

# Planning Committee

## Agenda 17 July 2020

10.00am

This is a remote meeting held under the Broads Authority's [Standing Orders on Procedure Rules for Remote Meetings](#).

**Participants:** You will be sent a link to join the meeting. The room will open at 9.00am and we request that you **log in by 9.30am** to allow us to check connections and other technical details.

**Members of the public:** We will publish a live stream link two days before the meeting at [Planning Committee - 17 July 2020](#). The live stream will be suspended for any exempt items on the agenda. Please email [committees@broads-authority.gov.uk](mailto:committees@broads-authority.gov.uk) with any queries about this meeting.

### Introduction

1. Welcome and introduction by the Chair including protocol for remote meetings
2. To receive apologies for absence
3. To receive declarations of interest
4. **To receive and confirm the minutes of the Planning Committee meeting held on 26 June 2020** (Pages 3-11)
5. Points of information arising from the minutes
6. To note whether any items have been proposed as matters of urgent business

### Matters for decision

7. **Chairman's announcements and introduction to public speaking**  
Please note that public speaking is in operation for the planning applications. This will be in accordance with the Authority's [Code of Conduct for Planning Committee](#) and the new Government regulations and standing orders agreed by the Authority.
8. Request to defer applications included in this agenda and/or to vary the order of the agenda
9. **Flood risk presentation by Liam Robson – Environment Agency**

10. **To consider applications for planning permission including matters for consideration of enforcement of planning control:**

- 10.1 **BA/2020/0126/FUL Yare Boat Club, Thorpe St Andrew** (Pages 12-21)
- 10.2 **BA/2020/0134/FUL Clayrack Marshes, How Hill National Nature Reserve, Ludham** (Pages 22-29)

## Enforcement

11. **Enforcement update** (Pages 30-34)  
Report by Head of Planning

## Policy

12. **Statement of Community Involvement – revision for adoption in response to COVID-19 restrictions** (Pages 35-76)  
Report by Planning Policy Officer
13. **Draft Coastal Adaptation SPD for consultation** (Pages 77-86)  
Report by Planning Policy Officer
14. **Consultation documents update and proposed response – East Suffolk Development Brief** (Pages 87-89)  
Report by Planning Policy Officer

## Matters for information

These items will be taken as a block. If members wish to comment on any item or ask questions, please could they contact the relevant officers before the meeting

15. **Heritage Asset Review Group – Notes of meeting held on 26 June 2020**  
Notes by Administrative Officer (Governance) (Pages 90-96)
16. **Appeals to the Secretary of State update** (Pages 97-99)  
Report by Senior Planning Officer
17. **Decisions made by Officers under delegated powers** (Pages 100-102)  
Report by Senior Planning Officer
18. **To note the date of the next meeting – Friday 14 August 2020 at 10.00am to be held remotely**

# Planning Committee

## Minutes of the remote meeting held on 26 June 2020

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## **Present**

Melanie Vigo di Gallidoro – in the Chair, Harry Blathwayt, Stephen Bolt, Bill Dickson, Andree Gee, Gail Harris, Lana Hemsall, Tim Jickells, Bruce Keith, James Knight, Leslie Mogford, Vic Thomson, Fran Whymark.

## **In attendance**

Sandra Beckett – Administrative Officer (Governance)(Minutes), Stephen Hayden – Arboricultural Adviser, Kate Knights– Historic Environment Manager, Kayleigh Judson – Heritage Planning Officer, Sarah Mullarney - Administrative Officer (Governance) Moderator, Cheryl Peel – Senior Planning Officer, Cally Smith – Head of Planning, Marie-Pierre Tighe – Director of Strategic Services.

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

Ms Helen Binns for BA/2020/0002/TPO Tree Preservation Order – Waterside Rooms, Station Road, Hoveton

Mr Ben Falat for BA/2020/0001/TPO Tree Preservation Order – Nicholas Everitt Park, Oulton Broad

## **1. Apologies and welcome**

The Chairman welcomed everyone to the second remote meeting of the Planning Committee, including members of the public following the meeting through the livestream.

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

The Chairman explained that the meeting would be held remotely in accordance with the government's COVID-19 regulations and the standing orders and protocol agreed by the Authority on 22 May 2020. The meeting would be livestreamed and recorded. The Broads Authority retained the copyright. The Minutes remained the record of the meeting.

## **2. Apologies**

There were no apologies.

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

The Chairman welcomed Gail Harris on her return to the Broads Authority and appointment to the Planning Committee. Members and staff introduced themselves. Members provided their declarations of interest as set out in Appendix 1 to these minutes in addition to those already registered.

## **4. Minutes of Planning Committee meeting held on 29 May 2020 and minutes of the meeting held on 6 March 2020.**

The minutes of the meeting held on 29 May 2020 were approved as a correct record and would be signed electronically by the Chairman.

The Chairman explained that the summary section concerning minute 8(1) BA/2019/0013/FUL Gays Stathe paragraph 4 of the 6 March 2020 meeting could not be agreed and therefore this was included verbatim. Therefore, she accepted that the minutes as published were an accurate record and would be signed as such.

## 5. Points of information arising from the minutes

There were no points of information arising from the minutes to report.

## 6. To note whether any items have been proposed as matters of urgent business

There were no items of urgent business

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

**Public Speaking:** The Chair stated that public speaking was in operation in accordance with the Authority's Code of Conduct for Planning Committee and the new government regulations and standing orders. There were no planning applications for this meeting but there would be public speaking for the items on the Tree Preservation Orders. Those who wished to speak, Ms Helen Binns and Mr Ben Falat had been registered and were invited to do so following the presentation on the TPOs on which they wished to comment.

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

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

## 9. Applications for planning permission

There were no applications for planning permission on this agenda.

## 10. Enforcement update

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

**Ditchingham Maltings** – The Head of Planning was pleased to report that work had commenced on the landscaping scheme maintenance programme, evidenced from the receipt of photographs. The Authority had also received an email from members of the parish council, thanking all those involved in progressing the matter.

## 11. Tree Preservation Order – Waterside Rooms, Station Road Hoveton TPO/2020/0002/TPO

The Committee received a report on a provisional Tree Preservation Order (TPO) that had been served on a Norway maple and an alder at the Waterside Rooms, Station Road, Hoveton. The Planning Committee had been provided with a “walk through” slide presentation of the trees with a commentary from the Authority’s arboricultural adviser at the previous meeting in lieu of a site visit, due to the COVID-19 situation. It was emphasised that the prerequisites for a TPO were that the tree had to be of amenity value and was under threat. Under the Town and Country (Tree Preservation) (England) Regulations) 2012, Local Authorities were under obligation to protect trees where it was considered appropriate. There was set criteria for assessment and the TEMPO methodology was used in line with British Standards. Assessment was as objective as possible.

A planning application had been submitted for the redevelopment of the site in 2018 which would necessitate the removal of both trees. This application was subsequently withdrawn. The provisional TPO was served on the trees in January 2020, and in February 2020 an objection was received on behalf of the leaseholder of the site on the grounds that they were not of amenity value and were not under threat.

The arboricultural adviser provided slides showing the trees and the site context to illustrate his view that the trees made a significant contribution to the street scene. He referred to the Authority’s statement of case in response to the objections within the report and gave these detailed attention. In conclusion, he recommended that the provisional TPO be confirmed.

Ms Binns (Principal Consultant Walsingham Planning) explained that she was acting as agent on behalf of both the landowner and the leaseholder of the site, who were now one and the same, whereas originally, she had been acting on behalf of the leaseholder only. She explained that the application was not withdrawn due to the constraint’s analysis on development by the trees, but due to the original proposed development having an adverse effect on the beer garden and placing the ultimate viability of the Kings Head into question. In her statement Ms Binns considered that applying a TPO to the site was entirely unjustified with regard to Section 198 of the Town and Country Planning Act 1910 and associated guidance within the NPPG. She did not consider that a TPO would be expedient as there was no perceived or practical threat. There had been no change in landownership. She did not consider that the amenity value was a determining factor as this was considered limited. It was considered that the trees removal would not have significant negative impacts. She also queried the legitimacy and appropriateness of imposing a TPO on trees that were undermining a boundary wall. It was also considered that imposing a TPO would make it difficult to provide a viable redevelopment proposal on a site which was already very constrained, partly due to much of the west of the site being in Flood Zones 2 and 3. In conclusion, Ms Binns requested that the proposed TPO be rejected on the basis that it was not justified, was being inappropriately used as leverage against future presently unknown development proposals, the trees were of limited value and were already undermining a boundary wall and that a TPO would significantly reduce the chances of a bringing forward a

potential viable redevelopment proposal for the site that would not prejudice the long term future of the Kings Head.

A member expressed some concern as to the justification for imposing a TPO. The site had been an eyesore for some considerable time and was in need of redevelopment for the amenity not only of Hoveton/Wroxham but for its residents. There was a need to take on trust that there was not a threat to the trees. Some other members supported this view considering that imposing a TPO was a disproportionate approach. The member commented that he would not be supporting the officer's recommendation.

Although other members understood this view and were also in favour of redevelopment of the site, they considered that imposing a TPO, although providing some constraints, would mean that the trees could not be removed without discussion with the LPA and could be included as part of a comprehensive redevelopment of the site. They did not consider that confirming the TPO would preclude future development.

Bill Dickson proposed, seconded by Lana Hemsall not to accept the officer's recommendation and the TPO be not confirmed.

On being to the vote, the motion was lost by 4 votes in favour and 9 against

Tim Jickells proposed, seconded by Harry Blathwayt that the TPO be confirmed.

**It was resolved by 9 votes in favour and 4 against that the provisional TPO at the Waterside Rooms, Station Road, Hoveton be confirmed.**

Live streaming was suspended for a 10-minute break.

## **12. Tree Preservation order – Nicholas Everitt Park, Oulton Broad BA/2020/0001/TPO**

The Committee received a report on a provisional Tree Preservation Order (TPO) that had been served on two mature Corsican Pine trees at Nicholas Everitt Park, Oulton Broad, within the Oulton Broad Conservation Area. The trees were considered to have amenity value and contribute to the landscape of the park and were a prominent part of the skyline for a much wider area due to their height and form. It was emphasised that imposition of a TPO was in response to a set of circumstances. A works to trees application I had been submitted to reduce the trees to 10 – 12 metres from ground level, which would effectively mean the loss of all of the trees' canopies. As with the previous report, the trees had been assessed using the TEMPO methodology and in accordance with Town and Country (Tree Preservation) (England) Regulations) 2012.

A provisional TPO was served in January 2020 and a letter of objection received in March 2020 from Oulton Broad Parish Council, the owners of the park. Members had received a virtual site visit at their meeting on 29 May 2020 whereby they viewed the trees by means of a series of photographs with commentary from the Authority's arboricultural adviser. For this meeting, the arboricultural adviser provided slides showing the trees and the site context to

illustrate the significant contribution to Nicholas Everitt Park from wide viewpoints. He referred to the Authority's statement of case in response to the objections within the report and gave each of these detailed attentions. He acknowledged that the wall at the base of the trees was cracked, but this could be repaired and remedial works put in place if the relevant professionals were consulted. He acknowledged that a new committee had been formed to look after and manage Nicholas Everitt Park and this was being very proactive. However, he was of the view that the Trustees were not receiving appropriate advice. He considered that it was important for the Authority and the Trustees to work closely for the right solution. He emphasised that the works proposed to the trees were inappropriate in any context and would not help to alleviate any concerns expressed by the Oulton Broad Parish Council. Therefore, in conclusion, he recommended that the provisional TPO be confirmed.

Ben Falat on behalf of Oulton Broad Parish Council (OBPC) had circulated a statement to Members objecting to the need for the TPO to be imposed as the Trustees in association with the Friends of the Nicholas Everitt Park and expert advice would be best placed to manage the area. He agreed that the parish council appeared to have been in receipt of poor advice and that it was necessary to move forward to manage Nicholas Everitt Park referred to as the "Jewel within Waveney" in the best interests of the public. He explained that a new regime of Trustees had been appointed in 2017 in conjunction with establishing the new parish of Oulton Broad all of whom had strong local ties and passionate involvement with due regard to the 13 criteria attached to the 1929 Deed-of-Gift which was forward-looking in environmental and amenity issues. This was in contrast to the old regime, which required statutory yearly financial submissions as a charity and the devolvement of maintenance management to an employed contractor. The Trustees wished to assert appropriate controls, seek a balanced way forward, take advice from the Authority's arboricultural adviser and others and install appropriate planting and provide a comprehensive solution for the area.

He commented that the fast-growing trees had already caused the closure of the local lido as well as putting at risk the alternative Children's Splash area due to the trees affecting the pump house and causing damage to the wall & proposed new pump-house & sandpit. The trees also posed potential problems for collective sewerage pipe, drainage bank piling and nearby buildings. The Trustees worked in close cooperation with the Friends of Nicholas Everitt Park as to the planting and maintenance. Mr Falat referred to a recently dismissed appeal in which it was stated "if it can be shown that the landowner is sufficiently caring, then there should be no need for any external order." He commended the guidance to the Planning Committee.

Members were pleased to see a new regime for the park and the efforts being made for the improvement of its management. They noted that the arboricultural adviser considered that the 2 Corsican pines could still have approximately 20 years of life left. In general members were supportive of the Trustees gaining the best advice possible for improving the whole of Nicholas Everitt Park for the public benefit. In light of the good will of the Trustees, some members did not consider that the confirmation of the TPO was required. Members considered whether the provision of a comprehensive management plan could negate the need for the TPO but this was considered disproportionate and unreasonable to require such



a plan at this stage. It was made clear that there was an application for tree works to reduce the height of the trees to between 10 – 12 metres from the ground. If the TPO was not confirmed, this work could still take place. In general members recognised the contribution the trees made to the landscape and also accepted that the reduction of the trees in height would not resolve the concerns of the OBPC.

Tim Jickells proposed, seconded by Harry BLathwayt and

**It was resolved by 9 votes in favour and 4 against, that the provisional Tree Preservation Order BA/2020/0001/TPO at Nicholas Everitt Park Oulton Broad, Lowestoft is confirmed.**

## **Matters for Information and to Note**

The following items were taken as a block as they were for information. No questions or comments had been received from members prior to the meeting. The Chairman stated that if members were content she would take it that, unless there were any further comments, each of the recommendations would be accepted. There was general assent and no objections were received. The reports were received.

### **13. Norfolk Strategic Planning Framework - update**

**It was resolved to note the report on the update of the Norfolk Strategic Planning Framework.**

A member asked for further details and clarification on section 5 of the report relating to older persons accommodation and the support needs survey. Officers would provide further information following the meeting.

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

The Committee received a schedule of appeals to the Secretary of State since January 2020.

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

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

The Committee received a schedule of decisions made by officers under delegated powers from 15 May 2020 to 11 June 2020.

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

### **16. Circular 28/83 Planning statistics for quarter ending 31 March 2020**

The Committee received the planning statistics for the quarter ending 31 March 2020 which had been circulated separately.

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

## 17. Date of next meeting

The next meeting of the Planning Committee would be held remotely on Friday 17 July 2020 10.00am.

The Chairman commented that this 26 June meeting would be followed by the **Heritage Asset Review Group** which was an informal information and preliminary advisory group for Members. There were five members on the group and other members of the Planning Committee were welcome to attend. The meeting would not be livestreamed. The notes of the meeting would be included with the reports for the next Planning Committee on 17 July 2020 and any items for decision would have full reports submitted to the Committee.

The meeting ended at 12.20pm

Signed by

Chairman

## Appendix 1 – Declaration of interests Planning Committee, 26 June 2020

Member	Agenda/minute	Nature of interest
All Members	12. BA/2020/0001/TPO Nicholas Everitt Park	All members had received a letter from Ben Falat on behalf of Oulton Broad Parish Council
Bill Dickson	11. BA/2020/0002/TPO Waterside Rooms Station Road Hoveton	Non-pecuniary as resident of Hoveton
Andree Gee	12. BA/2020/0001/TPO Nicholas Everitt Park	Non-pecuniary as resident of Oulton Broad
James Knight	4. Minutes	Re Planning application at previous meeting 29 May 2020

# Planning Committee

17 July 2020

Agenda item number 10.1

## BA/2020/0126/FUL Thorpe St Andrew, Yare Boat Club, New building

Report by Senior Planning Officer

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### Proposal

2 No. new boat houses for storage of rowing boats, alterations of existing shed for new facilities & replacement pontoon

### Applicant

Yare Boat Club

### Recommendation

Approve, subject to conditions

### Reason for referral to committee

The proposal is a departure from the development plan.

### Application target date

29 June 2020

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	BA Policy Officer	3
	BA Landscape Officer	3

	BA Historic Environment Manager	3
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## 1. Description of site and proposals

- 1.1. The application site lies in the central part of Thorpe Island, to the south side of the River Yare and opposite the River Garden Public House. Access to the site is via rowing boats from a private pontoon accessed through the River Garden car park. The south of the site is bounded by the railway and the north by the river, which has a channel width here of approximately 22m. The east and west boundaries are trees and hedgerow. The site is within the Thorpe St Andrew Conservation Area.
- 1.2. The application site is approximately 3250m<sup>2</sup> of land which is predominantly trees and grass. There are currently two structures on the site: a boat house situated towards the northern end, with its gable facing the river, and a storage shed situated behind this, further to the south. There is also a pontoon in the river.
- 1.3. The application seeks permission to erect two additional storage sheds to the rear (south-west area) of the site to store additional craft resulting from the amalgamation of Yare Boat Club with Broadland Boat Club, which has been required to move from its old site due to the end of the lease. The new sheds are identical in size, being 10m in width by 29.5m in length. There is a slight change in levels on the site, but the height to the ridge is just under 5m. The buildings would be orientated north-south, set back in the site to the southern boundary and the proposed materials are a profiled metal sheet cladding in green but with larch cladding to the front (north) elevations visible from across the river.

- 1.4. In addition, the facilities in the existing boat house will be improved with the addition of solar panels for additional power needs. A replacement pontoon is also proposed and this element is retrospective. The pontoon is 20.78m by 1.97m and is fixed to the river bed with mini piles. The metal parts of the pontoon will be painted matt black.

## **2. Site history**

- 2.1. None.

## **3. Consultations received**

### **Thorpe Town Council**

- 3.1. Support the proposal in principle subject to the cladding looking less industrial and a condition regarding car parking.

### **Environment Agency**

- 3.2. No objections.

### **BA Tree Officer**

- 3.3. No objection subject to a condition requiring an Arboricultural Method Statement.

### **Norfolk County Council (NCC) Highways**

- 3.4. No objection.

### **BA Environment Officer**

- 3.5. No objections subject to conditions.

### **BA Policy Officer**

- 3.6. Comments regarding policies to consider.

### **BA Landscape Officer**

- 3.7. No objections but comments provided.

### **BA Historic Environment Manager**

- 3.8. No objections in principle. Content with the amendments.

## **4. Representations**

- 4.1. Letters of representation have been received from four households and Thorpe History Group. A summary of their comments are below:

- The proposal is contrary to the local plan.
- Ecological impacts.
- Adverse impact on the amenity of residents.
- Traffic and parking concerns.
- The pontoon is unsympathetic to the Conservation Area.

- Concerns regarding a reduction in the width of the river channel.
- Noise concerns.
- Increase of traffic on the river.
- Suburbanisation of the island.
- Unsympathetic design and materials.
- Precedent for further development.

## 5. Policies

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

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

- DM2 Water quality & foul drainage
- DM3: Boat wash down facilities
- DM5: Development & flood risk
- DM6: Surface water runoff
- DM11: Heritage Assets
- DM13: Natural environment
- DM16: Development & landscape
- DM21: Amenity
- DM23: Transport, highways & access
- DM24: Recreation facilities parking areas
- DM31: Access to the water
- DM43: Design
- DM46: Safety by the water
- TSA2: Thorpe Island

5.3. The National Planning Policy Framework (NPPF) and National Planning Policy Guidance (NPPG) are material considerations.

## 6. Assessment

6.1. The main considerations in the determination of this application are the principle of development, the design of the new buildings and the impacts on the Conservation Area, biodiversity, trees, flood risk, neighbour amenity and highways.

## Principle of development

- 6.2. In terms of the principle of development, the application seeks permission for the erection of two new boatsheds on the central part of Thorpe Island and Policy TSA2 of the Local Plan for the Broads applies. Policy TSA2 states that the central part of Thorpe Island will be retained in its current use with no significant extensions to the existing buildings and replacements on a like for like basis.
- 6.3. Section 38 (6) of the Planning and Compulsory Purchase Act 2004 requires that planning applications should be determined in accordance with the Development Plan unless there are other material considerations that indicate otherwise. This proposal is, in principle, contrary to Policy TSA2 criteria (b) of the Local Plan for the Broads because, whilst the development would support the retention of the site in its current use, it proposes a level of development beyond either an extension of not significant size to an existing building or a like for like replacement. The objectives of that policy are to retain the existing semi-natural appearance that much of the island provides and which contributes significantly to the character and appearance of the Conservation Area. Whilst there is a clear policy presumption against the development in principle, it should be considered what the impacts of allowing this specific proposal would be on those objectives, whether the proposal is otherwise acceptable and what material considerations may weigh in its favour.
- 6.4. The proposed buildings are to house craft resulting from the amalgamation of Yare Boat Club with Broadland Boat Club. Broadland Boat Club is a long established club which provides local facilities and contributes to the relationship between the settlement and the river, which the Local Plan policies seek to support. Formerly located elsewhere on the river in Thorpe St Andrew, they have been required to move from their historic location, but have sought to remain in the area. Unable to find their own premises, they have merged with Yare Boat Club which will create a larger, stronger group. Whilst the new buildings are required to accommodate the enlarged club on this site, there is also an element of relocation in this which is worth noting. The amalgamation has already begun and is progressing, with the membership of the club potentially doubling in size by the end of 2020 (current members 47). The additional craft will be stored at the club and this proposal seeks to construct storage sheds large enough to accommodate them to prevent untidy, outside storage on the site.
- 6.5. It must be considered what impact the introduction of the new storage facilities will have on the landscape and visual quality of the waterscape here. The site is within Thorpe St Andrew Conservation Area and is predominantly semi-natural in appearance with vegetation visible from the northern riverbank. It is the case that the buildings, at 10m x 29.5 m are large, however the size is dictated by the use as they need to be able to store 8-man rowing boats (Eights) and sculls (Octuples) and 4-man rowing boats (Fours) and sculls (Quads) so that the club are able to compete in these competitions. They already have two Octuples and plan on adding two to three Eights and Octuples in the future. The proposed storage sheds are sited towards the rear (south) of the site so



that they are screened by the existing vegetation that it is intended to retain. They will be set approximately 50m back from the river, which will maximise the effect of the mitigation. The green profiled sheeting and larch cladding to the front are designed to reduce the visual impact as far as possible and will weather and ensure in the long-term that the buildings become visually recessive thereby mitigating any potential harm from glimpses of the buildings. As the main feature of a sylvan environment will continue to be dominant here, it is not considered that the proposal would significantly detract from the landscape or waterscape that Policy TSA2 of the Local Plan for the Broads is seeking to protect.

- 6.6. In conclusion, therefore, whilst it is acknowledged that these are new buildings and they are large, a clear justification has been provided for both the need for them and their size, and the proposal has been designed to mitigate the impacts as far as possible through careful siting and materials. Whilst the application is contrary to the provisions of TSA2, it is not considered on balance that the impacts of the proposal would undermine the objectives of the policy and the scheme can therefore be supported.

### **Impact upon the landscape and trees**

- 6.7. The application is accompanied by an Arboricultural Impact Assessment and the Broads Authority Tree Officer has no objections to the works proposed. There will be the need to remove some trees to facilitate the erection of the buildings, but there is also some replanting proposed to mitigate the loss. The agent has confirmed that no hard surfaces are proposed and no additional services which would harm the trees. There will therefore be no detrimental impact on the character of the Conservation Area in terms of loss of vegetation.
- 6.8. The site is within the Yare-Carey's Meadow to Postwick Grove/Whitlingham Marsh Landscape Character Area which is within the Norwich settlement fringe and has a high level of boating activity. Views of the development from Yarmouth Road would be limited, but the site is visible from the pub garden and the railway behind, as well as the residential properties opposite. Whilst it is noted that the appearance of the area from these viewpoints would experience some change as a consequence of this development, with the new buildings being visible, the overall wooded character would be retained and the siting and mitigation would ensure that the buildings do not dominate. The Landscape Officer commented on the replacement planting needing to incorporate native species such as alder, willow and poplar and these have been included in the Amended Drawing (C). On balance, it is therefore not considered that the construction of the new buildings would have an adverse visual impact on the landscape as a whole and the proposal is in accordance with Policy DM16 of the Local Plan for the Broads.

### **Design and Heritage Impacts**

- 6.9. The site lies within the Thorpe St Andrew Conservation Area and is immediately opposite the Grade II listed River Garden Public House and in the vicinity of several other listed buildings on Yarmouth Road. The Historic Environment Manager suggested larch cladding to the front and first bay of the side elevations of the proposed boat sheds so as to give them a less industrialised appearance and to reduce their overall

impact on the Conservation Area. This treatment is not required to the remainder of the buildings (i.e. the sides and the rear) as these are screened by trees and shrubs; additionally the Club have previously experienced arson so are keen to minimise the use of material which are easily damaged. Amended plans have been received with this revision and this is welcomed.

- 6.10. The proposed pontoon is a replacement and has already been installed, so this part of the application is retrospective. The new pontoon is 0.47m wider than the previous one but is reduced in length by 1.22m, and is secured in place with mini piles. The applicant explains that this stability is needed as a British Rowing Club requirement. Currently there are galvanised metal elements (railings and upright piling poles) but the amended plans show it is now proposed to paint these matt black to create a more visually recessive finish. The pontoon is a very visible element of the development, being located within the river, however it is noted that the boating use does form part of the character of the Conservation Area and the pontoon and the manner in which it facilitates such activity is consistent with this.
- 6.11. Overall, whilst it is recognised that this is a sensitive site, the proposals are not considered to result in harm to the settings of nearby listed buildings or the character and appearance of the Conservation Area and is in accordance with Policy DM11 of the Local Plan for the Broads.

### **Neighbour Amenity**

- 6.12. Some concerns have been raised that the increase in membership at the Yare Boat Club will create noise and disturbance which will adversely impact on the amenity of the occupiers of nearby residential properties. The club currently operates from the site and the majority of events are held at weekends in the mornings. The amalgamation of the two clubs is already progressing and does not in itself require planning permission.
- 6.13. The agent has addressed these concerns by confirming that they propose a maximum of 20 members at any one time attending the site within a two hour slot. This is the maximum the facility will take within a two hour slot based on access to the river and limitations on the length of the pontoon. Previously, the maximum number of members at one time was 15 members and no problems were reported. Additionally, members do have to book 4 days in advance, so numbers can easily be controlled.
- 6.14. Whilst the facilities at the clubhouse will be improved as part of the scheme, given the restricted number of members able to access the facility at any one time, it is not considered that this will give rise to additional noise and disturbance within the locality. The proposal is therefore considered to accord with Policy DM21 of the Local Plan for the Broads.

### **Highways and parking**

- 6.15. The parking on this section of Yarmouth Road is unrestricted, meaning that there are no double yellow lines and vehicles are allowed to park on the side of the highway. The boat club have access to the River Garden Public House car park as they mainly operate

in the early mornings outside of the pub's opening hours. Based on the parking available of 15 spaces, if everyone came by individual car, they are five spaces short, but in reality, half the members come by bike or walk and some members are within the same family. The maximum number of members at the site at any one time is 20, a rise from the previous number of 15.

- 6.16. Although parking along Yarmouth Road can be busy at times, it is unrestricted so whilst the concerns raised about the impact of additional parking and congestion are noted, it is the case that vehicles are allowed to park there. If such parking were considered to be unsafe this would be a matter for the Highways Authority, which would introduce restrictions, however this is not the case and no restrictions have been applied. Given, therefore, that the parking is lawful it follows that would be difficult to resist the proposal on the grounds of parking. Furthermore, the main use of the club would be weekends and mornings and so not at peak times. In addition, the site can be easily accessed via public transport. On this basis, it is not considered that an objection on highway safety grounds can be warranted and the proposal is not considered to be unacceptable in terms of Policy DM23 of the Local Plan for the Broads.

### Other issues

- 6.17. The application has been submitted with a Flood Risk Assessment and there is no objection from the Environment Agency. The new storage sheds will be constructed on piles and stilts so that the floor area is above the 1 in 100 year flood level and will allow water to run underneath the structure. In terms of surface water, a swale will be constructed (by hand) and sized to accommodate the whole of the 1 in 20 rain storm of critical duration to limit on-flow to the river. The proposal therefore accords with Policies DM5 and DM6 of the Local Plan for the Broads.
- 6.18. The Yare Boat Club policy for washing down of boats is using water, a light sponge and towel drying. A rainwater harvesting system is in place for this and this will remain the case. There is an existing treatment plant on site for the foul water from the shower and kitchen facilities. This will also remain in place. The proposal is therefore in accordance with Policies DM2 and DM3 of the Local Plan for the Broads.
- 6.19. The facilities cannot be used in the dark for health and safety reasons and so no additional lightling is proposed. The proposal therefore accords with Policy DM22 of the Local Plan for the Broads.

## 7. Conclusion

- 7.1. Based on the information submitted to support this application for the proposed boat sheds, alterations to clubhouse and replacement pontoon, although the proposal is contrary to Policy TSA2 of the Local Plan for the Broads in terms of the principle of development, there are other material considerations to take into account. The boat sheds have been sited so as to minimise their impact on the landscape and surrounding Conservation Area. The materials have been amended to include larch cladding and black matt fixtures for the pontoon and the new tree planting has been amended to include

native species. This area of the River Yare is heavily used by boats and is a sustainable location for the boat club to be situated. The benefits of allowing the improvements to the clubhouse and merger of two historic boatclubs which have been long-established in the locality of Thorpe St Andrew are considered to outweigh the in-principle policy objection and therefore it is recommended that planning permission is approved subject to conditions.

## 8. Recommendation

8.1. Approve subject to the following conditions:

- i. Time Limit
- ii. In accordance with approved plans (including FRA, Drainage Report, Ecology Report & AIA and Additional Emails from Agent)
- iii. Material samples
- iv. Biodiversity conditions including enhancements
- v. Register of number of members using facilities at any one time to be kept and made available.
- vi. Restrict the use to boat club storage only and remove pd rights for conversion to another use.
- vii. No external lighting.
- viii. Restriction on use by Yare Boat Club and Broadland Boat Club only.
- ix. No commercial use or hiring.

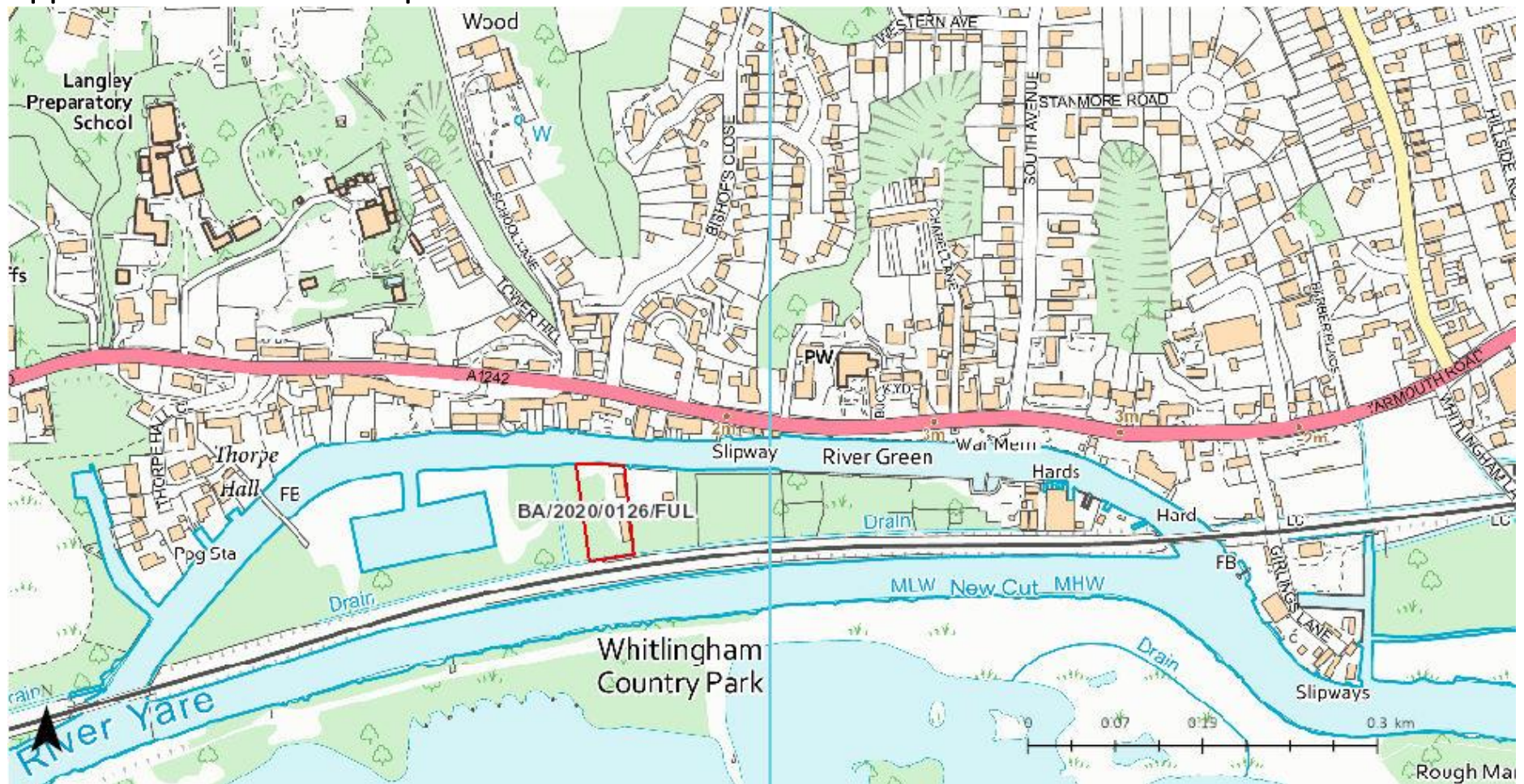
## 9. Reason for recommendation

9.1. Subject to the conditions outlined above, the application is considered to be in accordance with Policies DM2, DM3, DM5, DM6, DM11, DM13, DM16, DM21, DM23, DM24, DM31, DM43 and DM46 of the adopted Broads Local Plan 2019.

Author: Cheryl Peel

Date of report: 03 July 2020

## Appendix 1 – Location map



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# Planning Committee

17 July 2020

Agenda item number 10.2

## BA/2020/0134/FUL, Clayrack Marshes, How Hill National Nature Reserve, Ludham

Report by Planning Officer

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### Proposal

Creation of 740m length of shallow foot drains across an existing area of marsh grassland.

### Applicant

Emma Harris, Broads Authority

### Recommendation

Approval subject to conditions

### Reason for referral to committee

Application by Broads Authority

### Application target date

28 July 2020

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## 1. Description of site and proposals

- 1.1. Clayrack Marshes comprises a broadly rectangular area of marsh grassland of approximately 4.7ha located in the How Hill National Nature Reserve and which is managed by the Broads Authority. The subject marshes are located at roughly the mid-northern end of the wider reserve, on a low open area of land with woodland to the east and the River Ant to the west. The perimeter of these marshes is lined with a near continuous drainage dyke, and there are two dykes running across the site which creates three sections of marsh within the larger overall marshes. A footpath runs adjacent to the western and northern sides of the marshes, to the inside of which is a thin band of reeds, followed by the perimeter dyke. The area currently maintained for wildlife by the Broads Authority, through pony grazing and cutting.
- 1.2. The area surrounding the site predominantly comprises a large area of established fen within the River Ant valley. The site itself is within the How Hill National Nature Reserve, which itself is sited within the Broadland Special Area of Conservation, Special Protected Area, and Ramsar Site, and the Ant Broads and Marshes Site of Special Scientific Interest.
- 1.3. The application is for the creation of a total of 740 metres of shallow foot drains across the existing area of marsh grassland for purposes of enhancing the site for biodiversity, and increasing the areas of shallow mud to promote invertebrates populations for the benefit of birds visiting the marshes.
- 1.4. The foot drains will be no greater than 30cm in depth, and would have gently sloping sides so that total width of the drains is no greater than 2 metres. If required as part of the excavation works an additional 0.5 metre area of soil would be spread either side of the new foot drains.

## 2. Site history

- 2.1. None

### 3. Consultations received

#### Natural England

- 3.1. The application site lies within or may affect Ant Broads & Marshes SSSI, a site notified for fen, marsh, wet woodland and open water habitats and their associated species. This reply therefore comprises our statutory consultation response under the provisions of Section 28I of the Wildlife and Countryside Act 1981 (as amended and substituted). Natural England is satisfied that the application, provided it is carried out in strict accordance with the proposals as submitted, is not likely to adversely affect the features of special interest for which the SSSI is notified.
- 3.2. Natural England is of the view that the proposal, as submitted, is not directly connected with or necessary to the conservation management of this European Site but is not likely to have a significant effect (excluding any mitigating measures designed to avoid harmful effects on the site) on the features for which Broadland SPA/ Ramsar and The Broads SAC have been designated. The proposal will not therefore undermine the European Site's conservation objectives. Our reasons for this advice are as follows: the area of the site where the work is proposed does not contain features for which the site is designated, aside from dyke connections where there will be a negligible and localised impact. Natural England advises that your Authority is not required to undertake an appropriate assessment under regulation 63 of the Habitats Regulations on this occasion. Your Authority must however come to its own decision as the competent authority.
- 3.3. Based on the plans submitted, Natural England therefore has no objection to the proposed development. However, we draw attention to the following points, which the Broads' Authority may wish to consider further in delivering the project. If the scope of the project is changed, it may be necessary to consult Natural England further.
- 3.4. Despite consulting NE in advance of the planning permission (which we welcome), the BA do not appear to have taken on board the points that we raised in their planning submission:
- 3.5. The drains will have some limited benefit for soil invertebrates, provide potential feeding for any waders that do breed and may provide some habitat for plants associated with damp, ephemeral dyke margins.
- 3.6. The proposal is centred around providing additional shallow drains and their margins for the benefit of breeding waders. The location and size of the site is unlikely to lead to significant numbers of breeding waders.
- 3.7. The site is quite enclosed and surrounded by trees and hence any breeding waders are likely to suffer high levels of predation from crows and foxes, without predator control.
- 3.8. The shallow drains are unlikely to be of significant benefit to aquatic macrophytes or water voles due to the lack of stable water levels and drying out during the summer;



creation of more substantial dykes with consistent water levels would provide greater benefits to macrophytes and water voles.

- 3.9. Raising water levels may have wider benefits for the marshes in general, although this may exacerbate the rush problem.

#### Norfolk County Council Historic Environment Service

- 3.10. Based on currently available information, the proposed development will not have any significant impact on the historic environment and we do not wish to make any recommendations for archaeological work.

#### BA Environment Officer

- 3.11. The Habitats Regulation Assessment (HRA) has concluded that there will be no significant adverse impacts on those designated interest features present, and minor impacts will be temporary, for example disturbance at the existing ditch edge where they connect to the new foot drains. We support the conclusion of the HRA.

The proposed foot drains are aimed to increase the biodiversity of the rush dominated marshes, particularly for breeding waders and wintering wildfowl.

## 4. Representations

- 4.1. None received.

## 5. Policies

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

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

- DM2 - Water Quality and Foul Drainage
- DM5 - Development and Flood Risk
- DM13 - Natural Environment
- DM16 - Development and Landscape
- DM18 - Excavated material
- DM43 - Design
- Landscape Character Assessment - Landscape Character Area 28 Ant Valley - Wayford Bridge to Turf Fen
- National Planning Policy Framework (NPPF)
- National Planning Policy Guidance (NPPG)

## 6. Assessment

- 6.1. The proposal is for the creation of a total of 740 metres of shallow foot drains across the existing area of marsh grassland. The main issues in the determination of this application are the principle of development, impact on landscape, and impact on priority habitats.

### Principle of development

- 6.2. The site is within the How Hill Nature Reserve, Broadland Special Area of Conservation, Special Protected Area, and Ramsar Site, and the Ant Broads and Marshes Site of Special Scientific Interest. The proposal seeks to enhance the site for biodiversity, and increase the areas of shallow mud to promote invertebrates populations for the benefit of birds visiting the marshes. It is considered that these aims and purposes are compatible with the designated status of the site and the proposal is therefore acceptable in principle.

### Impact upon the landscape

- 6.3. Despite being in the proximity of How Hill, the landscape of the application site and the adjacent parcels of land is predominantly flat, divided by drainage dykes, with the rows or pockets of trees providing more obvious features. The drainage dykes are visible either through the lack of vegetation within the water, or through different colouration of vegetation, so are low key features of the landscape although generally not obviously apparent. The proposed 740m of foot drains are divided fairly evenly across the site in 5 sections and generally follow the same lateral path across the site. Taking into account the nature of the marsh landscape and the ordinariness of dykes and drains in this type of landscape, it is considered that the proposed foot drains would be an acceptable form of development within the landscape, with regard to Policy DM16 of the Local Plan for the Broads.

### Impact on priority habitats

- 6.4. The marshes are managed by the Broads Authority. In seeking to enhance the site for biodiversity the applicant considers that the proposal contributes to the duty under section 28G of the Wildlife and Countryside Act 1981 which is to further the conservation and enhancement of the SSSI.
- 6.5. A Habitat Regulations Assessment (HRA) was submitted with the application, in accordance with the relevant regulations. The HRA has concluded that there will be no significant adverse impacts on those designated interest features present, and minor impacts will be temporary such as disturbance at the existing ditch edge where they connect to the new foot drains. The proposed foot drains are aimed to increase the biodiversity of the rush dominated marshes, particularly for breeding waders and wintering wildfowl. No objection to the proposal has been raised.
- 6.6. Natural England have considered the impact of the proposed works on the conservation statues of the designated site, commenting that they are satisfied that the application, provided it is carried out in strict accordance with the proposals as submitted, is not

likely to adversely affect the features of special interest for which the SSSI is notified. With regard to the Broadland Special Area of Conservation, Special Protected Area, and Ramsar Site, Natural England commented that the proposal is not likely to have a significant effect on the features for which the area has been designated. The proposal will not therefore undermine the European Site's conservation objectives. Natural England in conclusion raised no objection to the proposed development.

- 6.7. It is noted that whilst Natural England did not raise any objection, they have some concerns about the rationale for the project and, particularly, whether it will achieve its objectives. The applicant has responded to this, commenting: 'although our aims are to make the marshes more appealing to marshland birds, it is considered likely that the creation of foot drains and the ephemeral habitats associated with fluctuating shallow water and exposed muddy margins will introduce habitats that are not currently present on the margins. The existing dykes contain relatively deep water and steep banks. By increasing the diversity of habitat types present, it is expected that this will attract a greater variety of insects and invertebrates associated with these habitats.'
- 6.8. The divergence of opinion between the applicant and Natural England is noted, however the question of whether or not the works as proposed would be the most effective way to achieve the conservation benefits sought is not a planning matter and the LPA is required only to consider whether or not the development is acceptable in its own right. Accordingly, whilst the benefit for wading birds could be limited, all parties agree that there are benefits, including the wider management plan for the site. Taking these further points into consideration, and noting that Natural England raise no objection to the establishment of the foot drains, it is considered that the proposal overall will be of benefit to the nature conservation of the site and will not undermine the European Site's conservation objectives. The proposal is therefore considered acceptable with regard to Policy DM13 of the Local Plan for the Broads.

### Other issues

- 6.9. The proposal in seeking to provide foot drains at the site will not contribute to flood risk at the site or in the surrounding area, and it is noted that neither the Environment Agency or Internal Drainage Board have raised objections.
- 6.10. Norfolk County Council Historic Environment Service do not consider that the proposed development will have any significant impact on the historic environment and have not made any recommendations for archaeological work.

## 7. Conclusion

- 7.1. The proposed creation of 740 metres of foot drains at Clayrack Marshes within the How Hill Nature Reserve is considered to be acceptable in principle taking into account the pattern and type of development at this location, would not be detrimental to landscape appearance, and would not have an adverse impact on the Ant Broads and Marshes SSSI, Broadland Special Area of Conservation, Special Protected Area, and Ramsar Site. It would provide a number of benefits in terms of nature conservation, and

contributes to the Broads Authority duty under section 28G of the Wildlife and Countryside Act 1981. Consequently, the application is considered to be in accordance with Policies DM5, DM13, DM16, and DM18 of the Local Plan for the Broads, along with the National Planning Policy Framework.

## **8. Recommendation**

8.1. That planning permission be granted subject to the following conditions:

- i. Standard time limit
- ii. In accordance with approved plans
- iii. Timing of works with flexibility

## **9. Reason for recommendation**

9.1. The proposal is considered to be in accordance with Policies DM5, DM13, DM16, DM21, and DM18 of the Local Plan for the Broads, and the National Planning Policy Framework (2019) which is a material consideration in the determination of this application.

Author: Nigel Catherall

Date of report: 07 July 2020

Background papers: BA/2020/0134/FUL

Appendix 1 – Location map

## Appendix 1 – Location map



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# Planning Committee

17 July 2020

Agenda item number 11

## Enforcement update – July 2020

Report by Head of Planning

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### Summary

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

### Recommendation

That the report be noted.

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

Committee date	Location	Infringement	Action taken and current situation
			<ul style="list-style-type: none"> <li>• Monitoring 15 June 2017. Further vandalism and deterioration.</li> <li>• Site being monitored and discussions with landowner.</li> <li>• Landowner proposals unacceptable. Further deadline given.</li> <li>• Case under review.</li> <li>• Negotiations underway.</li> <li>• Planning Application under consideration December 2018.</li> <li>• Planning application withdrawn and negotiations underway regarding re-submission.</li> <li>• Works undertaken to improve appearance of building.</li> <li>• Revised planning application submitted 1 April 2019.</li> <li>• Planning Committee 19 July 2019: Resolution to grant planning permission</li> <li>• Arson at building, with severe damage 18 August 2019.</li> <li>• Discussions around securing building and partial demolition 19 August 2019</li> <li>• Pre-demolition surveys almost completed and works commence thereafter 24 October 2019</li> <li>• Works underway to secure and commence agreed demolition. 16 December 2019.</li> </ul>

Committee date	Location	Infringement	Action taken and current situation
			<ul style="list-style-type: none"> <li>• Site now sold. New landowner intends to build out with some amendments to be agreed.</li> <li>• New owner asked to demolish building as does not propose conversion 12 February 2020</li> <li>• Application received to demolish building (and other amendments to scheme) 20 February 2020</li> <li>• <b>Application under consideration 3 July 2020</b></li> </ul>
14 September 2018	Land at the Beauchamp Arms Public House, Ferry Road, Carleton St Peter	Unauthorised static caravans	<ul style="list-style-type: none"> <li>• Authority given to serve an Enforcement Notice requiring the removal of unauthorised static caravans on land at the Beauchamp Arms Public House should there be a breach of planning control and it be necessary, reasonable and expedient to do so.</li> <li>• Site being monitored.</li> <li>• Planning Contravention Notices served 1 March 2019.</li> <li>• Site being monitored 14 August 2019</li> <li>• Further caravan on-site 16 September 2019</li> <li>• Site being monitored <b>3 July 2020</b></li> </ul>
8 November 2019	Blackgate Farm, High Mill Road, Cobholm	Unauthorised operational development – surfacing of site,	<ul style="list-style-type: none"> <li>• Delegated Authority to Head of Planning to serve an Enforcement Notice, following liaison with the landowner at Blackgate Farm, to explain the situation and action.</li> </ul>



Committee date	Location	Infringement	Action taken and current situation
		installation of services and standing and use of 5 static caravan units for residential use for purposes of a private travellers' site.	<ul style="list-style-type: none"> <li>• Correspondence with solicitor on behalf of landowner 20 November 2019.</li> <li>• Correspondence with planning agent 3 December 2019</li> <li>• Enforcement Notice served 16 December 2019, taking effect on 27 January 2020 and compliance dates from 27 July 2020.</li> <li>• Appeal against Enforcement Notice submitted 26 January 2020 with a request for a Hearing. Awaiting start date for the appeal <b>3 July 2020</b></li> </ul>
6 March 2020	Ditchingham Maltings	Failure to implement approved landscaping scheme (BA/2012/0005/FUL) Approved in August 2016	<ul style="list-style-type: none"> <li>• Planning Contravention Notice (PCN) served 9 September 2019</li> <li>• Breach of Condition Notice (BCN) served 22 October 2019 Non-compliance with condition 15 of planning permission - planting not in accordance with approved scheme</li> <li>• Revised landscaping scheme submitted 21 January 2020</li> <li>• Authority from Planning Committee to authorise prosecution, but stayed and delegated to Head of Planning to proceed only if adequate measures not undertaken by the developer to implement a satisfactory landscaping scheme and management plan. 6 March 2020.</li> <li>• Due to COVID-19, not been possible to engage contractors to work on the landscaping scheme for the site. New</li> </ul>

Committee date	Location	Infringement	Action taken and current situation
			<p>contractors now appointed and hoped that work could be progressed in the near future. 29 May 2020</p> <ul style="list-style-type: none"> <li>• Maintenance work commenced, with replanting scheduled for autumn 2020/winter 2021 season. 15 June 2020</li> <li>• Maintenance underway. Awaiting final approval of replanting scheme. <b>3 July 2020</b></li> </ul>

Author: Cally Smith

Date of report: 03 July 2020

# Planning Committee

17 July 2020

Agenda item number 12

## Statement of Community Involvement – revision for adoption in response to COVID-19 restrictions

Report by Planning Policy Officer

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### Summary

Our Statement of Community Involvement (SCI) was adopted in January 2020. Because of the COVID-19 pandemic, many of the approaches we set out in the SCI to engage and consult with the public and stakeholders are going to be difficult to achieve. The Government has stated that SCIs need to be updated to reflect social distancing and access restrictions. This updated SCI seeks to meet the regulation requirements in making documents available for consultation as well as ensuring the risks associated with COVID-19 are considered. It is hoped that the changes are temporary and the usual approach to consultations will be able to be achieved in future as social distancing and access restrictions change over time.

### Recommendation

To endorse the changes to the SCI and recommend that the Broads Authority adopts the SCI.

---

## 1. Introduction

- 1.1. The Statement of Community Involvement (SCI) sets out how the Broads Authority will consult the public and other stakeholders on draft documents or planning applications. It is a requirement of the Planning and Compulsory Purchase Act 2004 (as amended) that Local Planning Authorities have a SCI in place. While mainly for planning related consultations, the Authority's SCI also says how we will consult on the Broads Plan.
- 1.2. Members endorsed and adopted an updated SCI in January 2020. The recent requirements for social distancing and reduced access to venues as a result of the COVID-19 pandemic mean that many of the ways we said we would engage with the public and stakeholders are difficult to achieve. The Government have stated that SCIs need to be amended if the approach set out in them is contrary to social distancing or access restrictions in place.
- 1.3. The draft SCI at Appendix 1 shows changes to the SCI adopted in January. We have not necessarily removed our usual approaches to consultation, but have provided some caveats about holding any consultation in line with any social distancing guidelines and access restrictions in place at the time of the consultation in question.

- 1.4. The NPPG is clear that these changes should be seen as temporary. Libraries and other venues may reopen soon to enable us to deposit hard copies of consultation documents, albeit there may be some access restrictions in place at those venues. As such, it may be necessary to update the SCI again in the near future, especially as we start to review the Local Plan.

## 2. Main changes to the SCI

- 2.1. The main changes to the SCI are as follows.

- a) We do not propose to consult on this SCI. There is no requirement to do so and the changes we are proposing are pragmatic responses to a global pandemic.
- b) Hard copies of documents will be placed in Yare House, and are likely to be available to view (viewable from outside or on an appointment only basis) – see 2.2 and 2.3 for further details.
- c) We note that we hope to place hard copies in libraries where possible, rather than committing to doing so. As noted above, with access restrictions easing over time, libraries may reopen soon – see below for further details.
- d) Where we refer to drop in sessions, meetings or presentations, we will include the option to do so using video conferencing.
- e) We emphasise in various places why these changes are being made and that the precise approach to consultation will be set out in the document being consulted on, within the framework of the SCI. We make clear that we will need to consider the risks associated with COVID-19, social distancing and access restrictions when we say how we will consult on documents. Such restrictions are changing regularly.
- f) There are some changes to improve or correct the SCI that were noticed upon re-reading the document.

- 2.2. In terms of hard copies being made available, it is important to note the regulations<sup>1</sup>:

35.— (1) A document is to be taken to be made available by a local planning authority when—

- a) made available for inspection, at their principal office and at such other places within their area as the local planning authority consider appropriate, during normal office hours, and
- b) published on the local planning authority's website

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<sup>1</sup> The Town and Country Planning (Local Planning) (England) Regulations 2012:  
<http://www.legislation.gov.uk/uksi/2012/767/regulation/35/made>

- 2.3. As can be seen in (a), at the very least the document must be available at the Authority's head office, that is in the reception at Yare House. Viewing by appointment is how Great Yarmouth Borough Council is making their Local Plan consultation documents available for public view and we may be able to take that approach as well, subject to finer details. The next consultation we intend to hold is on the Coastal Adaptation SPD, which is at this meeting to be endorsed. It is anticipated that consultation will be at the end of August. As this document is fairly short, we will place printed pages in the windows of Yare House and advertise this approach when we consult on the SPD.
- 2.4. Placing consultation documents in other venues is up to the Local Planning Authority. Normally, we use other venues such as council offices and libraries in the area. However, as discussed above and in the SCI, we are temporarily removing this commitment. If access restrictions change and venues reopen to the public, we can place documents there.
- 2.5. We will improve the formatting of this document, so the final version on the website will look slightly different.

### **3. Financial implications**

- 3.1. When documents are out for consultation, there will be costs associated with press adverts, venue hire and printing documents. We will seek best value through getting quotes for those expenses.

### **4. Risk implications**

- 4.1. The main risk is whether consultations will meet the requirements of the regulations. While being unable to guarantee that documents will be placed in libraries is not ideal, making sure there is a hard copy at Yare House for public inspection meets these requirements. This approach is temporary, and when libraries are open again they can be used as consultation venues.
- 4.2. Another risk is about ensuring consultation documents are accessible to all. This is linked to 4.1 above and the SCI gives the option for people to request hard copies of the document to be sent to them.

Author: Natalie Beal

Date of report: 03 July 2020

Appendix 1 – Draft updated Statement of Community Involvement July 2020



# Statement of Community Involvement

July 2020

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## 1. Introduction

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

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

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

This SCI updates and replaces the ~~2014 SCI adopted in January 2020~~[SCI](#). The National Planning Practice Guidance (NPPG) required SCIs to be updated every 5 years. [However, since the adoption of the January 2020 SCI, access restrictions to prevent the spread of COVID19 has meant that Local Planning Authorities have had to rethink how to hold public consultations. Indeed, as set out in section 2 of this document, the Government has stated that Statements of Community involvement need to be amended.](#)

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

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

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

### 1.2. Contact details

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

Tel: 01603 610734

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

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



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

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

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

## 2. COVID19

The NPPG has been updated to say<sup>2</sup>: ‘where any of the policies in the Statement of Community Involvement cannot be complied with due to current guidance to help combat the spread of coronavirus (COVID-19), the local planning authority is encouraged to undertake an immediate review and update the policies where necessary so that plan-making can continue’.

In the case of the SCI for the Broads Authority, this states that we do place hard copies of consultation documents in libraries and other council offices, as well as in reception at Yare House. We do also say that we may hold open days, drop in events or present to groups. Because of social distancing and access restrictions related to COVID19, we need to amend this Statement of Community Involvement as we cannot currently fulfil these commitments.

It should be noted that changes to this SCI that remove the commitment to place documents in libraries or other council offices, or promote ways to engage other than meeting people face to face, are considered to be temporary at the time of publication. It is hoped that soon we can start more direct consultation again and when this happen we will amend this SCI. It is also important to note that libraries may reopen and we may be able to place documents in them. Social distancing measures and other access restrictions may change over time. We will ensure that we set out how we will consult for the particular document that is subject to consultation, in line with this SCI.

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<sup>2</sup> <https://www.gov.uk/guidance/plan-making#coronavirus>

## 2.3. Involving the community in planning policy

### 2.1.3.1. The local plan process

The Local Plan<sup>3</sup> includes policies to help determine planning applications and also allocate some areas of land for certain land uses. When the Broads Authority reviews the Local Plan from around 2020/2021 we will review the adopted planning policies and look into other issues in the Broads Authority Executive Area. The process is set out in Table 1 below. A timeline showing the estimated date for the Local Plan review is [the Local Development Scheme](#) in [Appendix A](#). Please note it is anticipated that this timeline will be amended more regularly than this SCI and so to see the most up to date version, please go here: <https://www.broads-authority.gov.uk/planning/planning-policies/development/supporting-documents-and-evidence->.

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

**Table 1: Broads Local Plan Process**

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

<sup>3</sup> <https://www.broads-authority.gov.uk/planning/planning-policies>

The public can take part in stages 3, 5 and 7. They can also take part in stage 9 if they made comments at stage 7 ([in terms of taking part in the Examination](#)). Public can comment on [modifications to the Local Plan, also as part of stage 9](#). The Authority can carry out extra consultation if needed.

### 2.2.3.2. Relationship of the local plan to other documents

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



#### Sustainability Appraisal

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

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

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

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

### Habitats Regulation Assessment

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

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

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

The HRA takes the following format:

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

### **2.3.3.3. Duty to Cooperate and Statements of Common Ground**

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

A statement of common ground records progress made by strategic policy-making authorities during strategic planning for cross-boundary matters. The statement records effective co-operation, or shows where it is not happening, throughout the plan-making process. It can be used at examination to prove that plans are deliverable over the plan period based on effective joint working across local

authority boundaries. For Local Planning Authorities, it is used as part of the evidence needed to show they have complied with the duty to cooperate.

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

The NPPF and NPPG lists issues requiring cooperation as:

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

Certain other public bodies have to follow the duty to cooperate. These are prescribed in the [Town and Country Planning \(Local Planning\) \(England\) Regulations 2012](#) as amended by the [National Treatment Agency \(Abolition\) and the Health and Social Care Act 2012 \(Consequential, Transitional and Saving Provisions\) Order 2013](#). The organisations that have a statutory duty to cooperate<sup>4</sup> are:

- Environment Agency
- The Civil Aviation Authority
- The Homes and Communities Agency
- ~~English Heritage~~ [Historic England](#)
- The Office of Rail Regulation
- Natural England
- Norfolk County Council and Suffolk County Council
- Highways Agency
- New Anglia (Local Enterprise Partnership)
- Primary Care Trust<sup>5</sup>
- Marine Management Organisation

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

- Norfolk County Council
- Suffolk County Council
- Broadland District Council
- Great Yarmouth Borough Council
- North Norfolk District Council
- Norwich City Council
- South Norfolk District Council
- East Suffolk Council

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<sup>4</sup> Please note that the regulations also refer to the Mayor of London and Transport for London but these are not relevant to the Broads Authority.

<sup>5</sup> The Health and Social Care Act 2012 abolishes Strategic Health Authorities and other health bodies such as Primary Care Trusts. Instead there are newly established bodies, the clinical commissioning groups and the National Health Service Commissioning Board.

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

## **2.4.3.4. How we consult and engage**

### Advertising consultations

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

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

### Methods of consultation

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

Please note that not all of these approaches may be possible because of access restrictions or social distancing requirements. We will need to assess any risk associated with COVID19 in deciding how to engage with the public. We may use alternative approaches to our normal way of consulting. If we do hold events where we meet people in person, we will need to adhere to the social distancing rules in place at the time. Please check the consultation section of the relevant document to understand what approaches we will be taking.

- We may make presentations to certain groups or organisations. This could be in person or by using video conferencing.
- We may Attend Parish meetings if asked, particularly if they can be grouped or where there is a policy issue of local significance. This could be in person or by using video conferencing.
- We may hold open days or public meetings at accessible venues at times when most people will be able to attend. There could be potential in arranging such a 'meeting' using video conferencing (perhaps with the need to make appointments).
- Depending on any social distancing or other access restrictions in place, we would hope to be able to put printed documents in public venues around the Broads. Appendix B lists the usual venues. As a minimum, hard copies will be available at reception at Yare House and may be viewable by the public. For some documents, we may be able to attach them to windows so they can be read from outside the buildings. For other documents, documents will be viewable on an appointment basis (call the Broads Authority to check).
- We can print copies of the documents for individuals on request (we may have to charge a fee to cover costs and this will be set out in the consultation part of the document).
- We may deliver consultation summary leaflets to most homes in an area at certain

stages of the plan making process.

- Accept comments by email or post.
- [May p](#)Put up unstaffed displays (including summary posters) in public areas.
- [May S](#)end out questionnaires, either printed or online.
- Translate parts of documents or summary leaflets into other languages if needed.
- Provide braille or large print versions if needed.

Consultations are held for a set period. We will make sure that deadline dates and times are clear and well publicised. To be included in the consultation comments must reach us by the deadline. Late responses are kept on file, but are unlikely to influence the consultation document. At the formal stages of publication of a Local Plan, late representations are not 'duly made' and therefore cannot be used.

### **2.5.3.5. Who we consult**

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

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

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

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

[Please note that not all of these approaches may be possible because of access restrictions or social distancing requirements. We will need to assess any risk associated with COVID19 in deciding how to engage with the public. We may use alternative approaches to our normal way of consulting. If we do hold events where we meet people in person, we will need to adhere to the social distancing rules in place at the time. Please check the consultation section of the relevant document to understand what approaches we will be taking.](#)

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

Group that may be harder to engage with	How we will consult these groups
Young people	We may attend school assemblies, produce consultation materials aimed at school-aged people, and/or put up displays at venues that young people attend, <a href="#">taking into account social distancing or access restrictions.</a>
People with English not	We may put display posters in venues used by this particular group. We

Group that may be harder to engage with	How we will consult these groups
as their first language	may translate parts of documents or summary posters and questionnaires if needed.
People with disabilities	Make sure that open days or public meetings <a href="#">(if held)</a> are held in accessible venues. Include organisations and individuals that represent this particular group in our General Consultees list (for example <a href="#">the Disabled Persons Transport Advisory Committee</a> <a href="#">Equal Lives</a> ). Provide large print and braille versions of consultation materials if needed.
Gypsies, travellers and travelling show people	Include organisations and individuals that represent this particular group in our General Consultees list <del>(for example The National Federation of Gypsy Liaison Groups, The Showmen's Guild of Great Britain and Gypsy Roma Traveller Achievement Service)</del> . Also <a href="#">include ensure that our contacts at the District Councils invite comments from</a> the Housing Teams <del>of our Constituent Authorities</del> .
Elderly people	Make sure that open days or public meetings <a href="#">(if held)</a> are held in accessible venues. Include organisations or individuals that represent this particular group in our General Consultees list (for example Age UK Norfolk). Make sure that hard copies of documents are available in public venues, <a href="#">subject to social distancing and access restrictions</a> .
Those who live on boats	Talk to residential boaters face-to-face <a href="#">(subject to social distancing and access restrictions)</a> or drop off leaflets and other information as appropriate. Our Ranger team may also be able to help contact residential boaters.

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

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

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

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

[The following table sets out how the various stages of consultation could be run.](#)

[Please note that not all of these approaches may be possible because of access restrictions or social distancing requirements. We will need to assess any risk associated with COVID19 in deciding how to engage with the public. We may use alternative approaches to our normal way of consulting. If we do hold events where we meet people in person, we will need to adhere to the social distancing rules in place at the time. Please check the consultation section of the relevant](#)



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

Document	Stage	Length of Consultation	Who and how
Sustainability Appraisal Scoping Report <sup>6</sup>	Before plans are started	5 weeks	We will consult the Environment Agency, Natural England, <a href="#">English Heritage</a> <a href="#">Historic England</a> , New Anglia, Wild Anglia, Norfolk and Suffolk County Council and our six constituent districts. We will also consult the RSPB and Marine Management Organisation.
Broads Local Plan and Sustainability Appraisal <sup>7</sup>	Consultation (Regulation 18)	Minimum 6 weeks	<p>This is the first stage of consulting on a planning document, and consultation methods will be wide ranging.</p> <p>We will notify those on our consultation database, place e-documents on the website, <u>where possible</u> place printed documents in public venues<sup>8</sup> around the Broads, <u>place hard copies in Yare House reception (likely to use a view by appointment system or documents map-be attached to windows)</u> and <u>where possible</u> hold public events such as open days <u>either in person or using video conferencing (subject to social distancing and access restrictions)</u>.</p> <p>We will attend Parish meetings if asked (<u>where possible and subject to social distancing</u>), particularly if they can be grouped or where there is a policy issue of local significance. We may produce summary leaflets or surveys, present to specific groups (such as school assemblies) (<u>where possible and subject to social distancing</u>) and produce summary posters or unstaffed displays at suitable venues as needed.</p>
	Publication (Regulation 19)	Minimum of 6 weeks	<p>At this stage of consultation, we will notify those on our consultation database, place documents on the website and <u>where possible</u> place printed documents in public venues around the Broads <u>and place hard copies in Yare House reception (likely to use a view by appointment system or documents map-be attached to windows)</u>.</p> <p>We will ask those who respond if they want us to let them know about the progress of the document as it is submitted, examined and</p>

<sup>6</sup> The Environmental Assessment of Plans and Programmes Regulations 2004:

<http://www.legislation.gov.uk/ukxi/2004/1633/contents/made>

<sup>7</sup> The Town and Country Planning (Local Planning) (England) Regulations 2012:

<http://www.legislation.gov.uk/ukxi/2012/767/contents/made> and The Environmental Assessment of Plans

<sup>8</sup> Regulation 35 of the 2012 regulations say that documents are made available when 'made available for inspection, at their principal office and at such other places within their area as the local planning authority consider appropriate, during normal office hours'.

Document	Stage	Length of Consultation	Who and how
			potentially adopted.
	Submission (Regulation 22)	-	At Submission stage, we must tell Specific and General consultees and those who asked to be kept informed that they can see the documents on the Authority's website and <b>where possible</b> at appropriate public venues <u>and place hard copies in Yare House reception (likely to use a view by appointment system or documents <del>map</del> may be attached to windows)</u> . We will also put a notice in the local press.
	Examination (Regulation 24)	-	Any consultee who made a representation and said that they want to attend the Examination in Public and speak at the public hearings will be told the date, time, venue and format of the hearings. <u>It should be noted that the Planning Inspectorate will use different ways of holding the hearings such as video conferencing to reflect the social distancing or access restrictions in place.</u> We will advertise the date, time, venue and format of the examination on our website and at public venues. The Inspector may also ask someone who has made a representation to provide further information to help their understanding. When we receive the Inspector's Report, we will place it on our website and <b>where possible</b> in public venues <u>and place hard copies in Yare House reception (likely to use a view by appointment system or documents <del>map</del> may be attached to windows)</u> , and contact those who asked to be kept informed. <u>If we need to consult on modifications to the Local Plan, we will do this in the same way as previous stages of consultation.</u>
	Adoption (Regulation 26)	-	As well as informing interested parties of adoption, we will place a notice in the local press, write to or email consultees, and <b>where possible</b> place information in public venues, <u>place hard copies in Yare House reception likely to use a view by appointment system or documents <del>map</del> may be attached to windows)</u> and on our website.
Statement of Community Involvement	Draft SCI	5 weeks	<del>There is no requirement to consult at this stage, but the Authority will consult for about 5 weeks. We will notify those on our consultation database and place documents on our website. The final copy will be available at public venues. Once</del>

Document	Stage	Length of Consultation	Who and how
			<a href="#">adopted, we will advise those on our consultation database that we have amended and adopted the SCI. We will place a copy on our website, advertise the adoption via social media and where possible have hard copies at public venues, but will have a hard copy at Yare House reception (likely to use a view by appointment system or documents map- may be attached to windows).</a>
Supplementary Planning Documents <sup>9</sup>	Draft SPD (Regulation 12)	4 weeks	We will notify those on our consultation database, place documents on the website, <a href="#">where possible</a> place printed documents in public venues <a href="#">and place hard copies in Yare House reception (likely to use a view by appointment system or documents map- may be attached to windows).</a> We may hold public events such as open days <a href="#">(where possible and subject to access restrictions and social distancing).</a> We may produce summary leaflets or surveys, present to specific groups (such as school assemblies) <a href="#">(where possible and subject to access restrictions and social distancing)</a> and produce summary posters or un-staffed displays at suitable venues. We will ask those who responded if they want us to let them know when the Plan is adopted.
	Adoption (Regulation 14)	-	As well as informing the interested parties of adoption, we will place a notice in the local press, write to or email consultees on our database, <a href="#">where possible</a> place information in public venues, <a href="#">place hard copies in Yare House reception (likely to use a view by appointment system or documents map- may be attached to windows)</a> and on our website.
Guides	Consultation	Around 6 weeks.	We will notify those on our consultation database, place documents on the website, <a href="#">where possible</a> place printed documents in public venues <a href="#">and place hard copies in Yare House reception (likely to use a view by appointment system or documents map- may be attached to windows).</a> We may hold public events such as open days <a href="#">(where possible and subject to access restrictions and social distancing).</a> We may produce summary leaflets or surveys, present to specific groups (such as school

<sup>9</sup> The Town and Country Planning (Local Planning) (England) Regulations 2012: <http://www.legislation.gov.uk/uksi/2012/767/regulation/12/made>

Document	Stage	Length of Consultation	Who and how
			assemblies) ( <a href="#">where possible and subject to access restrictions and social distancing</a> ) and produce summary posters or un-staffed displays at suitable venues. We will ask those who responded if they want us to let them know when the Plan is adopted.
	Adoption	-	As well as informing the interested parties of adoption, we will place a notice in the local press, write to or email consultees on our database, <a href="#">where possible</a> place information in public venues, <a href="#">place hard copies in Yare House reception (likely to use a view by appointment system or documents map- may be attached to windows)</a> and on our website.

### **2.7.3.7. What we do with the comments we receive**

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

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

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

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

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

#### **2.8.3.8. How can people get involved?**

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

## 3.4. Involving the community at the planning application stage

The Broads Authority is the local planning authority for all land and properties within the Broads executive area. Therefore, the Authority is responsible for processing and managing most forms of development in the Broads<sup>10</sup>.

### 3.1.4.1. **Legislative** requirement to consult on planning applications

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

### 3.2.4.2. **Pre-application discussions**

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

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

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

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

Pre-application advice can:

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

<sup>10</sup> <https://www.broads-authority.gov.uk/planning/planning-permission>

At the time of writing, this service is provided for free. If you want to take advantage of pre-application advice, please fill out the pre-application advice form found on the Authority's website<sup>11</sup>.

### **3.3.4.3. Pre-application consultation**

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

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

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

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

### **3.4.4.4. Local Development Orders**

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

On producing a Local Development Order, the regulations<sup>12</sup> state that the draft local development order and statement for reasons need to be made available in a similar way to those of the Local Plans. The venues as set out in [Appendix B](#) will therefore hold paper copies of the documents, and a copy will be posted on our website.

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

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<sup>11</sup> [http://www.broads-authority.gov.uk/\\_data/assets/word\\_doc/0004/410269/Do\\_I\\_need\\_Planning\\_Permission\\_form.doc](http://www.broads-authority.gov.uk/_data/assets/word_doc/0004/410269/Do_I_need_Planning_Permission_form.doc)

<sup>12</sup> [http://www.legislation.gov.uk/uksi/2010/2184/pdfs/uksi\\_20102184\\_en.pdf](http://www.legislation.gov.uk/uksi/2010/2184/pdfs/uksi_20102184_en.pdf)

The consultation will last a minimum of 28 days.

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

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

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

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

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

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

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

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



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

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

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

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

- a) Send notification of the application to the respective District/Borough/City Council
- b) Display a notice of the proposal in a prominent position on or near the proposed site
- c) Consult, by letter or email, immediate neighbours, respective Parish Council and respective District/Borough/ City Council Ward [and County](#) Members
- d) Publish full details of the application on the Authority's website
- e) Make details of the application available for inspection at the Authority's head office during normal working hours. Due to the restrictions arising from Covid-19 there will be specific arrangements and you may need to make an appointment to view these – [please contact us to discuss this.](#)
- f) Consult any relevant statutory and non-statutory bodies

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

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

A Weekly List<sup>13</sup> of new planning applications is issued each week to allow the public to stay up-to-date with applications submitted for sites within their local area.

<sup>13</sup> <https://planning.broads-authority.gov.uk/online-applications/search.do?action=weeklyList>

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

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

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

The Broads Authority's Planning Committee<sup>14</sup> is also a public meeting and anyone is eligible to register to speak on an application, or turn up on the day to sit and listen.

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

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

### **3.8.4.8. How to comment on a planning application**

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

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

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

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

### **3.9.4.9. What we do with the comments we receive?**

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

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<sup>14</sup> <https://www.broads-authority.gov.uk/about-us/committees/planning-committee>

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

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

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

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

#### **3.10.4.10. Speaking at Planning Committee**<sup>15</sup>

The majority of applications are not required to go before the Planning Committee to be decided, because they ~~fall within the are of a nature that enables them to be determined by the Authority's Head of Planning under the~~ Authority's Scheme of Delegation and can be determined by Officers.

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

Members of the public, the Parish Council and Ward Member are eligible to speak at the Planning Committee, either as supporters or objectors and do not need to have provided comments during the initial consultation period. Attendance by the applicant/agent is also encouraged. Anyone who wishes to speak regarding an application must register with the Committee Clerk, preferably 3 days prior to the ~~day-commencement~~ of the Meeting.

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

It is advised that your speech should be brief and to the point, referring to relevant planning issues. Illustrative material is permitted to clarify issues, but it would be useful to discuss this with us and submit it prior to the meeting.

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

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<sup>15</sup> [https://www.broads-authority.gov.uk/data/assets/pdf\\_file/0005/414887/PUBLIC-SPEAKING-September-2018.pdf](https://www.broads-authority.gov.uk/data/assets/pdf_file/0005/414887/PUBLIC-SPEAKING-September-2018.pdf)

### **3.11.4.11. Sources of planning advice**

#### **Planning Aid**

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

#### **Planning Portal**

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

#### **.GOV.UK**

There is also lots of information on the Government website: <https://www.gov.uk/planning-permission-england-wales>

## 4.5. Involving the community in producing the Broads Plan

### 4.1.5.1. The Broads Plan

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

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

### 4.2.5.2. Reviewing the plan

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

Each stage of the review process will involve working with our officers and members, key statutory and delivery partners, and stakeholder groups and individuals with an interest in the Broads. Our Broads Engage web pages<sup>16</sup> highlight the consultation methods we use regularly, including stakeholder workshops, committee and interest group meetings, focus groups, social media (Twitter and Facebook) one-to-one discussions, written consultations in paper and electronic formats, surveys and questionnaires, and public events in local venues around the Broads, including 'drop-in' area parish forums, all subject to social distancing and access restrictions at the time. We will follow the process in Table 2 to engage with those who may be considered as 'hard to engage'.

Please note that not all of these approaches may be possible because of access restrictions or social distancing requirements. We will need to assess any risk associated with COVID19 in deciding how to engage with the public. We may use alternative approaches to our normal way of consulting. If we do hold events where we meet people in person, we will need to adhere to the social distancing rules in place at the time. Please check the consultation section of the relevant document to understand what approaches we will be taking.

The stages are a Broads Plan review are:

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

<sup>16</sup> Broads Engage: <https://www.broads-authority.gov.uk/about-us/how-we-work/broads-engage>

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

#### **4.3.5.3. Environmental report**

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

## 5.6. Neighbourhood Planning

### 5.1.6.1. About Neighbourhood Plans

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

### 5.2.6.2. Neighbourhood Plans - 'cans' and 'cannots'

A Neighbourhood Plan *can*...

- Decide where and what type of development should happen in the neighbourhood (alongside the Local Plan);
- Promote more development than is set out in the Local Plan; and
- Include policies: For example, regarding design standards provided the Neighbourhood Plan policies do not conflict with the strategic policies in the Local Plan.

A Neighbourhood Plan *cannot*...

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

### 5.3.6.3. Neighbourhood Plans produced by parishes in The Broads

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

### 5.4.6.4. Producing a Neighbourhood Plan

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

That being said, both the Authority and the other Council need to undertake the required formal stages in line with their particular procedures. Table 4 summarises the process<sup>17</sup>.

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<sup>17</sup> More detail on the process of producing a Neighbourhood Plan can be found here <https://www.gov.uk/guidance/neighbourhood-planning--2#key-stages-in-neighbourhood-planning>

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

Stage	Explanation
Designating a Neighbourhood Area or Neighbourhood Forum	<p>If the application is for an entire parish, then the LPAs designate the Neighbourhood Plan.</p> <p>If for an area different to an entire parish, the Council and the Broads Authority will advertise the application for six weeks. The Council will probably lead on contacting particular consultees, with the Authority providing relevant contact details. The Authority will advertise the consultation on its website.</p> <p>On completion of the consultation (if required) , the Authority and Council designate the Neighbourhood Area or take the decision to designate the Neighbourhood Forum. At the meeting of the full Authority, the majority of the Authority's formal involvement in the production of a Neighbourhood Plan is delegated to the Planning Committee.<sup>18</sup></p>
Pre-submission publicity and consultation	<p>The qualifying body (Parish Council or Neighbourhood Forum) publicises the draft plan or Order and invites representations and consults the consultation bodies as appropriate. The Authority and Council help. The Authority will place the consultation document on its website and in its Head Office reception. <u>Due to current restrictions, this is likely to be via a view by appointment system or documents may be attached to windows.</u></p>
Submission to the local planning authority and publication	<p>The Authority and Council checks that the submitted proposal complies with all relevant legislation. If the plan meets the legal requirements, the Authority and Council publicise the proposal for a minimum of 6 weeks and invite representations, and appoint an independent examiner (with the agreement of the qualifying body).</p>
Submission to Independent Examiner and Examination	<p>The Neighbourhood Plan and representations are sent to the independent examiner, who undertakes the examination. The independent examiner issues a report to the local planning authority and qualifying body. The Authority and Council consider the report and reach their own view – to proceed to referendum or not.</p>
Referendum	<p>On deciding to proceed to referendum, the Council organises and runs the referendum. <u>It is important to note that as a result of COVID19, the NPPG has postponed all referendums until 5 May 2021 and it is deemed that prior to referendum, if the Local Planning Authority has decided to proceed to referendum, the Plan can have significant weight.</u></p>
Making the neighbourhood plan	<p>The results of the referendum are reported to the full Authority. Paragraph 38A (4)(a) of the Planning and Compulsory Purchase Act</p>

<sup>18</sup> <https://www.gov.uk/guidance/neighbourhood-planning--2>



Stage	Explanation
	2004 requires that the Local Planning Authority must make the neighbourhood plan if more than half of those voting have voted in favour of the plan being used to help decide planning applications in the plan area.

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

### **5.5.6.5. How the community is involved in the process**

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

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

Stage	Length of time	How and who?
Pre-submission consultation	6 weeks	Relevant consultees are invited to comment on the draft Neighbourhood Plan. The draft plan is displayed on the Authority's website. A hard copy is displayed at the Authority's head office ( <a href="#">due to current restrictions this is likely to be a view by appointment system or documents may be attached to windows</a> ).
Publication	6 weeks	Relevant consultees are invited to comment on the publication version of the Neighbourhood Plan. The draft plan is displayed on the Authority's website. A hard copy is displayed at the Authority's head office ( <a href="#">due to current restrictions this is likely to use a view by appointment system or documents may be attached to windows</a> ).
Referendum	One day only to cast vote	Those who live in the Parish and are over 18. Polling stations for each ward of a Parish. Run by the Council. <a href="#">See above and the NPPG change regarding referendums in light of COVID19.</a>

### **5.6.6.6. More information**

For more information, visit these useful websites:

Locality:

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

Forum for Neighbourhood Planning:

<https://neighbourhoodplanning.org/>

Community Knowledge Hub:

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

Government Guidance:

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

Planning Help:

<http://www.planninghelp.org.uk/improve-where-you-live/shape-your-local-area/neighbourhood-plans>

Planning Advisory Service:

<https://www.local.gov.uk/pas/pas-topics/neighbourhood-plans>

Localism Act and Neighbourhood Planning:

<http://www.legislation.gov.uk/ukpga/2011/20/part/6/chapter/3>

## **6.7. Planning help and advice available to the community**

### **6.1.7.1. Introduction**

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

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

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

Planning Aid England can help individuals and communities to:

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

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

## **7.3 contact and more information**

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

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

## **7.8. Complaints procedure**

We operate a three-stage procedure<sup>19</sup> to ensure complaints about our services and performance are dealt with impartially, objectively and professionally.

### **8.1 Stage one: informal complaints**

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

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

### **8.2 Stage two: formal complaints**

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

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

### **8.3 Stage three: Chief Executive review**

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

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

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

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<sup>19</sup> <https://www.broads-authority.gov.uk/contact-us/comments-and-complaints/how-to-complain>

## 8.4 What happens next?

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

## 8.5 What if I am still not satisfied?

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

### Other complaints procedures<sup>20</sup>

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

#### Maladministration

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

#### Member Code of Conduct

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

#### Financial Wrongdoings

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

#### Unlawful Behaviour or Action

The Authority's Monitoring Officer will investigate a complaint if there is a concern about unlawful behaviour or action by the Broads Authority itself. In addition:

- if a complaint suggests criminal behaviour the matter will be reported to the Police
- applicants for planning permission have a legal right to appeal in the case of planning decisions with which they disagree. Details of appeals are included in the letter of refusal sent to the applicant.

#### Unreasonable Complainant Behaviour

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

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<sup>20</sup> <https://www.broads-authority.gov.uk/contact-us/comments-and-complaints/other-complaints-procedures>

## **8.9. Reviewing the Statement of Community Involvement**

### **8.1.9.1. Reviewing and revising the SCI**

The SCI will be kept under review. Revisions will be made only if there are new groups we wish to engage with or where the regulations relating to public consultation change. It will be reviewed in five years' time (2024<sup>5</sup>) at the latest, [but potentially earlier than that.](#)

## **9.10. Data protection**

### **9.1.10.1. Data protection**

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

## Appendix A: Local Development Scheme

A Local Development Scheme (LDS) sets out the timeline for producing Local Plans and related documents. The following LDS is in place at the time of adopting this SCI, and may change from time to time. It was adopted in July 2019.

[illegible]

## Appendix B: Venues around the Broads Executive Area

Please note that we cannot guarantee that hard copies will be placed at these venues as it will depend on access restrictions and social distancing requirements as a result of COVID19. This may change as access restrictions and social distancing may change. Hard copies will be available at Yare House reception, with specific arrangements such as ~~probably~~ on an appointment basis.

### Libraries

Acle Library  
Beccles Library  
Brundall Library  
Bungay Library  
Cromer Library  
Great Yarmouth Library  
Loddon Library  
Lowestoft Library  
Oulton Broad Library  
Norwich Millennium Library  
Stalham Library  
Wroxham Library

### Local Authority Offices<sup>21</sup>

Broads Authority Offices, Yare House, 62-64 Thorpe Road, Norwich ([call to check as you may need to make an appointment](#))  
Broadland District Council Office, Yarmouth Road, Norwich  
Great Yarmouth District Council Offices, Town Hall, Great Yarmouth  
North Norfolk District Council Offices, Holt Road, Cromer  
South Norfolk Council Offices, Swan Lane, Long Stratton  
East Suffolk Council, the Marina Customer Service Centre, Lowestoft  
Norfolk County Council, County Hall, Norwich  
Suffolk County Council, Endeavour House, Ipswich

### Broads Authority Tourist Information Centres

~~Whitlingham Visitor Centre, Whitlingham Lane, Trowse — up until March 2020.~~

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<sup>21</sup> We no longer leave documents at Norwich City Council's offices as there is no reception and also as the Forum is next door.



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

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

### Specific Consultees

Norfolk County Council

Suffolk County Council

Highways England

Natural England

Homes and Communities Agency

Network Rail

[English Heritage](#)[Historic England](#)

Clinical Commissioning Groups

Neighbouring District Councils

Norfolk and Suffolk Constabulary

Marine Management Organisation

The Environment Agency

NHS STP Estates

Town and Parish Councils partly within the Broads Executive Area

Coal Authority

Relevant electricity and gas companies

Local Enterprise Partnership (New Anglia)

Relevant Telecommunications Companies

Local Nature Partnership (Wild Anglia)

Relevant sewerage and water undertakers

### General Consultees

Age UK Norfolk

Arts Council England (South East)

Broadland Older People's Partnership

CPRE Norfolk

Crime Prevention and Architectural Liaison

Officer Norfolk

Equal Lives

Forestry England (East England Conservancy)

GeoSuffolk

Historic Environment Service

Home Builders Federation

Landowners, agents, developers and Housing

Associations operating in the area

MEPs - Eastern Region

MPs

National Farmers Union)

Norfolk Constabulary

Norfolk Farming & Wildlife Advisory Group

Norfolk Geodiversity Partnership

Norfolk Wildlife Trust

Public Health – Norfolk and Suffolk

RSPB Eastern England

Sport England - Eastern Region

Suffolk Archaeological Service

Suffolk Coalition of Disabled People

Suffolk Constabulary

Suffolk Wildlife Trust

SUSTRANS

The Crown Estate

The Traveller Movement

Train Operating Companies

Water Management Alliance

### Local Consultees

AONB groups

Chambers of Trade

Civic societies

Local businesses

Local interest groups

Local partnerships

Local residents

Residents associations

Schools

County Council and Ward Councillors

### Consultees specific to the Broads

Association of Inland Navigation Authorities

British Assoc of Shooting and Conservation

British Canoeing

British Horse Society

British Reed Growers Association  
British Waterski  
Broads Angling Services Group  
Broads Hire Boat Federation  
Broads Local Access Forum  
Broads Reed and Sedge Cutters Assn  
Broads Society  
Broads Tourism  
Brundall Riverside Estate Association  
Butterfly Conservation - Norfolk Branch  
Campaign for National Parks  
Community Action Norfolk

Eastern Rivers Ski Club  
Eastern Regional Rowing Council  
Hire Boat operators  
Inland Waterways Association  
Nancy Oldfield Trust  
Norfolk & Suffolk Boating Association  
Norfolk Heritage Fleet Trust  
Norfolk Windmills Trust  
Oulton Broad Water Sports Centre  
The Broads Trust  
Yare Users Association

## Appendix D: Local Plan data privacy notice

This consultation document and consultation process have been developed to adhere to the Broads Authority's Statement of Community Involvement<sup>22</sup>.

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

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

### **Annex A: Privacy notice**

#### **Personal data**

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

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

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

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

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

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

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

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

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

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

Your personal data will not be transferred outside the EU.

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

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

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<sup>22</sup> Our current SCI is here: [http://www.broads-authority.gov.uk/\\_data/assets/pdf\\_file/0006/576609/Final-Adopted-Statement-of-Community-Involvement-November-2014.pdf](http://www.broads-authority.gov.uk/_data/assets/pdf_file/0006/576609/Final-Adopted-Statement-of-Community-Involvement-November-2014.pdf)

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

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

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

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

# Planning Committee

17 July 2020

Agenda item number 13

## Draft Coastal Adaptation SPD for consultation

Report by Planning Policy Officer

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### Summary

Coastal change is an inevitable part of a dynamic coastline. The risk of coastal flooding and vulnerability to erosion along the coast does not respect local planning authority boundaries, and therefore coastal change needs to be considered across a wide geography. A partnership of East Suffolk Council, Great Yarmouth Borough Council, North Norfolk District Council, the Broads Authority, and the shared Coastal Partnership East team is producing a Coastal Adaptation Supplementary Planning Document (SPD) to provide guidance on aligned policy approaches along the coast and to take a holistic (whole coast) approach. The SPD will ensure planning guidance is up to date, aid the interpretation and delivery of planning policy, and provide case study examples of coastal adaptation best practice.

### Recommendation

- (i) To endorse the joint Coastal Adaptation SPD for public consultation;
  - (ii) To recommend that the Broads Authority endorses the SPD for consultation; and
  - (iii) As four Local Planning Authorities are jointly producing this SPD, and some committees may make comments on the SPD that result in changes, that final Authority endorsement for consultation is delegated to the Chair of Planning Committee, the Chair of the Broads Authority and the Director of Strategic Services.
- 

## 1. Introduction

- 1.1. The Local Planning Authorities (LPAs) of North Norfolk District Council, Great Yarmouth Borough Council, East Suffolk Council and the Broads Authority have a history of working together in relation to planning and the coast. For example, a [Statement of Common Ground on Coastal Zone Planning](#) was agreed between the partnership authorities in September 2018 and the Councils have formed Coastal Partnership East,<sup>1</sup> the shared coastal management team of North Norfolk District Council, Great Yarmouth Borough Council and East Suffolk Council covering the entire area of those Councils.

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<sup>1</sup> The Broads Authority is not directly involved in Coastal Partnership East (CPE), but the area covered by CPE includes the stretch of coastline in the Broads Executive Area.

- 1.2. Following on from the Statement of Common Ground, the four LPAs, with Coastal Partnership East (CPE), are producing a Coastal Adaptation Supplementary Planning Document (SPD).
- 1.3. This report introduces the first stage of public engagement in producing this SPD.

## **2. About Supplementary Planning Documents (SPDs)**

- 2.1. An SPD cannot create new or amend existing planning policies, nor can it prescribe that particular areas of land be developed for particular uses; this is the role of the Development Plan. The purpose of SPDs is to provide guidance on the correct interpretation of planning policy and aid the implementation of relevant policies. When adopted, the SPD will be a material consideration in determining planning applications.
- 2.2. The Coastal Adaptation SPD will link to Policy SSCOAST in the Local Plan for the Broads:  
  
‘Coastal area defined on the Adopted Policies Map and its special nature, character and tranquillity will be conserved for low-key quiet recreation and as a wild bird and seal refuge. In order to further these purposes, and in view of the high flood and tidal inundation risk to the area, operational development will generally not be permitted. Exceptionally, small-scale development such as bird-watching hides, seal viewing platforms or footpath bridges, which further these aims, are consistent with managing recreational pressure (particularly in relation to Special Protection Area and Special Area of Conservation features), and are unobtrusive in the landscape will be supported’.

## **3. The coast in the Broads Authority Executive Area**

- 3.1. There is a small stretch of coast in the Broads Authority Executive Area at Horsey. The coastal area of the Broads has a very special character and tranquillity, and is of wildlife and landscape importance. It is highly valued for walking and for bird and seal watching. It is also particularly vulnerable to climate change and sea level rise, and has been subject to sporadic coastal inundation for centuries (it was once the river mouth), with parts at risk of riverine flooding. This area of coast is also vulnerable to coastal erosion. This small stretch of coastline is part of the North Norfolk Area of Outstanding Natural Beauty and wholly in the Special Area of Conservation and partially within the Special Protection Area.

## **4. The Coastal Adaptation SPD**

- 4.1. Coastal change is an inevitable part of a dynamic coastline. This presents a challenge in planning for the appropriate management of our coastlines.
- 4.2. The risk of coastal flooding and vulnerability to erosion along the coast does not respect local planning authority boundaries, and coastal change needs to be considered across a wide geography. There are significant potential benefits to joint working across

administrative and professional disciplines in addressing the issues of coastal management and planning.

- 4.3. The Coastal Adaptation SPD is at the first stage of consultation, the aim of which is to gather feedback on what the SPD should address. It is a scoping exercise, and the documents include background information and questions for stakeholders. The next version of the SPD will include requirements and will also be subject to consultation.
- 4.4. When the SPD passes through various committees at the different LPAs, the time frame for the consultation will become clearer and the dates finalised. East Suffolk Council will format the SPD.

## 5. Consultation

- 5.1. It is intended that the consultation will run for at least 4 weeks in August/ September. This timeline has been set because of the need for the document to be endorsed for consultation by the four LPAs and this reflects when various meetings are to be held.
- 5.2. At the time of writing, the actual approach to the consultation was being finalised as it needs to take account of the four LPA Statements of Community Involvement. It is likely to involve the following, to reflect COVID19 access restrictions:
  - Documents placed on websites
  - Promotion through social media
  - Notification to those on consultation database
  - Hard copies sent to those who request them
  - If head offices are open, access to hard copies, potentially by appointments
  - Phone numbers made available for each LPA and for Coastal Partnership East to those wanting to ask questions

## 6. Next steps

- 6.1. After this consultation stage, the responses will be assessed and the draft SPD produced. This will then go before the various Committees of the four LPAs before being subject to a second public consultation. Once those responses are assessed, the final SPD will be produced for adoption by the LPAs. This process could take up to 12 months, depending on comments received.

## 7. Financial implications

- 7.1. There may be a need to contribute to a press advert to advertise the various stages of producing the SPD. The cost will be shared across the Authorities. This could be up to £500 and would be paid for through the Planning Policy Budget.

Author: Natalie Beal

Date of report: 02 July 2020

Appendix 1 – Coastal Adaptation Supplementary Planning Document.



# Draft Coastal Adaptation SPD

## Initial consultation document

Consultation dates ... August 2020 – ... October 2020

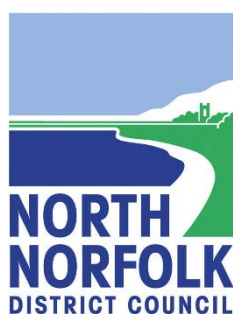
Coastal Change is an inevitable part of a dynamic coastline. Therefore, this presents a challenge in planning for the appropriate management of our coastlines.

The risk of coastal flooding and vulnerability to erosion along the coast does not respect local planning authority boundaries, and therefore coastal change needs to be considered across a wide geography. There are significant potential benefits to joint working across administrative and professional disciplines in addressing the issues of coastal management and planning.

The Draft Coastal Adaptation Supplementary Planning Document (SPD) is at the first stage of consultation, the aim of which is to gather feedback on what you think the SPD should address. Your time in providing comments is greatly appreciated. Please respond to this consultation by 5pm on ... October 2020.

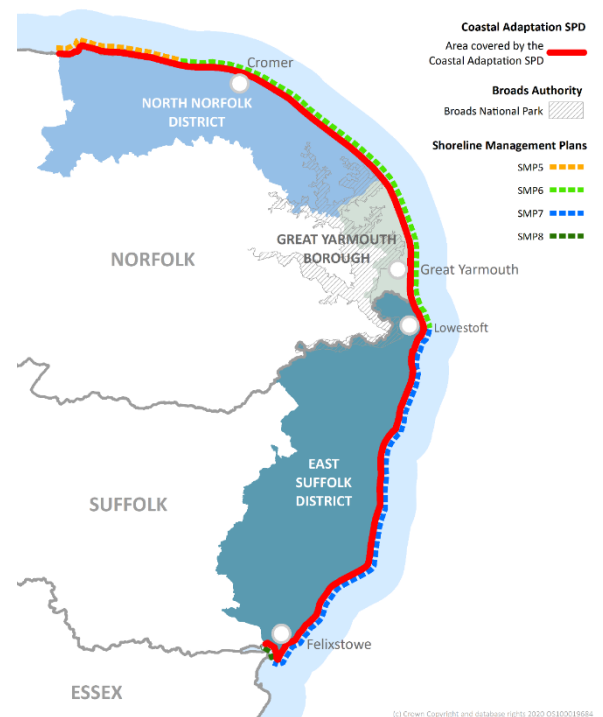
Please respond by one of the following routes:

- Complete the [online questionnaire](#),
- Email your response to [planningpolicy@eastsuffolk.gov.uk](mailto:planningpolicy@eastsuffolk.gov.uk), or
- Post your response to Planning Policy & Delivery Team, Riverside, 4 Canning Road, Lowestoft, Suffolk NR33 0EQ



## About the SPD

A partnership of East Suffolk Council, Great Yarmouth Borough Council, North Norfolk District Council, The Broads Authority, and the shared Coastal Partnership East team<sup>1</sup> is at an early stage in preparing a Coastal Adaptation SPD. The purpose of this SPD is to provide guidance on aligned policy approaches along the coast and to take a holistic (whole coast) approach, which follows from the [Statement of Common Ground on Coastal Zone Planning](#) agreed between the partnership authorities in September 2018. In doing so, this SPD will ensure planning guidance is up to date, aid the interpretation and delivery of planning policy, and provide case study examples of coastal adaptation best practice.



The objectives of producing the SPD are:

- Ensuring Coastal Communities continue to prosper and can adapt to coastal change; and
- To provide detailed guidance to developers, landowners, and development management teams on the interpretation of policies with a whole coast approach.

An SPD cannot create new or amend existing planning policies nor can it prescribe that particular areas of land be developed for particular uses; this is the role of the Development Plan. The purpose of SPDs therefore is to provide guidance on the correct interpretation of planning policy and aid the implementation of relevant policies. When adopted the SPD will be a material consideration in determining planning applications.

The SPD will provide guidance relating to the following adopted and emerging Local Plans:

- Waveney Local Plan (2019)
- The Broads Local Plan (2019)
- Emerging Suffolk Coastal Local Plan
- Emerging Great Yarmouth Borough Council Local Plan
- Emerging North Norfolk District Council Local Plan

This SPD will replace the following existing planning guidance:

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<sup>1</sup> Coastal Partnership East is the shared coastal management team of North Norfolk District Council, Great Yarmouth Borough Council and East Suffolk Council.

- [‘Coastal Erosion and Development Control Guidance’ \(2009\)<sup>2</sup>](#) covering North Norfolk District Council, and
- [‘Development and Coastal Change SPD’ \(2013\)<sup>3</sup>](#) covering the former Waveney area which now forms part of East Suffolk Council.

## Links to Shoreline Management Plans (SMPs)

Shoreline Management Plans (SMPs) provide coastal authorities with an opportunity to assess the risks associated with coastal processes<sup>4</sup> and long-term implications<sup>5</sup> for protecting the coast. The eastern half of [SMP5 'Hunstanton to Kelling Hard'](#), [SMP6 'Kelling Hard to Lowestoft Ness'](#), [SMP7 'Lowestoft Ness to Felixstowe Landguard Point'](#) and the northern most point of [SMP8 'Landguard Point to Two Tree Island'](#) cover the coastal area to which this SPD relates. As key sources of evidence SMPs are integral to the formulation of Local Plan policy in respect of the coast, and as such reference will be made to relevant SMPs within this SPD.

## Proposed Content of the SPD

Drawing on case studies of coastal adaptation best practice this SPD is proposed to be structured around the following topic areas:

### **1. Context: Homes, Businesses, and Communities Affected by Coastal Change**

The opening section will set out the purpose for the preparation of the SPD, which is to aid those affected by coastal change, including through natural processes to and management of the coast. It should be noted that reference to coastal change is inclusive of the effects of climate change on the coast.

### **2. Coastal Management Measures and Policies**

This section will set out the powers bestowed upon coastal authorities and our partners that can be used to manage the coast, and coastal management policies and guidance established in Local Plans and national policy.

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<sup>2</sup> URL: <https://www.north-norfolk.gov.uk/info/planning-policy/current-local-plan/coastal-erosion-development-control-guidance/>

<sup>3</sup> URL: <https://www.eastsuffolk.gov.uk/planning/planning-policy-and-local-plans/waveney-local-plan/supplementary-planning-documents/development-and-coastal-change/>

<sup>4</sup> Natural coastal processes driven by geology, tides, weather and climate change.

<sup>5</sup> Implications include coastal erosion including beach and cliff losses and tidal flooding.

### **3. Development in the Coastal Change Management Area**

- a. Permanent and Temporary Development on the Coast
- b. Public Realm Infrastructure
- c. Coastal Erosion Vulnerability Assessment Guidance

The Coastal Change Management Area (CCMA) is an area identified in plans as likely to be affected by physical change to the shoreline through erosion, coastal landslip, permanent inundation or coastal accretion. Development within and adjacent to the CCMA is managed to minimise risk to life and property, to avoid increasing the pressure for new or improved coastal defences, and to guard against development which could have adverse impacts on coastal erosion, coastal processes and vulnerability elsewhere. This SPD will provide clear guidance as to what development may be appropriate in such areas and in what circumstances.

### **4. Roll-back and Relocation Options**

Roll-back and relocation involves the movement of assets currently or soon to be at risk from coastal change to less vulnerable locations. This section shall provide guidance on appropriate roll-back and relocation options.

### **5. Delivery and Enabling Development**

This final section will focus on the implementation of planning policies, with attention paid to the circumstances whereby enabling development may be supported. Enabling development is development that would ordinarily be contrary to policy but would secure a particular public benefit which may outweigh the disbenefits of departing from policy.

The SPD will not:

- Create new or amend existing planning policies as this is the role of the Development Plan and National Policy, or
- Alter the approach to the management of the coast as this is the role of SMPs.

## Questions

We welcome comments on any part of this document; however, you may find the following questions helpful in structuring your comments.

- Do you consider the scope and proposed content of the SPD to be appropriate?  
Yes/No  
If no, please suggest how the scope and content of the SPD should be amended.
- Are there any elements of National or Local Planning Policy which should be particularly emphasised/explained in the SPD?
- What guidance for development in the CCMA should be identified in the SPD? Are the categories identified in section 3 appropriate and comprehensive or should others be identified?
- What guidance on temporary development within the CCMA should be included?
- What elements should be included within a Coastal Erosion Vulnerability assessment?
- What guidance on Roll-back and relocation options should be included?
- What guidance on enabling development should be included?
- What case studies should be used in this SPD to demonstrate coastal adaptation best practice?
- Do you have any other comments which could help the partnership prepare the SPD?

## Next steps

The scope of the SPD will be informed by consultation responses and agreed between the partnership authorities, after which a full draft of the SPD will be prepared and then consulted on. The draft SPD will be supported by Strategic Environmental Assessment, Habitats Regulations Assessment and Equality Impact Assessment screening opinions and where necessary full assessments.

## About this consultation

Please respond to this consultation by 5pm on ... October 2020.

This consultation is being undertaken in accordance with each partnership authority's Statement of Community Involvement (SCI):

- East Suffolk Council SCI ([former Suffolk Coastal area SCI \(2014\)](#)<sup>6</sup> and [former Waveney area SCI \(2014\)](#)<sup>7</sup>),
- [Great Yarmouth Borough Council SCI \(2020\)](#)<sup>8</sup>,
- [North Norfolk District Council SCI \(2016\)](#)<sup>9</sup>, and
- [The Broads Authority SCI \(2020\)](#)<sup>10</sup>.

By responding to this consultation you are accepting that your name and response will be available for public inspection and published online in accordance with the Town and County Planning (Local Planning) (England) Regulations (2012). View the [data protection statement](#).

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<sup>6</sup> Former Suffolk Coastal area SCI (2014): <https://www.eastsuffolk.gov.uk/assets/Planning/Suffolk-Coastal-Local-Plan/SCDC-Statement-of-Community-Involvement.pdf>

<sup>7</sup> Former Waveney area SCI (2014): <https://www.eastsuffolk.gov.uk/assets/Planning/Waveney-Local-Plan/Statement-of-Community-Involvement/1Statement-of-Community-Involvement-September-2014.pdf>

<sup>8</sup> Great Yarmouth Borough Council SCI (2020): [https://www.great-yarmouth.gov.uk/media/1224/Statement-of-Community-Involvement/pdf/Statement\\_of\\_Community\\_Involvement\\_Mar\\_2019.pdf](https://www.great-yarmouth.gov.uk/media/1224/Statement-of-Community-Involvement/pdf/Statement_of_Community_Involvement_Mar_2019.pdf)

<sup>9</sup> North Norfolk District Council SCI (2016): <https://www.north-norfolk.gov.uk/media/2823/statement-of-community-involvement-january-2016.pdf>

<sup>10</sup> The Broads Authority SCI (2020): [https://www.broads-authority.gov.uk/\\_data/assets/pdf\\_file/0024/209337/Final-2020-SCI-31-Jan-2020.pdf](https://www.broads-authority.gov.uk/_data/assets/pdf_file/0024/209337/Final-2020-SCI-31-Jan-2020.pdf)

# Planning Committee

17 July 2020

Agenda item number 14

## Consultation documents and proposed response – East Suffolk Development Brief

Report by Planning Policy Officer

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### Summary

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

### Recommendation

To note the report and endorse the nature of the officer's proposed response.

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## 1. Introduction

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

Author: Natalie Beal

Date of report: 02 July 2020

[Broads Plan](#) objectives: D, G 8

Appendix 1 – Planning Policy consultations received

# Appendix 1 – Planning Policy consultations received

**Organisation:** East Suffolk Council

**Document:** Consultation on Draft Template for Residential Development Briefs

<https://eastsuffolk.inconsult.uk/consult.ti/developmentbriefstemplate2020/consultationHome>

**Due date:** 24 July 2020

**Status:** Draft

**Proposed level:** Planning Committee endorsed

## Notes

### What is this consultation about?

East Suffolk Council is beginning the process for drafting development briefs for some residential sites included in the Local Plans for East Suffolk. A consultation is taking place at this early stage to consider what should be included in the briefs.

### What are the East Suffolk Council Development Briefs?

The development briefs will provide a framework for development for selected residential sites allocated for development in the Waveney Local Plan (adopted March 2019) and those proposed for allocation in the emerging Suffolk Coastal Local Plan (currently under examination). They will be adopted as Supplementary Planning Documents.

### Proposed response

Overall, this is a very positive approach and should ensure that sound urban design principles are adopted for each site, with the local context being well-considered.

We request the following amendments/make the following comments:

- One minor concern is that the inclusion of a Development Framework Map could be interpreted by some as the preferred design approach, rather than an indicative design showing the key points to be considered by a developer. This can be overcome through explanation in the text though.
- The document needs to talk about understanding the impact of a development on the Broads and the setting of the Broads.
- There needs to be reference to the applicant consulting or liaising with the Broads Authority for applications near our area.
- Also for applications near our area, the applicant will need to look at the Authority's Landscape Character Appraisal as well as the water quality risk maps and SSSI risk zones:
  - <https://www.broads-authority.gov.uk/mapping/mapping-pages/catchmap>



- <https://bamaps.broads-authority.gov.uk/portal/apps/webappviewer/index.html?id=3b874006ef1b4df3a1a30b4a0da9fa86>
- <https://www.broads-authority.gov.uk/planning/planning-policies/landscape-character-assessments>

# Planning Committee

17 July

Agenda Item No 15

## Heritage Asset Review Group (HARG) Minutes of the remote meeting held on 26 June 2020

### Contents

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3.	Minutes of HARG meeting held on 06 March 2020	2
4.	Points of information arising from the minutes	2
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	Horning Conservation Area	2
	Ludham Conservation Area	3
6.	Conservation areas Appraisals review programme	4
7.	Quinquennial survey: review programme for 2020 Heritage at Risk	4
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9.	Water Mills and Marshes – Land of the Windmills and Heritage Skills update	5
10.	Enforcement Update: update on enforcement relating to Historic buildings.	5
11.	Development Management- Stonehouse, Ludham	6
12.	Any other business	6
	Heronby, Beech Road, Wroxham – Potential listing	6
	Review of Website	6
13.	Date of next meeting	7
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**The meeting commenced at 12.30 pm following the Planning Committee meeting**

## **Present**

Chair - Melanie Vigo di Gallidoro, Harry Blathwayt, Bill Dickson, Tim Jickells, Bruce Keith.

## **In attendance**

Sandra Beckett – Administrative Officer (Governance) (for Notes), Kate Knights – Historic Environment Manager, Kayleigh Judson – Heritage Planning Officer, Sarah Mullarney – Administrative Officer (Governance) (Moderator) , Cally Smith – Head of Planning, Marie-Pierre Tighe – Director of Strategic Services.

## **1. Apologies and welcome**

The Chairman welcomed everyone to the meeting. She explained that this was the first HARG meeting to be held remotely. It would run according to the protocol for remote meetings but it would not be livestreamed as it was an informal, information and advisory meeting for members of the HARG Working Group. The notes would be provided at the next Planning Committee. Any items for decision would be brought to the Planning Committee.

**Apologies** No apologies were received. There was now a vacancy on the group.

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

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

## **3. Minutes of HARG meeting held on 06 March 2020**

The minutes of the meeting held on 6 March 2020 were received. These had been submitted to the Planning Committee on 29 May 2020.

## **4. Points of information arising from the minutes**

There were no points of information arising from the previous meetings other than those on the agenda.

The Group had been provided with one report for Information and Discussion covering items 5 – 11

## **5. Re-appraisals update: Horning and Ludham Conservation Areas.**

### **Horning Conservation Area**

The Horning Conservation Area re-appraisal provided an assessment of the character and special historic interest of the area, as well as areas where environmental enhancements could be carried out. It had included a number of proposed alterations to its boundary with both extension and removals. It had been hoped to go out to consultation in the Spring,

possibly with an extended consultation period, but due to the COVID-19 it had not been possible to hold the usual public drop-in event. The Parish Council wished to hold off the consultation until such time as a public event could be held. Therefore, the work on the re-appraisal was on hold and would be reviewed again at the end of July.

### **Ludham Conservation Area**

The public consultation period for the Ludham Conservation Area re-appraisal started before the COVID-19 'lockdown' and ran for an extended period from 12 March 2020 to 15 May 2020. Although it was not possible to hold the public consultation event, originally arranged for the end of March, the Authority was able to include articles in the village newsletter, posters, provide information on the website with hard copies on request and officers – Kate Knights and Kayleigh Judson – were available by phone, post and email to answer questions and discuss the proposals. They had also been on site with a representative from the parish council. A good response to the consultation was received, as documented in Appendix 2 of the HARG report together with the proposed actions.

The Historic Environment Manager drew attention to the main points raised with the help of photographs.

It was noted that the most commonly raised concern was the removal of fields as there was the misconception that inclusion in the Conservation Area would prevent development. Legislation required that land included in the Conservation Area must be of 'architectural or historic interest, the character or appearance of which is desirable to preserve'. Other guidance stated that when re-appraising a conservation area, it would rarely be appropriate to include agricultural land as it could devalue the concept of conservation areas. However, the fields in question were immediately adjacent to the Conservation area and any proposed development would have to be assessed against its status. Once explained, the respondents were satisfied.

The Historic Environment Manager, took the Group through each of the issues that had been raised and gave a full explanation of the proposed actions.

- Extension of consultation period until a public event could be held – this was not a statutory requirement and given the positive and detailed responses received was not considered necessary.
- Inclusion of District Nurse's House and School – to be included as important examples of relationship between the two following the inception of the NHS.
- St Benet's Cottage on Cold Harbour Lane – to be included
- Removal of field between Hall Common Cottage and Hall Common Farm - part of this to retained so as to link with Hall Common Cottage and St Benet's Cottage.
- Semi-detached workers' cottages along Catfield Road – borderline – not included.
- Triangular site at the top of Horsefen Road – two properties on the island – to be included

- Enhancement proposals – for parking in the village centre, signing, area around the village shop

The members of the group thoroughly supported the process to date and agreed with the proposed actions detailed in the report and presentation. They considered that it was a very thorough piece of work which took account of all the concerns raised in a fair and reasonable way without constraining the residents. Members were impressed with the presentation which appeared to capture so much of the particular character of the village.

It was noted that officers would progress finalising the document for submission to the Planning Committee for adoption, possibly in August 2020.

## 6. Conservation areas Appraisals review programme

The Group received a programme for the review of the Authority's Conservation Areas. It was noted that many of the areas were shared with other districts and officers were liaising with them as to how to proceed. It was noted that the aim was to prioritise those areas which did not currently have an appraisal or were the oldest. Where the Authority's remit covered most of the area in question, the Authority would take the lead.

It was noted that the Halvergate Marshes Conservation Area was prioritised for review possibly in October 2020, since it was last reviewed in 2007. A member commented that since the initial review, the issue of climate change had received greater focus and this element should be included. The Historic Environment Manager commented that the focus would still need to be the architectural aspects rather than ecological, but there would definitely need to be reference to the climate change element.

In response to a member's question, the Head of Planning assured the Group that the order of the programme was not set in stone but was more aspirational. It would be a challenging programme over the next five years and would be dependent on resources. As a result, the timetable would be reviewed regularly.

## 7. Quinquennial survey: review programme for 2020 Heritage at Risk

It was noted that due to COVID-19, officers had been unable to complete any more of the surveys of all the listed buildings in the Broads area. However, officers had been able to write up site notes on those buildings that were completed and provided members with examples of some of these. Examples included properties in Bridge Street in Bungay, Northgate and Puddingmoor in Beccles, as well as Roos Hall in Beccles.

Officers would be looking at the survey in detail once completed. It was noted that there may be some enforcement issues for certain Buildings at Risk that could arise, but these would require careful examination and if necessary brought to the attention of the Planning Committee.

## 8. Uniform Listed Buildings Module

The Group was provided with an example of a data sheet from the recently purchased listed buildings database module. The module would be used for storing the data from the Quinquennial surveys as well as historic documents and scheduled monument records.

It was noted that Historic England have brought out recent guidance on 'Contested Heritage' in relation to the BLM protests. It was not thought that there were any listed statues in the BA area that may be affected by this.

## 9. Water Mills and Marshes – Land of the Windmills and Heritage Skills update

The Group was provided with slides of some of the recent work carried out as part of the Land of the Windmills project in association with Norwich City College's Heritage skills programme. It was noted that before the 'lockdown', work had been progressing on the Six Mile House Mill at Runham, Halvergate, but this then had to be delayed due to the need to remove personnel from the site as it was not possible to meet the required safety guidance. As City College also had to close, no students were available or able to be out on site. The WMM programme manager, Andrew Farrell had been negotiating with the National Lottery Heritage Fund (NLHF) and it was hoped that it would be possible to extend this part of the project until the end of December 2023.

It had been possible to move forward slowly with Sean Grimes and the apprentices back on site, to install new windows, floors and repair the brickwork under the curb at the top of the mill. Applications for Listed Building consent and planning permission for a revised cap design had been submitted. This would be a conical cap and would provide protection for all the surviving equipment.

Work had recommenced at Strumpshaw Engine House, which it was hoped to complete shortly. Other planning applications to be submitted were for replacement windows at Oby Mill, and underpinning works and repairs for Highs Mill and Muttons Mill on Halvergate.

## 10. Enforcement Update: update on enforcement relating to Historic buildings.

The Group received an update on the two enforcement sites being monitored, Manor Farmhouse, Oby relating to the replacement of Upvc windows with timber and at 8 Pirnhow Street, Ditchingham where the link had not been built in accordance with approved plans. Manor Farmhouse had recently been sold subject to contract and detailed particulars of the required works had been included within the property details. It was hoped to discuss a way forward with the new owners if the sale was successful. Similarly, with the Pirnhow street property, prospective purchasers were being made aware of the enforcement issues and officers would seek to work with any future owners.

Officers would continue to monitor the listed building enforcement matters. The Head of Planning clarified that listed building enforcement matters reported to this group were more

informal and were where officers could work with the owners of the property to regularise matters. The monthly schedule for Planning Committee reported on matters where the Committee had formally authorised enforcement action.

The Group noted the report.

## **11. Development Management- Stonehouse, Ludham**

The Planning Heritage Officer provided details of the live planning application BA/2019/0456/LBC at the Grade II Listed property Stone House, Johnson Street, Ludham for various works including replacement boundary walls and replacement windows, which were currently in poor condition. Objections had been received from the Council of British Archaeology and the Georgian Group with concern over the loss of fabric. Following more detailed historical research and discussions with the agent and owners, it was discovered that some of the fabric, over which there had been concern, was not as historical as had first appeared. As a result of the newly found evidence, both amenity societies had now withdrawn their objections. This case demonstrated the importance of submitting robust heritage evidence so as a detailed and finely balanced judgement could be made in order to correctly protect our listed heritage.

The Group noted and welcomed the report.

## **12. Any other business**

### **Heronby, Beech Road, Wroxham – Potential listing**

The Heritage Planning Officer reported that, unfortunately the listing application to Historic England for Heronby had not been successful. The reasons given were that the property had been altered to such a degree, with various extensions which were different from the original form, that it was not considered appropriate for listing. As a result, the Building Preservation Notice had been revoked and the owner had permitted development rights to replace the thatch. He planned to do this with plain tiles, and replace the timber single glazed windows with timber double glazed windows of a similar design as well as replace the timber cladding on a like for like basis.

The Group expressed disappointment but considered it was well worthwhile putting in the application. It heightened the importance of detailed research. There was mention of the original use of concrete piling, but Historic England had looked at this and did not consider it to be significant.

### **Review of Website**

The Historic Environment Officer reported that officers had been reviewing the information on the Historic Environment section on the website and were looking to make the section on Conservation Areas more user friendly, with the maps and appraisals of each conservation area available in one place.

Members of the Group thanked the officers for their comprehensive and interesting report.

### 13. Date of next meeting

The next HARG meeting would be held on **Friday 11 September or 9 October 2020** following the Planning Committee meeting. This will be held remotely.

It was noted that the HARG group meetings had historically been held after the Planning Committee meetings when these were held at Yare House, to ensure members availability and that they did not have to travel on other occasions, given that the meetings were not lengthy.

As remote meetings could be very lengthy and tiring, it was suggested that thought be given to holding the remote Group meetings at times other than after the Planning Committee. This would depend on the resources available.

The meeting ended at 13.40 pm.

Signed by

Chairman

### Appendix 1 – Declaration of interests HARG, 26 June 2020

Member	Agenda/minute	Nature of interest
Harry Blathwayt	5. Ludham Conservation Area	Resident of Ludham and North Norfolk District Council member



# Planning Committee

17 July 2020

Agenda item number 16

## Appeals to the Secretary of State update – July 2020

Report by Senior Planning Officer

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### Summary

This report sets out the position regarding appeals against the Authority since January 2020.

### Recommendation

To note the report.

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Application reference number	Applicant	Start date of appeal	Location	Nature of appeal/ description of development	Decision and dates
<b>APP/E9505/C/20/3245609</b>	Larry Rooney	Appeal submitted 26 January 2020 Request for Hearing	Black Gate Farm, Cobholm, Great Yarmouth NR31 0DL	Appeal against Enforcement Notice: Change of use and standing of seven caravans for residential use	Committee decision 8 November 2019. Request for Hearing.  Awaiting start date

<b>Application reference number</b>	<b>Applicant</b>	<b>Start date of appeal</b>	<b>Location</b>	<b>Nature of appeal/ description of development</b>	<b>Decision and dates</b>
<b>APP/E9505/D/20/3246341 BA/2019/0331/HOUSEH</b>	Mr and Mrs L & L Sherwood	Appeal submitted 5 February 2020 Start Date 11 March 2020	Macoubrey, Borrow Road, Lowestoft NR32 3PW	Appeal against refusal of planning permission: Replacement of fascia, soffit, guttering & windows with anthracite coloured UPVC. Replace conservatory.	Delegated decision 14 November 2019. Questionnaire and supporting papers sent by 18 March 2020.  Decision awaited
<b>APP/E9505/X/20/3246539 BA/2019/0458/CLEUD</b>	Mrs Amanda Jefferies	Appeal submitted 7 February 2020 Start date 6 May 2020	Plot K, Bureside Estate, Crabbetts Marsh, Horning	Appeal against refusal of Certificate of Lawful Use of use as a boathouse (C3dwellinghouse)	Delegated decision 28 January 2020. Questionnaire submitted.  Statement submitted 12 June 2020
<b>APP/E9505/W/19/3240574 BA/2018/0012/CU</b>	Mr Gordon Hall	Appeal submitted 14 February 2020	Barn Adjacent Barn Mead Cottages Church Loke Coltishall.	Appeal against refusal of planning permission: Change of Use from B8 to residential dwelling and self contained annexe.	Delegated decision 15 April 2019. Request for Hearing.  Statement submitted 30 June 2020

Author: Cheryl Peel, Senior Planning Officer

Date of report: 03 July 2020

Background papers: BA appeal and application files

# Planning Committee

17 July 2020

Agenda item number 17

## Decisions made by Officers under delegated powers – July 2020

Report by Senior Planning Officer

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### Summary

This report sets out the delegated decisions made by officers on planning applications from 12 June 2020 to 3 July 2020.

### Recommendation

That the report be noted.

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Parish	Application	Site	Applicant	Proposal	Decision
Bramerton Parish Council	BA/2020/0132/APPCON	High Cree Woods End Bramerton NR14 7ED	Mr S Tring	Details of Condition 3: external materials and windows, and condition 4: Landscaping Plan including existing trees and hedgerows. of permission BA/2018/0022/HOUSEH	Approve

Parish	Application	Site	Applicant	Proposal	Decision
Fleggburgh Parish Council	BA/2020/0142/FUL	Broadland Sports Club Bridge Farm (Track) Fleggburgh NR29 3AE	Mr Tony Hendon	Provision of 16 no. additional car parking spaces in support of recently completed gym and sports hall extension	Approve Subject to Conditions
Fleggburgh Parish Council	BA/2020/0154/FUL	Electrical Testing Main Road A1064 Acle Bridge Fleggburgh NR13 3AT	Mr Hobbs	Proposed emergency escape stair from first floor rear elevation as per request from Building Control under AD Part B	Approve Subject to Conditions
Fritton With St Olaves Parish Council	BA/2019/0081/HOUSEH	Willow Tree Priory Gardens St Olaves Fritton And St Olaves NR31 9TB	Mr Richard Luxford	Replace quay heading on river frontage & private mooring dock	Approve Subject to Conditions
Haddiscoe And Toft Monks PC	BA/2020/0045/COND	Piling Left Bank Of Haddiscoe Cut North Of Haddiscoe Dam (A143) Northern River Edge	Mr Chris Bromley	Removal of condition 6 of permission BA/2019/0167/FUL	Approve Subject to Conditions

Parish	Application	Site	Applicant	Proposal	Decision
Horning Parish Council	BA/2020/0160/NONMAT	Heron Lodge 98 Lower Street Horning Norfolk NR12 8PF	Mr & Mrs Ken & Gail Pitts	Re-arrangement of ground floor, including relocation of dining room window, external door, steps and utility room window. Re-siting of garage. Non material amendment to BA/2019/0410/FUL	Approve
Horning Parish Council	BA/2020/0122/HOUSEH	Abbotts Cottage Upper Street Horning NR12 8NE	Mr Ernesto Mancini	Single storey rear extension, first floor Juliet balcony and extend ground floor bedroom to the side of the property (Revised design to BA/2019/0425/HOUSEH)	Approve Subject to Conditions
Horning Parish Council	BA/2020/0006/FUL	Silver Trees 94 Lower Street Horning NR12 8PF	Mr Burningham	Replacement dwelling	Approve Subject to Conditions
Stalham Town Council	BA/2020/0130/HOUSEH	Hunsett Mill Chapel Field Chapel Field Road Stalham Norfolk NR12 9EL	Mr Jonathan Emery	Replacement of existing timber quay heading with similar treated timber quay heading	Approve Subject to Conditions

Author: Cheryl Peel

Date of report: 06 July 2020