

Planning Committee

AGENDA

Friday 1 May 2015

10.00am

- | | Page |
|--|--------|
| 1. To receive apologies for absence and introductions | |
| 2. To receive declarations of interest | |
| 3. To receive and confirm the minutes of the previous meeting held on 2 April 2015 (herewith) | 3 – 11 |
| 4. Points of information arising from the minutes | |
| 5. To note whether any items have been proposed as matters of urgent business | |

MATTERS FOR DECISION

- | | |
|--|---------|
| 6. Chairman's Announcements and Introduction to Public Speaking
Please note that public speaking is in operation in accordance with the Authority's Code of Conduct for Planning Committee. Those who wish to speak are requested to come up to the public speaking desk at the beginning of the presentation of the relevant application | |
| 7. Request to defer applications included in this agenda and/or to vary the order of the Agenda
To consider any requests from ward members, officers or applicants to defer an application included in this agenda, or to vary the order in which applications are considered to save unnecessary waiting by members of the public attending | |
| 8. To consider applications for planning permission including matters for consideration of enforcement of planning control: | |
| (i) BA/2015/0055/COND Model Aircraft Flying Ground, St Marys Road, Aldeby | 12 – 23 |
| (ii) BA/2015/0084/FUL Icecream Parlour, Norwich Road, Hoveton | 24 – 29 |

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	(iii) BA/2015/0087/FUL Cary's Meadow, Thorpe Road, Thorpe St Andrew	30 – 36
9.	Local Plan Update Report by Planning Policy Officer (herewith)	37 – 40
10.	Duty to Cooperate: Norfolk Non-Strategic Shared Statutory Framework and Duty to Cooperate Member Group Report by Planning Policy Officer (herewith)	41 – 58
11.	Public Footpath Diversion Report by Head of Planning (herewith)	59 – 60
12.	Local List Adoption: Waterside Chalets Report by Historic Environment Manager and Planning Officer (herewith)	61 – 74

MATTERS FOR INFORMATION

13.	Heritage Asset Review Group – notes from meeting held on 2 April 2015 (herewith)	75 – 80
14.	Enforcement Update Report by Head of Planning (herewith)	81 – 84
15.	Appeals to the Secretary of State Update Report by Administrative Officer (herewith)	85 – 86
16.	Decisions made by Officers under Delegated Powers Report by Director of Planning and Resources (herewith)	87 – 90
17.	Circular 28/83 Publication by Local Authorities of Information about the Handling of Planning Applications for the quarter ending 31 March 2015 Report by Head of Planning (herewith)	91 – 94
18.	To note the date of the next meeting – Friday 29 May 2015 at 10.00am at Yare House, 62-64 Thorpe Road, Norwich	

Broads Authority

Planning Committee

Minutes of the meeting held on 2 April 2015

Present:

Mr C Gould – in the Chair

Mr M Barnard
Prof J Burgess
Mr N Dixon
Mrs L Hemsall
Mr G W Jermany

Mr R Stevens (Minute 10/9 onwards)
Mr J Timewell
Mr P Warner

In Attendance:

Mrs S A Beckett – Administrative Officer (Governance)
Mr B Hogg – Historic Environment Manager
Mr P Ionta – Solicitor and Monitoring Officer
Ms A Long – Director of Planning and Resources
Mr A Scales – Planning Officer (NPS)
Ms K Wood – Planning Officer

Members of the Public in attendance who spoke:

BA/2015/0068/FUL Compartments 37 - Floodbank at Fishley Marshes: Right bank Of River Bure immediately upstream of Northern Rivers Sailing Club clubhouse

Mr J Halls BESL on behalf of Applicant

BA/2015/ BA/2015/0062/HOUSEH Wroxham - Staithcote, Beech Road, Wroxham

Mr A Knights On behalf of Applicant

10/1 Apologies for Absence and Welcome

The Chairman welcomed everyone to the meeting particularly members of the public.

Apologies were received from: Mrs J Brociek-Coulton, Miss S Blane and Dr J M Gray

10/2 Declarations of Interest

The Chairman declared a general interest on behalf of all members in relation to Application BA/2015/0072/FUL as this was a Broads Authority application. Members indicated that they had no other declarations of pecuniary interests other than those already registered.

10/3 Minutes: 6 March 2015

The minutes of the meeting held on 6 March 2015 were agreed as a correct record and signed by the Chairman.

10/4 Points of Information Arising from the Minutes

Minute 9/10 Enforcement Update: BAM Nuttall Office and Equipment

It was confirmed that BESL had contacted the Parish Council and they (BESL) will have completed the removal of the BAM Nuttall Office and equipment from the site at Acle by the end of May 2015.

10/5 To note whether any items have been proposed as matters of urgent business

No items had been proposed as matters of urgent business.

10/6 Chairman's Announcements and Introduction to Public Speaking

(1) Heritage Asset Review Group

The Chairman announced that the HARG meeting would follow this meeting of the Planning Committee.

(2) Staff Movements

The Chairman announced that Kayleigh Wood would be changing roles within the Authority. She had resigned as Planning Officer to take up a new role with Heritage England but would still be working with the Authority as Planning Officer (Compliance and Implementation) as from 1 May 2015. It was therefore unlikely that Kayleigh would be attending Planning Committee meetings in the future

(3) Public Speaking

The Chairman reminded everyone that the scheme for public speaking was in operation for consideration of planning applications, details of which were contained in the revised Code of Conduct for members and officers. No member of the public indicated that they intended to record or film the proceedings.

10/7 Requests to Defer Applications and /or Vary the Order of the Agenda

No requests had been received.

10/8 Applications for Planning Permission

The Committee considered the following application submitted under the Town and Country Planning Act 1990, as well as matters of enforcement (also

having regard to Human Rights), and reached decisions as set out below. Acting under its delegated powers the Committee authorised the immediate implementation of the decisions.

The following minutes relate to further matters of information, or detailed matters of policy not already covered in the officers' reports, and which were given additional attention.

- (1) **BA/2015/0068/FUL Compartments 37 Floodbank at Fishley Marshes: Right bank of and River Bure immediately upstream of Northern Rivers Sailing Clubhouse**
Installation of Crest Piling
Applicant: Environment Agency

The Planning Officer provided a detailed presentation of the proposals for crest raising and piling along a 237 metre length of flood bank in Compartment 37 of the Broadland Flood Alleviation Project, given the need to raise the bank where the new floodbank works undertaken in 2009/10 had settled significantly due to the poor ground conditions. It was emphasised that the crest piling technique was to be used in order to protect the botanically rich County Wildlife Site. The proposals would involve the temporary diversion of the public footpath from along the riverside but this would only be for a limited amount of time while the works were undertaken. The landowner had given permission for BESL to use the existing access track for the necessary work vehicles.

The Planning Officer drew attention to the consultation responses and reported on the further consultation responses received since the report had been written namely:

- Upton Parish Council – support
- Environment Agency – no objections
- Natural England – no objections
- NSBA – no objections subject to conditions to cover no working on weekends or bank holidays and if any works took place which impacted on the river itself, proper and appropriate marking should be in place.

Having provided a detailed assessment against the Authority's policies taking account of the main concerns and issues relating to navigation, recreation, highways and ecology, it was concluded that the works would return defences to the level proposed in 2008 in a manner that avoided impacting upon the botanically rich fen meadow and had no unacceptable impact on recreation, flood risk or other interests. The imposition of planning conditions would ensure that the proposal would meet the key tests of development plan policy and would be consistent with NPPF advice. It was therefore recommended for approval subject to conditions and an informative.

In response to a Member's concerns, over the use of the access route and footpath, Mr Halls on behalf of the Applicant clarified that the access which impacted on the Acle to Upton footpath route would not involve any footpath closure and appropriate signage would be put in place. He also confirmed that, subject to approval, it was intended that the works would be undertaken over a maximum 6 week period in the Autumn outside the main holiday season and associated works would be undertaken in tandem. This had been agreed with Norfolk County Council Highways. Although the footpath closure would be technically for a period of six months, it should be possible for the crest piled area to be open for public access as soon as it was completed.

Members considered that the work was essential and having sought clarification on the footpaths, concurred with the officer's assessment, particularly on the basis of the conditions to be imposed.

RESOLVED unanimously

that the application be approved subject to conditions as outlined within the report and an informative requiring

- the permission to be granted in the context of the Memorandum of Understanding between the Authority and the Environment Agency on 25 April 2003.

It is considered that the works are in accordance and consistent with the aims of the development plan policies particularly Policies CS1, CS2, and CS4 of the Core Strategy (adopted in 2007) and Policies DP1, DP13 and DP29 of the Development Management Plan DPD (2011) and the National Planning Policy Framework (NPPF).

(2) **BA/2015/ 0062/HOUSEH Wroxham - Staithecote, Beech Road, Wroxham**

Demolition of existing garden sheds and erection of domestic outbuilding incorporating summerhouse, storage and water treatment housing

Applicant: Mr Jonathan Edye

The Planning Officer explained that the application was before Committee as the applicant was connected to a member of the Authority's staff. He provided a detailed presentation of the proposal within the Wroxham Conservation Area for an ancillary domestic building to replace three sheds. The building would incorporate a summer house, facilities for storage and housing for water treatment, was sympathetically designed with materials sensitive to the setting and would remain subordinate to the main dwelling and therefore was considered to enhance the Conservation Area.

The Planning officer updated members on the consultations received since the report had been written:

- Wroxham Parish Council – no objections
- Broads Society – no objections
- Broads Authority Ecologist – no objection subject to conditions relating to the timing of the works to avoid the bird breeding and nesting season and environmental enhancements.

The Planning Officer concluded that the application would have no unacceptable impact in relation to flood risk, ecological or landscape considerations, was consistent with policy and was therefore recommended for approval.

In accordance with the Authority's Code of Conduct for Members on Planning Committee and Officers, the Solicitor and Monitoring Officer confirmed that he was satisfied that the application had been processed normally

Mr Anthony Knights, the agent for the applicant confirmed that the proposals included voluntary replacement planting and would involve undergrounding of wires which would also enhance the area.

Members concurred with the Officer's assessment and it was

RESOLVED unanimously

that the planning application be approved subject to conditions as outlined within the report to include the landscaping scheme submitted and an additional condition relating to the timing of the works. The application was considered to be in accordance with development plan policy, in particular Policies CS1 of the adopted Core Strategy 2007 and Policies DP1, DP2, DP4 and DP 5 of the Development Management Plan DPD (2011) and the National Planning Policy Framework (NPPF).

(3) **BA/2015/0072/FUL Cary's Meadow, Thorpe Road, Thorpe St Andrew, Norwich**

Improvements and extension to existing car park with new fencing, tree works (approved), new livestock corral and landscaping.

Applicant: Broads Authority

The Planning Officer provided a detailed presentation of the application. She explained that since the writing of the report and consultations having been received from the Tree Officer, the application had been amended to accommodate the comments which involved the rearrangement of the allocated car parking spaces away from the existing trees, repositioning of the gates and the livestock corral. The Tree Officer had also suggested a post protection plan for the trees and replacement planting if the new planting did not survive.

In addition consultations had also been received from the Authority's Ecologist stating that there were no objections subject to conditions

relating to the timing of the works outside the bird nesting and breeding season. Norfolk County Highways had also requested that the parking be set back 5 metres from the road.

The Planning Officer recommended the amended application for approval subject to conditions including those requested by the Ecologist, Tree Officer and NCC Highways as the development was appropriate, well screened and would complement the existing site and there would be no adverse impact on highway safety, landscape, ecology or amenity.

Members expressed some concerns relating to the use of the area, the limitations on space and raised potential traffic management issues. However, in general they considered the application to provide suitable, appropriate and worthwhile enhancements. The area would be the subject of monitoring in accordance with normal officer duties.

RESOLVED unanimously

that the application be approved subject to conditions as outlined within the report as well as additional conditions concerning Tree protection and timing of works as suggested by the Tree Officer, the Ecologist and NCC Highways. The application is considered to be in accordance with the aims of the development plan policies particularly with Policies DP1, DP2, DP4, DP5, DP11, DP27 DP28 and DP29 of the Development Management Plan DPD (2011) and the National Planning Policy Framework (NPPF).

10/9 Enforcement of Planning Control: Enforcement Items for Consideration Update

No. 1 and No 2 Manor House Farm, Oby

The Committee received a progress report on the work being undertaken to the Grade 2 Listed Building at Manor House Farm building in order to rectify the unauthorised work. It was noted that an order had been placed for the manufacture of windows to replace those which were in breach of planning consent. It was noted that the work which would be phased had commenced and part was expected to be completed in early April 2015.

Members noted the sensitivities involved and welcomed the considerable progress which had been made.

RESOLVED

that the report be noted and welcomed.

10/10 Heritage Asset Review Group: Membership

The Committee received a report relating to the membership of the Member Heritage Asset Review Working Group set up in 2010 to provide officers with direction concerning the protection of Heritage assets within the Broads Area. The Group was made up of 5 members but in light of the recent departure of Dr Stephen Johnson and Mrs Julie Brociek-Coulton who was standing down as from 1 May 2015, members were requested to appoint two members in their place. Jackie Burgess had attended and expressed her willingness to become a full member of the group. Peter Warner had also expressed a willingness to be part of it. It was noted that this did not preclude other members from becoming involved.

RESOLVED

that Prof Jackie Burgess and Peter Warner be appointed as members of the Heritage Asset Review Group in addition to the Chairman and Vice-Chairman of the Planning Committee and Mr Michael Barnard.

10/11 Appeals to Secretary of State and Annual Review of Appeal decisions 2014/15

The Committee received a report on the appeals to the Secretary of State against the Authority's decisions since 1 March 2015. In addition the report provided a review of the eight decisions made by the Secretary of State over the last year. Since the writing of the report, the Planning Inspectorate had turned away the appeal relating to Thorpe Island (former Jenners Basin) against non-determination of the application for a variation of conditions.

RESOLVED

That the report be noted.

10/12 Enforcement Update

The Committee received an updated report on enforcement matters already referred to Committee and provided further information on the following:

Land at North End Thurlton.

Members welcomed the information that the costs of direct action had been paid and therefore the case was closed.

Land at Newlands Caravan Park, Geldeston

A meeting had been held with the landowner on 24 April in order to provide pre-application advice. Any application submitted would be brought to the Planning Committee for consideration.

RESOLVED

that the report be noted.

10/13 Decisions Made by Officers under Delegated Powers

The Committee received a schedule of decisions made by officers under delegated powers from 24 February 2015 to 23 March 2015.

RESOLVED

that the report be noted.

10/14 Date of Next Meeting

The next meeting of the Planning Committee would be held on Friday 1 May 2015 starting at 10.00 am at Yare House, 62- 64 Thorpe Road, Norwich,

The meeting concluded at 11.05 am.

CHAIRMAN

Code of Conduct for Members**Declaration of Interests****Committee:** **Planning** 2 April 2015

Name	Agenda/ Minute No(s)	Nature of Interest (Please describe the nature of the interest)
All Members	10/8(3)	Application BA/2014/0072//FUL As Members of the Broads Authority

Reference

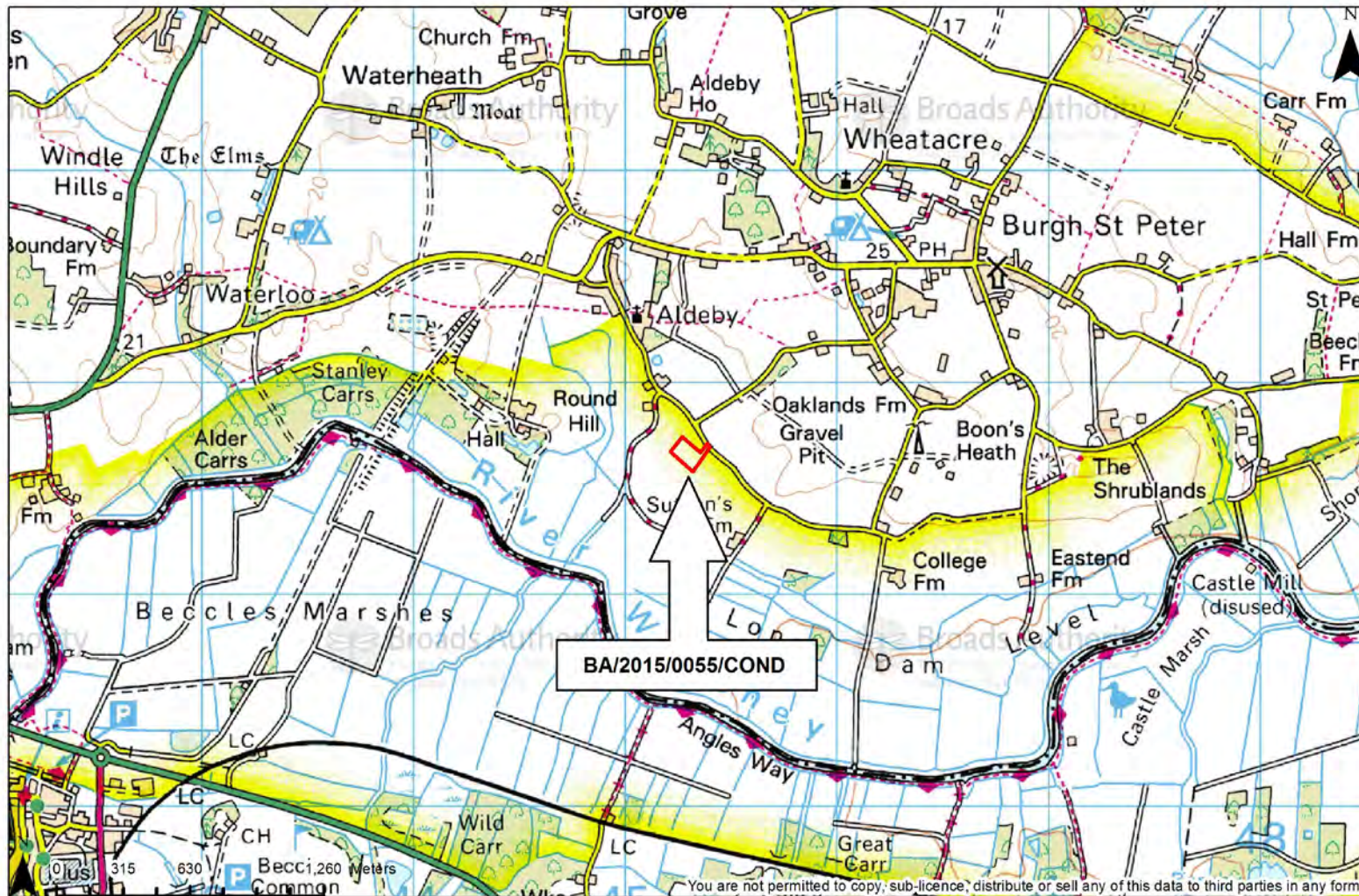
BA/2015/0055/COND

Location

Model aircraft Flying Ground, St Marys Road, Aldeby

BA/2015/0055/COND - Model Aircraft Flying Ground, St Marys Road, Aldeby

Variation of condition 3 on pp BA/2008/0212/CU to allow electric silent flight only on Mondays and Fridays: No IC powered planes to be flown: Flying times 10am til dusk



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Application for Determination

Parish	Aldeby Parish Council		
Reference	BA/2015/0055/COND	Target date	23 April 2015
Location	Model Aircraft Flying Ground, St Marys Road, Aldeby		
Proposal	Variation of Condition 3 on pp BA/2008/0212/CU to allow electric silent flight only on Mondays and Fridays. No Internal Combustion powered planes to be flown. Flying times 10am til dusk.		
Applicant	Mr Richard Smith		
Recommendation	Approve Subject to Conditions		
Reason for referral to Committee	Objections to the proposal have been received.		

1 Description of Site and Proposals

- 1.1 The site comprises an area of land (approximately 1.5 acres), used for the flying of model aeroplanes, south of St Mary's Road which lies at the top of the northern slope of the Waveney Valley. The site is situated to the west of the village of Aldeby and is adjoined by agricultural fields. The north-eastern, south-eastern and south-western boundaries of the site are defined by 2.5-3m high field hedges. The land immediately to the north of the site is laid to hay and cut yearly. Access to the site is from St Mary's Road via a metalled gate corner entrance leading into a designated off road parking area, which is matted to ensure safe access for off road parking in all weather conditions.
- 1.2 The area is short cut grass, with several fence structures and the parking area. The fences are timber post and rail fences which provide an operators' box and a safety fence between the flying/runway area and the parking/observation area. A wooden shed measuring 9m x 3m used as a club hut, mower garage and toilet compartment is positioned immediately adjacent to the hedge on the north-eastern site boundary.
- 1.3 The site is in close proximity to the Barnby Broad and Marshes SSSI.
- 1.4 This site has been used by the Aldeby Flying Club since 2005 as an airfield from which to fly model aircraft. The models are either powered by internal combustion engines or by rubber or electric motors. Some are totally silent, such as gliders. Those planes that are powered by rubber or electric motors

and gliders are classified as 'silent craft' by the British Model Flying Association. In 2008 planning consent was granted for the permanent operation of the Aldeby Flying Club from this site (BA/2008/0212/CU). This consent included conditions which stipulated when the aircraft could be flown from the site and also how many aircraft could be flown at any one time. This consent also identified where the models could be flown and also restricted the maximum noise level from any individual engine. These conditions were all imposed to ensure the ongoing protection of the local amenity.

1.5 Condition 3 of this planning permission states:

"No craft shall be operated on site other than during the following permitted hours:

1 May to 31 August inclusive

Tuesday/Wednesday/Thursday: 14:00 to 21:00 hours
Saturday: 13:00 to 19:00 hours
Sunday: 10:00 to 14:00 hours
16:00 to 20:00 hours silent flight only as detailed in condition 4

1 September to 30 April inclusive

Tuesday/Wednesday/Thursday: 13:00 hours to dusk
Saturday: 10:00 hours to dusk
Sunday: 10:00 to 14:00 hours
16:00 to 20:00 hours silent flight only as detailed in condition 4

Reason

In the interest of local amenity."

1.6 Condition 4 of this planning permission states:

"During permitted hours there shall be no more than six craft flown at any one time, comprising three powered craft (internal combustion) and three silent craft (electric and/or gliders); with the exception of Sundays between the hours of 16:00 and 20:00 when only silent craft may be flown."

1.7 Consent is now being sought to amend Condition 3 of planning permission BA/2008/0212/CU to permit flying of electric powered models only on Mondays and Fridays between 10am till dusk.

2 Site History

2005/1475- Temporary consent for change of use of agricultural land to land for the use by a model flying club. Approved. October 2005.

Members site visit to review BA/2008/0212/CU- Change of use of agricultural land to model flying club. Undertaken September 2008.

BA/2008/0212/CU- Change of use of agricultural land to model flying club.
Approved. September 2008.

BA/2009/0040/FUL- Application for retention of a non-residential static caravan for use as a club hut and storage unit and portable WC for club use.
Refused. April 2009.

BA/2009/0268/FUL – Siting of a wooden shed for use as a club hut, mower garage and toilet compartment. Approved. November 2009.

3 Consultation

Natural England - No objection

South Norfolk Environmental Protection Officer - No objection in principle, but further noise tests should be carried out by a qualified noise consultant so that an assessment of the impact on neighbouring properties can be completed. It may be possible to condition this. Notes that 'silent' flight craft are not silent, but do have a noticeable noise emission.

Highway Authority - Raises concerns, however given existing use and history here no objection raised.

Broads Society - No objection.

Parish Council - We consider that the application should be refused for the following reason:

Significant noise, up to 74 decibels according to the Clubs own electric model test results - see last page of application.

If permission is granted we suggest that the following condition of approval should be considered

No flying on Sundays. Flying should cease 1 hour before dusk everyday.

District Member - No comment received.

4 Representations

- 4.1 Three written representations have been received on this planning application, one in support of the proposal and two in opposition to the application.
- 4.2 The letter in support states that as the nearest property to the site they certainly have no objection to this application being granted.
- 4.3 The two letters of objection received cite the predominant reason for objecting as being the noise that is generated by the model aircraft and they question whether in fact the planes that it would be intended to fly on Mondays and Fridays would be silent. The objectors state that the noise that is currently

generated by the planes on the days they are currently permitted to fly has a detrimental effect on their residential amenity and also scares away any wildlife in the area. One of the letters of objection also complains about the additional traffic that is generated in the area as a result of the presence of the Flying Club and says that there have been several near misses on the roads. The letter also states that the planes do not always remain in the flying zones and that the Club can be a little relaxed about the flying times.

- 4.4 One of the objection letters states that they would like the overall flying package changed to silent flying all day Sunday, ending at 5pm in the summer, or no flying at all on Sundays and may be have silent flying on Mondays instead, but not on Bank Holidays as before. The letter also states that evening flying should finish at least an hour before dusk all year round for the local's sanity and to give the wildlife a chance to settle or return. They state that other people like to be out of doors enjoying themselves in their gardens. They consider that the Flying Club has enough and that a reduction in flying hours would be the result most welcomed here.

5 Policies

- 5.1 The following Policies have been assessed for consistency with the National Planning Policy Framework (NPPF) and have been found to be consistent and can therefore be afforded full weight in the consideration and determination of this application. [NPPF](#)

[Core Strategy 2007- 2021](#)[Core Strategy Adopted September 2007.pdf](#)

CS1 Landscape Protection and Enhancement
CS2 Historic and Cultural Environment

[Development Management Policies DPD](#)
[DEVELOPMENTPLANDOCUMENT](#)

DP1 Natural Environment
DP11 Access on Land

- 5.2 The following Policies have been assessed for consistency with the NPPF and have found to lack full consistency with the NPPF and therefore those aspects of the NPPF may need to be given some weight in the consideration and determination of this application.

[Development Management Policies DPD](#)

DP28 Amenity

6 Assessment

- 6.1 In terms of the assessment of this application the main issues that need to be considered include: the principle of the proposal; noise; and access.

- 6.2 In terms of the principle of the proposal, the Flying Club have stated that they are finding that the restriction on the number of flying days results in the Club not being able to maximise the total number of allowed flying days due to adverse weather conditions. In an analysis of the entries of the Flying Club Log Book, taken for each year from 2008 to 2014 it is apparent that approximately 45.3% of allowable days were not flown each year, due to inappropriate weather, equalling a loss of 821 days in total. The Club therefore want increased flexibility on the days that they are permitted to fly so that they can maximise their flying time when adverse weather conditions prevail.
- 6.3 The use of this site as a permanent base for the Aldeby Flying Club has been accepted since 2008. This activity on this site is not therefore considered to be contrary to Policy. The justification for seeking consent to permit the flying of 'silent craft ' on Mondays and Fridays, in addition to the days already permitted, to increase the flexibility when flying can take place from this land, is accepted. The issue with this application is not whether it is acceptable for this site to be used for flying on Mondays and Fridays, as this use of this land has already been established, but whether it is acceptable to permit flying from this site on any day of the week, within the specified times, depending on the weather conditions.
- 6.4 It is considered that in principle the proposal to provide the Flying Club with the flexibility to maximise the amount of flying that can take place from this site within the specified flying hours is acceptable. The main determining factor as to whether or not permission should be granted for this proposal is whether the increased hours would generate any unacceptable impact on the amenity of the surrounding rural area or residential properties, or have an adverse effect on the surrounding road network.
- 6.5 The main issue to be considered in the assessment of this application in terms of its possible impact on the amenity of the surrounding rural area and residential properties is whether or not an unacceptable level of noise over an extended period of time would be generated if the Club were permitted to fly on Mondays and Fridays in addition to the operational hours already consented.
- 6.6 The application requests that the Club be permitted to fly on Mondays and Fridays between 10am and dusk. However following discussion with the applicant it has been agreed that these hours be reduced to between 14.00 and 21.00 hours 1 May to 31 August inclusive and between 13.00hrs to dusk 1 September to 30 April inclusive in line with the hours already permitted on Tuesdays, Wednesdays and Thursdays to help minimise any impact. The planes would be flown in accordance with the no-fly zones specified in Condition 5 of planning permission BA/2008/0212/CU which include any area within 200m radius of any noise sensitive premises including any domestic curtilage, as indicated on the plan submitted in support of that application.

- 6.7 The Club has also requested to only fly 'silent craft' on Mondays and Fridays as opposed to all types of model planes. Whilst this categorisation is slightly misleading as these planes, except gliders which are totally silent, do in fact generate noise levels up to 74dB(A) it does demonstrate an attempt by the Club to minimise any impact that may be caused by the increase in hours of operation. The Club have carried out noise tests which conclude that these models generate 74dB(A) at 7m distance and that at 200m this level reduces to approximately 45dB(A). The maximum noise level for 'non-silent' or internal combustion powered models is 82dB(A). Before any flight, craft must be sound tested in accordance with the British Model Flying Association, which is recognised by Government, the Civil Aviation Authority and the Sports Council. All the submitted information has been assessed by South Norfolk Council's Environmental Protection Officer. He has concluded that he does not wish to object to this application however he cannot indicate, with the information provided, whether a possible increase in noise levels over the current background only levels enjoyed on these normally non-flying days would have the propensity to cause a noise disturbance to nearby residents. He suggests that a Condition could be imposed on any planning permission that may be granted requiring a qualified noise consultant to carry out noise monitoring at the nearest residential properties.
- 6.8 Another factor to be taken into consideration is that whilst two objections to this application have been received citing the noise to be generated as the predominant reason for objecting, no complaints about the noise have been received by the Environmental Protection Team at South Norfolk Council, the Broads Authority or the Flying Club since this use of the site commenced in 2005. Whilst this does not mean that the residents do not consider that they experience disturbance from the activities, it does suggest that that disturbance has not warranted complaint.
- 6.9 One further matter to be taken into consideration is that whilst the existing planning permission permits the Club to fly between certain hours on every day except Mondays and Fridays the Club's Log Books for each year between 2008 and 2014 demonstrate that the actual flying hours are only around 50% of the permitted hours due to adverse weather conditions. Therefore whilst granting consent for 'silent craft' to fly on Mondays and Fridays would potentially increase the total number of hours that the Club could operate, in reality it is likely that the trend of only being able to fly for approximately 50% of the permitted operational time would continue.
- 6.10 The two letters of objection to the proposal that have been received, both cite the fact that the noise generated by the model planes has an adverse effect on wildlife in the area. However Natural England has been consulted on the planning application and do not raise an objection.
- 6.11 The concerns of the two objectors and the Parish Council in respect of the noise have been acknowledged and all the mitigating factors have been fully considered. On balance it is considered that if the Club operates in accordance with the details of the application, with the reduced flying hours

as agreed, and in accordance with the other Conditions imposed on the original planning permission, that the amenity of the local area and the nearby residential properties will not be significantly adversely affected. It is therefore considered that this proposal is not contrary to Policy DP28 of the Development Management Policies DPD.

- 6.12 The Highway Authority has been consulted on the application. They have stated that whilst they had concerns initially about the impact that the additional traffic associated with the Flying Club would have on the road network surrounding the site when the original application was considered in 2008, in fact no significant safety or highway maintenance issues associated with the Flying Clubs activities, have arisen. Therefore on balance the Highway Authority considers it would be difficult to sustain an objection on highway grounds to this specific application and therefore there is no objection on highways grounds to the proposed variation of condition. The proposal is therefore considered to be in accordance with Policy DP 11 of the Development Management Policies DPD.

7 Conclusion

- 7.1 Given the nature of the Flying Club's activities and how weather dependent it is and the fact that, as a result, they only manage to fly on average 50% of the hours permitted, it is considered reasonable to open up the days on which they are permitted to fly to give them greater flexibility.
- 7.2 It is considered that there are unlikely to be any significant adverse impacts on wildlife or highway safety as a result of this proposal being approved. If the additional hours permitted are restricted to the flying of 'silent flight' models only and the other conditions imposed on planning permission BAS/2008/0212/CU are re-imposed on this planning permission it is considered that there would be no significant adverse impacts on neighbouring amenity substantial enough to justify a refusal. The proposal is not considered to be contrary to any of the relevant Development Plan Policies.

8 Recommendation

- 8.1 It is recommended that this application be approved subject to the following conditions:

- (i) The development to which this permission relates must be begun not later than the expiration of three years beginning with the date on which this permission is granted.

Reason

The time limit condition is imposed in order to comply with the requirements of Section 91 of the Town and Country Planning Act 1990 as amended by Section 51 of the Planning and Compulsory Purchase Act 2004.

- (ii) The development hereby permitted shall be carried out in accordance with the application form, plans and supporting information received by the Local Planning Authority on 16 February 2015 as amended by the letter from the Waveney Model Flying Club dated 29 March 2015 received by the Local Planning Authority on 31 March 2015 and the letter and attached information from the Waveney Model Flying Club dated 16 April 2015 and received by the Local Planning Authority on 20 April 2015 unless otherwise first agreed in writing by the Local Planning Authority.

Reason

For the avoidance of doubt and to ensure the satisfactory development of the site in accordance with the specified approved plans.

- (iii) No craft shall be operated on site other than during the following permitted hours:

1 May to 31 August inclusive

Monday	14:00 to 21:00 hours (silent flight only as detailed in Condition 4)
Tuesday/Wednesday/Thursday:	14:00 to 21:00 hours
Friday	14:00 to 21:00 hours (silent flight only as detailed in Condition 4)
Saturday:	13:00 to 19:00 hours
Sunday:	10:00 to 14:00 hours 16:00 to 20:00 hours (silent flight only as detailed in Condition 4)

1 September to 30 April inclusive

Monday	13:00 hours to dusk (silent flight only as detailed in Condition 4)
Tuesday/Wednesday/Thursday:	13:00 hours to dusk
Friday	13:00 hours to dusk (silent flight only as detailed in Condition 4)
Saturday:	10:00 hours to dusk
Sunday:	10:00 to 14:00 hours 16:00 to 20:00 hours (silent flight only as detailed in Condition 4)

Reason

In the interest of local amenity.

- (iv) During permitted hours there shall be no more than six craft flown at any one time, comprising three powered craft (internal combustion) and three silent craft (electric and/or gliders); with the exception of Mondays and Fridays and between the hours of 16:00 and 20:00 on Sundays when only silent craft may be flown.

Reason

In the interests of local amenity.

- (v) No craft shall fly within a 200 metre radius of any noise sensitive premises including any domestic curtilage, as indicated on the plan submitted titled 'Self Imposed No Fly Zones In Line with British Model Flying Club Advice' received by the Local Planning Authority 19 June 2008.

Reason

In the interests of local amenity.

- (vi) No individual craft must exceed 82 dB (A) with regard to engine noise, when measured at a distance of 7 metres, and between 1 and 2 metres above the ground; in accordance with the guidance of the British Model Flying Club.

Reason

In the interest of local amenity.

- (vii) The access, parking and fencing details on site must be maintained in perpetuity as detailed on the plan received via email by South Norfolk District Council on the 13 April 2006, (in relation to discharge of condition 2 of planning approval 2005/1475/CU), unless otherwise first agreed in writing by the Local Planning Authority.

Reason

In the interests of highways safety.

- (viii) A written record shall be maintained of the use of the site and shall record the following details: operator, craft flown, and times of flight. The record shall be kept and made available for inspection by an officer of the Local Planning Authority at any reasonable time.

Reason

In order to monitor compliance with the conditions of the planning consent.

Background papers: Application File BA/2015/0055/COND

Author: Alison Macnab

Date of Report: 13 April 2015

List of Appendices: APPENDIX 1 – Location Plan

APPENDIX 1

BA/2015/0055/COND - Model Aircraft Flying Ground, St Marys Road, Aldeby

Variation of condition 3 on pp BA/2008/0212/CU to allow electric silent flight only on Mondays and Fridays: No IC powered planes to be flown: Flying times 10am til dusk



Reference

BA/2015/0084/FUL

Location

Icecream Parlour, Norwich Road, Hoveton

BA/2015/0084/FUL - Icecream Parlour, Norwich Road, Hoveton

Remove existing wooden window frame and replace with softwood with hardwood sill with 4 liftout panels



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Application for Determination

Parish	Hoveton Parish Council
Reference	BA/2015/0084/FUL Target date: 7 May 2015
Location	Icecream Parlour, Norwich Road, Hoveton
Proposal	Remove existing wooden window frame and replace with softwood with hardwood sill with 4 lift out panels
Applicant	Mr Nick Stone
Recommendation	Approve with conditions
Reason for referral to Committee	Member referral

1 Description of Site and Proposals

- 1.1 The application site contains a commercial property within Hoveton known currently as 'Yankee Candy & Soda', which is currently trading as a sweet shop. The shop is situated facing the northwest towards the main road through Hoveton, on the A1151. The road, at this location, is lined with commercial properties on both sides, with a high preponderance of café and takeaway outlets. A public footpath exists on a pavement to the front of the shop.
- 1.2 The application is for the removal of the existing timber window frame and replacing with a softwood timber frame with hardwood timber sill with four lift out panels. The overall size of the window frame would remain the same, 3,040mm wide by 1,620mm in height. The four large panels would lift out of the frame to allow the front of the shop to be open to trade directly onto the street. The top 450mm of glazing would be fixed.

2 Site History

None

3 Consultation

Broads Society – No objections.

Parish Council – a response is awaited.

District Member - My initial impressions are that such a serving hatch facility, with the attendant queue, so close to a busy public footway would create a narrowing of the effective footway and cause passing pedestrians to walk in the carriageway of a very busy road. Accordingly, if officers were minded to approve the application under delegated powers, I would need to call it in for Planning Cttee consideration on the planning grounds that the expected queue at the hatch would be likely to create a significant risk to pedestrian road safety.

Highways – a response is awaited (expected 21.04.2015).

4 Representations

None received

5 Policies

- 5.1 The following policies have been assessed for consistency with the NPPF and have been found to be fully consistent with the direction of the NPPF.

Adopted Broads Core Strategy (2007)
[Core Strategy Adopted September 2007 pdf](#)

CS9 and CS11 – Sustainable Tourism

Adopted Broads Development Management DPD (2011)
[DEVELOPMENTPLANDOCUMENT](#)

DP4 – Design
DP11 – Access on Land

- 5.2 The following policies have been assessed for consistency with the NPPF and have been found to be fully consistent with the direction of the NPPF.

Adopted Site Specific Policies Local Plan (2014)
http://www.broads-authority.gov.uk/__data/assets/pdf_file/0009/469620/Adopted-Site-Specific-Policies-Local-Plan-11-July-2014-with-front-cover.pdf

HOV 4 – Village Retail Core

- 5.3 Material Considerations
NPPF [NPPF](#)

6 Assessment

- 6.1 This application seeks consent for the removal of the existing timber window frame and replacing with a softwood timber frame with hardwood sill with four lift out panels. This would enable the unit to trade directly to

the street and it is proposed to sell ice creams. The main issues in the consideration of this application are the principle of the design and impact on pedestrian safety.

- 6.2 Planning policies within the adopted DM DPD and Site Specific Policies Local Plan are supportive of the redevelopment of sites and buildings within the area to provide retail, tourist or boating facilities, where developments do not significantly exacerbate traffic congestion, air quality problems or have a significant impact on highway safety, especially in the vicinity of the bridge in Hoveton. The proposed development would satisfy these criteria and is therefore acceptable in principle.
- 6.3 Turning to the details of the scheme and considering first the design of the proposed development, the replacement windows would be of a similar design and materials to other shops in the Hoveton area. The application proposes the use of timber frame windows, which are considered to be an appropriate and sustainable material. The modest scale of the works combined with the proposed materials result in a proposal which is considered to be of a high standard of design and acceptable.
- 6.4 In terms of the use, the proposed change constitutes permitted development and no planning permission is therefore required.
- 6.5 Concerns have been raised regarding the potential for a queue of customers to cause a significant risk to pedestrian road safety, because having a queue so close to a busy footway could create a narrowing of the effective footway and cause passing pedestrians to have to walk in the carriageway of a busy road. Whilst the concerns are noted, it is considered that the footway in this location, at over two metres wide, safely provides sufficient space for pedestrians to pass one another, even in the event of a customer queue outside this site.

7 Conclusion

- 7.1 The application seeks consent for the removal of the existing timber window frame and replacing with a softwood timber frame with hardwood sill with four lift out panels.
- 7.2 Policies within the Broads DM DPD and Broads Site Specific Policies Local Plan seek to encourage the redevelopment of sites and buildings within the area to provide retail, tourist or boating facilities. The development is of a small scale and the design is considered to be appropriate in the context of the surrounding area. It is not considered to impact on pedestrian road safety.
- 7.3 Consequently, the recommendation is for approval subject to conditions as detailed below.

8 Recommendation

8.1 Approve subject to conditions:

- (i) Time limit
- (ii) In accordance with approved plans

Background papers: Application File BA/2015/0084/FUL

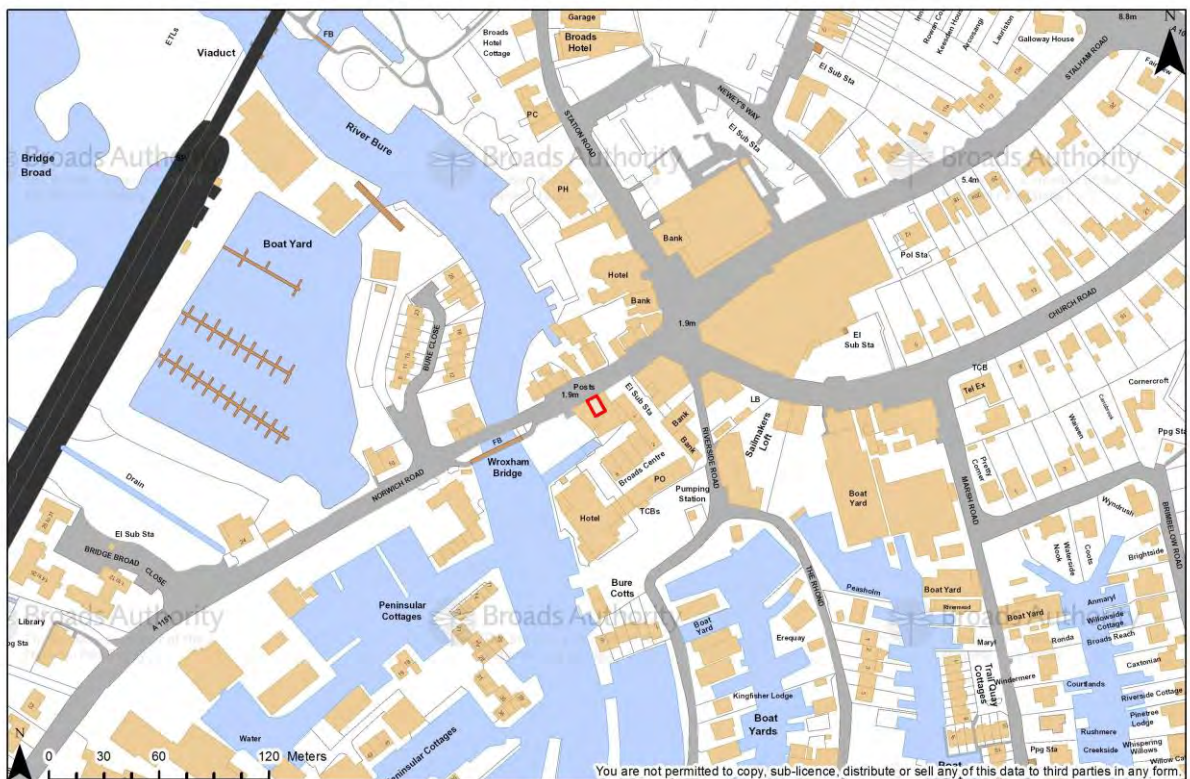
Author: George Papworth
Date of Report: 13 April 2015

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APPENDIX 1

BA/2015/0084/FUL - Icecream Parlour, Norwich Road, Hoveton

Remove existing wooden window frame and replace with softwood with hardwood sill with 4 liftout panels



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Reference

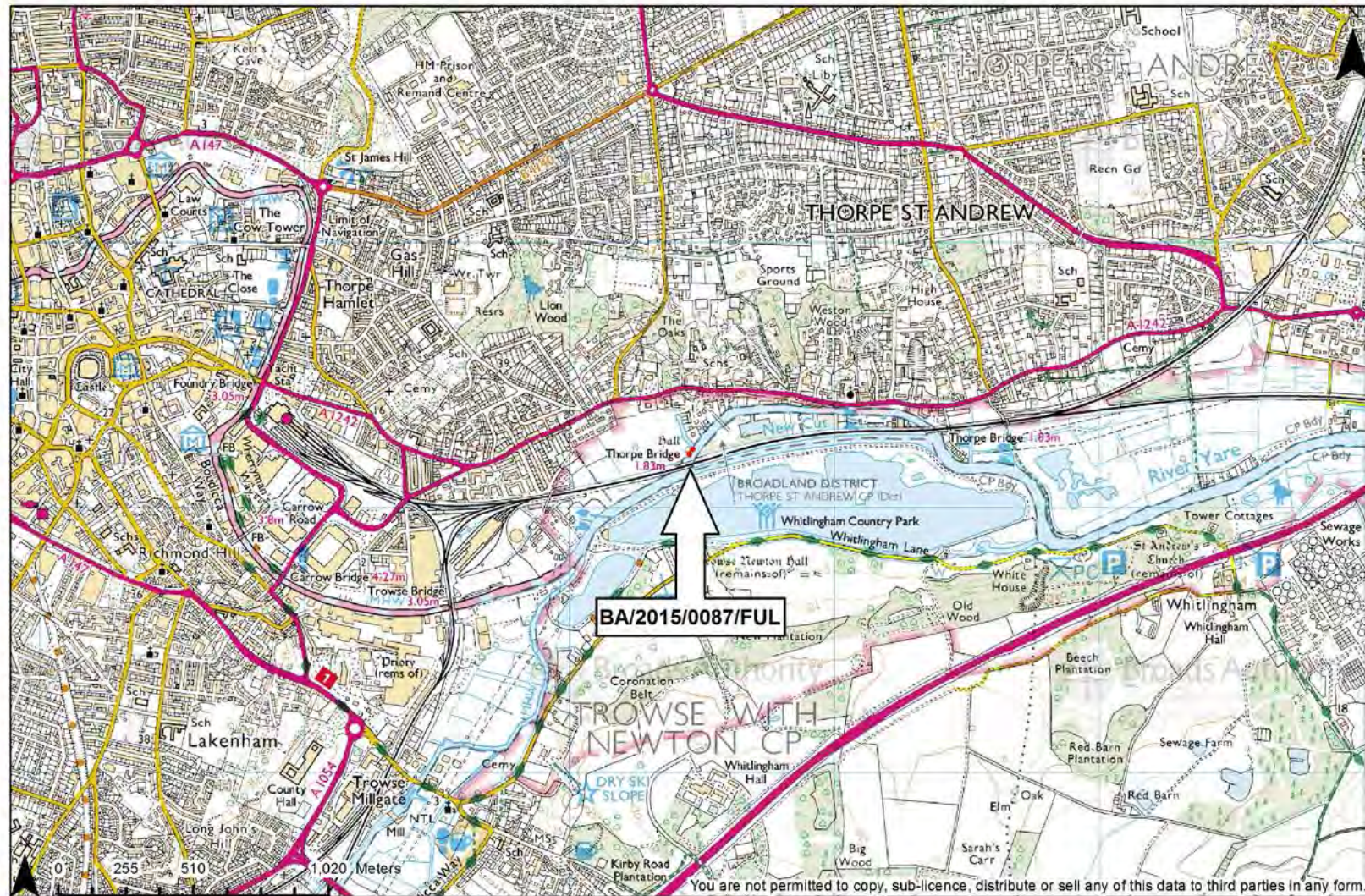
BA/2015/0087/FUL

Location

Cary's Meadow, Thorpe Road, Thorpe St Andrew

BA/2015/0087/FUL - Riverbank Of River Yare, Carys Meadow, Thorpe St Andrew

Provision of 2 x angling platforms, bank erosion and landscaping



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Application for Determination

Parish	Thorpe St Andrew		
Reference	BA/2015/0087/FUL	Target date	7 May 2015
Location	Cary's Meadow, Thorpe Road, Thorpe St Andrew		
Proposal	Provision of 2 angling platforms, bank protection and landscaping		
Applicant	The Broads Authority		
Recommendation	Approve subject to conditions		
Reason for referral to Committee	Application by The Broads Authority		

1 Description of Site and Proposals

- 1.1 The application site sits within an area of public open space, Cary's Meadow, within Thorpe St Andrew. Cary's Meadow is an area of marshland covering an area of 22 acres and is a designated Local Nature Reserve. The application site is in the southeast corner of Cary's Meadow, on the bank of the River Yare. The site is accessed by foot from an existing small public car park off Yarmouth Road.
- 1.2 The proposal is for the provision of two angling platforms, bank erosion protection and associated landscaping. Two timber angling platforms measuring 1.8 metres by 1.8 metres would be constructed on the bank of the River Yare, at 20 metre intervals; these would be available for public use. The bank erosion protection works include removing old piles and planting plug plants overlain by biodegradable matting along approximately 45 metres of the riverbank. The plug plants would be a mix of sedge, reed and sweet grass. A dog run to access the river would be provided at the eastern end of the application site.

2 Site History

In 2014 a canoe portage was installed on Cary's Meadow by the Broads Authority under permitted development rights.

In 2014 tree works were approved to allow removal of various trees (mostly plum) to clear ground for establishment of new car park as part of Cary's Meadow Improvement Plan - BA/2014/0067/TCA.

In 2015 improvements and extensions were approved to the existing car park with new fencing, new livestock corral and landscaping as part of the Cary's Meadow Improvement Plan – BA/2015/0072/FUL.

3 Consultation

Parish Council – Response awaited (20/04/2015)

Broads Society – no objections

District Member – no response

Landscape Officer – Re-establishment of vegetation on this bank edge should improve the landscape and visual amenity of the area. The application should provide some indication about how the area of planting is to be managed and maintained and also a schedule of plants proposed and planting densities.

Environment Agency – no objections, provides comments regarding siting

Tree Consultant – no comments

BA Ecologist – Supports this application and recommends a condition regarding the timing of the works

4 Representations

Two representations were received:

Mr F. D. Alcraft, 16 Thorpe Hall Close, Thorpe St Andrew, Norwich, NR7 0TH

Suggests that the angling platform near the corner of the dyke is moved along to near the railway bridge to reduce possible risk from fishing paraphernalia and loss of amenity

Other than the re-siting of this proposed angling platform, welcomes the plan to provide such facilities, control erosion and improve the landscaping of the bank.

Mr D.K. Winter, 17 Thorpe Hall Close, Thorpe St Andrew, Norwich, NR7 0TH

Suggests that the angling platform near the corner of the dyke is moved along to near the railway bridge to reduce possible risk from fishing paraphernalia.

5 Policies

- 5.1 The following Policies have been assessed for consistency with the National Planning Policy Framework (NPPF) and have been found to be consistent and can therefore be afforded full weight in the consideration and determination of this application.

Development Management Plan DPD (2011)

DEVELOPMENTPLANDOCUMENT

DP1 – Natural Environment

DP2 – Landscape and Trees

DP27 – Visitor and Community Facilities and Services

Site Specific Policies Local Plan (2014)

http://www.broads-authority.gov.uk/_data/assets/pdf_file/0009/469620/Adopted-Site-Specific-Policies-Local-Plan-11-July-2014-with-front-cover.pdf

TSA1 – Carey's Meadow

- 4.2 The following Policies have been assessed for consistency with the NPPF and have found to lack full consistency with the NPPF and therefore those aspects of the NPPF may need to be given some weight in the consideration and determination of this application.

Development Management Plan DPD (2011)

DP13 – Bank Protection

DP28 - Amenity

6 Assessment

- 6.1 The main issues to consider in the determination of this application are the principle of the development, impact on landscape, ecology and amenity.
- 6.2 In terms of the principle of the development, both the NPPF and the local planning policies are supportive of encouraging the use of local community and visitor facilities and services. Local planning policies encourage the conservation and enhancement of Cary's Meadow for its contributions to the landscape, its wildlife and openness, and the amenity of visitors and local residents. As the provision of angling platforms and bank protection would help encourage the use of visitor facilities and enhance the landscape the development is considered acceptable in principle.
- 6.3 In terms of impact on the landscape and character of the area, the site is a popular location for angling, and the proposed development would provide appropriate angling facilities whilst also enhancing the river bank and protecting against further erosion. It is therefore considered that there would be a positive impact on the landscape of the area.
- 6.4 In terms of ecology, at the application site the river bank is heavily eroded and devoid of riparian plants, which provide food and shelter for water voles. Some areas of scrub/ bramble are present on the river bank; these may be used by breeding birds. It is considered that the riparian planting along the

eroded river bank will improve the habitat for species such as water vole and fish using the channel.

- 6.5 The application site is already a popular angling spot, and the proposed development provides platforms for the anglers, to protect the river bank from erosion. Given the existing natural screening between the proposed development and the neighbouring properties; and the nature and type of development it is not considered that there would be an adverse impact on neighbouring amenity as a result of the proposals.
- 6.6 In response to the representations received, the angling platforms are considered to be sufficiently screened from the neighbouring properties to the west by an existing large tree. The concerns regarding the possible risks from fishing paraphernalia are not a material planning consideration.

7 Conclusion

- 7.1 The development is considered to be an appropriate type of development, it is considered that the development will be well screened and complement the existing use of the site, and that there would be no adverse impact on landscape, ecology or amenity.

8 Recommendation

- 8.1 Approve subject to the following conditions:

- (i) Time limit
- (ii) In accordance with submitted plans
- (iii) Landscaping scheme to be submitted
- (iv) Should any new plant die within five years it shall be replaced
- (v) Timing of the Works (Outside Bird Breeding/Nesting Season – with flexibility if site is checked

9 Reason for Recommendation

- 9.1 In the opinion of the Local Planning Authority the development is acceptable in respect of Planning Policy and in particular in accordance with policies DP1, DP2, DP13, DP27, DP28 and TSA1.

Background papers: BA/2015/0087/FUL

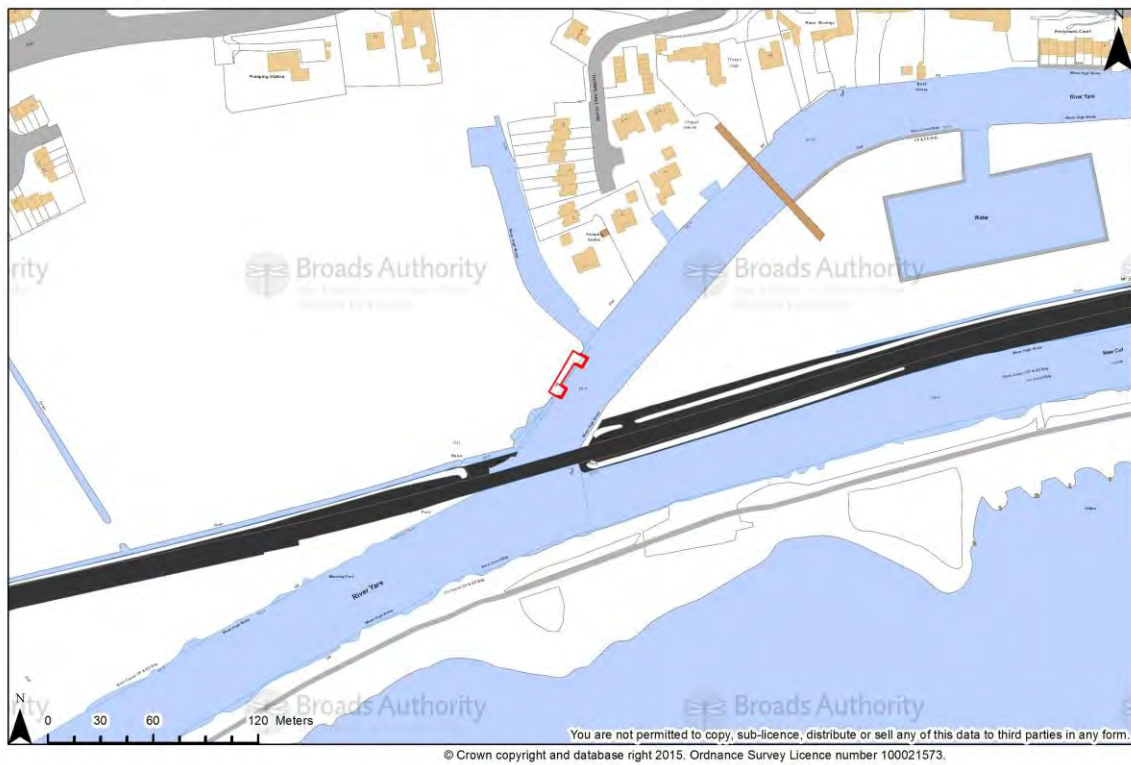
Author: George Papworth
Date of Report: 14 April 2015

List of Appendices: APPENDIX 1 - Location Plan

APPENDIX 1

BA/2015/0087/FUL - Riverbank Of River Yare, Carys Meadow, Thorpe St Andrew

Provision of 2 x angling platforms, bank erosion and landscaping



Local Plan Update
Report by Planning Policy Officer

Summary: Work continues on the new Local Plan. The report details work to date.

Recommendation: That the contents of the report be noted. No further action required.

1 Introduction

- 1.1 Members will be aware that work on the new Broads Local Plan is underway and a number of Members attended a workshop to look at potential issues on 5 December 2014. This report seeks to provide an update on the key issues which are currently being examined.

2 Update

2.1 Housing

- 2.1.1 Case law indicates that the Broads needs an Objectively Assessed Housing Need¹. The Broads is part of three Housing Market Areas:

- Great Yarmouth – SHMA completed in 2013/14²
- Central Norfolk SHMA ongoing
- Waveney's SHMA to be started later in the year

- 2.1.2 Discussions are ongoing with constituent districts and the Central Norfolk SHMA consultants regarding how to proceed. There will ultimately be a piece of work done that assesses the Broads' housing need. If the Broads cannot accommodate the need for the housing which is identified through this work, discussions will commence as to how and where to accommodate this need with our constituent districts through the Duty to Cooperate and the Non Statutory Shared Strategic Framework.

¹ <http://planningguidance.planningportal.gov.uk/blog/guidance/housing-and-economic-development-needs-assessments/the-approach-to-assessing-need/>

² <http://www.great-yarmouth.gov.uk/consumption/groups/publicgybc/documents/article/gybc145976.pdf>

2.2 Settlement Hierarchy/Development Boundaries

- 2.2.1 A study is underway to assess access to facilities and services by residents in the built up areas of the Broads. Initially this will be a desk-based study, officers will then consult with the relevant Parish Councils. The study uses the GYBC Sustainable Settlement methodology and scoring system³. The study will be used to indicate and justify a Settlement Hierarchy and thus indicate where there could be Development Boundaries.

2.3 Light Pollution/Dark Sky Status

- 2.3.1 Officers have completed a pilot survey of the dark skies in the Broads (March 2015). Two areas of the Broads were assessed from land and water: the Coltishall to Horning area and the Whitlingham to Brundall area. The survey used an application on I Phones to assess the quality of the dark sky. The Pilot has concluded that the methodology is generally sound, with some minor improvements. It is proposed to roll out the study and survey the entire Broads in autumn/winter 2015/2016. The data collected will be compiled on a map to show areas of particularly dark skies in the Broads. This could lead to stronger light pollution policies in the Local Plan as well as potentially an application for Dark Sky Status⁴ if the results indicate that this might be appropriate and the Authority wishes to take it forward.

2.4 Riverbank Stabilisation

- 2.4.1 The current guide is being reviewed and improved. An officer level working group with representatives from the various work streams of the Broads Authority (for example heritage, access and navigation) are undertaking the work. It is intended that the improved guide will be consulted on to give it more weight when used in determining planning applications. There will be a policy hook for the guide in the Local Plan.

2.5 Moorings

- 2.5.1 A new guide is being produced covering the various physical forms in which moorings can be provided. Again, an officer level working group with representatives from the various work streams of the Broads Authority (for example heritage, access and navigation) is completing the guide. It is also intended to consult on the document to give it more weight when used in determining planning applications. There will be a policy hook in the Local Plan.

2.6 Second Homes and Holiday Homes

- 2.6.1 A student has been employed to undertake research into this issue. The aim of the work is to understand better the level of holiday accommodation in the area, as well as applications for permanent occupation of holiday

³ <http://www.great-yarmouth.gov.uk/consumption/groups/publicgybc/documents/article/gybc145936.pdf>

⁴ <http://www.darksky.org/>

accommodation. Council tax records will also be assessed to give an indication of second homes in the area. Officers can then assess the data to see if a policy response is required.

2.7 Economic Development

- 2.7.1 A Workshop/meeting was held with Economic Development Officers of the Broads' constituent district and county councils in March. The meeting was well attended by all our constituent district and county councils. This initial meeting was more of a fact finding meeting to start to better understand the economy of the Broads as well as understand links between the Broads and the wider districts.

2.8 Sustainability Appraisal Scoping Report⁵ and Statement of Community Involvement⁶

- 2.8.1 This and the Statement of Community Involvement are the first steps in preparing a Local Plan. The SA Scoping Report seeks opinions from the environment bodies as well as specific other interested parties (such as the constituent councils) on our initial assessment of the issues and problems the Local Plan should look into as well as the proposed Sustainability Appraisal Objectives that will be used to assess each policy every step of the Local Plan route. The Scoping Report (a technical piece of work) was generally well received with some minor considerations as the SA process goes forward.

2.9 Existing Policy Review

- 2.9.1 All policies of the Core Strategy, Development Management DPD and Sites Specifics Local Plan have been assessed by Development Management Officers. The assessments have indicated where improvements can be made following lessons learnt from using the policies for a number of years. Policies will either be kept as they are, improved or discarded.

3 Anticipated timescales

- 3.1 The Current Local Development Scheme⁷ (or timeline for the Broads Local Plan) was agreed at Planning Committee in September 2014. Whilst this indicates that the first round of consultation on the draft Issues and options for the new Local Plan is set for May/June it is likely that this will now be towards the end of the summer and start of autumn. This is because of the Objectively Assessed Housing Need as described at 2.1 above will result in a delay to the process..

⁵ http://www.broads-authority.gov.uk/_data/assets/pdf_file/0007/524257/Broads-Draft-SA-Scoping-Report-Local-Plan-2014.pdf

⁶ <http://www.broads-authority.gov.uk/planning/planning-policies/development>

⁷ http://www.broads-authority.gov.uk/_data/assets/pdf_file/0010/496747/Broads-Local-Plan-LDS.pdf

4 Financial Implications

- 4.1 Producing a Local Plan has financial implications through evidence base production, consultation events and examination of the final document.

5 Conclusion

- 5.1 This paper is intended to update members on the progress of the new Local Plan. Work has started on the research phase of the Local Plan.

Background papers: None

Author: Natalie Beal

Date of report: 30 March 2015

Appendices: None

Duty to Cooperate
Norfolk Non-Strategic Shared Statutory Framework and
Duty to Cooperate Member Group
Report by Planning Policy Officer

Summary: Norfolk Local Planning Authorities are working toward a Non-Strategic Shared Statutory Framework (NSSSF) to ensure that planning is undertaken strategically and the requirements of the Duty to Cooperate are met. This report updates members on progress of the NSSSF as well as the proposed amendments to the Duty to Cooperate Member Forum Terms of Reference.

Recommendation: That the Authority

- (i) commits £7,500 in 2015/16 and £5,000 in 2016/17 to the production of the NSSSF;
- (ii) supports the proposed scope, timeline and process;
- (iii) supports the amendments to the Terms of Reference; and
- (vi) appoints a substitute to the Chairman of Planning Committee represent the Broads Authority at the Forum if required.

1 Introduction

- 1.1 At the 5 February 2015 Planning Committee, Members resolved to support and contribute to the Non-Strategic Shared Statutory Framework to ensure that planning is undertaken strategically and the requirements of the Duty to Cooperate are met. This was option 3 of the paper¹ produced for the 5 February 2015 Planning Committee meeting.
- 1.2 At the 16 March 2015 Duty to Cooperate Member Forum (the Forum), further information regarding the content, resources and timeline for the production of the NSSSF was presented. The Terms of Reference were also updated to reflect the role the Member Group would have in production of the NSSSF as well as meeting the requirements of the Duty to Cooperate more generally.
- 1.3 Regarding Duty to Cooperate with Suffolk authorities, they are aware of the approach taken by Norfolk and are invited to come to relevant meetings, as well as being kept informed of progress. The Broads Authority will continue to cooperate with Waveney and Suffolk County Council.

¹ http://www.broads-authority.gov.uk/_data/assets/pdf_file/0004/530248/Duty-to-Cooperate-Formal-Cooperation-through-shared-non-statutory-strategic-framework-pc60215.pdf

2 Preparing the NSSSF

- 2.1 The Papers presented to the Forum are attached at Appendix A. The following sets out a summary of the key points, plus a brief comment (in italics) where appropriate:

- **SCOPE:** The NSSSF covers strategic issues as identified in the NPPF that have cross boundary issues. These are homes, jobs and infrastructure. There will be a spatial vision which will cover the key drivers and constraints to growth and change in the area as well as a delivery section. See table 1 of Appendix A.

The Authority proposed that other strategic and cross boundary issues such as climate change, biodiversity conservation, water quality and tourism should be included

- **PROCESS:** There are four task and finish groups covering the subject areas of housing, economy, infrastructure and delivery. Officers from Planning Policy teams around the county will sit on the groups to deliver those elements of the NSSSF. The Governance structure is set out at page 8 of Appendix A.

This general process is sensible, but the Planning Policy Officer will discuss with the Norfolk Strategic Planning Officer Group about the issue of resourcing representation on each group.

- **PROJECT MANAGEMENT:** Experience from working on Local Plans in the Greater Norwich area suggests that joint working of local authority staff can be highly efficient and effective but that in order to be successful it requires a level of dedicated project management and administrative support. The current expectation is a project manager post would only be part time (possibly 0.5fte) although having the scope to alter working hours throughout the period of employment would be an advantage. Administrative support is anticipated being full time. See page 6 of Appendix A.
- **BUDGET:** All Local Planning Authorities in Norfolk contribute £15k in 2015/16 and £10k in 2016/17. This would cover the cost of the project manager and administration assistant as well as commission studies into particular topic areas. See page 9 of Appendix A.

The chair of the Member Forum (from South Norfolk) raised the issue of a proportionate contribution by the Broads Authority as well as urging Norfolk County Council to contribute to the NSSSF.

- **TIMELINE:** Due to the May elections and the Purdah period it is considered that September 2015 will be the earliest post holders and lead officers will be in place and work is able to commence. Assuming an 18 month production period, it is anticipated that the earliest possible date

that the Member Forum may be in a position to recommend adoption of the NSSSF to the adopting authorities is likely to be early 2017. It is important to note, that the production of Local Plans can still go forward in parallel with the NSSSF production. See page 10 of Appendix A.

2.2 Following discussion on the paper, the Forum resolved to recommend to the LPAs in Norfolk that:

- The Broads Authority's contribution is 50% of the districts'. The Broads Authority has therefore committed £7,500 for 2015/16 and £5,000 for 2017/18 to the production of the NSSSF.
- Endorsement of the Strategic Framework should:
 - In the first instance focus on those areas identified in Table 1 of Appendix A with Issues such as climate change, biodiversity and tourism should be addressed/ included in the NSSSF potentially through the spatial vision element. There should be a 'finance' section to understand further costs of the next steps of work as a result of the NSSSF.
 - Be produced using a structure outlined in Table 2 and the timetable outline in paras 3.8-11 (see Appendix A).

3 The Member Forum Terms of Reference

- 3.1 The Terms of Reference of the Group (Appendix B) were amended to reflect the move towards the production of the NSSSF and the group's role in its production (see the governance structure at page 8 of Appendix A) as well as the group's role in strategic planning to meet the requirements of the Duty to Cooperate in general.
- 3.2 The proposed amended terms can be found at Appendix B. Of importance to note is that the meetings of the Forum will be private but open to elected Councillors and members of the Broads Authority. The issue of exempted items and declarations of interest requires more research and officers were tasked with liaising with Monitoring Officers on this issue.
- 3.3 The Member Group Forum therefore recommended that Local Planning Authorities support the Terms of Reference.
- 3.4 As part of the Terms of Reference, each Local Planning Authority is required to appoint a Member to attend the Member Forum but also a substitute if the first Member is not available to attend. Planning Committee is therefore asked to nominate a substitute. The current Broads Authority representative is the chairman of Planning Committee.

4 Summary of Recommendations

4.1 NSSSF:

- The Broads Authority's contribution is 50% of the districts'. The Broads Authority has therefore committed £7,500 for 2015/16 and £5,000 for 2017/18 to the production of the NSSSF.
- Endorse that the Strategic Framework should:
 - In the first instance focus on those areas identified in Table 1 of Appendix A with Issues such as climate change, biodiversity and tourism should be addressed/ included in the NSSSF potentially through the spatial vision element. There should be a 'finance' section to understand further costs of the next steps of work as a result of the NSSSF.
 - Be produced using a structure outlined in Table 2 and the timetable outline in paras 3.8-11 (see Appendix A).

4.2 Term of Reference of the Duty to Cooperate Member Forum

- Planning Committee support the changes to the Terms of Reference subject to clarification of declarations of interest and exempted items issues.
- Planning Committee appoint a substitute to attend the Forum if the Chairman of Planning Committee is unable to. It is recommended that this is the Vice Chairman.

5 Financial Implications

- 5.1 The Broads Authority has committed £7,500 for 2015/16 and £5,000 for 2017/18 which will be funded from the existing Planning Policy Budgets.

6 Conclusion

- 6.1 Duty to Cooperate is an important issue in the production of Local Plans and one which numerous Local Planning Authorities have fallen foul of. The NSSSF enables Norfolk Authorities to plan strategically and meet the Duty to Cooperate requirements.

Background papers: None

Author: Natalie Beal

Date of report: 30 March 2015

Appendices: APPENDIX A - Non Statutory Strategic Framework – Content and Process
APPENDIX B - Draft Revised Terms of Reference

Appendix A: Non Statutory Strategic Framework – Content and Process

1. Purpose of report

1.1 The purpose of this report is to take forward the recommendations agreed when the Forum met on 14th January to consider options for how to discharge the duty to co-operate on an on-going basis. The Forum agreed to:

1. Endorse the principle of option 3 - formal cooperation through preparation of a shared non-statutory strategic framework.
2. Recommend that each constituent authority agrees formally to take forward option 3 at its earliest convenience subject to later agreement of:
 - A) Amended terms of reference for the member Duty to Cooperate Forum;
 - B) Appropriate officer and member working arrangements; and
 - C) Budget and timetable to support preparation of the shared non-statutory framework.
3. Instruct officers to prepare detailed reports on matters 2 A-C for consideration at the next member Duty to Cooperate Forum meeting.

1.2 Individual endorsement by each authority of option 3 is still ongoing. By the time of the meeting on 16th March it is expected that most, but not all, Norfolk authorities will have formally endorsed this approach. At the time of writing no authority has refused to endorse what was agreed at the last meeting. A verbal update will be given to the meeting on progress. This report seeks to address recommendation 3 and in particular 2B and C.

1.3 The NPPF states (paragraph 181) that *“Local planning authorities will be expected to demonstrate evidence of having effectively cooperated to plan for issues with cross-boundary impacts when their Local Plans are submitted for examination. This could be by way of plans or policies prepared as part of a joint committee, a memorandum of understanding or a jointly prepared strategy which is presented as evidence of an agreed position”*. It also should be recognised that joint working on strategic planning issues can also lead to improved outcomes for Councils in terms of resource efficiency and delivery of sustainable growth.

1.4 In the light of the NPPF and the previous agreement this report seeks to identify a preferred approach on how best to prepare a non-statutory Strategic Framework. In order to consider the process for preparation of the framework it has been necessary to consider the possible content of the framework. To some extent this is an iterative exercise. If the Forum decides to address a more comprehensive range of issues thoroughly in the framework this will have implications for the working arrangements, budget and timetable. In practice there are a multiplicity of options that could be taken but discussion amongst the officers has resulted in a single recommended preferred approach being proposed for discussion.

1.5 Revised Terms of Reference for the Forum have been prepared (separate report) in the expectation that agreement will be reached in relation to the preparation of a framework document. These may require further amendment after this meeting, following which they will be recommended to member authorities for approval.

2 Purpose, Scope, and Content of the Framework

2.1 A Framework document is not a statutory development plan and it will not include development plan policies or be subject to independent examination. Unlike the formal plan making process a non-statutory framework document is not subject to any specific regulatory requirements and it need not be subject to public consultation or sustainability appraisal although there is nothing to preclude these being done. The content of the Framework and the process for its preparation are matters for the Councils to collectively decide. The Framework is intended to guide and inform the preparation of individual Local Plans and ensure that strategic land use issues of cross boundary significance are properly addressed.

2.2 The NPPF states (paragraphs 156 and 162) that Local Plans should include strategic policies, and LPAs should work with other authorities and providers to meet forecast demands and deliver:

- homes and jobs;
- retail, leisure and other commercial development;
- infrastructure for transport, telecommunications, waste management, water supply, wastewater, flood risk and coastal change management;
- minerals and energy (including heat);
- health, security, community and cultural infrastructure and other local facilities;
- climate change mitigation and adaptation, conservation and enhancement of the natural and historic environment, including landscape;
- nationally significant infrastructure.

2.3 As a guide this list is indicative of the type of subject areas where there is an expectation that a co-operative approach *may* be desirable. At an early stage a decision needs to be reached about which of these raise genuinely strategic issues *and* are likely to have cross boundary implications, which would necessitate, or be best addressed, via a co-operative approach. It is not necessary for *all* cross boundary issues to be addressed in a strategic framework document; for example, depending on the issue it might be equally appropriate for authorities to produce bi lateral agreements (memorandums of understanding or similar) or to separately evidence how a co-operative approach has been taken. Whilst the Framework is initially intended to be prepared on behalf of the Norfolk planning authorities it will need to demonstrate how issues of cross boundary significance beyond Norfolk are being considered.

2.4 Table 1 below outlines those issues which: officers consider are most likely to raise strategically important cross boundary considerations and where a co-operative approach would therefore be helpful; and identifies the key evidence that will be required to understand and address the issue and suggests how this might be prepared. This should not be regarded as an exhaustive list and the final content of the document must be kept under review as evidence is prepared. The aim would be that the resulting Framework would provide a set of agreed *objectives* which would influence the subsequent spatial distribution of growth in the next round of Local Plans.

Table 1. Potential Content of Framework Document

Topic Area	Framework to address	Evidence needed to support	Preparation process
Spatial Vision	<p>What is the overall spatial vision for the area (to include Norfolk, Suffolk and the wider region as necessary) and to identify and describe the key drivers and constraints in relation to growth. To include a spatial portrait and overall direction of travel addressing:</p> <p>Quality of life; response to challenge of climate change; key headlines in terms of what is being aimed for in relation to role of settlements and key growth locations.</p> <p>Summary of impacts of broad population,</p>	<p>Mainly drawn from review of local and national policy documents and further evidence sources referred to below plus census and ONS/CLG projections of population and households. Climate change and coastal changes. May be a need to commission some further work to fill any gaps or interpret evidence.</p>	<p>Initially prepared by existing Strategic Planning Officer Group to identify any information gaps and revised as Framework preparation progresses and additional evidence becomes available.</p>

	economic, environmental, social trends and implications of known national and local policies. To have a longer term vision – will need to look beyond 2036.		
Homes	<p>What is the overall quantity of homes to be provided between 2016 and 2036?</p> <p>What is the proposed distribution of housing growth between District Council administrative Areas? If there are constraints to growth how could these be addressed?</p> <p>Information on types and tenures including possible shared approaches to meeting affordable needs?</p>	<p>SHMA – assessment of objectively assessed housing need and demand factors.</p> <p>Housing Growth Strategy. SHMAs and other evidence to be drawn together to derive an agreed Housing Growth Strategy.</p> <p>SHLAAs – Assessment of ‘unconstrained’ housing capacity.</p> <p>Constrained Capacity–Need to consider and address other capacity/constraint considerations not covered in SHLAAs.</p>	<p>Five District SHMA nearing completion. Possible reconciliation/consistency checking if others’ SHMAs are within area of Framework.</p> <p>SHLAAs to be completed to a consistent methodology and open to mutual scrutiny and challenge across the entire area covered by the Framework. Work to be undertaken by relevant LPA staff to an agreed timeframe (<i>with consultant support if necessary/appropriate?</i>).</p>
Jobs	<p>Demonstrate understanding of the strengths and weaknesses of the local economy, likely growth areas, patterns of distribution and inter-relationships. Reference to the SEP and investment/economic strategies.</p> <p>Identification of indicative job growth targets and land supply implications/spatial implications for planning policy.</p>	<p>Employment Growth Study.</p> <p>Further runs of EEFM.</p>	<p>Externally commission via consultancy to a brief produced involving County Council(s) and LEP.</p> <p>County Council to arrange EEFM runs (possibly to inform above study).</p>
Infrastructure	Are there any key infrastructure constraints or opportunities (physical, social and/or environmental) which are likely to impede growth or influence its distribution <i>at a strategic scale</i> ?	Analysis of current evidence base to identify possible constraints and opportunities, and whether further work is necessary to inform high level strategy.	To be produced by officers working with staff from key agencies such as EA and NE.

	<p>To address transport infrastructure (road, rail and other sustainable modes), green infrastructure, water issues (both supply and disposal), and flooding.</p> <p>Potential to include high level statement in relation to other physical and social infrastructure approach – health, education, broadband etc if significant and cross boundary.</p>		
Delivery	<p>Is the development market in the area likely to be sufficiently strong to support delivery of the growth needs identified in a sustainable manner?</p> <p>Is any further stimulus necessary to deliver?</p>	<p>High level market forces/viability assessment focussing on issues associated with strategic scale growth proposals as opposed to more dispersed/smaller scale development.</p>	Externally commissioned

2.5 There are a wide range of other topic areas where cross boundary issues may arise as Plan preparation proceeds but at this stage it is considered that the Framework should focus on those issues which are likely to influence the broad spatial distribution of growth.

3. Preparing a Framework - Process

3.1 Given the relatively focussed content of the framework listed above and the financial constraints on local authorities the option of seeking to recruit a new planning resource to lead the work is not favoured. The view was taken that existing local authority staff were likely to be best placed to draft the Framework itself from the evidence base available and a small number of commissioned studies. External work will only be commissioned where absolutely necessary and the initial expectation was that this may only be required in relation to employment and viability/delivery studies.

3.2 This would mean that the financial contribution needed for the work would be minimised but there would be a significant resource required in terms of officer time. There is currently little spare capacity within the policy teams of the partner authorities as a number are heavily engaged in finalising local plan documents although this situation has the prospect of

easing over time as plans are adopted. Some of the work that will be required could be regarded as 'mainstream activities' such as the preparation of Strategic Land Availability Assessments and will just require re-phasing of existing local plan work programmes to deliver what is necessary in accordance with an agreed timetable.

- 3.3 Experience from working on Local Plans in the Greater Norwich area suggests that joint working of local authority staff can be highly efficient and effective but that in order to be successful it requires a level of dedicated project management and administrative support to ensure that appropriate responsibilities are assigned, meetings organised, progress reports prepared, external consultancy commissioned and remedial action taken where milestones are missed. This will be required to support a series of task and finish working groups to do the work needed. A possible structure in relation to the member forum is illustrated in Table 2.
- 3.4 In order to put these structures in place a number of steps would need to be taken. Due to the time taken to recruit an early step will need to be recruitment to project manager and admin support post. The current expectation is the project manager post would only be part time (possibly 0.5fte) although having the scope to alter working hours throughout the period of employment would be an advantage. The administrative support is anticipated being full time. These staff would need to be hosted in one of the LPA offices (there would be advantages if the hosting authority was the one which provided the LPA lead officer). Another authority would need to agree to be the employing authority for the staff involved (this could be either another LPA or a County or the LEP). The employing authority would be responsible for drafting the job description, person specification and grading for the post, agreeing with the partner authorities and holding the shared budget for the production of the framework.
- 3.5 Establishing the membership of the officer groups should be more straightforward. The membership of the task and finish groups and the level of work involved will vary. All LPAs will not need to be involved in all of the task and finish groups. However, each task and finish group will need to report back regularly to the steering group and at key stages to the member forum. It is suggested that reports will be needed to the Member Forum prior to briefs being issued for external commission and on draft evidence reports before they are finalised and published.

Table 2: Possible Structure

Duty to Co-operate Member Forum			
Strategic Planning Officer Group(s)			
As existing – membership depending on coverage of the strategy			
Framework Officer Steering and drafting Group			
Comprising:			
LA lead officer (chair)			
Project manager			
Lead Officer from each working group			
Housing task and finish group To produce SHMA reconciliation and SHLAAs Comprising LPAs and County Council(s) LPA lead officer	Economy task and finish group To produce modelling forecasts, agree brief for employment study and act as client for study Comprising LPAs, County Council(s) and LEP (if involved) LEP lead officer (if involved)	Infrastructure task and finish group To produce evidence related to infrastructure and environmental capacity Comprising LPAs, County Council(s), stat agencies (EA, NE if involved) County Council lead officer	Delivery task and finish group To agree brief delivery/viability study and act as client for study Comprising LPAs, County Council(s) and LEP (if involved) LPA lead officer

Possible Budget implications

3.6 The budget remains uncertain at this stage. Key variables in determining this will be the coverage of the Framework (the greater the coverage the lower the cost to each authority involved), and the willingness of the partners such as the County Council(s), LEP and statutory agencies to assist with the process both in terms of the financial contribution and staff resources to assist with the work. However, the following costs have been estimated:

- Staff Project Manager £40,000pa (including on-costs, assuming 0.5fte)
- Admin support £30,000pa (including on-costs assuming 1fte)
- Economic Evidence - initial estimate c£40,000
- Strategic Infrastructure and viability/deliverability – initial estimate c£30,000

3.7 The above costs would mean under a conservative scenario of the work being financed solely by the District level LPAs across Norfolk the costs faced by each authority should be a maximum of c£15,000 each in the next financial year (2015/16) with no more £10,000 each in the following financial year, assuming there is no decision to commission further work.

Timetable

3.8 Assuming the Forum is content to endorse the recommendations in this report it will take some time to gain a formal decision from each of the participating authorities about participation on the joint exercise. In practice it will be the early part of the summer before endorsement is gained (June/July 2015). This will inevitably delay the process of appointing the project manager, establishing working groups, and drafting briefs for external commissioned work. In practice it is considered that September 2015 will be the earliest post holders and lead officers will be in place and work is able to commence in earnest.

3.9 The primary research phase and production of the key evidence base is considered likely to take at least six months (complete by March 2016). Spring 2016 is likely to be a period of fairly intense work for the staff involved in the steering and drafting group to produce the first draft of the framework in the light of the Forum's reaction to the evidence base produced.

3.10 Notwithstanding the absence of any legal requirement for consultation it is suggested that the process will need to feature the ability for the public and interest groups who have not been directly involved in the process to have their say on the emerging framework. This will add at least 3 months to the preparation timetable.

3.11 Allowing for time to analyse and consider any comments received on the draft document and for engagement with each of the adopting authorities on the final content of the document the earliest possible date that the Forum may be in a position to recommend adoption of a framework to the adopting authorities is likely to be the first meeting in 2017. In order to minimise any impact of this timetable, Local Plans are likely to need to be developed in parallel (if preparation is not already underway).

Recommendation

It is recommended that the forum agrees to:

- 1) Endorse that the Strategic Framework should in the first instance focus on those areas identified in Table 1 and be produced using a structure outlined in Table 2 and the timetable outline in paras 3.8-11;
- 2) Recommend that each authority formally agrees to participate in the preparation of the framework and agree to contribute up to a maximum of £15,000 in 2015/16 and £10,000 in 16/17 to cover the anticipated costs;
- 3) Write formally to the LEP and the all Suffolk authorities to request confirmation of whether or not they wish to participate in preparation of the framework and whether they are prepared to share costs.

Report prepared by Mark Ashwell (NNDC) and Graham Nelson (Norwich City)

Norfolk Duty to Cooperate Member Forum – March 2015**Revised Terms of Reference****1. Purpose of report**

1.1 To seek approval for up-dated Terms of Reference for the work of the Duty to Co-operate Members forum.

1.2 The Members Forum was established in 2013 in response to the Duty to Co-operate when preparing Development Plans. It has met on a roughly quarterly basis under Terms of Reference which defined its role as:

- To discuss strategic planning issues that affect local planning authorities
- to understand the viewpoints of other authorities
- to consider and comment upon relevant supporting evidence base to support local plans (as appropriate)
- to consider the need for joint or coordinated working on particular topics or evidence

1.3 At the Forum meeting in January 2015 it was recommended to Member Authorities that the forum steers the preparation of a non-statutory strategic framework to inform the preparation of Local Plans. Revised Terms of Reference (attached) have been prepared in the expectation that agreement will be reached in relation to the preparation of this framework document. These reflect the emerging role of the forum, reference the enabling legislation, and outline the governance arrangements. These may require further amendment after this meeting, following which they will be recommended to member authorities for approval.

Recommendation

It is recommended that the Forum agrees to:

- Recommend to member Authorities that the attached revised Terms of Reference are agreed.

Report prepared by Mark Ashwell (NNDC, Tel 01263 516325, mark.ashwell@north-norfolk.gov.uk)

Appendix B – Draft Revised Terms of Reference

1. Introduction

1.1 The Localism Act 2011 inserts section 33A into the Planning and Compulsory Purchase Act (2004) the requirement for authorities and certain public bodies to engage on key issues under a ‘Duty to Cooperate’ when preparing Development Plan Documents (principally Local Plans), and other Local Development Documents.

1.2 The Act states, *inter alia* that Local Planning Authorities must:

‘...engage constructively, actively and on an on-going basis in any process by means of which activities within subsection (3) are undertaken.....’

1.3 The Duty to Cooperate is a legal test when local plans are independently examined and Local Planning Authorities will need to provide evidence to demonstrate that they have undertaken the duty. Local Plans are also examined for their overall soundness. To discharge the soundness test work undertaken under the Duty to Co-operate must be demonstrably effective, examinations to-date suggest that as a minimum this will require:

- Genuine Member level co-operation.
- A continuous process of co-operation throughout plan preparation.
- Co-operation across all cross boundary strategic issues.

1.4 Norfolk Authorities have a strong record of working together through a range of both formal and less formal mechanisms. A Strategic Planning Officer Group has been established for many years and in January 2014 a Members Forum was established with the overall purpose of ensuring that the requirements of the Duty were met. This comprised Members from each of the Norfolk District Councils and the Broads Authority together with Norfolk County Council (the ‘Core Group’) supported by the Norfolk Strategic Planning Officer Group and meet on a quarterly basis to progress work under the duty. Its Terms of Reference were most recently reviewed in January 2015 (these Terms).

2. The Forum

2.1 The Forum's overall purpose is to ensure that when preparing Development Plans the requirements of the Duty to Cooperate is discharged in a way which enhances the planning of strategic matters and minimises the risk of unsound Plans. It will provide the political input and steerage necessary to discharge the duty.

Powers

2.2 The Forum has agreed to meet for the purposes set out in these terms of reference to provide a vehicle for cooperation and joint working between local authorities and other parties within Norfolk and across any other area over which the duty may be applied. They will act together in accordance with their powers under sections 13, 14 and 33A of the Planning and Compulsory Purchase Act and Section 1 of the Localism Act 2011 for this purpose.

2.3 For the avoidance of doubt, the Forum cannot exercise any of the functions of a Local Planning Authority or competent authorities, such as setting formal planning policy or exerting control over planning decisions, nor can it amend any decisions made by other bodies such as the LEPs unless such powers have been expressly delegated to the Forum by one or more of its members. The Forum will recommend actions to the member authorities and others insofar as this is necessary to discharge the Duty.

Specific Activities

2.4 The Forum will address matters relating to the Duty to Cooperate to comply with Section 33A of the Planning and Compulsory Purchase Act 2004. In summary it will:

- Identify spatial planning issues of strategic importance that impact on more than one local planning area across Norfolk and a wider geographical area where appropriate to do so and provide the basis for working collaboratively within, and outside, of the 'core group' across a range of organisations and geographies as might be appropriate to address cross boundary strategic issues.
- Recommend the most appropriate land use planning approach to better integration and alignment of strategic spatial planning across Norfolk and a wider geographical area where appropriate.
- Provide the evidence that the Local Authorities are working 'constructively, actively and on an ongoing basis' on strategic planning matters to support delivery of Local Plans which will be able to be assessed as 'sound'.
- With the agreement of member authorities, oversee the joint commissioning and preparation of evidence necessary to determine the most appropriate strategic spatial approach to cross boundary issues.

Expected Outcomes

- The timely production and review of an *evidence base* sufficient to address cross boundary strategic land use issues, to identify where such issues arise and recommend actions to the member authorities to address them.
- The preparation and agreement of a *single non-statutory shared strategic framework* document to inform Local Plan preparation covering, as a minimum, any cross boundary strategic land use issues relating to:
 - homes and jobs;
 - retail, leisure and other commercial development;
 - infrastructure for transport, telecommunications, waste management, water supply, wastewater, flood risk and coastal change management;
 - minerals and energy (including heat);
 - health, security, community (e.g. schools) and cultural infrastructure and other local facilities;
 - climate change mitigation and adaptation, conservation and enhancement of the natural and historic environment, including landscape;
 - nationally significant infrastructure.
- An evidenced (documented) approach to cooperation across strategic cross boundary issues at a Member level and throughout the process of Local Plan Preparation.

And, as a result of the above, a collaborative approach towards addressing strategic issues and delivering sustainable growth in Norfolk.

3. Governance and administrative arrangements.

Membership

The Core Group will consist of one Member from each of Norfolk County Council, Norwich City Council, South Norfolk District Council, North Norfolk District Council, Broadland Council, Breckland District Council, the Borough Council of King's Lynn and West Norfolk, Great Yarmouth Borough Council and the Broads Authority. The membership of the group will be determined by each authority via annual nomination, preferably of the Planning Portfolio Member or equivalent for each authority. Each authority should also nominate substitutes should the nominated Member not be able to attend particular meetings.

Membership of the Core Group will be kept under review and adjusted to reflect any wider geography over which it might be determined appropriate to cooperate.

Chairmanship and vice chairmanship will be determined by the Forum and reviewed each year.

Format of Meetings

Meetings will be held in private and will comprise the Members and Officers from each authority. Others (specialists, representatives of other organisations, consultants etc) may attend and present at the meetings by invitation. An Agenda and papers will be circulated in advance of each meeting and informal action notes will be taken for internal/ member use only.

Public Information/website

The agenda and a brief note of any recommendations made back to LPAs will be made public via a Duty to Cooperate web page on the NCC website.

Frequency of meetings

Initially every two months, or at intervals to be agreed, hosted in the first instance by Norfolk County Council.

Secretariat

The secretariat for the group will be provided on a rotating basis commencing with the County Council.

Decision Making

The Forum is not a decision making body and will recommend actions to partner Authorities. It will aim to reach a consensus wherever possible. Its recommendations are not binding on the actions of any of the partners.

Public Footpath Diversion
Report by Head of Planning

Summary: A permanent diversion of the public right of way on foot at Oby is necessary to enable the development and the use of a new boat dyke to be carried out.

Recommendation: That the diversion be agreed as necessary to enable the development to be carried out.

1 Introduction

- 1.1 In 2011 planning permission was granted for flood defence works from Boundary Farm Dyke to Stokesby, including the creation of a linear borrow pit parallel to and south of Boundary Dyke, relocation of the flood bank and permanent diversion of a public footpath (BA/2010/0391/FUL). Much of the flood defence works have been completed, although piling remains to be removed on a number of sections and the works to regrade the banks has not been started.
- 1.2 In November 2013 planning permission was granted for the use as a new boat dyke of the linear borrow pit excavated as part of the 2008 planning permission (BA/2013/0138/FUL). The implementation of this permission will necessitate the further diversion of the public footpath so that it runs south of the new mooring dyke (former borrow pit) rather than south of Boundary Dyke. This is because a link will be cut out between Boundary Dyke and the new dyke to the south to enable boats to move from the new mooring dyke, through Boundary Dyke to the river, meaning that the public right of way will be obstructed by water. The proposal to move it will relocate it 35m to the south on a parallel alignment.
- 1.3 Member authority is needed to authorise the diversion of the route on the grounds that it is necessary to enable the development permitted to be carried out.

2 Permanent Footpath Diversion

- 2.1 The relevant mechanism for a permanent footpath diversion is set out in section 257 of the Town and Country Planning Act 1990, as amended. The key test which must be applied is whether these permanent diversions are necessary in order to enable the development to be carried out.

- 2.2 In this case, there is clear conflict between the current line of the permanent public footpath to the south of Boundary Dyke and the construction and use of the new boat dyke as the approved link between the two dykes crosses the public footpath so without the diversion the link cannot be created.
- 2.3 Whilst the realignment of the public right of way to the south of the new dyke will change the route of the path, it is considered that the extent of the change will not fundamentally harm the character of the public path or the views to the river. It is considered that the creation of the new link between the dykes is necessary to enable the development to take place as permitted and to facilitate the mooring use. Therefore it is considered that the permanent diversion meets the above test.

3 Financial Implications

- 3.1 The cost of the diversion process will be borne by the applicant and/or the Environment Agency as it relates to flood defence works. There will be no cost to the Broads Authority other than staff resources.

4 Conclusion and Recommendation

- 4.1 The public footpath diversion is necessary here to facilitate a development which has been considered acceptable and granted planning permission. It is recommended that the authorisation be given to divert the public path referred to in this report as this diversion is necessary to enable the development to be carried out. It is further recommended that officers are given authority to make any orders necessary to divert the public paths referred to in this report.

Background papers: None

Author: Cally Smith
Date of report: 15 April 2015

Appendices: None

Local List Adoption: Waterside Chalets
Report by Historic Environment Manager and Planning Officer

Summary:	<p>The purpose of this report is to give members the opportunity to consider the formal adoption of 58 Waterside Chalets on the Local List as recommended by officers and by the Heritage Asset Review Group (HARG).</p> <p>The identification and formal adoption of Locally Listed Buildings is in line with Government guidance and is a continuing process.</p>
Recommendation:	<p>That the buildings recommended for inclusion on the Broads Local List be formally adopted and the owners notified.</p>

1 Introduction

- 1.1 An essential part of the Authority's work is supporting the protection and enhancement of the Broads' rich and varied architectural heritage. Historic buildings are important and finite assets and often specialist technical advice is required when owners considering repairs or alterations. Many of these buildings have been recognised nationally in terms of their significance and are nationally Listed.
- 1.2 There are, however, many buildings and structures of historic quality within the Broads which may not meet the strict national criteria for listing. They are however appreciated by local people for many reasons and contribute to the local character through their appearance or historical associations. These buildings can be identified and included in the Broads Local List of Heritage Assets. Although Locally Listed Buildings are not statutorily protected, the Local List is linked to policies in the Local Development Plan to acknowledge the asset's special qualities and importance to local people.
- 1.3 The number and breadth of these types of buildings and structures within the Broads is far ranging. The Broads Authority has therefore taken a themed approach when identifying these buildings. Previously the Broads Authority has worked with local communities and groups and identified Mills of local importance and this year Waterside Chalets have been surveyed for possible inclusion on a Local List. For full background information please see the full report to HARG at Appendix 1.

2 Assessment

- 2.2 The Members of the Heritage Asset Review Group (HARG) agreed in July 2014 to a survey and consultation exercise on the inclusion of Waterside Chalets on the Broads Local List. After a survey and consultation exercise, in March 2015 the HARG were presented with a report which advised that 58 Waterside Chalets were considered to be of a quality and should therefore be included on the Broads Local List. The HARG agreed with the conclusions of the report and that all 58 Waterside Chalets should be put forward to the Planning Committee for formal adoption. For full survey and consultation methodology the full report can be seen at Appendix 1 and the Notes from HARG are available elsewhere on this Agenda (Item 13.)
- 2.3 As a result the 58 Waterside Chalets are being put to the Planning Committee for formal adoption. A presentation will be provided at the Planning Committee meeting.

Background papers: HARG report dated 11 March 2015
[English Heritage \(2012\) Good Practice Guidance for Local Heritage Listing](#)

Author: Ben Hogg and Kayleigh Wood
Date of report: 17 April 2015

List of Appendices: APPENDIX 1 – HARG report dated 11 March 2015

**Broads Authority
Heritage Asset
Review Group
(HARG)**
2 April 2015
Agenda Item No

Local List Adoption: Waterside Chalets
Report by Historic Environment Manager and Planning Officer

Summary: Members agreed in July 2014 to a consultation exercise on the inclusion of Waterside Chalets on the Broads Local List.

The purpose of this report is to give members the opportunity to consider a summary of the responses from the consultation exercise and consider the formal adoption of 58 Waterside Chalets on the Local List as recommended by officers.

The identification and formal adoption of, Locally Listed Buildings is in line with Government guidance and is a continuing process.

Recommendations:

- (i) That the consultation response be noted.
- (ii) That the buildings recommended for inclusion on the Broads Local List be formally adopted and the owners notified.
- (iii) The appropriate level of information held on chalets which should be made available to the public be agreed.
- (iv) Options for a formal recognition of inclusion on the Local List i.e. a plaque scheme be agreed.

1 Introduction

- 1.1 An essential part of the Authority's work is supporting the protection and enhancement of the Broads' rich and varied architectural heritage. Historic buildings are important and finite assets and often specialist technical advice is required when owners considering repairs or alterations. Many of these buildings have been recognised nationally in terms of their significance and are nationally Listed.
- 1.2 There are, however, many buildings and structures of historic quality within the Broads which may not meet the strict national criteria for listing. They are however appreciated by local people for many reasons and contribute to the local character through their appearance or historical associations. These buildings can be identified and included in the Broads Local List of Heritage

Assets. Although Locally Listed Buildings are not statutorily protected, the Local List is linked to policies in the Local Development Plan to acknowledge the asset's special qualities and importance to local people.

- 1.3 The number and breadth of these types of buildings and structures within the Broads is far ranging. The Broads Authority has therefore taken a themed approach when identifying these buildings. Previously the Broads Authority has worked with local communities and groups and identified Mills of local importance and this year Waterside Chalets have been surveyed for possible inclusion on a Local List.
- 1.4 Waterside Chalets are particularly distinct to the Broads and contribute significantly to the wider character of the area. They tell us a lot about the evolving history of the Broads and changing social fashions. As land prices rise and the area becomes more desirable there is an increasing pressure to significantly alter or replace these structures with something larger and/or more permanent in construction. Given their contribution to the wider Broads setting it is considered beneficial to acknowledge and celebrate the best local examples. It is also considered that there may be examples of chalets within the Broads area which may be of sufficient historic significance to be included on the National List. These would be identified as part of any survey process.
- 1.5 After agreement with HARG, the Waterside Chalets of the Broads considered to be of significance have been identified and a consultation exercise with owners of the assets undertaken. 58 Waterside Chalets are now being put forward for inclusion on the Broads Local List.

2 Identification, survey and consultation exercise.

- 2.1 In September 2014 stakeholders were asked to formally nominate chalets which they believed may meet the criteria for Local Listing. A nomination form which highlighted the assessment criteria was sent to a number of relevant groups including: Chalet Owners, Parish Councils, Local Historic Societies, Broads Authority Officers, Broads Authority Volunteers, Planning Agents and Boatyards. 5 Nominations were put forward by the public. Officers also made their own recommendations.
- 2.2 A long list of Waterside Chalets to survey was created through the nomination process and recommendations by officers. Officers also visited known concentrations of chalets by boat to add chalets to the list. From this long list of chalets, a more detailed visual survey of the chalets was undertaken in order to map them and assess their significance.
- 2.3 To achieve consistency the survey was undertaken using the Locally Listed Building process as outlined by English Heritage. English Heritage recommends set criteria to be established and each chalet assessed against the set criteria (2012). The set criteria used to assess each chalet was as follows:
Age
Integrity

Historic Association
Architectural/Aesthetic Value
Evidential Value
Social Value
Landmark Status
Group Value

- 2.4 Some of the chalets on the long list were not considered to meet the criteria for local listing and were therefore discounted leaving 58 chalets being put forward for formal adoption on the final short list (Please see Survey Sheets at **Appendix B**).

Consultation

- 2.5 A more targeted consultation then took place, which is described in further detail below.
- 2.6 In January 2015 the owners of the chalets on the short list received their second consultation and were made aware of the possible inclusion on the local list. Owners were asked for their comments on possible inclusion, the accuracy of the survey sheets and thoughts on a plaque scheme. A summary of the responses are outlined below at **Appendix A**.
- 2.7 The Authority received 21 responses with regard to owner's thoughts on the inclusion on the Local List. 16 of the responses were positive, 2 were neutral and 3 were negative.
- 2.8 Some responses suggested additions and alterations to the survey sheets and these have been undertaken where appropriate, as outlined in the table at **Appendix A**.
- 2.9 Of the 21 responses received 9 people included comments on the plaque scheme. Of the 9 comments, 5 were positive and 4 were negative.
- 2.10 7 owners expressed concerns regarding how publically available the information of their property would be and what level of information would be available.

3 Assessment

Inclusion

- 3.1 As a result of the survey work it is considered that 58 Waterside Chalets (at **Appendix B**) meet the criteria for local listing as outlined in the guidance produced by English Heritage and therefore merit being put forward for formal adoption on the Broads Local List.
- 3.2 A reasonable level of response to the consultation was achieved with 36% of those consulted responding.

- 3.3 A large percentage of the responses received were positive or neutral towards inclusion on the Broads Local List which highlights further support from stakeholders for their inclusion. Of the total responses received 76% positively supported inclusion, 10% were neutral with 14% responding negatively.
- 3.4 As outlined above 3 negative responses were received. The negative responses highlighted that the owners of these properties do not want their properties to be included on the list, namely:

Coltishall

Boatshed and Kiosk on Coltishall Common

Hickling

Turner's Hut and Green Boatshed/Games Room

Potter/Thurne Bungalows

The Thatched Cottage

The above responses can be seen in more detail at **Appendix A** and the individual properties can be seen at **Appendix B**. Whilst the consultation responses are acknowledged, it is not considered that the responses raise material points which would warrant omission of the properties from the Local List. Following assessment against the English Heritage Guidance it is considered that the properties do meet the criteria for Local Listing as highlighted on their individual survey sheets and it is therefore recommended that the properties listed above are included on the Local List.

- 3.5 As highlighted above, a number of consultees highlighted concerns regarding the level of information which would be made available to the public. Their concerns are acknowledged and given the vulnerability of the properties and remote locations. These concerns are explored in detail below.

Plaque Scheme

- 3.6 In terms of the plaque scheme, the response rate was lower with a marginal majority of respondents in favour of the scheme. However, English Heritage do advise that a plaque scheme can work to incentivise people to appreciate and understand their historic environment. It is thought that the scheme may become more popular as more buildings are included on the list and it becomes more well-known.
- 3.7 Given the relatively low response rate and the marginal majority supporting the scheme. It is considered that a plaque acknowledging the fact the asset is locally listed is something that is offered optionally to owners, at the time letters of notification of inclusion on the Local List are sent.

Level of information made publically available

- 3.8 A number of respondents expressed concerns that an inappropriate level of information regarding their property might be made publically available as a

result of inclusion. There were specific concerns that residents privacy might be compromised by publication of photographs or specific locational information particularly map information was made available.

- 3.9 These concerns are recognised and with residential property it is acknowledged that there are certain sensitivities surrounding residential property that would not for example apply to unoccupied Mill structures.
- 3.10 The level of information currently published as regards locally listed structures is for each entry – the Parish, address and a short statement of significance rather than the full detailed survey sheets, photographs or location maps.
- 3.11 It is considered that this level of information is appropriate as it is sufficient to identify an asset as being included on the list gives a brief synopsis of its significance, without including data which may compromise the privacy of individual owners.
- 3.12 It is therefore considered reasonable to only show the list of properties on the public website along with the brief synopsis of significance. The survey sheets with in-depth information will be for internal use only. It is also considered that an informative should be included on the website which highlights that the properties are in private ownership and not open for public viewing.

Submission of best examples for the National List.

- 3.13 An aspiration of the survey work on was to identify if there were any chalets which were of sufficient heritage significance to be considered for inclusion on the National List compiled by English Heritage.
- 3.14 On completion of the survey approximately 6-10 chalets have been identified as having potential for inclusion on the National List. Following the adoption of the local list it is considered that these examples should be subject to further research and assessment, and following this a request for inclusion on the National list be put forward to English Heritage.
- 3.15 It is suggested that this group of chalets be subject to further reports to Members prior to any application for inclusion is sent to English Heritage.

4 Continuing Appraisal Work

- 4.1 The local list is envisaged as an ongoing process in line with Government guidance. The NPPF acknowledges the importance of non-designated Heritage assets in the historic environment. The continuing identification of further thematic groups of assets is therefore considered a continuing priority in terms of the management of the historic environment of the Broads.

5 Financial Implications

- 5.1 There are financial implications for both the adoption of the waterside chalets and continuing identification of future thematic groups for inclusion on the local list.
- 5.2 The offer to provide a plaque recognising inclusion on the local list is a specific cost. Initial research suggests that the cost of a plaque of the type recommended by English Heritage - a simple inscribed disc – would be in the region of £50 per unit (subject to design and manufacturer). This would give a cost of £2900 if all 58 assets identified took up the offer of a plaque.
- 5.3 The continuing cost of appraisal work also represents a cost to the Authority in terms of officer time - both in the survey work and the production of information. It is considered however having identified the significance of assets and having that information available will assist in the assessment of future applications. Furthermore the identification of the significance of these assets provides a tangible benefit to the understanding of the Cultural Heritage of the Broads. It is therefore considered that these benefits outweigh the costs of the survey and appraisal work.

6 Conclusions and Recommendations

It is therefore concluded and recommended that:

- (i) That all 58 waterside chalets recommended for inclusion on the Broads Local List be formally adopted and the owners notified.
- (ii) The appropriate level of information held on chalets which should be made available to the public to be agreed. Giving the level of concern expressed by consultees, officers recommend that a list of properties be available on the website and the additional information be available to officers only.
- (iii) Options for a formal recognition of inclusion on the Local List i.e. a plaque scheme be agreed. Officers recommend that the plaque scheme is explored further through the Project Development Group and that it is optional for owners.
- (iv) A further report is brought to Members regarding those chalets considered suitable for inclusion on the National List following further survey and assessment work.

Background papers: [English Heritage \(2010\) Celebrating People and Place: Guidance on Commemorative Plaques and Plaque Schemes](#)

[English Heritage \(2012\) Good Practice Guidance for Local Heritage Listing](#)

Author: Ben Hogg and Kayleigh Wood

Date of report: 11 March 2015

Appendices: APPENDIX A – Table of Responses
APPENDIX B – Survey Sheets (Not attached due to potential sensitivities – see HARG Note 16/6 and recommendation above)

LOCAL LIST candidates

HARG Appendix A

Local List Candidates 2014	Response	Response Summary	BA Response	Comments on Plaque Scheme
Acle				
Bridge Stores	None	n/a	n/a	n/a
Belaugh				
Hollywood	None	n/a	n/a	n/a
Brundall				
Chalet at Brundall Gardens Marina	None	n/a	n/a	n/a
39 Riverside Estate (Red and White)	None	n/a	n/a	n/a
Coltishall				
Boatshed Coltishall Common and Kiosk Coltishall Common	Negative	Over the years we have brought the properties into the condition they are in now and we intend to keep doing this we therefore do not wish to be put forward for adoption	n/a	No plaque award scheme
Horning				
Plot 24	None	n/a	n/a	n/a
Plot 26	None	n/a	n/a	n/a
Plot 28b	Positive	Verbal support for the proposal and confirmed the plot number	Officer updated plot number	n/a
Birch and Jada	Positive	Welcome the inclusion. Some alterations to the survey sheet are required regarding number of units, integrity and piling, social value and some additional information on historical association	Officers updated survey sheet in accordance with recommendations	n/a
Bonnington	Positive	Gave a brief history and welcomed the initiative	Officers updated survey sheet with the additional information gained	n/a
Romany	None	n/a	n/a	n/a
Garden House	None	n/a	n/a	n/a
Ashcroft	None	n/a	n/a	n/a

Heron Lodge	None	n/a	n/a	n/a
Langton	Positive	Gave a brief history and highlighted error on the survey sheet with regard to the name of the property and shingles	Officers updated survey sheet in accordance with recommendations	Support the plaque scheme
Box End	None	n/a	n/a	n/a
Willow Fen	None	n/a	n/a	n/a
Harnser Lodge	Positive	No objection	n/a	Welcome the opportunity to display a plaque
Wiluna	None	n/a	n/a	n/a
The Dutch Cottage	None	n/a	n/a	n/a
Hoveton				
Leisure Hour	None	n/a	n/a	n/a
The Beehive	Positive	Verbal support	n/a	n/a
Saltash	None	n/a	n/a	n/a
Hickling				
Whiteslea Lodge	Neutral	Concerns over inclusion regarding- making people aware of the importance will draw attention to the property which is with a remote and vulnerable location- the present wording of the survey sheet makes it appear to be open to the public which it is not the case. More information was given regarding the background and history. We do our best to maintain the property but if the public are more aware of the property this will make maintenance more difficult. I hope the wording can be tempered if the lodge has to be included. I am not sure it falls within the definition of a waterside chalet	Officer amended survey sheet in accordance with requests	n/a
The Holt and Boathouse	None	n/a	n/a	n/a
The Eel Sett	Positive x2	Broads Society- Very pleased to support the scheme Other interested party- very much in favour of inclusion	n/a	Broads Society- Not in support of the plaque scheme
The Studio	None	n/a	n/a	n/a
Green day hut (Turner's Hut) and Green Boathouse	Negative	Official request for the removal of the two buildings from the Local List- Aggrieved as the Broads Authority are undertaking bank protection works to other areas of the Broads and not in front of Turner's hut and the boatshed. The edge of the broad is now very dangerous. The Broads Authority should put markers up as the site is very dangerous a risk assessment should be undertaken and sent. As the bank protection is	n/a	Does not need a plaque or certificate or registration to make it any more special or worse than people think

		not being undertaken Turner's Hut is not of enough importance to protect. Does not want Tuner's Hut becoming one of a number or judged. The lawn is ruined; the pond is silted up and from the main Broad does not look its best. Concerns over trespass and vandalism. Turners Hut buildings are of a non-standard construction, may contain asbestos, many items are not period correct, construction of eaves, facias, windows and doors do not comply with current building regulations and there have been no visitors of importance.		it really is.
The Moorings	None	n/a	n/a	n/a
The Boathouse	None	n/a	n/a	n/a
Irstead				
Ice House	Positive	We consider the ice house a very good contender and will be quite stunning when the restriction has complete. Asked questions regarding the meaning of some of the statements on the survey sheet	Officer answered queries on survey sheet	Is a good idea, plaques should be engraved metal and fixed on the outside in a prominent position, although the properties will not be open to viewing without permission of the owners
Martham				
Winsome Meed	Positive	I am happy for the chalet to be brought forward for inclusion. Offered additional historic information and requested alterations to the survey sheet with regard to inaccuracy over the name, the porch and the condition	Officer updated survey sheet with additional information	I would be happy to display a plaque on the property
Oulton Broad				
Thatch End	None	n/a	n/a	n/a
South Walsham				
Cygnus Boathouse	None	n/a	n/a	n/a
The Boathouse 1a	None	n/a	n/a	n/a
The Loft	Positive	Provided brief history	Officer updated survey sheet with	n/a

			additional information	
Thurne Dyke				
Time and Tide	Postive	Verbal support	n/a	n/a
Bishop's Mill Bungalow	None	n/a	n/a	n/a
Thurne/Potter Bungalows				
Sukie	None	n/a	n/a	n/a
Idleways	None	n/a	n/a	n/a
Dutch Tutch	Positive	Gave additional information and history	Officer updated survey sheet with additional information	n/a
Rosemary Cottage	None	n/a	n/a	n/a
64 (Towerview)	None	n/a	n/a	n/a
Mill View	Positive	Support inclusion. Please amend survey sheet to include the chimney	Survey Sheet altered in accordance with advice	n/a
Down River and Garden Structure	None	n/a	n/a	n/a
Thatched Cottage with boathouse	Negative	Why? The Local Authority keeps a close eye on changes, the Thurne Management Company does an excellent job at maintaining standards, most have plastic double glazing, hardly original, Great Yarmouth Borough Council have stopped collecting waste, waste of money on the flood defences, so much public money being wasted on poorly planned schemes and complaint over the cost of licence for two canoes	Officer responded directing the owner to the correct Authorities regarding some of his concerns	n/a

Mands	None	n/a	n/a	n/a
Wroxham				
Southover	Positive	No objection	n/a	Supports plaque scheme
Closeburn	None	n/a	n/a	n/a
High House	None	n/a	n/a	n/a
Cobwebs and Waterside	Neutral	Do have reservations and concerns regarding additional controls that may be brought about as a result of the process. Did have concerns regarding the nomination process and asking people to nominate properties as the process is subjective. We have saved the property from dereliction and are very proud of it and flattered that people believe it is worthy of inclusion. Asked questions regarding the statements within the consultation letter. There are concerns with some wording on the survey sheet with regards to the chimney, the linking of the properties, the age and level of integrity. Do understand the sentiment however and wish to support.	Answered questions on the consultation letter and made alterations to the survey sheet as requested	n/a
Greenbanks	Positive	Asked for incorrect information to be altered on survey sheet- no upvc, no use of word chalet. Gave brief history. Did express concerns over privacy and dissemination of information on property	Survey sheet altered in accordance with advice	Would not like plaque, would not like this to draw attention to the property
Ennerdale	None	n/a	n/a	n/a
The Glade	None	n/a	n/a	n/a
Staithecote	None	n/a	n/a	n/a
Sheerwater	Positive	Verbal support for the proposal	n/a	n/a

Heritage Asset Review Group

Notes of Meeting held on Thursday 2 April 2015 starting at 11.30 pm.

Present:

Mike Barnard
Jacquie Burgess
Colin Gould
Peter Warner

In attendance:

Ben Hogg – Historic Environment Manager
Simon Hooton – Head of Strategy and Projects
Prue Smith – Consultant on Cultural Heritage
Andrea Long – Director of Planning and Resources
Will Burchnall – Project Manager
Kayleigh Wood – Planning Officer
Sandra Beckett – Administrative Officer

16/1 Apologies for absence and welcome

16/1 Apologies for absence were received from Murray Gray and Julie Brociek-
(a) Coulton.

16/1 Appointment of Chairman

(b)

In light of Murray Gray's absence and the previous Vice-Chairman of the Group no longer being a member, the Director of Planning and Resources invited nominations for Chairman for the meeting.

Jacquie Burgess proposed, seconded by Mike Barnard, the appointment of Colin Gould as Chairman for this meeting.

Colin Gould in the Chair

16/2 To receive the note of the fifteenth meeting held on 7 November 2014

The Note of the fifteenth meeting of HARG held on 7 November 2014 was received as a correct record.

16/3 Points of Information arising from the last meeting

There were no further points of information arising from the last meeting other than those to be discussed within the agenda.

16/4 Conservation Area Re-Appraisals

Progress was reported on the following Conservation Areas.

(1) Oulton Broad Conservation Area Re-Appraisal

The Group noted that the Oulton Broad Conservation Area re-appraisal had been the subject of a second consultation particularly with those in the new part of the Conservation Area. A meeting of the Oulton Broad Community Enterprise group had been held to discuss the matter and Waveney Councillors Mike Barnard and Colin Law had been in attendance. The meeting had confirmed that they were content with the new boundary. It was hoped to take a report to the Planning Committee in May recommending its adoption.

(2) Halvergate Marshes Conservation Area –Re-Appraisal adoption.

A report had been submitted to the Planning Committee in February 2015 and the Halvergate Marshes Conservation Area re-appraisal had been formally adopted by the Authority.

(3) Stalham Staithe Conservation Area Re-Appraisal

A bid had been submitted to the Authority's Project Development Group for a rapid assessment to be undertaken of the Stalham Staithe Conservation Area within the Authority's boundary. Prue Smith had undertaken a draft reappraisal. This was a very coherent area with redevelopment having followed historical development as far as possible. However, the north western area of the Conservation Area did not wholly appear to conform to the criteria for designation. As the area came partly within the jurisdiction of North Norfolk District, discussions had been held with the appropriate officers who were satisfied with the approach the Authority's officers were taking.

It was intended that a Draft Conservation Area Re-appraisal would be prepared for the next HARG meeting and if available sooner would go straight to the Planning Committee meeting for approval for consultation.

(4) West Somerton Conservation Area Re-Appraisal

Preliminary work had been undertaken and given that there were two conservation areas - East and West Somerton, it was proposed to discuss any proposals with the Parish Council and officers from Great Yarmouth Borough Council.

16/5 Heritage at Risk

Buildings at Risk Schedule 2015

The Group received the updated Schedules relating to the Buildings At Risk Survey as well as the Schedule relating to current and potential Enforcement issues.

The Group noted that following HARG agreement, appropriate follow up action had been undertaken to try and further progress on several of the buildings which had been on the list for some time. The Group was pleased that progress had been made in respect of Manor Farm, Oby.

It was noted that at least two of the Mills at risk within the schedule were to be included within the Landscape Partnership Scheme bid. However, a total of 20 had been identified for inclusion. It was hoped that following agreement with Eastern and Ottery College being part of the partnership scheme and heritage skills being embedded in their curriculum, maintenance of those mills would continue and therefore by 2022 some would be taken off the At Risk register.

It was noted that being pragmatic and realistic, several mills would be left as ruins within the landscape, although it was hoped that steps would be taken to prevent further decay.

The Historic Environment Manager confirmed that the Authority's officers liaised closely with the relevant Building Control officers where necessary.

The Group noted the progress being made and the sensitivities involved.

It was agreed that photographs would be available for the Group at the next meeting as Aide-Memoires.

16/6 The Local List for the Broads

Further to Note 13/5, 14/5 and 15/5 Kayleigh Wood (Planning Officer) introduced her report on the responses received from the consultation exercise relating to the 58 Waterside Chalets recommended for inclusion on the Local List. The work had been undertaken as part of her Masters degree, the dissertation for which had now been submitted. The Group noted that the work identified in November had been completed.

The Planning Officer provided the Group with photographs and survey sheets of all the 58 chalets. She drew attention to those properties which had indicated they were not in favour of being included on the Local List for reasons of protection of privacy and/or potential additional protection considered to be unnecessary. The Group was sympathetic and sensitive to the concerns but considered that the properties should be included within the Local List as they met the criteria for doing so and were in accordance with the NPPF. All of those identified had been checked to insure that they were in line with Government Guidance and this was a continuing process.

Members noted that the consultation and survey process for those properties identified had been asked for their views on the plaque. Although the response rate had been low, English Heritage was in favour of such a scheme. It was agreed that that such a plaque to acknowledge that the asset is locally listed be offered as an option to owners at the time letters of notification of inclusion on the Local List are sent. Officers suggested that

such a scheme be explored further with the Authority's Project Development Group.

The Group acknowledged the concerns relating to the amount of information available and the sensitivities involved about privacy being compromised, particularly from those who had not wished their properties to be included. They therefore agreed that only limited information be made available as part of the listing on the Authority's website. This would include only the parish together perhaps with a synopsis of significance but without the full detailed survey sheets and photographs. In addition an informative be included which highlighted that these were private properties in private ownership and not open for public viewing. It was agreed that the owners of the properties not in favour be treated sensitively and specifically informed that their properties would be included but that their concerns were acknowledged.

The Group considered that the work undertaken was an exceedingly valuable and significant contribution to understanding the Broads landscape. They congratulated the Planning Officer on the excellent work and wished her well.

It was agreed that the consultation responses be noted and a report be prepared for the Planning Committee to

RECOMMEND that :

- (i) All 58 waterside chalets recommended for inclusion on the Broads Local List be put forward for formal adoption and the owners notified.
- (ii) The amount of information to be made available on the Authority's website be limited to a list of properties with only the parish and perhaps a brief synopsis of significance and the additional information be available to officers only. The owners to be notified.
- (iii) Options for a formal recognition of inclusion on the Local List i.e. a plaque scheme be agreed and that the plaque scheme is explored further through the Project Development Group and that it is optional for owners. The owners to be notified.
- (iv) A further report is brought to Members regarding those chalets considered suitable for inclusion on the National List following further survey and assessment work.

16/7 Water, Mills and Marshes: The Broads Landscape Partnership Bid

Will Burchnall, the Project Manager provided the group with a presentation on the progress on the Authority's Heritage Lottery Funding bid (HLF) for The Broads Landscape Partnership titled Water, Mills and Marshes. The Bid was due to be submitted by 1 June 2015 and it was hoped to complete the submission by May 2015. A decision was expected in October 2015. It would then take 18 months to prepare the Development Phase in order to submit a second round application. Once HLF approval had been given it

was intended that the 5 year delivery phase would be from 2017/18 to 2022/23. It was expected that the project would be seeking funding of up to up to £2.6 million pounds from the HLF. .

The Project Manager provided the context for the project showing the project area which was some 200Km² with the map work being in progress. The bulk of the area covered the Halvergate Marshes and its surrounds in which were based a series of multiple projects (up to 38) with multiple partners (up to 50). It had been chosen for its unique cultural assets, some of which still needed to be explored including its archaeology, its biodiversity value and potential, having the greatest concentrations of standing drainage mills in Europe as well as being unique in demonstrating the evolution of drainage mill technology and the only Conservation Area at risk in the Broads .

The Project Manager explained the aims of the project and how it had been broken down under the following headings:

- Landscape Exploration - *encouraging people out into the landscape; improving physical access to and within the area;*
- The Historic Landscape – *protecting and enhancing heritage assets at risk; discovering greccording and protecting waterlogged archaeological assets;*
- Natural Landscapes – *creating and connecting habitat corridors to strengthen ecological networks; improving land and water management regimes to adapt to climate change and development pressures;*
- Landscape Interpretation – *increasing information and interpretative material about the area's history and special qualities;*
- Learning and Future Skills – *engaging with all ages, enabling heriage and cultural skills training*
- Community Grant Fund – *enabling community projects through a small grants programme.*

He explained each of these in more detail, commenting that one of the most exciting facets of the project related to Learning and Future Skills where there appeared to be tremendous potential with links being formed with organisations such as Colleges, NWT, RSPB, and the Time and Tide Museum.

The Group welcomed the presentation and considered that the project now provided a coherent framework and structure with a logical basis. They were impressed, fully supportive and congratulated the Project Manager and team on the progress.

16/8 Any Other Business

No further business.

16/9 Date of Next Meeting – July 2015

It was noted that the next meeting of the Heritage Asset Review Group would take place on Friday **24 July 2015** following the Planning Committee meeting.

The meeting concluded at 13.00 pm

Enforcement Update
Report by Head of Planning

Summary: This table shows the monthly updates on enforcement matters.

Recommendation: That the report be noted.

1 Introduction

1.1 This table shows the monthly update report on enforcement matters.

Committee Date	Location	Infringement	Action taken and current situation
5 December 2008	"Thorpe Island Marina" West Side of Thorpe Island Norwich (Former Jenners Basin)	Unauthorised development	<ul style="list-style-type: none"> Enforcement Notices served 7 November 2011 on landowner, third party with legal interest and all occupiers. Various compliance dates from 12 December 2011 Appeal lodged 6 December 2011 Public Inquiry took place on 1 and 2 May 2012 Decision received 15 June 2012. Inspector varied and upheld the Enforcement Notice in respect of removal of pontoons, storage container and engines but allowed the mooring of up to 12 boats only, subject to provision and implementation of landscaping and other schemes, strict compliance with conditions and no residential moorings Challenge to decision filed in High Court 12 July 2012 High Court date 26 June 2013

Committee Date	Location	Infringement	Action taken and current situation
			<ul style="list-style-type: none"> • Planning Inspectorate reviewed appeal decision and agreed it was flawed and therefore to be quashed • “Consent Order “has been lodged with the Courts by Inspectorate • Appeal to be reconsidered (see appeals update for latest) • Planning Inspector’s site visit 28 January 2014 • Hearing held on 8 July 2014 • Awaiting decision from Inspector • Appeal allowed in part and dismissed in part. Inspector determined that the original planning permission had been abandoned, but granted planning permission for 25 vessels, subject to conditions (similar to previous decision above except in terms of vessel numbers) • Planning Contravention Notices issued to investigate outstanding breaches on site • Challenge to the Inspector’s Decision filed in the High Courts on 28 November 2014 (s288 challenge) • Acknowledgment of Service filed 16 December 2014. Court date awaited • Section 73 Application submitted to amend 19 of 20 conditions on the permission granted by the Inspectorate • Appeal submitted to PINS in respect of Section 73 Application for non-determination • Section 288 challenge submitted in February 2015. • Court date of 19 May 2015.
17 August 2012	The Ferry Inn, Horning	Unauthorised fencing, importation of material and land-	<ul style="list-style-type: none"> • Enforcement Notice served in respect of trailer on 25 September 2013. • Compliance required by 11 November 2015

Committee Date	Location	Infringement	Action taken and current situation
		raising and the standing of a storage container	
8 November 2013	J B Boat Sales, 106 Lower Street, Horning	Unauthorised building of new office not in accordance with approved plans	<ul style="list-style-type: none"> • Authority for serving an Enforcement Notice in consultation with the solicitor requiring the removal of a prefabricated building and restoration of site, with a compliance period of three months. Authority to prosecute in the event of non-compliance • Enforcement Notice served 19 November 2013 • Compliance required by 6 April 2014 • Negotiations underway regarding planning application. • Compliance not achieved and no application submitted • Solicitor instructed to commence Prosecution proceedings • Case to be heard in Norwich Magistrates Court on 28 January 2014 • Case adjourned to 25 February 2015. • Planning application received 13 February 2015 and adjournment to be requested for Hearing.
10 October 2014	Wherry Hotel, Bridge Road, Oulton Broad –	Unauthorised installation of refrigeration unit.	<ul style="list-style-type: none"> • Authorisation granted for the serving of an Enforcement Notice seeking removal of the refrigeration unit, in consultation with the Solicitor, with a compliance period of three months; and authority be given for prosecution should the enforcement notice not be complied with. • Planning Contravention Notice served • Negotiations underway • Planning Application received • Planning permission granted 12 March 2015. Operator given six months for compliance.

Committee Date	Location	Infringement	Action taken and current situation
10 October 2014	Land at Newlands Caravan Park, Geldeston	Unauthorised Erection of structures comprising toilet/shower unit, open fronted storage building and small shed	<ul style="list-style-type: none"> landowner to be invited to submit a planning application for the unauthorised structures if no planning application is submitted within three months, authority granted to serve an Enforcement Notice in consultation with the Solicitor requiring the removal of the unauthorised structures with a compliance period of three months authority given to proceed with prosecution of the owner should the enforcement notice not be complied Deadline of 15 January 2015 for receipt of valid application No application received at 15 January 2015 Negotiations underway with landowner Site visit indicated further breaches of planning control Some further clearance, further negotiations underway.
5 December 2014	Staithe N Willow	Unauthorised erection of fencing	<ul style="list-style-type: none"> Compromise solution to seek compliance acceptable subject to the removal of the 2 metre high fence by 31 October 2015 Site to be checked 1 November 2015

2 Financial Implications

2.1 Financial implications of pursuing individual cases are reported on a site by site basis.

Background papers: BA Enforcement files

Author: Cally Smith
Date of report: 18 March 2015

Appendices: Nil

Appeals to the Secretary of State: Update
Report by Administrative Officer

Summary: This report sets out the position regarding appeals against the Authority since March 2015.

Recommendation: That the report be noted.

1 Introduction

- 1.1 The attached table at Appendix 1 shows an update of the position on appeals to the Secretary of State against the Authority since March 2015. There is in fact only one appeal which has been validated and which the Authority has received since May 2014.

2 Financial Implications

- 2.1 There are no financial implications.

Background papers: BA appeal and application files.

Author: Sandra A Beckett
Date of report: March 2015

Appendices: APPENDIX 1 – Schedule of Outstanding Appeals to the Secretary of State since March 2015

APPENDIX 1

Schedule of Outstanding Appeals to the Secretary of State since January 2015

Start Date of Appeal	Location	Nature of Appeal/ Description of Development	Decision and Date
	Appeal Ref E9505/W/15/3002735, BA/2015/001/NONDE T The Island, Yarmouth Road, Thorpe St Andrew Former Jenners Basin Mr Roger Wood	Appeal against non-determination of application for variation of conditions, 19 of which were imposed through a decision by the Planning Inspectorate to grant planning permission for 25 vessels subject to conditions in October 2014 Application not validated by BA	Appeal lodged with Secretary of State/. Appeal turned away.
3-3-15	App Ref E9505/W/15/3004216 BA/2014/0381/FUL BA/2015/0002/REF 104 Lower Street, Horning, NR12 8PF Mr and Mrs John and June Wright	Appeal against refusal Alteration of existing south west facing window and formation of a double doorway in place of double opening window and formation of access via external stairway to quay head decking area	Delegated Decision on 17 December 2014 Questionnaire and Notification Letters sent by 10-3-15 Statement to be sent by 7 April 2015
Not yet received	App Ref APP/E9505/W/15/3013 891 BA/2014/0281/COND Pampas Lodge Holiday Park NR14 6AA Mr Colin Shirley	Appeal against refusal Variation of Condition 6 of 1998/1645/CU to allow use of caravan pitch for year-round warden's accommodation	Delegated Decision on 3 December 2014

Decisions made by Officers under Delegated Powers

Report by Director of Planning and Resources

**Broads Authority
Planning Committee**

01 May 2015

Agenda Item No. 16

Summary:	This report sets out the delegated decisions made by officers on planning applications from 23 March 2015	to 21 April 2015
Recommendation:	That the report be noted.	

Application	Site	Applicant	Proposal	Decision
Acle Parish Council				
BA/2015/0064/HOUSEH	Broad Farm Cottage Broad Farm Boat Dyke Lane Acle Norwich Norfolk NR13 3AZ	Mr And Mrs B Banham	First floor extension to form bedroom.	Approved Subject to Conditions
Beccles Town Council				
BA/2015/0075/FUL	Beccles Swimming Pool Puddingmoor Beccles Suffolk NR34 9PL	Mr Shaun Crowley	New 3 metre diving platform	Approved Subject to Conditions
Filby Parish Council				
BA/2015/0047/HOUSEH	Loke Cottage Thrigby Road Filby Norfolk NR29 3HJ	Mrs Lisa Harold	New extension	Approved Subject to Conditions
Fritton And St Olaves PC				
BA/2014/0388/FUL	Wavalley Rise Priory Road St. Olaves Great Yarmouth NR31 9HQ	Mr Andy Geere	Replacement quayheading and installation of boat cut	Approved Subject to Conditions

Application	Site	Applicant	Proposal	Decision
Horsey Parish Council				
BA/2015/0041/FUL	Horsey Drainage Mill Marsh Road Horsey Norfolk NR29 4EE	The National Trust	Repairs and window alterations including: renewal of sails and fan to earlier pattern; repair of the cap and fan stage with alteration of gallery details to earlier pattern; provision of new machinery guarding inside the building; reordering of the top stage access ladder; rebuilding of turbine house to original detailing and size; renewal of windows to original pattern; removal of plywood from floors.	Approved Subject to Conditions
BA/2015/0035/LBC			Repairs and window alterations including: renewal of sails and fan to earlier pattern; repair of the cap and fan stage with alteration of gallery details to earlier pattern; provision of new machinery guarding inside the building; reordering of top stage access ladder; rebuilding of turbine house to original detailing and size; renewal of windows to original pattern; removal of plywood sheathing from floors.	Approved Subject to Conditions
Hoveton Parish Council				
BA/2015/0042/HOUSEH	Rambler Brimbelow Road Hoveton Norwich Norfolk NR12 8UJ	Mr Christopher Crowther	To widen existing dock from 15'ft to 22'ft and quayhead	Approved Subject to Conditions

Application	Site	Applicant	Proposal	Decision
Lowestoft Area Consultations				
BA/2015/0054/FUL	21 Boathouse Lane Lowestoft Suffolk NR32 3PP	Mr Andrew Mayes	Replacement of degraded wooden quay headings, installation of a raised boardwalk and planked walkway to one side of the mooring, construction of a small timber storage shed and open "boat-port" and associated works to provide safe access to the mooring area for year-round leisure boating activities.	Approved Subject to Conditions
Lowestoft Town				
BA/2015/0015/HOUSEH	33 Romany Road Lowestoft Suffolk NR32 3PJ	Mr John Cole	Construct a covered shed and erect a timber garden hut.	Approved Subject to Conditions
Ludham Parish Council				
BA/2014/0379/HOUSEH	Hall Common Farm Hall Common Ludham Great Yarmouth NR29 5NS	Mr Stephen Pitkethly	Alterations to create a new access to convert the attic to living accommodation, including the installation of dormer windows, installation of an internal staircase and other internal works. Internal alterations at ground and first floor level, demolition of chimney stacks to rear range, replacement windows and doors, erection of remote solar array in field.	Approved Subject to Conditions
BA/2014/0380/LBC				
Martham Parish Council				
BA/2015/0067/FUL	Maggies Folly 49 Riverside Martham Norfolk NR29 4RG	Mr Charles Dennis	Demolish existing property and construct new property.	Approved Subject to Conditions

Application	Site	Applicant	Proposal	Decision
Ormesby St Michael Parish Council				
BA/2015/0065/FUL	Land Adjacent To The Tree House Main Road Ormesby St Michael Norfolk NR29 3LW	Ms Deborah Foster-Richardson	Disabled persons mobility and therapy adaptations to include extensions, garage and car port to existing bungalow.	Approved Subject to Conditions
Oulton Broad				
BA/2014/0403/FUL	11 Boathouse Lane Lowestoft Suffolk NR32 3PP	Mr Jason Browne	To replace quayheading with hard quay (tannalised timber, widen and dredge existing mooring plot; construct and install day hut, canoe hut, storage/service hut and make good existing slipway	Approved Subject to Conditions
Potter Heigham Parish Council				
BA/2015/0069/FUL	Plot 3 North East Riverbank Bridge Road Potter Heigham Great Yarmouth Norfolk NR29 5NE	Miss Vicky Quaif	To renew 34m of quay heading and repair eroded banks	Approved Subject to Conditions
Sutton Parish Council				
BA/2014/0426/FUL	J Withers Mooring Plots At Staithe Road Sutton Norwich Norfolk NR12 9QS	Mr Peter Withers	Extension to mooring basin, new quay heading, boardwalks, mooring posts, jetty and associated parking.	Approved Subject to Conditions
Wroxham Parish Council				
BA/2015/0021/FUL	Beech Road Wroxham Norwich NR12 8TP	Mr Eric Plane	Demolition of derelict garage and replace with timber framed garage/storage facility	Approved Subject to Conditions

**Circular 28/83 Publication by Local Authorities of Information
about the Handling of Planning Application
for the quarter ending 31 March 2015**
Report by Head of Planning

Summary: This report sets out the development control statistics for the quarter ending 31 March 2015

Recommendation: That the report be noted

1 Development Control Statistics

1.1 The development control statistics for the quarter ending 31 March 2015 are summarised in the table below.

Table 1:

Total number of applications determined	26						
Number of delegated decisions	20(78%)						
Type of decision	Numbers granted				Numbers refused		
	24(92%)				2(7%)		
Speed of decision	Under 8 wks	8-13 wks	13-16 wks	16-26 wks	26-52 wks	Over 52 wks	Agreed Extension
	18 (70%)	6 (23%)	0 (0%)	0 (0%)	0 (0%)	0 (0%)	2 (7%)
Numbers of Enforcement Notices	0(PCN)						
Consultations received from Neighbouring Authorities	11						

Table 2: National Performance Indicators

	BV 109 The percentage of planning applications determined in line with development control targets to determine planning applications.			
National Target	60% of Large Scale Major* applications in 13 weeks	60% of Small Scale Major* applications in 13 weeks	65% of Minor* applications in 8 weeks	80% of other applications in 8 weeks
	<i>*Large Scale Majors refers to any application for development where the site area is over 10000m²</i>	<i>*Small Scale Majors refers to any application for development where the site area is over 1000m² but under 9999m²</i>	<i>*Minor refers to any application for development where the site area is under 1000m² (not including Household/ Listed Buildings/Changes of Use etc)</i>	<i>Other refer to all other applications types</i>
Actual	0 applications received.	4 applications received. 3 determined in 13 weeks (75%)	18 applications received. 14 determined in 8 weeks (78%)	4 applications received. 4 determined in 8 weeks (100%)

Background Papers: Development Control Statistics provided by Broads Authority using CAPS/Uniform Electronic Planning System.

Author: Simon Moore
Date of Report: 21 May 2015

Appendices: APPENDIX 1 – PS1 returns
APPENDIX 2 – PS2 returns

PS1 returns:

1.1	On hand at beginning of quarter	16
1.2	Received during quarter	35
1.4	Withdrawn, called in or turned away during quarter	1
1.4	On hand at end of quarter	24
2.	Number of planning applications determined during quarter	26
3.	Number of delegated decisions	20
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	0
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	0
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

PS2 Returns

Type of Development	Total Decisions			Total Decisions Time from application to decision			More than 16 wks and up to 26 wks	More than 26 wks and up to 52 wks	More than 52 wks	Agreed Extension
	Total	Granted	Refused	Not more than 8 wks	More than 8 wks but not more than 13 wks	More than 13 wks and up to 16 wks				
Large-scale Major										
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	0	0	0	0	0	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
Small-scale Major										
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	0	0	0	0	0	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 small-scale major developments	4	4	0	0	3	0	1	0	1	0
Minor										
Dwellings	1	0	1	1	0	0	0	0	0	0
Offices/ light industry	0	0	0	0	0	0	0	0	0	0
Heavy industry/storage/warehousing	0	0	0	0	0	0	0	0	0	0
Retail distribution and servicing	1	1	0	1	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	12	3	0	0	1	1	3
Others										
Minerals	0	0	0	0	0	0	0	0	0	0
Change of use	0	0	0	0	0	0	0	0	0	0
Householder developments	0	0	0	0	0	0	0	0	0	0
Advertisements	2	2	0	2	0	0	0	0	0	0
Listed building consent to alter/extend	2	2	0	2	0	0	0	0	0	0
Listed building consent to demolish	0	0	0	0	0	0	0	0	0	0
Conservation Area Consents	0	0	0	0	0	0	0	0	0	0
Certificates of lawful development	0	0	0	0	0	0	0	0	0	0
Notifications	0	0	0	0	0	0	0	0	0	0
TOTAL	26	24	2	18	6	0	0	0	2	2
Percentage (%)	100%	96%	4%	63%	18%	0%	0%	0%	7%	7%

Development Control Statistics provided by Broads Authority using CAPS/Uniform Electronic Planning System