 For major applications, such as those that may be controversial, on sensitive sites or significant in  
272 scale, we encourage developers to engage with the local community at an early (pre-application)  
273 stage in order to establish local issues and concerns that may need to be addressed in the  
274 application. How this is done is up to the developer, but we would encourage public exhibitions,  
275 public meetings, press releases and public notices.

276 Applicants will then be able to submit a Consultation Statement with their application.

277 Major applications are defined as residential development comprising 10 or more dwellings OR if the  
278 number of dwellings is unknown, the site area is 0.5 hectare or more; or any other use where the  
279 floor space proposed is 1,000 square metres or more OR if the site area is one hectare or more.

### 280 **3.4. Local Development Orders**

281 Local Development Orders are made by local planning authorities and give a grant of planning  
282 permission to specific types of development within a defined area. They streamline the planning  
283 process by removing the need for developers to make a planning application to a local planning  
284 authority.

285 On producing a Local Development Order, the regulations<sup>11</sup> state that the draft local development  
286 order and statement for reasons need to be made available in a similar way to those of the Local  
287 Plans. The venues as set out in [Appendix B](#) will therefore hold paper copies of the documents, and a  
288 copy will be posted on our website.

289 Where the draft local development order would grant planning permission for development  
290 specified in the order, the Authority will display in at least one place on or near to the site to which  
291 the order relates a notice (as set out in Schedule 7 of The Town and Country Planning (Development  
292 Management Procedure) (England) Order 2010) and give every person whom we know to be the  
293 owner or tenant of any part of the site whose name and address is known to the authority, a copy of  
294 the Order.

<sup>10</sup> [http://www.broads-authority.gov.uk/\\_data/assets/word\\_doc/0004/410269/Do\\_I\\_need\\_Planning\\_Permission\\_form.doc](http://www.broads-authority.gov.uk/_data/assets/word_doc/0004/410269/Do_I_need_Planning_Permission_form.doc)

<sup>11</sup> [http://www.legislation.gov.uk/uksi/2010/2184/pdfs/uksi\\_20102184\\_en.pdf](http://www.legislation.gov.uk/uksi/2010/2184/pdfs/uksi_20102184_en.pdf)

295 The consultation will last a minimum of 28 days.

296 The Specific Consultees as set out in [Appendix C](#) will be consulted, as well as the following groups:

- 297 • Voluntary bodies some or all of whose activities benefit any part of the local
- 298 planning authority's area;
- 299 • Bodies which represent the interests of different racial, ethnic or national
- 300 groups in the local planning authority's area;
- 301 • Bodies which represent the interests of different religious groups in the local
- 302 planning authority's area;
- 303 • Bodies which represent the interests of disabled persons in the local planning
- 304 authority's area;
- 305 • Bodies which represent the interests of persons carrying on business in the
- 306 local planning authority's area.
- 307 • Any person with whom they would have been required to consult on an
- 308 application for planning permission for the development proposed to be
- 309 permitted by the order.

### 310 **3.5. Who will be consulted on planning applications and how?**

311 Once an application has been submitted, the Authority is responsible for managing the consultation,  
312 determining who will be consulted and how long they will have to comment. The Authority carries  
313 out consultation for applications, even those when pre-application advice has been sought to ensure  
314 there is no bias.

315 Depending upon the nature and location of the application, the Authority may consult various  
316 bodies and organisations to receive their views regarding the application. These can include the  
317 Environment Agency, Anglian Water, Natural England, Norfolk or Suffolk County Council Highways  
318 Departments, Norfolk Landscape and Archaeology Department, Norfolk or Suffolk Fire Service,  
319 Broads Society and others considered pertinent to the proposal.

320 The Authority may also consult internal officers for their specialist views. These can include the  
321 Ecologist, the Landscape Officer, the Heritage Environment Manager, the Authority's Arboriculture  
322 Consultant and the Waterways and Recreation Officer. The Parish/Town Council is a statutory  
323 consultee and is always consulted.

324 For applications that relate to the use and enjoyment of the water space and/or affect navigation,  
325 the Authority will consult with relevant organisations that represent the various users of the Broads  
326 system.

327 These organisations/officers are consulted via email (or by post if no email address is provided to the  
328 Authority) with information as to how they can view the application online. Neighbours are  
329 consulted by post whilst Parish and Town Councils are sent an email informing them of the  
330 consultation period or sent a copy of the application by post if an email address is unavailable.



331 Some applications may have historic environment issues. On these occasions, the Authority will  
332 consult with Norfolk County Council Historic Environment Service, and English Heritage East of  
333 England Region as well as the Authority's Heritage Environment Manager.

334 On occasion, planning applications are revised after they have been submitted, due to concerns  
335 raised by case officers or to address comments received from consultees or the public. Depending  
336 on the significance of the changes, the Authority will re-consult with the Parish Council, neighbours  
337 and anyone else likely to be affected by the changes made. The usual time for response to  
338 amendments is 10 working days.

339 In addition to consulting neighbours and other Statutory Bodies the Authority publicises planning  
340 applications and other submissions as set out in the Table below to ensure the local communities  
341 have a number of ways to find out what is being proposed in their area.

342 For all Local Planning Authority applications and consents submitted to the Broads Authority, we  
343 will:

- 344 a) Send notification of the application to the respective District/Borough/City Council
- 345 b) Display a notice of the proposal in a prominent position on or near the proposed site
- 346 c) Consult, by letter or email, immediate neighbours, respective Parish Council and respective  
347 District/Borough/ City Council Ward Members
- 348 d) Publish full details of the application on the Authority's website
- 349 e) Make details of the application available for inspection at the Authority's head office during  
350 normal working hours
- 351 f) Consult any relevant statutory and non-statutory bodies

352

353 In addition to the above, we will give notice in a local newspaper of the following types of  
354 development:

- 355 a) Works within a Conservation Area or within the curtilage of a listed building.
- 356 b) A proposal accompanied by an Environmental Statement
- 357 c) A proposal which is contrary to the Development Plan
- 358 d) A proposal which affects a public right of way
- 359 e) Major development, including development likely to be of interest to a wider number of people
- 360 f) Telecommunications development

361 A Weekly List<sup>12</sup> of new planning applications is issued each week to allow the public to stay up-to-  
362 date with applications submitted for sites within their local area.

### 363 **3.6. How can people get involved in the application process?**

364 Members of the public can get involved during the consultation period, by informing the Authority in  
365 writing of their views on proposals or by providing any relevant information they feel the Authority  
366 should know.

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<sup>12</sup> <https://planning.broads-authority.gov.uk/online-applications/search.do?action=weeklyList>



367 Applications are also discussed at Parish/Town Council Committee Meetings. Members of the public  
368 may be able to speak at these meetings. However it is advised that the Parish Clerk/Representative  
369 is asked for that Parish's protocol in respect of its 'planning meetings'

370 The Broads Authority's Planning Committee<sup>13</sup> is also a public meeting and anyone is eligible to  
371 register to speak on an application, or turn up on the day to sit and listen.

### 372 **3.7. How can I find out about planning applications in my area?**

373 The Weekly List published on the Authority's website shows new applications registered within the  
374 Broads Authority's Executive Area. Site notices are another way to find out about planning  
375 applications. These are erected on or close to the application site in places accessible to the public  
376 from public footpath or highway. Press Notices are included in the local newspaper for applications  
377 as specified the box on the previous page.

### 378 **3.8. How to comment on a planning application**

379 Consultation letters, Site Notices and Press Notices will all include details of how to view the  
380 planning application and how to make comments on the application.

381 There is a statutory consultation period of 21 days from the date of the Site Notice or neighbour  
382 notification letter, or 14 days from the date of the press advertisement, for responses to be made.  
383 However, bodies such as Natural England will be allowed a longer period of time to comment on  
384 applications where this is prescribed by legislation for applications for development potentially  
385 affecting a SSSI. Any responses received during this consultation period are uploaded onto the  
386 Broads Authority's Public Access system and can be viewed by the wider public.

387 Comments on a planning application must be made in writing and can be submitted in three  
388 different ways:

- 389 a) via the Broads Authority's Public Access system
- 390 b) via email
- 391 c) via post

### 392 **3.9. What we do with the comments we receive?**

393 We aim to acknowledge representations received from neighbours, Parish/Town Councils, District or  
394 other councillors and the Broads Society on undetermined applications within five working days of  
395 receipt. We will acknowledge representations from other bodies as appropriate.

396 The Authority displays all comments received regarding an application on its website under the  
397 application's reference (although we will not include any inappropriate or offensive comments).  
398 These can be accessed by all members of the public.

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<sup>13</sup> <https://www.broads-authority.gov.uk/about-us/committees/planning-committee>

399 The Planning Officer responsible for an application which receives comments will take all comments  
400 received into consideration when making his/her recommendation. Where appropriate, comments  
401 received may result in amendments being made to the proposal and/or adding conditions to the  
402 decision notice. In some instances, comments received may result in the refusal of a proposal.

403 Every Planning Officer will ensure that any comment received is referenced in their final report on  
404 the proposal, whether or not further action has been taken as a result of the comment.

405 The determination of each planning application will either be made at Officer level under the  
406 Authority's Scheme of Delegation or by the Planning Committee. If the application is taken before  
407 the Planning Committee for determination, any comments or representations received will be  
408 brought to the attention of the Members.

### 409 **3.10. Speaking at Planning Committee<sup>14</sup>**

410 The majority of applications are not required to go before the Planning Committee to be decided,  
411 because they are of a nature that enables them to be determined by the Authority's Head of  
412 Development Management under the Authority's Scheme of Delegation.

413 For those applications that need to go to Planning Committee, the Planning Committee meeting is  
414 held every 4 weeks, on a Friday morning at Yare House, 62-64 Thorpe Road, Norwich.

415 Members of the public, the Parish Council and Ward Member are eligible to speak at the Planning  
416 Committee, either as supporters or objectors and do not need to have provided comments during  
417 the initial consultation period. Attendance by the applicant/agent is also encouraged. Anyone who  
418 wishes to speak regarding an application must register with the Committee Clerk prior to the  
419 commencement of the Meeting.

420 Each speaker will be given a maximum of 5 minutes. If more than one objector/supporter from a group  
421 wishes to speak, then a total of 5 minutes will be allocated to that group. However, it is advised that a  
422 group nominate a single spokesperson due to the limited speaking time. The Committee Clerk will  
423 advise whether there are other interested parties who have requested to speak.

424 It is advised that your speech should be brief and to the point, referring to relevant planning issues.  
425 Illustrative material is permitted to clarify issues.

426 Full details, including Committee agenda papers, Committee Minutes and planning decisions, are  
427 published on our website at [www.broads-authority.gov.uk/Planning](http://www.broads-authority.gov.uk/Planning).

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<sup>14</sup> [https://www.broads-authority.gov.uk/\\_data/assets/pdf\\_file/0005/414887/PUBLIC-SPEAKING-September-2018.pdf](https://www.broads-authority.gov.uk/_data/assets/pdf_file/0005/414887/PUBLIC-SPEAKING-September-2018.pdf)

428 **3.11. Sources of planning advice**

429 Planning Aid

430 Planning Aid provides free, independent and professional advice to those who are unable to pay  
431 professional fees. See section 6 for more details.

432 Planning Portal

433 The Planning Portal is the Government's website that offers clear guidance on the planning system  
434 in England and Wales. The website also allows you to submit online planning applications to the  
435 Council. The website is available to view at [www.planningportal.gov.uk](http://www.planningportal.gov.uk).

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## 436 4. Involving the community in producing the Broads Plan

### 437 4.1. The Broads Plan

438 The Broads Plan is the strategic plan to manage the Norfolk and Suffolk Broads. It sets out a vision,  
439 long-term aims and short-term objectives for the Broads, and coordinates and integrates a wide  
440 range of strategies, plans and policies relevant to the area with the purposes and duties set out in  
441 the Broads Act. The Broads Plan is a plan for the Broads, not just for the Broads Authority. While the  
442 Authority is responsible for its production, a wide range of partners will take a lead or joint role in  
443 the delivery and monitoring of specific actions in the Plan.

444 The Broads Plan helps shape the planning policies adopted with the Broads Local Plan, and  
445 neighbouring Local Planning Authorities need to have regard to it when adopting their own planning  
446 policies. The Broads Plan may also be a material consideration in making decisions on individual  
447 planning applications.

### 448 4.2. Reviewing the plan

449 The Authority is required to review the Broads Plan at least once every five years and update it as  
450 appropriate.

451 Each stage of the review process will involve working with our officers and members, key statutory  
452 and delivery partners, and stakeholder groups and individuals with an interest in the Broads. Our  
453 Broads Engage web pages<sup>15</sup> highlight the consultation methods we use regularly, including  
454 stakeholder workshops, committee and interest group meetings, focus groups, [social media \(Twitter  
455 and Facebook\)](#) one-to-one discussions, written consultations in paper and electronic formats,  
456 surveys and questionnaires, and public events in local venues around the Broads, including ‘drop-in’  
457 area parish forums. We will follow the process in Table 2 to engage with those who may be  
458 considered as ‘hard to engage’.

459 The stages are a Broads Plan review are:

- 460 • Carry out preliminary scoping work to review the Plan’s vision, aims and objectives, and assess  
461 outputs and outcomes since the Plan was adopted.
- 462 • Prepare a first draft Plan and publish it for public consultation for a period of 6-8 weeks. Consider  
463 comments received, and carry out additional internal and external consultation if needed.
- 464 • Prepare revised draft Plan and publish it for a 6-8 week period of public consultation.
- 465 • Prepare and publish final Plan.

466 The draft and final versions of the Plan and associated documents will be made available in paper  
467 and electronic format, and in large print or audio formats on request. We will publish information  
468 about consultations on our website, through our social media including Twitter, Facebook and  
469 relevant blogs (for example, from the Chief Executive), in our visitor and toll payer newsletters, in  
470 the local press, and through the public venues shown in [Appendix B](#).

<sup>15</sup> Broads Engage: <https://www.broads-authority.gov.uk/about-us/how-we-work/broads-engage>

471 **4.3. Environmental report**

472 The Broads Plan review is informed by an Environmental Report (combining Sustainability Appraisal  
473 and Strategic Environmental Assessment), which assesses any significant environmental, economic  
474 and social impacts of the Plan on conservation sites designated under the European Habitats  
475 Directive. This process will be run in parallel with the Plan review process.

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## 476 5. Neighbourhood Planning

### 477 5.1. About Neighbourhood Plans

478 The Localism Act 2011 (as amended) makes provision for communities to prepare their own  
 479 Neighbourhood Development Plans, which can add detail beyond that of the Local Plans and can  
 480 include policies that can include additional, more local details reflecting local circumstances that is  
 481 not appropriate for Local Plans to cover. These plans can set planning policies to guide future  
 482 development in the parish. They must be in conformity with have regard to National Policy as well as  
 483 be in general conformity with any Plan that has been adopted by the Local Authority. They are  
 484 community led and can be written by Town or Parish Councils, or where there is no Town or Parish  
 485 Council by a specially created Neighbourhood Forum.

### 486 5.2. Neighbourhood Plans - 'cans' and 'cannots'

487 A Neighbourhood Plan *can*...

- 488 • Decide where and what type of development should happen in the neighbourhood  
 489 (alongside the Local Plan);
- 490 • Promote more development than is set out in the Local Plan; and
- 491 • Include policies: For example, regarding design standards, that take precedence over  
 492 existing policies in the Local Plan for the neighbourhood—provided the Neighbourhood  
 493 Plan policies do not conflict with the strategic policies in the Local Plan.

494 A Neighbourhood Plan *cannot*...

- 495 • Conflict with the strategic policies in the Local Plan prepared by the LPA;
- 496 • Be used to prevent development that is included in the Local Plan; and
- 497 • Be prepared by a body other than a Parish or Town Council or a Neighbourhood Forum.

### 498 5.3. Neighbourhood Plans produced by parishes in The Broads

499 There are no parishes wholly within the Broads Executive Area. Each parish that is partly in the Broads,  
 500 where the Broads Authority is the LPA, will also have a part within one of the Authority's constituent  
 501 council areas, with that council being the LPA.

### 502 5.4. Producing A Neighbourhood Plan

503 While the Neighbourhood Plan will be written by the community, the Local Planning Authority (LPA)  
 504 still has a role to play. The Authority and its constituent councils work together to assist the  
 505 community in producing a Neighbourhood Plan. The Council usually leads on the Local Planning  
 506 Authority's side of producing the Neighbourhood Plan, usually because the majority of the area of a  
 507 Parish is not in the Broads Executive Area but also because the Council will eventually run the  
 508 referendum stage of production.

509 That being said, both the Authority and the other Council need to undertake the required formal  
510 stages in line with their particular procedures. Table 4 summarises the process<sup>16</sup>.

511 **Table 4 Explanation of the Stages of Neighbourhood Plan Production**

Stage	Explanation
Designating a Neighbourhood Area or Neighbourhood Forum	<p>If the application is for an entire parish, then the LPAs designate the Neighbourhood Plan.</p> <p>If for an area different to an entire parish, the Council and the Broads Authority will advertise the application for six weeks. The Council will probably lead on contacting particular consultees, with the Authority providing relevant contact details. The Authority will advertise the consultation on its website.</p> <p>On completion of the consultation (if required), the Authority and Council designate the Neighbourhood Area or take the decision to designate the Neighbourhood Forum. At the meeting of the full Authority, the majority of the Authority's formal involvement in the production of a Neighbourhood Plan is delegated to the Planning Committee.</p>
Pre-submission publicity and consultation	The qualifying body (Parish Council or Neighbourhood Forum) publicises the draft plan or Order and invites representations and consults the consultation bodies as appropriate. The Authority and Council help. The Authority will place the consultation document on its website and in its Head Office reception.
Submission to the local planning authority and publication	The Authority and Council checks that the submitted proposal complies with all relevant legislation. If the plan meets the legal requirements, the Authority and Council publicise the proposal for a minimum of 6 weeks and invite representations, and appoint an independent examiner (with the agreement of the qualifying body).
Submission to Independent Examiner and Examination	The Neighbourhood Plan and representations are sent to the independent examiner, who undertakes the examination. The independent examiner issues a report to the local planning authority and qualifying body. The Authority and Council consider the report and reach their own view – to proceed to referendum or not.
Referendum	On deciding to proceed to referendum, the Council organises and runs the referendum.
Making the neighbourhood plan	The results of the referendum are reported to the full Authority. Paragraph 38A (4)(a) of the Planning and Compulsory Purchase Act 2004 requires that the Local Planning Authority must make the neighbourhood plan if more than half of those voting have voted in

<sup>16</sup> More detail on the process of producing a Neighbourhood Plan can be found here <https://www.gov.uk/guidance/neighbourhood-planning--2#key-stages-in-neighbourhood-planning>

Stage	Explanation
	favour of the plan being used to help decide planning applications in the plan area.

512 Once the neighbourhood area is approved, the Authority and Council are legally required to provide  
513 support and advice covering such issues as planning matters and advice on the legal requirements  
514 for producing a Neighbourhood Plan. The Authority and Council are also responsible for checking  
515 that the submitted Neighbourhood Plan has followed the proper legal process, publicising the  
516 proposed plan and arranging for the independent examination and referendum to take place. The  
517 NPPG sets out the role for the LPA: [https://www.gov.uk/guidance/neighbourhood-planning--2#the-](https://www.gov.uk/guidance/neighbourhood-planning--2#the-role-of-the-local-planning-authority-in-neighbourhood-planning)  
518 [role-of-the-local-planning-authority-in-neighbourhood-planning](https://www.gov.uk/guidance/neighbourhood-planning--2#the-role-of-the-local-planning-authority-in-neighbourhood-planning)

## 519 **5.5. How the community is involved in the process**

520 The community are formally involved in the following stages. The Neighbourhood Forum/Parish  
521 Council may involve the community in other ways at other stages of the Neighbourhood Plan  
522 production.

523 **Table 5: Community involvement in neighbourhood planning process**

Stage	Length of time	How and who?
Pre-submission consultation	6 weeks	Relevant consultees are invited to comment on the draft Neighbourhood Plan. The draft plan is displayed on the Authority's website. A hard copy is displayed at the Authority's head office.
Publication	6 weeks	Relevant consultees are invited to comment on the publication version of the Neighbourhood Plan. The draft plan is displayed on the Authority's website. A hard copy is displayed at the Authority's head office.
Referendum	One day only to cast vote	Those who live in the Parish and are over 18. Polling stations for each ward of a Parish. Run by the Council.

## 524 **5.6. More information**

525 For more information, visit these useful websites:

526 Locality:

527 <https://locality.org.uk/>

528 Forum for Neighbourhood Planning:

529 <https://neighbourhoodplanning.org/>

530 Community Knowledge Hub:

531 <http://planning.communityknowledgehub.org.uk/>

532 Government Guidance:

533 <http://planningguidance.planningportal.gov.uk/blog/guidance/neighbourhood-planning/>



- 534 Planning Help:  
535 [http://www.planninghelp.org.uk/improve-where-you-live/shape-your-local-area/neighbourhood-](http://www.planninghelp.org.uk/improve-where-you-live/shape-your-local-area/neighbourhood-plans)  
536 [plans](http://www.planninghelp.org.uk/improve-where-you-live/shape-your-local-area/neighbourhood-plans)  
537 Planning Advisory Service:  
538 <https://www.local.gov.uk/pas/pas-topics/neighbourhood-plans>  
539 Localism Act and Neighbourhood Planning:  
540 <http://www.legislation.gov.uk/ukpga/2011/20/part/6/chapter/3>

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## 541 **6. Planning help and advice available to the community**

### 542 **6.1. Introduction**

543 Planning Aid is a voluntary service linked to the Royal Town Planning Institute (RTPI) that offers free  
544 independent professional advice on planning issues. Planning Aid is provided to support community  
545 groups and individuals who have limited resources to participate effectively in planning matters.

### 546 **6.2. What type of service is provided by Planning Aid?**

547 The current remit of Planning Aid involves advising community groups in negotiations with the Local  
548 Planning Authority and, if necessary, representing the groups at examination.

549 Planning Aid England can help individuals and communities to:

- 550 • Understand and take part in the planning system
- 551 • Take part in the preparation of plans
- 552 • Comment on planning applications
- 553 • Apply for planning permission
- 554 • Appeal against a decision
- 555 • Help individuals represent themselves at appeals or public enquiries

556 Every part of the UK is covered by Planning Aid, with each region having its own service. Developers  
557 should consider contacting Planning Aid for advice about appropriate engagement techniques.

### 558 **6.3 contact and more information**

559 Planning Aid England can be contacted on 020 7929 8338 (although no advice given over the phone) or fill  
560 out the on-line form: <https://planningaid.zendesk.com/hc/en-us/requests/new>. Further information can  
561 be found on the RTPI website at <https://www.rtpi.org.uk/planning-aid/>.

562 Information regarding the planning system can also be found on the Government planning portal  
563 website at [www.planningportal.gov.uk](http://www.planningportal.gov.uk).

## 564 **7. Complaints procedure**

565 We operate a three-stage procedure<sup>17</sup> to ensure complaints about our services and performance are  
566 dealt with impartially, objectively and professionally.

### 567 **7.1 stage one: informal complaints**

568 Initially you may wish to informally contact a senior manager for the area of work where you have a  
569 complaint or comment. Alternatively, if you telephone the Broads Authority and explain that you  
570 wish to make a complaint, you will be put through to the senior member of staff best able to deal  
571 with your concerns.

572 As a further option you can email the Authority via our contact form. By approaching the Authority  
573 in this way, your concerns will be dealt with efficiently and every effort made to resolve your  
574 complaint. You will be provided with a written reply to email or written informal complaints within  
575 10 working days of receipt. This applies to telephone informal complaints that cannot be resolved at  
576 the time.

### 577 **7.2 stage two: formal complaints**

578 Please submit a formal complaint by completing and submitting a formal complaint form which will  
579 be forwarded to the relevant director. You will be sent an acknowledgement within three working  
580 days of receipt.

581 When a director receives a formal complaint, it is their responsibility to consider the whole  
582 complaint objectively and with professionalism. You will get a detailed reply in writing within 10  
583 working days, identifying whether your complaint is upheld or not. If it is not possible to respond in  
584 full within 10 working days you will be sent a letter explaining why and be given an indication of  
585 when the response will be ready. The reply will include details of how to take the matter forward  
586 should you remain dissatisfied.

### 587 **7.3 stage three: Chief Executive review**

588 Your request to proceed to the Chief Executive's Review Stage is normally only available if you have  
589 been through the Formal Complaints Stage process. Your complaint should be in writing and  
590 addressed to the Chief Executive stating your request for a Chief Executive's Review of your  
591 complaint. An acknowledgement letter will be sent within three days of receipt and a detailed reply  
592 will be sent within 20 working days. If it is not possible to respond in the timescale you will be sent a  
593 letter explaining why.

594 This is the last stage in the Authority's complaint process and it requires the Chief Executive to  
595 review your complaint in an impartial manner, undertaking a full and independent review of your  
596 concerns. If he considers it helpful, he may seek the assistance of the Authority's Monitoring Officer  
597 and may seek direction from the appropriate committee.

598 Please note that if your Formal Complaint concerns action that the Chief Executive has taken, your  
599 Formal Complaint will be reviewed by the Chairman of the Authority. An acknowledgement letter  
600 will be sent within three days of receipt and a detailed reply will be sent within 20 working days. If it  
601 is not possible to respond in the timescale you will be sent a letter explaining why.

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<sup>17</sup> <https://www.broads-authority.gov.uk/contact-us/comments-and-complaints/how-to-complain>

## 602 **7.4 what happens next?**

603 The Authority wants to improve service and resolve problems as quickly as possible. If your  
604 complaint is upheld, you will receive a written apology and explanation of action taken to prevent a  
605 similar thing happening again.

## 606 **7.5 what if I am still not satisfied?**

607 The reply from the Chief Executive or Chairman will set out your right to contact the Commission for  
608 Local Administration in England (the Local Government Ombudsman). If you consider your complaint  
609 was made because the Authority had not followed procedures correctly and may have caused you  
610 an injustice, the Local Government Ombudsman can be contacted at the Oaks, Westwood Way,  
611 Westwood Business Park, Coventry, CV4 8JB. The website address is [www.lgo.org.uk](http://www.lgo.org.uk).

### 612 Other complaints procedures<sup>18</sup>

613 Our three-stage complaint procedure covers complaints about services and performance of the  
614 Broads Authority. However, if your complaint falls into one of the categories below, a different  
615 system is in place.

#### 616 Maladministration

617 For complaints about administrative matters you can contact the Local Government Ombudsman.  
618 The Ombudsman usually prefers that an attempt has been made to resolve the complaint using the  
619 Authority's complaints scheme.

#### 620 Member Code of Conduct

621 Complaints about conduct of a member or committees can be made formally by writing to the  
622 Monitoring Officer, Broads Authority, Yare House, 62 - 64 Thorpe Road, Norwich, NR1 1RY.  
623 Alternatively, you may raise the matter informally with the Solicitor and Monitoring Officer. The  
624 Code of Conduct for Members and Complaints Procedure, and Complaints Form provides guidance  
625 on this matter.

#### 626 Financial Wrongdoings

627 The Treasurer and Financial Adviser, Chief Executive, and/or Monitoring Officer will investigate a  
628 matter if your complaint is about financial wrongdoings by the Broads Authority.

#### 629 Unlawful Behaviour or Action

630 The Authority's Monitoring Officer will investigate a complaint if there is a concern about unlawful  
631 behaviour or action by the Broads Authority itself. In addition:  
632 if a complaint suggests criminal behaviour the matter will be reported to the Police  
633 applicants for planning permission have a legal right to appeal in the case of planning decisions with  
634 which they disagree. Details of appeals are included in the letter of refusal sent to the applicant.

#### 635 Unreasonable Complainant Behaviour

636 A small number of complainants can be considered unreasonably persistent and/or vexatious; the  
637 Policy on the Management of Unreasonable Complainant Behaviour identifies these situations and  
638 outlines how they are responded to.

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<sup>18</sup> <https://www.broads-authority.gov.uk/contact-us/comments-and-complaints/other-complaints-procedures>

## 8. Reviewing the Statement of Community Involvement

### 639 **8.1. Reviewing and revising the SCI**

640 The SCI will be kept under review. Revisions will be made only if there are new groups we wish to  
641 engage with or where the regulations relating to public consultation change. It will be reviewed in  
642 five years' time (2024) at the latest.

## 9. Data protection

### 643 **9.1. Data protection**

644 The Broads Authority is registered under the Data Protection Act 1988 for the purpose of processing  
645 personal data in the performance of its legitimate business. The information held by the Authority  
646 will be processed in compliance with the principles set out in the Act. When we consult on  
647 documents, we will send out the information sheet at [Appendix D](#) that says how we will treat data  
648 we receive.

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## 652 **Appendix B: Venues around the Broads Executive Area**

653

### 654 Libraries

655 Acle Library

656 Beccles Library

657 Brundall Library

658 Bungay Library

659 Cromer Library

660 Great Yarmouth Library

661 Loddon Library

662 Lowestoft Library

663 Oulton Broad Library

664 Norwich Millennium Library

665 Stalham Library

666 Wroxham Library

### 667 Local Authority Offices<sup>19</sup>

668 Broads Authority Offices, Yare House, 62-64 Thorpe Road, Norwich

669 Broadland District Council Office, Thorpe Road, Norwich

670 Great Yarmouth District Council Offices, Town Hall

671 North Norfolk District Council Offices, Holt Road, Cromer

672 South Norfolk Council Offices, Swan Lane, Long Stratton

673 East Suffolk Council, the Marina Customer Service Centre, Lowestoft

674 Norfolk County Council, County Hall, Norwich

675 Suffolk County Council, Endeavour House, Ipswich

### 676 Broads Authority Tourist Information Centres

677 Whitlingham Visitor Centre, Whitlingham Lane, Trowse – up until March 2020.

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<sup>19</sup> We no longer leave documents at Norwich City Council's offices as there is no reception and also as the Forum is next door.

## Appendix C: List of consultees (planning policy and Broads Plan)

At the time of writing, all those on the consultation database are being contacted to see if they wish to remain on it, and to confirm their details. As such, this information is correct as at ~~October 2014~~ November 2019 following a review of the contact database whereby people were asked if they wanted to stay on it or not. From time to time, other organisations may be added to the consultation list.

### Specific Consultees

684	Norfolk County Council	695	The Environment Agency
685	Suffolk County Council	696	<del>National Health Service Commissioning Boards</del> <u>NHS</u>
686	<del>The Highways Agency</del> <u>Highways England</u>	697	<u>STP Estates</u>
687	Natural England	698	Town and Parish Councils partly within the Broads
688	Homes and Communities Agency	699	Executive Area
689	Network Rail	700	Coal Authority
690	English Heritage	701	Relevant electricity and gas companies
691	Clinical Commissioning Groups	702	Local Enterprise Partnership (New Anglia)
692	Neighbouring District Councils	703	Relevant Telecommunications Companies
693	Norfolk <u>and Suffolk</u> Constabulary	704	Local Nature Partnership (Wild Anglia)
694	Marine Management Organisation	705	Relevant sewerage and water undertakers

### General Consultees

707	<del>Age UK</del>	735	Home Builders Federation
708	<del>Airport Operators Association</del>	736	Landowners, agents, developers and Housing
709	<del>Ancient Monuments Society</del>	737	Associations operating in the area
710	Arts Council England ( <u>South East</u> )	738	MEPs - Eastern Region
711	<del>British Trust for Ornithology</del>	739	<del>Mobile Operators Association</del>
712	<del>Civil Aviation Authority</del>	740	MPs
713	CPRE Norfolk	741	National Farmers Union
714	<del>CPRE Suffolk</del>	742	<del>National Trust</del>
715	Crime Prevention and Architectural Liaison Officer	743	<del>Norfolk &amp; Norwich Transport Action Group</del>
716	Norfolk	744	<del>Norfolk Archaeological Unit</del>
717	<del>Crime Prevention and Architectural Liaison Officer</del>	745	<del>Norfolk Biodiversity Partnership</del>
718	<del>Suffolk</del>	746	<del>Norfolk Coalition of Disabled People (Equal Rights)</del>
719	<del>Crown Estate</del>	747	Norfolk Constabulary
720	<del>Defence Infrastructure Organisation</del>	748	Norfolk Farming & Wildlife Advisory Group
721	<del>Department for Transport</del>	749	<del>Norfolk Fire Service</del>
722	<del>Design Council</del>	750	Norfolk Geodiversity Partnership
723	<del>Disabled Persons Transport Advisory Committee</del>	751	<del>Norfolk Landscape Archaeology</del>
724	<del>East of England Ambulance Service</del>	752	<del>Norfolk Local Access Forum</del>
725	<del>Equity and Human Rights Commission</del>	753	<del>Norfolk Rural Community Council</del>
726	<u>Equal Lives</u>	754	Norfolk Wildlife Trust
727	<del>Fields in Trust</del>	755	<del>Norwich &amp; Norfolk Racial Equality Council</del>
728	Forestry <u>Commission England</u> (East England	756	<u>Public Health – Norfolk and Suffolk</u>
729	Conservancy)	757	<del>Renewables East</del>
730	<del>Freight Transport Association</del>	758	RSPB Eastern England
731	<u>GeoSuffolk</u>	759	<del>Secretary of State for Communities and Local</del>
732	<del>Gypsy Roma Traveller Achievement Service</del>	760	<del>Government</del>
733	<del>Health and Safety Executive</del>	761	<del>Secretary of State for Transport</del>
734	<u>Historic Environment Service</u>	762	Sport England - Eastern Region
		763	Suffolk Archaeological Service



764	<del>Suffolk Biodiversity Partnership</del>	774	The Crown Estate
765	<del>Suffolk Coalition of Disabled People</del>	775	<del>The Gypsy Council</del>
766	Suffolk Constabulary	776	<del>The National Federation of Gypsy Liaison Groups</del>
767	<del>Suffolk Fire Service</del>	777	<del>The National Trust</del>
768	<del>Suffolk Geodiversity Partnership</del>	778	<del>The Society for the Protection of Ancient Buildings</del>
769	<del>Suffolk Local Access Forum</del>	779	<del>The Theatres Trust</del>
770	<del>Suffolk Strategic Partnership</del>	780	<del>The Traveller Movement</del>
771	Suffolk Wildlife Trust	781	<del>The Woodland Trust</del>
772	SUSTRANS	782	Train Operating Companies
773	<del>The Council for British Archaeology</del>	783	<del>Water Management Alliance</del>
784	<u>Local Consultees</u>		
785	AONB groups	790	Local partnerships
786	Chambers of Trade	791	Local residents
787	Civic societies	792	Residents associations
788	Local businesses	793	Schools
789	Local interest groups	794	County Council and Ward Councillors
795	<u>Consultees specific to the Broads</u>		
796	<del>Anglers Consultative Assoc (Norfolk &amp; Suffolk)</del>	817	<del>Country Land &amp; Business Association</del>
797	Association of Inland Navigation Authorities	818	<del>Cruising Association</del>
798	British Assoc of Shooting and Conservation	819	<del>East Anglian Cycling Club</del>
799	<del>British Canoe Union</del>	820	<del>East Anglian Trail Riders Association</del>
800	<del>British Canoeing</del>	821	<del>East Anglian Waterways Assn Ltd</del>
801	British Horse Society	822	Eastern Rivers Ski Club
802	<del>British Marine Federation</del>	823	Eastern <u>Regional</u> Rowing Council
803	British Reed Growers Association	824	Hire Boat operators
804	<del>British Rowing</del>	825	Inland Waterways Association
805	British Waterski	826	Nancy Oldfield Trust
806	<del>British Waterways</del>	827	Norfolk & Suffolk Boating Association
807	Broads Angling <u>Strategy Services</u> Group	828	Norfolk Heritage Fleet Trust
808	Broads Hire Boat Federation	829	<del>Norfolk Wherry Trust</del>
809	Broads Local Access Forum	830	Norfolk Windmills Trust
810	Broads Reed and Sedge Cutters Assn	831	<del>Norwich &amp; District Wildfowlers Association</del>
811	Broads Society	832	<u>Oulton Broad Water Sports Centre</u>
812	Broads Tourism	833	<u>Rural Action East</u>
813	Brundall Riverside <u>Estate</u> Association	834	<u>Suffolk Water Sports Association</u>
814	Butterfly Conservation - Norfolk Branch	835	The Broads Trust
815	Campaign for National Parks	836	<u>UK Association of National Park Authorities</u>
816	<u>Community Action Norfolk</u>	837	Yare Users Association

## Appendix D: Local Plan data privacy notice

This consultation document and consultation process have been developed to adhere to the Broads Authority's Statement of Community Involvement<sup>20</sup>.

Information provided by you in response to this consultation, including personal data, may be published or disclosed in accordance with the access to information regimes (these are primarily the Freedom of Information Act 2000 (FOIA), the Data Protection Act 2018 (DPA), and the Environmental Information Regulations 2004).

**Are you satisfied that this consultation has followed the Consultation Principles?** If not, or you have any other observations about how we can improve the process, please contact us at [planningpolicy@broads-authority.gov.uk](mailto:planningpolicy@broads-authority.gov.uk).

### Annex A: Privacy notice

#### **Personal data**

The following is to explain your rights and give you the information you are entitled to under the Data Protection Act 2018. Our Data Protection Policy can be found here: [http://www.broads-authority.gov.uk/data/assets/pdf\\_file/0003/1111485/Data-Protection-Policy-2018.pdf](http://www.broads-authority.gov.uk/data/assets/pdf_file/0003/1111485/Data-Protection-Policy-2018.pdf).

The Broads Authority will process your personal data in accordance with the law and in the majority of circumstances this will mean that your personal data will be made publicly available as part of the process. It will not however be sold or transferred to third parties other than for the purposes of the consultation.

#### **1. The identity of the data controller and contact details of our Data Protection Officer**

The Broads Authority is the data controller. The Data Protection Officer can be contacted at [dpo@broads-authority.gov.uk](mailto:dpo@broads-authority.gov.uk) or (01603) 610734.

#### **2. Why we are collecting your personal data**

Your personal data is being collected as an essential part of the consultation process, so that we can contact you regarding your response and for statistical purposes. We may also use it to contact you about related matters. We will also contact you about later stages of the Local Plan process.

#### **3. Our legal basis for processing your personal data**

The Data Protection Act 2018 states that, as a Local Planning Authority, the Broads Authority may process personal data as necessary for the effective performance of a task carried out in the public interest, i.e. a consultation.

#### **4. With whom we will be sharing your personal data**

Your personal data will not be shared with any organisation outside of MHCLG. Only your name and organisation will be made public alongside your response to this consultation.

Your personal data will not be transferred outside the EU.

#### **5. For how long we will keep your personal data, or criteria used to determine the retention period.**

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<sup>20</sup> Our current SCI is here: [http://www.broads-authority.gov.uk/data/assets/pdf\\_file/0006/576609/Final-Adopted-Statement-of-Community-Involvement-November-2014.pdf](http://www.broads-authority.gov.uk/data/assets/pdf_file/0006/576609/Final-Adopted-Statement-of-Community-Involvement-November-2014.pdf)

32 Your personal data will be held for 16 years from the closure of the consultation in accordance with our Data and  
33 Information Retention Policy. A copy can be found here <http://www.broads-authority.gov.uk/about-us/privacy>.

34 **6. Your rights, e.g. access, rectification, erasure**

35 The data we are collecting is your personal data, and you have considerable say over what happens to it. You have  
36 the right:

- 37 a) to see what data we have about you
- 38 b) to ask us to stop using your data, but keep it on record
- 39 c) to ask to have all or some of your data deleted or corrected
- 40 d) to lodge a complaint with the independent Information Commissioner (ICO) if you think we are not handling  
41 your data fairly or in accordance with the law. You can contact the ICO at <https://ico.org.uk/>, or telephone  
42 0303 123 1113.

43 **7. Your personal data will not be used for any automated decision making.**

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# Planning Committee

06 December 2019

Agenda item number 11

## Trowse with Newton Neighbourhood Plan

Report by Planning Policy Officer

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### Summary

This report introduces the Trowse with Newton Neighbourhood Plan.

### Recommendation

That the Planning Committee agrees to Trowse with Newton becoming a neighbourhood area to produce a Neighbourhood Plan.

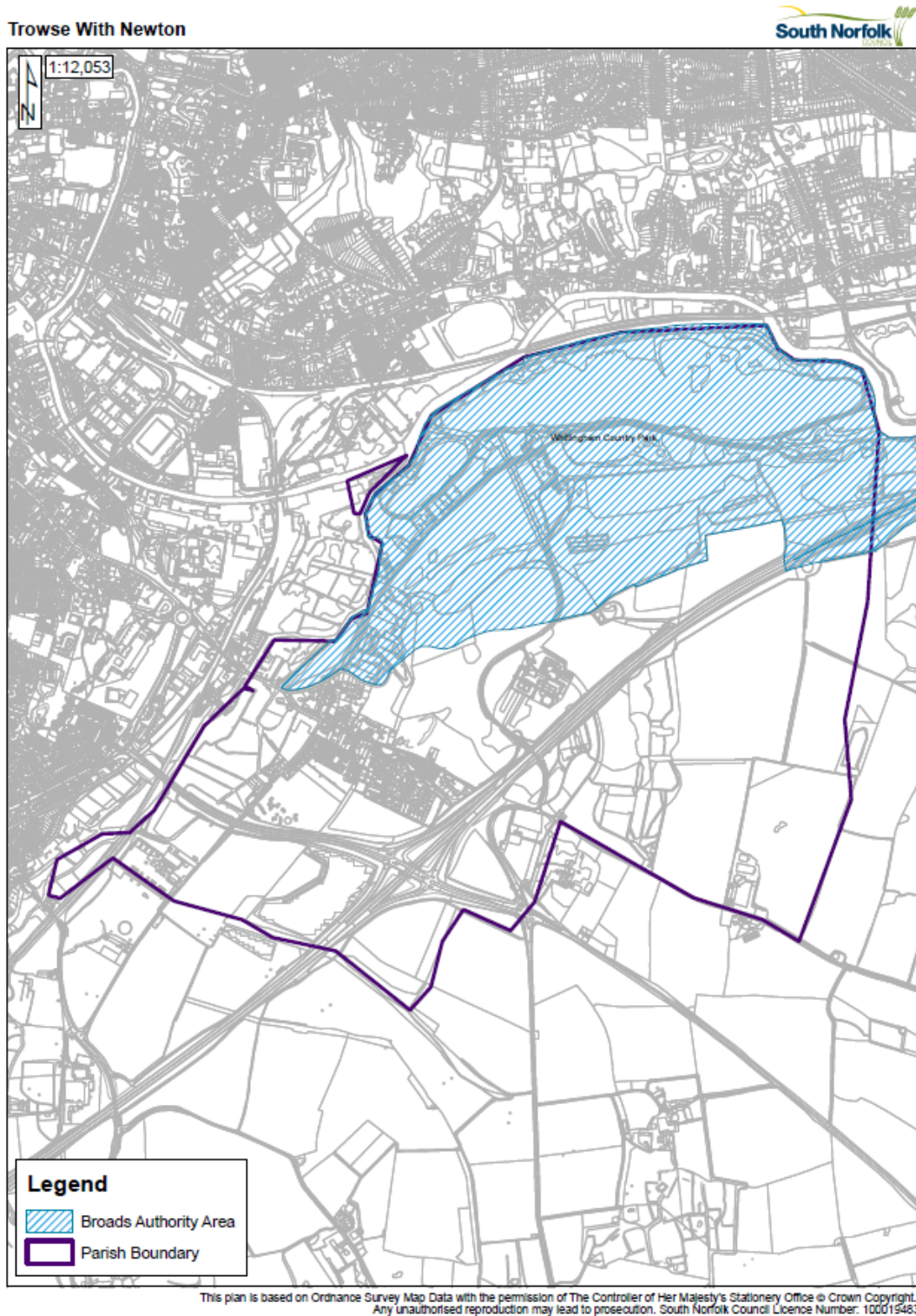
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## 1. Neighbourhood planning

- 1.1. Neighbourhood planning was introduced through the Localism Act 2011. Neighbourhood Planning legislation came into effect in April 2012 and gives communities the power to agree a Neighbourhood Development Plan, make a Neighbourhood Development Order and make a Community Right to Build Order.
- 1.2. A Neighbourhood Development Plan can establish general planning policies for the development and use of land in a neighbourhood, for example:
  - where new homes and offices should be built
  - what they should look like
- 1.3. Under the Neighbourhood Planning (General) Regulations 2012, parish or town councils within the Broads Authority's Executive Area undertaking Neighbourhood Plans are required to apply to the Broads Authority and the relevant District Council to designate the Neighbourhood Area that their proposed plan will cover.
- 1.4. Once these nominations are received there was a requirement to consult on the proposal for 6 weeks. However, an update to the National Planning Policy Guidance has removed the need to consult for 6 weeks. As such, it is for the Local Planning Authority to agree an area becoming a Neighbourhood Area in order to produce a Neighbourhood Plan.

## 2. The area

- 2.1. Trowse with Newton Parish Council in South Norfolk has submitted the application for the entire parish of Trowse with Newton to be an area designated for the purposes of producing a Neighbourhood Plan.



### **3. About Trowse with Newton neighbourhood area application**

- 3.1. The nomination was received on 12 November 2019 for the entire parish.
- 3.2. There are no known or obvious reasons to not agree the Neighbourhood Area.

### **4. Links of relevance**

[Broads Authority Neighbourhood Planning](#)

[South Norfolk Neighbourhood Planning webpage](#)

[Royal Town Planning Institute neighbourhood planning guidance](#)

### **5. Financial implications**

- 5.1. Occasional Officer time in supporting the process (as required by regulations).
- 5.2. There will be no cost to the Broads Authority for the referendum at the end of the process as South Norfolk District Council have agreed to take on this task and cost.

### **6. Conclusion**

- 6.1. It is recommended that the Planning Committee agrees to Trowse with Newton becoming a Neighbourhood Area to produce a Neighbourhood Plan.

Author: Natalie Beal

Date of report: 21 November 2019

[Broads Plan](#) objectives

# Planning Committee

06 December 2019

Agenda item number 12

## Consultation documents and proposed response – Great Yarmouth North Quay

Report by Planning Policy Officer

---

### Summary

This report outlines the officer's proposed response to planning policy consultations recently received, and invites any comments or guidance from the committee.

### Recommendation

To note the report and endorse the nature of proposed response.

---

## 1. Introduction

- 1.1. Appendix 1 shows selected planning policy consultation documents received by the Broads Authority since the last Planning Committee meeting, together with the officer's proposed response.
- 1.2. The Committee's endorsement, comments or guidance are invited.

Author: Natalie Beal

Date of report: 21 November 2019

[Broads Plan](#) objectives

Appendix 1 – Planning Policy consultations received



# Appendix 1 – Planning Policy consultations received

**Organisation:** Great Yarmouth Borough Council

**Document:** Supplementary Planning Document for North Quay

<https://www.great-yarmouth.gov.uk/planning-consultations>

**Due date:** 14 November 2019 (extension agreed until 8 December 2019)

**Status:** First consultation

**Proposed level:** Planning Committee endorsed

**Summary of proposed response:** The Broads Authority supports the document as drafted. The key issues for the Broads are understanding and strengthening the historic links between the town and the Broads beyond, maintaining a dark river corridor for wildlife and ensuring safety features are considered as an integral part of the any development.

## Notes

Great Yarmouth Borough Council is undertaking a consultation to help shape a document that will guide the regeneration of Great Yarmouth's riverside area at North Quay.

North Quay is identified as part of a wider waterfront regeneration area within the vision for the borough's growth, as set out in the Local Plan Core Strategy. This strategy was adopted in 2015 following multiple rounds of public consultation and examination by an independent planning inspector.

Despite its significant potential as a gateway to the town centre, North Quay remains a complex riverside location, with multiple sites, owners, occupiers, uses and challenges. The council is continuing conversations with property owners as part of exploring its ambitions to bring forward comprehensive regeneration of the area.

To progress work to the next stage, the council is holding an initial public consultation to help shape a Supplementary Planning Document for North Quay. That is a supportive planning document, which when finalised will provide further guidance and clarity on the council's ambitions for North Quay, as well as the area's constraints and other matters that would need to be considered by anyone looking to develop a future scheme or planning application for the sites which make up North Quay.

## Proposed response

Generally, this consultation document asks questions about what a future SPD could include.

This area borders the Broads and therefore its future development is important to the Broads and Broads Authority. The Authority's response is to suggest issues that need to be addressed when producing the SPD.

**Heritage:** Regarding Broads heritage considerations, the overall site is in a very prominent and important position, providing part of the wider gateway to the Broads from Great Yarmouth and vice-versa. The overall site also encompasses some of the Conservation Area, has Listed



Buildings and some non-designated buildings which have a level of heritage significance. Although more modern, the large industrial buildings hint to the site's industrial past. It will be important to preserve and, where possible, better reveal these asset's significance, through well thought out new development.

Given the overall site's position there would have been strong historic links to the Broads and it would be beneficial if any subsequent development is informed by the development history of the site. I would therefore advise that the development history of the overall site is researched as part of the gathering of evidence for the SPD, including an understanding of the historic relationship with the river and Broads. The findings of the development history research will then be able to inform any subsequent development, for example, nod towards appropriate mix of use types, scales and pattern of development, access to the River and wider Broads, inclusion of interpretation of past links with the Broads, etc.

To summarise, the overall site provides an opportunity for the historic development of Great Yarmouth and the links to the Rivers and Broads to be better read and any subsequent development should help better reveal the historic significance of the area.

**Dark river corridor:** Development should take account of providing a dark river corridor for wildlife and navigation of boats. It should be noted that it is a bye law offence to shine lights into the river that could confuse vessels navigating.

**Ecology:** Development should make the link to the internationally important estuary habitat by encouraging and planning for net gain for wildlife within and outside the development area.

If dwellings are present/proposed then as you are aware there is an ongoing project around the provision of green infrastructure and mitigation to address impacts of recreational access (GI/RAMS).

**Safety by the water:** Safety by the water is an important consideration and this should include a suitable assessment of the risk of unintentional entering into the water. Prevention and education and personal rescue equipment (like throw lines etc.) need to be an important consideration. Lots of documents out there to refer to and the Broads Authority is happy to advise and assist with guidance or further information. You may want to liaise with the RNLI, Coastguard and ROSPA.

**The Broads – general:** The site immediately borders the Broads – please ensure you mention this.

Any scheme needs to be worked up involving the Broads Authority.

We discussed internally about the potential for moorings at this site, but considering the tide and sand/mud, we do not consider it suitable

If you wish to liaise with us while producing the SPD, we would be happy to be involved.

# Planning Committee

06 December 2019

Agenda item number 13

## Conservation areas in Horning and Ludham

Report by Head of Planning

---

### Summary

Members will be aware that the Authority has a statutory duty to review its Conservation Areas periodically and from time to time to consider the designation of new ones.

The purpose of this report is to advise members of the work that has been carried out on the re-appraisal of the Conservation Areas at Horning and Ludham and to seek authority to commence a public consultation exercise.

### Recommendation

That Members

- i. Consider the draft re-appraisals for the Horning and Ludham Conservation Areas; and
  - ii. Endorse these for public consultation.
- 

## Contents

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2.	Current position on Horning and Ludham	2	
3.	Next Steps	3	
4.	Financial implications	4	
5.	Conclusion	4	
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	Appendix 2 - Draft re-appraisal for Ludham conservation area		24
	Appendix 3 - Extract from minutes to Heritage Asset Review Group (HARG) meeting on 7 December 2018	43	
	Ludham and Horning Conservation Area Re-Appraisals		43
	Ludham		43
	Horning		43

## 1. Introduction

- 1.1. As a Local Planning the Broads Authority has a statutory duty to identify areas which are worthy of Conservation Area status, to designate them and then maintain up to date appraisals. An informal agreement has been reached with the District Councils' Conservation Officers whereby areas that fall mainly within the Broads Authority area would have the appraisal work carried out by the Broads Authority and areas that fell mainly outside the Broads Authority area would have the appraisal work carried out by the relevant district. This approach has worked well.
- 1.2. There are 25 Conservation Areas in the Broads and Members have previously agreed to a rolling programme of re-appraisals. Of these 25, re-appraisals have been completed for 23 within the last 10 years and there are two outstanding. These are at Horning and Ludham.

## 2. Current position on Horning and Ludham

- 2.1. The initial draft re-appraisals for Horning and Ludham were prepared in 2018.
- 2.2. The draft for Horning proposed minor amendments to extend the boundary of the Conservation Area in both the Broads Authority area and North Norfolk District Council area. In the Broads Authority area, the appraisal proposed to extend the Conservation Area boundary to include the properties on the river bank up to and including Wiluna and part of Ferry Cott Lane to Lower Street. The appraisal proposed to extend the boundary northwards along the Ropes Hill Dyke waterway to include properties accessed from Ropes Hill Dyke track and to the west to include properties on Crabbett's Marsh. It has been proposed to extend the boundary to include Part of Church Road, St Benedict's Church, the Old Vicarage and the Pumping Station in the Broads Authority area.
- 2.3. In the North Norfolk District Council area, the appraisal proposed to extend the boundary in the North Norfolk District Council area to the east side of Lower Street, to include properties 107-127, 131-139 Lower Street and 1, 2, 3 and 8 Hillside Road. The appraisal proposed to re-draw the boundary to exclude properties on the east side of Lower Street including 19-25 Lower Street and to exclude properties 1-3 Staithe Close.
- 2.4. The draft for Ludham proposed amendments to extend the boundary of the Conservation Area in both the Broads Authority area and North Norfolk District Council area. In the Broads Authority area, the appraisal proposed to amend the Conservation Area boundary at the end of Horsefen Road to include the group of houses to the east of the road and it proposed to amend to extend the boundary to include St Benet's Cottage. In the Broads Authority area, the appraisal proposed to amend the boundary to exclude an area of farmland behind Hall Common Cottage.
- 2.5. In the North Norfolk District Council area, the appraisal proposed to extend the Conservation Area boundary to include the School and the former house of the District Nurse north of School Road. The appraisal proposed to exclude parcels of land to the

south of Lover’s Lane and between Lover’s Lane and Norwich Road. Finally, it is proposed to amend the boundary to exclude the houses in Latchmoor Park.

2.6. The draft re-appraisals were considered at the 7 December 2018 meeting of the Heritage Asset Review Group (HARG), where they were supported by Members and endorsed for consultation. An extract of the minutes to that meeting is attached at Appendix 3.

2.7. The timetable presented to that meeting was as follows:

Consultation steps	Date
Initial contact with Parish Councils to make them aware of the process	-
Report to Planning Committee regarding the consultation process	February 2019
Consultation process and exhibitions in the community	Spring 2019
Responses collated and appraisal and boundary reviewed	Summer 2019
Report to Planning Committee for adoption	Autumn 2019

2.8. This timetable has not been met, although some actions have taken place.

2.9. In respect of Horning, the initial consultation with the Parish Council was undertaken and the draft submitted them in early summer 2019. Officers attended the Parish Council meeting on 5 August 2019 to explain the proposals. A site meeting was then held with the Parish Council on 21 September 2019 and an amended draft, which took into account the comments received, was sent on 24 October 2019.

2.10. In respect of Ludham, the preliminary findings were presented to the Parish Council at their meeting on 6 August 2019. The draft appraisal was sent to them on 31 October 2019 and comments are to be provided by the end of the year. It is anticipated that a site meeting with the Parish Council will be held in early 2020.

### 3. Next steps

3.1. The established process for the Conservation Area reappraisals is that once Members have considered the draft Conservation Area appraisal a public consultation will be undertaken. This will be undertaken in accordance with best practice and the adopted Statement of Community Involvement. As part of the consultation process, a summary leaflet will be produced explaining the draft appraisal and including a map of the Conservation Area (including any proposed boundary changes) and this will be distributed to all households in the Conservation Area and other stakeholders including the Parish Council. During the 6-week consultation period the Authority will also host an exhibition within the parish with officers in attendance to answer questions and receive feedback from the public. Officers from North Norfolk District Council will also be invited to attend.

3.2. Following the public consultation, officers will consider the comments received and what changes should be made to the appraisal. These will be presented and discussed

at the relevant meeting of the Heritage Asset Review Group (HARG). A further report will be prepared, setting out the feedback from the consultation and the proposed actions and this will be presented to the Planning Committee. At this stage this report is likely to recommend the changes for adoption.

- 3.3. The Conservation Area re-appraisal process is more advanced for Horning than it is for Ludham. The proposed timeline for the next steps is as follows:

<b>Consultation steps</b>	<b>Horning</b>	<b>Ludham</b>
Initial contact with Parish Councils to make them aware of the process	Early summer 2019	30 October 2019
Report to Planning Committee regarding the consultation process	6 December 2019	6 December 2019
Consultation process and exhibitions in the community	January & February 2020	March & April 2020
Responses collated and appraisal and boundary reviewed	March 2020	June 2020
Considered at HARG	6 March 2020	26 June 2020
Report to Planning Committee for adoption	May 2020	August 2020

## 4. Financial implications

- 4.1. A continuing appraisal programme for existing and proposed Conservation Areas within the Broads has implications in terms of resources, primarily in the initial assessment and more detailed appraisal work where required.
- 4.2. This has previously been met through the Cultural Heritage Budget of £30,000, which was used to engage a specialist contractor. However, from January 2020 this work will be undertaken in house. There will be some financial cost associated with the conclusion of the work on these two outstanding Conservation Area re-appraisals, but this can be provided for within the existing budget.
- 4.3. If the boundaries of either Conservation Area are altered as a result of the re-appraisal, there is unlikely to be any significant additional financial implications for its administration.

## 5. Conclusion

- 5.1. The Authority has a statutory duty to consider areas which are worthy of designation as Conservation Areas.
- 5.2. Up to date Conservation Area appraisals provide a useful reference for both the Local Planning Authority in the determination of applications. They also provide useful guidance for applicants and agents when considering the preparation of development proposals.

5.3. It is considered following a detailed assessment that the areas identified by the draft boundary maps and described in the draft appraisals at Horning and Ludham are worthy of Conservation Area designation, and that public and stakeholder consultation is required to progress this.

Author: Cally Smith

Date of report: 22 November 2019

Background papers: draft appraisals for Horning and Ludham Conservation Areas

[Broads Plan](#) objectives

Appendix 1 – Draft re-appraisal for Horning Conservation Area

Appendix 2 – Draft re-appraisal for Ludham Conservation Area

Appendix 3 – Extract from minutes to Heritage Asset Review Group (HARG) meeting on 7 December 2018

## Appendix 1 - Horning conservation area re-appraisal.

### *Introduction*

#### *Why have Conservation Areas?*

A review of policies relating to the historic environment carried out by Historic England (then known as English Heritage) on behalf of the Secretary of States for Culture Media and Sport and the Environment Transport and the Regions was published in December 2000 under the heading 'Power of Place'. More recent research on the value and impact of heritage on many factors including growth, the economy, our wellbeing and sense of place is summarised in Heritage Counts (Historic England 2014).

The Reports which reflected views now held generally by the population at large, confirmed 5 main messages

- i Most people place a high value on the historic environment and think it right there should be public funding to preserve it.
- ii Because people care about their environment they want to be involved in decisions affecting it.
- iii The historic environment is seen by most people as a totality. They care about the whole of their environment.
- iv Everyone has a part to play caring for the historic environment. More will be achieved if we work together.
- v Everything rests in sound knowledge and understanding and takes account of the values people place on their surroundings.

In summary we must balance the need to care for the historic environment with the need for change. We need to understand the character of places and the significance people ascribe to them.

The concept of conservation areas was first introduced in the Civic Amenities Act 1967, in which local planning authorities were encouraged to determine which parts of their area could be defined as "Areas of Special Architectural or Historic Interest, the character or appearance of which it is desirable to preserve or enhance".

The importance of the 1967 Act was for the first time recognition was given to the architectural or historic interest, not only of individual buildings but also to groups of buildings: the relationship of one building to another and the quality and the character of the spaces between them.

The duty of local planning authorities to designate conservation areas was embodied in the Town and Country Planning Act 1971, Section 277. Since then further legislation has sought to strengthen and protect these areas by reinforcing already established measures of planning control in the Planning (Listed Buildings and Conservation Areas) Act 1990, and now reflected in the National Planning Policy Framework (NPPF).

This appraisal takes account of the guidance in Historic England Advice Note 1 (updated in 2019 in the light of the NPPF) supporting the management of change in a way that conserves and enhances the character and appearance of historic areas through conservation area appraisal, designation and management.

Unlike Listed Buildings, which are selected on national standards, the designation of conservation areas in the main is carried out at District level based upon criteria of local distinctiveness and the historic interest of an area as a whole. However, in the past, the criteria adopted by different local authorities in determining what constitutes a special area have tended to vary widely. For example, although public opinion seems to be overwhelmingly in favour of conserving and enhancing the familiar and cherished local scene, what is familiar to many, may only be cherished by some.

Over the last 30 years this approach has changed significantly. Much greater emphasis is now placed on involving the local community in evaluating 'what makes an area special', whether it should be designated and where boundaries should be drawn.

It is now recognised that the historical combination of local architectural style and the use of indigenous materials within the wider local landscape creates what has been termed 'local distinctiveness'. Distinctiveness varies within the relatively restricted confines of individual counties, which in turn are distinct in terms of the country as a whole.

Conservation area designation for settlements and wider areas which embody this local distinctiveness may afford them protection against development which bears no relation to the locality either in terms of the buildings within it or landscape surrounding it.

The historical development of such settlements and their surrounding landscape are the 'journals' through which the social and economic development of the locality can be traced. The pattern of agricultural and industrial progress of settlements (their social history) is by definition expressed in the architecture and landscape of any area – the historic environment.

It is not intended (nor would it be desirable) to use conservation area designation as a way of preventing or restricting development, the expansion of a settlement or preventing contemporary innovative design. Logically in the future new development should add to, rather than detract from the character of an area and will in turn help to chart historical development. However, all development should seek to preserve and/or enhance the character and appearance of the area.

#### **Aims and objectives**

Horning conservation area was originally designated in 1988. This appraisal examines the historic settlement and special character of Horning, reviews the boundaries of the conservation area and suggests areas for consideration.

If adopted, the re-appraisal will provide a sound basis for development management and encourage development initiatives which endeavour to improve and protect the conservation area as well as stimulating local interest and awareness of both problems and opportunities.

#### **Current Planning policy context - Relevant as of 05/08/2019**

The majority of the land and buildings in the conservation area are within the Broads Authority Executive area and the Broads Authority is responsible for all Planning matters in these areas. North Norfolk District Council is responsible for Planning matters to the east of Lower Street. The appraisal suggests amendments to the boundary in both areas.

There are a range of policies which affect conservation areas within both the Broads Authority and North Norfolk District Council areas, originating from both national and local sources. The latest national documents in respect of historic buildings and conservation areas are The Government's Statement on the Historic Environment for England 2010. The National Planning Policy Framework published in March 2012 (revised July 2018), National Planning Policy Framework (July 2018) and the Planning Practice Guidance for the NPPF 2016 (revised July 2018), published by the Department of Housing, Communities and Local Government. The Broads Authority and North Norfolk District Council consider the various provisions contained in them in plan making and decision making.

Locally, in line with government requirements, the Broads Authority adopted a new Local Plan in May 2019 and this replaces all other previous documents. North Norfolk District Council at the time of writing this, were in the early stages of reviewing their policies as they produce a new Local Plan.

To support these policies, the Broads Authority provides further advice in a series of leaflets, which are currently being reviewed and expanded as part of the Local Plan process. A list of those currently available is attached in Appendix 4.



North Norfolk Local Development Framework: Core Strategy (adopted 2008) is still in place at the time of writing and the relevant policies are:

- **Policy EN 8: Protecting and Enhancing the Historic Environment:** - Specifies that development proposals should preserve or enhance the character and appearance of designated assets (which includes conservation areas), other important historic buildings, structures, monuments and their settings through high quality, sensitive design.
- **Policy EN 2: Protection and Enhancement of Landscape and Settlement Character:** - Specifies criteria that proposals should have regard to, including the Landscape Character Assessment and distinctive settlement character and views into and out of conservation areas.
- **Policy EN 4: Design:** - Specifies criteria that proposals should have regard to, including the North Norfolk Design Guide.
- **North Norfolk Design Guide, Supplementary Planning Document (adopted 2008)** - Provides guidance to those involved in the management of the built environment and with the objective of improving design quality.
- **North Norfolk Landscape Character Assessment, Supplementary Planning Document (adopted 2009)** - Provides an assessment of the landscape character of the District with an objective of informing development proposals.

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### **Preamble**

The existing conservation area includes land and buildings in both the Broads Authority and North Norfolk District Council areas. This appraisal is being carried out by the Broads Authority in consultation with North Norfolk District Council.

The appraisal considers the existing conservation area and proposes three extensions to the conservation area boundary and one adjustment to the existing boundary. The reasons for these are set out in the remainder of the document. The following sections cover the whole of the proposed area and the spatial analysis is divided into four character areas:

1. Lower Street north - the village centre, in the existing conservation area boundary
2. Lower Street - south, in the existing conservation area boundary with a proposed extension in North Norfolk District Council area
3. Crabbett's Marsh – proposed extension in the Broads Authority area
4. Church of St Benedict and Horning Grove Pumping Station satellite area

### **Summary of special interest**

As one of the larger riverside villages on one of the busiest stretches of the river system in the Broads, Horning is an important centre for visitors from both the land and the water. The historic core of the village is centred around "Swan Corner", a sharp bend in the middle part of the River Bure. Originally an agricultural community, its location on this part of the river provided access for trading to larger urban centres up and down stream. In the early 20<sup>th</sup> century, as the Broads became a popular holiday destination, development spread to the south and west of the earlier village. The growth of the tourist trade had a particular effect on the character of the village and this is reflected in the mixed development of the settlement.

### **Location and context**

The parish of Horning covers an area of 11 km<sup>2</sup> between the River Bure and the River Ant, 9 Miles northeast of Norwich in the Northern Broads. The Parish is in an area of tranquil natural landscape - the Broads of Barton, Alderfen and Burntfen are north of the parish and Bure Marshes lie to the south. In contrast, Horning village is on the seasonally busy waterway of the River Bure.

### **General character and plan form**

Horning village is on the banks of the River Bure opposite low lying alder carr and marshland west of the river. The majority of the village is contained between Lower Street on the riverside and Upper Street on higher ground. The existing conservation area boundary is linear in form and encompasses the earlier part of the village at the lower level on the eastern bank of the river.

### **Geological background**

Deposits laid down on the sea bed many millions of years ago formed Cretaceous Chalk which underlies the whole of Norfolk. It is the oldest rock type to be found in East Anglia, with an approximate age of 100 million years, and because it was subjected to smoothing glacial action, it provides a much more subdued topography than in other areas of Britain. The chalk deposits were subsequently overlain in Pleistocene times by a series of sand, muds and gravels, and these shelly sand deposits are known as 'Crags'. They bore the first brunt of the Ice Age as large glaciers moved into East Anglia from the north; the action of the ice moving over the loose deposits contorted the underlying material into complex thrust-type folds, known as 'contorted drift'. During the Ice Ages, rivers carved out wide but shallow valleys, which as they flowed down towards the lower levels, formed large loops or meanders with wide flood plains as can be seen on the River Bure in the area of Horning. Thus the 'marshes' of the Broads were formed, resulting in lush grazing meadows in large areas of the Broads and alder carr to the west of the river at Horning with fertile agricultural land on the higher valley sides. The soils in the area are predominantly peat with sands and gravels to the valley sides. Extensive peat extraction in medieval times formed the Broads which are a particular feature of the area.

### **Historic Development**

#### *Archaeology and early development of the Parish*

The name Horning originates from Old English and reflects its position on the bend of the river. It can be translated as 'folk who live on the high ground between the rivers' or 'the people on the bend'.

Horning was listed as 'Horningham' in the Domesday Book and it recorded that the land was being held by St Benedict. In 1086, the entry noted that Horning had 18 villagers, 11 smallholders, 4 cattle, 10 pigs, 360 sheep and that the taxable value was £4. This indicates that the settlement was largely agricultural at that time, supported through farming sheep on the local grazing marshes.

The Norfolk Museums and Archaeology Service compiles records of areas of known archaeological activity, sites, finds, cropmarks, earthworks, industrial remains, defensive structures and historic buildings in the county, in the Norfolk Historic Environment Record (NHER). There are a high number of records on the NHER for Horning parish, 102 in total, and although most of them are outside the conservation area, they demonstrate the long history of the area.

Finds and evidence from aerial photographs indicate human activity in the Parish during the Neolithic, Roman and Saxon periods.

The remains of a double ditch and bank, thought to be a linear earthwork or defensive barrier of possible Early Saxon date runs across a peninsular of land between the Rivers Bure and Ant near the site of St Benet's Abbey. First recorded in the 18<sup>th</sup> century, it was largely levelled by 1831 and no remains survive, although Late Saxon artefacts have been found on the site.

The site of St Benet's Abbey is within the parish, although well away from the conservation area. Founded in 1020, it was Norfolk's leading monastery and a wealthy establishment with property in 76 parishes. Although uniquely surviving the dissolution itself, the monastery was abandoned by 1545 following the wider dissolution of the monasteries by Henry VIII, and by 1579 the majority of the buildings were demolished. Earthworks of monastic structures are discernible throughout the site as are a series of elaborate fishponds. Upstanding remains include a 14<sup>th</sup> century gatehouse encased in an 18<sup>th</sup> century windmill tower, parts of the precinct wall, and the ruins of a church extensively rebuilt in the 14<sup>th</sup> and 15<sup>th</sup> centuries. An important place of mediaeval pilgrimage, which is reflected in finds from that period, the Abbey was connected to the mainland by a causeway that ended at St James Hospital to the north west. The Hospital was founded in 1153 for pilgrims, travellers, the poor, aged

and sick as the last pilgrimage stop before St Benets Abbey. The current building on the site, dating from the 14<sup>th</sup> century is thought to have been a chapel. The Abbey and windmill still make an evocative scene; it was a common subject for painters of the Norwich School.

The parish church of St Benedict dates from the 14<sup>th</sup> and 15<sup>th</sup> centuries. In the centre of the parish, about half a mile east of the main settlement (and outside the existing conservation area), it stands on a possible Saxon defensive bank, suggesting that it may have been an important site at this time.

During the medieval and post medieval periods where timber was in short supply, the cutting of peat was a valuable source of fuel and consequently an important part of the local economy. Peat cutting left behind depressions and low lying areas that gradually filled up with water as sea levels rose, forming what are now known as the Norfolk and Suffolk Broads. Large broads and smaller peat cuttings can be seen along the length of the River Bure.

*Later development – outside the conservation area.*

During the post mediaeval period, many drainage pumps were constructed to enable the management of the marshes for agriculture. Outside the current conservation area boundary are Neaves Mill, St Benets Level Mill and Hobbs Mill, which is the only open trestle wind pump with a scoop wheel in Britain. Horning Ferry Mill, a rare example in the Broads area of a smock mill pump, is in the village, now converted to residential it lies just outside the current conservation area boundary.

The site of two corn post mills is just outside the conservation area off Mill Loke. Dating from the late 18<sup>th</sup> and early 19<sup>th</sup> century, they are marked on Faden's 1797 map and on the 1818 Enclosure Map. Mill Loke Mill is shown on the first edition Ordnance Survey map and is thought to be the first windmill in the country to be fitted with William Cubitt's shuttered self-regulating windmill sails. These improved on the cloth sails on earlier mills and enabled taller and more powerful mills to be built. They were patented in 1807, and eventually used by all Norfolk mills. William Cubitt was a millwright in Lower Street Horning between 1807 and 1812 and worked closely with the England family of millwrights from Ludham. Cubitt went on to become an eminent civil engineer, working on new railway lines, bridges, tunnels and canals across the country, and including Haddiscoe Cut. His inventions included the prison treadmill, originally for use as a means of milling corn, he hadn't contemplated the use of the machine as a particularly cruel means of punishment. He was knighted in 1851 for his work as Chairman of the Building Committee for the Great Exhibition building of Crystal Palace.

The other post mill was demolished by 1838 and in 1858 a steam flour mill is recorded on the site. The siting of these mills processing corn close to a navigable river giving access to both Aylsham and Great Yarmouth and 10 miles from Norwich indicates a thriving milling trade contributing to economy of the village during the 19<sup>th</sup> century.

Maps from the late 19<sup>th</sup> century show development on higher ground at Upper Street and surviving buildings include the Old Vicarage, coach house and stable adjacent to St Benedict's Church, which sit in a commanding position on high ground above the Old Staithe. The coach house is listed Grade II and pre-dates the Vicarage which was remodelled in the mid 19<sup>th</sup> century by Norfolk architect and designer Thomas Jeckyll. Grove Farmhouse on Upper Street is one of a number of farmsteads in the settlement. Listed Grade II, it is a quietly elegant building dating from the early 19<sup>th</sup> century and constructed of gault brick with a slate roof. These were expensive materials at that time indicating owners of some standing.

The most recent archaeological sites date to World War II. Two WWII military camps were based in the village on higher ground above Lower Street, (outside the current conservation area boundary), which were probably part of the anti-invasion defence works forming part of the Eastern Command Demolition Belt F1 to protect strategic points along inland routes from the coast. These included a searchlight battery on the recreation ground and a light anti-aircraft gun emplacement, possibly associated with protection for the nearby radar station at Neatishead. All the structures at the camps were demolished by 1954.

*Later development within the conservation area boundary*

Entries in William White's History, Gazetteer and Directory of Norfolk indicate that in the mid to latter half of the 19<sup>th</sup> century, the village appears to have been largely self sufficient. In 1845, agriculture, maltsters, wherry owner, blacksmith, shoe maker, corn miller, turf merchant and publican are listed as occupations of the 467 inhabitants.

The river system continued to provide vital transport routes for goods and produce around the area and beyond. This gave rise to the establishment of facilities in Horning to support this type of transport such as boat building yards, warehouses and hostelrys catering for the passing trade and visitors. Not far from the Swan Inn, 19<sup>th</sup> century maps identify malthouses, at least one of which was owned by members of local brewers the Bullard family. These were ideally located for easy transport in of the raw material (barley) for processing and then the distribution of malt to breweries in Norwich and other urban centres.

Areas for the transfer of goods from water to land and vice versa, known as 'staithe' (from the Old English 'steath' or landing place) provided focal points for trading in settlements and this was certainly the case in Horning. Public and private staithe appear to have been in existence in some numbers since mediaeval time - some 83 existing or former staithe have been identified in Norfolk. The Enclosure Awards of 1840 tended to ratify the existing customary landing places or 'public' staithe (i.e. those that have public rights of use and access), stipulating that they were to be used "for the conveyance of corn, manure and other goods to and from the river by owners and occupiers of the Parish." The village staithe at Lower Street, south of the Swan Inn is still used for the mooring of boats, including public short stay moorings.

In the existing conservation area, earlier development was centred on Lower Street on the more stable ground near the Swan Staithe. Surviving buildings on Lower Street include Ivy House dating from 1700 (the only listed building in the current conservation area), and several small scale cottages often retaining their traditional materials of render and thatch.

Maps from the 19<sup>th</sup> century show that the historic village was concentrated at the northern end of Lower Street. During the latter part of the 19<sup>th</sup> century and the early 20<sup>th</sup> century, the construction of the railways and an increase in car ownership made the area more accessible, and the Broads developed into a popular tourist destination for sailing and boating. This was a significant period in the development of the village, as with a decline in commercial trading on the river, Horning became an important centre for holidays on or beside the water. As a consequence, the village expanded into the marshy areas to the south, with the construction of leisure plots, mooring cuts and basins, boathouses and holiday homes, many of them in the typical Broads riverside chalet style. This area along with Crabbett's Marsh chronicle this important phase of growth for the village and mark the beginning of the settlement becoming a thriving tourist hub.

White Lodge Boathouse on Lower Street is a good example of what has become the 'Broads vernacular' for boathouse buildings. Grade II listed, it was constructed in 1938 of waney edged timber boarding with a thatched roof, metal casement windows in wooden frames, leaded light doors under eyebrows and lattice doors to the boat dock. This building is connected with the author Arthur Ransome. The writer based his children's books, Coot Club and The Big Six in the Horning area, referencing this period of water based tourism.

The village includes some individual 19<sup>th</sup> century houses and short terraces, possibly built to house workers in the river trade, maltings and corn mills.

An air raid shelter near The Swan Inn is a rare and interesting example of WWII architecture, which now incorporates a bus shelter at one end.

### **Spatial and character analysis.**

#### *Landscape character*

The terrain around the conservation area is divided into two distinct types of landscape by a significant change in level, a relatively steep escarpment, which is noticeable on the roads leading down from the A1064 (Hoveton to Ludham road) to Lower street and the River Bure. At the higher

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level, the A1064 (Mill Hill and Norwich Road) passes through a level area of fertile arable farmland, divided into relatively large fields by hedges, but with comparatively few trees to interrupt the long views. To the north of the road, a boundary hedge and trees interrupt longer views and to the south, 20<sup>th</sup> century development masks views to the conservation area in the river valley at the lower level. Once at the lower level, the land to the west of the river is largely fen or alder carr woodland.

### **Overview of streets and development**

The existing conservation area encompasses much of the land between the River Bure and the escarpment behind buildings facing Lower Street. Views of the conservation area from the land are only apparent as Lower Street drops down to the river valley from the east via Mill Hill or when approaching on Lower Street through mainly 20<sup>th</sup> century development which is not included in the conservation area.

Views out of the conservation area are restrained by the topography to the east and the alder carr woodland to the west on the opposite side of the river to the village. The carr woodland is largely inaccessible which makes it a quiet and tranquil area contrasting sharply with the activity on the river and the liveliness of Horning village, particularly during the summer months.

### **Horning from the River Bure**

There are clear views of the settlement from the river. Approaching by boat from Wroxham in the west, small traditional riverside chalets mark the transition from the open countryside to the start of the settlement. Then larger scale mid to late 20<sup>th</sup> century houses on the north bank (currently outside the conservation area) are the first indication of the centre of the village before the river makes a sharp turn to the south east. The Sailing Club, in a prominent location at the head of the bend, marks the beginning of the current conservation area. A low white painted building, constructed in the mid 20<sup>th</sup> century, it is of its type and functional in design. Its location would give an opportunity for a landmark building should it ever be redeveloped. A backdrop of sailing boats masts moored in the dykes surrounding the Sailing Club epitomises the character of the river at this point. The area comes to life in the summer and at weekends with regular sailing races and events such as the Horning regatta and the Three Rivers Race, a gruelling 45 mile test along the rivers Ant, Bure and Thurne, held in June since the 1960s.

Opposite, Horning Green and the Swan Inn are prominent features on Swan Corner. Horning Green is an open grassed area providing valuable public amenity space and access to the river.

Next to The Green, the Swan Inn, with its external seating areas fronting the river, is a distinctive landmark from the river and the land. This prominent black and white gabled building dates largely from the early 19<sup>th</sup> century, although its mid 17<sup>th</sup> century beginnings can be seen from a short stretch of riverside walk, which connects back to the street via Horning Village Staithe. The Village Staithe green contains a prominent mature oak tree, and allows views of Lower Street from the river. The Staithe is an historic feature and contributes to the character of both Horning and the Broads in general as an important local amenity providing waterside open space and public access to the river and moorings.

Either side of the Staithe are buildings built at right angles to the river, a small brick former warehouse, the rendered and thatched Staithe 'N' Willow Restaurant and a thatched cafe. These are remnants of an earlier type of development, on narrow plots at right angles to the street making the most of the valuable river frontage. Beyond these, an access road allows a view to Lower Street before a terrace of 20<sup>th</sup> century houses where the pattern of development changes. Although still on narrow plots, their roofs are parallel to the river and boat docks penetrate the river bank. Whilst of a more unified appearance facing Lower Street, the elevations of these two storey houses facing the river have been altered over recent years, in a range of styles. Travelling downstream southwards towards Ludham, development is a mixture of 19<sup>th</sup> and 20<sup>th</sup> century domestic scale buildings in a variety of styles, many of them with private moorings and gardens and balconies overlooking the river. Views to Lower Street are mainly obscured by these houses, although trees in the gardens to the east of the street form a backdrop to the buildings. Materials are mainly brick with some render, and tiled roofs. The New Inn on Lower Street, rendered with a slate roof, is visible from the river and has a large open riverside seating area. Some additional planting to this area might be beneficial, to soften the interface with the river. Adjacent to the New Inn, the Southgates Boatyard building is of a larger

scale than its neighbours, with a large single span roof, again gable onto the river, and cat-slide additions either side. It is clad in profiled steel echoing the corrugated iron cladding of traditional boatyard buildings.

Beyond this, as Lower Street curves slightly westwards to widen the land available for development, the character becomes less suburban in nature and more sporadic with larger, mainly late 20<sup>th</sup> century houses on more generous plots. Mature trees and riverside gardens are broken up with boat docks and boat houses as the view down the river opens up.

Further downstream the land is marshier, characterised by lagoons and a network of watery inlets with buildings on the water's edge and behind, interspersed with mature trees and vegetation. The buildings vary in age, style and size. Some are late 20<sup>th</sup> century, but notable within this part of the conservation area are five early 20<sup>th</sup> century traditional waterside buildings Ashcroft, Heron Lodge, Langton, Box End and Willow Fen. **These good examples of the Broads riverside chalet vernacular were constructed during a significant period of expansion of the village in the early 20<sup>th</sup> century, as Horning became a centre for waterside holidays.** These are included on the Broads Authority Local List of Heritage Assets as making a positive contribution to the character of the Norfolk and Suffolk Broads. Further information on this type of building is included in the Architectural Styles and Materials section later in this document.

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Cedar Gables, a 20<sup>th</sup> century house on the riverside, marks the end of this part of the existing conservation area, with the boundary running from the water's edge along a waterway to meet Lower Street opposite Hillside Road.

*Proposed extension to the conservation area - Broads Authority area. (Area 2)*

*It is proposed that the existing boundary is extended to include the properties on the river bank up to & including Wiluna and part of Ferry Cott Lane to Lower Street. This area contains domestic scale buildings of various ages which together make a positive contribution to the character of the conservation area. White Lodge Boathouse is listed and Harnser Lodge and Wiluna dating from the early 20<sup>th</sup> century are included in the Broads Authority Local List as good examples of traditional riverside chalets. Although on a different scale, later buildings make reference to this style of building with steeply pitched thatched roofs and timber cladding.*

*Lower Street – North - The Village Centre*

Approaching from Ropes Hill (A1062) on Lower Street, the land slopes down to a sharp left hand bend. On the right, Horning Green allows a first view of the River Bure, where The Swan Inn opposite is as prominent from the road as from the river. The current conservation area boundary is drawn around The Green and the Sailing Club to the west.

The area including The Green and the Swan Inn is the focal point of the village. It is vibrant in summer months, where activities such as the Summer Fete are held, sailing races can be viewed and day trips along the river can be taken on the Mississippi Southern Comfort Paddle Boat, which on its moorings is a colourful and eye-catching feature, popular with visitors. The setting of this important approach to the village could be improved if the car parking area adjacent to The Green were to be resurfaced in materials sympathetic to the character of the conservation area and some planting included. The screening to the refuse area could be improved. Consideration could also be given to the parking/access road to the north of the Swan Inn.

After the bend Lower Street runs southwards, parallel to the river, and at the start is closely contained by buildings on either side constraining the views along the street. On the west side, beyond the Swan Inn, views to the river open up at the green area beside The Staithe before the group of buildings around the Staithe 'N' Willow restaurant enclose the street once again. Buildings on the opposite side of Lower Street are built hard up against the road edge, and without any pavements there is a marked sense of enclosure to this part of the village. At busy times cars and pedestrians intermingle and there is a great sense of busyness in the area as visitors use the cafes, pub and shops. Although the narrowness of the street is 'traffic calming' in itself, it may be appropriate to look at reinforcing this to make the effectively shared space more pedestrian friendly. Changes to pedestrian priority, surface treatments, limiting vehicle access and reducing the speed limit below the current 20 mph are all measures that could be considered.

Development in the historic part of the village at the northern end of Lower Street is domestic in scale, mainly one and a half and two storeys, with 20<sup>th</sup> century structures interspersed with earlier buildings. This has resulted in an assortment of architectural styles, with some of the later additions being more successful than others in fitting in with the street scene. Whilst the earlier buildings tend to be built directly beside the road, (with no pavements), the majority of the 20<sup>th</sup> century developments are set back from the roadside to accommodate car parking, which breaks the rhythm of the street scene.

A number of buildings dating from the late 17<sup>th</sup> and 18<sup>th</sup> centuries survive, the majority on the east side of the street.

Two buildings, part of No 41 and No 47 (1682 in gable) are examples of an early form of development in the village. They are rather diminutive when compared with surrounding buildings. They have a simple rectangular plan, low eaves, are one and a half storeys high (with the loft area used as additional living accommodation), and are thatched with rendered walls. These perhaps give some idea of what the street would have looked like in the 18<sup>th</sup> and 19<sup>th</sup> centuries.

No 35, Ivy House on the corner of Lower Street and Mill Loke, is the only Listed Building in the Conservation Area, dating from around 1700. Constructed of red brick with a plain tile roof (which were high quality materials at that time), this substantial building and its comparatively large size and brickwork detailing suggests that it must have been of some status in the earlier village. The later 'bow' windows were installed in the 20<sup>th</sup> century when the building was used as a shop.

A number of the earlier buildings were altered in the early 20<sup>th</sup> century to accommodate businesses catering for the growing numbers of visitors to the village. One such is the Bure Riverside Restaurant (No 27), a rendered thatched cottage with an early 20<sup>th</sup> century single storey extension to the roadside, constructed to accommodate a shop. The building containing the current Butchers shop and Post Office (Nos 37 and 39) was refaced around the same period, and both these buildings demonstrate the use of the Arts and Crafts style popular at the time. No 43 (delicatessen and cafe) has also been extended to the roadside with a timber and glazed shop entrance. All these contribute to the enclosure of the street in this part of the village.

Further south, 20<sup>th</sup> century development becomes more frequent on Lower Street, where the street becomes visually wider with short stretches of pavement and parking forecourts in front of the houses. There are one or two detached houses in this part of the village, but the majority are in terraces of one and half or two storeys, built with tiled roofs and walls of red brick with some render and weather boarding. They are more or less sited on a building line either side which leaves little opportunity to see what is beyond the buildings.

On the east side, No 59 is a thatched red brick early 20<sup>th</sup> century house set back from the road, its garden contains a number of trees that are prominent in the street scene, and its position away from the road allows a view of further tree cover behind on the rising ground outside the conservation area boundary.

Visual connection with the river to the west is limited to glimpses between buildings until the New Inn where a wider view is possible as the land slopes down beyond the vehicle access and parking to the external seating area beside the river.

Next to the New Inn the large gable and outshots of the boatyard buildings contrast in size and materials to the domestic scale of the 19<sup>th</sup> century public house and the cottages opposite.

The end of the existing conservation area boundary on the east side of Lower Street is marked by a prominent spruce tree where the escarpment drops down towards road level.

*Proposed amendment to the conservation area boundary - North Norfolk District Council area. (Area 1)*

*The current conservation area boundary generally follows the rear of properties on the east side of Lower Street behind Nos 19 – 25 inclusive where nos 1 - 3 Staithe Close are included. These late 20<sup>th</sup> century buildings are of insufficient historic interest for the conservation area and it is proposed that consideration be given to re-drawing the boundary to exclude these properties.*

*Lower Street – south*

From this point, as the road gently curves away from the river, there is a marked change in the character of the conservation area. There is generally a more rural feel; the street scene is less constrained by buildings, and hedges and mature trees make a marked contribution. The conservation area boundary runs along the east side of the road, but the leafy gardens, hedges and mature trees of the houses outside the conservation area on the east side make a positive contribution to its setting. The land on the river side of the road is low lying as lagoons and inlets from the river make their presence felt, with views through the trees to boats in a watery landscape punctuated by mainly low level buildings. Taking advantage of the moorings on the inland dykes, plots are narrow and at right angles to the road and many are 'leisure plots', purely used for access to the water. Some are completely hidden behind hedges and trees and others have grassed areas with the water coming close to the road. In the main, the houses that have been built in these difficult conditions were constructed in the 20<sup>th</sup> century and are one or one and half storeys.

The current conservation area boundary on the west side of the road runs along a dyke opposite Hillside Road to meet the river.

*Proposed extension to the conservation area boundary - North Norfolk District area. (Area 2)*

*It is suggested that an extension to the conservation area is considered on the east side of Lower Street, to include 107 – 127, 131-139 Lower Street and 1 & 3, 2 & 8 Hillside Road. This area was developed in the early to mid 20<sup>th</sup> century with many of the houses built to accommodate holiday visitors to the village. It contains a number of traditional 'Broads waterside chalet style' houses built early in that century many of which are included on the Broads Authority Local List of Heritage Assets, although this part of Horning is within North Norfolk District area. See Architectural styles for more information on the Riverside chalets.*

*Although some of these properties have been more altered than others, the majority retain features of the original dwellings facing the street and it is considered that as a group, they make a positive contribution to the street scene, and reflect a particular period of development as the village expanded to accommodate the growing holiday trade in the early 20<sup>th</sup> century.*

*Bure Ridge (no 8 Hillside Road), Bure House (131 Lower Street), White Lodge (133 Lower Street) are more substantial houses in vernacular style, most dating from the second quarter of the 20<sup>th</sup> century, although Bel Aire (139 Lower Street) a well preserved example of the 'International Style' popular in the 1920s and 1930s, was constructed in the mid 20<sup>th</sup> century.*

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*Crabbetts Marsh*

The current conservation area is centred on the earliest part of the village on the eastern bank of the River Bure, where the river makes a pronounced hairpin bend. However, the western, upstream 'leg' of that bend, is significant in the development of the settlement. Known as Crabbett's Marsh its low lying, marshy character makes it difficult to build on and the area was largely undeveloped until the early 20<sup>th</sup> century. As the Broads grew more popular as a holiday destination and direct access to the river became limited in the earlier village, holiday accommodation was extended into Crabbett's Marsh. These tended to be small riverside dwellings built of a lightweight construction, and eight of those riverside chalets are included in the Broads Authority Local List of Heritage Assets, as part of a unique building type found in the Broads. Two of these are on Ropes Hill Dyke track, two on the banks of the River Bure and the last three on the western most dyke running parallel to the river. They are listed in Appendix 2. Further information about waterside chalets is in the following section on Architectural Styles and Materials.

During the mid to late 20<sup>th</sup> century larger, more permanent homes have been built in this part of the village, mainly on the main river bank. This later development is mixed in character, form and materials. Although no more than two storeys, houses tend to be larger closest to the village centre, near the bend in the river, with development generally becoming smaller in scale up stream. The majority of the buildings have gables facing the river, and although somewhat reminiscent of traditional boathouses, their modern scale makes them visually more prominent. Traditional materials such as timber and thatch are found here, some of the later houses use brick and tiles which are in contrast to this context.



*Proposed extension to the conservation area in the Broads Authority area. (Area 3)*

*Crabbet's Marsh. It is proposed that the existing conservation area boundary be extended to the north along Ropes Hill Dyke waterway, to include properties accessed from Ropes Hill Dyke track, and west to include the waterside properties on Crabbet's Marsh. The earlier development in this part of the village dates from the early 20<sup>th</sup> century, when Horning was expanding to cater for the growing holiday trade.*

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*Church of St Benedict satellite area*

This proposed extension to the conservation area is situated to the south east of the existing conservation area on the north side of a wide bend in the river. It contains the parish church of St Benedict, the former vicarage, a scattering of houses and the Horning Grove Pumping Station, and although physically separated from the main conservation area, it has strong historical and cultural connections to the village.

The extensive alder carr and mature tree cover on this part of the river allows glimpses of a group of buildings at the Horning Grove Pumping Station, where two large buildings are slightly set back from the river's edge. The earlier one, constructed in 1914, is simple in form but built to impress, of red brick with pilasters and stepped brick eaves, low pitched plain tile roofs and a timber cupola. A later building, from 1957, also built in red brick, is more utilitarian in style with a flat roof and metal Crittall style windows. These buildings are no longer in daily use (decommissioned in 2005), although the site, owned by the Broads Internal Drainage Board, still forms part of the extensive management system for the control of the drainage of this part of the Broads. The site of Horning Upper Street Staithe is on the river bank in front of the Pumping Station site.

By land, the approach from the north via Water Works Lane, off Church Road is along a long private drive through grassland, from which the main buildings are visible between groups of mature trees, before the land drops down to the river. There are several smaller buildings on the site those dating from the early 20<sup>th</sup> century are built of red brick with steeply pitched plain tile roofs and gable parapets with stone cappings. There is a number of later 20<sup>th</sup> century structures connected to the operation of the site. On the approach to the site, one building stands out as of a different style to the rest, being an early 20<sup>th</sup> century, single storey thatched building with an exposed timber frame and reeded panels – a typical Broads Chalet of some quality, possibly manufactured by Boulton and Paul of Norwich.

The buildings at Horning Grove Pumping Station demonstrate important developments in the history of the drainage of the Broads.

Beside the Pumping Station site, Bureside is a new addition to the landscape, a house in contemporary style and materials, replacing an early 20<sup>th</sup> century building which was occupied by the Waterworks supervisor when he needed to live on site.

The Church of St Benedict, the former vicarage and Burfield House are prominent features from the river, as a break in the tree cover allows an unexpected and iconic view of this part of the Broads. At the river level, several deep inlets are carved into the low lying land providing access to private moorings and boathouses. Behind, the ground rises towards the north to the fine flint faced Church with its distinctive tower, dating from the 13<sup>th</sup> century. In contrast to the church, the former vicarage is a simple but elegant 19<sup>th</sup> century design with canted bay windows, white rendered walls and a black pantile roof set behind grassed banks sloping down to the river's edge. On the other side of the church and partially hidden by trees, Burefield House is early 20<sup>th</sup> century house with a thatched roof and prominent, steeply pitched gables above walls with exposed timbers in a style typical of this period of development in the Broads and reminiscent of the Arts and Crafts movement. The landscaped gardens contain thatched boathouses and a thatched octagonal summer house at water's edge.

Church Road is a minor road that loops southwards off School Road. On a sharp bend in the road, a timber lych-gate with a steeply pitched roof marks the entrance to the churchyard with views beyond of the rendered north wall, roof and tower of the church. The churchyard scattered with grave stones is visible from Church Road but is tightly enclosed by mature trees to the east and west. A footpath

leads through the churchyard to the entrance porch on the south side of the church overlooking the river. Another footpath along the outside of the east perimeter of the churchyard, drops steeply down to the river, where there are glimpsed views of the church, the former vicarage and Burefield House and longer views along the river.

To the right of the lychgate a by-way bounded by mature trees runs beside the churchyard down towards the river, giving access to Burefield House, which is largely hidden behind trees.

Beyond this to the west, is Burefield Lodge, a 20<sup>th</sup> century house of one and half storeys in a mature garden. The house has rendered walls under a steeply pitched plain tile roof with sweeping eaves and curved topped roof dormers.

The whole area contains many mature trees which in contrast to the more open arable land to the north. These give it a secluded, enclosed character in contrast to the more open views of the area from the river.

*Proposed extension to the conservation area in the Broads Authority area: (Area 4)*

*Part of Church Road, St Benedict's Church, the Old Vicarage and the Pumping Station in the Broads Authority area.*

#### **Architectural styles and materials.**

There is a range of architectural styles and a variety of materials in the conservation area, largely related to age and location.

The earliest buildings are at the northern end of Lower Street and are small in scale, often 1½ storeys high with steeply pitched roofs thatched in water reed and low eaves over rendered walls. The Brambles and part of No. 43 are examples, which illustrate the use of these readily available local materials in the 18<sup>th</sup> and 19<sup>th</sup> centuries. Other earlier buildings, such as Staithe 'N' Willow, Staithe Cottage, the Bure River Restaurant, the butchers and Post Office (37 and 39 Lower Street), Gable Cottage and 79 and 81 Lower Street also retain their thatched roof coverings. Parapet gables and steep roof pitches are found on other houses in Lower Street, such as 89 Lower Street may indicate that they may have been thatched in earlier times.

Ivy House on Lower Street, which dates from around 1700, demonstrates an early and unusual use at that time in Horning of local red brick and a plain tile roof.

A particular feature of some buildings in earlier part of Horning is a form of the Arts and Crafts style, which was popular in Europe in the late 19<sup>th</sup> and early 20<sup>th</sup> centuries. As the popularity of Horning as a holiday destination grew in the early 20<sup>th</sup> century, older buildings were adapted for use as shops and extended to the roadside to provide new entrances. In several cases, such as The Bure River Restaurant and the 37 and 39 Lower Street, this involved the use of brickwork in a herringbone pattern, flint panels and curved brick gables over the single storey entrances. A variation of this style is found on no. 59 Lower Street, a thatched cottage set back from the road with herringbone brickwork and exposed timber framing on the gable. The 19<sup>th</sup> century Swan Inn has prominent use of exposed timber framing, which has also been used on later buildings, such as nos 45 and 48 – 52, on the west side of Lower Street, the latter built in the mid 20<sup>th</sup> century as a terrace of shops. Prominent gables facing the road are another feature of later buildings.

The 19<sup>th</sup> century saw infill development of individual houses and short terraces built of local red brick, most with clay pantile roofs, but some using slates; the Swan Inn is roofed with clay plain or pin tiles.

Broads waterside chalets. - Away from the historic centre of the village there are a number of small chalet type houses. A large number of waterside chalets are found in the Broads area and their distinctive style and place in Broads cultural history has been recognised by the inclusion of the best examples in the Broads Authority Local List of Heritage Assets. Often built directly beside the rivers, these chalets were constructed to satisfy the needs of visitors to the Broads who did not necessarily want to spend a complete holiday on the water. They are generally small scale and of lightweight construction, suited to the uncertain subsoil of the wetlands and the need to transport materials by

water rather than by road. Manufactured by local firms, often in kit form, including many by Boulton and Paul in Norwich, who published an extensive catalogue of these and other demountable buildings in the early 1890s. Usually built of timber framing with rendered and colour washed walls, verandas and overhanging eaves and gables, many were thatched with 'rustic' detailing. In their most elaborate form they have a picturesque quality which is very distinctive and although disapproved of by some in the past, they are now an accepted part of the landscape of the area. There is also a significant number of them in Horning, on the south of Lower Street, beside the River Bure, on Crabbett's Marsh and off Ropes Hill Dyke track. **Although not all are as originally designed, their scale and materials demonstrate a significant period of expansion of the village. It was the beginning of a time when leisure became attainable for many and the Broads were opened up to large numbers of holiday visitors.**

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A considerable number of houses were built in the village in the **mid to late** 20<sup>th</sup> century. The main differences between earlier buildings in the village and those constructed in the late 20<sup>th</sup> century are their larger scale, as standards of construction and expectations have changed, and their siting in relation to the road due to increased car ownership. Houses set back from the road behind parking areas contrast sharply with the tight-knit streetscape in the earlier part of the village. Where possible, parking integrated within a new development or some form of enclosure to the road edge, such as walls or hedges would be preferable. Later buildings have used a wide palette of materials of brick, render and pantile roofs and a few with timber boarding, although the latter is more usually found in riverside buildings in the older properties in Horning.

#### **Ground surface materials and the public realm**

The public highway is surfaced in asphalt and there are only short stretches of pavement in Horning as properties in the main take directly front the road. The absence of pavements and street lighting in the conservation area add to the 'village' character of the settlement. There are some overhead wires and cables which are visually intrusive.

Shingle, block paving and tamped concrete have been used for private parking areas. Gravel or resin bound gravel are materials sympathetic to the character of the conservation area.

#### **Trees, hedges and boundary treatments**

Several individual trees, such that on the Village Staithe and the pine on the conservation area boundary at the south of Lower Street are noticeable, but trees and hedges make significant contributions to the character of the conservation area, especially those in private gardens on the south part of Lower Street, which has a more rural feel than the village centre. Trees and planting outside the conservation area provide a backdrop to the setting of the conservation area, for example the alder carr on the opposite side of the river and trees on higher ground to the east of Lower Street. The large area of alder carr at Crabbetts marsh is a very distinctive characteristic in this part of the village.

On older properties, boundaries tend to be delineated by walls of brick and in a few cases flintwork, but railings and picket fences are also found in the conservation area. It is regrettable that a small number of properties in the southern area of Lower Street have erected high close boarded fencing on their front boundaries. Whilst the need for privacy is understandable, these private open spaces are of particular amenity value, and hedges or lawns allowing glimpses of the water beyond are attractive characteristics of this part of the conservation area.

Neatly trimmed lawns to the water's edge are a particular feature of properties on the river bank.

#### **Issues, pressures and opportunities for improvements**

Generally the buildings and gardens in the Conservation Area are well maintained and there are no structures that would qualify to be on the Buildings at Risk Register.

The special character of conservation areas can easily be eroded by seemingly minor, and well intentioned home improvements such as the insertion of replacement windows and doors with ones of an inappropriate design or material, (for example hinged opening lights in lieu of sash windows and UPVC instead of painted timber). There is evidence of this in Horning conservation area. This can be a particular issue with unlisted buildings that have been identified as contributing to the character of

the Conservation Area. In line with current legislation, all complete window replacements are required to achieve minimum insulation values, but recognising the affect that inappropriate replacements can have, Local Authorities can relax that requirement when considering the restoration or conversion of certain buildings within conservation areas, and advice should be sought from the Local Authority at an early stage.

Loss of front garden boundaries to provide off-street parking can also erode the special character of streets.

Specific policies in the Broads Authority Local Plan aim to protect the character of the conservation area in Horning. The character of the area could easily be eroded by loss of open space and the construction of properties that are out of scale with the existing.

The character of the riverside can be eroded by the replacement of the natural bank edge and vegetation with quay heading. This can lead to the urbanisation of the river and building owners with water frontage properties should be consider this when planning work to the river bank.

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**Recommendations for suggested improvements**

- Car park beside The Green – consider re-surfacing and planting to soften the impact of this large area of parking, screening to refuse area and improvements to the appearance of the public toilets building
  - Integrate Horning Green with Lower Street – consider means to slow traffic and make more pedestrian friendly
  - Consider means to restrict traffic and parking in Lower Street around Swan Inn and The Staithe to make pedestrian friendly
  - Consider improvements to the access to the New Inn parking area and soft landscaping on the riverside seating area
- 

**The conservation area boundary**

The boundaries to the conservation area are as illustrated on the accompanying map and as described in the text. It is suggested that the conservation area boundaries are amended as follows;

	Area	Reasons
A	North Norfolk District Council area: east side of Lower Street and part of Hillside Road	An important area in the historical development of the settlement in relation to the expansion of the settlement in the early 20 <sup>th</sup> century as tourism became more significant to the economy of the area.
B	North Norfolk District Council area: mission of properties in Staithe Close	Late 20 <sup>th</sup> century development of insufficient historic interest to be included in the conservation area.
C	Broads Authority Executive area: extend south boundary to include part of the west side of Lower Street to the river bank	An area containing a listed building and buildings of local historic interest in relation to the expansion of the settlement in the early 20 <sup>th</sup> century.
D	Broads Authority Executive area: part of Ropes Hill Dyke (track) and Crabbett’s Marsh	An important area in the historical development of the settlement in relation to the expansion of the settlement in the early 20 <sup>th</sup> century as tourism became more significant to the economy of the area.

E	Broads Authority Executive area: Satellite area containing Horning Grove Pumping Station, Church of St Benedict, former vicarage and houses	An area containing listed buildings and buildings of local historic interest and an important area in the historical development of the Parish.
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### Public Consultation

**Draft:** Consultation with interested parties and organisations was carried out in accordance with the Broads Authority 'Statement of Community Involvement'. A joint consultation exercise was undertaken with North Norfolk District Council as the proposed conservation area boundaries include land in both planning authority areas as defined on the maps included in the character appraisals. A letter and leaflet were delivered to all residents and businesses within the conservation area boundary, and copies of the appraisal documents were made available both online and in hard copy format in the Broads Authority offices. The leaflet included a comments section and consultees were also able to comment on line.

A public exhibition was held in ?? on ??, which was attended by officers from the Planning Team of the Broads Authority and open to the public to ask questions, propose or suggest minor amendments to the re-appraisal or boundary and raise issues of concern.

### Appendix 1: Buildings on the List of Buildings of Special Architectural or Historic Interest

- Ivy House, 35 Lower Street, Grade II (North Norfolk District Council area) – in current conservation area (Grade II)
- Boathouse opposite to White Lodge, Lower Street (Broads Authority area) – in proposed extension to conservation area. (Grade II)
- Church of St Benedict, Church Road (Broads Authority area) – in proposed extension to conservation area. (Grade II\*)
- Stable to the St Benedict's Vicarage, Church Road (Broads Authority area) – in proposed extension to conservation area. (Grade II)

### Appendix 2: Buildings on the Broads Authority Local List of Heritage Assets

*Within the current conservation area*

*River Bure – west bank:*

Ashcroft, Lower Street  
Heron Lodge, Lower Street  
Langton, Lower Street  
Box End, Lower Street  
Willow Fen, Lower Street

*Within proposed extensions to the conservation area*

*River Bure – east bank:*

Harnser Lodge, Ferry Cott Lane  
Wiluna, Ferry Cott Lane  
Romany, Ropes Hill Dyke  
Garden House, Ropes Hill Dyke

*River Bure – Crabbett's Marsh:*

Bonnington  
Birch and Jada  
Plot 24  
Plot 26  
Plot 28B

**Appendix 3: *Unlisted buildings that make a positive contribution to the character of the Conservation Area***

Whilst the following buildings, boundary walls and railings within the present Conservation Area and the proposed extensions to it do not merit full statutory protection, they are considered to be of local architectural or historic interest, and every effort should be made to maintain their contribution to the character of the Conservation Area.

**Broads Authority Executive Area**

In the current conservation area:

*Lower Street (East side)*

Swan Inn and outbuildings

Country Treats, 12 – 14 Lower Street and Benet's Hall

16 Lower Street, Staithe 'N' Willow Restaurant and thatched timber clad building adjacent

36 Lower Street

48 – 52 Lower Street

New Inn

84 Lower Street, Lagoon

98a Lower Street, Heron Cottage

102 Lower Street, Fisherman's Rest

Boathouse to Birchwood

Oakmead Cottage

In proposed extensions to the current conservation area:

*Crabbett's Marsh*

Plot 23 The Willows

Plot 24 Sedgeway

Plots 8 & 9 Imney

*Church Road*

The Old Vicarage

Lych Gate to Church of St Benedict

Burefield Lodge

Burefield

Boat houses to Burefield

Summer house to Burefield

*Water Works Road*

Horning Grove Pumping Station buildings

**North Norfolk District Council area.** (Note: these to be confirmed in accordance with the criteria for locally listed buildings in the North Norfolk District Council area).

In the current conservation area:

*Lower Street (West side)*

19 Lower Street, (Mill House)

21 Lower Street, (Little River View)

23 Lower Street, River View

25 (Yacht Brokers) & 27 Lower Street, (Bure River Cottage Restaurant) including thatched cottage behind

37 & 39 Lower Street (Butchers and Post Office)

41 & 43 Lower Street, (The Galley)

45 Lower Street

47 Lower Street, (The Brambles )

59 The Street

61 The Street, (Gable Cottage)

69 & 71 Lower Street (Rose Cottage & Tregony)

75 The Street

79 & 81 Lower Street (Eel Catchers Cottage Acorns)

83 & 85 Lower Street

89 Lower Street, (Mill Cottage)

In proposed extension to the current conservation area:

107 – 127 & 131 -139 Lower Street

*Hillside Road*

1 & 3 (north side)

2 & 8 (south side)

#### **Appendix 4: Broads Authority guidance leaflets**

- Keeping the Broads Special
- Do I need Planning Permission?
- How do I apply for Planning Permission?
- Building at the Waterside – A guide to design of waterside buildings in the Broads Authority area
- Environment and Landscape – How do I plan and manage trees and scrub alongside rivers?
- Development and Flood Risk in the Broads
- Riverbank Protection Works – A guide for riparian landowners
- Sustainability Guide – Sustainable development in the Broads

#### **Appendix 5: Contact details and further information**

The Broads Authority  
Yare House

62 – 64 Thorpe Road  
Norwich  
NR1 1RY  
Tel: 01603 610734 Website: [www.broads-authority.gov.uk](http://www.broads-authority.gov.uk)

North Norfolk District Council  
Council Offices  
Holt Road  
Cromer  
Norfolk  
NR27 9EN Website: [www.north-norfolk.gov.uk](http://www.north-norfolk.gov.uk)

Norfolk Historic Environment Service  
Union House  
Gressenhall  
Dereham  
Norfolk NR20 4DR  
Tel: 01362 869280 Website: [www.heritage.norfolk.gov.uk](http://www.heritage.norfolk.gov.uk)

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## Appendix 2 - Ludham conservation area re-appraisal

### **Introduction**

#### *Why have Conservation Areas?*

A review of policies relating to the historic environment carried out by Historic England (then known as English Heritage) on behalf of the Secretary of States for Culture Media and Sport and the Environment Transport and the Regions was published in December 2000 under the heading 'Power of Place'. More recent research on the value and impact of heritage on many factors including growth, the economy, our wellbeing and sense of place is summarised in Heritage Counts (Historic England 2014).

The Report which reflected views now held generally by the population at large, confirmed 5 main messages

- i Most people place a high value on the historic environment and think it right there should be public funding to preserve it.
- ii Because people care about their environment they want to be involved in decisions affecting it.
- iii The historic environment is seen by most people as a totality. They care about the whole of their environment.
- iv Everyone has a part to play caring for the historic environment. More will be achieved if we work together.
- v Everything rests in sound knowledge and understanding and takes account of the values people place on their surroundings.

In summary we must balance the need to care for the historic environment with the need for change. We need to understand the character of places and the significance people ascribe to them.

The concept of conservation areas was first introduced in the Civic Amenities Act 1967, in which local planning authorities were encouraged to determine which parts of their area could be defined as "Areas of Special Architectural or Historic Interest, the character or appearance of which it is desirable to preserve or enhance".

The importance of the 1967 Act was for the first time recognition was given to the architectural or historic interest, not only of individual buildings but also to groups of buildings: the relationship of one building to another and the quality and the character of the spaces between them.

The duty of local planning authorities to designate conservation areas was embodied in the Town and Country Planning Act 1971, Section 277. Since then further legislation has sought to strengthen and protect these areas by reinforcing already established measures of planning control in the Planning (Listed Buildings and Conservation Areas) Act 1990, and now reflected in the 2018 National Planning Policy Framework (NPPF).

This appraisal takes account of the guidance in Historic England Advice Note 1 (updated in 2019 in the light of the NPPF) supporting the management of change in a way that conserves and enhances the character and appearance of historic areas through conservation area appraisal, designation and management.

Unlike Listed Buildings, which are selected on national standards, the designation of conservation areas in the main is carried out at District level based upon criteria of local distinctiveness and the historic interest of an area as a whole. However, in the past, the criteria adopted by different local authorities in determining what constitutes a special area have tended to vary widely. For example, although public opinion seems to be overwhelmingly in favour of conserving and enhancing the familiar and cherished local scene, what is familiar to many, may only be cherished by some.

Over the last 30 years this approach has changed significantly. Much greater emphasis is now placed on involving the local community in evaluating 'what makes an area special', whether it should be designated and where boundaries should be drawn.

It is now recognised that the historical combination of local architectural style and the use of indigenous materials within the wider local landscape creates what has been termed 'local distinctiveness'. Distinctiveness varies within the relatively restricted confines of individual counties, which in turn are distinct in terms of the country as a whole.

Conservation area designation for settlements and wider areas which embody this local distinctiveness may afford them protection against development which bears no relation to the locality either in terms of the buildings within it or landscape surrounding it.

The historical development of such settlements and their surrounding landscape are the 'journals' through which the social and economic development of the locality can be traced. The pattern of agricultural and industrial progress of settlements (their social history) is by definition expressed in the architecture and landscape of any area – the historic environment.

It is not intended (nor would it be desirable) to use conservation area designation as a way of preventing or restricting development, the expansion of a settlement or preventing contemporary innovative design. Logically in the future new development should add to, rather than detract from the character of an area and will in turn help to chart historical development. However, all development should seek to preserve and/or enhance the character and appearance of the area.

### **Aims and objectives**

Ludham conservation area was originally designated in 1974 This appraisal examines the historic settlement and special character of Ludham, reviews the boundaries of the conservation area and suggests areas for consideration.

If adopted, the re-appraisal will provide a sound basis for development management and encourage development initiatives which endeavour to improve and protect the conservation area as well as stimulating local interest and awareness of both problems and opportunities.

### **Current Planning policy context - Relevant as of 29/07/2019**

Land and buildings in the conservation area are within both the Broads Authority Executive area and North Norfolk District Council area.

There are a range of policies which affect conservation areas within both the Broads Authority and North Norfolk District Council areas, originating from both national and local sources. The latest national documents in respect of historic buildings and conservation areas are The Government's Statement on the Historic Environment for England 2010. The National Planning Policy Framework published in March 2012 (revised July 2018), National Planning Policy Framework (July 2018) and the Planning Practice Guidance for the NPPF 2016 (revised July 2018), published by the Ministry of Housing, Communities and Local Government. The Broads Authority and North Norfolk District Council consider the various provisions contained in them in plan making and decision making.

Locally, in line with government requirements, the Broad Authority adopted a new Local Plan in May 2019 and this replaces all other previous documents. North Norfolk District Council, at the time of writing this, were in the early stages of reviewing their policies as they produce a new Local Plan.

To support these policies, the Broads Authority provides further advice in a series of leaflets, which are currently being reviewed and expanded as part of the Local Plan process. A list of those currently available is attached in Appendix 4.

The North Norfolk Local Development Framework: Core Strategy (adopted 2008) is still in place at the time of writing and the relevant policies are:

- **Policy EN 8: Protecting and Enhancing the Historic Environment:** - Specifies that development proposals should preserve or enhance the character and appearance of

designated assets (which includes conservation areas), other important historic buildings, structures, monuments and their settings through high quality, sensitive design.

- **Policy EN 2: Protection and Enhancement of Landscape and Settlement Character:** - Specifies criteria that proposals should have regard to, including the Landscape Character Assessment and distinctive settlement character and views into and out of conservation areas.
- **Policy EN 4: Design:** - Specifies criteria that proposals should have regard to, including the North Norfolk Design Guide.
- **North Norfolk Design Guide, Supplementary Planning Document (adopted 2008)** - Provides guidance to those involved in the management of the built environment and with the objective of improving design quality.
- **North Norfolk Landscape Character Assessment, Supplementary Planning Document (adopted 2009)** - Provides an assessment of the landscape character of the District with an objective of informing development proposals.

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### ***Preamble***

The existing conservation area includes land and buildings in both the Broads Authority and North Norfolk District Council areas. This appraisal is being carried out by the Broads Authority in consultation with North Norfolk District Council.

The appraisal considers the existing conservation area and proposes amendments to the conservation area boundary in both Planning Authority areas. The reasons for these are set out in the remainder of the document. The following sections cover the whole of the proposed conservation area. The spatial analysis is divided into three character areas:

1. The village centre
2. Horsefen Road and Womack Water
3. Staithe Road/Cold Harbour Road

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### ***Summary of special interest***

Often spoken of as a 'picture postcard village', Ludham is a well preserved Broadland village centred around the Church. Its historic core remains almost completely intact and contains many buildings of historic interest. There are some fine examples of the use of local building materials such as thatch, pantiles, red brick, and render all of which help to define the special character of the area. Like many small villages Ludham has seen later phases of development, however this is mainly outside of the clearly identifiable historic core. The buildings within the older part of the settlement are largely unaltered as is their historic relationship with the water, which remains a defining characteristic of the village. Womack Water and the head of Staithe are key features of the village, where there is a public interface with the water. As well as the residential extensions to the village Ludham played an active part during WWII with an airfield built to the North East and an Army camp built between Norwich Road and School Road.

Today Ludham remains a popular destination for holidaymakers who access the village via the moorings at Womack Water.

### ***Location and context***

Ludham parish is located 13 miles north east of Norwich and north west of Great Yarmouth in the northern Broads area. Unusually, it is bounded by three rivers, the Ant, Bure (although the parish boundary is to the north of the Bure along Hundred Dyke) and the Thurne and it has its own small broad, Womack Water. The parish covers an area of just over 12 km<sup>2</sup>.

### ***General character and plan form***

Ludham village is centred around the crossroads of a minor road running north to south and the A1062, Norwich to Great Yarmouth road running west to east. St Catherine's Church is a prominent building in the village centre. This area and Staithe Road to the south contains the majority of the historic development within the settlement. 20<sup>th</sup> century development generally lies to north of the A1062. The conservation area extends south from the main road along Horsefen Road to Womack Water and along Staithe Road, which are more rural in character.

### ***Geological background***

Deposits laid down on the sea bed many millions of years ago formed Cretaceous Chalk which underlies the whole of Norfolk. It is the oldest rock type to be found in East Anglia, with an approximate age of 100 million years, and because it was subjected to smoothing glacial action, it provides a much more subdued topography than in other areas of Britain. The chalk deposits were subsequently overlain in Pleistocene times by a series of sand, muds and gravels, and these shelly sand deposits are known as 'Craggs'. They bore the first brunt of the Ice Age as large glaciers moved into East Anglia from the north; the action of the ice moving over the loose deposits contorted the underlying material into complex thrust-type folds, known as 'contorted drift'. During the Ice Ages, rivers carved out wide but shallow valleys, with minor tributaries such as that at Womack Water. The silty clay soils produced the lush grazing meadows found in large areas of the Broads fringed by alder carr woodland. Peat is found towards the valley sides and sandy clay soils in the fertile agricultural land on the higher upland as can be seen to the north of Ludham. Extensive peat extraction in medieval times formed the Broads which are a particular feature of the area.

### ***Historic development***

#### ***Archaeology and early development of the Parish***

The name Ludham derives from the Old English, Luda's Ham or 'Luda's home stead'. The parish has a long history and was well established by the time of the Norman Conquest, its population, land ownership and productive resources being extensively detailed in the Domesday Book of 1086.

The Norfolk Museums and Archaeology Service compiles records of areas of known archaeological activity, sites, finds, cropmarks, earthworks, industrial remains, defensive structures and historic buildings in the county, in the Norfolk Historic Environment Record (NHER). There are an unusual number of records on the NHER for Ludham parish, 159 in total, and although many of them are outside the conservation area, they demonstrate the long history of the area.

The early history of the parish is somewhat patchy. A few prehistoric, worked flint instruments provide the earliest evidence of human activity in the parish, and then there is a chronological gap until the Bronze Age. Evidence from this period is provided by three copper alloy axeheads, a late Bronze Age flint dagger and, from aerial photographs, crop marks of two possible Bronze Age ring ditches and the flattened remains of circular burial mounds. Iron Age finds have yet to be definitely identified. During the Roman occupation, much of the area known as the Norfolk Broads was a broad estuary and the area where Ludham stands would have been a low-lying marshy area. Roman finds include coins and the crop marks of a possible military camp or settlement to the west of the parish. There is currently no evidence of Saxon activity, although it is thought that the village was in existence in that period.

The medieval St Catherine's Church is the oldest surviving building in the centre of the village, and although no other medieval buildings survive, examples of medieval finds include pottery fragments, buckles, a Papal bull and a forged silver coin. Even before the Norman Conquest, the village had a close connection with St Benet's Abbey on the banks of the River Bure in the neighbouring parish of Horning. St Benet's Abbey was endowed with several manors, one of which was Ludham. Successive Bishops of Norwich spent much of their time at their country seat at Ludham Hall, outside the main village, which might explain the size and fine quality of construction of St Catherine's, reflecting the great wealth of the population when it was built in the 14<sup>th</sup> and 15<sup>th</sup> centuries, replacing an earlier, less impressive structure.

During the Middle Ages, Norfolk was a prosperous part of England, and Ludham flourished in an area where crops grew easily and sheep and cattle could be kept and fattened on the higher ground around the parish and the lush grazing marshes of the Rivers Ant and Thurne.

Womack Water occupies a minor tributary valley and is a former medieval turbary (common ground for peat or turf cutting) and later a broad, although now diminished from its former size. Peat was a valuable source of fuel during the medieval and post medieval periods where timber was in short supply and consequently an important part of the local economy. The landscape was transformed by peat cutting; man-made peat cuttings left behind depressions and low lying areas that gradually filled up with water as sea levels rose, forming what are now known as the Norfolk and Suffolk Broads. From the late 19<sup>th</sup> century, various writers commented on the picturesque qualities of Womack Water which included gently decaying timber boathouses tucked amongst the surrounding trees.

### ***Later development in the Parish***

Notable post medieval buildings in the parish include Ludham Hall, the site of the Palace of the Bishops of Norwich, which burnt down in 1611 and was later partially rebuilt and a chapel added in 1627. The current flint and brick building is late 18<sup>th</sup> century, but based on the original gables and rear elevation, and the chapel is now used as a barn. An early 18<sup>th</sup> century brick barn and late 17<sup>th</sup> century brick garden wall are also on the site.

Notable listed buildings in the conservation area are The Dutch House and Hall Common Farmhouse in Staithe Road, both dating from around 1700. They are built of local red brick with curved 'dutch' gables and thatched roofs. The village centre contains historic buildings dating from the 17<sup>th</sup> to the 19<sup>th</sup> century; Church View, The Saddlers Shop and cottage on Norwich Road and 1 – 5 Yarmouth Road are also listed buildings.

In post medieval times windmills were significant features in the landscape surrounding Ludham village. Most were drainage mills, used to control the level of water in the marshy parts of the parish to allow the grazing of stock which was a mainstay of the local agricultural economy. Ludham became a centre for millwrights working throughout the Broads and many of the iconic drainage mills in the Broads landscape were designed and built by Ludham craftsmen. The England family of millwrights were active in the village from the 18<sup>th</sup> century. The early mills had cloth sails and the Englands worked closely with William Cubitt, then a millwright in Horning (and later an eminent civil engineer), who invented the shuttered self-regulating sails which enabled taller and more powerful mills to be built. Horning Mill Loke post mill was the first mill to be fitted with the new sails, which were later patented and used on all the mills in Norfolk. Dan England, 1823 to 1897 was the first man in Ludham to generate and use electricity in his millwright workshops and was the inventor of the turbine drum, which would lift half as much water again as the scoop wheel for draining the Norfolk marshes. The last drainage mill built by Dan England was at St Olaves in 1910 for Lord Somerleyton.

Ludham parish had seven drainage mills including two on Horsefen Marshes, two at How Hill and one at Cold Harbour. The derelict brick tower of Womack Water drainage mill is a prominent feature in the landscape, although outside the conservation area.

There were also corn mills in the parish, including one at Lovers Lane, which was destroyed in a gale in 1896, and High Mill on Yarmouth Rd which was demolished in the early 20<sup>th</sup> century.

Access to the common lands around Ludham ceased after the Enclosure Acts of the 18<sup>th</sup> and 19<sup>th</sup> centuries, when small landholdings were consolidated into larger farms and the land drained by a series of drainage mills with an organised rectilinear drainage pattern. Gradually, instead of being smallholders, the majority of the inhabitants of Ludham became dependant on work as agricultural labourers. The nearby Ludham and Potter Heigham marshes which have remained in grazing use are recognised as one of the richest areas of traditionally managed grazing marsh and dykes in the Broads, some of which are designated as SSSIs.

In common with many rural communities at this time the village appeared to be largely self sufficient. White's History, Gazetteer and Directory of Norfolk 1883 records 796 inhabitants in 1881 including farmers, agricultural workers, shop keepers, a doctor, school teachers, millwrights, and blacksmiths. It is recorded elsewhere that there were three sites for smithies in the village, but probably not occupied at the same time, but their use ceased with the decline in the use of horses on farms.

Essentially a mixed farming community, twelve farmers were recorded in Ludham in 1888. The farms varied in size and some of the smaller farmers combined agriculture with other activities such as maltster, corn and coal merchant or carpenter. After World War 1 Norfolk County Council compulsorily purchased farmland to set up smallholdings to provide work for returning soldiers, and during WWII, part of this land became Ludham Airfield. Although not all in active farming use, several groups of farm buildings remain in the conservation area, notably Beeches Farm, at the junction of Yarmouth Road and Horsefen Road and Hall Common and Manor Farms in Staithe Road.

The relatively remote location of the village and the poor condition of the roads meant that many goods and services for the village travelled by water with trading wherries using the local, which included Staithe Road, Horsefen Road, Ludham Bridge and How Hill. 'Staithe' (from the Old English 'steath' or landing place) provided areas for the transfer of goods from water to land and vice versa, and were focal points for trading in settlements. Public and private staithe appear to have been in existence in some numbers since medieval times - some 83 existing or former staithe have been identified in Norfolk. The Enclosure Awards of 1840 tended to ratify the existing customary landing places or 'public' staithe (i.e. those that have public rights of use and access), stipulating that they were to be used "for the conveyance of corn, manure and other goods to and from the river by owners and occupiers of the Parish."

This means of transport was particularly important for local agricultural businesses with grain, sugar beet, and vegetables for market being common loads, as well as general stores and heavier materials such as chalk, lime, timber, coal and bricks. Other goods included reed, sedge and marsh litter, although trade in the latter declined as horses were replaced by motor vehicles as a means of transport. In the early 1900s, it is noted that goods were unloaded at the wherry harbour at Staithe House in Staithe Road and stored in warehouses for distribution to the surrounding area. The Maltings in Horsefen Road provided storage facilities for Womack Staithe and sugar beet from local farms was transported to the Cantley factory from here until the mid 1950s.

There is evidence of brick making in the parish mainly using locally available materials. Chalk was delivered by river from Thorpe for lime-burning. The remains of a post medieval lime kiln near to Staithe House was surveyed in the 1980s and a brick kiln, probably dating from the 18<sup>th</sup> century was found just outside the village south of Yarmouth Road. The brick kilns, next to the Maltings on Horsefen Road were in use until the late 19<sup>th</sup> century.

A church school was built within Ludham churchyard in 1841. The site is now occupied by the St Catherine's Church Rooms, an early 20<sup>th</sup> century building in the Arts and Crafts style, designed by Norwich architect, Edward Boardman who lived locally at How Hill House.

A Board School was built in 1873 to accommodate 140 children. It was enlarged in 1892 for 200 children, and the accommodation upgraded in the mid 20<sup>th</sup> century.

There were two chapels; a Baptist Chapel, in Staithe Road was built on the site of the Malthouse Lane post mill in 1821 to seat 150 people and demolished in 1975. The field to the south was called 'Meeting House Pigtle'. The Methodist Church on Catfield Road survives, designed and built by Mr Chaplin of Ludham in 1866, it is recorded as containing '250 sittings'.

### ***The 20<sup>th</sup> century***

North of Ludham and outside the conservation area, How Hill House is a beautiful listed Arts and Crafts house on an estate of marsh, pasture and farmland bordering the River Ant. Built at the turn of the last century by prominent Norwich architect Edward Boardman who had strong connections to the village. Initially intended as a country retreat, it was extended during the First World War to become the family's home. How Hill House is now run by the How Hill Trust as an Environmental Educational Centre for school children and young people.

Ludham played an active part in World War II. The airfield in the north east of parish, consisting of three tarmac covered runways and ancillary buildings, became operational in 1941, as a satellite for the main fighter station at RAF Coltishall. It was allocated to the USAF three years later, although never used by them, the year after was transferred to the Admiralty and the site closed down in 1946. A number of concrete access roads remain and the control tower and former watch tower are listed buildings, but most of the site has now returned to agricultural use and a small airstrip is still used for

private flying. Ludham itself was categorised as a Category 'B' 'defended place' or nodal point, and in 1939, an army camp was built in the village, between Norwich Rd & School Rd. The Motor Transport Section was in the Manor Grounds (in the conservation area) and a motor vehicle repair shed remains there. The site of the army camp is now the residential area of Laurels Crescent, School Road and Willow Way. Ludham Bridge was identified as a strategic river crossing and was well defended with gun emplacements, anti-tank defences and pill boxes, including the drainage mill north of Ludham Bridge which was converted into a two storey pill box.

In 1954 a movie, Conflict of Wings was filmed in Ludham, the story set in a Norfolk country village where the locals decide to fight against a proposal to build a rocket range on a bird sanctuary.

One of the more eccentric features of Ludham in the 1950s and 60s was the Manor Bird Sanctuary in the Ludham Manor gardens. Accessed off Horsefen Rd via bridge over a dyke, it was a popular early 'visitor attraction' with a Fairy Garden containing a collection of stone animals, model flowers, toy tea parties, wishing wells and other eccentricities, before the trail led to the tea rooms at the Manor where some exotic birds were kept. Sadly all this is long gone and the former sunken garden is now a lake.

The area has a number of literary and artistic connections, including the artist Edward Seago (1910 – 1974), who for many years, lived at The Dutch House in Staithe Road, Ludham.

The most noticeable change to the village is the new housing built in the 20<sup>th</sup> century. Most of this is on the north and west fringes of the village, including on land that was occupied by the WWII camp. Latchmoor Park and Pikes Nursery (outside the conservation area) were developed later in the century, the latter based on sketch designs by a resident local artist.

The local rivers, Womack Water and the staithe have been a constant influence on the life of the village and there is a long history of boat building and maintenance in the area. The upsurge of tourism in the whole of the Broads area during the latter part of the 19<sup>th</sup> century and early 20<sup>th</sup> century, saw Ludham adapt to cater for the visitor trade. In the 1930s Percy Hunter and his two sons established a boatyard, building and hiring cabin yachts on Womack Water. This was the start of the well known Hunter hire fleet of vintage, wooden, half-deckers (day boats) and cruisers. The yard subsequently became an education centre and then a Trust which is still hiring out boats. The boats and boatyard are much loved reminders of the heyday of boating on the Broads.

By the 1940s the use of wherries on the waterways was in decline, as they were unable to compete with improving links to the surrounding countryside via rail and road. Many wherries were lost and the Norfolk Wherry Trust was set up to preserve part of this great tradition. The Trust purchased the Wherry Albion, initially to be used as a trading vessel and although this proved to be uneconomic, Albion is still a well known sight on local rivers as it is hired out by the Trust for group trips. In the 1980s a permanent home for Albion and the Trust was set up at Womack Water with the digging out and building of a new wherry base.

Swallowtail Boatyard also on Womack Water, hires, builds and restores sailing craft and provides chandlery stores to boaters.

In the mid 20<sup>th</sup> century, improved facilities for visitors were built at Womack Staithe, as the tourist trade increased and it is now a vibrant centre for visiting hire boats.

Road improvements carried out in the mid to late 20<sup>th</sup> century have had an effect on the character of the village. These include the widening of Norwich Road and the widening and straightening of Yarmouth Road at its junction with the High Street (Bakers Arms Green) and Horsefen Road (Pit Corner).

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### ***Spatial and character analysis.***

#### *Landscape character*

The land around Ludham has two distinct characters. In the Broads Authority area to the south of the conservation area, Womack Water occupies a minor tributary of the River Thurne, incised through the

adjacent upland towards Ludham village. Small to medium scale grazing marshes link to the gently sloping valley sides and a fringe of carr woodland provides a sense of enclosure. Views into the settlement from the south are limited by tree cover around Womack Water, along Horesfen Road and surrounding Ludham Manor.

On the uplands to the north, west and east of the conservation area, the topography is flat with little change in levels and a moderately open character, particularly around the former Ludham air field. This fertile agricultural land is predominantly in arable use with some fields delineated by hedges, and some by ditches which add to the open character of the area. On some minor roads, trees grown up from earlier hedgerows are prominent in the landscape and tree cover in the built up area and on the fringes of the Broads area give a perception of enclosure to the area.

Views into the village are generally restricted by tree and hedgerow cover and surprisingly the church does not play a prominent part in announcing the settlement. The village is most visible from the level more open countryside looking eastward along Norwich Road with glimpses of the church tower possible amongst the trees, but from the east (Yarmouth Road) 20<sup>th</sup> century development is the first indication of the village. From the south along Staithe Road, the historic farm settlements of Hall Common Farm and Manor Farm are the first indication of the village. From the water individual waterside properties along Womack Water can be seen but the main village is obscured by tree cover.

### **Overview of streets (and development)**

#### *Character area 1 - The Village Centre*

The crossing of the main Norwich to Yarmouth road (A1062) running roughly east to west and two more minor roads, the High Street leading north to Catfield and Staithe Road running south to marshy land beside the River Thurne, form the historic village centre. The majority of the later development of the village is to the north of the crossroads. The buildings around the crossroads are mainly two storeys with the focal point being the churchyard, bounded by a flint and brick wall and the Church of St Margaret, in the south west quartile.

Norwich Road and Yarmouth Road are offset from the crossing point, forming in a pronounced 'S' bend in the main road. The resulting space is an irregular shaped 'square'. It is dominated by traffic and at a later date it might be beneficial to consider some form of re-surfacing, not only to slow the pace of vehicles but also to add emphasis to the relationship of the centre of the village to the Church and churchyard which is an important open space in this part of the village.

The roads forming the crossroads have differing characters – Norwich Road provides a fairly straight entrance to the village, somewhat open on the south, but buildings on the north side hug the road with the Public House on the corner providing an end stop before the road turns northwards to the wider thoroughfare of the High Street. The entrance to Staithe Road at Stocks Hill is visually confined by buildings on both sides and that to Yarmouth Road flanked by buildings on the south and the open space of Bakers Arms Green.

Buildings in the western part of Staithe Road and opposite the church on Norwich Road are built hard onto the roadside emphasising the open space of the churchyard. Historically the commercial centre of the village, the majority of the buildings are now in residential use, although there are still a number of shops in this part of the village.

#### *Norwich Road*

Approaching Ludham from the west, the first buildings in the conservation area boundary area are pair of cottages and a villa, all dating from the 19<sup>th</sup> century and rendered under slate roofs. Opposite, on the south of the road, Heronway is a 20<sup>th</sup> century house designed with reference to the Arts and Crafts style and beyond a view of St Catherine's Church opens up with a backdrop of trees on Staithe Road.

The church is impressive and given greater prominence as it is set back from the road within the green space of the churchyard dotted with trees and light coloured gravestones. The brightly painted clock on the north face of the tower is a prominent feature.



Beside the church, the Arts and Crafts Church Rooms is a prominent building, being brought closer to the road than originally planned when the road was widened in the 1960s. On the opposite side of the road, rows of cottages and detached houses are set back from the road behind gardens, in the case of the Old Vicarage a substantial garden bounded by a 19<sup>th</sup> century brick wall topped by clay coping stones. Nearer to the centre of the village some of the buildings are built 'end' on to the road, possibly following an earlier street pattern. The Limes, Fern Cottage and Redcott are good examples. Adjacent is Church View, an early 19<sup>th</sup> century pair of cottages, of an unusual design for the area as the front doors are raised up above a semi-basement with delicate cast iron railings to separate them from the street. A row of thatched and whitewashed cottages opposite the Church, date from the 17<sup>th</sup> century and are listed. Part of them once housed a saddler and then a hardware store, the end part of the row is now the Alfresco Tea Rooms.

#### *High Street and Catfield Road*

The Kings Arms Pub turns the corner from Norwich Road to the High Street, its main facade facing Yarmouth Road is prominent when approaching the village centre from the south. At the start of the High Street the road appears to have a generous width, but this is largely due former front gardens being absorbed into the space (for example in front of Throwers shop) and the wide entrance to the pub car park. The streetscape here would benefit from restoring a sense of enclosure by, for example, narrowing the car park entrance with appropriately design walls or fences. Trees further down the High Street and in Catfield Road fringe the eastwards view.

Buildings at the beginning of the north side of the road are built close to the carriageway, the line markings indicating the former shallow front gardens. The garage forecourt interrupts this enclosure of the street, after which a row of three cottages and West Terrace are again at the side of the road. The scale of the buildings is generally modest, a mixture of two and single storey with the single span garage building built gable end to the road a prominent building. The building facades are generally colour washed render with the single storey Wendy House a notable exception being built of local red brick with a hipped pantile roof.

On the south side of the street, a red post box and traditional red telephone box are noticeable beside Throwers Village Store, which occupies a 19<sup>th</sup> century red brick building with a pantile roof, possibly a former house or pair of houses. The building, with its 20<sup>th</sup> century shopfronts, is in a conspicuous position on the crossroads, and soft landscaping against the north wall of the shop extension could soften the carpark entrance. Beyond The Village Stores, a row of one and two storey late 20<sup>th</sup> century houses are set back behind gardens, the majority enclosed by neatly clipped hedges. The trees in the gardens of The Firs, a well preserved mid 19<sup>th</sup> century house, make a positive contribution to the street scene as do the high quality railings and gates around the garden.

#### *Catfield Road*

At the junction with School Road/ Malthouse Lane the road becomes Catfield Road. The early 19<sup>th</sup> century Albury House on the corner of Malthouse Lane retains many of its original features. Holly House and The Croft are in a similar style and materials of local red brick and clay roof tiles, beyond which is the conservation area boundary. Hedges and trees hint at the countryside to the north.

On the west side of Catfield Road at the junction with School Lane, The Stores is a listed building dating from the early 18<sup>th</sup> century. It is built of colour washed render with a thatched roof and retains examples of the original design of timber gutters. It was known by several names, as Town Farm in the 19<sup>th</sup> century, The Stores from early 20<sup>th</sup> century and often referred to as Cook's Corner and is now divided into several dwellings, each with its own name. The mid 19<sup>th</sup> century Ludham Methodist Church is of different style and materials to any other building in the village. Built gable onto the road, it is faced with fine squared flint, the door and elegant tall leaded windows trimmed with red brick. It also has a good set of iron railings with intricate tops. A footway, verge, hedge and trees beside the school play area marks the end of a proposed extension to the conservation area.

#### *School Road*

The School and attached School House were built in the latter part of the 19<sup>th</sup> century of red brick with stone dressings and fish scale and plain slate roof. The iron entrance gates are flanked by red brick piers with decorative stone cappings and the front boundary wall is constructed with un-knapped field

flints and a hog's back red brick coping. The District Nurses House was built in the mid 20<sup>th</sup> century shortly after the inception of the National Health Service when free health care was being taken out into the community and in particular to rural areas. They were often of a generic design, usually contained a consulting room and living accommodation for one or two nurses and were often built on a corner 'to be easily found'. Children's health was of a particular concern in this post war period, hence the position of this house adjacent to the School.

*Proposed extension of the conservation area boundary – North Norfolk District Council area (Area 1)*

*The current conservation area boundary finishes at the rear of The Stores on the north side of School Road. It is proposed to extend the conservation area boundary to include the School and the former house of the District Nurse as they are significant buildings in the history of the village.*

The opposite side of School Road is already in the conservation area and includes a 19<sup>th</sup> century red brick single storey building currently housing workshops which was once occupied by a blacksmith's until just after the last war.

*Malthouse Lane*

At the crossroads with the High Street and School Lane the west part of Malthouse Lane is within the conservation area boundary. A low level thatched cottage is noticeable on the bend of this narrow lane.

*Yarmouth Road*

*Proposed amendment to the conservation area boundary – North Norfolk District Council area. (Area 1)*

*The current conservation area boundary includes part of Yarmouth Road and part of Latchmoor Lane, the latter area being an open field at the time of the original designation. It is proposed that boundary is adjusted to exclude the houses in Latchmoor Park, as whilst a pleasant late 20<sup>th</sup> century development, it is not considered to have the special historic quality to be included in the conservation area.*

The entrance to Yarmouth Road from the High Street is flanked by trees on one side and buildings on the other. On the North side, a pleasant green area containing the village sign, seats, a Millennium sculpture and village information board, is given more emphasis by the mature trees behind. Known as Bakers Arms Green, this area was formed when the Baker Arms Public House was demolished to enable the widening of the road in the mid 20<sup>th</sup> century. Beyond the green the road is enclosed by the gable of a red brick cottage and Rose Cottage, which is thatched and rendered and dates from the latter part of the 17<sup>th</sup> century.

The south side of the road is enclosed by a range of thatched houses and former shops built parallel to the road behind a narrow footway. Dating from the mid 18<sup>th</sup> century, Nos 1 – 5 Yarmouth Road are listed and retain many of their original casement windows. At the end of this row, Manor Whin was another former public house. Beyond, Rose House is differently orientated, being built side onto the road with a prominent asymmetrical gable of local red brick. Extensive tree cover in the grounds of Ludham Manor line the remainder of this side of the road until its junction with Horsefen Road.

*Character area 2 - Horsefen Road.*

A prominent oak tree at Pitt Corner, marks the entrance to Horsefen Road from Yarmouth Road. The tree is surrounded by a timber seat, The Mardling Seat that replaced an earlier seat of the same name at the entrance to the former Ludham Manor Bird sanctuary and Fairy Garden. Opposite, a pair of late 20<sup>th</sup> century houses designed to reflect the local vernacular, sit on a triangular piece of land formed as a result of improvements to the road junction in the mid 20<sup>th</sup> century.

Horsefen Road, leading down to Womack Water, is rural in character and lined with trees along much of its length. The lack of footpaths next to the carriageway adds to its rural feel and the extensive and thickly wooded grounds of Ludham Manor on the west side make an important contribution to the character of the conservation area.

Historically, with easy access to the Staithe this was a working area and farmsteads (such as Beeches Farmhouse and Barn) cottages and malthouse buildings remain, many of them now converted to dwellings. These use the traditional materials of render or local red brick under thatched or pantiled roofs.

As the road curves eastwards, a view of Womack Water opens up at Ludham Womack Staithe in contrast to the earlier enclosure of the road by buildings and trees. This is a popular area and important to the village, with mooring for boats. Used all the year round, but particularly busy and vibrant in the summer months, parking for cars, a pleasant grassed area with trees with seats and small shops provide facilities for visitors by road and water. The shops are housed in a late 20<sup>th</sup> century building which, whilst constructed of the locally found materials of red brick and flints with a steeply pitched pantile roof, is domestic in appearance. However, the environs might be improved if the car parking areas were resurfaced with a sympathetic material and some additional tree planting included to soften the effect of the number of cars using the area. There are views across Womack Water to the tree lined bank opposite. The public toilets and waste and recycling area are discreetly positioned to the east of The Staithe behind three Ivy covered tree stumps on the road side. These might be better replaced with a continuous low hedge of an indigenous species or sympathetic fencing.

After the Staithe, the road continues to curve east and south, roughly following the line of Womack Water. Hedges and individual trees fringe the road with open arable fields to the north giving views to gently rising ground. On the south side of the road, the water largely disappears from view behind first a small boatyard, an informally sited group of timber holiday chalets and then individual houses. These vary in size, from 19<sup>th</sup> century cottages, such as Fenside and Holland Cottage, which tend to be built close the road, to larger 20<sup>th</sup> century houses set nearer the water in large gardens. Trees, drainage dykes and boathouses add to the character of this watery landscape. The open gardens of some of the larger properties interrupt the largely rural character of the road.

At the easternmost end of the road, distinctive low wide span single storey buildings of two boatyards, evidence the continued tradition of boat building in the area. The first one, Swallowtail Boatyard, constructed in the 20<sup>th</sup> century, is traditional in design and clad in traditional timber boarding. Then, boatsheds form the 1980s house the Norfolk Wherry Trust, the base for the Wherry Albion, the last trading wherry on the Broads. Adjacent, the buildings of Hunters Yard, are also clad in timber, and are largely as they were built in the 1930s.

Also on that site is a building that was constructed by the Broads Authority in 1993 as a field base for their operations. Its style reflects that of local boatyards, but with an upper level room providing wide views across the Thurne valley and Horsefen marshes. The building was decommissioned by the Broads Authority in 2017. It is now used as a boatyard.

The activities of the boatyards with their mooring basins, the waterside houses and Womack Staithe are more visible from Womack Water than from Horsefen Road. These are all in contrast to the quiet and natural character of the alder carr woodland on the south west bank. The head of Womack Water is at Staithe House in Staithe Road.

Woodlands, a well preserved detached 19<sup>th</sup> century cottage of red brick with a pantile roof stands at the end of Horsfen Road. Beside the cottage the road reverts to a track (Marsh Wall) allowing open views across Horse Fen marshes and Womack Water Drainage Mill.

*Proposed extension to the conservation area boundary – North Norfolk District Council area. (Area 2)*

*It is proposed to amend the conservation area boundary at the end of Horsefen Road to include the group of houses to the east of the road. Woodlands is a remnant of historic development in the area and prominent where the road finishes. Whilst the houses opposite are later, their design takes reference to the local vernacular and they add to the character of the conservation area as a group.*

### *Character area 3 - Staithe Road and part of Cold Harbour Road*

The beginning of Staithe Road at Stocks Hill is enclosed by houses built near the road on both sides. The houses on the west side are of differing sizes and styles, but form an attractive group that includes The Old Post Office, Sunnyside, Manor Gates and The Town House. On the east side, two

storey houses form an almost continuous row. Although similar in style they are of a variety of ages, unified by the use of red or colour washed brick with a mixture of red and black pantliles.

After the closely built buildings of the village centre, Staithe Road is relatively straight and becomes progressively more rural in character as it progresses through level countryside. The extensive wooded area in the grounds of Ludham Manor and the trees around Ludham Staithe in the grounds of Staithe House, restrict views from the road to the east. The Staithe at the head of Womack Water, and the drain feeding into it from the west are not immediately obvious, although they are marked by a low white painted post and rail fence. The metal finger post showing the profile of a duck and 'crossing' on the opposite side of the road is an attractive and idiosyncratic feature.

Development on remainder of Staithe Road is domestic in nature, the houses mostly detached, and widely spaced in medium to large gardens. Those built in the 20<sup>th</sup> century are, for the most part, on the west side of the road, and although enclosed by hedges on the road side have an open feel allowing glimpsed views across the drained landscape and open fields.

The earlier development is mainly to the east, a mixture of farmsteads, former workers cottages and detached houses, the road intermittently bounded by red brick walls or farm buildings and with many trees.

Some of the earliest buildings in the village are on this road such as The Dutch House, home of the artist Edward Seago, and Hall Common Farmhouse, both of which are listed. They both date from around 1700, and are built of local red brick with thatched roofs and curved 'dutch' gables. A good red brick wall with a hog's back coping and intricate metal gate separates The Dutch House from the road. Other buildings of note are the 19<sup>th</sup> century Staithe House and the group buildings on the corner of Lover's Lane of Manor Farm and St Bennett's Farm and the cottage, The Mowle. Many of the earlier buildings have thatched roofs.

Due to the accessibility to Womack Water, the area gained popularity in the early 20<sup>th</sup> century, and Holm Mere stands out, not only for its position directly on the roadside, but also for its 'neo-Tudor' style when an earlier small cottage was extended in the 1930's.

*Proposed extension to the conservation area boundary – North Norfolk District Council area. (Area 3)*

*Staithe Road becomes Cold Harbour Road at the junction of Hall Common Road. The last building in the current conservation boundary is Hall Common Cottage. It is proposed to amend the boundary to exclude an area of farmland behind Hall Common Cottage as not being directly related to the development of the settlement and to extend the boundary to include the adjacent St Benet's Cottage as part of the historic development of the settlement.*

*Proposed amendment to the conservation area boundary – North Norfolk District Council area. (Area 1)*

*Area of land - Lover's Lane to Norwich Road. The original conservation area boundary included farmland to the south of Lover's Lane and between Lover's Lane and Norwich Road. It is proposed that the boundary be amended to exclude these parcels of land as they do not directly relate to the historic development of the village. The new boundary would include the wooded area and dyke.*

Behind the properties on the east side of the road, the area of land between Staithe Road and Womack Water is low lying marshland and alder carr woodland contributing to the character and setting of the settlement.

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### **Architectural styles and materials**

There is a range of architectural styles and a variety of materials in the conservation area, largely related to age and location.

Buildings in the village are, on the whole domestic in scale, often of two storeys. Some earlier buildings are of 1½ storeys utilising the roof space for living accommodation, often with rendered walls under steeply pitched roofs thatched in water reed, demonstrating the use of historically locally available materials. The number of buildings retaining their thatched roofs is a feature of the conservation area. Walls of locally produced red brick are found on historic buildings, with clay pantiles being the most common roof finish, slates being confined to a few buildings of the 19<sup>th</sup> century. It is notable that the early brickwork on some buildings has been either painted or rendered over during 20<sup>th</sup> century alterations.

A number of houses were built in the village in the 20<sup>th</sup> century, some more successful at integrating with the character of the village than others. The main differences between earlier buildings in the village and those constructed in the 20<sup>th</sup> century are their larger scale, as standards of construction and expectations have changed, and their siting in relation to the road due to increased car ownership. Later houses tend to be set back from the road behind parking areas in contrast to the tightly knit streetscape in the earlier part of the village. However, the majority of the 20<sup>th</sup> century houses are grouped together, away the historic part of the village, although there is some infill development, which in the main respects the historic building lines.

### ***Boundary treatments, hedges and trees***

Property boundaries in the conservation area are treated in a variety of different ways. Houses, cottages and shops often enclose the highway, particularly in the village centre, and elsewhere farm buildings and out buildings are built onto the road such as those at Staithe House, Hall Common Farm and Manor Farm on Staithe Road and the former maltings on Horsefen Road.

Garden walls are important elements in the village, particularly if they have surviving historic decorative brickwork or traditional copings. Almost exclusively in local red brick, examples include those in front of the Old Vicarage in Norwich Road, the School in School Road, and Hall Common Farmhouse and The Dutch House in Staithe Road, the latter with an elaborate metal gate. Later walls can also make a contribution such as the flint and brick churchyard wall and the curved walls to the gate to Ludham Manor on Yarmouth Road.

There are good examples of metal (historically cast or wrought iron) railings, especially in the village centre. Of particular note are those in front of Church View, Norwich Road, the Methodist Church in Catfield Road and The Firs in the High Street which retains two intricately worked gates and unusual gate piers in the same material.

These boundaries on public thoroughfares make a particular contribution to make to the street scene.

Hedges to gardens are found throughout the conservation area, but are more evident on the rural Staithe Road and Horsefen Roads. These are most successful when indigenous species are used to compliment the local vernacular. In the more agricultural areas of the settlement field hedges enclose the road, often emphasised by individual trees that have grown up from earlier hedgerows. This is most noticeable on Horsefen Road and Staithe Road.

Trees make a large contribution to the character of the conservation area, both individually and in groups. Naturally there are fewer trees in the closely knit village centre than in other areas, but trees on the fringes of the village give a backdrop to views and vistas out of the centre. Important groups of trees include those along Yarmouth Road, Horsefen Road, Staithe Road, in the grounds around Ludham Manor and the alder carr woodland on the east side of Womack Water.

### ***Open spaces and the public realm***

The principal public open space in the village is the Churchyard. This large grassed space punctuated by gravestones, memorials and both deciduous and evergreen trees, is important in providing an historic setting for St Catherine's Church.

The churchyard sits at the south west corner of the meeting of the roads in the village centre. As mentioned earlier in this document, changes in surface treatments and some highway re-alignment could make this area a more attractive focus for the village centre.

The other major open space is the area adjacent to Womack Staithe. The grassed area with trees and picnic facilities provides an appropriate 'edge' to Womack Water successfully integrating a number of car parking spaces. Whilst performing a slightly different function, the area of parking in

front of the shops could benefit from a redesign to soften the effect of the number of vehicles using the area.

Two smaller green areas, Bakers Arms Green on Yarmouth Road and Pit Corner on Horsefen Road were formed after the roads were widened and realigned. They both make a contribution to the character of this part of the conservation area.

Generally there are no footways adjacent to the highway in the village. This is a noticeable feature which greatly contributes to the rural character of the village. There are some footways in the settlement, but these tend to be adjacent to 20<sup>th</sup> century development or as a result of highway improvements.

**Issues, pressures and opportunities for improvements**

Generally the buildings and gardens in the Conservation Area are well maintained and there are no structures that would qualify to be on the Buildings at Risk Register.

The special character of conservation areas can easily be eroded by seemingly minor, and well intentioned home improvements such as the insertion of replacement windows and doors with ones of an inappropriate design or material, (for example hinged opening lights in lieu of sash windows and UPVC instead of painted timber). There is evidence of this in Ludham conservation area. This can be a particular issue with unlisted buildings that have been identified as contributing to the character of the Conservation Area. In line with current legislation, all complete window replacements are required to achieve minimum insulation values, but recognising the affect that inappropriate replacements can have, Local Authorities can relax that requirement when considering the restoration or conversion of certain buildings within conservation areas, and advice should be sought from the Local Authority at an early stage.

Boundaries on public thoroughfares make a particular contribution to make to the street scene and Ludham has many good examples of railings and brick walls. Close boarded fencing is often used and this can be successful if sensitively designed, but concrete posts and concrete gravel boards should be avoided. The loss of front garden boundaries to provide off-street parking can also erode the special character of streets.

National and local planning policies aim to protect the character of conservation areas through limiting or controlling future development. The character of the area could easily be eroded by loss of open space and the construction of properties that are out of scale with the existing.

The character of the riverside can be diminished by the replacement of the natural bank edge and vegetation with quay heading. This can lead to the urbanisation of the river and building owners with water frontage properties should be consider this when planning work to the river bank.

**Recommendations for suggested improvements**

- Consider changes in road surface materials at the crossroads in the village centre
- Consider narrowing the King’s Arms car park entrance to increase the sense of enclosure to the High Street
- Consider new surface treatments to better define the public realm around the cross roads  
Consider planting to north wall of the village Stores shop extension to soften the car park entrance
- Consider softening the parking in front of the shops at Womack Staithe maybe using appropriate tree planting

**The conservation area boundary**

The boundaries to the conservation area are as illustrated on the accompanying map and as described in the text. It is suggested that the conservation area boundaries are amended as follows;

Area		Reasons
<b>A</b>	<b>North Norfolk D C area</b> School Road/Catfield Road	

		Include School, school ground and the former District Nurses' house as important to the history of the village
<b>B</b>	<b>North Norfolk D C area</b> Latchmoor Park	Exclude as 20 <sup>th</sup> century development of insufficient historic interest for the conservation area
<b>C</b>	<b>Broads Authority area</b> East of Horsefen Road	Minor adjustments to regularise the boundary
<b>D</b>	<b>Broads Authority area</b> Field to the east of Staithe Road/Cold Harbour Road  St Benet's cottage	Exclude as farmland not directly related to the historic development of the village  Include St Benet's cottage as part of the historic development of the village.
<b>E</b>	<b>North Norfolk D C area</b> Fields to south and north of Lover's Lane and south of Norwich Road	Exclude as farmland not directly related to the historic development of the village

## Public Consultation

**Draft:** Consultation with interested parties and organisations was carried out in accordance with the Broads Authority 'Statement of Community Involvement'. A joint consultation exercise was undertaken with North Norfolk District Council as the proposed conservation area boundaries include land in both planning authority areas as defined on the maps included in the character appraisals. A letter and leaflet were delivered to all residents and businesses within the conservation area boundary, and copies of the appraisal documents were made available both online and in hard copy format in the Broads Authority offices. The leaflet included a comments section and consultees were also able to comment on line.

A public exhibition was held in ?? on ??, which was attended by officers from the Planning Team of the Broads Authority and open to the public to ask questions, propose or suggest minor amendments to the re-appraisal or boundary and raise issues of concern.

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## Appendix 1

### Listed Buildings in Conservation area (Grade II unless stated otherwise).

#### Broads Authority Executive area

Hall Common Farmhouse, Staithe Road

The Dutch House, Staithe Road

1 – 5 Yarmouth Road

#### North Norfolk District Council area

Saddlers Shop with Cottage adjoining to the west, Norwich Road

Church View, Norwich Road

Church of St Catherine (Grade I), Norwich Road

F.H. Chambers memorial, approx. 50 m SW of south porch of Church of St Catherine, Norwich Road

Ludham War Memorial Cross

The Stores, High Street/Catfield Road

## **Appendix 2. Unlisted buildings that make a positive contribution to the character of the Conservation Area**

Whilst the following buildings, boundary walls and railings within the present Conservation Area and the proposed extensions to it do not merit full statutory protection, they are considered to be of local architectural or historic interest, and every effort should be made to maintain their contribution to the character of the Conservation Area.

### **Broads Authority Executive area**

*Yarmouth Road (south side)*

Rose House

Former Motor Repair Shed in grounds of Ludham Manor

*Stocks Hill/Staithe Road (east side)*

Crown House and outbuildings behind

Butchers Shop (1 High Street) and outbuildings behind

1 – 5 Stocks Hill/Staithe Road

Ludham Manor, outbuildings and WWII vehicle repair shed

Staithe House, outbuildings and boundary walls

Flint and Brick wall in grounds of Staithe House

Barn Owl Cottage

Holm Mere

The Mowle & metal gates

*Cold Harbour Rd*

Hall Common Cottage

St Benet's and thatched garden building

*Horsefen Rd (west side)*

Womack House and outbuildings

Fenside and outbuildings

Boatsheds at Hunters Yard

Boatsheds at Norfolk Wherry Trust Base

**North Norfolk District Council area** (Note: these to be confirmed in accordance with the criteria for locally listed buildings in the North Norfolk District Council area).

*Norwich Road*

1 & 2 Oulton Cottages

Lankaster

1 – 4 Alma Cottages

Stone House/Cottage

The Old Vicarage

Brick garden wall to The Old Vicarage

The Limes

Fern Cottage



Redcott  
1 & 2 Church View  
Flint wall to rear of Kings Arms PH  
St Catherine's Church Rooms (former National School)  
Flint & brick churchyard wall to St Catherine's Church  
*High Street (west side)*  
The Kings Arms Public House  
Flowers by Kim  
The Wendy House  
Ray House, Luxem Cottage & Vale Cottage  
1 – 5 West Terrace  
Hollymoore Cottage  
*Catfield Rd*  
Ludham Methodist Church  
Albury House  
Folly House  
*High St (east side)*  
K6 telephone box & post box  
Throwers, 2 High St (2 storey bldg on corner)  
Cats Whiskers Hair Salon  
The Firs & garden railings  
*School Rd*  
Ludham School  
5 School Road (Former District Nurses House)  
12 School Road workshop  
*Malthouse Lane*  
Sunnydene  
Ashleigh  
Garden Cottage  
*Stocks Hill/Staithe Road (west side)*  
The Old Post Office  
Sunnyside & railings  
Manor Gates, adjoining buildings and lychgate  
Manor Croft  
Town House  
1 & 2 Rice Cottages  
'Duck Crossing' sign  
The White House  
The Lodge  
Manor Farm

St Benet's Barn  
*Horsefen Rd (east side)*  
The Beeches  
The Stables, The Hayloft and Beeches Farm Barns  
Womack Lodge  
1 – 3 Womack Cottages  
Womack Residences (former maltings)  
'Ducks Crossing' sign  
Seven Oaks  
Green Corner  
Woodlands

### **Appendix 3: Broads Authority guidance leaflets**

- Keeping the Broads Special
- Do I need Planning Permission?
- How do I apply for Planning Permission?
- Building at the Waterside – A guide to design of waterside buildings in the Broads Authority area
- Environment and Landscape – How do I plan and manage trees and scrub alongside rivers?
- Development and Flood Risk in the Broads
- Riverbank Protection Works – A guide for riparian landowners
- Sustainability Guide – Sustainable development in the Broads

### **Appendix 4: Contact details and further information**

The Broads Authority  
Yare House  
62 – 64 Thorpe Road  
Norwich  
NR1 1RY  
Tel: 01603 610734      Website: [www.broads-authority.gov.uk](http://www.broads-authority.gov.uk)

North Norfolk District Council  
Council Offices  
Holt Road  
Cromer  
Norfolk  
NR27 9EN      Website: [www.north-norfolk.gov.uk](http://www.north-norfolk.gov.uk)

Norfolk Historic Environment Service  
Union House  
Gressenhall  
Dereham  
Norfolk NR20 4DR  
Tel: 01362 869280      Website: [www.heritage.norfolk.gov.uk](http://www.heritage.norfolk.gov.uk)

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Whites Directory 1845, 1854 & 1883

Kelly's Directory of Cambridgeshire, Norfolk and Suffolk 1883  
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National Planning Policy Framework. Ministry of Communities, Housing and Local Government  
The Buildings of England, Norfolk 1: Norwich and North-East, Nikolaus Pevsner  
The Norfolk Broads, A Landscape History, Tom Williamson and Bill Wilson  
The Norfolk We Live In, Various. 1975  
Norwich and its Region, Various. 1961  
Landscape Character Assessment, North Norfolk, 2009  
Broads Landscape Character Assessment, 2006  
[www.norfolk Mills.co.uk](http://www.norfolk Mills.co.uk)  
Norfolk Historic Environment Record  
Ludham Village Archive

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## Appendix 3 - Extract from minutes to Heritage Asset Review Group (HARG) meeting on 7 December 2018

### Ludham and Horning Conservation Area Re-Appraisals

It was noted that there were now only 2 Conservation Areas out of the 25 that required re-appraisal – Ludham and Horning. Both of these areas shared boundaries with North Norfolk District with the majority being outside the Broads area. However, given that substantial and significant parts were contained within the Executive Area, the Authority was carrying out the appraisals and liaising closely with North Norfolk District Officers. Members were provided with maps of the existing CA boundaries, and indications of the existing parts considered to be possibly no longer worthy of inclusion and therefore excluded as well as possible extensions which were considered worthy of inclusion.

#### Ludham

Officers considered that there were three distinct character areas for Ludham relating to Horsefen Road, the Village itself and Staithe Road. It was noted that there had been considerable new development since the Conservation Area had been designated originally and these had been evaluated in relation to Conservation Area status criteria. Slides of the areas were provided for information. The written narrative was intended to provide a history of how the area had developed. It was noted that there was a very active historical group within the village which had provided a wealth of material. The Group considered that this was a very interesting and good foundation for the Conservation Area appraisal consultation. They noted the proposed amendments to the original area in the accompanying map to the report and as described in the text. These included areas for removal, boundary adjustments and proposed additions.

Members of the group were invited to comment on any of the detail individually and send these to Prue Smith.

#### Horning

Officers considered that there were four different character areas within the proposed area. These included the riverside, the village core and Crabbetts Marsh as well as the area of Upper Street, Horning, which included the Waterworks building, the church and rectory and a new building adjacent to the water works for which planning permission had recently been granted. The Group considered that this latter area of Upper Street Horning, was definitely worthy of consideration as a satellite part of the Conservation Area. It was also noted that some properties on the eastern side of Lower Street, in North Norfolk District, had Broads characteristics and been considered worthy of inclusion. The Group welcomed the proposed additions.

With reference to Crabbetts Marsh, it was noted that many of the properties behind those on the river frontage were of a different character. However, in terms of the history and pattern of development in Horning, they were none the less valuable. Many of the properties had originally been temporary but had either been replaced or become permanent.

It was noted that officers were working closely with officers from North Norfolk District on both of these Conservation Area re-appraisals.

The Group noted the Draft Timetable for the Consultation process –

- Initial contact with Parish Councils to make them aware of the process
- A Report to Planning Committee regarding the consultation process – February 2019
- Consultation process and exhibitions in the community – Spring 2019
- Responses collated and appraisal and boundary reviewed – Summer 2019
- Report to Planning Committee regarding adoption – Autumn 2019

The Historic Environment Manager commented that members would be informed of and invited to the open mornings as part of the consultation. Their presence would be very welcome.

The Group welcomed the progress being made and supported the proposals to go forward.

# Planning Committee

06 December 2019

Agenda item number 14

## Appeals to the Secretary of State update

Report by Senior Planning Officer

### Summary

This report sets out the position regarding current appeals against the Authority.

### Recommendation

To note the report.

Application reference number	Applicant	Start date of appeal	Location	Nature of appeal/ description of development	Decision and dates
<b>APP/E9505/W/19/3226955 BA/2018/0303/FUL</b>	Mr Grant Hardy	Appeal submitted 17 April 2019. Start Date 1 May 2019.	Thatched Cottage Watergate Priory Farm Beccles Road St Olaves Norfolk	Appeal against refusal of planning Permission: Erection of dwelling	Delegated Decision 20 December 2018. Notification Letters by 8 May. Statement by 5 June 2019. Inspector site visit scheduled for 15 July 2019, but postponed by Planning Inspectorate. New date awaited.

<b>Application reference number</b>	<b>Applicant</b>	<b>Start date of appeal</b>	<b>Location</b>	<b>Nature of appeal/ description of development</b>	<b>Decision and dates</b>
<b>APP/E9505/W/19/3237552 BA/2019/0214/FUL</b>	James Knight LEF Trading Ltd	Appeal submitted 19 September 2019. Start date 13 November 2019	Land off Staitheaway Road, Wroxham	Appeal against refusal of planning permission: Erection of two dwellings	Committee decision 16 August 2019 and planning decision issued 21 August 2019. Questionnaire submitted 19 November. LPA Statement by 18 December 2019.

Author: Cheryl Peel

Date of report: 21 November 2019

Background papers: BA appeal and application files

# Planning Committee

06 December 2019

Agenda item number 15

## Decisions made by Officers under delegated powers

Report by Senior Planning Officer

### Summary

This report sets out the delegated decisions made by officers on planning applications from 26 October to 21 November 2019.

### Recommendation

That the report be noted.

Parish	Application	Site	Applicant	Proposal	Decision
Barsham And Shipmeadow PC -	BA/2019/0283/FUL	Land Adjacent To And To The North West Of The Cottage Low Road Shipmeadow Suffolk NR34 8HP	Mr Mark Gladwell	Erection of single storey dwellinghouse and garage.	Refuse
Barton Turf And Irstead Parish Council	BA/2019/0300/HOUSEH	Driftway Lodge Hall Road Barton Turf NR12 8AR	Miss Smith	Replace conservatory with a glazed therapy room	Approve Subject to Conditions



Parish	Application	Site	Applicant	Proposal	Decision
Brundall Parish Council	BA/2019/0357/DEM	Mould Shop Riverside Brundall Norwich NR13 5JX	Mr Hovey	Demolition of the old mould shop	Prior Approval not Required
Chedgrave Parish Council -	BA/2019/0295/APPCON	Toplight 21A Church Close Chedgrave NR14 6NH	Brian Sabberton Limited	Details of Conditions 3: facing materials, 4: Planting scheme for pond, 7: external lighting scheme of permission BA/2017/0474/FUL	Approve
Coltishall Parish Council -	BA/2019/0360/NONMAT	Home Port 6 Anchor Street Coltishall Norwich Norfolk NR12 7AQ	Mr Christopher Newton	Change solid gable above french doors to apex dormer to be changed to glass, non-material amendment to BA/2019/0147/HOUSEH	Approve
Dilham Parish Council	BA/2019/0334/HOUSEH	October Cottage 8 The Street Dilham Norfolk NR28 9PS	Mr & Mrs John Crowther	New pitched garage roof, new roof lights and first floor rear extension/roof conversion	Refuse
Ditchingham Parish Council -	BA/2019/0338/HOUSEH	36 Ditchingham Dam Ditchingham Norfolk NR35 2JQ	Mr Mark Hougham & Ms Tanya Martin	Remove conservatory & construct single storey rear extension. Resubmission of BA/2019/0133/HOUSEH.	Approve Subject to Conditions

Parish	Application	Site	Applicant	Proposal	Decision
Hoveton Parish Council -	BA/2019/0373/NONMAT	Mooringside House The Rhond Hoveton Norfolk NR12 8UE	Mr Colin Mann	Change approved plans to alter the east elevation of the first floor, non-material amendment to planning permission BA/2018/0374/FUL	Approve
Hoveton Parish Council -	BA/2019/0315/COND	Wilderness Meadow Drive Hoveton NR12 8UN	Ms S Myhra	Change of fenestration to the riverside gable end and rooflights, variation of condition 2 of permission BA/2018/0248/FUL.	Approve Subject to Conditions
Hoveton Parish Council -	BA/2019/0303/FUL	Barnes Brinkcraft Riverside Road Hoveton Norfolk NR12 8UD	Barnes Brinkcraft	Reconstruction of outboard end of gantry terminus including the installation of two new piles and folded 450mm galvanised steel sheeting with D section rubber fending (retrospective).	Approve Subject to Conditions
Ludham Parish Council -	BA/2019/0312/HOUSEH	Crusoes Staithe Road Ludham Norfolk NR29 5NP	Mr & Mrs Graham Davey	Replace window with a door to form residential ancillary accommodation	Approve Subject to Conditions
Oulton Broad Parish Council -	BA/2019/0331/HOUSEH	Macoubrey Borrow Road Lowestoft NR32 3PW	Mr & Mrs Sherwood	Replace fascia, soffit, guttering & windows with	Refuse

Parish	Application	Site	Applicant	Proposal	Decision
				anthracite coloured UPVC. Replace conservatory.	
Oulton Broad Parish Council -	BA/2019/0307/COND	Broadlands Park Marsh Road Lowestoft NR33 9JY	Mr Paul Spriggins	Change of occupation restriction, variation of condition 3 of permission BA/2019/0168/FUL	Approve Subject to Conditions
Oulton Broad Parish Council -	BA/2019/0287/COND	111 Bridge Road Lowestoft Suffolk NR33 9JU	Metka UK Ltd	Render & paint walls, replace ground floor doors & windows, replace living room windows with French doors, raise wall with larch board screen, variation of conditions 2 and 3 of permission BA/2019/0116/FUL.	Approve Subject to Conditions
Repps With Bastwick Parish Council	BA/2019/0354/NONMAT	The Harbour 74 Riverside Repps With Bastwick Norfolk NR29 5JX	Mr N Duffield	Change of roof material from slate to metal standing seam. Change window profile, material and colour. Non-material amendment to BA/2018/0250/HOUSEH	Approve
Repps With Bastwick Parish Council	BA/2019/0329/CLEUD	Simon Stearn Holidays Thurnefields Chalet	Mr J Simon	Lawful Development Certificate for 4 years use of the main two storey	CLUED Issued

Parish	Application	Site	Applicant	Proposal	Decision
		Park Staithe Road Repps Repps With Bastwick NR29 5JU		building on Thurnefields, which incorporates the owners/managers first floor accommodation, including the site office, and two ground floor flats which have been let for holiday purposes.	
Rockland St Mary With Hellington PC	BA/2019/0313/HOUSEH	Oakwood 4 Lower Road Rockland St Mary NR14 7HS	Mr & Mrs T Vale	Proposed annex. Re- submission of permission BA/2018/0400/HOUSEH.	Approve Subject to Conditions
Stalham Town Council	BA/2019/0292/FUL	Wayford Bridge Inn Wayford Road Wayford Bridge NR12 9LL	Mr Kris Heavens	First floor extension to provide 2 bedrooms & conversion of existing restaurant to provide 2 bedrooms.	Approve Subject to Conditions

Author: Cheryl Peel

Date of report: 22 November 2019