

# Planning Committee

## Agenda 26 May 2023

10.00am

Yare House, 62-64 Thorpe Road, Norwich NR1 1RY

John Packman, Chief Executive – Friday 19 May 2023

Under the Openness of Local Government Bodies Regulations (2014), filming, photographing and making an audio recording of public meetings is permitted. These activities however, must not disrupt the meeting. Further details can be found on the [Filming, photography and recording of public meetings](#) page.

### 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 28 April 2023** (Pages 3-11)
4. To note whether any items have been proposed as matters of urgent business
5. Chairman's announcements and introduction to public speaking  
Please note that public speaking is in operation in accordance with the Authority's [Code of Practice for members of the Planning Committee and officers](#).
6. Request to defer applications included in this agenda and/or vary the order of the agenda

### Planning and enforcement

7. **To consider applications for planning permission including matters for consideration of enforcement of planning control:**
  - 7.1 BA/2023/0125/FUL Wroxham – Swans Harbour, Beech Road – replacement quay heading (Pages 12-18)
  - 7.2 BA/2023/0158/LBC Halvergate - Muttons Mill, Stone Road - lightning conductors (Pages 19-26)
8. **Enforcement update** (Pages 27-33)  
Report by Head of Planning

## Policy

9. **Thorpe St Andrew Neighbourhood Plan - agreeing to consult** (Pages 34-85)  
Report by Planning Policy Officer
10. **Tree Preservation Orders - Update on review and re-serving of TPOs** (Pages 86-88)  
Report by Historic Environment Manager
11. **Consultations from DLUHC on holiday and second homes and from DCMS on a register of short term lets** (Pages 89-99)  
Report by Head of Planning

## Matters for information

12. **Circular 28/83 Publication by Local Authorities of information about the handling of planning applications Q1 (1 January to 31 March 2023)** (Pages 100-106)  
Report by Planning Technical Support Officer
13. **Customer Satisfaction Survey 2023** (Pages 107-112)  
Report by Planning Technical Support Officer
14. **Decisions on Appeals by the Secretary of State between 1 April 2022 and 31 March 2023 and monthly update** (Pages 113-120)  
Report by Senior Planning Officer
15. **Decisions made by officers under delegated powers** (Pages 121-127)  
Report by Senior Planning Officer
16. **To note the date of the next meeting – Friday 23 June 2023 at 10.00am at Yare House, 62-64 Thorpe Road, Norwich**

# Planning Committee

## Minutes of the meeting held on 28 April 2023

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## **Present**

Harry Blathwayt – in the Chair, Stephen Bolt, Nigel Brennan, Bill Dickson, Andrée Gee, Tony Grayling, Gail Harris, Tim Jickells, James Knight and Melanie Vigo di Gallidoro

## **In attendance**

Natalie Beal – Planning Policy Officer, Jason Brewster – Governance Officer, Andrea Kelly – Environment Policy Adviser, Cally Smith – Head of Planning and Sara Utting – Senior Governance Officer

## **Members of the public in attendance who spoke**

No members of the public in attendance

## **1. Apologies and welcome**

The Chair welcomed everyone to the meeting.

**Apologies** were received from Leslie Mogford, Vic Thomson and Fran Whymark

### **Openness of Local Government Bodies Regulations 2014**

The Chair explained that the meeting was being audio-recorded. All recordings remained the copyright of the Broads Authority and anyone wishing to receive a copy of the recording should contact the Governance Team. The minutes remained the record of the meeting. He added that the law permitted any person to film, record, photograph or use social media in order to report on the proceedings of public meetings of the Authority. This did not extend to live verbal commentary. The Chair needed to be informed if anyone intended to photograph, record or film so that any person under the age of 18 or members of the public not wishing to be filmed or photographed could be accommodated.

## **2. Declarations of interest and introductions**

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

## **3. Minutes of last meeting**

The minutes of the meeting held on 31 March 2023 were approved as a correct record and signed by the Chair.

## **4. Matters of urgent business**

There were no items of urgent business

## **5. Chair's announcements and introduction to public speaking**

No members of the public had registered to speak. The Chair acknowledged that this was the last Planning Committee meeting for Gail Harris, James Knight and Leslie Mogford and thanked them for their contributions.

## 6. Requests to defer applications and/or vary agenda order

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

## 7. Enforcement update

Members received an update report from the Head of Planning on enforcement matters previously referred to the Committee. Further updates were provided at the meeting for:

**Blackgate Farm, High Mill Road, Cobholm:** The HoP had contacted the landowner's agent to request the removal of the remaining caravan. The agent replied that 7 caravans had been removed as per the original Enforcement Notice (EN). The HoP had responded to the agent indicating that when the appeal was determined the Planning Inspector had varied the EN to cover all caravans on the site.

**Land at the Berney Arms, Reedham:** The HoP indicated that a process server had served the EN on behalf of the Authority on 12 April 2023. Unfortunately, the server posted the EN on the wrong outbuilding which would have provided valid grounds for an appeal. The ENs were formally withdrawn and re-served on the 26 April 2023. The Broads Authority would not be charged for the initial, incorrect service.

## 8. Carlton Colville Neighbourhood Plan - agreeing to consult

The Planning Policy Officer introduced the report, which sought agreement for public consultation to go ahead on the Carlton Colville Neighbourhood Plan. It was noted that the reference to Parish Council within the report was incorrect, it should have stated Town Council.

Melanie Vigo di Gallidoro proposed, seconded by Andrée Gee and

**It was resolved unanimously to endorse the Carlton Colville Neighbourhood Plan Regulation 16 version for consultation**

## 9. Local Plan - Preferred Options (bitesize pieces)

The Planning Policy Officer (PPO) presented the report which detailed five new or amended policy areas that were proposed to form part of the Preferred Options version of the Local Plan. The PPO proposed to discuss each section of the report in turn and welcomed members' feedback.

**Boat wash-down facilities**

Policy DM3 had some minor changes applied.

**Rural enterprise dwellings**

Policy DM38 (Permanent and temporary dwellings for rural enterprise workers) had been updated to include a change to ensure consistency with the National Planning Policy Guidance and to reference the Authority's Design Guide, Biodiversity Net Gain (BNG), Habitat Regulations Assessment (HRA) and Green Infrastructure and Recreational impact Avoidance and Mitigation Strategy (GI RAMS).

### Safeguarded trackways

Policy SSTRACKS (Former rail trackways) sought to safeguard these sites for potential recreational use. The PPO explained that this policy had been updated to indicate possible need for a project level HRA.

A member supported this policy and highlighted the need to ensure landowners were successfully engaged and supportive of the proposed recreational use based on his experiences of the disused railway at Haddiscoe. The Chair suggested that this matter could be considered by the Broads Local Access Forum.

### Horning policies

No change to Policy HOR7 - Woodbastwick Fen moorings.

The PPO highlighted a correction to Policy HOR8 (Land on the Corner of Ferry Road, Horning) relating to permissible classes of use of ground floor units; an incorrect reference to B2 had been corrected to B8.

A member questioned the value of Policy HOR8 given that the ground floor properties in this location appeared, with the exception of an online fishing retailer, to be empty or being used as registered offices. He believed the policy had failed to achieve its objective and wondered whether the ground floor units could be better utilised, for example as garages to reduce on street parking.

The Head of Planning believed that all the live/work units associated with this policy, were currently occupied (although some units had been empty for periods in the past). Complaints had been received, over two years ago, indicating that the ground floor units were being used for accommodation although, following investigation by the Authority, no breach had been found.

Members noted that:

- The policy did not preclude other uses if the permitted uses were proven to be no longer financially viable.
- That this area had historically been associated with business use and...
- That there was residential encroachment from an adjacent area when former boatyards were replaced by residential properties.

A member proposed that the location be revisited to ascertain the current status of these live/work units. The PPO agreed to represent Policy HOR8 to the committee once a site visit had been completed.

### Oulton Broad policies

No change to Policy OUL1 - Boathouse Lane Leisure Plots.

The PPO indicated that Policy OUL2 (Oulton Broad - Former Pegasus/Hamptons Site) had been updated to reference the Authority's Design Guide, BNG and the Suffolk Coastal GI RAMS tariff.

The Chair thanked the PPO.

**Members' comments were noted.**

## 10. Consultation Responses

The Planning Policy Officer (PPO) introduced the report, which documented the response to the Reedham Neighbourhood Plan (Reg 14 Version) drafted by Reedham Parish Council. The PPO had indicated that Policy 14 did not appear consistent with National Planning Policy Framework.

Tim Jickells proposed, seconded by Stephen Bolt and

**It was resolved unanimously to endorse the nature of the proposed responses to the Regulation 14 version of the Reedham Neighbourhood Plan.**

## 11. Great Yarmouth Borough Council Open Space Supplementary Planning Document - endorsement

The Planning Policy Officer (PPO) introduced the report, which detailed a summary of the Great Yarmouth Borough Council (GYBC) Open Space Supplementary Planning Document (SPD), the process required to prepare this document and an explanation of the consultation process associated with this SPD. The PPO explained that the Broads Authority defers to/has regard to district councils regarding open space policies. As GYBC adopted this SPD in February 2023 it would be appropriate for the Authority to endorse it.

Melanie Vigo di Gallidoro proposed, seconded by Andrée Gee and

**It was resolved unanimously to endorse the Great Yarmouth Borough Council Open Space Supplementary Planning Document and recommend its endorsement by the full Authority.**

## 12. Biodiversity Net Gain - Guidance for Suffolk Local Planning Authorities

The Environment Policy Adviser (EPA) introduced the report, which detailed interim guidance for Suffolk Local Planning Authorities (LPAs) regarding the government's biodiversity net gain (BNG) requirements. This guidance, the EPA explained, was an attempt to clarify the BNG provisions in the National Planning Policy Framework (NPPF) 2021 as an interim measure before BNG was mandated under the Environment Act (2021) in winter 2023 for larger sites (with the small scale metric due in April 2024).

The guide advocated at least 10% biodiversity net gain being delivered on major applications (sites of more than 10 dwellings). The EPA indicated that some LPAs had adopted a figure of 20%, the key was to ensure that the agreed target was viable. Natural England had performed a BNG study and concluded that 20% net gain was viable. The EPA believed that this assessment would be of value to the Authority when it resolved to determine a target for the Broads.

Following the mitigation hierarchy from the NPPF the guide proposed to avoid impacts in the first instance, then seek to deliver BNG on-site (within redline application boundary) and finally to deliver BNG off-site as indicated by Local Nature Recovery Strategies (LNRS).

The LNRS were being developed at county level and Norfolk and Suffolk County Councils were working in partnership. The Broads Authority were a supporting authority. Responsible Authorities (such as the county councils) must “take reasonable steps to involve” supporting authorities, “have regard” to their opinions, share information with them and seek their agreement before consultation and publication. Supporting authorities will play a key role in making sure all LNRSs are genuinely collaborative.

The delivery of off-site BNG and the use of LNRS were areas where further information was required pending further government regulations associated with the Environment Act (2021). This area provided an opportunity for the Authority to derive an income by delivering BNG on behalf of applicants or other LPAs. The EPA explained that the Authority would be conducting market research to determine who would be the key investors in BNG and other natural capital. This information would help the Authority tailor its LNRS offering. The Broads Authority would aim to have pre-determined BNG solutions to avoid delaying the delivery of developments. The EPA explained that how this BNG support related to existing agri-environment schemes and other public grants remained to be determined.

The delivery of BNG would need to be evaluated over 30 years and this had implications for LPAs in the context of monitoring and enforcement.

The EPA noted that the equivalent guidance for Norfolk LPAs was expected although, the Planning Policy Officer added, these LPAs were dealing with Nutrient Neutrality and Green Infrastructure and Recreational impact Avoidance and Mitigation Strategy and BNG was a lower priority.

Work was underway with the Planning Advisory Service to determine how best to implement BNG nationally.

Given the state of flux of BNG regulations, ahead of the Environment Act (2021) coming into effect, it was recommended to delegate any future changes to the guidance to officers, to amend the document, if necessary, in response to new policy announcements and guidance. Members requested that any important changes to this guidance be reported to the Planning Committee.

Members welcomed this guidance and the principle of BNG for the positive benefits it would bring to the Broads. A member was supportive of the Authority adopting a higher net gain than that proposed by the guidance and for BNG to be mandated for minor developments.

A member was keen for Norfolk LPAs to adopt similar BNG guidance and to take advantage of the work already undertaken by their Suffolk counterparts. The member encouraged the Authority to influence this process to ensure the Suffolk LPAs BNG guidance was factored into the development of the Norfolk equivalent.



A member welcomed the proposed market research activity and sought clarity regarding the combination of funding via BNG and other schemes. The EPA believed that according to guidelines stated within the Peatland Code it was not possible to stack (combine) voluntary and compulsory funding sources; Nutrient Neutrality and BNG funding were classed as mandated and Peatland Carbon Units were classed as voluntary. The Broads Authority would have to assess the Broads Executive Area in the context of BNG, NN, carbon and other agri-environment payment schemes.

Tony Grayling proposed, seconded by Gail Harris and

**It was resolved unanimously to**

- i. **Endorse the Biodiversity Net Gain Planning Guidance Note for Suffolk, to be used as an informal guidance document by the Broads Authority.**
- ii. **To delegate to the Director of Strategic Services or Head of Planning any future amendments to the document.**

### **13. Notes of the Heritage Asset Review Group meeting held on 10 March 2023**

The Committee noted the minutes of the Heritage Asset Review Group meeting held on 10 March 2023. The Head of Planning presented photographs of the trip to Mutford Lock and its associated pedestrian and road bridges that followed this meeting.

The Chair indicated that the next HARG meeting would be on Friday 16 June 2023.

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

The Committee received a schedule of appeals to the Secretary of State since the last meeting.

The Head of Planning (HoP) highlighted that the Planning Inspectorate (PINS) had a target to determine written representations appeals within 16-20 weeks from validation. The HoP confirmed that the two most recent appeals had been lodged with PINS for 10 weeks, but they had yet to be allocated a start date. She then indicated that of the remainder, 5 had been lodged with PINS for more than 50 weeks. The HoP had written to PINS to complain and they had responded that they were short staffed and that they were processing a backlog running into the tens of thousands. The HoP confirmed that an inspector had visited the area recently as the Authority had received an appeal decision on the 24 April 2023 for Marshman's Cottage, Main Road A1064, Billockby, Fleggburgh, NR13 3AX (appeal was dismissed).

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

The Committee received a schedule of decisions made by officers under delegated powers from 20 March 2023 to 14 April 2023 and any Tree Preservation Orders confirmed within this period.

## 16. Date of next meeting

The next meeting of the Planning Committee would be on Friday 26 May 2023 10.00am at Yare House, 62-64 Thorpe Road, Norwich.

The meeting ended at 11:14am

Signed by

Chair

DRAFT

## Appendix 1 – Declaration of interests Planning Committee, 28 April 2023

<b>Member</b>	<b>Agenda/minute</b>	<b>Nature of interest</b>
Andrée Gee	8, 12	East Suffolk Councillor - other registerable interest
Melanie Vigo di Gallidoro	8	Suffolk County Councillor - other registerable interest

DRAFT

# Planning Committee

26 May 2023

Agenda item number 7.1

## **BA/023/0125/FUL Wroxham- Swans Harbour, Beech Road- replacement quayheading**

Report by Planning Officer

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### **Proposal**

Replace 173m of timber quayheading with galvanised steel piling, and extension to existing composite/plastic grid type decking

### **Applicant**

Mr Daniel Thwaites

### **Recommendation**

Approval with conditions

### **Reason for referral to committee**

Applicant is a member of Navigation Committee

### **Application target date**

29 May 2023

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# 1. Description of site and proposals

- 1.1. The subject comprises a residential plot featuring a detached dwelling house on the northern side of Beech Road. This area is characterised by a number of properties with gardens which have inlets/pools and lakes of water, sometimes with structures such as boathouses and garden buildings and often with a natural and well treed character. To the north of the dwellinghouse is a fairly sizeable garden and dyke/lagoon area which is divided by various narrow dykes, with foot bridges providing access between the various parts of the garden. The northern boundary of the garden comprises the southern bank of the River Bure.
- 1.2. The garden configuration is slightly unusual in that it narrows noticeably at approximately the midpoint of the plot and for the remaining land to the north of that point, the result of which being that the applicant only has ownership over the eastern side of the dyke as it runs south from the river up to the approximate midpoint of the plot. Within this section of dyke is boathouse, almost opposite a slightly larger boathouse to the opposite side of the dyke.
- 1.3. The riverbank is currently protected with timber quayheading, this extends along the dyke edges up to the approximate midpoint of the plot. There is a further section of timber quayheading to the edge of that part of the garden immediately adjacent to the dwellinghouse. At the river end of the site, a decked walkway runs alongside the quayheading, this comprises composite/plastic grid type decking to the river front and for the initial 13 metres of the dyke, followed by a section of timber decking up as far as the boathouse.
- 1.4. The property is located within the Wroxham Conservation Area.
- 1.5. The proposal is to replace the areas of timber quayheading with steel piling featuring timber capping and a timber waling board. It is noted that the section fronting the River Bure would have a double timber waling board. In addition, the existing timber decking would be replaced with 'duragrate' which is a composite/plastic grid type decking in a cream/yellow colour which would match the decking at the river end of the site.

# 2. Site history

- 2.1. In 2019 planning permission was granted with conditions for a single storey rear extension, entrance canopy, and alterations to cladding and windows (BA/2019/0046/HOUSEH).
- 2.2. In 2015 planning permission was granted with conditions to demolish the existing porch to side of dwelling and erect a single storey extension plus cart shed to front of dwelling (BA/2015/0153/HOUSEH).

- 2.3. In 2004 planning permission was granted with conditions for the erection of a conservatory (revised proposal) (BA/2004/3871/HISTAP).
- 2.4. In 2004 planning permission was granted with conditions for two and single storey rear extensions (BA/2004/3882/HISTAP).

### **3. Consultations received**

#### **Parish Council**

- 3.1. Wroxham Parish Council reviewed this application at the Full Council meeting of the 6th April and have no objection.

#### **BA Ecologist**

- 3.2. The development area is already quay headed, and does not contain the habitat required to support water voles. No objection.

#### **BA Rivers Engineer**

- 3.3. Works Licence has already been issued to start early April to avoid heavy boating traffic in this vicinity. Minimum encroachment of new piling in this location (300mm).

#### **BA Heritage Team**

- 3.4. Comments summarised as follows:

The natural character of the waterside gardens positively contributes to the character of the Conservation Area, especially when viewed from the river. There are a number of locally listed structures in the vicinity, the setting of which should be considered.

Timber quayheading is the predominant material for quayheading in the immediate area. Given this, the site's position within a sensitive part of the Wroxham Conservation Area which has a distinct natural character, its location close to a number of locally listed chalets, and the potential detrimental impact of the proposal on the character and appearance of the Conservation Area and setting of locally identified heritage assets, I would recommend the quay heading is replaced like-for-like in timber.

The concerns are compounded when considering the significant amount of quayheading proposed to be replaced with steel and the fact that it extends into the garden inlets which traditionally have a less formal and more natural character.

I am of the view that the proposed composite grid/ decking boardwalk would be stark and commercial in character and given the domestic nature of the plot and the natural and informal character of this part of the Wroxham Conservation Area, it is considered that a timber decking would be more appropriate here. Some high quality composite decking boards may also be appropriate, but samples should be submitted to be agreed. It is appreciated that this is a replacement of an existing similar decking, but given that it is unlikely that the existing decking was granted planning consent, and we are seeking to enhance the Conservation Area, it is not considered that this should be given much weight in this instance.

## 4. Representations

4.1. None received.

## 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:

- DM5 - Development and Flood Risk
- DM11 - Heritage Assets
- DM13 - Natural Environment
- DM16 - Development and Landscape
- DM32 - Riverbank stabilisation
- DM43 - Design

5.3. Other material considerations

- National Planning Policy Framework (NPPF)
- Planning Practice Guidance (PPG)
- Wroxham Conservation Area character statement
- Broads Local List of heritage assets

## 6. Assessment

6.1. The main considerations in the determination of this application are the principle of development, the design and appearance of the proposed piling and decking, the impacts on the Conservation Area, flood risk, navigation and ecology.

### Principle of development

6.2. The principle of development is considered acceptable, insofar as the subject riverbank and the sides of the internal dyke have existing hard engineered banks, and there is existing decking in the areas where new decking is proposed. No new areas of piling or decking are proposed as the subject areas are already hard edged or hard surfaced. The proposal is for a change of materials which must be considered carefully.

### Design, appearance, and heritage - steel piling

6.3. Throughout the Broads network the traditional material for quayheading is timber.

6.4. The local character in this location is traditionally timber quayheading, and this reinforces the character and appearance of the Conservation Area. Increasingly, however, people are preferring steel because it is harder wearing and lasts longer and

the Broads Authority Mooring Design Guide notes that timber has a typical life of up to 10 years compared to steel which can last 40 years or more. Steel is considered appropriate in boatyards and areas of high wash/wear, of which this stretch of the River Bure in Wroxham is a good example. There are properties with steel piling in Wroxham, but these are predominantly at commercial sites and, in planning terms, the preference for residential properties is timber quayheading as it contributes positively to the character of the Conservation Area.

- 6.5. It is acknowledged, however, that steel piling has been approved at other locations in the area, usually where it is not visible from the river or where the particular site is vulnerable to high levels of use or wash. That this would not be the first example of steel in the area is a consideration, indicating that the circumstances which justify steel can be applicable in this area. In this case, whilst no arguments are being made about levels of use or high wash, it is the case that most of the proposed steel piling is in the dyke off the river, where it is not easily visible from public viewpoints, whilst on the river frontage the piling would be finished with a double waling board which would conceal the top 0.45m of the piling. These factors would significantly mitigate the visual impact of the use of steel.
- 6.6. It is noted that there are a number of locally listed chalets along this part of the river and planning policies seek to protect their setting, however they are 70m downstream and the impact on them is not significant.
- 6.7. Whilst in planning terms there remains a preference for timber quayheading here, in order to protect the Conservation Area, it is considered that, on balance, the use of steel here is not unacceptable due to its limited visibility and the mitigation proposed, particularly on the most prominent areas.

#### **Design, appearance, and heritage - composite grid decking**

- 6.8. There is existing decking running alongside the quayheading at the river frontage and along the dyke as far as the boathouse. The section along the river frontage and for the initial 13 metres of the dyke is comprised of composite/plastic grid type decking. This is well established and has clearly been in situ for some years and the use of the same material for the extended area would ensure visual continuity. The need to utilise high quality materials in conservation areas is noted, but on balance it is considered that the provision of two different types of decking would have a more detrimental impact on the appearance of the site than the continuation of an established material by virtue of the contrast in appearance.

#### **Other issues**

- 6.9. In terms of impact on navigation the BA Rivers Engineer has commented that a Works Licence has already been issued and there is minimum encroachment of new piling on the navigation channel (300mm).
- 6.10. In terms of flood risk, the proposed piling is a replacement of existing quayheading so would not result in an increase in flood risk at the site or surrounding area.



6.11. In terms of ecology the BA Ecologist has commented that the development area is already quay headed, and does not contain the habitat required to support water voles, therefore no objection has been raised.

## 7. Conclusion

7.1. The proposal is for the replacement of existing timber quayheading with steel piling including timber capping and waling in an area where timber quayheading is the predominant riverbank material, and provision of additional composite/plastic grid type decking in place of existing timber decking. The site is within the Wroxham Conservation Area. Concerns have been raised about the use of these material, citing the potential for the erosion of the character of the Conservation Area. However, taking into account the somewhat developed and urban setting of the site, located on a section of river which has hard engineered banks, and where there is already some steel piling, it is considered that the provision of steel piling with timber capping and waling at the subject site is on balance not unacceptable. The provision of additional composite/plastic grid type decking in place of existing timber decking is considered to be acceptable in light of the existence of composite/plastic grid type decking at the river end of the site and for the initial section of the dyke. The proposed development is therefore considered to be supportable with regard to Policies DM11, DM13, DM16, DM32, and DM43 of the Local.

## 8. Recommendation

- 8.1. That planning permission be granted subject to the following conditions:
- i. Time limit
  - ii. In accordance with approved plans
  - iii. Timber preservatives

## 9. Reason for recommendation

9.1. The development is considered to be in accordance with Policies DM13, DM16, and DM43 of the Local Plan for the Broads. Whilst the development is not fully compliant with Policy DM11 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: Nigel Catherall

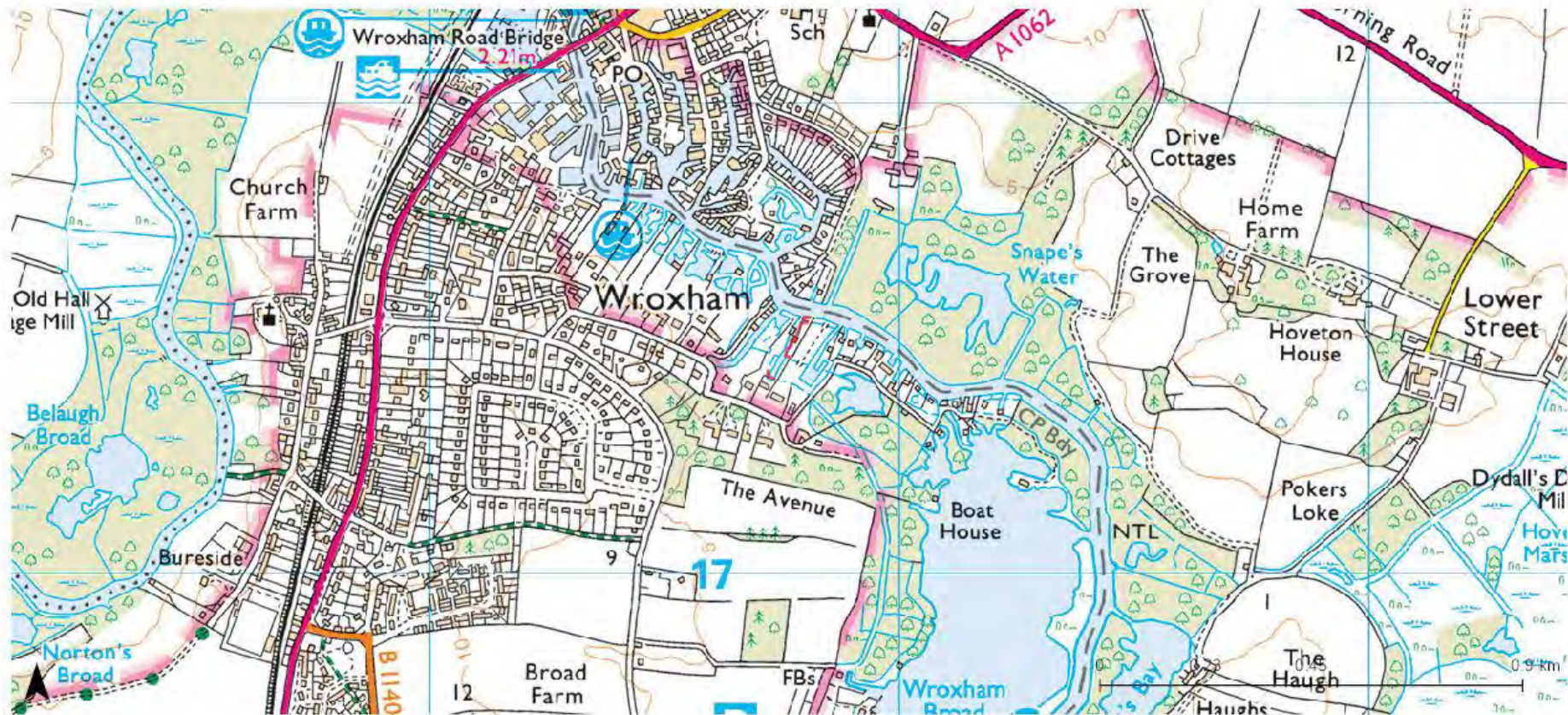
Date of report: 11 May 2023

Background papers: BA/2023/0125/FUL

Appendix 1 – Location map

# Appendix 1 – Location map

BA/2023/0125/FUL - Swans Harbour Beech Road Wroxham



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# Planning Committee

26 May 2023

Agenda item number 7.2

## BA/2023/0158/LBC Halvergate- Muttons Mill, Stone Road- lightning conductors

Report by Heritage Planning Officer

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### Proposal

The installation of lightning protection

### Applicant

Andrew Farrell (Broads Authority Programme Manager- Water, Mills and Marshes (WMM))

### Recommendation

Approve subject to conditions

### Reason for referral to committee

The Broads Authority is a partner in the WMM project

### Application target date

14<sup>th</sup> June 2023

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## 1. Description of site and proposals

- 1.1. Situated to the east of Halvergate on the Halvergate Marshes and within the Halvergate Marshes Conservation Area, Mutton’s Mill (also known as Manor Farm Mill) was built in the early 1830s, replacing an earlier mill on a nearby site. It was rebuilt or remodelled later in its working life, possibly by the millwright responsible for the construction of Berney Arms Mill in 1865 (Hutchinson 2013). The mill had ceased work by 1946 and soon became derelict.
- 1.2. By the early 1970s the mill had lost its cap and fantail, although parts of the sails remained in position. In 1974/75 the mill was acquired by a pair of boatbuilders, who remain as the owners of the mill today. The tower, internal machinery, floors, cap base frame, cap roof and fan stage were gradually repaired. A new six-bladed fantail was fitted in 1984 and a single pair of sails without shutters, using parts of the last working set, was installed in 1998. The mill stands in a gated enclosure which contains a low, open-sided shed in which materials are stored. The mill sits in an isolated location with agricultural land surrounding the site.
- 1.3. Mutton’s Mill was listed on 26 February 1987 and is Grade II\*. It is therefore a designated heritage asset. The List Description is as follows: Windpump, mid C19, restored c.1980. Tared brick tower and boat shaped weather- boarded cap. Tapering circular tower of 4 storeys. 2 ground floor doors, 1 window at first floor and 1 window at second floor level with segmental brick arches. Complete cap frame, fan and machinery. Cap gallery added c.1980. Wooden clasp arm brakewheel, cast iron windshaft, wallower, and wooden drive shaft. Cast iron crown wheel and pit wheel to internal scoop wheel. Two stocks, four clamps and remains of four 8 bay patent sails lie on ground near mill. The internal scoop wheel is the only surviving example in the Broads area.
- 1.4. The application is for the installation of lightning protection to the mill including the following elements:
  - Air termination network
- 1.5. Strike plates to be fitted to the end of each sail, comprising white 8mm aluminium cable to run from the strike plates, bend over the end of the sails and down the back of the sails. It will be attached at 1m centres with PVC holdfasts. These will be bonded to

the windshaft, which will be used as a contact point from the sail mounted conductors and the bearing carriage;

- 1.6. The bearing carriage will be bonded to enable a connection to a 25 x 3mm PVC sheathed conductor tape that will run around the perimeter of the cap, which will be bonded to the roller carriages.
- 1.7. The rollers then provide a continuous path to the metal track. The metal track may require welded tabs to ensure continuity (this will be tested). The new track tabs will be bonded to a 25x3mm conductor fixed to the perimeter of the fourth floor adjacent to the wheel track.

#### **Down Conductors / Earth Termination**

- 1.8. From the air termination network, 2 no. PVC sheathed aluminium down conductors to be fixed at agreed external positions. These would be fixed with matching non-metallic holdfasts, each changing to copper at low-level, by means of a friction welded bimetal test clamp, before terminating at a 2.4m copper clad earth electrode driven into subsoil close to the building. The PVC sheath is proposed to be white or black depending on the mill substrate.

## **2. Site history**

- 2.1. Planning permission was granted in 2020 for repair works to the mill under the WMM project (BA/2020/0227/FUL and BA/2020/0228/LBC).
- 2.2. These works are now underway and it is now proposed to add lightning protection.

## **3. Consultations received**

### **Parish Council**

- 3.1. No response

### **Historic England**

- 3.2. We refer you to the following published advice which you may find helpful in determining the application: Lightning Protection: Design and Installation for Historic Buildings. We also suggest that you seek the views of your specialist conservation adviser.

### **Joint Committee of Amenity Societies**

- 3.3. No response

### **District Member**

- 3.4. No objection

### **Society for the Protection of Ancient Buildings**

- 3.5. The Society for the Protection of Ancient Buildings Mills Section is supportive of the proposed plans and is assuming that the applicant is aware that the lightning conductors must be inspected and tested annually



## 4. Representations

- 4.1. None received

## 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:
  - SP5- Historic Environment
  - DM11- Heritage Assets
  - DM43- Design

## 6. Assessment

- 6.1. Both national and local planning policies place great weight on the conservation of the wider historic environment and more specifically individual historic assets. Historic assets are a finite resource and the preservation of them, so they can be enjoyed by future generations, is welcomed.

### Principle of development

- 6.2. Mutton's Mill is larger in stature than most of the other Halvergate Fleet<sup>i</sup> mills and, unusually, its scoop wheel is positioned inside rather than outside the base of the tower. As a consequence, its wide diameter at ground level gives the tower a more pronounced batter or taper than the other mills. With its turning sails and fantail, Mutton's Mill makes a greater visual contribution to the landscape than others in the group. As one of the most carefully preserved and mechanically complete drainage mills in Broadland, Mutton's Mill remains a highly significant example, justifying its Grade II\* listing. The protection of such an important heritage asset is therefore supported.
- 6.3. Mutton's Mill sits on the Halvergate Marshes, within a very flat landscape. It is a substantial structure and at approximately 30m high (to sail tip) is the tallest structure within a wide area, making it vulnerable to lightning strike. It is likely that the number and intensity of lightning storms is to increase in the UK due to the impact of climate change, so the risk of lightning strike is likely to increase. Through the WMM project there has been a significant investment in the repair of Mutton's Mill. Due to this, the high heritage significance of the building and its vulnerability due to its height and location, the proposal to install lightning protection is considered reasonable and well justified.
- 6.4. The installation of lightning protection will help protect the mill from fire and damage through lightning strike and ensure it remains for future generations to enjoy. The

development is therefore welcomed in principle, subject to the impact on heritage and design.

### **Impact upon heritage and design**

- 6.5. When considering an application for works to a designated heritage asset, the NPPF requires that an LPA considers the significance of that asset and the harm resulting from the proposed development. It states that “great weight should be given to the asset’s conservation (and the more important the asset, the greater the weight should be). This is irrespective of whether any potential harm amounts to substantial harm, total loss or less than substantial harm to its significance” (paragraph 199). In this case, being Grade II\* listed the mill is of a high level of significance so a careful assessment is required.
- 6.6. It is accepted that the lightning protection would be a modern addition to the mill and will be visible on close inspection, however it is noted that the proposal has been designed to minimise the visual impact and damage to the historic fabric of the mill. Fixings are to be kept to a minimum and the cable will be sheathed in either white or black PVC as appropriate to ensure that it matches with the mill’s substrate. It is necessary to have a ‘contact point’ at the end of the sails, as they will be the highest point and as such the strike plates are proposed as an alternative to the 500mm long finials that would normally be required. These are relatively small attachments and should therefore be much less visually intrusive than the regular finials. It is therefore considered that measures are proposed to ensure the development is as visually unobtrusive as possible.
- 6.7. Whilst it is acknowledged that there would be an impact on both the appearance and historic fabric of the mill, it is considered that given the small scale of the additions and efforts to ensure it remains visually unobtrusive there would be a less than substantial harm to the character and integrity of the mill. Given the small scale and nature of the proposals it is not considered there would be an adverse impact on the wider character of the conservation area. The NPPF states that “Where a development proposal will lead to less than substantial harm to the significance of a designated heritage asset, this harm should be weighed against the public benefits of the proposal including, where appropriate, securing its optimum viable use” (paragraph 202). In this case, the public benefit deriving from the development would be to reduce the risk of significant damage or potential loss through fire of the designated heritage asset and this is considered to outweigh any harm arising from the works themselves.

## **7. Conclusion**

- 7.1. Given the small scale of the addition and efforts to ensure it remains visually unobtrusive it is considered there would be a less than substantial harm to the significant of the mill and no adverse impact on the character of the wider conservation area. In this case, the public benefit deriving from the development would be to reduce

the risk of significant damage or potential loss through fire of the designated heritage asset and this is considered to outweigh any harm arising from the works themselves.

7.2. The proposal is therefore considered acceptable and being recommended for approval.

## **8. Recommendation**

8.1. Approve subject to conditions: Time limit, in accordance with plans submitted and any damage to the building undertaken during installation shall be made good.

## **9. Reason for recommendation**

9.1. The development is considered acceptable in terms of impact on heritage and design, in accordance with the NPPF and policies SP5, DM11 and DM43 of the Local Plan (2019) and S66(1) and S72 of the Planning (Listed Buildings and Conservation Areas) Act 1990 has also been considered in the determination of this application.

Author: Kayleigh Judson (Heritage Planning Officer)

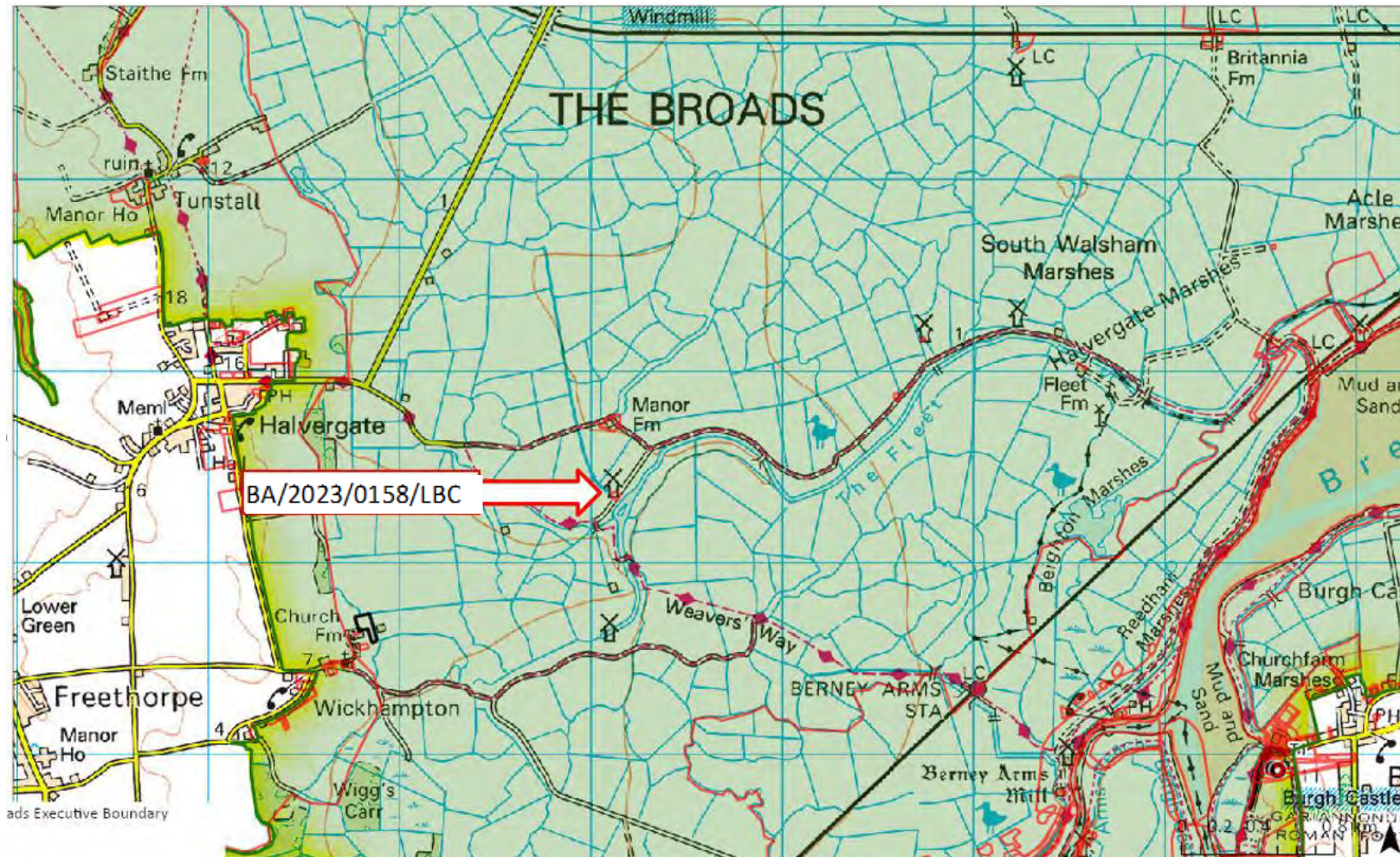
Date of report: 11 May 2023

Background Papers: Halvergate Marshes Conservation Area Appraisal 2015.

Appendix 1 – Location map



## Appendix 1 – Location map



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<sup>i</sup>Halvergate Fleet- 'By the 18th century, Halvergate Fleet, originally the largest of the salt marsh creeks, was used as a 'washland' for temporary water storage, with 6 wind-powered drainage mills spaced along its length, although only three of the mills drained the Halvergate Marsh levels. The low banks nearest the river were 'summer walls', while the higher 'winter walls', set some 20 metres further back, prevented flood water or high tides from spreading out of the main wash land areas. The area between the two walls, known as the rands or ronds, which are up to 200 metres wide, would flood to a depth of about 600mm in winter. The Fleet was once the most significant natural drainage channel across the marshes, draining Wickhampton, South Walsham and Beighton Marshes into Breydon Water'. Halvergate Marshes Conservation Area Appraisal 2015.

# Planning Committee

26 May 2023

Agenda item number 8

## Enforcement update

Report by Head of Planning

### 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

To note the report.

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 (Units X and Y)	<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. October 2018 to February 2019.</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>

Committee date	Location	Infringement	Action taken and current situation
			<ul style="list-style-type: none"> <li>• Site being monitored 3 July 2020.</li> <li>• Complaints received. Site to be visited on 29 October 2020.</li> <li>• Three static caravans located to rear of site appear to be in or in preparation for residential use. External works requiring planning permission (no application received) underway. Planning Contravention Notices served 13 November 2020.</li> <li>• Incomplete response to PCN received on 10 December. Landowner to be given additional response period.</li> <li>• Authority given to commence prosecution proceedings 5 February 2021.</li> <li>• Solicitor instructed 17 February 2021.</li> <li>• Hearing date in Norwich Magistrates Court 12 May 2021.</li> <li>• Summons issued 29 April 2021.</li> <li>• Adjournment requested by landowner on 4 May and refused by Court on 11 May.</li> <li>• Adjournment granted at Hearing on 12 May.</li> <li>• Revised Hearing date of 9 June 2021.</li> <li>• Operator pleaded 'not guilty' at Hearing on 9 June. Trial scheduled for 20 September at Great Yarmouth Magistrates Court.</li> <li>• Legal advice received in respect of new information. Prosecution withdrawn and new PCNs served on 7 September 2021.</li> <li>• Further information requested following scant PCN response and confirmation subsequently received that caravans 1 and 3 occupied on Assured Shorthold Tenancies. 27 October 2021</li> <li>• Verbal update to be provided on 3 December 2021</li> </ul>

Committee date	Location	Infringement	Action taken and current situation
			<ul style="list-style-type: none"> <li>• Enforcement Notices served 30 November, with date of effect of 29 December 2021. Compliance period of 3 months for cessation of unauthorised residential use and 4 months to clear the site. 6 Dec. 2021</li> <li>• Site to be visited after 29 March to check compliance – 23 March 2022</li> <li>• Site visited 4 April and caravans appear to be occupied. Further PCNs served on 8 April to obtain clarification. There is a further caravan on site. 11 April 2022</li> <li>• PCN returned 12 May 2022 with confirmation that caravans 1 and 3 still occupied. Additional caravan not occupied.</li> <li>• Recommendation that LPA commence prosecution for failure to comply with Enforcement Notice. 27 May 2022</li> <li>• Solicitor instructed to commence prosecution. 31 May 2022</li> <li>• Prosecution in preparation. 12 July 2022</li> <li>• Further caravan, previously empty, now occupied. See separate report on agenda. 24 November 2022</li> <li>• Planning Contravention Notice to clarify occupation served 25 November 2022. 20 January 2023.</li> <li>• Interviews under caution conducted 21 December 2022. 20 January 2023</li> <li>• Summons submitted to Court. 4 April 2023</li> <li>• <b>Listed for hearing on 9 August 2023 at 12pm at Norwich Magistrates' Court. 17 May 2023</b></li> </ul>
8 November 2019	Blackgate Farm, High Mill Road, Cobholm	Unauthorised operational development – surfacing of 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 Nov. 2019.</li> </ul>

Committee date	Location	Infringement	Action taken and current situation
		<p>installation of services and standing and use of 5 static caravan units for residential use for purposes of a private travellers' site.</p>	<ul style="list-style-type: none"> <li>• Correspondence with planning agent 3 December 2019.</li> <li>• Enforcement Notice served 16 December 2019, taking effect on 27 January 2020 and compliance dates from 27 July 2020.</li> <li>• Appeal against Enforcement Notice submitted 26 January 2020 with a request for a Hearing. Awaiting start date for the appeal. 3 July 2020.</li> <li>• Appeal start date 17 August 2020.</li> <li>• Hearing scheduled 9 February 2021.</li> <li>• Hearing cancelled. Rescheduled to 20 July 2021.</li> <li>• Hearing completed 20 July and Inspector's decision awaited.</li> <li>• Appeal dismissed with minor variations to Enforcement Notice. Deadline for cessation of caravan use of 12 February 2022 and 12 August 2022 for non-traveller and traveller units respectively, plus 12 October 2022 to clear site of units and hardstanding. 12 Aug 21</li> <li>• Retrospective application submitted on 6 December 2021.</li> <li>• Application turned away. 16 December 2021</li> <li>• Site visited 7 March 2022. Of non-traveller caravans, 2 have been removed off site, and occupancy status unclear of 3 remaining so investigations underway.</li> <li>• Further retrospective application submitted and turned away. 17 March 2022</li> <li>• Further information on occupation requested. 11 April 2022</li> <li>• No further information received. 13 May 2022</li> <li>• Site to be checked. 6 June 2022</li> </ul>

Committee date	Location	Infringement	Action taken and current situation
			<ul style="list-style-type: none"> <li>• Site visited and 2 caravans occupied in breach of Enforcement Notice, with another 2 to be vacated by 12 August 2022. Useful discussions held with new solicitor for landowner. 12 July 2022.</li> <li>• Further site visited required to confirm situation. 7 September 2022</li> <li>• Site visit 20 September confirmed 5 caravans still present. Landowner subsequently offered to remove 3 by end October and remaining 2 by end April 2023. 3 October 2023.</li> <li>• Offer provisionally accepted on 17 October. Site to be checked after 1 November 2022.</li> <li>• Compliance with terms of offer as four caravans removed (site visits 10 and 23 November). Site to be checked after 31 March 2023. 24 November 2022</li> <li>• One caravan remaining. Written to landowner's agent. 17 April 2023</li> </ul>
8 January 2021	Land east of Brograve Mill, Coast Road, Waxham	Unauthorised excavation of scrape	<ul style="list-style-type: none"> <li>• Authority given for the service of Enforcement Notices.</li> <li>• Enforcement Notice served 29 January 2021.</li> <li>• Appeal against Enforcement Notice received 18 February 2021.</li> <li>• Documents submitted and Inspector's decision awaited. September 2021</li> <li>• PINS contacted; advised no Inspector allocated yet. 20 October 2022.</li> <li>• Appeal dismissed 9 January 2023 and Enforcement Notice varied. Compliance required by 9 October 2023. 20 January 2023.</li> </ul>
13 May 2022	Land at the Beauchamp Arms Public House,	Unauthorised operation development comprising	<ul style="list-style-type: none"> <li>• Authority given by Chair and Vice Chair for service of Temporary Stop Notice requiring cessation of construction 13 May 2022</li> <li>• Temporary Stop Notice served 13 May 2022.</li> </ul>

Committee date	Location	Infringement	Action taken and current situation
	Ferry Road, Carleton St Peter	erection of workshop, kerbing and lighting	<ul style="list-style-type: none"> <li>• Enforcement Notice and Stop Notice regarding workshop served 1 June 2022</li> <li>• Enforcement Notice regarding kerbing and lighting served 1 June 2022</li> <li>• Appeals submitted against both Enforcement Notices. 12 July 2022</li> </ul>
21 September 2022	Land at Loddon Marina, Bridge Street, Loddon	Unauthorised static caravans	<ul style="list-style-type: none"> <li>• Authority given to serve an Enforcement Notice requiring the cessation of the use and the removal of unauthorised static caravans.</li> <li>• Enforcement Notice served. 4 October 2022.</li> <li>• Enforcement Notice withdrawn on 19 October due to minor error; corrected Enforcement Notice re-served 20 October 2022.</li> <li>• Appeals submitted against Enforcement Notice. 24 November 2022</li> </ul>
9 December 2022	Land at the Beauchamp Arms Public House, Ferry Road, Carleton St Peter	Unauthorised static caravan (Unit Z)	<ul style="list-style-type: none"> <li>• Planning Contravention Notice to clarify occupation served 25 November 2022.</li> <li>• Authority given to serve an Enforcement Notice requiring the cessation of the use and the removal of unauthorised static caravan</li> <li>• Enforcement Notice served 11 January 2023. 20 January 2023.</li> <li>• Appeal submitted against Enforcement Notice. 16 February 2023.</li> </ul>
31 March 2023	Land at the Berney Arms, Reedham	Unauthorised residential use of caravans and outbuilding	<ul style="list-style-type: none"> <li>• Authority given to serve an Enforcement Notice requiring the cessation of the use and the removal of the caravans</li> <li>• Enforcement Notice served 12 April 2023</li> <li>• <b>Enforcement Notice withdrawn on 26 April 2023 due to error in service. Enforcement Notice re-served 26 April 2023. 12 May 2023</b></li> </ul>



Author: Cally Smith

Date of report: 17 May 2023

Background papers: Enforcement files

# Planning Committee

26 May 2023

Agenda item number 9

## Thorpe St Andrew Neighbourhood Plan- agreeing to consult

Report by Planning Policy Officer

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### Summary

The Thorpe St Andrew Neighbourhood Plan is ready to for the next round of consultation which is the Regulation 16 consultation.

### Recommendation

To endorse the Thorpe St Andrew Neighbourhood Plan Reg16 version for consultation.

---

## 1. Introduction

- 1.1. The Thorpe St Andrew Neighbourhood Plan is ready for consultation. The Plan says: The Thorpe St Andrew NDP has been developed to ensure that future growth and development throughout the town is guided by the local community and gives an extra level of detail at the local level. The vision for Thorpe St Andrew is “In 2038, Thorpe St Andrew will be a socially and economically thriving community, which has retained its individuality, culture and identity.”
- 1.2. This report seeks agreement for public consultation to go ahead. It should be noted that the Broads Authority is a key stakeholder and is able to comment on the Plan. It is likely that a report with these comments will come to the next Planning Committee for endorsement.

## 2. Consultation process

- 2.1. Broadland District Council will write to or email those on their contact database about the consultation. The Broads Authority will also notify other stakeholders who may not be on the Council’s consultee list. The final details for consultation are to be clarified, but the document will be out for consultation for at least 6 weeks.

## 3. Next steps

- 3.1. Once the consultation ends, comments will be collated and the Town Council may wish to submit the Plan for assessment. The Town Council, with the assistance of Broadland

District Council and the Broads Authority, will choose an Examiner. Examination tends to be by written representations. The Examiner may require changes to the Plan.

- 3.2. As and when the assessment stage is finished, a referendum is required to give local approval to the Plan.

Author: Natalie Beal

Date of report: 10 May 2023

Appendix 1 - Neighbourhood Development Plan - Regulation 16 Submission Draft

The following appendices are available to view on [Planning Committee - 26 May 2023 \(broads-authority.gov.uk\)](https://broads-authority.gov.uk)

Appendix 2 - Natural England consultation response

Appendix 3 - Basic Conditions Statement

Appendix 4 - Habitats Regulations Assessment Screening Report

Appendix 5 - Consultation Statement

Appendix 6 - Final SEA Screening Assessment

Appendix 7 - Updated SEA and HRA Screening Report

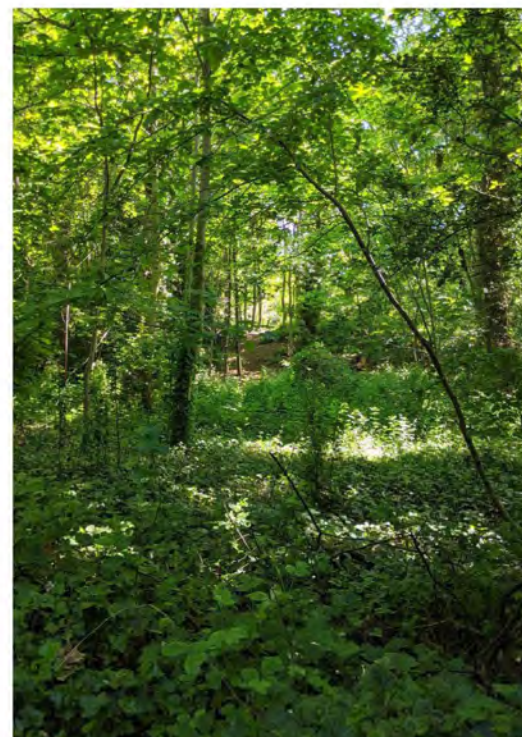




# Thorpe St Andrew Town Council Neighbourhood Development Plan 2018 – 2038 (Regulation 16 Submission Draft)



THORPE ST ANDREW TOWN COUNCIL



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## 1. Introduction

1.1 This document is the Submission Version of the Thorpe St Andrew Neighbourhood Development Plan (NDP). It presents the Vision and Objectives for Thorpe St Andrew over the NDP period to 2038 and presents planning policies which seek to enable delivery of this Vision and these Objectives.

1.2 This Neighbourhood Plan builds on the National Planning Policy Framework (NPPF) and the adopted Development Plan for Thorpe St Andrew, which includes the documents making up the Broadland District Council Local Plan and the Broads Authority Local Plan. It also anticipates the emerging Greater Norwich Local Plan (GNLP) which will replace the Adopted Joint Core Strategy. The Thorpe St Andrew NDP has been developed to ensure that future growth and development throughout the town is guided by the local community and gives an extra level of detail at the local level.

1.3 The Development Plan for each of the Local Planning Authorities is made up as follows:

**Broadland:**

- Adopted Joint Core Strategy 2011
- Broadland Development Management Development Plan Documents 2015
- Broadland Site Allocations Development Plan Document 2016
- Growth Triangle Area Action Plan 2016

**Broads Authority:**

- Broads Local Plan 2019

1.4 The plan period of the Thorpe St Andrew NDP runs in tandem with the emerging Local Plan, which runs to 2038. It is appropriate that it should have the same end period and therefore it will be reviewed before the end date of the Plan. The Town Council may however deem it necessary to update the NDP at an earlier date if circumstances warrant any earlier review.

1.5 This document is supported by a number of other documents and background information which are referred to throughout. A glossary and abbreviations section are included at the back of this document for reference (*Section 17*).

1.6 Thorpe St Andrew NDP applies to the area that is administered by Thorpe St Andrew Town Council, covering the civil parish boundary of Thorpe St Andrew, and as shown in *Figure 1*.

1.7 Thorpe St Andrew is the administrative headquarters of Broadland District Council. Both Broadland District Council and the Broads Authority are the Local Planning Authorities for the parish.

1.8 The community of Thorpe St Andrew has decided to develop an NDP in order to:

- Identify potential for development.
- Inform the types of housing and development needed in the town. This includes:
  - The size and style of houses
  - The footprint to amenity ratio
  - Adequate number of car parking spaces
  - Provide greater local detail to the design guide issued by Broadland District Council
- Ensuring the protection of open spaces for the town
- Improving sustainable transport, traffic conditions and highways
- Having an impact on social spaces
- Protecting the culture and identity of Thorpe St Andrew, with a special interest in the river frontage

1.9 Once finalised and adopted by Broadland District Council (BDC) and the Broads Authority (BA), the planning policies presented in this NDP seek to positively plan for the future of Thorpe St Andrew and will be used and acted upon by BDC and BA planning officers, landowners and developers through the development process, providing clarity on the community's needs and aspirations.



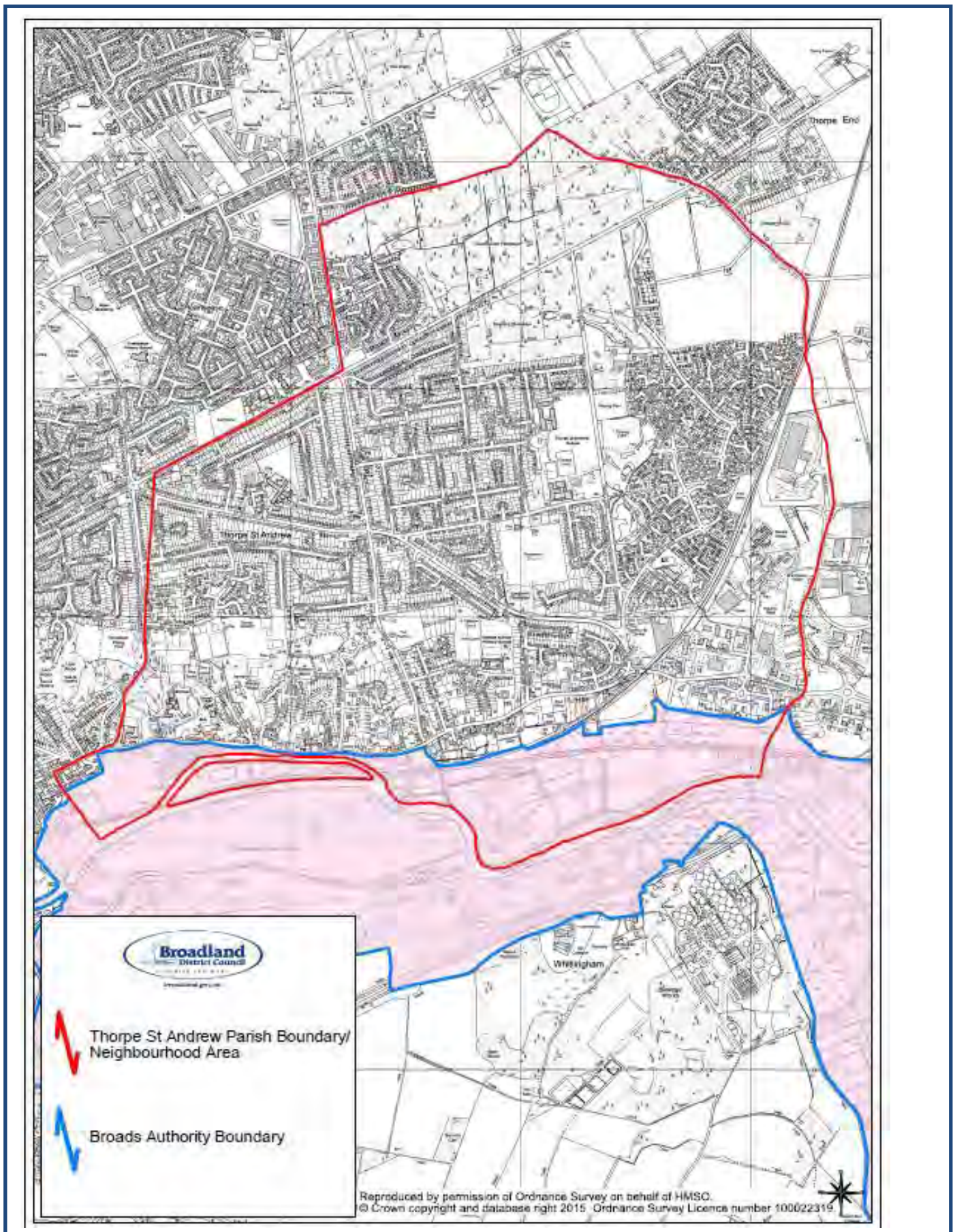


Figure 1: Designated NDP Area for Thorpe St Andrew NDP.

## 2. Thorpe St Andrew NDP – The Preparation Process

### Getting this far

2.1. The preparation of the NDP has been led by the Thorpe St Andrew NDP Working Group.

This group comprises of four Town Councillors, a representative from Thorpe History Group and two local residents. One of whom is a local business owner, the other a chartered town planner acting in a voluntary capacity. The working group is assisted by the Town Clerk, Dr Thomas Foreman and has administrative support by a committee officer.

2.2. The preparation of this NDP has been informed throughout by a comprehensive programme of consultation. Consultations have taken place over the last four years.

These have included:

- **Newsletters:** published at least twice a year to all households in Thorpe St Andrew
- **Posters;** across 15 locations
- **Events;** attendance at well attended local events, such as each St George's Day, Church Fetes, Summer Fetes and Christmas Events
- **Website:** It was suggested to create a dedicated site; however the Town Council website is widely known in the local area, and therefore would be widely recognised and remembered by residents wanting more information on the NDP
- **Facebook** and **Twitter** posts
- **Public Meetings;** arranged and widely publicised.
- **Embedded 'Neighbourhood Plan' promotional pop-ups** on the Town Council website
- **Formal public consultation** on the Regulation 14 draft Neighbourhood Plan between June and August 2021.

2.3. All consultations have been summarized in the '*Consultation Statement*', as required by the formal NDP legislative requirements.

2.4. The outcomes of the various consultations have highlighted the key priorities of:

- **Housing Design**
  - i. Availability of more individual plots, opposed to large developments.
  - ii. Retain the character of the town.
    - a. Southern Thorpe and the conservation area
    - b. Northern Thorpe
    - c. Dussindale
- **Leisure and Recreation**
  - i. Identify and increase services and infrastructure in line with new developments.
  - ii. Achieve enhanced community facilities.
- **Transport**
  - i. Improve and increase public transport options.
  - ii. Improve traffic flow with new developments.
- **Environment**
  - i. Protect open spaces; specifically, woodland areas and River Green

- ii. Identify and retain employment areas in sustainable locations.

### **What next?**

- 2.5. Following submission of this draft plan to Broadland District Council and the Broads Authority for their consideration it will be consulted on before being sent to an independent examiner (mutually agreed by Broadland District Council, the Broads Authority and Thorpe St Andrew Town Council) who will check the NDP to ensure it conforms with the '*Basic Conditions*' of Neighbourhood Planning<sup>1</sup>. At that stage, the independent examiner may recommend that the NDP is amended before continuing to the referendum stage or recommend that the NDP continue straight to the referendum stage as is.
- 2.6. If approved, by both Local Planning Authorities, the NDP will be subject to a referendum, in order to gauge community support. The NDP will only be adopted by Broadland District Council and the Broads Authority if the majority of those voting in the referendum support it.
- 2.7. Once adopted, the Neighbourhood Plan will become part of the statutory Development Plan, meaning that the policies contained within the Thorpe St Andrew NDP will have to be taken into consideration when planning officers determine future planning applications within the parish.

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<sup>1</sup> Basic condition for neighbourhood planning – <https://www.gov.uk/government/get-involved/take-part/make-a-neighbourhood-plan>



### 3. Thorpe St Andrew: Background

- 3.1 Thorpe St Andrew is a town and civil parish in the Broadland district of Norfolk, England. It is situated on the River Yare, two miles east of the centre of Norwich, and is outside the boundary of the city. The civil parish has an area of 708 ha (1,750 acres) and had a population of 14,556 at the 2011 census;[1] this was an increase from the 2001 figure of 13,762.
- 3.2 The settlement of Thorpe St Andrew has historically been separate to the city of Norwich and to this day the administration remains so. Thorpe St. Andrew is a town, independent of the City and falls under the jurisdiction of Broadland District Council. The civil parish boundary runs north along - or just east of - Harvey Lane, then east along Plumstead Road, north along Woodside Road and then again eastwards to include Racecourse Plantation. It then runs south a little to the west of Thorpe End to meet the River Yare to the east of the former St. Andrew’s Hospital. The southern boundary is the river itself.
- 3.3 The historic village is the linear settlement along Yarmouth Road, hemmed in between the river to the south and a steeply wooded slope to the north. The rest of the parish to the north was originally part of the then much more extensive, Mousehold Heath. Today the eastern part of this area, either side of Plumstead Road, remains as open space, though wooded rather than heathland. The rest has been developed for residential use since the Second World War, most recently at Dussindale.
- 3.4 The importance of the river to the setting of Thorpe St. Andrew cannot be overestimated. This is most obvious where road and river run close together, which forms much of the Broads Authority executive area within the town. West of the Green the historically significant buildings face the river and are best seen from the river. The steep wooded slopes to the north of the historic settlement are the setting of School Lane and Chapel Lane and of a number of large houses (now in commercial use). They are also the essential backdrop to the settlement as a whole; best appreciated from the river. The Conservation Area is confined to the historic settlement together with the wooded slopes immediately to the north.
- 3.5 The 2011 census population of 14,556 is broken down in age profile in the town is as follows:-

South East ward	
Age (years)	Population percentage (%)
0-19	24.98
20-64	60.42
65 and above	14.6

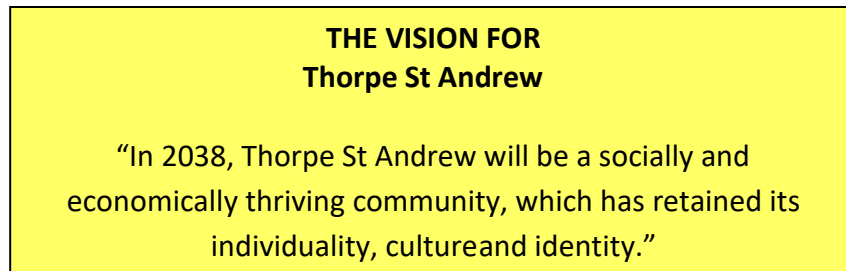
North West ward	
Age (years)	Population percentage (%)
0-19	19.92

20-64	53.58
65 and above	26.5

- 3.6 The figures show that the age profile of the North-West ward is generally older. However, the 2012 ‘Leisure Needs Assessment’ for Broadland and Thorpe St Andrew projects that by 2030 the demographic profile is expected to shift. The Assessment concludes that “there is a relatively large population of young people living within Thorpe St Andrew. Whilst Broadland overall has a relatively old and ageing population, Thorpe St Andrew and other areas in the south of Broadland which border Norwich are home to the largest proportion of young people and this should be considered in planning suitable facilities for sport and physical activity”.
- 3.7 There are numerous leisure facilities, groups and organisations including the County Arts indoor and outdoor bowling club on Plumstead Road. There is a significant retail area off Dussindale Drive which takes the form of a neighbourhood centre and hosts a significant Sainsbury’s, Argos, Lloyds Pharmacy, petrol station, community centre and the Town Council offices. Other areas of retail include parades of shops, cafes and other hospitality at Thorpe Road (River Green), Yarmouth Road and Plumstead Road.
- 3.8 The local high school is [Thorpe St Andrew High School](#); it was established in its present form in 1977. The high school is fed by several small primary schools from the local villages along with 3 large primary schools within Thorpe St Andrew. These schools are Dussindale, St Williams and Hillside.
- 3.9 In recent years, Thorpe St Andrew has expanded eastwards in the shape of the Dussindale housing development, which includes Dussindale Primary School, which opened in 2007 and Broadland Business Park.
- 3.10 The Broadland Business Park is a large employment development located to the east of the parish adjacent to the A47 and the Northern Distributor Road (Broadland Northway) . The Business Park is home to a mix of business and commercial uses including some retail and prominent firms located here include Bannatynes Health Club and Spa, Startrite shoes, Yodel, Bertram Book, Premier Inn, Menzies Distribution, Royal Bank of Scotland, Costa Coffee and the Horizon Business centre.
- 3.11 Thorpe lies on the River Yare which is part of the Broads Authority network of navigable rivers. Thorpe Green is on the main Yarmouth Road and gives access to the river with the opposite bank being an island after the creation of the new cut which allowed vessels to make their way to and from the city of Norwich without traversing the town via two low bridges that carry the railway to Great Yarmouth, Lowestoft, Cromer and Sheringham. The only operating boat yards in Thorpe are now towards the east of the town where there are two hire boat operators as well as private facilities and boat building operations.

## 4. Thorpe St Andrew NDP: The Vision

4.1 The vision for the Thorpe St Andrew is as follows:



4.2 In order to achieve this vision a number of ‘objectives’ are set and then, in turn, in order to achieve these objectives, a number of policies have been developed. It is these policies that will have to be taken into consideration when planning officers determine future planning applications, thereby helping to turn the aspirations of the NDP into a reality. The way the vision, objectives and policies link together is illustrated in Figure 2.

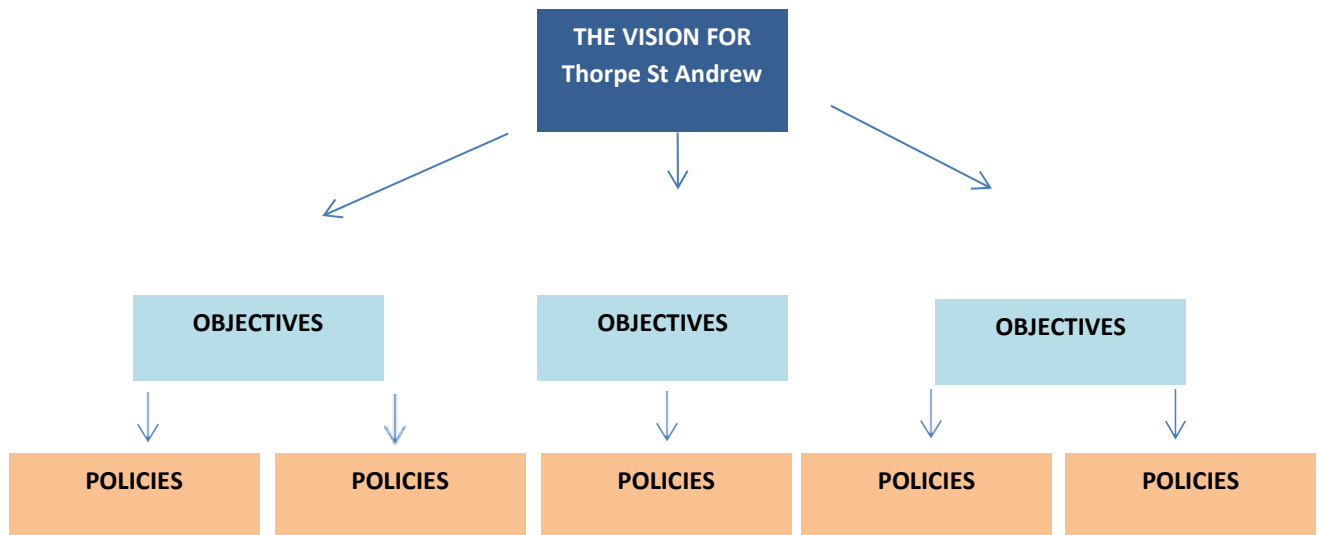


Figure 2: Thorpe St Andrew NDP: Links between Vision, Objectives and Policies

## **5. Thorpe St Andrew NDP: Objectives**

The objectives of the Thorpe St Andrew NDP are as follows:

### **a) Natural Environment Objective.**

To protect and enhance the natural landscape of the town, including key landscapes, natural habitats and areas with nature conservation value.

### **b) Housing Objective.**

To promote well designed housing, protecting the amenity of those who live and work in Thorpe St Andrew

### **c) Transportation Objective.**

To strengthen the provision of public and sustainable transport options, while ensuring future development includes sufficient provision for private cars.

### **d) Economic Objective.**

To promote economic growth and safeguard existing employment sites, which will encourage more money to remain within the community and prevent the need for long commuting.

### **e) Community Facilities Objective.**

To provide for the health, education and leisure needs of the community, with readily accessible facilities.

### **f) Historic Environment Objective**

To protect, enhance and strengthen the character and appearance of the Conservation Area and the historic buildings of Thorpe St Andrew

## 6. Thorpe St Andrew NDP: Neighbourhood-wide Policies

6.1 The Thorpe St Andrew NDP sets out eight policies and one project in order to help achieve the objectives and the vision for the area. **Table 1** illustrates how each policy contributes to each objective.

Thorpe St Andrew NDP POLICIES	Thorpe St Andrew NDP OBJECTIVES					
	Objective A	Objective B	Objective C	Objective D	Objective E	Objective F
	Natural Environment	Housing	Transportation	Employment	Community Facilities	Historic Protection
Policy 1: Protecting and Enhancing the Natural Environment	✓	✓			✓	✓
Policy 2: Creating a Strong Sense of Place	✓	✓		✓	✓	✓
Policy 3: Connectivity and ensuring adequate car parking		✓	✓	✓	✓	✓
Policy 4: Protecting residential amenity	✓	✓				✓
Policy 5: Residential Mooring	✓	✓	✓			✓
Policy 6: Promoting and protecting employment		✓	✓	✓		
Policy 7: Retaining and creating community facilities		✓	✓		✓	
Policy 8: Protecting the Historic Environment	✓					✓
Project: Improving car parking	✓	✓	✓		✓	✓

Table 1: Thorpe St Andrew NDP: Links between Policies and Objectives



## 7. Policy 1 - Protecting and Enhancing the Natural Environment

### Thorpe St Andrew NDP Policy 1: Protecting and Enhancing the Natural Environment

Development should minimise the disruption of habitats and seek to conserve and enhance existing environmentally important sites, for their openness, their undeveloped character and/or their geodiversity or biodiversity value, this includes County Wildlife Sites, Local Nature Reserves and sites of Geodiversity Value. Development in areas of local importance (listed below) including valued green and open spaces should only be permitted where it is consistent with the relevant designation of the site.

The areas marked with an asterisk \* below are proposed as Local Green Spaces . The consideration of proposals for development in these areas should be consistent with those for managing Green Belt.

This includes:

- 1) Racecourse Plantation (County Wildlife Site)
- 2) Belmore Plantation \*
- 3) Brown's Plantation\*
- 4) Thorpe Island (Broads Authority Executive Area, Open Space in the BLP and Tree Preservation Order)
- 5) Cary's Meadow\* (Broads Authority Executive Area)
- 6) River Green\* (Broads Authority Executive Area)
- 7) Sir George Morse Park\*
- 8) Gargle Hill Woodland\*
- 9) Fitzmaurice Park\*
- 10) Laundry Lane Tree Plantation\*
- 11) Weston Pits\* (County Geodiversity Site)
- 12) Townpit Plantation\* (Candidate County Geodiversity Site)
- 13) Chapel Lane Pit/South Avenue Dell\* (Candidate County Geodiversity Site)
- 14) Thorpe Marshes/St Andrew Broad (Broads Authority Executive Area and Local Nature Reserve))
- 15) Thorpe Ridge\*(Candidate County Geodiversity Site and Ancient Woodland)
- 16) Weston Wood\*

#### Policy 1 Intention

7.1 The Thorpe St Andrew natural environment will be protected, and opportunities will be sought for its maintenance and enhancement, increasing the benefits for residents and wildlife.

#### Policy 1 Justification

7.2 Thorpe St Andrew has many natural environmental features, from wooded parks to open grassy meadows and fields. The wildlife is numerous and varied, ranging from insects to large mammals such as deer and foxes. The town has a higher-than-average tree cover, containing significant areas of woodland and retaining good specimens of individual trees. Some of these remain from the original woodland, which was once extensive, and some from field and boundary trees. The abundance of street and mature garden trees gives Thorpe St Andrew its special character.

- 7.3 The areas listed in the policy above form a range of types of habitat. Some benefit from formal designations which reflect their biodiversity, landscape or geodiversity value. A number of spaces are proposed as Local Green Spaces and these have been assessed against the criteria in paragraph 100 of the NPPF 2021. These assessments can be found in **Appendix B**
- 7.4 Many of these trees are subject to Tree Preservation Orders (TPO's) and some fall within the conservation area. The main areas of significant woodland in Thorpe St Andrew are:
- Gargle Hill Woods
  - Laundry Lane Tree Plantation
  - Racecourse, Belmore and Brown's Plantation
  - Thorpe Island
- 7.5 There are a number of dells, pits, and marshes within the town which are also features of its character and identity, these include:
- Weston Pits
  - Tower Hill Pit
  - Chapel Lane Pit / South Avenue Dell
  - Thorpe Marshes/St Andrews Broad
  - Cary's Meadow
- 7.6 There are several public rights of way within Thorpe St Andrew that pass through or adjacent to areas identified in the Neighbourhood Plan as draft plan as locally important sites. These are:
- Footpath 3 - Thorpe Marshes/St Andrew Broad (14)
  - Footpath 5 - Thorpe Marshes/St Andrew Broad (14)
  - Footpath 6 - Weston Pits (11) and Weston Wood (16)
  - Footpath 7 - Thorpe Ridge (15)

The policy seeks to recognising these areas for their historic character, intrinsic landscape value and green corridor function in addition to their recreation and travel value .

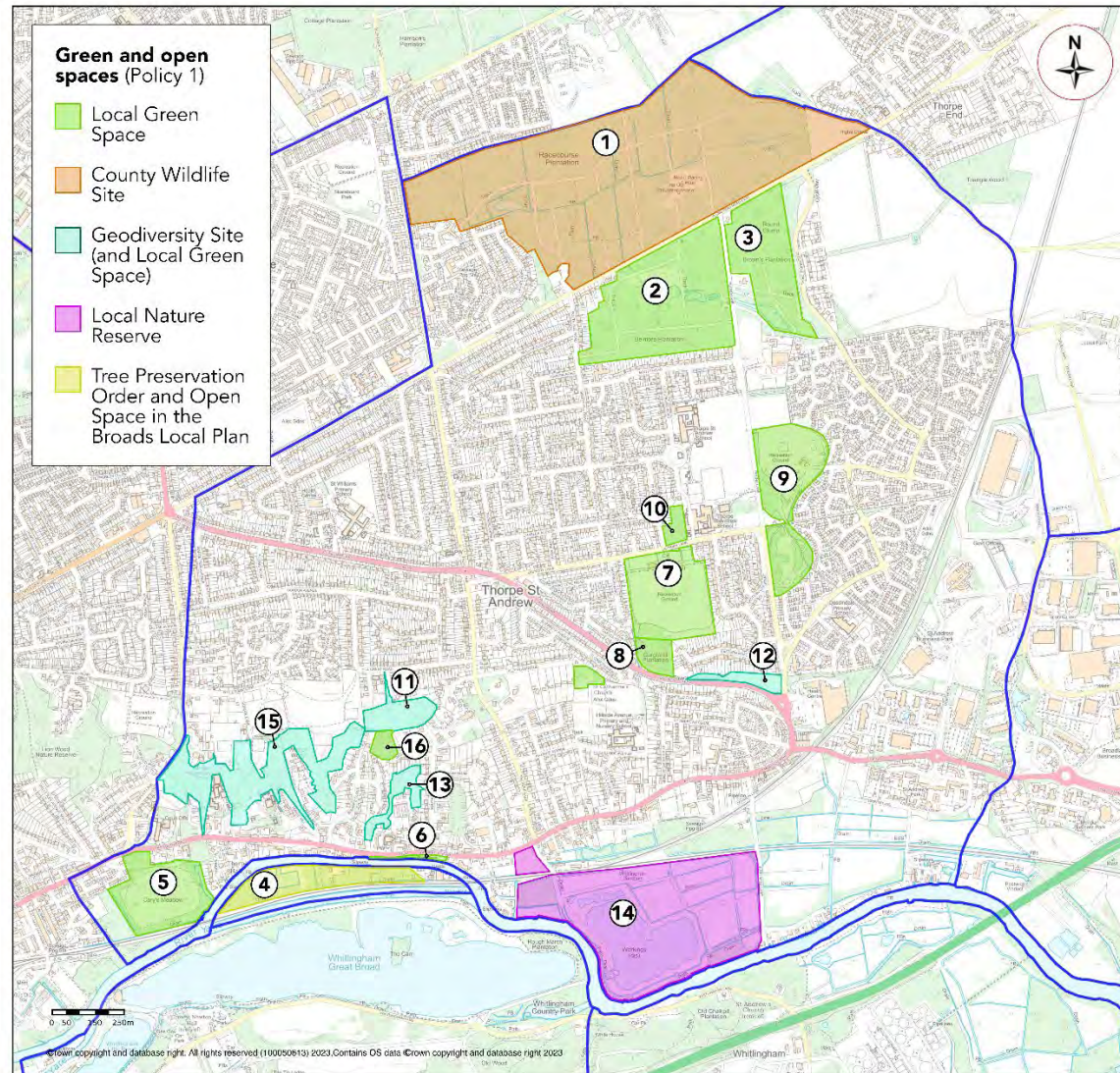
- 7.7 In addition to factual evidence, public consultation feedback has indicated that this shall be a fundamental policy of the Thorpe St Andrew NDP. It is seen as a policy which will protect and preserve the environmentally important green open spaces in Thorpe St Andrew. This is evidenced by 82.84% of respondents stating specific areas of Thorpe St Andrew need protecting, specifically woodland, River Green, and general open spaces. During consultation events, local people highlighted these areas on a map when identifying areas for no development, requiring protection.

7.8 River Green is designated as open space within *Policy TSA5: River Green Open Space* within the Broads Local Plan 2019, with Cary's Meadow identified as an area to be conserved and enhanced for its contribution to landscape, wildlife, and recreation in *Policy TSA1: Cary's Meadow*. In addition the Growth Triangle Area Action Plan (GTAAP), contains *GT2* which identifies the primary Green Infrastructure corridor within the area which a number of the spaces identified in the Policy 1 above.

#### 7.9 References:

- National Planning Policy Framework (NPPF) July 2021 – Department for Housing , Levelling up and Communities (DHLUC)
- Joint Core Strategy for Broadland, Norwich and South Norfolk 2016
- Growth Triangle Area Action Plan 2016
- North-East Green Infrastructure Strategy 2016
- Broads Local Plan 2019
- The GNLP Green Infrastructure Strategy 2020
- The Greater Norwich Infrastructure Plan (GNIP)

### Policy 1: Map showing Green and open spaces.



## 8. Policy 2 - Creating a strong Sense of Place

### **Thorpe St Andrew NDP Policy 2: Creating a strong Sense of Place**

New development will be well-designed to complement the character of the area of Thorpe St Andrew in which it is to be located and reflect its local distinctiveness as set out in the accompanying Thorpe St Andrew character statement(**Appendix A**).

In particular, development should respect the sensitivities of the following locally important landscape areas:

- 1) The area to the east of the settlement, in which there is a transition from the urban to the rural, and which acts as a 'gateway' to the city and to the Broads.
- 2) The Thorpe Ridge landscape and the riverside character of the southern area of the settlement.
- 3) The Thorpe St Andrew conservation area

In addition, and to ensure the creation of a strong sense of place, development is encouraged to:

- a) Respect the existing settlement pattern and scale in order to preserve its character
- b) Integrate with existing paths, streets and other connections as well as natural features such as tree groups, hedgerows and public rights of way
- c) Reinforce the established character of streets, greens and spaces
- d) Be orientated to maximise solar gain, daylight and sunlight
- e) Use contextually appropriate high-quality materials including sustainable and traditional materials
- f) Use a range of boundary treatments including walling, hedging and new tree planting which reinforce the character of the area and ensure that development edges are visually attractive
- g) include measures which will help to offset or mitigate climate change whilst minimising visual impact
- h) Use sustainable drainage systems to protect against pollution, provide drainage and wider amenity, recreational and biodiversity benefits.
- i) Avoid the use of hard-standings and encourage the use of loose and porous surfaces e.g. for driveways to help manage surface water and drainage
- j) conform to the principles of Secured by Design to help create safe spaces and neighbourhoods

## **Policy 2 Intention**

8.1 To promote good and appropriate design which is sympathetic to the character of the town.

## **Policy 2 Justification**

8.2 Thorpe St Andrew has three principle areas of development, from the conservation area which tracks along Yarmouth Road to the south, housing dating from the 1930's to the north, and the more recent housing to the east around the Dussindale and St Andrews Park residential areas.

8.3 From the public consultation, there was an 82.87% majority wanting new development to be sympathetic to the character of Thorpe St Andrew. Typical comments referred to keeping design in line with existing development, inclusion of historic materials such as flint and a variety of mix and styles, like those found on Dussindale. There was also reference to smaller scale developments, featuring large gardens, which reflects the type of development found on Yarmouth Road.

8.4 Respondents also stated that new developments should have design features which minimise the impact on the environment, including trees, solar panels, electric charging points and off-street parking.

8.5 References:

- NPPF 2021
- Joint Core Strategy for Broadland, Norwich and South Norfolk 2016
- National Model Design Code 2021
- National Design Guide 2021



## 9. Policy 3 - Connectivity and Ensuring Adequate Car Parking

### Thorpe St Andrew NDP Policy 3: Connectivity and Ensuring Adequate Car Parking

Applications for new housing developments are encouraged to make provision for the following:

- 1) Sufficient on plot parking to accommodate the needs of residents and to minimise the need for additional on street parking, provided either at the rear, front or side of the property. Street layouts should seek to orientate dwellings onto pedestrian routes and encourage walking to local services.
- 2) a cycling and walking friendly neighbourhood by applying highway design principles which should not prioritise the movement function of streets at the expense of quality of place.
- 3) Pedestrian and cycle routes which are well connected, well designed, safe to use and suitable for a range of users including those with limited mobility.
4. The need to have sufficient off-street parking to maintain a pleasant visual environment and avoid streetscapes that are dominated by cars, based on the following table:

Bedrooms	Minimum Number of Car Parking Spaces to be Provided
1 or 2	2
3	3
4 (& more)	4

#### Policy 3 Intention

9.1 To ensure adequate car parking provision and promote pedestrian routes.

#### Policy 3 Justification

9.2 The orientation of housing and the design of the highway should promote pedestrian and alternative modes of transport other than motor vehicles. In Norfolk, this is underpinned by a policy context which requires sufficient access to alternative modes of transport other than private car, which includes the provision of walking, cycling and public transport.

9.3 The Norfolk County Council Transforming Cities Funding Submission (2019) states that limited availability of car parking does not necessarily correlate with a reduction in households with vehicles. Instead, a lack of suitable off-street car parking pushes more vehicles onto the adjacent highway and can potentially limit traffic flow and access. The narrow roads and high transit routes within the town, which acts as an urban/rural gateway, means that off-street, car parking is a priority. This is further evidenced by the Norfolk County Council Transforming Cities funding application, which identified on-street, car parking in Thorpe St Andrew causing “‘pinch points’ that delays traffic, particularly buses, and creates difficult cycle conditions”.

9.4 The provision must therefore meet the operational needs of those living in the area and the current reliance of motor vehicles by the public at large has resulted in insufficient parking provision being an issue in areas with older housing stock. During the second public

consultation, the need for greater off-road parking provision was agreed by 96.36% of respondents. This reflects frequently raised local issues related to damage to pathway kerbs and verges as a result of vehicles parking.

#### 9.5 References:

- Transforming Cities Funding Submission (Norfolk County Council 2019) Policy T:2:
- Broadland Parking Standards SPD June 2007
- Parking Guidelines for new developments in Norfolk 2022



## 10. Policy 4 - Protecting Resident Amenity

### Thorpe St Andrew NDP Policy 4: Protecting Resident Amenity

- 1) The development of new housing close to existing homes shall seek to safeguard existing levels of amenity through:
  - a) Ensuring that the height of new residential buildings or extensions is compatible with and respects the surrounding residential area and does not impact on the amenity of adjoining properties,
  - b) Promoting the 'open feel' of streets at the front of existing houses where appropriate, with new front gardens provided that are of a similar size to those enjoyed by existing development.
- 2) When assessing the impact of the occupation, operation and construction of a development on amenity, consideration will be given to:
  - a) Overlooking of windows of habitable rooms and private amenity space.
  - b) Overshadowing of private amenity space.
  - c) Loss of daylight and/or sunlight to existing windows of habitable rooms.
  - d) Overbearing impact/visual dominance.
  - e) Light pollution.
  - f) Airborne pollutants.
  - g) Odours.
  - h) Noise pollution and disturbance.
  - i) Vibration.
  - j) Insects and vermin; and
  - k) Provision of a satisfactory and usable external amenity space to residential properties in keeping with the character of the immediate surrounding area.

### Policy 4 Intention

10.1 To protect and preserve the amenity for current and future householders and neighbouring residents.

### Policy 4 Justification

10.2 Broadland District Council Development Management DPD (2015) *Policy GC4* outlines the need for large scale development to have regard for the area surrounding the development and should suit adjacent buildings through varying its height and density accordingly. This policy adds further local detail to *GC4* to better reflect the character of Thorpe St Andrew.

10.3 Thorpe St Andrew is covered by both the Broads Authority and Broadland District Council as local planning authority. In order to ensure consistency in respect of amenity policy across the town, Policy 4 (2) takes its lead from the Broads Local Plan Policy DM21: Amenity. This policy reflects the ambitions and preferences of many residents who comment on planning applications within the town, both within the Broads Authority executive area for planning, and the Broadland District Council planning area. These were

also well supported through the consultation process.

10.4 Planning applications for schemes which could have a negative impact on existing residential dwellings through a loss of daylight, sunshine, shadowing or an increase in noise or overlooking, should be accompanied by a supporting document which examines these issues and justifies the scheme proposed. This also includes any development which increases building or population density through extensions, conversions and/or redevelopment which may result in the displacement of garden space or other amenity areas.

10.5 Development should protect the amenity for both current and future occupants of land and buildings. Development which could have a negative impact on existing housing through a loss of daylight, sunshine, shadowing or an increase in noise or overlooking, must be supported by a supporting document. Development should protect the amenity for both current and future occupants of land and buildings.

10.6 References:

Broadland Development Management DPD 2015, Policy GC4

Broads Local Plan 2019, Policy DM21

Planning Practice Guidance NPPF 2021

## 11. Policy 5 – Residential Mooring

### Thorpe St Andrew NDP Policy 5: Residential Mooring

The development of a new moorings for residential boats, alterations to, or replacement of an existing residential boat or the construction of jetties, platforms and sheds associated with residential boat moorings should meet the following criteria:

- 1) The proposal will not have a detrimental impact on the natural or historic environment.
- 2) Areas of mixed moorings will retain their open feel and maintain the existing wide views across the River Yare
- 3) Suitable waste disposal facilities are provided.
- 4) Safe and suitable access for emergency service vehicles, preferably by road is provided.
- 5) Adequate car parking for each residential boat is provided, based on the standards in the table below:

Bedrooms onboard (berths)	Minimum Number of Car Parking Spaces to be Provided
1	1
2 (& more)	2

### Policy 5 Intention

11.1 Residential mooring development will be acceptable, in principle, within the settlement limits or on allocated sites, subject to meeting normal development criteria.

### Policy 5 Justification

11.2 There is a significant stretch of the River Yare within the town, and only a small proportion of this is visible from Yarmouth Road. Given the connection of sites such as Griffin Lane and Bungalow Lane to major roads and the natural screening of these sites, they may be suitable for new residential mooring. This would be subject to the sites meeting the requirements of the Broads Local Plan Policy DM37, which specifically requires a maximum 800m/10 minute walk to three of more key services.

11.3 Riverside areas were identified at consultation events as needing protection and this was also apparent in the questionnaire, where protection of River Green was specifically stated. There is, however an identified need for 63 residential moorings within the Broads Local Plan 2019, Policy DM37. A large majority of respondents, 96.36%, also stated that off- road car parking provision should be included for new dwellings. A total of 54.95% of respondents also stated that traffic effected their quality of life, with parking being the most stated comment.

### 11.4 References:

National Planning Policy Framework 2021

Broads Local Plan 2019

Joint Core Strategy for Broadland, Norwich and South Norfolk 2016

Greater Norwich Housing Strategy 2008-2011,

Greater Norwich Housing Market Assessment September 2007  
Central Norfolk Strategic Housing Market Assessment

## 12. Policy 6 – Promoting and Protecting Employment

### Thorpe St Andrew NDP Policy 6: Promoting and Protecting Employment

Existing employment areas should be retained whilst they remain viable and expanded where appropriate, specifically:

- 1) **North:** Retail service, and hospitality businesses clustered on Thunder Lane, Plumstead Road and South Hill Road
- 2) **South:** Smaller business units and hospitality along Yarmouth Road, Bungalow Lane, Gordon Avenue and on St Williams Way
- 3) **East:** Sainsbury's supermarket retail area, larger mixed-use units at the St Andrews Business Park, and Griffin Lane

Major new residential development should include appropriate provision for retail, employment uses and live-work units to meet the day to day needs of residents and businesses and to ensure the sustainability of new communities. Where possible, such developments should seek to cluster these uses together to create mixed use areas, which will allow for the sharing of buildings, and facilities which will help to improve the sustainability of the businesses and create opportunities for building efficiency and energy efficiency.

#### Policy 6 Intention

To retain, promote and enhance economic growth and diversity to support a wide range of employment. Development and growth will ensure that the economic and aspirational needs of the community are supported.

#### Policy 6 Justification

12.1 Land to the east of Dussindale has been primarily identified for business development.

Existing sites, such as the St Andrews Business Park are thriving and gradually growing as new businesses looking for accommodation away from the City Centre move in and transport links develop. On the southern side of Yarmouth Road, Griffin Lane has been a longstanding industrial area. Outside the Sainsbury's complex on Pound Lane, other business areas are scattered in clusters throughout Thorpe St Andrew

12.2 A 64.84% majority of respondents felt Thorpe St Andrew needed more employment opportunities. As a result the Thorpe St Andrew NDP Working Group agree that employment sites should be retained and new opportunities for business and employment in Thorpe St Andrew should be maximised.

12.3 This policy is in line with the Broads Local Plan Policy SP10, which supports proposals for sustainable economic growth, prosperity and employment. Thorpe St Andrew falls within the Development Plan for Broadland Growth Triangle.

12.4 References:

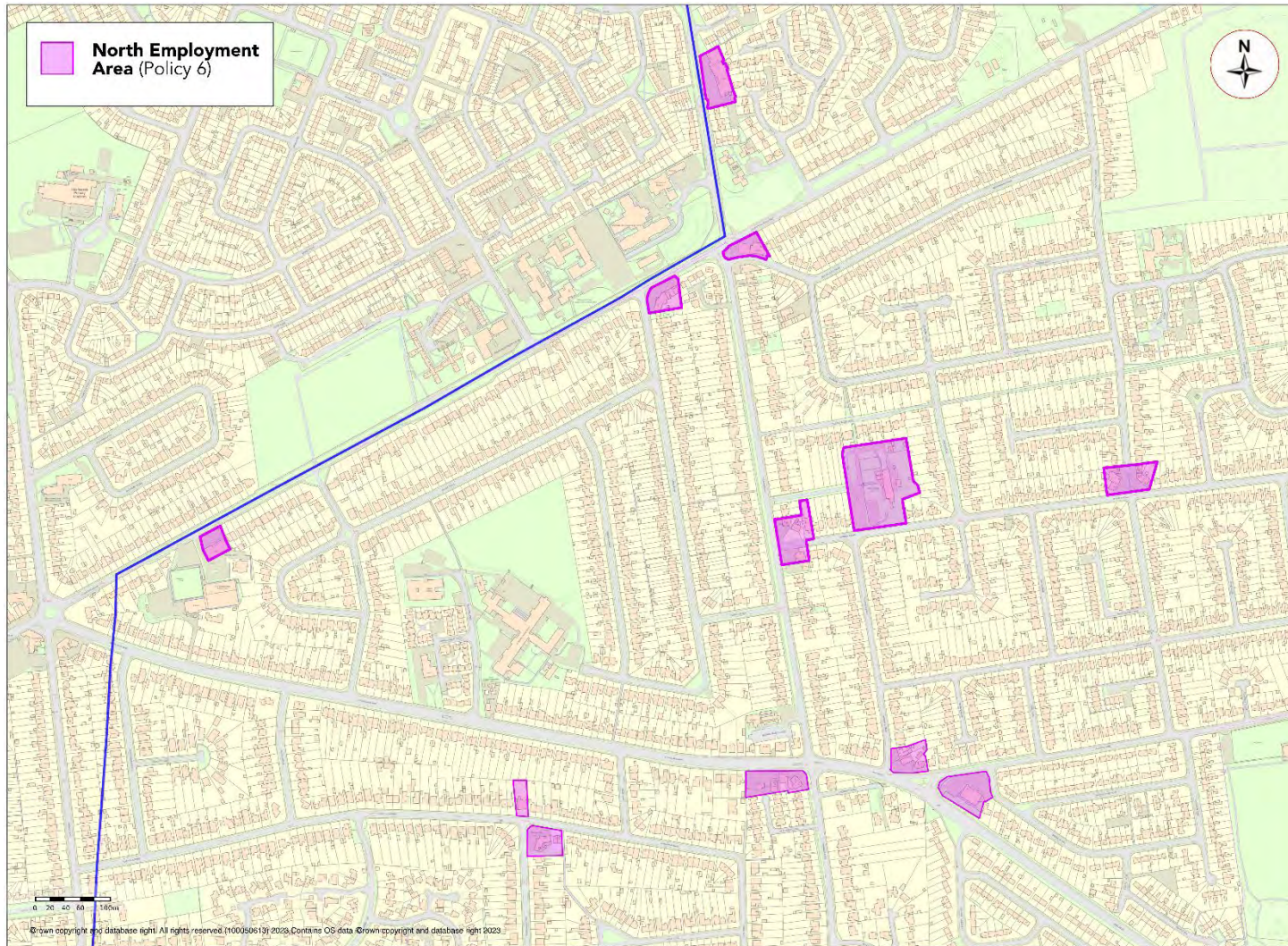
National Planning Policy Framework 2021,

Joint Core Strategy for Broadland, Norwich and South Norfolk, 2016

Broads Local Plan 2019

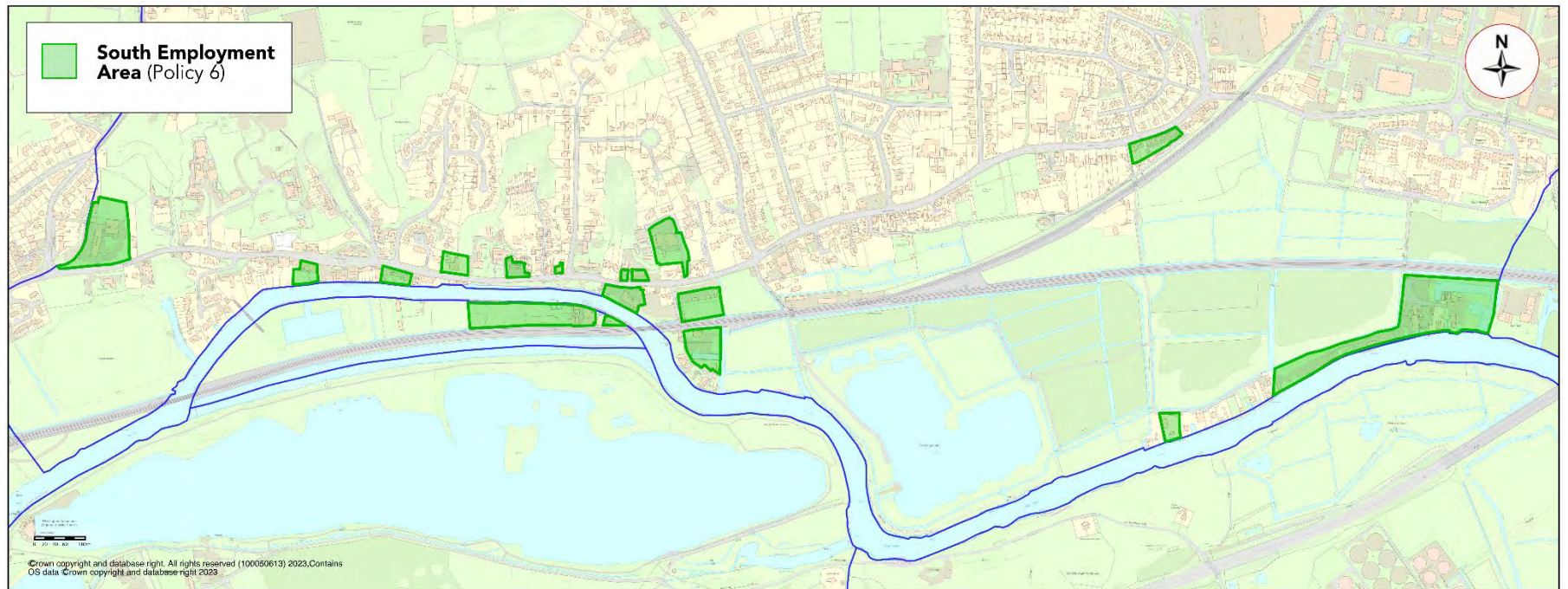


### Map showing Employment Area North (Policy 6)



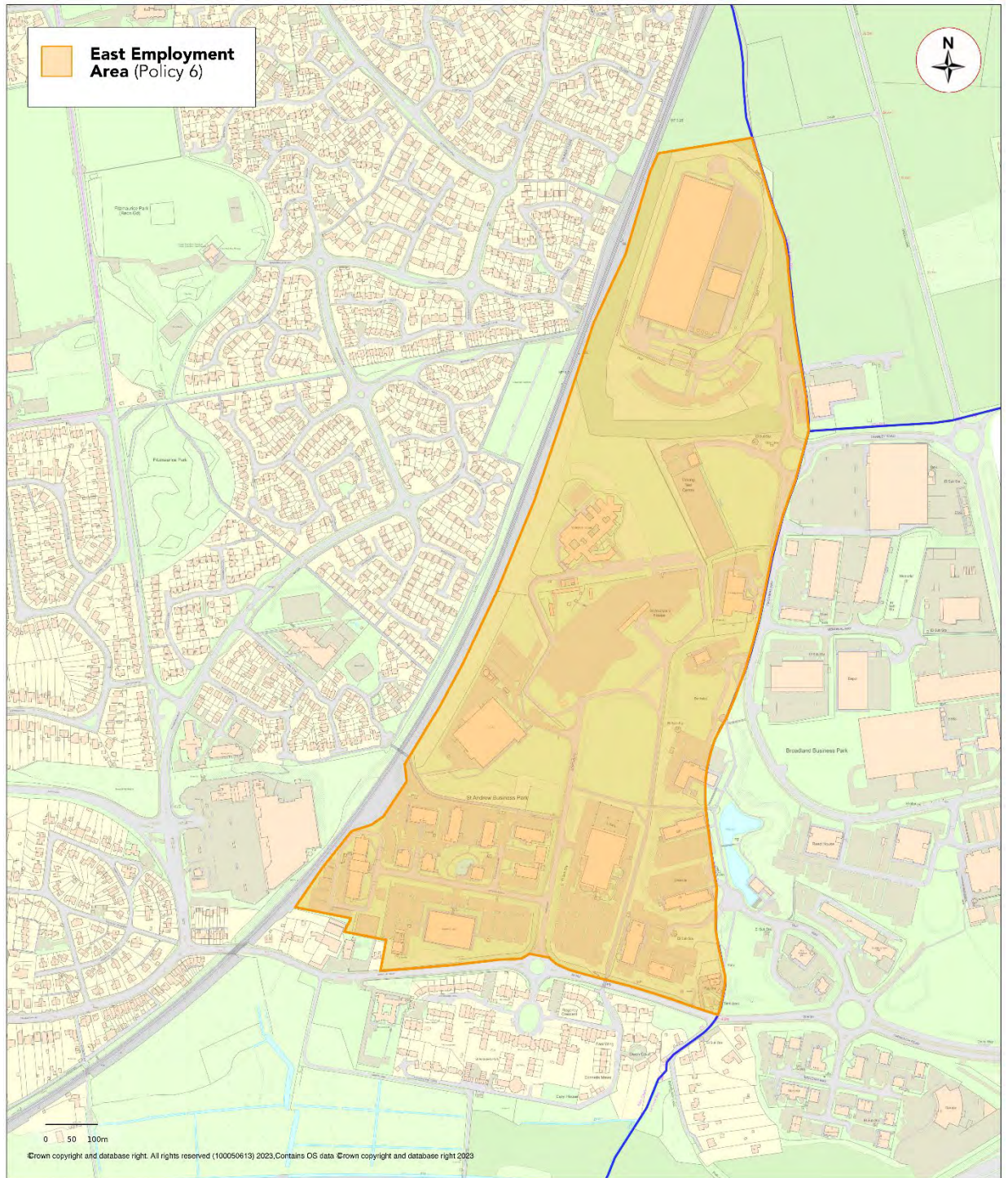


Map showing Employment Area South (Policy 6)





### Map showing Employment Area East (Policy 6)





## 13. Policy 7 – Retaining and Creating Community Facilities

### **Thorpe St Andrew NDP Policy 7: Retaining and Creating Community Facilities**

Where new development is proposed, it should be supported by the appropriate levels of community infrastructure which meets the needs of new residents /communities without detriment to the services enjoyed by existing residents/communities.

The Neighbourhood Plan supports the improvement, enhancement and extension of current community facilities. New play areas and public open spaces should be preferably located close to community hubs, and other community buildings such as schools. Such spaces should be easily and safely accessible from residential areas, by pedestrians and cyclists and those with limited mobility. New green spaces should link with existing areas of green infrastructure to create ecological networks and biodiversity net gain.

The construction methods and furnishing of community buildings will be encouraged to minimise energy and water use and promote the use of alternative energy sources. Consideration should also be given to the use of green/brown roofs on community buildings and bus shelters.

Proposals that would result in any loss of community facilities will not be supported unless:

- 1) It can be demonstrated that the facilities are no longer needed or viable; or
- 2) It can be demonstrated that suitable alternative provision, with appropriate capacity already exists in an equally accessible location ; or
- 3) Suitable alternative provision will be delivered by new development in an equally accessible location.

### **Policy 7 Intention**

12.5 To improve health and quality of life. Community uses are defined as Local shops, meeting places, sports venues, open spaces, cultural buildings, public houses and places of worship.

### **Policy 7 Justification**

12.6 This policy builds on the Broadland District Council Development Management DPD (2015) *Policy CSU2* and aligns strongly with the Broads Local Plan 2019 Policy *DM44*, but broadens its use beyond the Broads Authority Executive Area.

12.7 Across the District, the population is projected to have a growth rate of 18% and anticipated to be 25.7% larger than its 2001 level by 2030. Based on these factors, the LNA 2012 for Broadland and Thorpe St Andrew found “future population growth in Thorpe St Andrew and Broadland will increase the demand for new homes, jobs, amenities and services including facilities for sport and physical activity” (LNA 2012:11).

12.8 In 2016, the Roxley Hall community space on Yarmouth Road had a complete refurbishment and continues to be one of the busiest facilities in Thorpe St Andrew. The town also benefits from the Town Hall, which is used daily by a local nursery, and the Morse Pavilion which is predominantly changing rooms. The Dussindale Centre, which is part of the Sainsbury’s complex on Pound Lane is a large well-used facility and is managed by the Dussindale Park Community Trust. The Good Shepherd, St Andrews Centre, the Our

Lady Mother of God Hall and the All Saints Hall are smaller halls also in use within the town.

12.9 The consultation questionnaire respondents stated that more doctors and dentists were the most needed facility, followed by community social spaces. Similarly, more shops/Post Office and better public transport were important features. There was no significant majority as to whether these facilities should be part of a hub although there are clear user and provider benefits derived from the co-location of services and shared use of buildings.

12.10 References:

National Planning Policy Framework 2021

Joint Core Strategy for Broadland, Norwich and South Norfolk

Development Management DPD 2015 Policy CSU2: Loss of community facilities or local services

Broads Local Plan 2019 Policy DM44: Visitor and community facilities and services

## 13. Policy 8 – Protecting the Historic Environment

### Thorpe St Andrew NDP Policy 8: Protecting the Historic Environment

New development proposed within the Conservation Area, or within the curtilage of a listed building, scheduled monument, or non-designated asset (full list in **Appendix C**) should minimise the impact on these assets by:

- 1) Demonstrating that they have avoided or mitigated harm to the significance of the asset(s) through the design of the development.
- 2) Conserving the setting of the asset(s) setting and any aspect which contributes to their significance.
- 3) Undertaking repair and conservation work to the asset.
- 4) Including elements of design to enhance enjoyment of the historic environment.

#### Policy 8 Intention

13.1 The enhancement and protection of nationally and locally significant buildings.

#### Policy 8 Justification

13.2 Thorpe St Andrew is a culturally rich town, with both locally and nationally important buildings and structures. This includes the World War Two Zero Station which is a scheduled monument.

13.3 In addition to this, there are 32 listed buildings within the town, as contained in **Appendix C**.

13.4 The number of listed buildings, scheduled monuments and the designation of part of the area as a Conservation Area highlights the “special architectural or historic interest” of the town and the importance of preserving and enhancing these assets. In addition there are a number of other buildings/structures, which although are not listed, remain significant in their own right and contribute to the character of Thorpe St Andrew. Whilst some of the original character has been eroded by road widening schemes and in some cases unflattering developments in the 1950s and 60s, this policy seeks to prevent further erosion of the character and significance of the area.

13.5 During the preparation of the Neighbourhood Plan a number of potential Non- Designated Heritage Assets (NDHA) have been identified. These have not been formally assessed against the Historic England Listing Criteria and therefore form only an indicative list, which will be the subject of further discussions between the Town Council, Broadland District Council and the Broads Authority during the plan period, with the view to those that are considered appropriate being adopted as a formal list in due course. The indicative list is shown in **Appendix C**.

#### References:

- NPPF 2021, Historic England Local Listing Advice Note 7, Historic England Listing Guidance

## 14. Thorpe St Andrew NDP: Project – Improving Car Parking

### Thorpe St Andrew NDP Project: Improving Car Parking

Land off Yarmouth Road, Thorpe St Andrew could be suitable for use as car parking associated with RiverGreen, Thorpe St Andrew Parish Church and local businesses.

The site is 0.3 Ha in size and is located between the railway line to the south and Yarmouth Road to the north. To the east is housing and to the west is the Rushcutters Public House. The site was previously a Highway Depot owned by Norfolk County Council but was sold and subject to a planning application in 2002, where permission was granted for a two-storey hotel bedroom block. The site has a number of constraints including a large water outlet beneath it making development problematic.

It is an aspiration that this site be used for car parking and this will be investigated further by the Town Council.

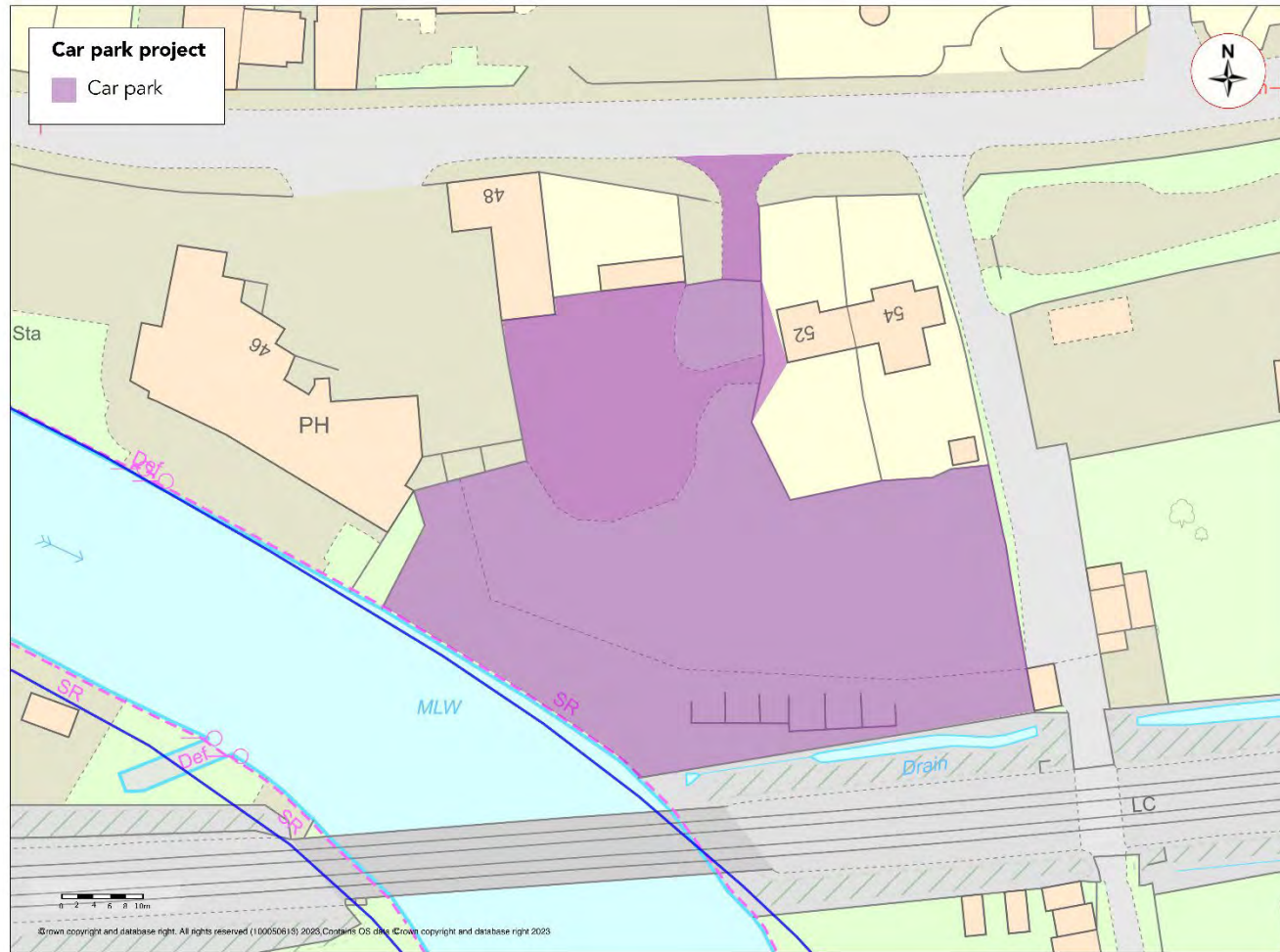
### Project Intention

17.1 To improve car parking capacity within the River Green Conservation Area.

### Project Justification

17.2 The area of River Green that falls within the Conservation Area has been identified as having a chronic lack of car parking provision. This has led to difficulties for local residents, prevented visitors to River Green, had a detrimental impact upon the appearance of the area and limited the length of time visitors spend in the town. A lack of parking provision more generally has been identified as an issue in the public consultation questionnaire, bolstered by the review of Yarmouth Road undertaken by the Highway Authority.

**Map showing area for car parking project.**



## 15. Implementation and Monitoring

- 15.1 The implementation of this Neighbourhood Plan is dependent upon the coordinated activities of a number of agencies.
- 15.2 The Town Council will monitor the delivery of the policies in this Neighbourhood Plan, and work to ensure that the objectives outlined are achieved. Progress on the implementation of the Neighbourhood Plan (when adopted) will be reported and the use of its policies will be formally reported to the Town Council annually.
- 15.3 After a period of five years after the Adoption of the Neighbourhood Plan has elapsed the Town Council will consider the need for a review of the Neighbourhood Plan either in full or in part. If appropriate, the Neighbourhood Plan will then be reviewed and revised. If the Town Council considers that a significant change in either the national or local planning policy context has occurred before the five year period has been reached, it will consider the need to trigger an earlier review.
- 15.4 The Community Infrastructure Levy (CIL) is a planning charge introduced by the Planning Act 2008, to help deliver infrastructure to support the development of the area. Broadland Council has an adopted CIL policy in place for the District and once the Neighbourhood Plan is 'made' Thorpe St Andrew Town Council will benefit from 25% of the levy revenues arising from development that takes place within the Neighbourhood Area. Currently that figure is 15%.Implementation of this Neighbourhood Plan is dependent upon the coordinated activities of anumber of agencies.
- 15.5 The Town Council will monitor the delivery of the policies in this Neighbourhood Plan, and work to ensure that the objectives outlined are achieved, If appropriate, the Neighbourhood Plan will be reviewed and revised.

## 16. Glossary & Abbreviations

**Glossary of terms used and/or relevant to the Thorpe St Andrew Neighbourhood Plan and supporting submission documents.** Definitions are taken directly from the glossary of the National Planning Policy Framework July 2021, except where stated.

**Conservation:** The process of maintaining and managing change to a heritage asset in a way that sustains and, where appropriate, enhances its significance.

**Designated heritage asset:** A World Heritage Site, Scheduled Monument, Listed Building, Protected Wreck Site, Registered Park and Garden, Registered Battlefield or Conservation Area designated under the relevant legislation.

**Development plan:** Is defined in section 38 of the Planning and Compulsory Purchase Act 2004, and includes adopted local plans, neighbourhood plans that have been made and published spatial development strategies, together with any regional strategy policies that remain in force. Neighbourhood plans that have been approved at referendum are also part of the development plan, unless the local planning authority decides that the neighbourhood plan should not be made.

**Green infrastructure:** A network of multi-functional green space, urban and rural, which is capable of delivering a wide range of environmental and quality of life benefits for local communities.

**Habitats site:** Any site which would be included within the definition at regulation 8 of the Conservation of Habitats and Species Regulations 2017 for the purpose of those regulations, including candidate Special Areas of Conservation, Sites of Community Importance, Special Areas of Conservation, Special Protection Areas and any relevant Marine Sites.

**Heritage asset:** A building, monument, site, place, area or landscape identified as having a degree of significance meriting consideration in planning decisions, because of its heritage interest. It includes designated heritage assets and assets identified by the local planning authority (including local listing).

**Historic environment:** All aspects of the environment resulting from the interaction between people and places through time, including all surviving physical remains of past human activity, whether visible, buried or submerged, and landscaped and planted or managed flora.

**International, national and locally designated sites of importance for biodiversity:** All international sites (Special Areas of Conservation, Special Protection Areas, and Ramsar sites), national sites (Sites of Special Scientific Interest) and locally designated sites including Local Wildlife Sites.

**Local planning authority:** The public authority whose duty it is to carry out specific planning functions for a particular area. All references to local planning authority include the district council, London borough council, county council, Broads Authority, National Park Authority, the Mayor of London and a development corporation, to the extent appropriate to their responsibilities.



**Local plan:** A plan for the future development of a local area, drawn up by the local planning authority in consultation with the community. In law this is described as the development plan documents adopted under the Planning and Compulsory Purchase Act 2004. A local plan can consist of either strategic or non-strategic policies, or a combination of the two.

**Major development:** For housing, development where 10 or more homes will be provided, or the site has an area of 0.5 hectares or more. For non-residential development it means additional floor space of 1,000m<sup>2</sup> or more, or a site of 1 hectare or more, or as otherwise provided in the Town and Country Planning (Development Management Procedure) (England) Order 2015.

**Neighbourhood plan:** A plan prepared by a parish council or neighbourhood forum for a designated neighbourhood area. In law this is described as a neighbourhood development plan in the Planning and Compulsory Purchase Act 2004.

**Non-strategic policies:** Policies contained in a neighbourhood plan, or those policies in a local plan that are not strategic policies.

**Non-designated heritage asset:** Local planning authorities may identify non-designated heritage assets. These are buildings, monuments, sites, places, areas or landscapes identified as having a degree of significance meriting consideration in planning decisions but which are not formally designated heritage assets. In some areas, local authorities identify some non-designated heritage assets as 'locally listed'. A substantial majority of buildings have little or no heritage significance and thus do not constitute heritage assets. Only a minority have enough heritage interest for their significance to be a material consideration in the planning process. (*Definition from <https://www.gov.uk/guidance/conserving-and-enhancing-the-historic-environment#non-designated-heritage-assets>*)

**Open space:** All open space of public value, including not just land, but also areas of water (such as rivers, canals, lakes and reservoirs) which offer important opportunities for sport and recreation and can act as a visual amenity.

**Planning condition:** A condition imposed on a grant of planning permission (in accordance with the Town and Country Planning Act 1990) or a condition included in a Local Development Order or Neighbourhood Development Order.

**Playing field:** The whole of a site which encompasses at least one playing pitch as defined in the Town and Country Planning (Development Management Procedure) (England) Order 2015.

**Priority habitats and species:** Species and Habitats of Principal Importance included in the England Biodiversity List published by the Secretary of State under section 41 of the Natural Environment and Rural Communities Act 2006.

**Setting of a heritage asset:** The surroundings in which a heritage asset is experienced. Its extent is not fixed and may change as the asset and its surroundings evolve. Elements of a setting may make a positive or negative contribution to the significance of an asset, may affect the ability to appreciate that significance or may be neutral.



**Significance** (for heritage policy): The value of a heritage asset to this and future generations because of its heritage interest. The interest may be archaeological, architectural, artistic or historic. Significance derives not only from a heritage asset's physical presence, but also from its setting. For World Heritage Sites, the cultural value described within each site's Statement of Outstanding Universal Value forms part of its significance.

**Strategic policies:** Policies and site allocations, which address strategic priorities in line with the requirements of Section 19 (1B-E) of the Planning and Compulsory Purchase Act 2004.

**Strategic policy-making authorities:** Those authorities responsible for producing strategic policies (local planning authorities, and elected Mayors or combined authorities, where this power has been conferred). This definition applies whether the authority is in the process of producing strategic policies or not.

**Sustainable transport modes:** Any efficient, safe and accessible means of transport with overall low impact on the environment, including walking and cycling, low and ultra low emission vehicles, car sharing and public transport.

## Appendix A

### Thorpe St Andrew Character Statement

Three broad character areas, which are distinctly different have been identified within Thorpe St Andrew , these are as follows:

#### ***Thorpe St Andrew Character Area South***

**General Description:** This area of Thorpe St Andrew includes the historic core of Thorpe St Andrew and stretches out towards the east following the river along Thorpe Road/Yarmouth. This area feels very much as though it is on the edge of the urban city area and provides a transition to a more greener, suburban, character right up to the rural edge. This area, which is almost wholly within the Conservation Area has its oldest houses located where the settlement developed along the banks of the River Yare. The Conservation Area is characterised by leafy roads leading to the river and a common feature are larger houses positioned on plots with large gardens running down to the riverside. There has been some newer developments in the area, ranging from Victorian terraces to larger houses with good views of the river and the marshes beyond. More modern developments have included flats.

**Landuse:** Predominant landuse is residential but with a mix of small scale commercial and communal uses interspersed.

**Layout:** The layout largely linear follows the River Yare with development hugging Thorpe Road/Yarmouth Road.

**Topography:** The area has relatively steep topography in places, due to the plantations and ridges of the valley side, which give some wider views beyond the parish. This character area is well treed and has a green feel.

**Spaces:** Two notable green spaces in this area are River Green which marks a focal point for the area – where the land meets the river, and is a well-used communal space. Opposite River Green is Thorpe Island which is heavily treed and marks the edge of development before the countryside begins.

**Built Form:** The largely residential buildings contain a range of styles and designs, many with some significant and intricate detailing. Existing buildings include :

- Victorian Arts and Crafts style properties
- Brick feature walls
- Elaborate chimneys
- Timber framed buildings
- Steeply pitched roofs
- Dutch and crow stepped gables
- Elaborate detailing

New development within this Character area should seek to preserve and enhance the distinctiveness of the Conservation Area and respect the individual character of its buildings and spaces.

### ***Thorpe St Andrew Character Area North***

**General Description-** The northern area of Thorpe St Andrew is largely located between busy arterial roads that provide access to the city centre. This area is largely residential and suburban in character laid out in a predominantly regimented and symmetrical pattern. The area is characterised by a mix of detached and semi-detached houses and bungalows which were developed by local builders such as Caston and Fisher since the 1930's with more modern development from the 1950s and 1960s as you travel east. To the north east is the large County Wildlife Site known as Race Course Plantation which provides a large green edge to the parish on the north side of Plumstead Road with a further large green spaces (Browns Plantation) located just south of Plumstead Road.

**Landuse:** Aside from the large plantations mentioned above, the land use is predominantly residential laid out in a regular street pattern. Dwellings consist of a mix of house and bungalows with many of the bungalows to the north having been extended into the roof to meet the need for larger family homes. There are pockets of commercial and communal buildings including the school.

**Layout:** The area is characterised by a regular street pattern which is both geometric and symmetric. There are few curved lines or lanes and there are a mix of through roads and cul-de-sacs, leading off the main grid pattern roads.

**Topography:** Again there are some areas of obvious valley side, Characterise by various pockets of plantation, and the topography ranges from flat in some areas to area of steep residential roads.

**Spaces:** The north-eastern part of this character area is dominated by the three larger areas of plantation which form a green entrance to the parish. Aside from these there are few large areas of other greenspace that are not related to the school .

**Built Form:** There is a high degree of uniformity within this character area which much of it having been constructed at the same time. There are some variation in style but less than other character areas. Key features and materials include:

- Red brick and white or coloured render
- Grey, Red and brown pantiles
- White Windows
- Stained glass features
- Arch features to enhance doors
- Hipped roof forms
- Decorative timber detailing

- Integral or set back garages with courtyard parking
- Larger than average front gardens

### ***Thorpe St Andrew Character Area East***

**General Description:** The eastern area of the town, which lies south of Plumstead Road and north of Sainsburys, has been where the most recent expansion of the town has taken place, predominantly in the last 30 years. The scale of expansion has been large and rapid with considerable numbers of new homes built. The major development of Dussindale was built in sections, featuring a range of modern styles, ranging in size, with no obvious binding character feature. The development provides a mix of open market and affordable homes, open and community spaces. Another development, St Andrews Park, was built in 2002 and is to the south of Yarmouth Road. The character area marks the eastern extent of the town and is adjacent to the Thorpe St Andrews Business Park which is a major employment site close to the A47.

**Landuse:** The predominant land use is residential, although the Neighbourhood Centre located around Sainsburys at the southern end of the area contains a wider set of commercial and communal uses including the primary school.

**Layout:** The layout of Dussindale in particular is laid out in a complicated network of cul de sacs constructed from the 1990s onwards. Whilst there are main arterial roads connecting Plumstead road with the ring road and Dussindale Drive, wayfinding through the estate is notoriously difficult. Development is relatively dense compared to the other character areas.

**Topography:** This character area is much flatter than the other in the town as it lies further from the River valley and is immediately adjacent to farmland, with the Business Park further east. The western part of the Dussindale development does have some significant wooded edges which soften it.

**Spaces:** There are fewer large green spaces within this character area, the main spaces being associated with the school although the residential element is punctuated with smaller local spaces of amenity value. The northern part lies east of Belmore Plantation located next to Brown's Plantation, which provides a green lung at the entrance to the Dussindale development from Plumstead Road.

**Built Form:** There is a some variation within the built form in terms of styles and materials used. The size of dwellings vary from large to small and largely have designated front and rear gardens and parking.

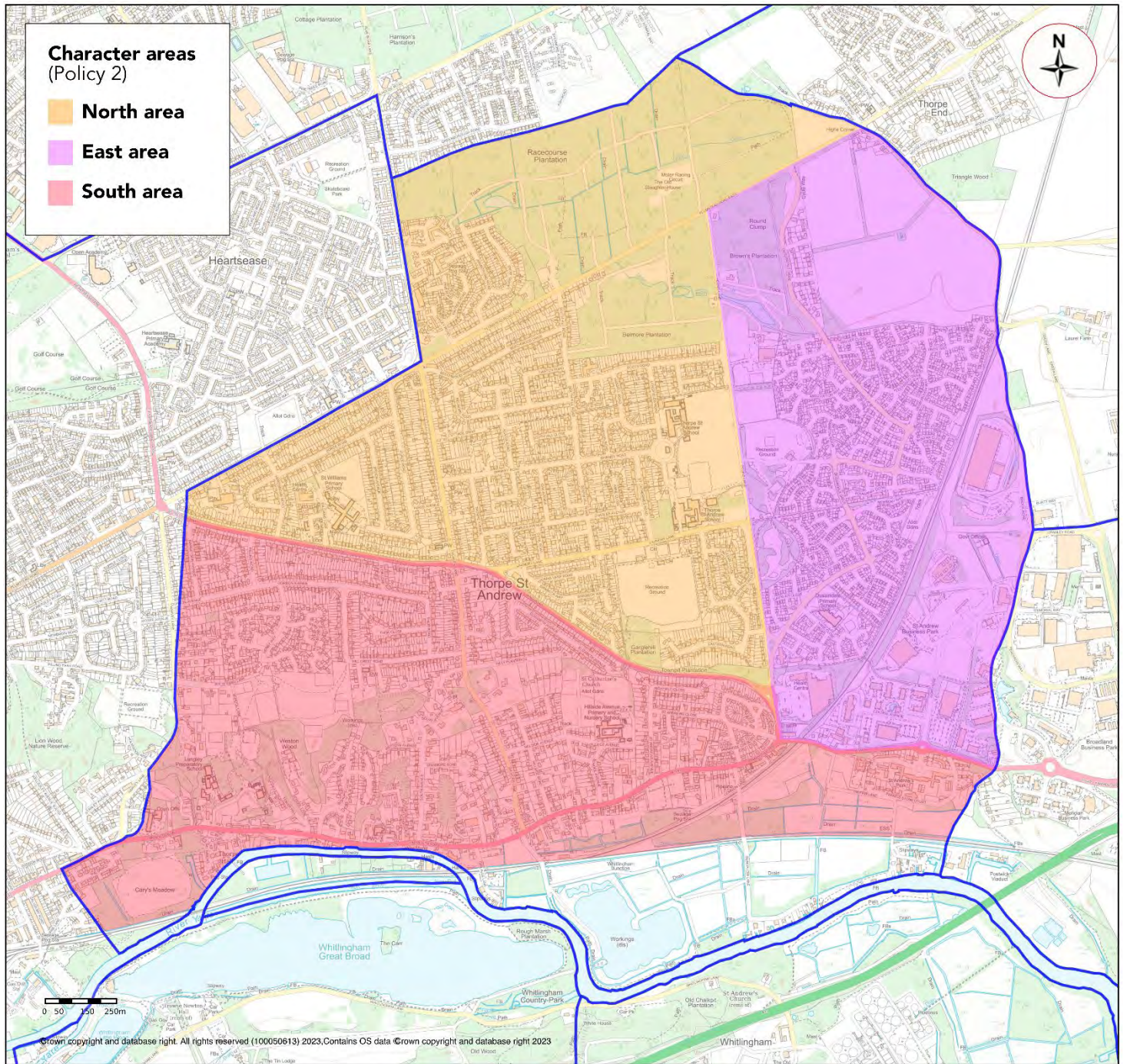
Key features and materials include:

- Red brick
- Cream render
- Red pantiles
- Slate roofs
- Low walling in front gardens

- A mix of hedging
- Integral or set back garages with parking
- Small front gardens
- Cul-de sacs



### Map showing the three defined character areas.





## Appendix B – Local Green Space Assessments

The following have been assessed using the criteria set out in paragraph 102 of the National Planning Policy Framework 2021.

<b>Name of Space</b>	<b>In reasonably close proximity to the community it serves</b>	<b>Demonstrably special to a local community and holds a particular local significance</b>	<b>Local in character and is not an extensive tract of land</b>
Belmore Plantation	Residential development immediately to the west and south of the space	Holds a value as an undeveloped area of woodland adjacent to a built-up area, which is used for informal recreation – there are tracks and paths through the woods. It forms part of a collection of wider woodlands/plantations in the area which form an ecological corridor. Space has a biodiversity and recreational value.	Site is 17ha although in the overall context of the size of the parish itself and its edge of city location it is not an extensive tract of land.
Brown's Plantation	Residential development to the south and east	Holds a value as an undeveloped area of woodland adjacent to a built-up area, which is used for informal recreation – there are tracks and paths through the woods. It forms part of a collection of wider woodlands/plantations in the area which form an ecological corridor. Space has a biodiversity and recreational value.	Site is 13ha although in the overall context of the size of the parish itself and its edge of city location it is not an extensive tract of land.
Cary's Meadow	Within the built-up area. Residential development to the east and north west.	Holds a value as an undeveloped area of green space where public access is encouraged. Used extensively for informal recreation by local people and managed for conservation and recreation purposes by the owners (Broads Authority). Space has a biodiversity and recreational value	Site is 8ha although in the overall context of the size of the parish itself and its edge of city location it is not an extensive tract of land.
River Green	Located within the built up area, north of the river. Built development to the east and commercial development on the other side of	A 'pocket park' style area of green space that hosts the war memorial. Public access is encouraged and the area is widely used by the community and by the customers of local businesses. Owned and managed by the Town Council.	Site is approximately 0.2 hectares.

<b>Name of Space</b>	<b>In reasonably close proximity to the community it serves</b>	<b>Demonstrably special to a local community and holds a particular local significance</b>	<b>Local in character and is not an extensive tract of land</b>
	Yarmouth Road		
St George Morse Park	Located within the built-up area. Surrounded by development on all sides.	Formally laid out recreation ground, home to local football team. Has a recreational and communal value on that basis.	Site is approximately 6ha which in the overall context of the size of the parish itself and its edge of city location it is not an extensive tract of land
Gargle Hill Woodland	Located within the built-up area with development to the east and west.	Wooded area located between the recreation ground and the ring road. Used for local recreation with informal footpaths. Acts as a green lung and ecological corridor. Has biodiversity and communal value.	Approximately 1.8ha.
Fitzmaurice Park	Substantial residential development to the south and east (Dussindale).	Area comprises formal recreation, playground and informal public access. Area provides the open space for the adjacent new development . It has recreational and communal value.	Site is 8ha although in the overall context of the size of the parish itself and its edge of city location it is not an extensive tract of land.
Laundry Lane Tree Plantation	Residential development to the north and west and the High School to the east.	Area comprises a tree plantation that provides a green area between the school and residential development. It has a biodiversity and communal value.	Site is approximately 0.8ha
Weston Pits	Within the built-up area and surrounded by development.	Former mineral site, provides a green tranquil area within the main settlement. Biodiversity and geological value.	Site is approximately 2.24 ha which in the overall context of the size of the parish itself and its edge of city location it is not an extensive tract of land.
Townpit Plantation	Residential development immediately to the north and the ring road to the south	Area is a plantation marking a buffer between Eastern Road and the ring road. It provides informal recreation for residents and biodiversity value through its woodland	Site is approximately 0.75 ha.
Chapel Lane Pit/South Avenue Dell	Site is within the built up area and is surrounded by	Area provides a green area in the centre of development; it has informal tracks through it and	Site is approximately 1.5 hectares.

<b>Name of Space</b>	<b>In reasonably close proximity to the community it serves</b>	<b>Demonstrably special to a local community and holds a particular local significance</b>	<b>Local in character and is not an extensive tract of land</b>
	residential development.	contributes to the character of the area. It has communal and biodiversity value.	
Thorpe Ridge	Site is within the built- up area of the settlement. Development to the south.	Area provides a green ridged area which marks the edge of the river valley. It provides a green space for local amenity and informal walking. Has a communal, landscape and biodiversity value	Site is approximately 6ha which in the overall context of the size of the parish itself and its edge of city location it is not an extensive tract of land
Weston Wood	Site is within the built-up area of the settlement and has development to the south-east and south-west.	Area contributes to the overall green character of the parish and forms part of a wider ecological corridor in the parish. It has a biodiversity, visual and communal value.	Site is approximately 2.7ha which in the overall context of the size of the parish itself and its edge of city location it is not an extensive tract of land

## Appendix C

### Listed Buildings

- THORPE ST ANDREW WAR MEMORIAL Grade: II  
Location: River Green, Yarmouth Road, Thorpe St Andrew, Norfolk, NR7 0HE, Thorpe St. Andrew, Broadland, Norfolk
- THORPE TOWER Grade: II (*Folly Tower, Taylor's Folly*)  
Location: THORPE TOWER, PINEBANKS, Thorpe St. Andrew, Broadland, Norfolk
- THORPE HALL Grade: II\*  
Location: THORPE HALL, YARMOUTH ROAD, Thorpe St. Andrew, Broadland, Norfolk
- OLD THORPE HOUSE Grade: II  
Location: OLD THORPE HOUSE, 1, DALE'S LOKE, Thorpe St. Andrew, Broadland, Norfolk
- BROADLAND DISTRICT COUNCIL OFFICES THORPE LODGE Grade: II  
Location: THORPE LODGE, YARMOUTH ROAD, Thorpe St. Andrew, Broadland, Norfolk
- CHURCH OF ST ANDREW Grade: II  
Location: CHURCH OF ST ANDREW, YARMOUTH ROAD, Thorpe St. Andrew, Broadland, Norfolk
- ST ANDREWS HOSPITAL Grade: II (*St Andrews Asylum, Norfolk Lunatic Asylum, Norfolk War Hospital*)  
Location: ST ANDREWS HOSPITAL, YARMOUTH ROAD, Thorpe St. Andrew, Broadland, Norfolk
- GAZEBO SOUTH EAST OF THORPE LODGE ON YARMOUTH ROAD Grade: II  
Location: GAZEBO SOUTH EAST OF THORPE LODGE ON YARMOUTH ROAD, YARMOUTH ROAD, Thorpe St. Andrew, Broadland, Norfolk
- CHURCH AT ST ANDREWS HOSPITAL Grade: II  
Location: CHURCH AT ST ANDREWS HOSPITAL, YARMOUTH ROAD, Thorpe St. Andrew, Broadland, Norfolk
- ROAD BRIDGE AT ST ANDREWS HOSPITAL Grade: II  
Location: ROAD BRIDGE AT ST ANDREWS HOSPITAL, YARMOUTH ROAD, Thorpe St. Andrew, Broadland, Norfolk
- RUIN OF CHURCH OF ST ANDREW Grade: II\*  
Location: RUIN OF CHURCH OF ST ANDREW, YARMOUTH ROAD, Thorpe St. Andrew, Broadland, Norfolk
- TOWN HOUSE HOTEL Grade: II  
Location: TOWN HOUSE HOTEL, YARMOUTH ROAD, Thorpe St. Andrew, Broadland, Norfolk
- IVY COTTAGE Grade: II  
Location: IVY COTTAGE, 13, YARMOUTH ROAD, Thorpe St. Andrew, Broadland, Norfolk
- BOUNDARY WALL TO ROAD EXTENDING FROM NUMBER 2 TO NUMBER 10 Grade: II  
Location: BOUNDARY WALL TO ROAD EXTENDING FROM NUMBER 2 TO NUMBER 10, YARMOUTH ROAD, Thorpe St. Andrew, Broadland, Norfolk

- 10, YARMOUTH ROAD Grade: II  
Location: 10, YARMOUTH ROAD, Thorpe St. Andrew, Broadland, Norfolk
- MANOR COTTAGE Grade: II  
Location: MANOR COTTAGE, 14, YARMOUTH ROAD, Thorpe St. Andrew, Broadland, Norfolk
- MONKS BARN Grade: II  
Location: MONKS BARN, 48, YARMOUTH ROAD, Thorpe St. Andrew, Broadland, Norfolk
- K6 TELEPHONE KIOSK Grade: II  
Location: K6 TELEPHONE KIOSK, RIVER GREEN, Thorpe St. Andrew, Broadland, Norfolk
- THE BOAT AND BOTTLE Grade: II (*Hinsbys Gardens, Cattermoles Garden, Three Tuns, Thorpe Gardens, Rushcutters*)  
Location: THE BOAT AND BOTTLE, YARMOUTH ROAD, Thorpe St. Andrew, Broadland, Norfolk
- THE DELL Grade: II  
Location: THE DELL, 87, YARMOUTH ROAD, Thorpe St. Andrew, Broadland, Norfolk
- THE WHITE HOUSE Grade: II  
Location: THE WHITE HOUSE, 105, YARMOUTH ROAD, Thorpe St. Andrew, Broadland, Norfolk
- THE GUILD HOUSE Grade: II  
Location: THE GUILD HOUSE, 51, YARMOUTH ROAD, Thorpe St. Andrew, Broadland, Norfolk
- 18-20, YARMOUTH ROAD Grade: II  
Location: 18-20, YARMOUTH ROAD, Thorpe St. Andrew, Broadland, Norfolk
- BOATYARD FOREMAN'S COTTAGE Grade: II (*John Fox's Cottage*)  
Location: BOATYARD FOREMAN'S COTTAGE, GRIFFIN LANE, Thorpe St. Andrew, Broadland, Norfolk
- HOMESTEAD Grade: II  
Location: HOMESTEAD, 63, YARMOUTH ROAD, Thorpe St. Andrew, Broadland, Norfolk
- 107-113, YARMOUTH ROAD Grade: II  
Location: 107-113, YARMOUTH ROAD, Thorpe St. Andrew, Broadland, Norfolk
- GARDEN HOUSE 40M SOUTH OF WALPOLE HOUSE Grade: II\*  
Location: GARDEN HOUSE 40M SOUTH OF WALPOLE HOUSE, YARMOUTH ROAD, Thorpe St. Andrew, Broadland, Norfolk
- BUCK INN Grade: II  
Location: BUCK INN, 55, YARMOUTH ROAD, Thorpe St. Andrew, Broadland, Norfolk
- THE OLD RECTORY Grade: II  
Location: THE OLD RECTORY, 103, YARMOUTH ROAD, Thorpe St. Andrew, Broadland, Norfolk
- KINGS HEAD INN INCLUDING OUTBUILDINGS TO EAST Grade: II (*Riverside, Rivergarden*)

Location: KINGS HEAD INN INCLUDING OUTBUILDINGS TO EAST, 36, YARMOUTH ROAD,  
Thorpe St. Andrew, Broadland, Norfolk

- WALPOLE HOUSE Grade: II\*  
Location: WALPOLE HOUSE, 16, YARMOUTH ROAD, Thorpe St. Andrew, Broadland, Norfolk
- THE MANOR HOUSE Grade: II  
Location: THE MANOR HOUSE, 12, YARMOUTH ROAD, Thorpe St. Andrew, Broadland, Norfolk

Indicative list of Non-Designated Heritage Assets

1. Former pump house to High House, now an electricity sub station, Thunder Lane
2. The thatched house at the junction of Hillside Road/Avenue. Reedroofs.
3. Swiss Cottage, 15 Chapel Lane, former home of George Mollett.
4. 6-8 Chapel Lane, 3 storey cottages with flint walls.
5. Chapel Lane former brew house.
6. 24 to 44 Chapel Lane. Row at top.
7. Idle Hour, Yarmouth Road
8. 63 Yarmouth Road
9. Station Masters House, 56 Yarmouth Road.
10. The thatched cottage on Boulton Road, the last of the original Boulton & Paul buildings.
11. The original Good Shepherd Church wooden shed.
12. Whisper Wood, Weston Avenue - fascinating thatched house.
13. Roxley House
14. Fairview, Hillside Road. Robert Castons former house.
15. The Cottage Public House.
16. High House, South Avenue.
17. Le Chalet, Thunder Lane.
18. Thorpehurst. Barber Place.
19. Thorpehurst Lodge
20. Inglehurst, Yarmouth Road
21. National School, School Lane
22. Cottages, School Lane
23. The Ideal Home exhibition Houses on South Avenue/Stanmore Road.
24. Pinebanks WW2 bunker.
25. The Stork former maternity home, Yarmouth Road, plaque of Griffin on wall.
26. The Griffin Inn.
27. 24/26 Yarmouth Road.
28. Point House, Yarmouth Road. c.1840
29. Church Cottages, Buck Yard
30. Well Cottage, Pound Land.
31. Woodlands (Oasis) Pound Lane



32. The Harvey and Blakiston coats of arms on original entrance to Thorpe Old Hall and the flint wall.
33. Boundary walls of the Rushcutters.
34. Boundary wall of Frostbites car park, Yarmouth Road and adjoining meadow to Whitlingham Lane.
35. Girlings Lane wall and railway crash commemorative plaque.
36. Victorian postbox set in wall of drive leading up to 7 Yarmouth Road.
37. Boundary marker stone in wall between River Green and Rushcutters. S.& P.
38. Chapel Lane, the date stone KH 1820.
39. Chapel Lane, rear yard no 7, the stone in the wall 'A Moll 1852' (important bricklayer/builder).
40. Chapel Lane, Flint wall at Swiss Cottage up to number 24.
41. The Boundary marker made by Barnes and Pye of Norwich in 1940 situated outside 2 Plumstead Road, situated on the left hand side of the road as you drive towards Norwich. Renovated 2018
42. The milestone marker made by Barnes and Pye of Norwich on the Yarmouth Road left hand side as you travel East after going under the hospital bridge. Renovated in 2018
43. Original street plates made by Barnes and Pye, dating back to the 1930's, renovated in 2017 by Dale Wiseman and Roger Pointer:
  - Margetson Avenue,
  - Aerodrome Crescent,
  - Stanmore Road,
  - Thorpe Close,
  - Harvey Lane,
  - Gorse Road,
  - Cyril Road,
  - Beechwood Drive,
  - Belmore Road,
  - South Hill Road,
  - Davidson Road, School Lane,
  - Common Lane.
44. Railway footbridge on Whitlingham Lane.
45. The Polish memorial on Memorial Way.
46. Shelter on the hospital North side.
47. St Catharine's Church
48. Row of anti-tank traps and telegraph pole

# Planning Committee

26 May 2023

Agenda item number 10

## Tree Preservation Orders- Update on review and re-serving of TPOs

Report by Historic Environment Manager

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### Summary

This report is to update Planning Committee on the ongoing Tree Preservation Order Review.

### Recommendation

To note the report.

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## 1. Introduction

- 1.1. As the Local Planning Authority (LPA), the Broads Authority is responsible for the protection of trees and woodland in its area.
- 1.2. Individual or groups of trees are specifically protected by Tree Preservation Orders (TPOs) where these have been served and trees also benefit from a general protection where they are in Conservation Areas, as consent is required here for most work to trees. As well as maintaining and managing works to existing protected trees, the Authority serves new TPOs when significant trees are considered to be under threat and they meet the criteria set out in the TEMPO (Tree Evaluation Method for Preservation Orders).
- 1.3. When the Broads Authority took the planning service in-house in 2007 the existing TPOs were inherited from the districts. The paperwork attached to these was of varying quality and completeness, and some of our own earlier TPOs no longer met the required standards. Officers of the planning team have been working on a review of all the TPOs and this preliminary work has now been completed.

## 2. The review and outcome

- 2.1. All TPOs have been reviewed to ensure that they meet current standards, for example, that there is evidence that they have been confirmed, have a signed and sealed formal order and a map identifying the locations of the tree(s). They have also been checked to ensure that there is evidence that the proper consultation process was carried out at the time that the TPO was served. We have also carried out new TEMPO assessments

where necessary, to ensure that the trees are still *in situ*, in good health and their threat level would still require a TPO.

2.2. As a result, there have been a number of different scenarios which are listed below:

Situation	Action required
Existing TPO paperwork etc meets current standards and TPO is still required.	None. Existing TPO retained.
Existing TPO paperwork etc satisfactory, but changes to tree (e.g. some trees in a group missing or unhealthy).	Revoke existing and re-serve amended TPO.
Existing TPO paperwork etc satisfactory, but straddles district boundary.	Re-serve amended TPO on trees in our area only. Liaison with District to re-serve a TPO on their area and revoke old TPO.
Existing paperwork not adequate but TPO still required.	Revoke existing and re-serve new TPO.
Existing paperwork not adequate and TPO no longer required (e.g. tree no longer there or in poor health).	Revoke TPO.
TPO no longer required as tree is within a conservation area and therefore protected and no specific threat identified.	Revoke TPO.

2.3 We are currently in the process of re-serving and/or revoking the TPOs as necessary. This is being carried out on a district-by-district basis. We are about to complete work on re-serving / revoking the TPOs in the Broadland District Council area and will then move on to those in the North Norfolk District Council area.

2.4 Our normal procedure will be followed with re-served provisional TPOs. Where a provisional TPO has been re-served, the decision to confirm the order (within 6 months of the provisional TPO being served) is delegated to officers if no objections are received within 28 days. If objections are received, the decision will be brought to Planning Committee.

### 3. Financial implications

3.1. The TPO Review has resulted in the use of staff time for this purpose. However, it has been necessary to ensure that all of our TPOs meet the current standards required by law and good practice. It has also been necessary to ensure that they would not be open to legal challenge, as this would potentially result in much more staff time being used as well as legal fees. It is also important for land owners to know that only trees

that meet the current criteria are protected and that trees are not protected unnecessarily.

## 4. Conclusion

- 4.1. By the end of 2023 the Broads Authority should have a fully compliant, up-to-date list of protected trees that can be managed effectively and efficiently in the future.

Author: Kate Knights

Date of report: 11 May 2023

[Broads Plan](#) strategic objectives: B3

# Planning Committee

26 May 2023

Agenda item number 11

## Consultations from DLUHC on holiday and second homes and from DCMS on a register of short term lets

Report by Head of Planning

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### Summary

The Department of Levelling Up, Housing and Communities (DLUHC) is consulting on proposals to introduce planning controls on short term lets. This report sets out the proposals and proposed response.

The Department for Culture, Media and Sport (DCMS) is consulting on the details of a planned register of short term let. This report sets out the proposals and proposed response.

### Recommendation

To endorse the proposed response.

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## 1. Introduction

- 1.1. On 12 April 2023 the Department for Levelling Up, Housing and Communities (DLUHC) published a [consultation document \(www.gov.uk\)](http://www.gov.uk) setting out proposals for the introduction of a new Use Class for short term lets and a new type of permitted development right that would allow the change of use from a dwellinghouse to a short term let to provide flexibility where there are no local issues with such uses. The consultation ends on 7 June 2023.
- 1.2. At the same time, the Department for Culture, Media and Sport (DCMS) is consulting [on a registration scheme for short-term lets in England \(www.gov.uk\)](http://www.gov.uk). The consultation ends on 7 June 2023.
- 1.3. This report provides further detail on these consultations and sets out the Authority's proposed response.

## 2. Proposals

DLUHC consultation on short-term holiday lets

- 2.1. All types of land use are categorised into one of a number of different Use Classes, with the groupings in each Use Class based broadly on the type of activity and its impact. Land use changes within a Use Class do not need planning permission and there are permitted development rights to move between the Use Classes where the impacts are the same or less, although this change may be subject to condition, limitation or other processes. Information on the Use Classes Order can be found at [Use Classes - Change of use - Planning Portal](#)
- 2.2. Dwellings fall within the 'C3 Dwellinghouses' class in the Use Classes Order. The C3 Class makes no distinction between whether the dwellinghouse is used as a sole or main home, a second home or whether it is rented out as either a permanent, seasonal or holiday let. The consequence of this is that in many areas, properties are purchased by investors and then rented out for holiday use. A House of Commons Briefing Paper noted an estimate that 148,000 properties in England were being used for short term lettings in September 2021 via online platforms. Although this brings income and visitor spend to areas, the increase in short term visitor accommodation in the last decade has prompted concerns. The consultation document states "...high concentrations of short term lets in areas such as coastal towns, national parks and some cities is reported as impacting adversely on the availability and affordability of homes to buy or to rent for local people and on the sustainability of communities more broadly."
- 2.3. The Government considers there to be a clear rationale for introducing planning changes to provide greater control and the following is proposed:
  - a) The introduction of a new use class for short term lets. The new 'C5 Short term lets' Class would be defined as the 'use of a dwellinghouse that is not a sole or main residence for temporary sleeping accommodation for the purpose of holiday, leisure, recreation, business or other travel'. This would mean that in principle planning permission would be needed to use a dwellinghouse as a short term let;
  - b) The potential introduction of a new permitted development right to allow the change of use from a dwellinghouse to a short term let. This would override the need for planning permission (above) to change from a dwelling house to a short term let unless the Local Planning Authority (LPA) removed the permitted development rights;
  - c) The potential introduction of a new permitted development right for the change of use from a short term let to a dwellinghouse. This would mean that a short term let could revert to a main dwelling house without needing planning permission;
  - d) The introduction of a threshold or other flexible mechanism to allow homeowners to let out their home for a specified number of nights in a calendar year without needing planning permission. This could either be achieved through a further change to Class C or an additional permitted development right;
  - e) The introduction of a planning application fee for the development of new build short term lets.

- 2.4. The consultation seeks views on the above proposed changes to the Use Classes Order and permitted development rights to give planning authorities and communities greater ability to control the number of short term lets in their area. To minimise planning requirements where there is no local issue, it is proposed that the permitted development rights would apply nationally and not be subject to any limitations or conditions. This means there would be no size limits or exclusions, and the rights would apply to listed buildings and in National Parks and Areas of Outstanding Natural Beauty.

#### **DCMS consultation on a planned register of short-term lets**

- 2.5. This consultation follows a commitment by government to introduce a short-term lets registration scheme through an amendment to the Levelling-up and Regeneration Bill.
- 2.6. The consultation document states that the register of short term lets “will help to provide local planning authorities with information about which properties are being let out in their area. The objectives are to increase resources to LPAs to improve determination efficiency, thereby making the process quicker, and improve consistency and quality by introducing more streamlined and digitised process, which, again, will speed up the process. It is recognised that the issues are not solely about money, so the proposals seek to increase the number of planners (and associated professions). It is also proposed to reframe the performance assessment criteria to give a clearer indication of where there are problems.”
- 2.7. Three mechanisms are proposed to address the issues identified: financial support, additional resources and increased measurement and monitoring of performance.
- 2.8. The register is not directly relevant to the Broads Authority, as it would be managed by a third party (the Local Authority, the Tourist Board or a separate competent body), but it would be useful for all LPAs to have a role by providing information on land use.

### **3. Proposed response**

- 3.1. The impact for the protected landscape of the Broads of the proposed changes has been considered and there has been consultation with colleagues in the National Parks. The issues are not the same, or of equal concern, for all the protected landscapes, so this assessment applies to the Broads area. A summary of the proposed response is set out below and the full questions and response attached in Appendix 1.

#### **DLUHC consultation on short term holiday lets**

- 3.2. As detailed at 2.3 above, there are five proposed changes relating to planning and they will be covered separately.

##### **(a) A new use class for short term lets**

- 3.3. The Government has recognised the potential impact of short term lets on communities and the consultation document itself states that in response to a call for evidence “many respondents felt that short-term lets had negatively impacted the social dynamics and economic trajectory of local communities, in part by limiting the available



housing stock and pricing residents out of the communities' (whilst) some councils have reported that local employers are facing difficulties filling vacancies owing to a lack of housing for local people, including in the health and education sectors. Other concerns have been raised about the increase in temporary overnight accommodation, such as on home sharing digital platforms, putting pressure on the housing rental market and, in some cases, impacts on neighbours from noise and traffic etc.". These issues and concerns will come as no surprise to Members, as they have been well documented locally, particularly in North Norfolk. The recognition by Government of the problem is both welcome and overdue.

- 3.4. The proposal to bring short term lets within planning control through the creation of a new Use Class is a welcome approach which is strongly supported. It would be a straightforward mechanism which could be used to manage the stock of an area's permanent and short term let accommodation in such a way as to best meet the needs of the communities, using existing housing needs data and the information from the proposed register of short term lets. The inclusion within the new Class C5 of existing short term lets (i.e. it would be applied retrospectively), as proposed, would be necessary, as would the register of short term lets proposed under the current DCMS consultation.
- 3.5. The current consultation does not include second homes in the proposed new Use Class. It is considered that these should be included as they also contribute to the issues that the changes seek to address. Second homes are more likely than holiday lets to be unused for long periods because they do not have the weekly turnover and, in policy terms, are the least preferred option when considering applications for new holiday accommodation. There is some concern that if second homes were to be excluded (and remain treated the same as main dwellings), this might prompt the conversion of some existing short term lets to second home use, so that the owners could continue to use them for long periods without restriction. This would undermine one of the objectives of the proposed change, however it is not considered that the risk of this is sufficient to outweigh the benefits of including second homes in the new Class.
- 3.6. The extent of short term lets across the Broads varies widely. Work done in 2015, based on Council Tax data, showed holiday and second homes accounted for 19.8% of the total housing stock in the Broads, but made up over 40% of the properties in North Norfolk, 24.7% in Broadland and 6.6% in South Norfolk. Based on national trends it is likely that these numbers are higher today.

**(b) A new permitted development right to allow change from dwelling house (C3) to short term holiday let (proposed C5)**

- 3.7. Whilst the proposed changes are driven by the impact of short term lets, it is the case that not all areas are affected by this issue, or affected equally, and there will be many areas nationally where short term holiday lets make a welcome contribution to the local communities and their economy. For this reason, the consultation proposes that the default position would be that a dwelling (C3) could be converted to a short term

let (C5) without needing planning permission and this would be achieved through the introduction of a new permitted development right. This would retain the status quo, unless the LPA took action to remove the permitted development rights.

- 3.8. Members will be aware that an LPA is able to remove permitted development rights through the making of an Article 4 Direction, which would apply to an identified area. The justification for this proposed new permitted development right is that if the number of short term lets in an area is having an adverse impact on that area, the LPA can remove them. The consultation states, this would “provide flexibility where short term lets are not a local issue, and areas would only see a change where the rights have been removed by making an Article 4 Direction.”
- 3.9. The rationale for this is understood, however the Article 4 process is somewhat lengthy, the Direction must apply to the smallest geographical area possible (i.e. only those areas where it can be demonstrated as necessary) and go through a process of public consultation, all supported by evidence. The Secretary of State must be notified of the proposed Article 4 and can override it.
- 3.10. Putting an application for an Article 4 together is time consuming, resource heavy and expensive so, by placing the onus on the LPA for (in effect) implementing the new Use Class, the Government risks this new provision not being fully used for reasons including LPA workload and competing pressures, rather than because there is no local need for an Article 4. In the areas where there are no issues with short term lets, this is typically because there is less demand and so it would not seem unduly onerous to require those who wish to convert a dwelling to a short term let to apply for planning permission. As with other areas of the Government’s planning reform agenda, this would mean that those who will benefit from the land use change, i.e. the financial gain accruing from the short term let, pay for the necessary process. As proposed, the communities who are most affected by short term lets in terms of, for example, the housing affordability gap or reduced local services, would be the ones paying to address the problem. This does not represent levelling up and this permitted development right cannot be supported.

**c) A new permitted development right to allow change from short term holiday let (C5) to dwelling house (C3)**

- 3.11. The potential introduction of a new permitted development right for the change of use from a short term let to a dwellinghouse. This would mean that a short term let could revert to a main dwelling house without needing planning permission;
- 3.12. This proposed new permitted development right would support the identified objectives around increasing housing stock and can be supported.

**(d) The introduction of mechanism to allow homeowners to let out their home for a specified number of nights in a calendar year without needing planning permission**

- 3.13. The creation of a new Use Class (C5) to cover short term lets, and thereby bringing this into planning control, would mean that, in planning law terms, sub-letting one's home for a temporary period would require planning permission. Clearly the Government is concerned this would be a disproportionate restriction for householders, so is seeking views on planning mechanisms to achieve this and an appropriate threshold at which such a restriction would apply. The consultation suggests either creating a new permitted development right to allow the temporary use of a dwelling house for 'temporary sleeping accommodation' or to include a specified number within the existing C3 Use Class. The thresholds suggested are 30, 60 or 90 days per calendar year.
- 3.14. The principle of this proposal is supported, as it should not significantly impact on the objective to improve housing provision in popular visitor areas, but would allow householders the flexibility to provide visitor accommodation for a temporary period, which would also benefit the local economy. It is important that the process around this is not overly complex for the householder (to avoid either discouraging take up or non-compliance), so it is considered that a clear householder permitted development right applying to Class C3 is a better approach, rather than include an allowance in Class C3. A dwellinghouse in C3 would therefore be able to be used either as a short term let for a specified number of days per annum or be changed to a permanent short term let in Use Class C5 without planning permission unless an Article 4 direction had been served. The ability of the LPA to serve an Article 4 Direction where needed is an important safeguard, both to support the policy objective and to protect communities. In terms of a suitable threshold, 60 days is considered a reasonable period, which provides flexibility and incentive to the householder.

**(e )The introduction of a planning application fee for the development of new build short term lets**

- 3.15. Currently, a new short term let would be treated the same as a new dwellinghouse as there is currently no separate Use Class. It is considered that the fee should be the same as for a new dwellinghouse as a minimum. Consideration could be given to provision for a supplementary fee to be payable in areas of high short term let and an affordability gap, with the additional fee being paid into a community housing fund.

**DCMS consultation on a planned register of short term lets**

- 3.16. The consultation document sets out the background, summarising the role of short term lets as an integral part of the infrastructure of the UK's visitor economy, but advising that, due to the scale of change in the last 15 years, particularly in the digital platforms, there are concerns about inconsistencies within the regulatory framework for the guest accommodation sector. It notes that, unlike with hotels and B&Bs, it is difficult to monitor compliance with key health and safety regulations by short-term lets given the lack of an authoritative data source. It also identifies concerns raised in areas with a high concentration of short-term lets about the impact on the availability and affordability of local rental housing and increased house prices driven by additional

demand from owners of short-term lets, as well as anti-social behaviour, and lack of community cohesion.

- 3.17. Many of the questions in the consultation cover detailed matters on which the Broads Authority has little detailed knowledge. It is proposed to respond as follows:
- i. the Broads Authority supports the principle of a register of short term lets, as the information would enable it to better monitor and manage the use of the housing stock within its area; and
  - ii. to ensure consistency and promote an even competition environment the register should be mandatory.

## 4. Financial implications

- 4.1. There would be additional work for the LPA arising from the new Use Class. This would include reviewing the data and considering the effects for planning policy, the recording of the short term lets and then monitoring compliance. Planning applications would also be received for the change of use.
- 4.2. This work would be covered by the existing staff resource.

## 5. Conclusion and recommendation

- 5.1. The proposals to bring short term lets within planning control is welcome and the creation of a new Use Class to achieve it is appropriate and proportionate. The Class should also include second homes, as these contribute to the identified problems.
- 5.2. There are concerns, however, about the proposed new permitted development right, which would allow a change to a short term let without requiring planning permission, unless there is an Article 4 Direction in place preventing this. Placing the onus for effectively implementing the new Class on the LPA will restrict its take up due to the lengthy process required.
- 5.3. It is recommended that members endorse the proposed responses set out in Appendix 1 and paragraph 3.17 as the formal response of the Broads Authority.

Author: Cally Smith

Date of report: 15 May 2023

[Broads Plan](#) strategic objective: F4

Appendix 1 – Proposed response to questions in consultation

## Appendix 1: Response to questions in consultation.

### **Q.1 Do you agree that the planning system could be used to help to manage the increase in short term lets?**

Yes/No/Don't know.

Please give your reasons.

### **Q.2 Do you agree with the introduction of a new use class for short term lets?**

Yes/No/Don't know.

Please give your reasons.

The proposal to bring short term lets within planning control through the creation of a new Use Class is a welcome approach which is strongly supported. It would be a straightforward mechanism which could be used to manage the stock of an area's permanent and short term let accommodation in such a way as to best meet the needs of the communities, using existing housing needs data and the information from the proposed register of short term lets. The inclusion within the new Class C5 of existing short term lets (i.e. it would be applied retrospectively), as proposed, would be necessary, as would the register of short term lets proposed under the current DCMS consultation.

### **Q.3 Do you agree with the description and definition of a short term let for the purpose of the new use class?**

Yes/No/Don't know.

Please give your reasons+

### **Q.4 Do you have any comments about how the new C5 short term let use class will operate?**

Yes/No/Don't know

Please make your comments here

The proposed new C5 Use Class should include second homes as they also contribute to the issues that the changes seek to address. Second homes are more likely than holiday lets to be unused for long periods because they do not have the weekly turnover and, in policy terms, are the least preferred option when considering applications for new holiday accommodation. There is some concern that if second homes were to be excluded (and remain treated the same as main dwellings), this might prompt the conversion of some existing short term lets to second home use, so that the owners could continue to use them for long periods without restriction. This would undermine one of the objectives of the proposed change, however it is not considered that the risk of this is sufficient to outweigh the benefits of including second homes in the new Class.

### **Q.5 Do you consider there should be specific arrangements for certain accommodation as a result of the short term let use class?**

~~Yes/No/Don't know.~~

Please give your reasons here. If yes, please say what these should be.

It is important that the process is simple to operate. Any benefits arising from different requirements for different accommodation types would be outweighed by the increased complexity, which will reduce compliance and make monitoring more onerous.

**Q. 6 Do you agree that there should be a new permitted development right for the change of use from a C3 dwellinghouse to a C5 short term let (a)**

~~Yes/No/Don't know.~~

Please give your reasons.

The rationale for this is acknowledged, however by placing the onus on the LPA for (in effect) implementing the new Use Class, the Government risks this new provision not being fully used for reasons including LPA workload and competing pressures, rather than because there is no local need for an Article 4. Putting an application for an Article 4 together is time consuming, resource heavy and expensive. In the areas where there are no issues with short term lets, this is typically because there is less demand and so it would not seem unduly onerous to require those who wish to convert a dwelling to a short term let to apply for planning permission. As with other areas of the Government's planning reform agenda, this would mean that those who will benefit from the land use change, i.e. the financial gain accruing from the short term let, pay for the necessary process. As proposed, the communities who are most affected by short term lets in terms of, for example, the housing affordability gap or reduced local services, would be the ones paying to address the problem. This does not represent levelling up.

**Q.7 Do you agree that there should be a new permitted development right for the change of use from a C5 short term let to a C3 dwellinghouse (b)**

~~Yes/No/Don't know.~~

Please give your reasons.

This would support the objective to increase the supply of dwellinghouses for permanent accommodation.

**Q.8 Do you agree that the permitted development rights should not be subject to any limitations or conditions?**

~~Yes/No/Don't know.~~

Please give your reasons

National Park, the Broads and land within AONBs should be excluded from the new permitted development rights relating to proposed Use Class C5.

**Q.9 Do you agree that the local planning authority should be notified when either of the two permitted development rights for change of use to a short term let (a) or from a short term let (b) are used?**

~~Yes/No/Don't know.~~

Please give your reasons

This will better facilitate monitoring.

**Q.10 Do you have any comments about other potential planning approaches?**

~~Yes/No~~

If so, please provide details here.

**Q.11 Do you agree that we should expressly provide a flexibility for homeowners to let out their homes (C3 dwellinghouses)?**

~~Yes/No /Don't know~~

Please give your reasons.

No objection to this as it is a means to provide additional accommodation but needs to be limited in order to protect communities.

**Q.12 If so, should this flexibility be for:**

~~i. 30 nights in a calendar year; or~~

~~ii. 60 nights in a calendar year; or~~

~~iii. 90 nights in a calendar year~~

Please give your reasons.

**Q.13 Should this flexibility be provided through:**

~~i) A permitted development right for use of a C3 dwellinghouse as temporary sleeping accommodation for up to a defined number of nights in a calendar year~~

~~ii) An amendment to the C3 dwellinghouse use class to allow them to be let for up to a defined number of nights in a calendar year.~~

Please give your reasons.

Option (i) is preferred as this allows for an LPA to use an Article 4 Direction if necessary.

**Q.14 Do you agree that a planning application fee equivalent to each new dwellinghouse should apply to applications for each new build short term let?**

~~Yes/No/Don't know.~~

Please give your reasons.

This is consistent with all other applications for development

**Q.15 Do you agree with the proposed approach to the permitted development rights for dwellinghouses (Part 1) and minor operations (Part 2)?**



~~Yes/No/Don't know~~

Please give your reasons.

**Q.16 Do you have any further comments you wish to make on the proposed planning changes in this consultation document?**

~~Yes/No~~

If yes, please provide comments.

**Q.17 Do you think that the proposed introduction of the planning changes in respect of a short term let use class and permitted development rights could give rise to any impacts on people who share a protected characteristic? (Age; Disability; Gender Reassignment; Pregnancy and Maternity; Race; Religion or Belief; Sex; and Sexual Orientation).**

~~Yes/No/Don't know.~~

If so, please give your reasons.

No comment

**Q.18 Do you think that the proposed introduction of the planning changes in respect of a short term let use class and permitted development rights could impact on:**

- a) businesses**
- b) local planning authorities**
- c) communities?**

~~Yes/No/Don't know.~~

Please give your reasons. It would be helpful if you could specify whether your comments relate to a) business, b) local planning authorities, or c) communities, or a combination.

- (a) This should provide more consistency across the industry, with all adhering to the same requirement. Where regulations are not equally applicable or cannot be evenly enforced, this creates an uneven competition environment for other accommodation providers, who must apply for planning permission, comply with detailed regulations and pay business rates, whereas domestic-rated short-term lets do not.
- (b) The workload associated with the changes, particularly monitoring, will increase the burden on the LPA. This could be reflected in the application fee.
- (c) There are potentially significant benefits for communities in the areas most affected by short term lets and the opportunity represented by the proposed changes is welcome.

# Planning Committee

26 May 2023

Agenda item number 12

## Circular 28/83 Publication by Local Authorities of information about the handling of planning applications Q1 (1 January to 31 March 2023)

Report by Planning Technical Support Officer

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### Summary

This report sets out the development control statistics for the quarter ending

### Recommendation

To note the report.

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## 1. Development control statistics

1.1. The development control statistics for the quarter ending are summarised in the tables below.

**Table 1**

Number of applications

Category	Number of applications
Total number of applications determined	57
Number of delegated decisions	56
Numbers granted	53
Number refused	4
Number of Enforcement Notices	1
Consultations received from Neighbouring Authorities	31

**Table 2**

Speed of decision

Speed of decision	Number	Percentage of applications
Under 8 weeks	39	68.4

Speed of decision	Number	Percentage of applications
8-13 weeks	2	3.5
13-16 weeks	0	0
16-26 weeks	0	0
26-52 weeks	0	0
Over 52 weeks	0	0
Within agreed extension <sup>1</sup>	16	28.1
Outside of agreed extension	0	0

1.2. Extensions of time were agreed for sixteen applications. Fourteen of these were required because further information was awaited, amendments had been made to the scheme, there had been other discussions which had taken it over time or because a re-consultation was underway. One was due to the applications being taken to Planning Committee and the remaining one was at the request of the case officer.

**Table 3**

National performance indicators: BV 109 The percentage of planning applications determined in line with development control targets to determine planning applications.

National target	Actual
60% of Major applications <sup>1</sup> in 13 weeks (or within agreed extension of time)	100%
65% of Minor applications <sup>2</sup> in 8 weeks (or within agreed extension of time)	95.7%
80% of other applications <sup>3</sup> in 8 weeks (or within agreed extension of time)	100%

Author: Thomas Carter

Date of report: 12 May 2023

Appendix 1 – PS1 returns

Appendix 2 – PS2 returns

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<sup>1</sup> Majors refers to any application for development where the site area is over 1000m<sup>2</sup>

<sup>2</sup> Minor refers to any application for development where the site area is under 1000m<sup>2</sup> (not including Household/ Listed Buildings/Changes of Use etc.)

<sup>3</sup> Other refers to all other applications types

## Appendix 1 – PS1 returns

Measure	Description	Number of applications
1.1	On hand at beginning of quarter	51
1.2	Received during quarter	65
1.3	Withdrawn, called in or turned away during quarter	4
1.4	On hand at end of quarter	55
2.	Number of planning applications determined during quarter	57
3.	Number of delegated decisions	56
4.	Number of statutory Environmental Statements received with planning applications	0
5.1	Number of deemed permissions granted by the authority under regulation 3 of the Town and Country Planning General Regulations 1992	0
5.2	Number of deemed permissions granted by the authority under regulation 4 of the Town and Country Planning General Regulations 1992	0
6.1	Number of determinations applications received	0
6.2	Number of decisions taken to intervene on determinations applications	0
7.1	Number of enforcement notices issued	1
7.2	Number of stop notices served	0
7.3	Number of temporary stop notices served	0
7.4	Number of planning contravention notices served	1
7.5	Number of breach of conditions notices served	0
7.6	Number of enforcement injunctions granted by High Court or County Court	0
7.7	Number of injunctive applications raised by High Court or County Court	0

## Appendix 2 – PS2 returns

**Table 1**

Major applications

Application type	Total	Granted	Refused	8 weeks or less	More than 8 and up to 13 weeks	More than 13 and up to 16 weeks	More than 16 and up to 26 weeks	More than 26 and up to 52 weeks	More than 52 weeks	Within agreed extension of time
Dwellings	0	0	0	0	0	0	0	0	0	0
Offices/ Light Industry	0	0	0	0	0	0	0	0	0	0
Heavy Industry/Storage/Warehousing	1	1	0	0	1	0	0	0	0	0
Retail Distribution and Servicing	0	0	0	0	0	0	0	0	0	0
Gypsy and Traveller Sites	0	0	0	0	0	0	0	0	0	0
All Other Large-Scale Major Developments	0	0	0	0	0	0	0	0	0	0
<b>Total major applications</b>	<b>1</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

**Table 2**

## Minor applications

Application type	Total	Granted	Refused	8 weeks or less	More than 8 and up to 13 weeks	More than 13 and up to 16 weeks	More than 16 and up to 26 weeks	More than 26 and up to 52 weeks	More than 52 weeks	Within agreed extension of time
Dwellings	3	3	0	1	0	0	0	0	0	2
Offices/Light Industry	0	0	0	0	0	0	0	0	0	0
General Industry/Storage/Warehousing	2	1	1	0	0	0	0	0	0	2
Retail Distribution and Servicing	2	2	0	2	0	0	0	0	0	0
Gypsy and Traveller Sites	0	0	0	0	0	0	0	0	0	0
All Other Minor Developments	16	15	1	8	1	0	0	0	0	7
<b>Minor applications total</b>	<b>23</b>	<b>21</b>	<b>2</b>	<b>11</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>11</b>

**Table 3**

Other applications

Application type	Total	Granted	Refused	8 weeks or less	More than 8 and up to 13 weeks	More than 13 and up to 16 weeks	More than 16 and up to 26 weeks	More than 26 and up to 52 weeks	More than 52 weeks	Within agreed extension of time
Minerals	0	0	0	0	0	0	0	0	0	0
Change of Use	2	2	0	1	0	0	0	0	0	1
Householder Developments	24	22	2	21	0	0	0	0	0	3
Advertisements	1	1	0	1	0	0	0	0	0	0
Listed Building Consent to Alter/Extend	6	6	0	5	0	0	0	0	0	1
Listed Building Consent to Demolish	0	0	0	0	0	0	0	0	0	0
Certificates of Lawful Development <sup>4</sup>	1	0	1	1	0	0	0	0	0	0
Notifications	3	3	0	3	0	0	0	0	0	0
<b>Other applications total</b>	<b>37</b>	<b>34</b>	<b>3</b>	<b>32</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>5</b>

<sup>4</sup> Applications for Lawful Development Certificates are not counted in the statistics report for planning applications. As a result, these figures are not included in the total row in Table 4.



**Table 4**

Totals by application category

<b>Application type</b>	<b>Total</b>	<b>Granted</b>	<b>Refused</b>	<b>8 weeks or less</b>	<b>More than 8 and up to 13 weeks</b>	<b>More than 13 and up to 16 weeks</b>	<b>More than 16 and up to 26 weeks</b>	<b>More than 26 and up to 52 weeks</b>	<b>More than 52 weeks</b>	<b>Within agreed extension of time</b>
Major applications	1	1	0	0	1	0	0	0	0	0
Minor applications total	23	21	2	11	1	0	0	0	0	11
Other applications total	33	31	2	28	0	0	0	0	0	5
<b>TOTAL</b>	<b>57</b>	<b>53</b>	<b>4</b>	<b>39</b>	<b>2</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>16</b>
<b>Percentage (%)</b>		<b>93.0</b>	<b>7.0</b>	<b>68.4</b>	<b>3.5</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>28.1</b>

# Planning Committee

26 May 2023

Agenda item number 13

## Customer satisfaction survey 2023

Report by Planning Technical Support Officer

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### Summary

The Broads Authority's Planning Department has recently undertaken its annual Customer Satisfaction Survey, which again shows a high level of satisfaction with the planning service.

### Recommendation

To note the report.

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## 1. Introduction

1.1. As part of its commitment to best practice in delivery of the planning service, the Broads Authority as Local Planning Authority (LPA) engages formally with its service users to seek their views on the quality of the service. This is done through the use of a Customer Satisfaction Survey and is undertaken annually. The National Parks follow a similar approach, although they survey every two years. This report sets out the results of this engagement in 2023.

## 2. Customer Satisfaction Survey

2.1. The customer satisfaction survey was undertaken by sending a questionnaire to all applicants and agents who had received a decision on a planning application during the period 1 January to 31 March 2023. A total of 60 survey emails and 1 letter were sent out. This is the standard methodology used by all of the National Parks over a given period of time. The contact details used were those submitted on the application form and recipients could respond either online or by returning the survey form.

2.2. As in previous years, the questionnaire asked the recipients to respond and rate the service in respect of the following areas:

1. Advice prior to, and during, the application process
2. Communication on the progress of the application
3. Speed of response to queries
4. Clarity of the reasons for the decision
5. Being treated fairly and being listened to
6. The overall processing of the application

- 2.3. The survey also gave the opportunity for users to rate the service on elements it did well and those which could be improved, as well as giving a general comments section. A copy of the survey is attached at Appendix 1.

### 3. Responses

- 3.1. Seventeen responses were received, representing a response rate of 27.9%. This is an increase of 8.6% compared to 2022 (19.3%). The response rate is considered encouraging, and on the whole the online survey continues to improve the number of responses received. It is more convenient to complete an online form as opposed to completing a paper copy which needs to be posted back to the Authority.
- 3.2. In considering the results from the questionnaire and assessing the level of satisfaction, the scoring parameters are based on information published by Info Quest, a company that specialises in customer satisfaction surveys and analysis. These note that a goal of 100% satisfaction is commendable, but probably unattainable as people tend to be inherently critical and it is practically impossible to keep everyone satisfied at all times.
- 3.3. They therefore consider that a customer awarding a score of 4 or above (out of 5) is a satisfied customer. They also note that, on average, any measurement that shows a satisfaction level equal to or greater than 75% is considered exceptional. It should be noted that applicants for all decisions – approvals and refusals - were asked to take part in the survey. The scoring parameters are:

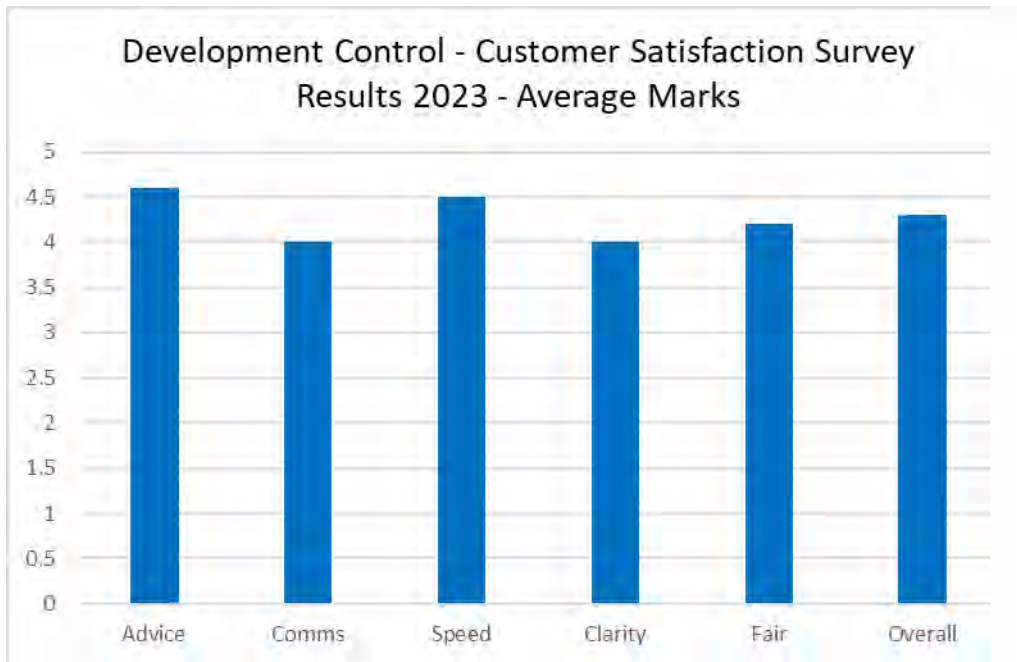
% Satisfaction	Qualitative Assessment	Comment
75%+	Exceptional	Little need or room for improvement
60% - 75%	Very Good	You are doing a lot of things right
45% - 60%	Good	The level of most successful companies
30% - 45%	Average	Bottom line impact is readily available
15% - 30%	Problem	Remedial actions required
0% - 15%	Serious Problem	Urgent remedial actions required

Customers were asked to rate the service on a scale of 1 – 5, with 5 the highest score.

- 3.4. The answers from respondents are shown below:

Area	5	4	3	2	1	No Answer
Advice	13	3	0	0	1	0
Communications	7	6	2	1	1	0
Speed of decision	12	3	1	0	1	0
Clarity of decision	8	4	3	1	1	0
Treated fairly	9	5	2	0	1	0
Overall	9	6	1	0	1	0

3.5. Average scores for the questions are shown in the following graph:



3.6. It is noted that 53% of respondents scored the service at either 4 or 5 out of 5 on all aspects, which is a 29% decrease on 2022. However, 4 of the 17 respondents scored 4 or 5 on all but one of the aspects.

3.7. The overall results are represented under the satisfaction parameters detailed at 3.2 as follows:



3.8. The survey also provided an opportunity for customers to comment on what the planning team did well, and where improvements could be made. These comments are summarised, respectively, below.

3.9. The things that were done well were identified as:

- Clear and concise advice

- Swift responses on queries
  - Highly beneficial pre-application service
  - Officers helpful with the validation process/requirement
- 3.10. The areas for improvement were identified as:
- Less strict consultees
  - Schemes negotiated with case officer refused at Planning Committee
  - Agree conditions with applicant/agent before imposing them on decision
  - Speedier decisions without extensions of time
- 3.11. Seven of the seventeen respondents had no suggestions for improvements.
- 3.12. The areas for improvement have been noted for consideration, although it should be noted that many consultees are independent of the Broads Authority, so the case officer has no influence over their responses.
- 3.13. The final question on the form sought suggestions on what other improvements could be made more generally, with the question designed to pick up examples of best practice from elsewhere. Few of the respondents submitted answers for this section and, as with previous years, the majority of responses to this question echoed the comments made in the areas for improvement section.
- 3.14. The majority of the comments are likely to be in response to a particular experience or application type. Although this makes the feedback less easy to interpret, it is considered that these comments are mainly ideas of how to further improve the service offered, rather than criticisms of the Planning Department's performance.
- 3.15. The results of the survey are considered positive, although some caution should be exercised in interpreting them given the low numbers on which they are based. However, customers who have a bad experience are statistically between two and three times more likely to give feedback compared to those who are happy with their experience. Therefore, the low response rate may demonstrate that on the whole customers are broadly satisfied with the service received.

Author: Thomas Carter

Date of report: 11 May 2023

Appendix 1 – Customer Satisfaction Survey

## Appendix 1 - Customer Satisfaction Survey

### **Your comments on the Broads Authority's Planning Service.**

The Broads Authority is doing a brief survey of people who have submitted planning applications to us and is asking them for their feedback on the quality of service they received. The comments that we receive are really important to help us understand what we do well and what we need to improve. We know these sorts of questionnaires can be time consuming to complete so we have kept it really simple, but if you want to add further details (or even email or telephone with further comments) these would be very welcome.

Thanking you in anticipation of your feedback.

Yours sincerely

Cally Smith  
Head of Planning  
Broads Authority

T: 01603 756029

E: [cally.smith@broads-authority.gov.uk](mailto:cally.smith@broads-authority.gov.uk)

Please tell us about your overall satisfaction level around:

5 = very good .... 4 = good .... 3 = okay .... 2 = poor.... 1 = very poor

- 1 The advice and help you were given in submitting your application \_\_\_\_\_
- 2 How well you were kept informed of progress on your application \_\_\_\_\_
- 3 How promptly we dealt with your queries \_\_\_\_\_
- 4 How clearly you understood the reasons for the decision \_\_\_\_\_
- 5 Whether you felt you were treated fairly and your views were listened to \_\_\_\_\_
- 6 The overall processing of your planning application \_\_\_\_\_

Please tell us about:

7 Things we did well

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8 Things we could improve

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9 Any other things we could do to improve the service

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Thank you for your time in completing this.



# Planning Committee

26 May 2023

Agenda item number 14

## Decisions on Appeals by the Secretary of State between 1 April 2022 and 31 March 2023 and monthly update

Report by Senior Planning Officer

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### Summary

This report sets out the decisions on appeals made by the Secretary of State between 1 April 2022 and 31 March 2023. There were three appeal decisions by the Secretary of State, which were against refusal of planning permission, and they have been dismissed. All three of these had been delegated decisions.

This report also provides the monthly update on appeals in the process lodged since January 2022 for which decisions have either not yet been received or have been received since last month's update.

There are 12 appeals upon which decisions are awaited.

### Recommendation

To note the report.

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## 1. Appeals Completed

Application reference number	Applicant	Start date of appeal	Location	Nature of appeal/ description of development	Decision and dates
BA/2017/0035/UNAUP3	Mr Henry Harvey	26 April 2021	Land East of Brograve Mill Coast Road, Waxham	Appeal against Enforcement Notice-formation of a scrape.	Appeal Dismissed 9 January 2023
BA/2021/0263/OUT	Mr M Gladwell & Mr R Remblance	17 May 2022	Land Adjacent To & To The North West Of The Cottage, Low Road Shipmeadow	Appeal against refusal of planning permission- Outline Planning Application for 1no. dwelling including means of access	Appeal Dismissed 17 August 2022
BA/2021/0451/COND	Mr Adrian Cook	30 September 2022	Wayford Park River Holidays, Wayford Road, Wayford Bridge	Appeal against refusal of planning permission- Incorporate shipping container into building, variation of condition 2 of permission BA/2017/0376/FUL retrospective.	Appeal Dismissed 10 January 2023

## 2. Appeals outstanding or with recent decisions

Application reference number	Applicant	Start date of appeal	Location	Nature of appeal/ description of development	Decision and dates
<b>APP/E9505/W/22/3291736</b> BA/2021/0244/FUL	Messrs T.A. Graham	Appeal received by the BA on 31 January 2022  Appeal start date 22 June 2022	The Shrublands, Grays Road, Burgh St Peter	Appeal against refusal of planning permission: Proposed retention of timber tepee structure and use as glamping accommodation as farm diversification scheme.	Delegated Decision 31 August 2021  LPA statement submitted 27 July 2022
<b>APP/E9505/W/22/3291822</b> BA/2021/0253/COND	Mr P Young	Appeal received by the BA on 1 February 2022  Appeal start date 1 July 2022	Marshmans Cottage, Main Road A1064, Billockby Fleggburgh	Appeal against refusal of planning permission: Revised width of building and change use of loft space, variation of conditions 2 and 7 of permission BA/2020/0083/HOUSEH	Delegated Decision 7 December 2021  Appeal DISMISSED 24 April 2023

<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/22/3292450</b> BA/2021/0239/FUL	Mr Gavin Church	Appeal received by the BA on 9 February 2022  Appeal start date 30 June 2022	Priory Cottage St. Marys Road, Aldeby	Appeal against the refusal of planning permission: Use of land for siting 4 No. Bell Tents and 4 No. wash sheds with compostable toilets (retrospective)	Delegated Decision 24 August 2021  Appeal DISMISSED 9 May 2023
<b>APP/E9505/W/22/3294205</b> BA/2021/0211/FUL	Mr Alan Gepp	Appeal received by the BA on 8 March 2022  Appeal start date 1 July 2022	Broadgate, Horsefen Road, Ludham	Appeal against the refusal of planning permission: Change of use to dwelling and retail bakery (sui generis mixed use) including the erection of a single storey extension.	Committee Decision 8 February 2022  LPA statement submitted 5 August 2022
<b>APP/E9505/W/22/3295628</b> BA/2022/0022/FUL	Mr Matthew Hales	Appeal received by the BA 28 March 2022  Appeal start date 22 July 2022	Clean & Coat Ltd, 54B Yarmouth Road Thorpe St Andrew	Appeal against Condition 4, imposed on planning permission BA/2022/0022/FUL	Delegated decision 25 March 2022  LPA statement submitted 25 August 2022

<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/C/22/3301919</b> BA/2022/0023/UNAUP2	Mr R Hollocks	Appeal received by the BA on 27 June 2022  Appeal start date 14 July 2022	Beauchamp Arms, Ferry Road Carleton St Peter	Appeal against Enforcement Notice - lighting and kerbing	Committee Decision 27 May 2022  LPA statement submitted 25 August 2022
<b>BA/2022/0021/UNAUP2</b> APP/E9505/C/22/3301976	Mr R Hollocks	Appeal received by the BA on 27 June 2022  Appeal start date 14 July 2022	Beauchamp Arms, Ferry Road Carleton St Peter	Appeal against Enforcement Notice - workshop	Committee Decision 27 May 2022  LPA statement submitted 25 August 2022
<b>BA/2021/0490/FUL</b> APP/E9505/W/22/3303030	Mr N Mackmin	Appeal received by the BA on 13 July 2022  Appeal start date 2 December 2022	The Old Bridge Hotel Site, The Causeway, Repps with Bastwick	Appeal against refusal of planning permission: 8 one-bedroom & 4 two-bedroom flats for holiday use with restaurant & covered car-park at ground level.	Committee Decision 7 March 2022  LPA statement submitted 6 January 2023

<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>BA/2021/0193/HOUSEH</b> APP/E9505/D/22/3307318	Dr Peter Jackson	Appeal received by the BA on 22 September 2022  Appeal Start Date 24 January 2023	4 Bureside Estate, Crabbetts Marsh, NR12 8JP	Appeal against refusal of planning permission: Erection of fence	Delegated Decision 29 July 2022  Appeal DISMISSED 9 May 2023
<b>BA/2021/0295/FUL</b> APP/E9505/W/22/3308360	Trilogy Ltd	Appeal received by the BA on 5 October 2022  Appeal start date 13 February 2023	Morrisons Foodstore, Beccles, NR34 9EJ	Appeal against refusal of planning permission: Coffee Shop with Drive Thru Facility	Delegated Decision 8 April 2022  LPA statement to be submitted by 20 March 2023
<b>BA/2022/0112/HOUSEH</b> APP/E9505/D/22/3309270	Alan and Joyce Hobbs	Appeal received by the BA on 18 October 2022  Appeal Start Date 25 January 2023	Bridge Farm, Main Road, Acle Bridge, NR13 3AT	Appeal against refusal of planning permission: Erection of a dormer window and external balcony to domestic outbuilding including external staircase (Retrospective).	Delegated Decision 26 July 2022  Appeal DISMISSED 11 May 2023

<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>BA/2017/0006/UNAUP1</b> APP/E9505/C/22/3310960	Mr W Hollocks, Mr R Hollocks & Mr Mark Willingham	Appeal received by the BA on 11 November 2022  Appeal start date 16 November 2022	Loddon Marina, 12 Bridge Street Loddon	Appeal against enforcement notice- occupation of caravans	Committee decision 14 October 2022  LPA statement submitted 21 December 2022
<b>BA/2022/0309/COND</b> APP/E9505/D/22/3311834	Mr B Parks	Appeal received by the BA on 23 November 2022  Appeal Start Date 16 March 2023	Shoals Cottage, The Shoal, Irstead	Appeal refusal of planning permission to change approved roof materials.	Delegated decision 15 November 2022 Fast track householder appeal so no LPA Statement submitted.
<b>BA/2022/0144/FUL</b> APP/E9505/W/22/3313528	Mr B Wright	Appeal received by the BA on 20 December 2022  Appeal Start Date 26 April 2023	East End Barn, Annexe, East End Barn, Aldeby	Appeal against refusal of planning permission to change the use of a residential annex to holiday let.	Delegated decision 5 July 2022  LPA Statement to be submitted by 31 May 2023

<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>BA/2023/0001/ENF</b> APP/E9505/C/23/3316184	Mr R Hollocks & Mr J Render	Appeal received by the BA on 6 February 2023  Appeal start date 8 February 2023	Beauchamp Arms, Ferry Road, Carleton St Peter	Appeal against enforcement notice- occupation of caravans	Committee decision 9 December 2022  LPA Statement submitted 22 March 2023
<b>BA/2022/0416/FUL</b> APP/E9505/W/23/3321331	Mr & Ms Steve & Mary Hooper & Alexander	Appeal received by the BA on 2 May 2023  Start date awaited.	Blackwater Carr Land Off Ferry Lane, Postwick	Appeal against refusal of planning permission – Retrospective consent for the use of a yurt on a small, raised platform, securing a table and bench to the ground, the installation of a small staked and woven willow windbreak.	Committee Decision 3 February 2023

Author: Cheryl Peel

Date of report: 12 May 2023

Background papers: BA appeal and application files



# Planning Committee

26 May 2023

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 17 April 2023 to 12 May 2023 and Tree Preservation Orders confirmed within this period.

### Recommendation

To note the report.

Parish	Application	Site	Applicant	Proposal	Decision
Barton Turf And Irstead Parish Council	BA/2023/0104/LBC	Grove House Hall Road Irstead Norfolk NR12 8XP	Mr & Mrs E Hutchinson	New garage outbuilding, glasshouse, associated landscaping, fencing & gates	Approve Subject to Conditions
Barton Turf And Irstead Parish Council	BA/2023/0103/HOUSEH	Grove House Hall Road Irstead Norfolk NR12 8XP	Mr & Mrs E Hutchinson	New garage outbuilding, glasshouse, associated landscaping, fencing & gates	Approve Subject to Conditions

<b>Parish</b>	<b>Application</b>	<b>Site</b>	<b>Applicant</b>	<b>Proposal</b>	<b>Decision</b>
Barton Turf And Irstead Parish Council	BA/2023/0112/HOUSEH	Wherry Arch Hall Road Irstead Norfolk NR12 8XP	Mrs Sarah Smart	Wooden round post and 2 (or 3) rail fencing, with native hedging planted on the internal side complete with 1No. wooden 5 bar gate at access point. Currently, there is no boundary marked between the 2 properties. We would like to define this existing boundary.	Approve Subject to Conditions
Beccles Town Council	BA/2022/0396/FUL	The Quay Fen Lane Beccles Suffolk NR34 9BH	Mr David Ansell	Installation of 'Discovery Hub' comprising bench seating and information boards set beneath an open-sided pergola, together with associated new signage and bin	Approve Subject to Conditions
Coltishall Parish Council	BA/2023/0088/HOUSEH	Burebank House 4 Anchor Street Coltishall Norwich Norfolk NR12 7AQ	Mr Robyn Palmer	Replacement gates, new awnings & replacement garage windows	Approve Subject to Conditions

Parish	Application	Site	Applicant	Proposal	Decision
Filby Parish Council	BA/2023/0111/HOUSEH	Pin High Main Road Filby Norfolk NR29 3AA	Mrs Belinda Minors	Removal of the existing front porch, rear conservatory and garage door. Single storey rear extension with balcony atop. Replace garage door with high-level window. Repairs or replacement of all rainwater goods. Installation of cladding. Existing brickwork to be stained or painted to a darker finish. Alterations and replacement of three existing rear windows, with the all remaining windows to be painted to match.	Approve Subject to Conditions
Horning Parish Council	BA/2023/0020/HOUSEH	King Line Cottages, Eagle Cottage & Eagles Nest Ferry Road Horning Norwich NR12 8PS	Mr Daniel King	Replacement of existing timber quay heading with plastic piling, timber capping and fascia whaling.	Approve Subject to Conditions

Parish	Application	Site	Applicant	Proposal	Decision
Ludham Parish Council	BA/2022/0452/LBC	Boardman's Mill How Hill Ludham Norfolk	Mrs Amanda Rix	Repair & restoration of mill	Approve Subject to Conditions
Ludham Parish Council	BA/2022/0451/FUL	Boardman's Mill How Hill Ludham Norfolk	Mrs Amanda Rix	Repair & restoration of mill	Approve Subject to Conditions
Ormesby St Michael Parish Council	BA/2023/0012/HOUSEH	Broadswater House Main Road Ormesby St Michael Norfolk NR29 3LS	Mr M Anwar	Single storey flat roof, side/rear extension. Timber fence to boundary. Erection of cart lodge.	Refuse
Ormesby St Michael Parish Council	BA/2023/0062/FUL	Rollesby Bridge Car Park Main Road Ormesby St Michael Norfolk NR29 3LS	Ms Eilish Rothney	Alterations to existing viewing area to enable more inclusive and safe access	Approve Subject to Conditions
Oulton Broad Parish Council	BA/2023/0118/HOUSEH	1 Southbay Cottages Bridge Road Lowestoft Suffolk NR33 9JU	Mr Bradley Hewitt	Single storey rear extension	Approve Subject to Conditions
Oulton Broad Parish Council	BA/2023/0056/FUL	The Moorings Broadview Road Lowestoft Suffolk	Mr and Mrs Swietlik	Erection of a garage & driveway works	Approve Subject to Conditions

<b>Parish</b>	<b>Application</b>	<b>Site</b>	<b>Applicant</b>	<b>Proposal</b>	<b>Decision</b>
Oulton Broad Parish Council	BA/2023/0078/HOUSEH	Marsh House Marsh Road Lowestoft Suffolk NR33 9JY	Mr Mark Turrell	Replace flat roof with pitch roof matching roof tiles with house. Replace 2 window at rear of house with bi-fold doors.	Approve Subject to Conditions
Reedham Parish Council	BA/2023/0068/HOUSEH	The Fourth House 25 Riverside Reedham Norwich Norfolk NR13 3TE	Mr Kevin Sales	Snooker room extension to the rear of the existing garage	Approve Subject to Conditions
Repps With Bastwick Parish Council	BA/2023/0102/FUL	The Barn Tower Road Repps With Bastwick Norfolk NR29 5JN	Mrs Janet Trenton	Alterations and extension to equestrian arena to form an all-weather menage/laminitis recovery area, including fencing, surface finish and drainage	Approve Subject to Conditions
Somerton Parish Council	BA/2023/0047/HOUSEH	Home Farm House Horsey Road West Somerton Somerton Norfolk NR29 4DW	Mr Roy Durrant	Replacement gate	Approve Subject to Conditions

<b>Parish</b>	<b>Application</b>	<b>Site</b>	<b>Applicant</b>	<b>Proposal</b>	<b>Decision</b>
South Walsham Parish Council	BA/2022/0476/COND	Bondons 10 Fleet Lane South Walsham Norwich Norfolk NR13 6ED	Mr M Thwaites	Replace approved elevation and floor plans allowing amendments to proposed rainwater goods, variation of condition 2 of permission BA/2022/0225/HOUSEH	Approve Subject to Conditions
Thorpe St Andrew Town Council	BA/2022/0486/LBC	18-22 Town House Hotel Yarmouth Road Thorpe St Andrew Norwich Norfolk NR7 0EF	Mr Dave Hurley	A new package of 6 signs	Refuse
Thorpe St Andrew Town Council	BA/2022/0486/LBC	18-22 Town House Hotel Yarmouth Road Thorpe St Andrew Norwich Norfolk NR7 0EF	Mr Dave Hurley	A new package of 6 signs	Refuse
Thorpe St Andrew Town Council	BA/2022/0485/ADV	18-22 Town House Hotel Yarmouth Road Thorpe St Andrew Norwich Norfolk NR7 0EF	Mr Dave Hurley	A new package of 6 signs	Refuse

Parish	Application	Site	Applicant	Proposal	Decision
Thorpe St Andrew Town Council	BA/2022/0385/FUL	The Island Yarmouth Road Thorpe St Andrew Norwich Norfolk NR7 0HE	Mr Tony Garland	Replacement sewage pipe	Approve Subject to Conditions
Trowse With Newton Parish Council	BA/2023/0077/FUL	Whitlingham Country Park Whitlingham Lane Norwich NR14 8TR	Mr Graeme Hewitt	Proposed accessible changing place facility.	Approve Subject to Conditions
Wroxham Parish Council	BA/2023/0116/LBC	The Grange 2 Grange Walk Wroxham Norwich Norfolk NR12 8RS	Mr Spencer Brooke	Installation of through-floor lift	Approve Subject to Conditions

### Tree Preservation Orders confirmed by officers under delegated powers

Parish	Address	Reference number	Description
N/A	N/A	N/A	N/A

Author: Cheryl Peel

Date of report: 15 May 2023