

# Planning Committee

## Agenda 05 November 2021

10.00am

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

John Packman, Chief Executive – Friday, 29 October 2021

### Introduction

1. To receive apologies for absence
2. To receive declarations of interest
3. **To receive and confirm the minutes of the Planning Committee meeting held on 8 October 2021** (Pages 3-15)
4. To note whether any items have been proposed as matters of urgent business

### Matters for decision

5. Chairman's announcements and introduction to public speaking  
Please note that public speaking is in operation in accordance with the Authority's [Code of Practice for members of the Planning Committee and officers](#).
6. Request to defer applications include in this agenda and/or vary the order of the agenda
7. **To consider applications for planning permission including matters for consideration of enforcement of planning control:**
  - 7.1. BA/2021/0298/FUL - Cremorne House, Cremorne Lane, Thorpe St Andrew (Pages 16-23)
  - 7.2. BA/2021/0256/COND - Burgh Castle Marina, Burgh Castle (Pages 24-31)

### Enforcement

8. **Enforcement update** (Pages 32-35)  
Report by Head of Planning

### Policy

9. **Adopting the Marketing and Viability Guide** (Pages 36-62)  
Report by Planning Policy Officer

10. **Local Plan Issues and Options bite size pieces** (Pages 63-65)  
Report by Planning Policy Officer
11. **Consultation documents update and proposed response** (Pages 66-72)  
Report by Planning Policy Officer

## **Matters for information**

12. **Circular 28/83 Publication by Local Authorities of information about the handling of planning applications – Q2 (1 July to 30 September 2021)** (Pages 73-79)  
Report by Planning Technical Support Officer
13. **Appeals to the Secretary of State update** (Pages 80-81)  
Report by Senior Planning Officer
14. **Decisions made by officers under delegated powers** (Pages 82-85)  
Report by Senior Planning Officer
15. **To note the date of the next meeting – Friday 3 December 2021 at 10.00am at Yare House, 62/64 Thorpe Road, Norwich**

# Planning Committee

## Minutes of the meeting held on 08 October 2021

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## **Present**

Melanie Vigo di Gallidoro – in the Chair, Harry Blathwayt, Stephen Bolt, Bill Dickson, Andrée Gee, Gail Harris, Tim Jickells, James Knight, Michael Scott, Vic Thomson and Fran Whymark

## **In attendance**

Natalie Beal – Planning Policy Officer (items 9-13), Nigel Catherall – Planning Officer (item 7.1), Kate Knights– Historic Environment Manager (item 14), Cheryl Peel – Senior Planning Officer, Callum Sculfor – Planning Assistant, Cally Smith – Head of Planning, Marie-Pierre Tighe – Director of Strategic Services and Sara Utting – Governance Officer

Deborah Sharples (solicitor) of Birketts attended for items 7.1 and 8.

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

None.

## **1. Apologies and welcome**

The Chairman welcomed everyone to the meeting, including Callum Sculfor who had recently been appointed as a Planning Assistant.

**Apologies** were received from Nigel Brennan, Paul Hayden and Leslie Mogford.

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

The Chairman explained that the meeting was being audio-recorded. All recordings remained the copyright of the Broads Authority and anyone wishing to receive a copy of the recording should contact the Governance Team. The minutes remained the record of the meeting.

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

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

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

The minutes of the meeting held on 10 September 2021 were approved as a correct record and signed by the Chairman.

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

There were no items of urgent business.

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

The Chair advised that a planning training session had been arranged for Friday 26 November. Further details would be provided to members in due course.

No members of the public had registered to speak.

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

No requests to defer or vary the order of the agenda had been received. It was noted that item 7.2 had been deferred, as previously advised to members via email.

## 7. Applications for planning permission

The Committee considered the following application submitted under the Town and Country Planning Act 1990 (also having regard to Human Rights), and reached the decision set out below. Acting under its delegated powers, the Committee authorised the immediate implementation of the decision.

The following minutes relate to additional matters of information or detailed matters of policy not already covered in the officer's report, which were given additional attention.

**(1) BA/2021/0255/ FUL – 39 Thorpe Hall Close, Thorpe St Andrew**

**Retrospective change of use from dwelling to 9 bedroom House in Multiple Occupation (HMO)**

**Applicant: Mr Shah**

The Planning Officer (PO) provided a detailed presentation on the retrospective application to regularise the use of the property at 39 Thorpe Hall Close in Thorpe St Andrew as an HMO. The supporting documents supplied with the application stated that the property was converted in 2015 to an HMO providing 9 bedrooms and confirmation had been received from the relevant local authority that the property was licensed as an HMO in October 2018, as soon as mandatory licensing legislation was introduced. Planning permission was required as a 9 bedroom HMO fell outside of Use Class C3 (dwelling houses) and Use Class C4 (HMO up to 6 people) and was therefore Sui Generis.

In assessing the application, the PO addressed the key issues of: the principle of development; the suitability of the accommodation; impact on neighbouring residents; and parking provision and highways.

In response to a question on the number of car parking spaces available at the property, the PO advised that there were four formal spaces and once the kerb had been dropped as required by the Highways Authority, this would increase to five spaces. A member commented that he was concerned about the lack of parking provision, particularly as the permitted number of residents at the property (17) could, in theory, mean there would be 17 vehicles and consequently all available on-street parking on Thorpe Hall Close could be taken up by just one property. The PO responded that other properties in the area, including flats, town houses and large detached houses, had dedicated parking areas and consequently there was very little on-street parking. In addition, the property was in a sustainable location, with good public transport links and within walking and cycling distance of the city.

A member queried if suggested conditions (iv) and (v), relating to cycle parking and bin storage areas, met the tests within the NPPF in terms of necessity and reasonableness. The PO responded that the Highways Authority was recommending the provision of secure cycle

parking provision and, bearing in mind, the character of the area, it would not be unreasonable to require the area to be tidied up by providing a bin storage area. In response to a question on the type, number and size of waste bins which would be provided, the PO advised that this was controlled by the district council. The Head of Planning added that it was appropriate for the Planning Committee to consider the issue of refuse bins as it was a matter of residential amenity and therefore, a material consideration. Furthermore, as the site was located within a Conservation Area, the issue could be afforded greater consideration. A less prominent and more screened area would minimise the impact and make the development more acceptable. In response to a question about whether the development would still be acceptable without those two conditions, the legal advisor confirmed that she was satisfied the conditions were appropriate for such a dense form of development. In terms of the cycle storage, this was appropriate given the low level of parking provision at the property; the Highways Authority was not objecting to the proposal as the site was in a sustainable location and cycling was being encouraged as an alternative form of transport. It was common for new housing developments to provide storage areas for both cycles and refuse bins and so this would not be an anomaly. However, she suggested that the wording of condition (v) could be amended to include a requirement that the bins remained in the storage area except when they were due for collection/emptying. She also advised that, as the application was retrospective, the conditions would need to be drafted to reflect that, and the development should cease to be occupied within a set period if the necessary details had not been provided and implemented. A period of three months was considered reasonable for compliance with the conditions. Members supported these suggestions and noted that, should the application be approved, the conditions would reflect their comments.

Members noted the concerns raised by objectors but acknowledged that they could only take into consideration issues relating to planning (ie neighbour amenity, highways, and character of the area due to a possible over-intensification of the use); others related to either environmental health or the licensing regime which were within the remit of the district council and objectors should be advised accordingly.

In conclusion, it was considered that the change of use was acceptable in principle and those issues which fell within planning control and required addressing could be dealt with through the imposition of appropriate conditions, having regard to Policies DM35, DM21 and DM23 of the Local Plan for the Broads.

Bill Dickson proposed, seconded by Harry Blathwayt and

**It was resolved unanimously**

**To approve the application** subject to conditions relating to: (i) in accordance with approved plans; (ii) widening of vehicular access; (iii) details of access and on-site car parking area including layout, space demarcation, levels, surface, and drainage; (iv) details of dedicated and secure cycle parking area and (v) details of bin storage area.

## (2) BA/2021/0305/CU – How Hill River Bank, Ludham

The Chair reminded the Committee that, as previously notified by email, this item had been deferred to allow for further information to be obtained and to enable officers to review this as part of their assessment of the application.

## 8. Enforcement update

Members received an update report from the Head of Planning (HoP) on enforcement matters previously referred to the Committee.

In respect of the land at the Beauchamp Arms, the HoP provided a resumé of the history to this site for the benefit of new members to the committee. A number of static caravans had been stored within the grounds of the public house for a number of years. The caravans were moved to the rear of the public house in 2020 and in November 2020, Planning Contravention Notices (PCNs) were served asking about the ownership, use and occupation of the three static caravans, to which incomplete responses were received, despite a number of extensions to the time allowed for responses. As a consequence, it was decided to prosecute for failure to respond. Solicitors were instructed in February 2021 and an initial Hearing date was set for May which was then adjourned at the operator's request until 9 June. At this Hearing, a "not guilty" plea was entered and a trial date set for 28 September.

The HoP reminded members that the purpose of a PCN was to obtain information so that the local planning authority can determine if a planning breach has taken place, what the breach was and what action should be taken. The local planning authority still did not have the required information and so further PCNs would need to be served. However, it had been hoped that a successful prosecution would result in the operator being rather more diligent in completing the PCNs when requested the next time round. In July and August 2021, officers became aware of a lot more activity at the premises relating to both the public house and the caravans. Information was provided by a third party which indicated that the caravans were being occupied. Therefore, legal advice had been sought on whether new PCNs could be served the new whilst the prosecution was still running, potentially asking for an adjournment of the trial in September to enable officers to assess the new information. The Authority's solicitor had advised the best approach would be to serve the new PCNs, withdrawal of the current prosecution (which would save costs in terms of legal costs and officer time) and on the basis of the information received, it was reasonable for the local planning authority to review its position and take a view in the round.

Accordingly, on 7 September new PCNs were served and the prosecution was withdrawn. On 17 September, the two individuals with control of the site had visited the offices to discuss the PCNs with planning officers. Responses were then received to the PCNs on 27 September. However, the submitted responses were not entirely comprehensive and so officers had contacted the operator for further information. The HoP advised that officers had the benefit of evidence from a credible third party regarding the activities on site and were also liaising with the relevant district council. Council Tax officers had inspected the site and supplied the Broads Authority with information regarding the use of the site. This information would be

compared with the information supplied by the landowners to enable officers to assess the planning implications. If there was a breach of planning control and it was expedient to take action, preparations would be made to serve Enforcement Notices (ENs). The HoP reminded members that authority had been granted by the committee to serve ENs on 14 September 2018 and sought members' approval that this would be sufficient authority for officers to serve new ENs, in consultation with the Chair and Vice-Chair of the Committee.

In response to a question on whether there had been new information which had caused a change in the Authority's direction for action, the HoP responded that there had been a lot more activity on site since November 2020, with the public house reopening and increased work both inside and out of that building, based on evidence gained from South Norfolk Council, BA officers and a reliable witness.

A member commented that there now seemed to be an acceptance that the static caravans were an established use as they had been on site for so long and referred to an article in the Press which stated that the operator claimed to be paying Business Rates on them and so there was no need for Council Tax. He questioned exactly what the planning contravention was thought to be. The HoP responded that officers were not saying there was an established use but, as members would be aware, planning permission was not always required for caravans. A change of use occurred if the caravans were being used for residential purposes. The member responded that he felt the situation had evolved since the original authority had been granted for the removal of unauthorised static caravans to potential enforcement action for residential use. He would prefer to see a full report on the actual offence presented to the Committee to consider, before any further action was authorised. Other members did not support this view, as it would cause unnecessary delay to a situation which had a history going back to 2018 and which needed to be resolved. The legal advisor stated that the ENs would seek to control whatever the breach was: either the position of the caravans, the use of the caravans or both.

Bill Dickson proposed, seconded by Stephen Bolt, and

**It was resolved unanimously to delegate authority to the Head of Planning, in consultation with the Chair and Vice-Chair of the Planning Committee, to serve Enforcement Notices for a breach of planning control relating to the unauthorised caravans on land at the Beauchamp Arms Public House in Carleton St Peter. However, the matter would be brought before the Committee for decision, in the event that the Chair and Vice-Chair did not wish to exercise their delegated power, in the light of any new information.**

Further updates were also provided at the meeting as follows:

Blackgate Farm, High Mill Road, Cobholm: officers had written to all occupiers of the site and various other parties. A site visit would be made in February 2022 to check compliance with the EN.

Land east of Brograve Mill, Coast Road, Waxham: contact had been made with the Planning Inspectorate to ascertain the cause of the delay in making the decision.

Land off Damgate Lane in Acle: this case would now be closed as the caravan was no longer occupied. In response to a question, the HoP confirmed that officers would visit the site again in due course to ensure that the caravan did not return to a residential occupancy.

## 9. National Design Guide and Model Design Code

The Head of Planning introduced the report, which set out how the Authority proposed to comply with paragraphs 128 and 129 of the revised NPPF, requiring local planning authorities to prepare design guides or codes for their area.

It was proposed that the design guide and code work for the Broads was developed in parallel with the Local Plan review, as there were similarities in the processes and the consultation and engagement work could be shared. Given the nature of the Broads, the emphasis would likely be on the protection and reinforcement of its existing qualities and characteristics, rather than on the design of new development. Preliminary work would focus on documenting the key design characteristics of the Broads and then developing these in relation to the ten characteristics set out in the [National Design Code](#). It was acknowledged that a lot of the characteristics were more relevant in an urban area, as opposed to a rural area and so it would be up to each local planning authority to determine how it would interpret them for its own area.

A member commented that he could not see any mention in the Design Guide of heat efficiency. The HoP responded that all local planning authorities would tailor the guide to suit their own needs and given the unique nature of the Broads' vernacular and some of the challenges posed by historic buildings, things like insulation and modern heating standards would be an important part of the Authority's code.

Another member referred to sustainability and efficient use of resources, commenting that this related to more than just individual houses but also the nature of development, transport links etc and the HoP confirmed this would be included.

**The report was noted.**

## 10. Sustainability Appraisal Scoping Report – comments received from consultation

The Planning Policy Officer (PPO) introduced the report, which presented the comments received on the Technical Consultation on the Sustainability Appraisal Scoping Report, which had been held between July and August 2021. This was the first stage in reviewing the Local Plan. The PPO corrected an error in ref. 42 which should state ENV6 (not 5).

**It was agreed by consensus to note the comments and support the responses and proposed changes to future iterations of the Sustainability Appraisal.**

## 11. Neighbourhood Planning – designating Stalham as a Neighbourhood Area

The Planning Policy Officer introduced the report, outlining a request from Stalham Parish Council for the entire parish of Stalham to become a Neighbourhood Area in order to produce a Neighbourhood Plan.

There were no known or obvious reasons not to agree to the Neighbourhood Area.

Andrée Gee proposed, seconded by Gail Harris, and

**It was resolved unanimously to agree to Stalham Parish becoming a Neighbourhood Area to produce a Neighbourhood Plan.**

## 12. Local Plan Issues and Options bitesize pieces

The Planning Policy Officer (PPO) introduced the report, which provided members with some sections of the emerging draft Issues and Options stage of the Local Plan, as part of the review of the Local Plan, and inviting members' thoughts and comments. The areas covered were: (i) tranquillity; (ii) farm diversification; (iii) your part of the Broads and (iv) agriculture.

### Tranquillity

Tranquillity was more than just noise; it was about remoteness and where people felt calm. The NPPF referred to tranquillity at paragraphs 102b and 185b, and required planning policies and decisions to "identify and protect tranquil areas which have remained relatively undisturbed by noise and are prized for their recreational and amenity value for this reason". The options were: keep current approach – with policies on amenity; dark skies and protection of landscape, or extend further. Members generally supported the section, noting that there are parts of the Broads that are very tranquil.

### Farm diversification

Agriculture is one of the main land uses in the Broads, and an important part of the local economy; important to society for the provision of food and is part of the character and vitality of the countryside. It was acknowledged that agricultural incomes would change as a result of agricultural policy post BREXIT and the subsidies regime would evolve and there were also lots of other factors out of farmers' control that could impact income and make farming less viable. Therefore, farm diversification could assist in making farms more viable and the local planning authority hoped to assist in that.

A member commented that his perception was that the Authority was not as keen on farm diversification, especially for tourism, as it should be, referring to a recent planning application which had been approved but met with some resistance. He considered more should be done to support small scale farm diversification projects, particularly glamping types of sites, such as bell-tents, pods, tepees etc. which fitted well into the farm environment. In terms of the re-use of existing buildings, applicants had to demonstrate viability by providing reports often costing £'000s which was a disproportionate cost and burden to a farmer. Another member drew attention to the 56 day option, which farmers

could use to provide temporary campsites and so the ability for farm diversification was already available, without requiring planning permission. However, one member's experience was that this often led to complaints by the public as they were unaware of the rules relating to temporary permission and so it would be preferable to regularise as part of the planning regime.

A member stated he wanted to maintain viable agriculture but not preclude diversification or even fragmentation. He would like to see growth allowed within the Broads area, whilst maintaining its natural character, but also allowed activity in the landscape. It was important not to imply precluding particular activities but ensure they were well-planned, whilst allowing the landscape to evolve and to enable the local planning authority to maintain control.

Overall, there was general support for diversification within the planning framework, particularly if it kept a farm viable but the difficulties of converting redundant farm buildings were recognised and so options should be explored to establish what useful purposes they could serve. In some cases, demolition might be the only option.

The PPO reminded members that the document was not setting policy but coming up with thoughts, ideas and questions for consultees. It could be that the responses meant that a particular issue was not included in future iterations of the Local Plan or it could be concluded that the current policy was sufficient. Members concurred they were content with the wording of the questions being posed, which were suitably open.

A member commented that some wording on page 55 led the reader to be against farms breaking up, to which the PPO responded that this related to applications for farm diversification but actually involved renting out parts of a farm, e.g. glamping pods operated by someone else, which could be replicated throughout the site and it was questionable if this was farm diversification. She agreed to review the wording to be clearer. The Head of Planning added that officers would also review against how other local planning authorities dealt with the issue. The balance was supporting a thriving agricultural sector and rural economy but also protecting the character of the area.

## **Your part of the Broads**

In the Broads, there were only parts of parishes and settlements and all were shared for planning purposes between the Broads and the relevant district. Consultees' views would be sought on what made their village or town a good place to live; what needed to be done to protect it or improve it.

Members thought this was an important set of questions and recommended that all parish councils be encouraged to respond.

## **Agriculture**

Agriculture was a key land use in the Broads and was important to the local economy. The current Local Plan had policies relating to rural enterprise dwellings (DM38) and business and farm diversification (DM27). Currently, other types of agriculture development would be

assessed against various policies in the Local Plan and it was questioned if there was a need for a policy that helped guide agriculture development.

A member commented that it must be recognised that agricultural buildings would need to change their use and have a position by which that was straightforward to do as it was historic development and they need to be found new uses, such as the windmills, and remain in the landscape in a decent form.

A member referred to the run-off to water courses arising from new development, and also different crops had different run off levels. The PPO responded that for change of use applications the run-off rates were already in the Local Plan (in the SUDS policy) but this could be added as a consideration for the issues and options document.

**The Committee's responses on the bitesize pieces were noted.**

### 13. Consultation responses

The Planning Policy Officer introduced the report, which provided a proposed response to two planning policy consultations recently received: a Regulation 16 consultation on the Lound with Ashby, Herringfleet and Somerleyton Neighbourhood Plan and Norfolk County Council's proposed Transport for Norwich Strategy.

Tim Jickells proposed, seconded by Andreeé Gee, and

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

### 14. Belaugh Conservation Area – final draft for adoption

The Historic Environment Manager (HEM) introduced the report, supplemented by a presentation, on the appraisal process for the Belaugh Conservation Area, the management and enhancement proposals and the subsequent proposed changes to the boundaries. As part of the appraisal process, a number of buildings had also been identified to be formally designated as Locally Listed. Finally, two Article 4 Directions were also being proposed to remove permitted development rights relating to the replacement of thatched roof coverings and the installation of solar / PV panels on specified properties. The Conservation Area (CA) was almost wholly within the Broads Authority Executive Area, apart from a property within the proposed CA extension which was within Broadland District Council's area, and it had been involved in the re-appraisal process. The Council was responsible for the formal adoption of that part of the CA which fell within its remit and a report would be considered by its members in due course.

Consultation literature was sent to all residents within the CA boundary plus homeowners affected by the Local List proposals and Article 4 Directions were sent a more detailed letter and notices where required. A consultation event was held in the parish, which was very well attended. It was noted that nine formal responses had been received to the consultation, with

the majority of the feedback being positive and constructive. No objections were received to the Conservation Area Appraisal.

The proposals had been discussed at the Heritage Asset Review Group Meeting on 17 September and members had expressed their support for the process, consultation, draft document and proposals for the Local List and Article 4 Directions.

A member referred to the proposal to remove the overhead wires in The Street and the possibility of re-instating the red phone box, commenting that as there was no parish council for Belaugh there was no precept and consequently no public funds to cover the costs. He questioned if the Authority could provide support, financial or otherwise, to assist the parish achieve the proposals. The HEM responded that the list of management and enhancement proposals was a “wish list”, subject to appropriate funds being available. There was the possibility of applying to Historic England for a conservation grant and the fact that the site was within a Conservation Area would go in its favour. The Broads Authority would certainly support the parish and actively look for appropriate funding.

Bill Dickson proposed, seconded by Stephen Bolt and

**It was resolved unanimously to:**

- i. note the feedback from the consultation on the draft Belaugh Conservation Area Appraisal, Local List and Article 4 Directions;**
- ii. adopt the Belaugh Conservation Area Appraisal, including the proposed boundary change, and management and enhancement proposals (detailed in paragraph 1.11 and Appendices 1 and 2 of the report);**
- iii. adopt the additional buildings to the Local List (identified in Appendix 3 of the report); and**
- iv. confirm the Article 4 Directions (detailed in Appendix 4 of the report).**

## **15. Minutes of the Heritage Asset Review Group meeting held on 17 September 2021**

The minutes of the Heritage Asset Review Group meeting held on 17 September 2021 were received and noted.

The Chair of the Group encouraged all members to attend meetings to learn about the Authority’s responsibilities, and the interesting work being undertaken in respect of the heritage of the Broads and its heritage assets.

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

The Committee received a schedule of appeals to the Secretary of State since the last meeting. The Senior Planning Officer reported that a start date had been received for the appeal by Morrisons, with work starting on the questionnaire that week.

## 17. Decisions made by officers under delegated powers

The Committee received a schedule of decisions made by officers under delegated powers from 28 August to 24 September 2021 and any Tree Preservation Orders confirmed within this period.

## 18. Date of next meeting

The next meeting of the Planning Committee would be on Friday 5 November 2021 at 10.00am at Yare House, 62- 64 Thorpe Road, Norwich.

The meeting ended at 12:17pm

Signed by

Chairman

## Appendix 1 – Declaration of interests Planning Committee, 08 October 2021

Member	Agenda/minute	Nature of interest
Fran Whymark	7.1	Portfolio for Housing & Wellbeing at Broadland District Council (remit included HMOs)
	14	District and County Councillor for Belaugh

# Planning Committee

05 November 2021

Agenda item number 7.1

## BA 2021 0298 FUL Norwich - Cremorne House, Cremorne Lane - Change of use to care home

Report by Planning Officer

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### Proposal

Change of Use from dwellinghouse (C3) to residential care home (C2) with minor interior amendments.

### Applicant

Mr William Clark

### Recommendation

Approval subject to conditions

### Reason for referral to committee

Departure from the Local Plan

### Application target date

07 October 2021

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## **1. Description of site and proposals**

- 1.1. The subject comprises a sizeable detached dwellinghouse located approximately 90 metres to the south of Thorpe Road in Thorpe St Andrew. The site is bordered by areas of residential development to the north and west, and Cary's Meadow, a Norfolk County wildlife site, to the east and south. The surrounding area is residential with the exception of Cary's Meadow, and a National Grid compound some 80 metres south-east of the site.
- 1.2. The subject property has a plot size of 0.45 hectares. The 2-storey dwelling was constructed under a 2003 planning permission; a side and rear extension (also 2-storey) was constructed under a 2005 planning permission. The resulting dwelling has 6 bedrooms, 3 of which are en-suite, and 4 reception rooms which includes a kitchen/dining room.
- 1.3. There are two existing accesses to the property. The principal access is via Cremorne Lane, which is accessed directly from Thorpe Road, and passes older and newer residential development. The secondary access is via Frogs Hall Lane; this is probably best described as a relic road as it has a tarmac surface for the initial 25 metre section from Thorpe Road, this then turns to the left and disappears into what is now a residential rear garden. The lane itself carries on with a compacted shingle surface ribbon driveway with grass along the centre. The initial section of tarmac lane also provides access to a car park to the rear of a restaurant fronting Thorpe Road.
- 1.4. The site is not in a conservation area, nor is it a listed building.

## **2. Site history**

- 2.1. In 2003 planning permission was granted for the construction of a house and garage (BA/2003/3924/HISTAP).
- 2.2. In 2005 planning permission was granted for a side and rear extension (BA/2005/3769/HISTAP).

## **3. Consultations received**

### **Town Council**

- 3.1. No objection in principle, but concerns regarding access from Thorpe Road.

### **Broadland Environmental Health**

- 3.2. I write on behalf of the Environmental Quality Team in reply to your consultation regarding the above planning application. Having reviewed the application documentation, we do not wish to object to this planning application.

## Norfolk County Council (NCC) Highways

- 3.3. Thank you for your recent consultation with respect to the above and for your email dated 9th September 2021 with further supporting information.
- 3.4. The site has two point of access to the highway network, one from Frogs Hall Lane and the other from Cremorne Lane, which following a recent visit, the latter of which appears at present to be the main point of access used.
- 3.5. The access via Frogs Hall Lane is an unmade private track suitable for single file traffic only and its junction with the A1242 Thorpe Road does have restricted visibility due to adjacent property boundaries. As such any intensification of use of that access would not be acceptable in highway terms. I suspect the current constraints are why the access from Cremorne Lane may be presently favoured and I have no issue with this point of access in highway terms.
- 3.6. It is noted that the applicant advises that most staff are required to access the site by alternate sustainable modes of transport and that only the Home and Deputy Manager is permitted to park on site. I suspect it is unlikely this could be so conditioned or enforced and likewise there will be a need for service vehicles etc., to access this site.
- 3.7. Given the above, whilst having no objection to the application subject to vehicular access being made via Cremorne Lane only, which would not preclude the use of the Frogs Hall Lane access for pedestrian or cycle use.
- 3.8. Accordingly, should your Authority be minded to approve this application I would recommend the following conditions be appended to any grant of permission (see conditions 5 and 6 below).

## Norfolk Fire and Rescue Service

- 3.9. I confirm that I have no observations to make regarding this matter.
- 3.10. I acknowledge receipt of the above application and I do not propose to raise any objections providing the proposal meets the necessary requirements of the current Building Regulations 2010 - Approved Document B (volume 2 - 2019 edition) as administered by the Building Control Authority.

## 4. Representations

- 4.1. No representations received.

## 5. Policies

- 5.1. The adopted development plan policies for the area are set out in the [Local Plan for the Broads](#) (adopted 2019).
- 5.2. The following policies were used in the determination of the application:
  - DM21 - Amenity

- DM23 - Transport, highways and access
- DM41 - Elderly and Specialist Needs Housing

## 6. Assessment

- 6.1. The proposal is retrospective for the change of a dwellinghouse (Use Class C3) to a residential care home (C2) for up to six residents with no live-in staff. There would be minor interior amendments to the dwelling. The main issues in the determination of this application are: the principle of development, impact on amenity of neighbouring residents, and highways considerations.

### Principle of development

- 6.2. The proposal is considered acceptable in principle insofar as it represents the change of use from one form of residential provision to another. However the type of use does represent a change of use from Use Class C3 'Dwellinghouses' to Use Class C2 'Residential institutions' and therefore must be assessed in accordance with relevant planning policy.
- 6.3. In this case, the Local Plan for the Broads contains a specific policy, DM41 which considers elderly and specialist housing need. This states that a change of use to elderly or specialist needs housing will be supported if they are located within a development boundary. It is accepted that the site is not within the development boundary for Thorpe St Andrew, which lies some 500m to the east, but it is also noted that the western boundary of the site is on the boundary of the City of Norwich, meaning that the City Council's development boundary is to the immediate west. It is also noted that the existing use of the property is residential and the siting is within a built up residential area. Public transport points are within 200m of the site and are well serviced by three regular bus services which are direct to the city centre and serve outside towns and villages also.
- 6.4. In explaining the need for a siting within a development boundary, the reasoned justification for Policy DM41 cites being close to services and facilities as important to provide benefits to residents, staff, and visitors. In this case, the transport links provide an acceptable service, but it is acknowledged that facilities are less satisfactory in terms of shops and doctors, although it should be noted that this is not markedly worse than the nearest area within the nearby development boundary.
- 6.5. 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. Taking into account the location close to the City of Norwich boundary, the good transport links, the small scale of care accommodation at a maximum of 6 and the absence of resident staff, it is considered that, whilst sited outside of a development boundary and therefore a departure from the Local Plan for the Broads Policy DM41, there are a

number of considerations which weigh in favour of the proposal and as such, the location of the proposed care home is considered to be acceptable.

### **Local need and local provision**

- 6.6. Policy DM41 stipulates two criteria for consideration with regard to local provision and these are: criterion (i) that there is a local need for the accommodation proposed, and criterion (ii) that there is not an undue concentration in the area. It is clear from the policy justification that provision of support for people to remain in their homes and the provision of some additional Use Class C2 facilities will be needed. This does relate to provision for an ageing population. The applicant in this case is Cascade whose operation 'supports people living with autism, mental health conditions and learning difficulties along the road to greater independence'. They build their model around normal homes in normal neighbourhoods, have existing homes in Yorkshire and Norfolk, and cite in their supporting statement a recent internal analysis report which demonstrates a significant lack of facilities in the local area. This information would support the proposal with regard to criteria (i) and (ii) of Policy DM41 of the Local Plan for the Broads.
- 6.7. Information in support of the application has been received from the Norfolk County Council Senior Commissioning Manager for Learning Disabilities. They advise that there is evidence of a clear need for accommodation for people with behavioural and learning difficulties. This means that people have already been identified as likely to benefit from the proposed accommodation in this location, which includes bringing people back into Norfolk from out of county placements. It is considered that this information is sufficient to satisfy the requirement regarding local need for the accommodation, and not an undue concentration in the area, with regard to criteria (i) and (ii) of Policy DM41 of the Local Plan for the Broads.

### **Amenity of residential properties**

- 6.8. Policy DM41 criterion (iii) relates to impact on amenity, landscape character, the historic environment, and protected species or habitats. The proposal is for a change of use from one form of residential to another form of residential, with no external changes proposed. Any impact of the proposed change of use would therefore be limited to amenity, and consideration against policy DM21 (Amenity) is appropriate.
- 6.9. The existing dwelling lies on the edge of an area of fairly high density housing, comprising terraced rows and flat developments, with lower provision of semi-detached properties. The subject dwelling is rather different in being a large detached dwelling on a generous sized plot. As such, it is considered that the subject dwelling maintains sufficient separation to neighbouring dwellings to ensure that there would be no undue loss of amenity taking into account the existing lawful use of the property. The maximum number of residents is 6; the potential increase in comings and goings, including staff and visitors, is considered to be reasonable given the siting of the property and the character of the surrounding area. The proposed change of use is

therefore considered acceptable with regard to Policy DM21 and criterion (iii) of Policy DM41 of the Local Plan for the Broads.

### **Highways and access**

- 6.10. The subject site benefits from two access points, one from Cremorne Lane and one from Frogs Hall Lane. As is clear from the consultation response received from the Highways Authority, only one access is suitable to serve vehicles attending the site. As such, the Highways Authority has assessed the proposal and raise no objection subject to the imposition of a planning condition to restrict vehicular access via Cremorne Lane only. This is considered reasonable and acceptable and would be included with any grant of permission. Further to this it is considered appropriate to include a condition requiring clear signage at the Frogs Hall Lane entrance/exit advising 'no vehicular access', and that publication materials only refer to vehicular access via Cremorne Lane. Subject to the proposed conditions, the proposed change of use is considered acceptable with regard to Policy DM23 of the Local Plan for the Broads.

## **7. Conclusion**

- 7.1. The proposed use of an existing dwellinghouse as a care home is considered acceptable in principle as it provides residential care in a largely residential setting. Whilst the site lies outside of a defined development boundary and is a departure from the Local Plan for the Broads Policy DM41, there are a number of considerations which weigh in favour of the proposal. The site has been assessed as an accessible location with good links to public transport and acceptable levels of services.
- 7.2. Sufficient information has been submitted to establish that there is a local need for the accommodation proposed, and that there is not an undue concentration in the area.
- 7.3. The Highways Authority has raised no objection to the change of use from a dwelling to a care home subject to conditions regarding the use of Cremorne Lane only for vehicular access.
- 7.4. The change of use from a dwelling to a care home is therefore considered acceptable with regard to Policies DM21, DM23, and DM41 of the Local Plan for the Broads.

## **8. Recommendation**

- 8.1. That planning permission be granted subject to the following conditions:
- i. Time limit
  - ii. In accordance with approved plans
  - iii. Use as care home only, no other C2 uses
  - iv. Vehicular access via Cremorne Lane only.
  - v. Details of signs to advise no vehicular access via Frogs Hall Lane.

- vi. Publication material to refer to vehicular access via Cremorne Lane only.
- vii. Numbers of residents and staff, and the use of the parking areas in accordance with submitted information.
- viii. Access, on-site car parking, turning/waiting area provided prior to first use.
- ix. No external lighting without written permission

## 9. Reason for recommendation

- 9.1. The development is considered to be in accordance with Policy DM21 and DM23, of the Local Plan for the Broads. Whilst the development is not fully compliant with Policy DM41 and is therefore a departure from the Local Plan, in this instance other material planning considerations on balance mean that this development is considered to be sustainable development and therefore considered acceptable.

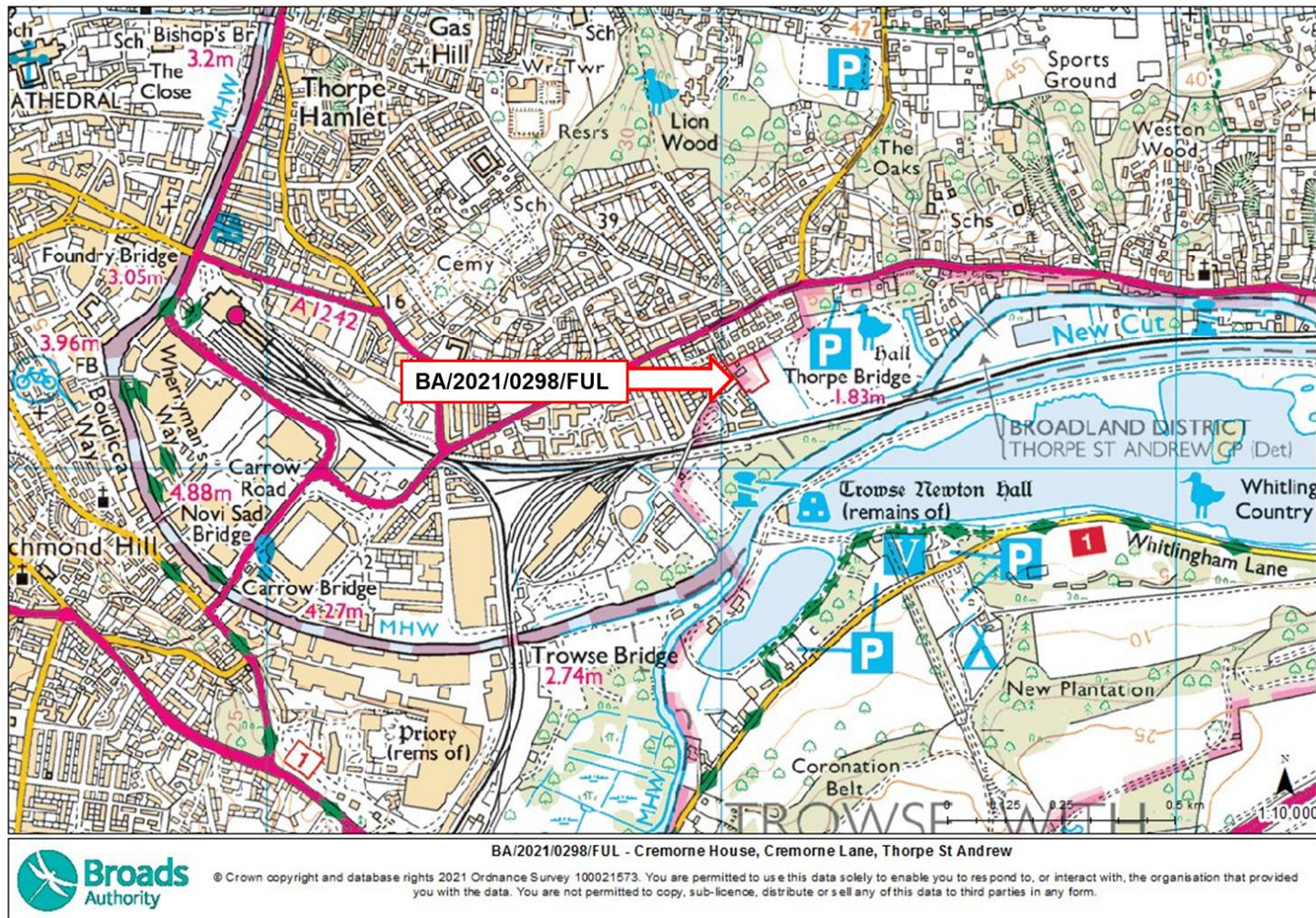
Author: Nigel Catherall

Date of report: 21 October 2021

Background papers: BA/2021/0298/FUL

Appendix 1 – Location map

## Appendix 1 – Location map



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# Planning Committee

05 November 2021

Agenda item number 7.2

## **BA 2021 0256 COND Burgh Castle - Burgh Castle Marina holiday park- change of condition to allow holiday use during the period from 1st March to 14th February in any year.**

Report by Planning Officer

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### **Proposal**

Variation of condition 1 of permission BA/2004/0820/HISTAP to allow holiday use during the period from 1st March to 14th February in any year.

### **Applicant**

Island Meadow Parks

### **Recommendation**

Approve – subject to conditions

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

Major application due to site area being over 1000sqm

### **Application target date**

14 October 2021

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## 1. Description of site and proposals

- 1.1. The application site is Burgh Castle Marina holiday park, a substantial caravan and touring park to the east of the River Waveney and south of Breydon Water. Located in the village of Burgh Castle, from Butt Lane the site is accessed via a long private drive along the northern site boundary, this turns southwards into a small parking area adjacent to the reception building in the northwest corner of the park.
- 1.2. The Site Licence granted by Great Yarmouth Borough Council to Burgh Castle Marina holiday park allows for the stationing of 241 caravans. The park covers approximately 5 hectares and includes a reception and facilities buildings. It sits on a ridge of land with elevated views over the River Waveney extending towards Breydon Water. To the immediate west of the site lies Burgh Castle Marina, a large marina with boatbuilding facilities and moorings. Approximately 350 metres to the north lies the Roman Fort ruins and historic monument, Burgh Castle.
- 1.3. This application seeks consent to vary condition 1 on Planning Permission BA/2004/0820/HISTAP which states: “The accommodation shall be used for holiday purposes only and may only be occupied during the period from 1st March to 31st January, in any year.” The reason for the condition is: “To ensure that the accommodation remains in holiday use and does not become a permanent unit of residential accommodation.”
- 1.4. The proposed variation of the Condition would change the wording to read: “The accommodation shall be used for holiday purposes only and may only be occupied during the period from 1st March to 14th February, in any year” and the reason for the condition would remain the same as the reason given in the 2004 permission.

## 2. Site history

- 2.1. Whilst there is extensive planning history for the Burgh Castle Marina Holiday Park site, the most relevant planning permissions are BA/1993/0204/HISTAP and BA/2004/0820/HISTAP and these relate to the amount of time within a calendar year the site can be used. The 1993 permission allows the holiday site to operate from 1<sup>st</sup> March to 31<sup>st</sup> December and this was varied by the 2004 permission which allows the holiday site to operate from 1<sup>st</sup> March to 31<sup>st</sup> January. The other planning permissions the application site benefits from relate to minor development proposals including the installation of a swimming pool cover and the erection of three flagpoles.

### 3. Consultations received

#### Parish Council – Burgh Castle Parish Council

- 3.1. Burgh Castle Parish Council would like to strongly object to planning application above, the reasons being:

- 1) This Parish Council does not support any easing of restrictions at this location concerning the length of the annual site shut down period.
- 2) This is a PRIME HOLIDAY site and should remain as so with a closure period as at present.
- 3) The type of units that are being installed are fixed base caravans rather than the larger higher specification residential units' that are used for fully residential locations.
- 4) Any relaxation will make it more difficult to monitor 52 week usage and who is to check that different people will reside at different times to give a truly holiday usage.
- 5) Any relaxation that results in all year use, legal or not, will put more pressure on local services such as education and welfare.

#### District Member – Cllr. Adrian Myers

- 3.2. As one of the local borough councillors for Lothingland, I would in the first instance ask, that this matter to go to committee for consideration. With regards to this application, I have severe reservations with it. The new owner has already broken the terms and conditions of occupancy within the site by housing foreign national workers in his caravans. This was strictly against the regulations. The Broads Authority investigated this matter and found it to be true. This is a holiday site, not a residential one. I believe that there are some residential homes on site but these make up a small part of the Marina complex, and I am not sure if they fall under restrictive use of 11 months. I greatly fear that given his scant regard for the rules regarding holiday lets, already demonstrated, that any removal of holiday let restrictions will be abused to the detriment of the residents of Burgh Castle.

### 4. Representations

- 4.1. Two letters of objection have been received from members of the public. Personal remarks have been made concerning the land owner and these have been removed from this section. The comments that raise material planning considerations are set out below:
- 4.2. A. Robinson – Objection – this would set a precedent for the other holiday camps in the area to apply for the same. People are living on the site fifty two weeks a year already.
- 4.3. A. Weymouth – Objection – Facilities on the park have been closed down - swimming pool, laundrette, shop, clubhouse. The site will be turned into a residential park. There are no staff or medical equipment on the site. Not fair for the people who live on Kingfisher holiday park who have to get out for one month.

## 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:
  - DM21 – Amenity
  - DM29 – Sustainable Tourism and Recreation Development
  - DM30 – Holiday Accommodation – New Provision and Retention

## 6. Assessment

- 6.1. The proposal is for an amendment to condition 1 of the existing planning permission to allow the holiday park to operate during the period from 1st March to 14th February, in any year. The main issues that need to be taken into consideration relate to the principle of the development, the impact the proposed amendment would have on holiday accommodation and the impact it would have on amenity.

### **The principle of development**

- 6.2. Adopted Policy DM30 ‘Holiday accommodation – new provision and retention’ aims to protect existing tourism accommodation and it is considered that this proposal would protect the existing tourism use at the site by allowing it to operate for an additional two weeks of any year. The policy DM30 lists four criteria that need to be met for extensions, intensification, upgrading or replacing existing static caravan sites and as this proposal would result in an intensification of the use (albeit by only two weeks) it is necessary to consider these.
- 6.3. The first criterion is that the proposal is in accordance with other policies of the Local Plan and it is considered that is no conflict. The second criterion requires that the proposal is compatible with the Landscape Character Assessment (LCA). The LCA does reference the fact that the built development and tourism uses here have an impact on the landscape character, however given that no physical change is proposed, the proposal is not incompatible with the LCA. The third criterion relates to new buildings, so is not engaged by this proposal. The fourth criterion requires that “Proposals are of a scale compatible with their location and setting.” In this case, the proposal is for an additional two weeks holiday use in an area characterised by tourist accommodation with several tourism offers within the immediate locality. The proposal is not considered to increase the scale of the site that would be incompatible with the location and setting.
- 6.4. In conclusion, the proposal would allow the holiday park to remain open for an additional two weeks of any year, thereby improving the provision of tourism accommodation. It would still have to close between 15th – 28<sup>th</sup> February and whilst it is acknowledged that this does only provide limited protection against permanent use

of the units, this is also covered by a planning condition. Overall it is considered that the principle of the development is acceptable.

### **Impact on holiday accommodation**

- 6.5. Adopted Policy DM29 'Sustainable Tourism and Recreation Development' mainly focuses on new tourism development and therefore much of the policy is not relevant to this application, which is related to an existing tourism site. Policy DM29 requires that consideration is given to the cumulative impacts of tourism and recreation proposals on landscape character, nature conservation value and local transport movements. This proposal would not result in any increase of built development, nor would it increase the number of caravans allowed at the site. The proposal would allow the site to be used by holidaymakers for an additional two weeks of any year and whilst this increased usage would increase use of the highway network around the site for those two weeks, it is not considered that this would have a detrimental impact on local transport movements as the area is already accustomed to the usage of the highway network by holidaymakers; this application would not result in an increase of holidaymakers in general.
- 6.6. The proposed amendment of condition 1 from BA/2004/0820/HISTAP is not considered to be contrary to the objectives of Policy DM29 of the Local Plan for the Broads 2019.

### **Amenity**

- 6.7. Adopted Policy DM21 'Amenity' protects existing occupiers' amenity and the amenity of existing or potential neighbouring properties. The proposed variation of condition 1 of permission BA/2004/0820/HISTAP is not considered to be detrimental to the amenity of the existing users of the holiday park as it would only allow the holiday park to be used for an additional two weeks of every year. In terms of neighbouring properties, there is a neighbouring dwelling to the west of the site and a small group of dwellings to the north of the site; the variation of the condition is not considered to add detriment to the enjoyment of the nearby residential properties. This application to vary condition 1 of permission BA/2004/0820/HISTAP is considered to be in accordance with Policy DM21 of the Local Plan for the Broads (2019).

### **Other issues**

- 6.8. Other issues related to the application site and the holiday park landowner have been raised by two members of the public, the Parish Council and District Member and these will be addressed here.
- 6.9. The Parish Council and the District Councillor have objected to the application on the principle of removing the condition; this application proposed either a removal of condition, or a variation of condition to allow for the additional two weeks of operation. The removal of the condition sparked concern among the local councillors related to residential occupation of the site and how it would be harder to monitor the site if it was allowed to be open all year round. The concern regarding removal of the condition was expressed to the Agent for the application who agreed to amend the

application to propose instead to vary the condition. Varying the condition is considered to be a more appropriate option as it would mean that between the dates 15 – 28/29 February the site would have to be closed.

- 6.10. With regard to the use of holiday units as permanent accommodation, as raised by the District Councillor, it is acknowledged that this is an issue. The Broads Authority does monitor the use of holiday accommodation as part of its regular monitoring programme and there have been issues on this site, particularly last year when there were a number of units rented out as accommodation to agricultural workers on temporary contracts. This was investigated and the units' owner explained that he had lost revenue due to the closure of holiday accommodation during the pandemic and had therefore offered them to a contracts agency. A deadline for the cessation of the breach was given and the units were subsequently returned to holiday use. No further complaints have been received.
- 6.11. A concern raised by the Parish Council related to the additional strain on local services the relaxation of the holiday period would create, however it is not considered that this is justified given the short additional period.
- 6.12. The District Councillor and the two members of the public who objected raised the concern of people already living on the site. While this is a planning matter, it would be a breach of planning enforcement rules and the consideration of this is not relevant to the determination of this application.
- 6.13. A member of the public raised concern with the shutting down of facilities on the holiday park, such as the swimming pool, laundrette, shop and clubhouse. While the shutting down of these services for the holiday is unfortunate, the matter is not relevant to the determination of this application.

## 7. Conclusion

- 7.1. The proposed variation of condition 1 of permission BA/2004/0820/HISTAP would protect existing tourism uses, while ensuring the site remains closed for two weeks of any year. The variation of condition 1 is not considered to have a detrimental impact on amenity. The other issues related to this application that have been raised by members of the public and the Parish and District Councillors are not considered to be material in the determination of this application.

## 8. Recommendation

- 8.1. Approve subject to conditions.

Condition:

- i. The accommodation shall be used for holiday purposes only and may only be occupied during the period from 1st March to 14th February, in any year.

Reason:

To ensure that the accommodation remains in holiday use and does not become a permanent unit of residential accommodation.

## 9. Reason for recommendation

- 9.1. The proposed variation of condition 1 of permission BA/2004/0820/HISTAP is considered to be in accordance with policies DM21, DM29, and DM30 of the Local Plan for the Broads (2019).

Author: Calum Pollock

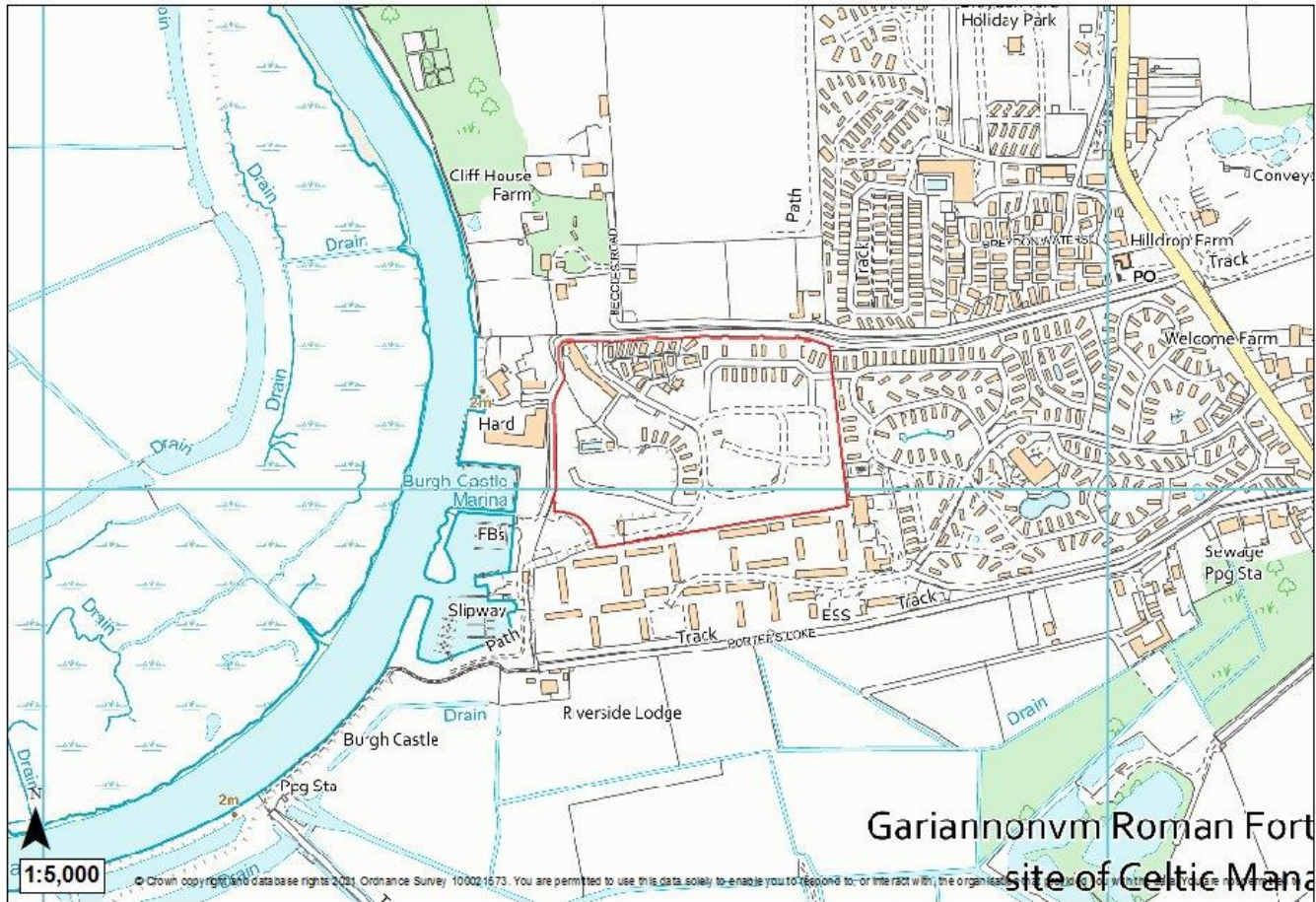
Date of report: 21 October 2021

Background papers: Application File BA/2021/0256/COND

Appendix 1 – Location map

## Appendix 1 – Location map

BA/2021/0256/COND - Burgh Castle Marina , Butt Lane, Burgh Castle



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# Planning Committee

05 November 2021

Agenda item number 8

## Enforcement update- November

Report by Head of Planning

### Summary

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

### Recommendation

To note the report.

Committee date	Location	Infringement	Action taken and current situation
14 September 2018	Land at the Beauchamp Arms Public House, Ferry Road, Carleton St Peter	Unauthorised static caravans	<ul style="list-style-type: none"> <li>Authority given to serve an Enforcement Notice requiring the removal of unauthorised static caravans on land at the Beauchamp Arms Public House should there be a breach of planning control and it be necessary, reasonable and expedient to do so.</li> <li>Site being monitored. October 2018 to February 2019.</li> <li>Planning Contravention Notices served 1 March 2019.</li> <li>Site being monitored 14 August 2019.</li> <li>Further caravan on-site 16 September 2019.</li> </ul>

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

Committee date	Location	Infringement	Action taken and current situation
8 November 2019	Blackgate Farm, High Mill Road, Cobholm	Unauthorised operational development – surfacing of site, installation of services and standing and use of 5 static caravan units for residential use for purposes of a private travellers' site.	<ul style="list-style-type: none"> <li>Delegated Authority to Head of Planning to serve an Enforcement Notice, following liaison with the landowner at Blackgate Farm, to explain the situation and action.</li> <li>Correspondence with solicitor on behalf of landowner 20 November 2019.</li> <li>Correspondence with planning agent 3 December 2019.</li> <li>Enforcement Notice served 16 December 2019, taking effect on 27 January 2020 and compliance dates from 27 July 2020.</li> <li>Appeal against Enforcement Notice submitted 26 January 2020 with a request for a Hearing. Awaiting start date for the appeal. 3 July 2020.</li> <li>Appeal start date 17 August 2020.</li> <li>Hearing scheduled 9 February 2021.</li> <li>Hearing cancelled. Rescheduled to 20 July 2021.</li> <li>Hearing completed 20 July and Inspector's decision awaited.</li> <li>Appeal dismissed with minor variations to Enforcement Notice. Deadline for cessation of caravan use of 12 February 2022 and 12 August 2022 for non-traveller and traveller units respectively, plus 12 October 2022 to clear site of units and hardstanding. 12 August 2021</li> </ul>
4 December 2020	Land to east of North End, Thorpe next Haddiscoe	Unauthorised change of use to mixed use of a leisure plot and storage.	<ul style="list-style-type: none"> <li>Authority given for the service of Enforcement Notices.</li> <li>Section 330 Notices served 8 December 2020.</li> <li>Enforcement Notice served 12 January 2021 with compliance date 12 February 2021.</li> </ul>

Committee date	Location	Infringement	Action taken and current situation
			<ul style="list-style-type: none"> <li>• March 2021 - Some clearance commenced. Three month compliance period.</li> <li>• Site to be checked for progress. April 2021</li> <li>• Progress being monitored. May 2021</li> <li>• Site not cleared by deadline. Operator given a further period. June 2021</li> <li>• Negotiations underway. July 2021</li> <li>• Further clearance, but incomplete. 25 August 2021</li> <li>• Further clearance. Inspection needed. 22 September 2021</li> <li>• <b>Landowner given to end of year to complete clearance. 22 October 2021</b></li> </ul>
8 January 2021	Land east of Brograve Mill, Coast Road, Waxham	Unauthorised excavation of scrape	<ul style="list-style-type: none"> <li>• Authority given for the service of Enforcement Notices.</li> <li>• Enforcement Notice served 29 January 2021.</li> <li>• Appeal against Enforcement Notice received 18 February 2021.</li> <li>• Documents submitted and Inspector's decision awaited. September 2021</li> </ul>

Author: Cally Smith

Date of report: 27 October 2021

# Planning Committee

05 November 2021

Agenda item number 9

## Marketing and Viability Guide - for adoption

Report by Planning Policy Officer

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### Summary

The Marketing and Viability Guide has been consulted on three times, most recently from July to September 2021. This report presents the comments made, the responses to those comments, and the proposed final Guide.

### Recommendation

To note the comments, endorse the responses and the final Marketing and Viability Guide, and recommend to the Broads Authority that the Guide be adopted.

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## 1. Introduction

- 1.1. The Marketing and Viability Guide has been consulted on three times, most recently over July to September in 2021. This report presents the comments received on the draft Guide, the responses to those comments and proposed amendments (Appendix 1) and the proposed final Guide (Appendix 2). Please note that the guide in appendix 2 shows the proposed changes as a result of the third consultation.
- 1.2. It should be noted that some changes have been made to the Guide, not as a result of the comments received. These are summarised as follows:
  - 1.2.1. Amended reference to the 2021 NPPF, throughout.
  - 1.2.2. As a result of the Inspector's report on a recent appeal, brief text relating to rent and maintenance, new section 7.5.
  - 1.2.3. As a result of conversations between a Development Management Officer and an applicant, footnote 6 and 12.

## 2. Conclusion

- 2.1. Members' comments are invited, with a recommendation that the Guide be adopted by the Broads Authority.

Author: Natalie Beal

Date of report: 11 October 2021

Appendix 1 – Marketing and Viability Guide - comments received, responses and amendments

Appendix 2 – Proposed final Marketing and Viability Guide (with track changes)

Ref	Name	Organisation	Comment	BA response	Amendments
#1	Joy Brown	Norwich City Council	Thank you for consulting Norwich City Council on the Broads Authority marketing and viability guide. We have no comments to make.	Noted.	No change
#2	Keri Williams	Norfolk Gardens Trust	Thank you for consulting the Gardens Trust. The trust does not wish to submit comments on this document.	Noted.	No change
#3	Paul Cunningham	Beccles Town Council	Regarding Section 7.5.4. d (specifically lines 274-275), it would be worth defining/clarifying what is meant by “ongoing business”.	As in if a business is still trading.	Add this explanation as a footnote.
#4	Paul Cunningham	Beccles Town Council	Additionally, we are uncertain as to why "If an ongoing business, a summary of the trading history needs to be included" information needs to be provided as marketing particulars.	In discussion with our viability and marketing expert, if it is an existing business that is being marketed for sale or the operation of the business from the premises underpins its value then it reasonable to give interested parties a brief outline of the business opportunity. It may be the a brief outline is provided within any marketing information and that more detailed information is made available separately to genuine interested parties on a confidential basis	Add footnote to say: ' <a href="#">It may be the a brief outline is provided within any marketing information and that more detailed information is made available separately to genuine interested parties on a confidential basis</a> '
#5	Jacqui Salt	Natural England	Natural England does not consider that this Marketing and Viability Guide poses any likely risk or opportunity in relation to our statutory purpose, and so does not wish to comment on this consultation.	Noted.	No change
#6	Penny Turner	Norfolk Police	Thank you for the consultation invite but the DOCO team will not be commenting on this particular Broads Authority guide.	Noted.	No change
#7	Liam Robson	Environment Agency	Just to confirm the Environment Agency have no comments on this consultation.	Noted.	No change
#8	Emily Curtis	Loddon Parish Council	Loddon Parish Council is concerned that the guide is too prescriptive which may deter investment in the Broads area particularly from small scale and first-time tourism ventures. We would not want to see the Broads only occupied by large scale businesses. The document may therefore restrict officers ability to work with applicants to find solutions, which could be of benefit to all. Not every situation can be pre-determined by a guide and there should be flexibility built in. Officers and applicants need to be able to find practical solutions within a framework of what is acceptable.	The guide sets out how a developer can meet the policy requirements. It is designed to be helpful to applicants. One could argue that if the guide is followed, there will be less delay and costs as the marketing or viability assessment will not need to be started again. The Broads works with applicants, as is required by the NPPF and indeed SP1 of the Local Plan.	No change
#9	Emily Curtis	Loddon Parish Council	We are concerned that additional costs and delays could be imposed as a result of adoption of this guide. This document also seems to create a presumption against development, unless an existing use can be proven non-viable to the satisfaction of planners. We do not believe this complies with the principles of the NPPF.	Noted. The requirements are set out in policy. This guide does not set any new requirements; it elaborates on policy to help with applicants adequately meet the policy requirements. One could argue that if the guide is followed, there will be less delay and costs as the marketing or viability assessment will not need to be started again. If a proposal on a site is for something different to what the Local Plan sets out, then the applicant will need to justify that the change is needed and that there is no interest in the current operation and that the current operation is not viable. This is a common and usual approach taken by probably all local planning authorities. So if there is no interest in the site when it is marketed and there is proof that it is not viable and other policy tests are met, then the proposed scheme (that is different to what the Local Plan requires) may well be permitted.	No change
#10	Emily Curtis	Loddon Parish Council	We agree with the need to protect the character and historic nature of The Broads but this should not be at the detriment of the economic realities of the Broads today. If we cannot move with the times and plan for the future, we will be doing an injustice to the residents of the area, the local businesses and the tourists that visit.	Noted. This guide elaborates on policy. It does not set any new requirements. If a proposal on a site is for something different to what the Local Plan sets out, then the applicant will need to justify that the change is needed and that there is no interest in the current operation and that the current operation is not viable. This is a common and usual approach taken by probably all local planning authorities. So if there is no interest in the site when it is marketed and there is proof that it is not viable and other policy tests are met, then the proposed scheme (that is different to what the Local Plan requires) may well be permitted.	No change
#11	Emily Curtis	Loddon Parish Council	As coronavirus has had a significant detrimental effect on businesses, we feel that this guide would be better delayed until the emerging picture of future development and commercial activity is better understood. We would welcome The Broads Authority helping to rebuild the local economy and therefore feel that perhaps this document is badly aimed and timed, as it could do the opposite.	Noted. We delayed this guide for 18 months for that very reason. But the policy which this guide elaborates, has always been in place. The Guide elaborates on already adopted policy and does not change policy or set any additional requirements; it elaborates on how to meet the requirements of the policy.	No change
#12	Emily Curtis	Loddon Parish Council	Our usual concerns on The Broads as a planning authority are not alleviated by this document. We are of the opinion that a wholly elected body, such as a District Council, is better placed to determine planning policy than The BA.	Comments noted. This is not something we are able to change.	No change
#13	Emily Curtis	Loddon Parish Council	We are also mindful that The Broads exists under its own Act of Parliament, and we would not want to see any significant shift or attempt to weaken the principles of that Act, which govern the focus of environment alongside commerciality appropriate to the uniqueness of The Norfolk Broads.	Noted. It is not clear how the guide affects the principle of the two Acts of parliament. The Guide elaborates on adopted Local Plan policy and does not set anything new.	No change
#14	Paul Harris	SNDC and BDC	The Council supports the decision to change the document from a Supplementary Planning Document to a Guide. This change will give the Broads Authority further flexibility to respond to the particular circumstances of any individual application within the framework of the policies of the adopted Development Plan.	Support noted.	No change
#15	Paul Harris	SNDC and BDC	Unless a specific requirement or particular approach is set out in the policies of the adopted Development Plan, the Council would suggest that the authority takes care to express guidance in terms of “the authority would recommend” or “the authority would typically expect”. This will help make it clear where a requirement is specifically set out in a policy of a Development Plan and where it is further guidance that is intended help in the implementation of a policy.	Comments noted. We are content with the language used as we feel that by following this Guide, the requirements of the policy will be met and a robust marketing and viability assessment will be completed.	No change

#16	Paul Harris	SNDC and BDC	<p>Accepting that the impact of the recent changes to the Use Classes Order will be much more limited in the Broads Authority area than elsewhere, the Council suggests that the Broads Authority may wish to take the opportunity within the Guide to explain the extent to which any changes impact on the application of the policies of the Development Plan.</p> <p>Follow up:</p> <p>As I read the changes to the Use Classes Order a lot of the extended permitted development rights wouldn't apply within the BA.</p> <p>However, changes within the same Use Class, in particular E, wouldn't be development. Therefore, thinking about DM26, couldn't an employment use falling within E (g)(i) or (g)(ii) change to an indoor sport or recreation use without needing to go through the steps outlined in the policy, by virtue of the fact that these would fall under E(d)?</p> <p>It's worth noting that I am not trying to say that there is definitely an issue here, or that the particular example give above is correct. I specifically didn't give an example for those reasons and I've not thought about it in that level of depth. Rather it is just a polite suggestion that you might want to consider whether all of your policies can still be applied as imagined at adoption or if not whether you'd want to take the opportunity presented by the guide to provide further guidance to applicant's on this point.</p>	<p>This is a useful suggestion and indeed we will raise this in the Guide.</p>	<p>Add this to 6.3: 6.3.2. <u>In terms of its current use, that also will mean that the site needs to be marketed in line with its current land use class. For example, if the site is currently an office or a day nursery, then that is land use class E and there are many other types of use included in class use E . which the site/property could become without the need for planning permission.</u></p>
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# A guide on marketing and viability assessment requirements

Adopted November 2021

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# 1. Introduction

- 1.1. Several policies in the [Local Plan for the Broads](#)<sup>1</sup> will require you, as an applicant or agent, to carry out a robust marketing campaign and/or a viability assessment if your proposed scheme is promoting something different to the adopted policy position. This guide explains what is meant by marketing and viability, and which Local Plan policies have this requirement. It highlights how to carry out these processes and provide information in the way the Broads Authority requires. Following this guide will reduce the chances of a delay in determining your application in relation to these requirements.
- 1.2. The Broads Authority is the Local Planning Authority within the Broads area and this guide applies only to land within the Authority's executive boundary.
- 1.3. The Authority considers that this guide will help applicants consider the issue of marketing and viability in an appropriate way. The guide should be read alongside relevant policies of the Local Plan for the Broads (adopted 2019). The guide is a material consideration in determining planning applications. The advice and guidance herein will not add unnecessary financial burden to development; it is designed to help deliver policy requirements of the adopted Local Plan for the Broads.
- 1.4. In the Local Plan, we refer to 'viability assessment'. This effectively has two meanings. The first is an assessment of the viability of continuing the current land use, when a proposal is submitted to change the use. The second is to determine the level of planning contributions that might be appropriate for a proposed development whilst maintaining its viability and deliverability.
- 1.5. ~~We consulted on the first draft of this document back in September 2019. We then consulted on an amended version in March/April 2020. Comments received as a result of both consultations are here <https://www.broads-authority.gov.uk/about-us/how-we-work/transparency/consultations> (available week commencing 26 July 2021).~~
- 1.6. **It is important to note that the Broads Authority offers a free pre planning application service. We encourage and recommend all applicants take advantage of this. This service will provide initial officer level thoughts on proposals. We aim to provide this advice within 21 days.**

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<sup>1</sup> Local Plan for the Broads: <https://www.broads-authority.gov.uk/planning/planning-policies/development>

## 2. Consultation

- 2.1. [This guide underwent three rounds of consultation, most recently during July to September 2021. The comments received at each round of the consultation can be found here xxx.](#)

Members – when the guide goes on the website, we will include the consultation documents on the same webpage. For now, here are the links to those documents:

Consultation 1: [https://www.broads-authority.gov.uk/\\_\\_data/assets/pdf\\_file/0031/397624/Marketing-and-viability-guide-consultation-responses-November-2019.pdf](https://www.broads-authority.gov.uk/__data/assets/pdf_file/0031/397624/Marketing-and-viability-guide-consultation-responses-November-2019.pdf)

Consultation 2: [https://www.broads-authority.gov.uk/\\_\\_data/assets/pdf\\_file/0032/397625/Marketing-and-viability-guide-second-consultation-responses-April-2021.pdf](https://www.broads-authority.gov.uk/__data/assets/pdf_file/0032/397625/Marketing-and-viability-guide-second-consultation-responses-April-2021.pdf)

Consultation 3: attached to this item of the planning committee

### 3. National Planning Policy on viability and marketing

- 3.1. The [National Planning Policy Guidance](#)<sup>2</sup> (NPPG) states that: ‘Viability assessment is a process of assessing whether a site is financially viable, by looking at whether the value generated by a development is more than the cost of developing it. This includes looking at the key elements of gross development value, costs, land value, landowner premium, and developer return’.
- 3.2. The Local Plan for the Broads was examined under the 2012 National Planning Policy Framework (NPPF). However, all planning applications submitted to the Broads Authority will be considered against the most up-to-date version of the NPPF, published in [2021](#) ~~2019~~.
- 3.3. Regarding viability, the [2021 National Planning Policy Framework](#)<sup>3</sup> (para 58) states that: ‘Where up-to-date policies have set out the contributions expected from development, planning applications that comply with them should be assumed to be viable. It is up to the applicant to demonstrate whether particular circumstances justify the need for a viability assessment at the application stage. The weight to be given to a viability assessment is a matter for the decision maker, having regard to all the circumstances in the case, including whether the plan and the viability evidence underpinning it is up to date, and any change in site circumstances since the plan was brought into force. All viability assessments, including any undertaken at the plan-making stage, should reflect the recommended approach in national planning guidance, including standardised inputs, and should be made publicly available’
- 3.4. More information from the NPPG relating to viability assessments can be found online: [Standardised inputs to viability assessment](#)<sup>4</sup>.
- 3.5. Whilst not necessarily National Policy, the Royal Institution of Chartered Surveyors have a guidance note<sup>5</sup> and are intending to update it.
- 3.6. Regarding marketing, the NPPF and NPPG seem to only refer to marketing relating to the use of heritage assets (NPPF paragraph [201](#) ~~195~~).

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<sup>2</sup> NPPG on viability: <https://www.gov.uk/guidance/viability>

<sup>3</sup> NPPF: <https://www.gov.uk/government/publications/national-planning-policy-framework--2>

<sup>4</sup> NPPG: <https://www.gov.uk/guidance/viability#standardised-inputs-to-viability-assessment>.

<sup>5</sup> Financial Viability in Planning, 1st edition <https://www.rics.org/globalassets/rics-website/media/upholding-professional-standards/sector-standards/land/financial-viability-in-planning-1st-edition-rics.pdf>. Please note that at the time of this consultation, this document is being reviewed.

## 4. When do you need to assess marketing and viability?

- 4.1. If you are required to prepare a marketing and viability assessment, this should be completed before a planning application is submitted. Marketing and viability assessments carried out after an application has been submitted to justify a new use or development, will inevitably lead to a delay in determination of the application due to the sustained period required for marketing.
- 4.2. It will be necessary to provide information on how a site has been marketed and to assess the viability of the site in these circumstances:
- a. When a policy of the Local Plan for the Broads requires appropriate marketing of a site (and evidence of this marketing to be provided) to assist in proving to the Broads Authority that the current use of the site is no longer appropriate.
  - b. When a policy requires the submission of viability evidence to demonstrate that a use of a site is not viable.
  - c. When a policy requires something to be provided as part of a scheme (such as affordable housing and planning obligations) and a promoter assesses the impact of this provision on the viability of the scheme.

## 5. Relevant policies in the Local Plan

- 5.1. The following policies of the Local Plan for the Broads refer to marketing/rent and viability requirements. If your scheme is promoting something different to the position set out in these policies, you will need to carry out a marketing campaign and/or a viability assessment. The objective is to assess the economic viability of the existing business/use and, if necessary, market it at a reasonable price<sup>6</sup> to find a new owner/occupier and retain that use.
- 5.2. The following table/matrix sets out which policies require marketing or viability requirements. See [Appendix A](#) for more information.

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<sup>6</sup> [Reasonable and realistic price could be achieved through seeking two independent valuations.](#)

<b>Policy</b>	<b>Requires marketing?</b>	<b>Requires viability information related to a new scheme/as a result of a policy requirement? To check if a policy requirement is not viable.</b>	<b>Requires viability information related to redevelopment or change of use? To check if the existing use is still viable.</b>	<b>Relevant section of guide.</b>
Policy DM4: Water Efficiency		<b>X</b>		<a href="#">7.3</a>
Policy DM12: Re-use of Historic Buildings	<b>X</b>		<b>X</b>	<a href="#">6</a> and <a href="#">7.4</a>
Policy SP11: Waterside sites			<b>X</b>	
Policy DM26: Protecting general employment	<b>X</b>		<b>X</b>	<a href="#">6</a> and <a href="#">7.4</a>
Policy DM30: Holiday accommodation – new provision and retention	<b>X</b>		<b>X</b>	<a href="#">6</a> and <a href="#">7.4</a>
Policy DM34: Affordable housing		<b>X</b>		<a href="#">7.3</a>
Policy DM38: Permanent and temporary dwellings for rural enterprise workers	<b>X</b>		<b>X</b>	<a href="#">6</a> and <a href="#">7.4</a>
Policy DM43: Design		<b>X</b>		<a href="#">7.3</a>
Policy DM44: Visitor and community facilities and services	<b>X</b>		<b>X</b>	<a href="#">6</a> and <a href="#">7.4</a>
Policy DM48: Conversion of buildings	<b>X</b>		<b>X</b>	<a href="#">6</a> and <a href="#">7.4</a>
Policy HOR8: Land on the Corner of Ferry Road, Horning			<b>X</b>	<a href="#">7.4</a>
Policy THU1: Tourism development at Hedera House, Thurne		<b>X</b>		<a href="#">7.3</a>
Policy SSPUBS: Waterside pubs network			<b>X</b>	<a href="#">7.4</a>

## 6. Marketing your site/property

### 6.1. Introduction

- 6.1.1. This section sets out the detailed requirements for marketing a site to show that there is no demand for the existing use and to justify a change of use. Be aware that there are experienced organisations who can help with your marketing campaign; we suggest you seek their assistance.

### 6.2. Proposals involving the potential loss of tourist accommodation.

- 6.2.1. We note that the marketing requirement is slightly different for proposals that would result in a loss of tourist accommodation. New tourist accommodation should be operating and available to potential customers for at least 12 months to understand the demand for the accommodation. If there is sufficient evidence to demonstrate limited interest in people staying at the holiday accommodation, the next stage is to market the site for tourist accommodation or an alternative tourist use on the open market for a year. Marketing the unit to another potential operators is considered a sound approach to demonstrating that holiday use is unviable in the long term rather than marketing it for 12 months to sell it on the open market.
- 6.2.2. If you believe that your tourist accommodation is not successful or not viable enough, then we will need to understand why this is. We need to understand, in order to be successful and take into account the various costs associated with the accommodation, what % occupancy (in days or weeks in a year) is the 'break even' level. When marketing the accommodation for 12 months, we can then see how the occupancy level rates against that 'break even' level in that time.
- 6.2.3. Tourist accommodation permitted in the first few months of a calendar year may not receive many bookings for the following summer/peak period because people may book their holidays well in advance. Therefore, the 12-month period for marketing is best to start from the following December (1<sup>st</sup>) to be available for booking when people may book their holidays.
- 6.2.4. When marketing your accommodation, we would expect the accommodation to be available for rent on at least three well-known holiday accommodation websites. These may include Air BnB and bookings.com for example. You will need to explain and justify the websites you use. If you consider that your site should be available for rent/hire on fewer than three websites, please explain why this is the case. We would expect good quality photos posted on those websites to help the accommodation be attractive to those looking for somewhere to stay.

- 6.2.5. The price charged per night needs to be reasonable and a level that is acceptable and one that someone is likely to pay to stay at your accommodation. This price will require justifying.
- 6.2.6. The property should be able to be let for a variety of time periods (for example 1 night, 2 nights, 7 nights etc), in accordance with any planning conditions attached to the property. Again, these time periods need to be justified.
- 6.2.7. If the property is unavailable for rent during the 12 months, you need to contact the Broads Authority to discuss this. The policy does say that a sustained period of 12 months is required. We may require the time the property is unavailable to be added on to the end of the 12 months.
- 6.2.8. The marketing report presented to the Broads Authority at the end of the 12 month period will need to detail what bookings were made and for how long. The report needs to say how many days or weeks in a year the accommodation was rented for and how that relates to what was expected to be successful year for the accommodation. This could usefully include information from the websites used to advertise the property. Indeed, information of the reviews received for the holiday accommodation will be of interest and relevance. If a negative review raises issues that can be addressed, how have you addressed those issues?
- 6.3. Land use Class and Permitted Development
  - 6.3.1. Permitted Development rights allow changes of certain uses to other uses, subject to particular criteria. As part of marketing the site, the site will need to be marketed and/or investigated in terms of its potential for other uses permitted by the General Permitted Development Order<sup>7</sup> as well as for its current use.
  - 6.3.2. In terms of its current use, that also will mean that the site needs to be marketed in line with its current land use class. For example, if the site is currently an office or a day nursery, then that is land use class E and there are many other types of use included in class use E<sup>8</sup>. which the site/property could become without the need for planning permission.
- 6.4. How to market your site
  - 6.4.1. As a minimum, the following initiatives are expected to be used for all premises. The Broads Authority may request other ways of marketing. How you market your site will be proportionate to the site/property that is being marketed/proposed for change of use.

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<sup>7</sup> [https://www.planningportal.co.uk/info/200187/your\\_responsibilities/37/planning\\_permission/2](https://www.planningportal.co.uk/info/200187/your_responsibilities/37/planning_permission/2)

<sup>8</sup> Use classes (as at November 2021) [https://www.planningportal.co.uk/info/200130/common\\_projects/9/change\\_of\\_use](https://www.planningportal.co.uk/info/200130/common_projects/9/change_of_use)

#### 6.4.2. Method of marketing and approach to advertisement

This will cover:

- Basis of instruction - sole agent or joint agent, etc. We would need to know the details of the agent appointed and their expertise/qualifications. If no agent was used, we would need to understand why.
- Method of disposal - private treaty or informal/formal bids.
- Advertisement option - sale boards, internet, PR, publications, mailing, etc.

#### 6.4.3. Marketing board

- a. A simple 'for sale' board for small commercial premises, single tourist unit accommodation and community facilities.
- b. For larger commercial units and tourist accommodation sites, larger boards giving details of the property including the guide price are required.
- c. Boards need to be placed so they can be seen from the main public vantage point (which could be a road and/or river in the Broads) but not so they cause obstructions or inconvenience to the public or neighbouring uses. They should also be designed and located in a way to not impact the special qualities of the Broads.
- d. Temporary 'for sale' boards do not generally require consent, subject to certain restrictions, and it is the land owner's responsibility to comply with these<sup>9</sup>.

#### 6.4.4. Marketing particulars

- a. The details of the site need to be advertised.
- b. For a small site, this could be on the website or be a simple handout.
- c. For larger commercial units and tourist accommodation sites, which are more likely to have a regional or national audience, the particulars need to be set out in a bespoke, well-designed brochure. This needs to include layouts of the building and professional photos.
- d. In all cases, the following information is required:
  - Background –why the property is being marketed.
  - Description – including details on floorspace, number of floors, layout, car parking and yard facilities.

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<sup>9</sup> [The Town and Country Planning \(Control of Advertisements\) \(England\) Regulations 2007, Schedule 3, Part 1, Class 3A; 'Miscellaneous temporary advertisements'](#)

- Internal and external photographs
- Location - including information on proximity to regional centres such as Norwich, Ipswich and Lowestoft, links to transport networks and general setting (e.g. Business Park / enterprise zone).
- Description of accommodation
- Terms (leasehold, freehold, long lease, etc.) - these should be flexible and consider prevailing market conditions. The length of leases should not be unduly restrictive.
- Guide price/rent
- Planning information – a summary of the existing planning use and status, history and restrictions.
- Services and utilities
- Energy Performance Certificate
- Rateable value and business rates
- VAT status
- Legal and professional costs
- Viewing arrangements
- Contact information for the agent
- If an ongoing business<sup>10</sup>, a summary of the trading history needs to be included<sup>11</sup>.

#### 6.4.5. Advertisement in press/press release

- a. For small commercial units, community facilities and single unit tourist accommodation, an advert is to be placed and maintained (for a period to be agreed with the Authority) in a local newspaper and estate/property agents (including with specialist trade agents if appropriate).
- b. For larger commercial units and tourist accommodation sites, specialist publications are to be used (again for a period to be agreed with the Authority)

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<sup>10</sup> Ongoing business means of the business is still trading in the property.

<sup>11</sup> It may be the a brief outline is provided within any marketing information and that more detailed information is made available separately to genuine interested parties on a confidential basis.

and estate/property agents (including with specialist trade agents if appropriate).

- c. Advertisements in both local and national publications should include a colour picture of the premises.
- d. For larger commercial units and tourist accommodation sites, a press release could be given to the local and regional press.

#### 6.4.6. Online advertisement

- a. The site needs to be published on the agent's website
- b. Also, if for a commercial site, one national commercial property search engine.
- c. For very large commercial units and tourist accommodation ~~parks~~ sites, a bespoke website for the property should be created.
- d. The information set out in 8.5.4 needs to be displayed on the website.

#### 6.4.7. Targeted mailing

- a. This would be completed by the agent.
- b. They may mail their contacts and/or purchase a database of contacts and send them the details.

### 6.5. Length of marketing campaign and re-advertising

6.5.1. As set out in the Local Plan, the marketing of the site must be for a sustained period of 12 months at a realistic price ([Appendix A](#)).

6.5.2. This period may have the added benefit of allowing communities time to develop community led proposals, and will also be relevant if the property has been registered as an asset of community value with Broadland District, Great Yarmouth Borough, North Norfolk, Norwich City, South Norfolk or East Suffolk Council.

6.5.3. If there has not been a willing buyer/occupier in the first three months of marketing, the site/property will need to be re-advertised, at three monthly intervals unless otherwise agreed with the Authority. This advertisement will be for a total of at least 12 months as set out in the Local Plan for the Broads.

### 6.6. Expenditure on marketing

6.6.1. The budget for the marketing campaign should be proportionate to the anticipated return from the property. The budget for the marketing campaign should be proportionate to the nature of the property and the interest being sold. You will be required to justify the marketing spend as being appropriate.

## 6.7. Guide price/rent

- 6.7.1. This needs to be commensurate with the current market price for similar premises (which may reflect if the market is stagnant). To provide impartial evidence regarding viability and marketing of the property, an independent assessment or valuation is likely to be required. It is expected that the value of the property will be derived from a suitably qualified expert or practitioner who may well be a member of RICS (Royal Institution of Chartered Surveyors) or other appropriate professional organisation. The marketing must be at a reasonable and realistic value<sup>12</sup> for the current permitted use class and for other permitted use classes (see 8.3) both for sale and rent.

## 6.8. Marketing statement

- 6.8.1. If there has been no success in selling or letting the unit after 12 months of marketing, a marketing statement must be prepared and submitted with any planning application for redevelopment or change of use. The marketing statement should set out the following details:
- a. The duration and dates of the marketing campaign
  - b. The value of the property used in the marketing campaign and the justification to support this value
  - c. Evidence how the marketing campaign was delivered – to include photos of the marketing boards, copies of particulars, screenshots of online advertisements, copies of press articles and adverts
  - d. A full record of enquiries received throughout the course of the marketing campaign. This needs to record the date of the enquiry, details of the company/individual, nature of the enquiry, if the property was inspected, details of any follow-up and reasons why the prospective occupier deemed the premises unsuitable. If any offers were rejected, the grounds on which the offers were rejected must be provided. This will be subject to GDPR requirements.
  - e. If the record of enquiries indicates a lack of interest during the marketing campaign, the report needs to detail the measure undertaken to alter the campaign and to increase interest.
- 6.8.2. The statement will need to be independently reviewed. This review will be entirely at the applicant's expense.

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<sup>12</sup> Reasonable and realistic price could be achieved through seeking two independent valuations.

## 7. Preparing a Viability Assessment

### 7.1. Introduction

7.1.1. This guide gives general information about requirements for viability assessments.

7.1.2. There are two types of viability assessments covered in the Local Plan and in this guide. The first is related to whether a scheme can meet policy requirements like water efficiency and affordable housing. The second relates to proving if a current use is not viable when an applicant is seeking a change of use or redevelopment.

### 7.2. Community Infrastructure Levy (CIL)

7.2.1. At the time of writing, the Broads Authority does not have a CIL in place.

### 7.3. Viability Assessment – policy requirements like design, water efficiency and affordable housing.

#### General information

7.3.1. It is not intended that this guide goes into detail about completing viability assessments; instead it discusses viability assessments more generally. For more detailed information, visit the NPPG: <https://www.gov.uk/guidance/viability>.

7.3.2. It is important to note that the Local Plan and its policies underwent a viability appraisal<sup>13</sup> as part of the production and examination. The viability appraisal and its assumptions should be an important consideration when producing a site-specific viability assessment<sup>14</sup>.

7.3.3. Viability assessments must now not be based on information specific to the developer, and therefore need not be treated as commercially sensitive. If commercially sensitive information is included, then it should be aggregated in published viability assessments and executive summaries.

7.3.4. If no viability assessment is submitted then it will be assumed that the application is policy compliant and full policy ask is being delivered / not contended

#### Requirements of viability assessments

7.3.5. A suitably qualified expert or practitioner who may well be a member of RICS (Royal Institution of Chartered Surveyors) or other appropriate professional organisation, must complete the viability assessment.

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<sup>13</sup> [https://www.broads-authority.gov.uk/\\_data/assets/pdf\\_file/0020/256115/EP528-Updated-Viability-Appraisal-for-the-Broads-Local-Plan-Nov-2018.pdf](https://www.broads-authority.gov.uk/_data/assets/pdf_file/0020/256115/EP528-Updated-Viability-Appraisal-for-the-Broads-Local-Plan-Nov-2018.pdf)

<sup>14</sup> By way of background, the Local Plan for the Broads was examined using the 2012 NPPF. It is noted that the NPPG and the new NPPF have specific requirements relating to viability appraisals and these are noted. When determining the specifics of a site-specific viability appraisal, the current NPPF and NPPG will be referred to, noting that the Local Plan was examined under the 2012 NPPF.

- 7.3.6. The level of detail and type of evidence and analysis presented should be proportionate to the scale and nature of the site and/or property in question.
- 7.3.7. The assessment must be clear and transparent, setting out robust evidence behind the assumptions and inputs that go into the development appraisal. There must be no hidden calculations or assumptions in any model or appraisal.
- 7.3.8. Viability Assessments need to include details of the proposed scheme including site area, unit numbers, number of habitable rooms (if residential), unit size, density and the split between the proposed tenures/uses. Floorspace figures need to be provided for residential uses (gross internal area) by tenure, and non-residential uses in gross internal area (GIA) and net internal area (NIA). Information needs to be provided relating to the target market of the development and proposed specification, and be consistent with assumed costs and values.
- 7.3.9. Details of the assumed development programme and the timing of cost and income inputs need to be provided.
- 7.3.10. Any assessments submitted needs to include an executive summary along with the detailed viability assessment which clearly shows the inputs applied and the outcome and should include a detailed cashflow. The information provided must be able to be reviewed and interrogated without the need for additional information being provided . There are several specialist appraisal models that can be used to undertake the a viability apparaisal and provide the information in a suitable format including the use of Microsoft Excel.

#### Land values

- 7.3.11. Site promoters and developers need to ensure that the price paid for land does not negatively affect the delivery of this Local Plan's objectives. The NPPG says:
  - ‘The price paid for land is not a relevant justification for failing to accord with relevant policies in the plan. Landowners and site purchasers should consider this when agreeing land transactions’
  - ‘It is important for developers and other parties buying (or interested in buying) land to have regard to the total cumulative cost of all relevant policies when agreeing a price for the land. Under no circumstances will the price paid for land be a relevant justification for failing to accord with relevant policies in the plan’
- 7.3.12. Where land with planning permission is subsequently sold, the price paid for land should not be inflated to such an extent that it compromises the existing permission. Such land transactions should remain at a price that ensures that the development remains policy compliant.

## Affordable housing

- 7.3.13. Policy DM34: Affordable housing reasoned justification says that effectively, the district's percentage will be a starting point for assessment. If viability is an issue, the assessment can assess lower percentages. In assessing lower percentages, the assessment should demonstrate at what percentage the scheme becomes unviable. Any assessment should use different tenures as they have different transfer values. For example, shared equity may be 50% market value; Low Cost Home Ownership may be 80 % market value. Where a developer is suggesting a scheme is unviable and seeking to reduce affordable housing they should model the highest transfer values in order to maximise the choice. Conversely, for any market housing, the assessment will work up from zero.

## Confidentiality

- 7.3.14. Planning practice guidance is now clear that viability assessment should be prepared on the basis that it will be made publicly available other than in exceptional circumstances. In general, viability assessments are published online (as part of the supporting documents for planning applications on the Broads Authority's website) and are kept in the planning application file with the other studies, plans and information contained within the planning application. Members of the public may ask to see these files.
- 7.3.15. In exceptional circumstances, where the publication of information would harm the competitiveness of a business due to the necessity to include commercial information unique to that business, the Authority will consider keeping some of the viability assessment confidential. In such cases, the applicant will need to provide full justification as to why the harm caused would outweigh the public interest in publishing the information.
- 7.3.16. Even when there are exceptional circumstances (i.e. the Authority is satisfied that the information is commercially sensitive) the executive summary should be made public. In such publications, the commercially sensitive information should be aggregated into costs in the executive summary. This does not mean that the information is not split out in the appraisal; just that it is not published in agreement with the Authority. Also note the reference to confidentiality in section 9.4.11. Please see detail in NPPG Paragraph: 021 Reference ID: 10-021-20190509 Revision date: 09 05 2019<sup>15</sup> entitled 'should a viability assessment be publicly available?'.

## Circumstances

- 7.3.17. Any Issues relating to the personal circumstances of the applicant or to the price paid for the building cannot be taken into consideration.

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<sup>15</sup> NPPG: <https://www.gov.uk/guidance/viability>

## 7.4. Viability Assessment – change of use/conversion/redevelopment

### General Information

- 7.4.1. This section relates to schemes that seek a change of use/conversion/redevelopment contrary to what is permitted in the local plan.

### Requirements of viability assessments

- 7.4.2. A suitably qualified expert or practitioner who may well be a member of RICS (Royal Institution of Chartered Surveyors) or other appropriate professional organisation
- 7.4.3. The level of detail and type of evidence and analysis presented should be proportionate to the scale and nature of the site and/or property in question.
- 7.4.4. The assessment must be clear and transparent, setting out robust evidence behind the assumptions.
- 7.4.5. The viability assessment needs to assess the current and likely future market demand for the site or property. For the existing and future demand in terms of bookings, this could be by using recent and future bookings. For future demand in terms of someone taking on the property/site, expert opinion would be useful, as well as interest in buying the property/site when it is marketed.

### Assisting a business to be run in a viable manner - grant funding/financial support

- 7.4.6. As part of the assessment, the applicant will need to demonstrate that they have explored all possible options to improve the viability and sustainability of the service/business. It is up to the applicant to investigate and demonstrate the steps they have taken, but it could include the following. Details of the grants or support investigated, whether the application was successful (and if not, why not), and the impact of this funding or support on viability must be provided as part of the viability assessment, but this part of the viability assessment, in discussion with the applicant, may be confidential.
- a. **Business rate relief:** The district council may provide business rate relief. Owners or operators of the site in question should approach the district council to discuss the potential for this, and evidence of any such discussions with the district council will need to be provided with any planning application.
  - b. **Interventions to improve the commercial attractiveness:** The owner or operator of the site will need to provide evidence showing how they have considered reasonable interventions to improve the attractiveness of the site, and evidence if these interventions are not feasible (if that is the case).
  - c. **Grant funding and financial support:** Information showing that all available opportunities of grant funding and financial support to help retain the current

use(s) have been fully explored and that none are viable (if that is the conclusion).

#### Proposals relating to Public Houses

- 7.4.7. Owners wishing to pursue other uses of a public house will need to make a planning application and submit a report undertaken by a suitably qualified expert or practitioner who may well be a member of RICS (Royal Institution of Chartered Surveyors) or other appropriate professional organisation, that meets the tests as set out in the CAMRA Public House Viability Test<sup>16</sup>. The Authority will need to verify the content of the report and may need to employ external expertise to do so. The applicant will need to meet this expense.
- 7.4.8. The Public House Viability Test does not seek to protect the continued existence of every pub -circumstances can change and some pubs find themselves struggling to continue. It does, however, help all those concerned in such cases – local authorities, public house owners, public house users and Planning Inspectors – by providing a fact-based method to rigorously scrutinise and test the future viability of a pub against a set of well-accepted measures.
- 7.4.9. The fundamental basis of this viability test is to assess the continued viability of a pub business. The question to address is what the business could achieve if it were run efficiently by management committed to maximising its success.
- 7.4.10. It is also important to note that some public houses may be listed as Assets of Community Value<sup>17</sup>. These are allocated as such by the District Council, in liaison with the Broads Authority. There are certain requirements relating to these Assets which can be found here: <https://mycommunity.org.uk/help-centre/resources/land-and-building-assets/assets-community-value-acv/>

#### Confidentiality

- 7.4.11. There may be some instances where parts of the assessments are deemed confidential.

#### Circumstances

- 7.4.12. Any Issues relating to the price paid for the building cannot be taken into consideration.

#### 7.5. Rent and Maintenance

- 7.5.1. Rent and maintenance are important considerations when assessing viability. There is further guidance in this guide: <https://www.rics.org/globalassets/rics->

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<sup>16</sup> CAMRA Public House Viability Test: [https://camra.org.uk/campaign\\_resources/public-house-viability-test/](https://camra.org.uk/campaign_resources/public-house-viability-test/)

<sup>17</sup> It should be noted that other properties/venues/sites can be allocated as Assets of Community Value. Again, see websites of our Councils.

[website/media/upholding-professional-standards/sector-standards/land/assessing-financial-viability\\_final.pdf](https://www.rics.org/globalassets/rics-website/media/upholding-professional-standards/sector-standards/land/assessing-financial-viability_final.pdf).

## 7.6. Independent Review – both types of viability assessments.

7.6.1. The Authority will need to verify the content of a viability assessment and may need to employ external expertise to do so. The applicant will need to meet this expense.

7.6.2. The independent review will assess and scrutinise the assumptions and inputs applied in undertaking the assessment and give a view on whether the assessment is robust. If the assessment is not considered robust, this will be discussed with the applicant who may be asked to amend the assessment. Depending on circumstances, the independent review may include a revised viability assessment in accordance with this guide and again the applicant will need to meet this expense.

## 7.6 Relevant links

7.6.1 The following links may contain useful information:

- Financial viability in planning: conduct and reporting (rics.org):  
<https://www.rics.org/uk/upholding-professional-standards/sector-standards/building-control/financial-viability-in-planning-conduct-and-reporting/>
- RICS guidance note on the National Planning Policy Framework (note that some references may be out of date as a result of the new NPPF):  
[https://www.rics.org/globalassets/rics-website/media/upholding-professional-standards/sector-standards/land/assessing-financial-viability\\_final.pdf](https://www.rics.org/globalassets/rics-website/media/upholding-professional-standards/sector-standards/land/assessing-financial-viability_final.pdf)

## 8. Summary

- 8.1. If you intend to submit a planning application to the Broads Authority, please check at an early stage whether your proposal will require marketing of the site and/or a viability assessment. If it does, you must submit the assessment with your application as the Authority cannot validate your application until the assessment is received.
- 8.2. Please note that the assessment will be treated as public information in support of the application, along with all the other required documents and plans. As discussed in this Guide, there could be some instances where parts of the assessments are deemed confidential.
- 8.3. During the determination of the application, the Authority will assess the information you have provided against the marketing and viability requirements set out in this guide. It will verify the content of any viability assessments and may need to employ external independent expertise to do so. As the applicant, you will need to meet this expense. The Authority will consider the expert advice and let you know whether: (a) the assessment adequately demonstrates the argument you have put forward; (b) further information is required; or (c) the assessment does not demonstrate the case. The application will then be determined accordingly.

## Appendix A: Additional requirements relating to specific proposals/policies

### Introduction

Some schemes are specific and trigger slightly different approaches to marketing and viability. In these instances, as set out above, the approach to marketing needs to be agreed with the Authority and viability and marketing assessments will be reviewed by external expertise with the cost met in full by the applicant. The specific differences are highlighted in bold.

### Economy section of Local Plan.

The reasoned justification to policy DM26: Protecting general employment says that any assessment needs to consider employment, tourism, recreational and community uses of the site.

‘To prevent the loss of established employment sites and properties, proposals to redevelop them to uses related to community facilities or to sustainable tourism and recreation uses will only be permitted if it can be demonstrated that employment uses (uses within Classes B1, B2 or B8 of the Town and Country Planning (Use Classes) (Amendment) (England) Order 2010) are unviable. **Only then will alternative uses be permitted, again subject to demonstrating that employment, tourism, recreational or community uses would be unviable**’.

### Heritage section of the Local Plan

The reasoned justification to policy DM12: Re-use of Historic Buildings says that assessments need to consider and detail conversion costs and market for economic, leisure and tourism uses of the site.

‘Applications to convert a historic building to residential use will be expected to be accompanied by a report, undertaken by an independent Chartered Surveyor, **which demonstrates why economic, leisure and tourism uses would not be suitable or viable as a result of inherent issues with the building**. Issues relating to the personal circumstances of the applicant or as a result of a price paid for the building will not be taken into consideration. **Details should be provided of conversion costs and the estimated yield of the commercial uses, and evidence provided on the efforts that have been made to secure economic, leisure and tourism re-use** for a continuous 12-month period’.

### Tourist accommodation section of the Local Plan

Policy DM30: Holiday accommodation – new provision and retention says that the emphasis is on demonstrating no demand for tourist accommodation in the area as well as assessing the impact of a net loss of accommodation that is necessary.

‘Existing tourism accommodation will be protected. Change of use to a second home or permanent residence will only be considered in exceptional circumstances **where it can be fully and satisfactorily demonstrated that there is no demand for tourist accommodation**’.

‘To make sure new holiday accommodation is used for tourism purposes that benefit the economy of the Broads, occupancy conditions will be sought to prevent the accommodation from being used as a second home or sold on the open market. To ensure an adequate supply of holiday accommodation is retained, the removal of such a condition will only be permitted where the proposal is accompanied by a statement, completed by an independent chartered surveyor, which demonstrates that it is financially unviable or **that any net loss of accommodation is necessary to allow appropriate relocation or redevelopment**’.

### Affordable Housing policy

Policy DM34: Affordable housing reasoned justification says that effectively, the district’s percentage will be a starting point for assessment.

‘The independent review process will require the applicant to submit a site-specific viability appraisal (to include a prediction of all development costs and revenues for mixed use schemes) to the Authority’s appointed assessor. **They will review the submitted viability appraisal and assess the viable amount of affordable housing or the minimum number of market homes needed to cross subsidise the delivery of affordable housing on a rural exceptions site.** This review shall be carried out entirely at the applicant’s expense. Where little or no affordable housing would be considered viable through the appraisal exercise, the Authority will balance the findings from this against the need for new developments to provide for affordable housing. In negotiating a site-specific provision with the applicant, the Authority will have regard to whether or not the development would be considered sustainable in social terms’.

### Converting buildings

Policy DM48: Conversion of buildings reasoned justification says that assessments need to consider and detail conversion costs and commercial yield and consider proposals for economic, commercial, leisure and tourism uses.

‘Residential conversions may be appropriate for some types of buildings and in certain locations, providing that it has been demonstrated that a **commercial or community use of the building is** unviable and that the building is of sufficient quality to merit retention by conversion. Applications to convert a building outside of a development boundary to residential use should be accompanied by a report undertaken, by an independent Chartered Surveyor, which **demonstrates why employment, recreation, tourism and community uses would not be viable due to inherent issues with the building.** This should include **details of conversion costs, the estimated yield of the commercial uses, and**

**evidence of the efforts that have been made to secure employment, recreation, tourism and community** re-use for a sustained period of 12 months’.

### Rural enterprise workers dwellings

Policy DM38: Permanent and temporary dwellings for rural enterprise workers addresses what to do if the condition relating to a rural enterprise dwelling is proposed to change to make it market residential.

‘Should a new dwelling be permitted under this policy, the Authority will impose a condition restricting its occupation to a person (and their immediate family) solely or mainly employed in agriculture, forestry or a Broads related rural enterprise, as appropriate.

The **removal of an occupancy condition** will only be permitted in exceptional circumstances where it can be demonstrated that:

- a) There is no longer a long-term need for the dwelling on the particular enterprise on which the dwelling is located; and
- b) Unsuccessful attempts have been made to sell or rent the dwelling at a price that takes account of the occupancy condition**

Applications for the removal of occupancy conditions will also need to **be accompanied by robust information to demonstrate that unsuccessful attempts have been made, for a continuous period of at least 12 months, to sell or rent the dwelling at a reasonable price. This should take account of the occupancy condition, including offering it to a minimum of three local Registered Social Landlords operating locally on terms which would prioritise its occupation by a rural worker as an affordable dwelling, and that option has been refused. With regards to criterion j), unless there are special circumstances to justify restricting the dwelling to the particular enterprise where the dwelling is located, an occupancy condition is likely to allow occupation by other workers in the locality. In this case it should be considered whether there is other demand locally, not just whether the demand for this particular enterprise has ceased’.**

# Planning Committee

05 November 2021

Agenda item number 10

## November Issues and Options Bitesize Pieces

Report by Planning Policy Officer

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### Summary

The review of the Local Plan for the Broads is underway. This report introduces some sections of the emerging draft Issues and Options stage of the Local Plan. These sections cover trees, woodland, shrubs and bushes.

### Recommendation

Members' thoughts and comments on the draft section are welcomed.

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## 1. Introduction

- 1.1. The review of the Local Plan for the Broads is underway. The first document produced as part of the review of the Local Plan will be an Issues and Options consultation. As well as advertising that, we are reviewing the Local Plan. This stage identifies some issues and related options and seeks comments. Responses will inform the subsequent stages of the Local Plan.
- 1.2. This report introduces bite size pieces of the Issues and Options. Members will of course be presented with the final draft version of the Issues and Options to endorse it for consultation at a later Planning Committee.
- 1.3. The bite size piece covers trees, woodland, shrubs and bushes and is attached as appendices to this report. Members' views on this draft section of the Issues and Options are welcomed.

Author: Natalie Beal

Date of report: 20 October 2021

Appendix 1 – [Trees, woodland, bushes and shrubs.](#)



**Local Plan for the Broads - Review  
Issues and options bitesize pieces  
November 2021**

**Trees, woodlands, hedges and shrubs**

The following is one of the draft sections of the Issues and Options. It relates to trees, woodlands, hedges and shrubs. Members' thoughts are welcomed as we finalise this section of the Issues and Options.

**Introduction**

Trees, woodlands, hedges and shrubs are an integral part of the Broads landscape and add great beauty, a sense of place and character to, and are a defining feature of the Broads Authority Executive Area. Trees and woodlands enhance the landscape and provide important landmarks, complementing the natural and built environment by providing screening, perspective, focal points, privacy and seclusion and they define and separate public open spaces. They also provide habitats for an exceptional range of wildlife and form a "carbon sink" helping to absorb and store and counteract the harmful effect of climate change.

We are also aware that in some locations, trees may not be welcomed due to the impacts on navigation and indeed, some areas of the Broads have a character that is open, giving vast views.

**What the NPPF says**

The NPPF at paragraph 131 says 'trees make an important contribution to the character and quality of urban environments, and can also help mitigate and adapt to climate change. Planning policies and decisions should ensure that new streets are tree-lined, that opportunities are taken to incorporate trees elsewhere in developments (such as parks and community orchards), that appropriate measures are in place to secure the long-term maintenance of newly-planted trees, and that existing trees are retained wherever possible. Applicants and local planning authorities should work with highways officers and tree officers to ensure that the right trees are planted in the right places, and solutions are found that are compatible with highways standards and the needs of different users'.

**Issue**

On occasion, trees, woodlands, hedges and shrubs are affected by development.

We do already have policy DM13, which is a Natural Environment policy and DM8 that relates to Green Infrastructure.

We wonder if a policy on trees, woodlands, hedges and shrubs will further the Authority's aim to preserve the variety, number and quality of trees and woodland within the Broads

Authority Executive Area and to ensure that development contributes to the maintenance or enhancement of the tree and woodland cover of the Broads.

**Options**

- 1: No specific policy. Rely on DM8 and DM13.
- 2: Amend policies DM8 and DM13 to include a greater emphasis on trees, woodlands, hedges and shrubs.
- 3: Have a new policy on the subject of trees, woodlands, hedges and shrubs. This would include protection and maintenance of existing trees, woodlands, hedges and shrubs and also new.

**Question x: Do you have any thoughts on trees, woodlands, hedges and shrubs and how we address these in the Local Plan?**

# Planning Committee

05 November 2021

Agenda item number 11

## November Consultation Responses

Report by Planning Policy Officer

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### Summary

This report informs the Committee of the officer's proposed response to planning policy consultations received recently, and invites members' comments and guidance.

### Recommendation

To note the report and endorse the nature of the 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. The Committee's comments, guidance and endorsement are invited.

Author: Natalie Beal

Date of report: 20 October 2021

Appendix 1 – Planning Policy consultations received

# Appendix 1 – Planning Policy consultations received

## Bungay Town Council

**Document:** Bungay Neighbourhood Plan [Bungay Neighbourhood Development Plan \(bungayndp.org.uk\)](http://bungayndp.org.uk)

**Due date:** 05 November 2021

**Status:** Regulation 14 stage

**Proposed level:** Planning Committee endorsed

### Notes

This document is the Draft Bungay Neighbourhood Development Plan for the period 2020 to 2036. The Plan has been prepared by the Bungay Neighbourhood Development Plan (BNDP) Group composed of volunteers from the community. The policy proposals presented in the document are derived from the views expressed by the wider community through an extensive consultation process undertaken between December 2016 and January 2018, and further consultations on potential sites to allocate for housing in February 2020.

### Proposed response

#### Summary of response

The Neighbourhood Plan is welcomed, however there are some concerns. These are:

- That the Design Guide, that is brought into policy, does not adequately assess the Broads or the documents produced by the Broads Authority and therefore should either be amended fundamentally or not apply to the Broads.
- That the introduction of 50m from a settlement for exceptions sites seems to not be justified and is contrary to National Policy.
- That the Environmental Assessment of the sites allocated in the Plan combines the sites rather than assesses the sites individually.

### Comments on Bungay Neighbourhood Plan

It is worth noting that we made these comments at the Health Check stage that you asked us to undertake. However, no changes have been made; not even typographical or grammatical errors. I understand this is because the wrong version was sent out. Comments are therefore made again as well as some additional comments from others at the Broads Authority.

Para 1: 'Waveney District Council1 **and the Broads Authority** designated a Neighbourhood Area for Bungay in March 2016 (Figure 1) to enable Bungay Town Council to prepare the current Plan'.

Para 2: I think it is best to call the Local Plans what they are: Waveney Local Plan and Broads Local Plan. Saying that one is 'the Local Plan' and the other is not will be confusing at the document goes on. Keep it simple and say what it is: 'Waveney Local Plan' or 'Broads Local Plan'.

Para 12 – first example of how using ‘Local Plan’ is confusing. What is written is ok, but say Waveney Local Plan and then add a footnote that says that there are no housing allocations for Bungay in the Local Plan for the Broads. Later you say ‘part of the draft plan’ – which plan? If the Bungay Neighbourhood Plan, for clarity, suggest you say that. Then again you say ‘it can’ – rather than it, say BNDP.

Again para 23 – The Waveney Local Plan may talk about change for the area, but the Broads Local Plan does not, so say Waveney Local Plan.

Para 25 – what are amenities? Do you mean services and facilities?

Section 2 is good, but I would have thought it would be prudent to refer to the Broads and the Broads having a status equivalent to a National Park. Section 2 talks about many assets of the area that are effectively the Broads; so, suggest link them together.

I find footnote 3 a bit confusing. I am not sure what the message is here that cannot be made in the main text. What are you trying to say?

The vision starts off talking about a place people will choose to visit. What about the place as somewhere to live, work and play? Linked to a previous comment, there is limited reference to protecting what is important to the area – the landscape and water are mentioned many times in section 2 as being important, yet these are not included in the vision.

Objection 7 – needs to mention the Broads specifically.

Climate change statement typos -

- Bullet 1: ‘aims’. ‘TM2 supports’.
- Bullet 3: ‘natural environmental’

Para 30 is not quite right and ‘the Local Plan’ adds to the confusion: The **Waveney** Local Plan was adopted on 20 March 2019, covering the period up to 2036. This contains planning policies for the whole of the East Suffolk district, including Bungay, apart from the Broads Authority area which is covered by the policies in the Broads Local Plan. **The Broads Local Plan was adopted in May 2019.**

Para 32 and ‘community policies’ – so these would not be considered in assessing a planning application. Could they be called ‘priorities’ or ‘actions’ perhaps? Just an idea to save confusion and any future issues about what policies have been applied and which have not. Although later you bring in Community Actions.

Para 33 – again, using the term ‘Local Plan’ is not quite right: Development proposals should have regard to all the planning policies in this Neighbourhood Plan, and of course those in the ~~Local Plan~~ **local plans**’.

Para 36 – as mentioned before, say ‘Waveney Local Plan’ with a footnote to say that no growth is allocated for Bungay in the Broads Local Plan.

Para 37 – most of the ‘sensitive landscape’ around the town is the Broads.

Para 40 – ‘over the life of the **local plans**’ – not just Waveney. I am not sure what you mean when you say ‘choose to influence these’ – you have policies on design and housing mix so the BNDP will have an influence.

Para 45 – says ‘Local Plans’ – is that Waveney Local Plan? If so drop the s. Or is it both local plans? If so, make all lower case (but see previous)

Para 46 – the consultant and I had a conversation about the issue of the Design Guide not addressing or assessing or adequately acknowledging the Broads and its documents and therefore how it cannot truly reflect the context of the area and queried how it can therefore apply to the Broads. The upshot of that conversation was that the Bungay NP Design Guide will not apply to the Broads; that is what the consultant said. Yet there is no mention of this in this para (and elsewhere). We therefore object to the Design Guide applying to the Broads.

Para 47 (and maybe throughout) says ‘Bungay will’ on a couple of occasions – may be best to say ‘BNDP will’.

#### Policy H1

- Bullet l has an ‘and’ at the end which I think should be moved to the end of bullet point m.
- I would make the electric vehicle part of part n a new bullet point. Perhaps say ‘until a Government standard takes over’ or the like as I think the Government are likely to set a standard, going by a recent consultation.
- At the end of the policy you refer to the 2019 Design Guidelines. See comment to para 46. We therefore object to the Design Guide applying to the Broads and therefore object to H1 as it does not say the Design Guide will not apply to the Broads.
- How do you want a developer/applicant to show or prove they have addressed or considered these things? Design and Access Statements are not required for all applications. Do you want a proportionate design statement produced?
- The title of H1 is ‘new development’. The first para refers specifically to ‘all new residential development’. The intro to the bullets says ‘all new development’. So, what does this policy apply to and what scale? Where you say ‘all new development’ that could include windows for example; does it apply to that?
- I – I am a little wary of such policies as developers can use it as a means of justifying ‘landmark corner buildings’ completely out of scale with their surroundings.
- There doesn’t appear to be anything about the scale of new developments relating to the context (e.g. 2/ 3 storeys) or what materials might be considered acceptable.

Throughout – it would be good if each para of the policies is numbered – easy to reference.

H2

- b – this repeats Waveney Local Plan policy – is it needed? Or is it because our threshold of 20% on developments over 5 is not what you want? You don't mention in this part that it refers to M4(2) standard and you don't mention the two existing policy approaches. So, this may need a bit of clarification and explanation.
- When you say 'significant weight will be given to' – what do you actually mean by that? How do you want a Development Management Officer to use that when determining an application?
- What is the evidence to support the self-build threshold of 20 and the 10%?

Para 58 – I don't think lifetimes homes standard is a thing anymore. I think it is no more. Do you mean building for a healthy life?

Section 5.3 – you don't refer to the Waveney and Broads Local Plan policies on affordable housing. For example, that in the Broads Local plan we seek offsite contributions for schemes of 6-9 dwellings inclusive. It would be useful context.

H3 – as this has not been clarified following the health check and as no explanation has been given on this stance, there is an objection to this policy on the following grounds.

- Last part – what kind of exception site does this refer to? Rural or entry-level?
- The NPPF says that entry level sites are to be adjacent and that means next to/adjoining.
- What is the justification for the 50m distance?
- How does this relate to policy WLP8.6? Bungay is a Market Town and is not listed at the second bullet of WLP8.6. You should talk to Dickon about this as there could be a conflict and that could affect basic conditions.

Page 23, para 67 – add to the end of the sentence about the grade II listed Manor Farmhouse 'the setting of which will need to be considered'.

Page 25, Policy H4m – might be worth stating that a Heritage Impact Assessment would need to be submitted with any application.

CM policies – I thought this was a community policy (as it is lighter purple as per para 32)? But it is called a planning policy? It sets out some criteria that a scheme needs to consider, so what actually is this policy?

Para 95 – have you spoken to the Broads Authority about these aspirations? Of making the river near Bungay navigable and more walking routes?

Paras 91 to 99 – you might want to letter these and indent them as they relate to para 90.

Page 31 – Conservation Areas aren't specifically designated as Heritage Assets in the Planning (Listed Buildings and Conservation Areas) Act 1990. They are defined as designated heritage

assets through the NPPF. However, the above this 1990 Act is the planning legislation that governs how they are identified, designated and dealt with.

Page 31 East Suffolk Council are currently updating the Conservation Area Appraisal (CAA). It may be worth the authors of this report speaking to them about that document.

Page 33 – there is a community action box. That is a lighter shade. This is the first time community actions are talked about – did they need talking about at like para 32?

Page 33 - Community Action 1 – re: the last sentence, the CAA should include management and enhancement proposals. Is this what they are referring to? If so, perhaps the wording should be changed to: ‘informed by the management and enhancement proposals within the Bungay Conservation Area Appraisal’.

Policy CH3 – would you want to say ‘proposals that will appropriately/sensitively repair and conserve Bungay Castle will be supported’? Aim is one thing, to do is another. Also, one could do something that is not appropriate, but still repair or conserve it.

CH4 – uses the word ‘should’. That is a weak and flexible word. If you want these statements to be provided, suggest you say ‘will’ or ‘must be’.

Para 111- adopted Waveney Local Plan – throughout this para and indeed section 8.1 (as ‘local plan’ is used not ‘Local Plan’ (although see previous comments))

Para 125 – both local plans have these policies.

Para 144 and 145 – should cross refer to the open space standards of the Waveney Local Plan (as the Broads Local Plan defers to those).

Para 152 – this should refer to and reflect the Broads Landscape Character Assessment. Also, this para needs to cross refer to policy SP7 Landscape Character, in the Broads Local Plan.

ENV3 – random bullet at the end.

ENV4

- as worded, it is not setting requirements. It is saying that if you do this, then we will support you. It is not saying, you need to do this. There is a difference there. So maybe think about what you want this policy to do as at the moment, as worded, it does not require anything. It can easily be ignored.
- Did you want to set a standard for Biodiversity Net Gain?
- Should you refer to the emerging Environment Bill and what that requires?
- The Broads Authority have a biodiversity enhancements guide that could be referred to.

How does TM1 relate to the Suffolk Parking standards – do you need to explain that?

There is a lot of talk about walking and cycling in the Plan, but you don’t talk about cycle parking.

How does TM2 relate to H1 part n?

TM3 – what about cycle parking?

We wonder if the conversion of the railway from Ditchingham to Beccles for walking and cycling may be something you wish to mention or promote?

### **Environment Report**

- The sites need to be assessed individually rather than a combination – the resulting combination of growth at two sites or one site can be a conclusion, but the actual assessment needs to assess the sites individually as what is for one site might not be for the other.
- For example, using climate change, the site in the centre would score more favourable in terms of access to services and facilities than the one on the edge, but that is lost as they are combined.
- Indeed, flood risk and surface water could be different for different sites.
- Landscape, soils and land impact will be different.
- As such, this does not tell the whole story accurately as presented.
- There is an objection to the Environment Report on these grounds.

### **HRA**

Page 32 and 33 – why does this focus on the Broads Plan and not the Local Plan for the Broads? This needs rectifying.

The Broads SAC and SPA near Barnby seems to be within 15km – may need to check what the HRA says about this.

# Planning Committee

05 November 2021

Agenda item number 12

## Circular 28 83 Publication by Local Authorities of information about the handling of planning applications- 1 July to 30 September 2021

Report by Planning Technical Support Officer

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### Summary

This report sets out the development control statistics for the quarter ending 30 September 2021.

### Recommendation

To note the report.

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## 1. Development control statistics

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

**Table 1**

Number of applications

Category	Number of applications
Total number of applications determined	51
Number of delegated decisions	49
Numbers granted	46
Number refused	5
Number of Enforcement Notices	0
Consultations received from Neighbouring Authorities	33

**Table 2**

Speed of decision

Speed of decision	Number	Percentage of applications
Under 8 weeks	38	75%
8-13 weeks	1	2%
13-16 weeks	0	N/A
16-26 weeks	0	N/A
26-52 weeks	0	N/A
Over 52 weeks	0	N/A
Agreed Extension	12	23%

1.2 Extensions of time were agreed for twelve applications. Nine of these were required because further information was awaited, amendments had been made to the scheme, there had been other discussions which had taken it over time or because a re-consultation was underway. The remaining three were at the request of the case officer.

**Table 3**

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

National target	Actual
60% of Major applications <sup>1</sup> in 13 weeks (or within agreed extension of time)	100%
65% of Minor applications <sup>2</sup> in 8 weeks (or within agreed extension of time)	89%
80% of other applications <sup>3</sup> in 8 weeks (or within agreed extension of time)	100%

Author: Thomas Carter

Date of report: 22 October 2021

Appendix 1 – PS1 returns

Appendix 2 – PS2 returns

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

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

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

## Appendix 1 – PS1 returns

Measure	Description	Number of applications
1.1	On hand at beginning of quarter	47
1.2	Received during quarter	65
1.3	Withdrawn, called in or turned away during quarter	1
1.4	On hand at end of quarter	60
2.	Number of planning applications determined during quarter	51
3.	Number of delegated decisions	49
4.	Number of statutory Environmental Statements received with planning applications	0
5.1	Number of deemed permissions granted by the authority under regulation 3 of the Town and Country Planning General Regulations 1992	0
5.2	Number of deemed permissions granted by the authority under regulation 4 of the Town and Country Planning General Regulations 1992	0
6.1	Number of determinations applications received	0
6.2	Number of decisions taken to intervene on determinations applications	0
7.1	Number of enforcement notices issued	0
7.2	Number of stop notices served	0
7.3	Number of temporary stop notices served	0
7.4	Number of planning contravention notices served	1
7.5	Number of breach of conditions notices served	0
7.6	Number of enforcement injunctions granted by High Court or County Court	0
7.7	Number of injunctive applications raised by High Court or County Court	0

## Appendix 2 – PS2 returns

**Table 1**

Major applications

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

**Table 2**

Minor applications

Application type	Total	Granted	Refused	8 weeks or less	More than 8 and up to 13 weeks	More than 13 and up to 16 weeks	More than 16 and up to 26 weeks	More than 26 and up to 52 weeks	More than 52 weeks	Within agreed extension of time
Dwellings	2	1	1	1	0	0	0	0	0	1
Offices/Light Industry	0	0	0	0	0	0	0	0	0	0
General Industry/Storage/Warehousing	0	0	0	0	0	0	0	0	0	0
Retail Distribution and Servicing	0	0	0	0	0	0	0	0	0	0
Gypsy and Traveller Sites	0	0	0	0	0	0	0	0	0	0
All Other Minor Developments	7	6	1	7	0	0	0	0	0	0
<b>Minor applications total</b>	<b>9</b>	<b>7</b>	<b>2</b>	<b>8</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1</b>

**Table 3**

Other applications

Application type	Total	Granted	Refused	8 weeks or less	More than 8 and up to 13 weeks	More than 13 and up to 16 weeks	More than 16 and up to 26 weeks	More than 26 and up to 52 weeks	More than 52 weeks	Within agreed extension of time
Minerals	0	0	0	0	0	0	0	0	0	0
Change of Use	5	3	2	4	1	0	0	0	0	0
Householder Developments	31	30	1	22	0	0	0	0	0	9
Advertisements	1	1	0	1	0	0	0	0	0	0
Listed Building Consent to Alter/Extend	4	4	0	3	0	0	0	0	0	1
Listed Building Consent to Demolish	0	0	0	0	0	0	0	0	0	0
Certificates of Lawful Development <sup>4</sup>	2	1	1	1	1	0	0	0	0	0
Notifications	2	1	1	0	1	0	0	1	0	0
<b>Other applications total</b>	<b>45</b>	<b>40</b>	<b>5</b>	<b>31</b>	<b>3</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>0</b>	<b>10</b>

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

**Table 4**

Totals by application category

Application type	Total	Granted	Refused	8 weeks or less	More than 8 and up to 13 weeks	More than 13 and up to 16 weeks	More than 16 and up to 26 weeks	More than 26 and up to 52 weeks	More than 52 weeks	Within agreed extension of time
Major applications	1	1	0	0	0	0	0	0	0	1
Minor applications total	9	7	2	8	0	0	0	0	0	1
Other applications total	41	38	3	30	1	0	0	0	0	10
<b>TOTAL</b>	<b>51</b>	<b>46</b>	<b>5</b>	<b>38</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>12</b>
<b>Percentage (%)</b>		<b>90%</b>	<b>10%</b>	<b>75%</b>	<b>2%</b>	<b>0%</b>	<b>0%</b>	<b>0%</b>	<b>0%</b>	<b>23%</b>

# Planning Committee

05 November 2021

Agenda item number 13

## Appeals to Secretary of State update

Report by Senior Planning Officer

### Summary

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

### Recommendation

To note the report.

Application reference number	Applicant	Start date of appeal	Location	Nature of appeal/ description of development	Decision and dates
<b>APP/E9505/C/21/3269284</b> BA/2017/0035/UNAUP3	Mr Henry Harvey	Appeal received by BA on 18 February 2021  Start date 26 April 2021	Land East Of Brograve Mill Coast Road Waxham	Appeal against Enforcement Notice	Committee Decision 8 January 2021  LPA Statement submitted 7 June 2021
<b>APP/E9505/C/21/ 3276150</b> BA/2020/0453/FUL	Mr & Mrs Thompson	Appeal received by BA on 31 May 2021	Ye Olde Saddlery The Street	Appeal against refusal of planning	Delegated Decision 8 February 2021

Application reference number	Applicant	Start date of appeal	Location	Nature of appeal/ description of development	Decision and dates
		Awaiting Start Date	Neatishead	permission: Change of use of outbuilding to cafe (Class E(b)) & pizza takeaway (Sui Generis)	
<b>APP/E9505/Z/21/3276574</b> BA/2021/0118/ADV	Morrisons Supermarket	Appeal received by BA on 7 June 2021  Start date 5 October 2021	Morrisons Superstore, George Westwood Way, Beccles	Appeal against refusal of advertisement consent for a solar powered totem sign.	Delegated Decision 4 June 2021  Questionnaire submitted 12 October 2021

Author: Cheryl Peel

Date of report: 20 October 2021

Background papers: BA appeal and application files

# Planning Committee

05 November 2021

Agenda item number 14

## Decisions made by officers under delegated powers

Report by Senior Planning Officer

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### Summary

This report sets out the delegated decisions made by officers on planning applications from 27 September 2021 to 22 October 2021 and Tree Preservation Orders confirmed within this period.

### Recommendation

To note the report.

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Parish	Application	Site	Applicant	Proposal	Decision
Barsham And Shipmeadow Parish Council	BA/2021/0187/HOUSEH	2 Hill Cottages The Hill Shipmeadow Suffolk NR34 8HJ	Mr Andy Jay	Demolish garage and conservatory; build a single storey link and side extension	Approve Subject to Conditions

Parish	Application	Site	Applicant	Proposal	Decision
Barsham And Shipmeadow Parish Council	BA/2021/0363/AGR	Nunnery Farm Locks Lane Shipmeadow NR34 8HJ	Miss Mel Holloway	Agricultural barn with brick walls. Clay tile roof was destroyed in a storm and the applicant would like to replace it like for like. 90% of the original tiles and wooden beams have been salvaged.	Prior Approval not Required
Beccles Town Council	BA/2021/0304/HOUSEH	Riverside House 65 Northgate Beccles Suffolk NR34 9AU	Mr Victor Newman	Erection of a low brick wall along the boundary of my front drive.	Approve Subject to Conditions
Belaugh Parish Meeting	BA/2021/0342/NONMAT	Thatched Cottages 9 Top Road Belaugh Norwich Norfolk NR12 8XB	Ms Anthea Taigel	Replace existing garage with potting shed, non-material amendment to permission BA/2016/0293/HOUSEH	Approve
Bramerton Parish Council	BA/2021/0334/FUL	Waters Edge Woods End Bramerton NR14 7ED	Mr Lee Webb	Installation of timber capping and decking over existing concrete quay heading (retrospective)	Approve Subject to Conditions
Dilham Parish Council	BA/2021/0323/HOUSEH	Marshfield 1 The Street Dilham Norfolk NR28 9PS	Mr Chris Elmes	Conversion of garage to form new bedroom, installation of porch canopies over front & side doors	Approve Subject to Conditions

Parish	Application	Site	Applicant	Proposal	Decision
Filby Parish Council	BA/2021/0320/HOUSEH	Heron Field Thrigby Road Filby Norfolk NR29 3HJ	Mr Layton	Disabled bedroom extension with carers' facilities	Approve Subject to Conditions
Fritton With St Olaves Parish Council	BA/2021/0307/HOUSEH	Burwin Priory Road St Olaves Fritton And St Olaves NR31 9HQ	Mr S Beglarian & Ms M Murphy	Single storey rear extension.	Approve Subject to Conditions
Haddiscoe And Toft Monks PC	BA/2021/0314/HOUSEH	Dale Farm North End Thorpe Next Haddiscoe NR14 6PY	Mr & Mrs K & M Shewell	Single storey extension to existing annexe. Replacement of glazed roof to annexe with clay pantiles and Velux roof windows.	Approve Subject to Conditions
Hoveton Parish Council	BA/2021/0260/FUL	Royall Retreat Riverside Road Hoveton Norfolk NR12 8UD	Mr Richard Hildred	Existing single storey riverside holiday let to be demolished and a new double storey A frame style holiday let to replace.	Approve Subject to Conditions
Ludham Parish Council	BA/2021/0299/LBC	How Hill Trust How Hill Ludham NR29 5PG	Mr Simon Partridge	Reworking the existing toilet area to provide facilities for the disabled	Approve Subject to Conditions

Parish	Application	Site	Applicant	Proposal	Decision
Thurne Parish Council	BA/2021/0301/HOUSEH	Broadsvew Church Road Thurne Norfolk NR29 3BT	Mr Christopher Sims	Brick built extension to rear with tiled pitched roof to form new kitchen/utility and bathroom	Approve Subject to Conditions

Author: Cheryl Peel

Date of report: 25 October 2021