

Planning Committee

Agenda 03 December 2021

10.00am

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

John Packman, Chief Executive – Friday, 26 November 2021

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

Introduction

1. To receive apologies for absence
2. To receive declarations of interest
3. **To receive and confirm the minutes of the Planning Committee meeting held on 5 November 2021** (Pages 3-11)
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/2021/0233/FUL – Land to the rear of Staithe Cottages, Stalham Staithe, Stalham (Pages 12-22)
 - 7.2. BA/2021/0372/FUL – Somerton Holmes Farm, Horsey Road, West Somerton (Pages 23-32)

Enforcement

8. **Enforcement update** (Pages 33-37)
Report by Head of Planning

Policy

9. **Local Development Scheme – adoption** (Pages 38-40)
Report by Planning Policy Officer
10. **Statement of Community Involvement – adoption** (Pages 41-83)
Report by Planning Policy Officer
11. **December Issues and Options Bite Size Pieces** (Pages 84-90)
Report by Planning Policy Officer
12. **Three Neighbourhood Plans proceeding to referendum** (Pages 91-93)
Report by Planning Policy Officer
13. **Annual Monitoring Report 2021** (Pages 94-140)
Report by Planning Policy Officer
14. **December Consultation Responses** (Pages 141-147)
Report by Planning Policy Officer

Matters for information

15. **Appeals to the Secretary of State - update** (Pages 148-149)
Report by Senior Planning Officer
16. **Decisions made by officers under delegated powers** (Pages 150-154)
Report by Senior Planning Officer
17. **To note the date of the next meeting – Friday 7 January 2022 at 10.00am at Yare House, 62/64 Thorpe Road, Norwich**

Planning Committee

Minutes of the meeting held on 05 November 2021

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Present

Tim Jickells – in the Chair, Harry Blathwayt, Stephen Bolt, Nigel Brennan, Bill Dickson, Andrée Gee, Gail Harris (items 1-8), Paul Hayden, James Knight, Leslie Mogford and Michael Scott

In attendance

Natalie Beal – Planning Policy Officer (items 9-11), Nigel Catherall – Planning Officer (item 7.1), Cheryl Peel – Senior Planning Officer, Calum Pollock – Planning Officer (item 7.2), Marie-Pierre Tighe – Director of Strategic Services and Sara Utting – Governance Officer

Steven Bell (solicitor) of Birketts attended for items 1-7

Members of the public in attendance who spoke

None

1. Apologies and welcome

The Chair welcomed everyone to the meeting.

Apologies were received from Vic Thomson, Melanie Vigo di Gallidoro and Fran Whymark

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.

A representative from the Press advised that he would be recording 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 8 October 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

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.

7. Applications for planning permission

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

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/2021/0298/FUL – Cremorne House, Cremorne Lane, Thorpe St Andrew Change of use from dwelling house (C3) to residential care home (C2) with minor interior amendments

Applicant: Mr William Clark

The Planning Officer (PO) provided a detailed presentation on the application for the change of use from dwelling-house (C3) to a residential care home (C2) for up to six residents and for minor interior amendments to the dwelling at Cremorne House, Cremorne Lane in Thorpe St Andrew. He advised the meeting that the application was not retrospective, which was incorrectly stated in the report (para 6.1) and that two new representations had been received since the report had been published, from nearby residents relating to parking and highways concerns but these did not raise any new planning issues not already addressed. The agent had subsequently confirmed that family visits would be pre-organised only and, under normal circumstances, would be a maximum of one parent per week in total, per property. The application was before the committee because it was a departure from the Local Plan, as the site was outside a defined development boundary. In addition, the PO advised that the departure advertisement in the local Press did not expire until 11 November and consequently the officer recommendation needed to be amended accordingly, to delegate authority to the Head of Planning to approve, subject to no new material considerations of significant weight arising from the consultation and subject to conditions.

In assessing the application, the PO addressed the key issues of: the principle of development; impact on amenity of neighbouring residents, and highway considerations.

In response to a question on the amount of available car parking on site, the PO advised that there was a four-bay garage and three car parking spaces, plus additional space available, and so he considered that the site could accommodate at least nine cars.

As the agent was unable to attend, the Senior Planning Officer read out his statement on his behalf, as follows:

"The proposal is for the change of a dwelling (C3) to a residential care home (C2) for up to six residents with no live-in staff. It is accepted that the final decision is to be made by the Planning Committee due to the proposal representing a departure from the Local Plan, but we have provided all the necessary justification to support the development which has resulted in a recommendation for approval today from Nigel Catherall the Planning Case Officer and his Team Leader. The applicant is Teddy Clark Ltd, and the care provider is Cascade Care Ltd

whose operation 'supports people living with autism, mental health conditions and learning difficulties and enables them to develop greater independence.' There is a clearly defined need for such accommodation and care in the East Anglia region and our supporting statement demonstrates a significant lack of facilities in the local area. Karen Joy, Senior Commissioning Manager for Learning Disabilities at Norfolk County Council, confirmed in an email to us that she fully supports this application as there is a clear demand for this new service and have in fact already identified people that would be able to benefit from this development which includes bringing people back into Norfolk from out of county placements. Policy DM41 relates to specialist housing and cites being close to services and facilities as important to provide benefits to residents, staff, and visitors. The application site is located in a well-established residential area, albeit out of the settlement boundary for Thorpe St Andrew, but is near the main road network to the north with regular bus services close by which reaffirms the sustainability credentials of the site. Given that the building is used as a large family dwelling, then the day-to-day activities to and from the site would not be noticeably different from the extant use. As the building is set within a generous plot and well away from the neighbouring residents, residential amenity would be unaffected by the proposal. In terms of access, the site has two points of access from Cremorne Lane and Frogs Hall Lane but the Highways Department have stated that Cremorne Lane should be used only which we are in agreement with. Aside from that, no objection has been raised. Given that there is a defined and established need for such a facility in the area and that the proposal meets the criterion set in Policy DM41, then we would hope that the Committee Members would provide their fullest support for such a development. Crucially, we have received no objections from any nearby residents, Council Departments or other consultees to the proposal which only adds weight to supporting this proposal. Based on this information, we respectfully request that the Change of Use application is approved. However, should there be any unexpected items that may prevent this application being granted approval today, I am available to be contacted immediately to resolve any concerns."

Members considered that the proposed use was acceptable in principle as it provided residential care in a largely residential setting. Whilst the site was outside of a defined development boundary and therefore, a departure from the Local Plan for the Broads Policy DM41, there were a number of considerations which weighed in favour of the proposal. The site was in an accessible location with good links to public transport and acceptable level of services. It was considered that sufficient information had been submitted to establish there was a local need for the proposed accommodation and there was not an undue concentration in the area. It was noted that the Highways Authority had not raised an objection, subject to conditions regarding the use of Cremorne Lane only for vehicular access.

In conclusion, it was considered that, whilst the development was not fully compliant with Policy DM41, in this instance other material planning considerations meant that, on balance, it was sustainable development and therefore acceptable and in accordance with Policies DM21 and DM23 of the Local Plan for the Broads.

Bill Dickson proposed, seconded by Andrée Gee, and

It was resolved by 10 votes for and one abstention

To delegate authority to the Head of Planning to approve the application subject to no new material considerations of significant weight arising from the consultation, and subject to conditions relating to: (i) time limit; (ii) in accordance with approved plans; (iii) use as care home only and 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 and (ix) no external lighting without written permission.

(2) BA/2021/0256/COND – Burgh Castle Marina, Burgh Castle

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

Applicant: Island Meadow Parks

The Planning Officer (PO) provided a detailed presentation on the application to vary condition 1 on planning permission BA/2004/0820/HISTAP which restricted the occupation of the accommodation at the Burgh Castle Marina holiday park for holiday purposes only and during the period 1 March to 31 January in any year. The proposal would allow the holiday park to operate during the period from 1 March to 14 February in any year.

In assessing the application, the PO addressed the key issues of: the principle of the development; the impact the proposed amendment would have on holiday accommodation and the impact it would have on amenity.

A member queried if the purpose of the application was to further more residential use, questioning what would be the tourism value of an additional two weeks in February, noting that the objections received all related to permanent use of the holiday accommodation. The PO acknowledged that a concern around permanent residential use was raised, but it was confirmed that the holiday park management company operated all their sites as tourism sites and therefore, it was not considered the purpose of this application was to make the accommodation residential, and consideration could only be given to what was being proposed.

In response to some members' concerns about ensuring the use of the accommodation was restricted to tourism only, the solicitor reminded the committee that the condition imposed on the original planning permission prevented residential use as it limited the use "for holiday purposes only". He added that the application for determination was a variation in the condition regarding the occupancy period and any other matters concerning the actual use of the accommodation would be an enforcement issue if there was a breach of that condition and it was expedient to take enforcement action.

The Senior Planning Officer informed members that, by way of background, officers had looked at the restrictions which applied to the other holiday accommodation sites surrounding the application site – these varied considerably from no restrictions on closure times; two months' closure in December and January, through to year round use but providing an occupant stays no more than 181 days.

A member referred to the increasing pressure for all year round holidays in the Gt Yarmouth area which led to an increased need for tourism accommodation throughout the year, including the winter months, as well as entertainment facilities. In his view, there was no reason to close the park down just for two weeks of the year as it could be controlled through the planning condition.

In response to a question on whether the enforcement team could investigate any potential enforcement issues if the planning application were to be approved, the Director of Strategic Services confirmed that, as part of the Authority's enforcement tasks, all holiday sites were inspected annually to ensure they were complying with occupancy conditions.

It was acknowledged that the Authority had inherited conditions imposed by local authorities when they had been the Local Planning Authority for the Broads Executive Area at the time, and there were many variations on how the holiday restrictions were formulated. It was suggested that the broader issue should be looked at in the future as part of the review of the Local Plan, taking into consideration the impact on local services and the possibility of people living in sub-standard accommodation etc.

In conclusion, it was considered that the variation would protect existing tourism uses, whilst ensuring the site remained closed for two weeks of any year and would not have a detrimental impact on amenity and therefore, was in accordance with Policies DM21, DM29 and DM30 of the Local Plan for the Broads. Members had some sympathy with the issues raised by the public and parish / district councillors but these were not considered to be material in the determination of this planning application, as they related to enforcement matters.

Leslie Mogford proposed, seconded by Stephen Bolt, and

It was resolved by 10 votes for and one abstention

To approve the application subject to the following condition:

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

The Committee adjourned at 11.07am and reconvened at 11.15am.

8. Enforcement update

Members received an update report from the Senior Planning Officer on enforcement matters previously referred to the Committee.

(Andrée Gee left the meeting at this point)

9. Adopting the Marketing and Viability Guide

The Planning Policy Officer introduced the report, which proposed that the Marketing and Viability Guide be endorsed for adoption by the Authority. The Guide had been consulted on three times, most recently between July to September 2021.

(Andrée Gee returned to the meeting)

Harry Blathwayt proposed, seconded by Bill Dickson, and

It was resolved by 9 votes for and one abstention (due to the member having left the room during the item) to recommend that the Broads Authority adopt the Marketing and Viability Guide.

10. Local Plan Issues and Options bite size pieces

The Planning Policy Officer introduced the report, which provided members with a section 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 area covered was: trees, woodland, shrubs and bushes.

Members considered that the introductory text needed to be strengthened in terms of the navigation aspect, recognising the risk trees could pose to boaters by hanging branches etc, as well as reducing the wind available to power sail boats. In some circumstances, the "right tree in the right place" could actually mean no tree. The section needed to be furthered to say that some locations in the Broads may not be appropriate for trees and also refer to the need for maintenance, to deal with overhanging branches etc. along the river banks, and potentially their clearance.

It was also considered that the choice of species of tree being planted was important. Finally, the value of peat is a "carbon sink", so tree planting would not be appropriate or adequate in peatlands. This also needed to be included in the introductory text.

The Committee's response on the trees, woodlands, hedges and shrubs section of the Issues and Options was noted.

11. Consultation documents update and proposed response

The Planning Policy Officer (PPO) introduced the report, which provided a proposed response to a Regulation 14 consultation on the Bungay Neighbourhood Plan by Bungay Parish Council.

In response to a question on what would happen if the Parish Council ignored the fundamental point raised in the first bullet point (relating to the Design Guide), the PPO advised that she would need to make a firmer objection at the next stage, relating the issue to one of the basic conditions. However, the same consultant had been used on two or three other Neighbourhood Plans where this situation had happened and so they would recommend to the Town Council to take the correct approach. She added that this matter had

been raised with Locality and AECOM consultants and it was expected that Design Guides currently being produced would have a better context for use by the Broads Authority.

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

12. Circular 28/83 Publication by Local Authorities of information about the handling of planning applications – Q2 (1 July to 30 September 2021)

The Senior Planning Officer introduced the report, which provided the development control statistics for the quarter ending 30 September 2021. Key figures were in table 3, which showed that 100% of applications had been determined within national targets.

The report was noted.

13. 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 advised that a start dated had been received for Ye Olde Saddlery in Neatishead and the Authority's statement had to be submitted by the end of November.

14. Decisions made by officers under delegated powers

The Committee received a schedule of decisions made by officers under delegated powers from 27 September 2021 to 22 October 2021 and any Tree Preservation Orders confirmed within this period.

15. Date of next meeting

The next meeting of the Planning Committee would be on Friday 3 December 2021 at 10.00am at Yare House, 62- 64 Thorpe Road, Norwich.

The meeting ended at 11:42am

Signed by

Chairman

Appendix 1 – Declaration of interests Planning Committee, 05 November 2021

Member	Agenda/minute	Nature of interest
Stephen Bolt	7.1	Potentially looking to access this type of care home facility in the future for a family member. Not a disclosable or “other” interest but chose to abstain from voting.

Planning Committee

03 December 2021

Agenda item number 7.1

BA/2021/0233/FUL- Land to the rear of Staithe Cottages, Stalham Staithe, Stalham

Report by Planning Officer

Proposal

Three bedroom detached bungalow.

Applicant

Mr John Stares

Recommendation

Approve subject to conditions

Reason for referral to committee

Departure from Local Plan Policies

Application target date

11 November 2021

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1. Description of site and proposals

- 1.1. The application site is located in Stalham Staithe to the south of the A149 and to the north of the Staithe Road. The proposed site is to the rear of the recently developed terrace of three properties, known as Staithe Cottages, approved in 2019 (BA/2019/0112/FUL). The site access runs adjacent to Staithe Cottages, with the cottages to the west, and to the east lies CT Baker Builders Merchants. Staithe Road benefits from a footpath and crossing island to the main settlement of Stalham on the opposite side of the A149 road. To the north of the application site lies a large property known as Brickhill House; access for this property runs along the west of Staithe Cottages and the application site.
- 1.2. The site is a plot of unkept land measuring approximately 38m by 13m and covers a total area of 465m². The application land is located in-between the recently built Staithe Cottages and Brickhill House. The current boundary treatment of the application site to the south, east and north is a timber fence and to the west is a hedge.
- 1.3. The site is within Stalham Staithe Conservation Area, which is characterised by a number of prominent listed buildings and unlisted buildings which contribute to an attractive Broads waterside settlement with houses and boatyards intermingled between softer water and green landscaping. Between these blocks are areas of green, generally garden or open spaces.
- 1.4. Other areas of the village are characterised by more intensive development, including the adjoining builders' merchant yard and buildings, the large boatyards associated with Richardsons hire fleet, other boat yards including the Museum of the Broads site to the north west of the site, as well as holiday and residential development at Burtons Mill.
- 1.5. The site is outside of the Environment Agency's flood zone 2 and 3 and is therefore considered to be at a low risk of flooding.
- 1.6. This application seeks consent to build a three-bedroom detached bungalow on the land to the rear of the new terrace properties known as Staithe Cottages. The access to the proposed bungalow would be the same vehicular access used by Staithe Cottages. A driveway runs adjacent to the cottages to an open area to the rear with 6 existing parking spaces; the proposed parking for the bungalow would be within the application site.
- 1.7. The proposed bungalow is contemporary in design and is split into three distinct sections. The middle section has the entrance foyer, bathroom, and en suite serving bedroom 1, the western flank has bedrooms 1 and 2, and the eastern flank contains an open plan kitchen, dining room, and lounge and bedroom 3.
- 1.8. The south elevation is the principle elevation with the entrance door in the middle section, and two narrow full height windows either side and to the left of the door is a three pane window. The use of uneven mono-pitch roofs gives the building a modern

appearance. Looking at the south elevation, to the left-hand side (west flank) is the mono-pitch roof covering the two bedrooms, this features full height glazing in the middle of the western flank serving bedroom 2. The western elevation features three full height windows serving bedroom 1. The full north elevation of the proposed building is relatively featureless, two small windows placed high up are proposed to serve the en suite and bathroom; another small window placed high would serve the kitchen further along the north elevation. The eastern flank features the larger of the two mono-pitch roofs and, at the low eaves height, occupying half of the width of the east elevation is a small extended area featuring a pitch gable roof and three bi-fold doors. On the right-hand side of the east elevation under the eaves of the mono-pitch roof is a three pane window centrally placed.

- 1.9. The building dimensions are: 18m wide on the south elevation, 16m wide on the north elevation, 7m wide on the west elevation, and 9m wide on the east elevation. The larger mono-pitch roof has a ridge height of 4.6m and the lower mono-pitch roof has a ridge height of 4.1m; the eaves throughout the building are 2.3m. The centre ridge of the gable end is 3.3m. The proposed building would have an internal gross internal floor area of 112m².

2. Site history

- 2.1. BA/2019/0112/FUL - Erection of 3 terraced houses and associated parking & storage – Approved with condition.
- 2.2. BA/2018/0417/FUL - 4 new dwellings: 3 terraced houses and detached bungalow – Withdrawn – Please see the ‘Other Issues’ section of this report for a breakdown of this withdrawn application and the implications this has on this planning application.

3. Consultations received

Parish Council

- 3.1. No comment.

Arboricultural Officer

- 3.2. No objection – Trees to be removed are not worthy of retention and should be replaced by one appropriate domestic specimen located at the extreme east of the garden. Tree protection measures for the retained Holly are appropriate and should be fully complied with.

Norfolk County Council (NCC) Highways

- 3.3. No objection - subject to a condition requiring access, on-site parking and turning area to be laid out, demarcated, levelled, surfaced and drained prior to first occupation/use.

NNDC – Housing Strategy and Delivery Manager

- 3.4. No comment - I can confirm that for a single dwelling the NNDC planning policies on size of property and tenure etc. do not apply.

BA Ecology

- 3.5. No objection - subject to development being in accordance with the Arboriculture Impact Assessment and Ecology Report. Replacement native tree planting scheme to be submitted as part of the development.

BA Historic Environment Manager

- 3.6. No objection - The contemporary design contrasts with surrounding development but given the stand-alone nature of the property, the enclosed nature of the site and the variety of building types in this area I do not have an objection to this approach.

4. Representations

- 4.1. No representations have been 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:
- DM2 - Water quality and foul drainage
 - DM4 - Water efficiency
 - DM6 - Surface water run-off
 - DM9 - Climate-smart checklist
 - DM11 - Heritage Assets
 - DM13 - Natural Environment
 - DM14 - Energy demand and performance
 - DM21 - Amenity
 - DM23 - Transport, highways and access
 - DM35 - Residential development within defined Development Boundaries
 - DM43 - Design

6. Assessment

- 6.1. This planning application seeks consent to build a three bedroom detached bungalow. The issues that need to be taken into consideration are: the principle of the development; design and the impact on the historic environment; amenity; the impact on the natural environment and trees. Further issues that will be assessed include the impact on highways, water efficiency and foul drainage, surface water run-off, and energy performance. The 'Other Issues' section of this report will address the matter of the earlier withdrawn application (2018) and the differences between the schemes.

Principle of development

- 6.2. At the heart of the NPPF and the adopted Local Plan for the Broads is the principle of sustainable development which seeks to ensure that development which comes forward is located and designed so as to be considered environmentally, socially and

economically sustainable. The principle mechanism by which this is achieved is by locating new residential development within existing settlements, where a development boundary has been drawn to indicate the suitability for such development.

- 6.3. Section 38 (6) of the Planning and Compulsory Purchase Act 2004 requires that planning applications should be determined in accordance with the development plan unless there are material considerations that indicate otherwise. This proposal is, in principle, contrary to Policy DM35 of the Local Plan for the Broads because the site is situated outside of a defined development boundary. The objectives of that policy are to consolidate development within existing built up communities where there is a clearly defined settlement, there are existing facilities for day to day living and where additional development would not be incongruous or intrusive. Whilst there is a clear policy presumption against the development in principle, it should be considered what the impacts of allowing this specific proposal would be on those objectives, whether the proposal is otherwise acceptable and what material considerations may weigh in its favour.
- 6.4. This site is located outside of a development boundary and is therefore one where, in principle, residential development should not be permitted. However, whilst the site is located outside of a defined development boundary and was not promoted for residential development as part of the plan making process, it should be noted that consideration was given to the merits of the site (in sustainability terms) during the preparation of the Local Plan. The area of Stalham Staithe had been considered for a development boundary and this area generally scored well in the Settlement Study, which is the process by which such an assessment is made. The score reflected the ability to easily access a range of facilities within Stalham itself, which relied on the ability to cross the A149 using the pedestrian refuge and meant that Stalham Staithe could be considered to be a sustainable settlement. Concerns were, however, raised about the potential impact that residential development might have on the character and appearance of the Conservation Area so the development boundary was not taken forward.
- 6.5. While the proposed development is in principle contrary to Local Plan for the Broads Policy DM35 (Residential Development within defined Development Boundaries), the objectives of the policy are to steer development towards sustainable locations which have access to services and would not result in built development within the open countryside. In this case, the sustainability of the location is an important material consideration and overall it is considered that the proposed development would not undermine the objectives and principles of the development plan.

Design and impact upon the Conservation Area

- 6.6. A modern and relatively minimalist approach has been taken towards the proposed design of the three bedroom bungalow. The bungalow would be squat in appearance, with the highest point reaching just shy of 4.6m and the eaves around the building only

2.3m above ground level. The design incorporates modern yet high quality materials, such as: aluminium windows, zinc seam roofing, vertical cedar cladding on the south elevation, and K render on the remaining elevations. The proposed materials are considered to be appropriate.

- 6.7. The Authority's Historic Environment Manager notes that the contemporary design contrasts with the surrounding development. The contrast is however, considered to be appropriate given the enclosed nature of the site and the screening from public vantage points, the low-form of development proposed, and the variety of building types in the area. The proposed design is considered acceptable and in accordance with Policy DM43 (Design).
- 6.8. Stalham Staithe is a small settlement and is informally sited around the historic staithe which is bordered by a number of boatyards in a network of inlets and mooring basins. There are large scale boatyard buildings adjacent to the Conservation Area boundary and these contrast with the generally domestic scale buildings in the historic settlement.
- 6.9. The site is located within the Stalham Staithe Conservation Area. The adjacent builders' yard C.T. Bakers Ltd is also within the Conservation Area, along with the newly built Staithe Cottages. The new residential development has been designed to mimic the appearance and character of other terraced developments within the Conservation Area, such as Cordova Cottages, neighbouring red brick late 19th century dwellings. Whilst the design approach to the proposed bungalow is contemporary, which would contrast with the surrounding historic vernacular, it is considered that the low form of the development and the enclosed nature of the site, coupled with the high quality design and use of materials, would not have an unacceptable impact on the historic environment. On balance, it is considered the proposed development would preserve the special qualities of the Conservation Area, in accordance with Policy DM11 of the Local Plan for the Broads.

Amenity

- 6.10. When considering amenity there are two main aspects to look at: the level of amenity that the proposed development would provide to the future occupants of the bungalow and whether this is satisfactory, and then there is the impact the proposed development would have on existing and/or future neighbouring properties' amenity.
- 6.11. There are residential properties to the north and south of this site. To the north, the two storey dwelling house (Brickhill House) is located 7.5m from the site boundary whilst to the south lie Staithe Cottages at 17m and to the east is the builders' yard. To the west of the application site is a private driveway and beyond that the land is open and undeveloped. The site is large enough with adequate access to provide an acceptable level of external amenity. With a separation distance between the properties of 8.5m, it is the case that the property to the north would, to some extent, overlook the proposed bungalow, however the view would be of a blank rear wall with small high level windows which provide light to bathrooms and the kitchen, rather than

principal habitable rooms. It is not considered that the minimal amount of overlooking would have an unacceptable impact on the amenity of the occupiers of the proposed bungalow. The builders' yard to the east of the site has the potential to cause disturbance due to noise levels as the yard is used for the storage of building materials. The surrounding character to the builder yard is residential. The builder's merchants are closed on Sunday and operate from 7.30am to 5pm. Therefore, it is not considered that the activity from the builders' yard would have an unacceptable impact on the amenity of the proposed bungalow.

- 6.12. There are two main neighbouring properties that need to be considered in terms of amenity. Firstly, the three newly built Staithe Cottages to the south of the proposed development site, which would share a driveway with the proposed bungalow. The bungalow would have two parking spaces provided within the boundary, in the north-west corner of the site. The impacts of the bungalow's residents using the existing shared driveway are not considered to be severe and would not have a significantly detrimental impact on the amenity of the occupiers of Staithe Cottages. The proposed 'squat' bungalow would not create any overlooking or overshadowing that could have a detrimental impact on the amenity of those in Staithe Cottages.
- 6.13. The second neighbouring property to be considered is Brickhill House, which lies to the north of the application site. The property enjoys a private driveway which runs west of Staithe Cottages and the application site. The south facing wall of Brickhill House is 7.5m from the boundary with the application site and would be 8.5m from the northern wall of the proposed bungalow. While the proposed building would be within a closer proximity to Brickhill House than Staithe Cottages, the single storey design means the proposed bungalow would not create any overlooking. As the neighbouring property lies to the north a small increase of shadow above the existing fence line would be created, the overshadowing is not considered to extend toward a window of the property and would therefore not block light into the property.
- 6.14. The proposed development would provide a satisfactory level of amenity for the future occupiers and it is not considered to have a detrimental impact on the current levels of amenity enjoyed by its neighbouring residential properties. The proposed development is therefore considered in accordance with Policy DM21.

Natural environment and trees

- 6.15. An ecological appraisal of the site was conducted and a report was produced to support the proposed development. The report concludes that the proposed development would have no likely significant effects on nearby designated sites, such as the Broads SAC, SPA or Ramsar. The Authority's Ecologist raised no objection to the proposed development following the submission of the report; the mitigation and enhancements proposed in the report have been recommended to be conditioned as part of the planning approval process.
- 6.16. The proposed development would result in the loss of 4 low quality trees on the middle and eastern part of the site. Hedge planting, at 2m in height, is proposed along the

south eastern and eastern border of the site and this is welcome. On the western part of the site is a Holly and this would be retained. The Arboricultural Officer consulted on the application is content with the Arboricultural report submitted and tree protection plan set out in the application. A request has been made to the agent for details of replacement tree planting for two of the trees on the eastern part of the site and while details of the species of trees have been provided, no plans as yet have been submitted showing the proposed replacement trees.

- 6.17. The proposed development, subject to the mitigation and enhancement conditions, is not considered to have a detrimental impact on the natural environment. The loss of low quality trees and the protection of the Holly, subject to the replanting of two trees on the eastern part of the site is considered acceptable. Therefore, it is considered that the proposed development is acceptable in terms of Policy DM13.

Transport, highways and access

- 6.18. The proposed bungalow would provide parking provision for two vehicles and would use the existing access that has recently been built to serve Staithe Cottages. The Highway Authority has raised no objection to the additional use of the access or to the impact the proposed development would have on the local highway network. The proposed development is in accordance with Policy DM23.

Water efficiency and foul drainage

- 6.19. The proposed development would be designed to have a water demand of 110 litres per head per day in accordance with Policy DM4 and, the foul drainage for the dwelling would be connected to the mains sewerage in accordance with Policy DM2.

Surface water run-off

- 6.20. Considering the additional surface water run-off that would be produced by the proposed development, the application includes the installation of a grey water tank in the garden and a holding tank to collect surface water from the building. This is considered to be an appropriate attenuation method of collecting the surface water run-off as it would store the water for later use. The proposal is in accordance with Policy DM6.

Energy performance

- 6.21. An Energy Statement has been submitted to support the application and this sets out how the building has been designed to reduce the energy required for its use. The Statement highlights the measures that will be taken and the sections in the Statement make reference to the building materials, building design, heating methods (air source heat pump proposed), energy creation (solar panels proposed on suitable roofs), rain/grey water capture, and air tightness. The development would take a 'fabric first' approach to reduce overall energy demand, and would maximise the use of energy efficiency and conservation methods in accordance with Policy DM14.

Other issues

- 6.22. An application was submitted in 2018 (BA/2018/0417/FUL) for the development of 4 new dwellings: 3 terraced houses and a detached bungalow. The detached bungalow in the 2018 application was on the same plot of land that this report is now considering. The application was withdrawn following concerns raised relating to the bungalow element of the development around lack of amenity for the bungalow, poor design and the impact upon the Conservation Area. A subsequent application for the 3 terrace houses only was submitted and this was approved in 2019 (BA/2019/0112/FUL).
- 6.23. Whilst remaining mindful of the reasons the bungalow was resisted in the 2018 application, this planning application needs to be considered on its merits and, in doing this, it is necessary to look at differences between the two proposals.
- 6.24. The Gross Internal floor Area (GIA) for the 2018 bungalow was 81m² and the GIA for this bungalow is 112m², this therefore is a larger dwelling and provides a higher level of internal amenity. It is noted that this necessarily results in a smaller outside space, however this is still considered adequate. A different approach has been taken to the design in this application. The previous design was larger in height, at 6.7m to the ridge compared to 4.6m currently proposed and it was considered to be lacking in character, due to the simple gable ended design. The proposed bungalow utilises a modern approach, resulting in a more attractive building. The proposed design would create a more interesting roof arrangement when viewed from Staithe Road and the design is considered acceptable and would preserve the character of the Conservation Area.
- 6.25. The previous scheme was considered unacceptable on three grounds: amenity, design, and impact on the Conservation Area. The design put forward in this application would provide the occupants with a satisfactory level of amenity, is a more attractive design and does not have an adverse impact on the Conservation Area. It is therefore considered the applicant has overcome the concerns previously raised in the 2018 application.

7. Conclusion

- 7.1. Whilst outside of a defined development boundary and therefore a departure from Local Plan policies, the proposed development is considered to be within a sustainable settlement/location for residential development. The central refuge island that allows pedestrians to cross the A149 and access the town of Stalham from Staithe Road means it is only a short walk into the centre of Stalham. It can therefore be concluded that there would be no significant harm to objectives of the policy or wider plan were the proposal to be permitted. The proposal has also been found to be in compliance with the other relevant policies. Furthermore, the design is considered to be a high quality modern design utilising sustainable building practices that would result in an energy efficient building.
- 7.2. No objection to the scheme has been received from neighbours or consultees, and subject to conditions, it is felt that this development would preserve the character of

the Conservation Area. Therefore, it is recommended that planning permission is approved subject to conditions.

8. Recommendation

- 8.1. That planning permission be granted subject to the following conditions:
- i. Standard time limit
 - ii. In accordance with approved plans
 - iii. Details of soft landscaping
 - iv. Works in accordance with the Arboricultural assessment
 - v. Soft felling of any tree branches with bat roost potential
 - vi. Vehicular and pedestrian access, parking/turning area shall be laid out, demarcated, levelled, surfaced and drained
 - vii. Ecological condition for works outside the breeding bird season
 - viii. Ecology mitigation and enhancement set out in ecology report
 - ix. Remove permitted development rights, Part 1 - Development within the curtilage of a dwelling house

9. Reason for recommendation

- 9.1. The application is considered acceptable as a departure from adopted Policy DM35 of the Local Plan for the Broads but is in accordance with Policies DM2, DM4, DM6, DM9, DM11, DM13, DM14, DM21, DM23, and DM43 of the Local Plan for the Broads (2019). Having due regard to statutory requirements of the LPA in considering planning applications within Conservations Areas as set out within section 72 of the Planning (Listed Building and Conservation Areas) Act 1991 the proposal is considered to preserve the character and appearance of the Conservation Area.

Author: Calum Pollock

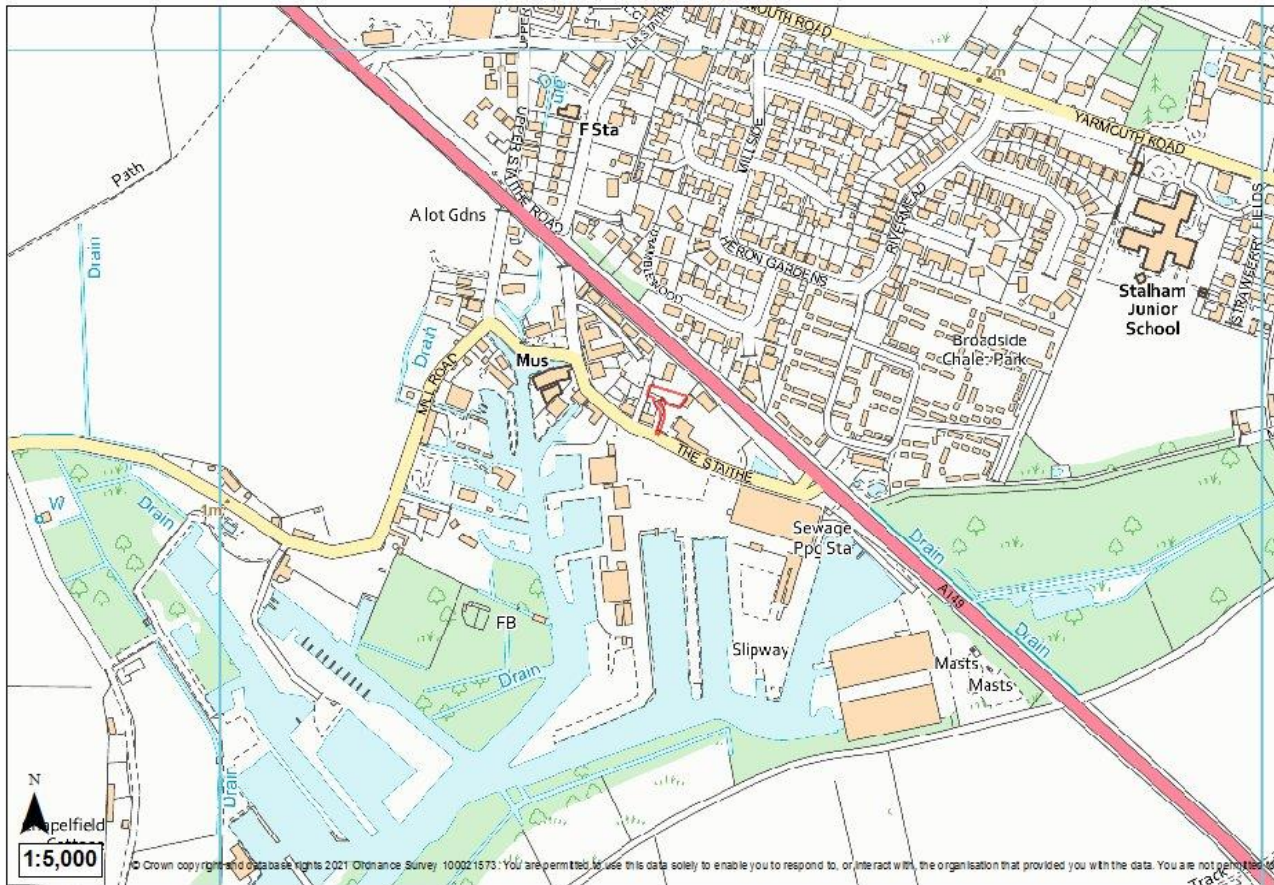
Date of report: 23 November 2021

Background papers: BA/2019/0112/FUL & BA/2018/0417/FUL

Appendix 1 – Location map

Appendix 1 – Location map

BA/2021/0233/FUL - Land to the Rear of, Staithe Cottages, Staithe Road, Stalham



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Planning Committee

03 December 2021

Agenda item number 7.2

BA/2021/0372/FUL - Somerton Holmes Farm, Horsey Road, West Somerton

Report by Planning Officer

Proposal

Lean-to extension to both sides of existing grain store. Cattle yard cover.

Applicant

Mr Agnew

Recommendation

Approve subject to conditions

Reason for referral to committee

Major application (site area over 1,000 sqm)

Application target date

07 January 2022

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1. Description of site and proposals

- 1.1. The application site is a farmstead known as Somerton Holmes Farm. The farmstead is 2.7 hectares and contains several agricultural buildings which serve the land adjacent. The buildings on the site include a large grain store, a twin cattle building with accompanying yard, a straw barn, a farm equipment store, offices and several silos varying in scale. A farmhouse known as Somerton Holmes Farm House lies adjacent to the west of the farmstead and this dwelling is well screened on all sides by trees and hedges; Somerton Holmes Farm House is outside of the application boundary.
- 1.2. Access to the site is from Horsey Road; the road extends north from the village of West Somerton. The farm access road is just shy of 1km away from the Staithe at the northern edge of West Somerton. The farm access road runs perpendicular to Horsey Road along a drainage channel and it is half a kilometre from Horsey Road to the farmstead.
- 1.3. Somerton Holmes Farm is a farmstead completely surrounded by agricultural land and is isolated from any other form of development. To the east of the site, 1.5km away, lie the sand dunes at Winterton beach.
- 1.4. The application site is within the Norfolk Coast, Area of Outstanding Natural Beauty, Flood Risk Zone 3a and dark skies Zone 1. It is also within the Norfolk Recreational impact Avoidance and Mitigation Strategy (RAMS) zone of influence.
- 1.5. This application seeks consent to erect a lean-to extension on both sides of the main grain store located to the south east of the site and a lean-to extension on both internal sides of the cattle yard located to the north west of the site.
- 1.6. The existing grain store is 18.3 metres wide by 24 metres long with an eaves height of 8 metres and a ridge height of 10.7 metres; the building is symmetrical in design. It has concrete sectional and profiled steel walls set in a steel frame, with a fibre cement sheet roof, and metal roller shutter doors. The lean-to extensions would increase the width of the building by a total of 24 metres, each lean-to would run the full length of the building and would extend off the side walls by 12 metres. The lean-to extensions would retain the symmetrical appearance of the building and would be set just below the existing eaves height at 5.6 metres. Both extensions would feature a large roller shutter door and a single personnel door, whilst the east facing elevation would feature two additional grain store opening doors. The side elevations would match the existing grain store.
- 1.7. The existing cattle yard is a symmetrical structure measuring 61 metres long and 38 metres wide. It has a central raised feed passage running the full length measuring 4 metres wide. On both sides of the central feed passage is an 8 metre open section with a concrete base, and this is what the proposed development would cover. Next to the open sections are two covered areas for cattle with the two 8 metre open sections and the central feed passage in-between. They are both of the same design and sit 20 metres apart. The proposed covered sections are both 9 metres wide and 61 metres

long, with an eaves height of 4 metres and a ridge height of 5.1 metres. At all four end elevations of the covered section is a 5 bar gate to allow for cattle to move in and out. Two inverse lean-to extensions would extend 8 metres off the covered section and would cover the open sections. The proposed cover would extend off the existing eaves of the covered section (4 metres) and would meet at the central feed passage with a ridge of 5.4 metres. The proposed cattle yard cover would cover the full length of the cattle yard.

2. Site history

- 2.1. BA/2019/0139/PN - Relocate barn approved under BA/2019/0078/PN south by 12m - Prior Approval not Required
- 2.2. BA/2019/0078/PN - Erection of straw barn - Prior Approval not Required
- 2.3. BA/2014/0082/FUL - Installation of 396 Roof Mounted Photovoltaic Panels on to an existing cow shed - Approved with conditions
- 2.4. BA/2011/0299/FUL - To install 86 No Tenesol Solar panels on the Southern facing roof to a barn adjacent to Somerton Holmes Farm Dwelling - Approved with conditions
- 2.5. BA/2011/0160/FUL - To install 74 No Yingli (YL235 P-29b) photovoltaic solar panels to the Southern facing roof of one of the barns - Approved with conditions
- 2.6. BA/2010/0333/AGR - Proposed agricultural building with lean-to at rear - Prior Approval not Required
- 2.7. BA/1998/0486/HISTAP - Twin, single storey, steel frame, single span cattle building with accompanying yard area - Approved with conditions
- 2.8. BA/1996/0390/HISTAP - Additional cattle building and yard - single-storey, steel frame, single span, open sided to south - Approved with conditions

3. Consultations received

Parish Council

- 3.1. No objection - lighting should be kept to a minimum.

Environment Agency

- 3.2. Consultation response not received.

Internal Drainage Board

- 3.3. No objection - The site is within the Internal Drainage District (IDD) of the Broads (2006) Internal Drainage Board (IDB) and therefore the Board's Byelaws apply.

BA Ecology Officer

- 3.4. No objection - general wildlife and biodiversity enhancement conditions recommended.

BA Landscape Architect

- 3.5. I am unable to support this application due to the likely adverse cumulative visual effects and the lack of any landscape mitigation. However, proposals may be acceptable subject to provision of an adequate landscaping scheme.

4. Representations

- 4.1. No representations have been 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:
- SP1 – Sustainable Development
 - DM5 – Development and Flood Risk
 - DM6 – Surface water run-off
 - SP6 – Biodiversity
 - DM13 – Natural Environment
 - SP7 – Landscape Character
 - DM16 – Development and Landscape
 - DM21 – Amenity
 - DM22 – Light pollution and dark skies
 - SP10 – A prosperous local economy
 - DM26 – Protecting General Employment
 - DM43 – Design
 - SSUT – Upper Thurne
- 5.3. The National Planning Policy Framework (NPPF) is a material consideration in the determination of this application.

6. Assessment

- 6.1. The existing farmyard buildings are used for maintenance of farm machinery, for the drying and storage of combinable crops and for housing cattle. The buildings serve the surrounding agricultural land. This application seeks consent to extend the existing grain store on both south and north elevations, and cover the existing cattle yard by infilling the central section of the yard. In terms of the assessment of this application, the main issues that need to be taken into consideration relate to the principle of the development, flood risk and surface water run-off, the design of the proposed structures, the impact on landscape and dark skies, and the impacts on residential amenity and the natural environment.

Principle of development

- 6.2. The purpose of the proposed development is to increase the size of the existing grain store farm to increase storage capacity and to cover a half open cattle yard where the cattle are reared.
- 6.3. Adopted planning policies support the continued use of agricultural land and buildings, recognising that this is a traditional land use in the Broads. The continued use of land and proposed extensions to existing buildings associated with this proposal are considered in accordance with Policy SP1 (Sustainable Development in the Broads) and SP10 (A prosperous local economy). This is because the scheme does not propose a change of use of land from the existing agricultural use and allowing the improvement of facilities will support the existing farming business.
- 6.4. The farm itself rears cattle and processes arable crop grown locally by drying and storing. The extensions to the existing buildings on site would continue to support the functioning of the farm operation and would protect the existing use of the site. Overall, it is concluded that the application is in accordance with Policies SP1 and SP10 and it would protect the existing employment at the site in accordance with development management policy DM26 (protecting general employment) of the Local Plan for the Broads. The principle of the development is therefore considered acceptable.

Flood Risk and surface water run-off

- 6.5. The application site lies within Flood Risk Zone 3a, indicating the site has a high probability of flooding. The proposed development is classified as 'less vulnerable' development and is subject to the Sequential and Exception Test.
- 6.6. The nearby sources of flooding include an event in the local drainage network that exceeds the standard of protection, overtopping and/or breaching of the defences alongside the River Thurne and overtopping and/or breaching of the coastal defences. Considering the probability of flooding, the site has a low 'actual risk' of flooding associated with an event in the local drainage network due to the elevation of the site above the agricultural land to the south. The River Thurne has flood defences and the site is elevated above these, and the Winterton Ness coastal defences approximately 1500m to the east of the site consist of timber groynes, walls, and dunes. The site has a low 'actual risk' of flooding from the nearby sources of flooding.
- 6.7. The proposed development would extend existing buildings on the site; however, no specific mitigation measures have been included within the proposed design of the buildings. The Flood Risk Assessment did not recommend specific mitigation measures, the development does not increase any off-site risk and any impacts will be on the farm only. The increase in the built form would increase the impermeable area so there would be an increased volume of surface water which has the potential to increase flood risk, so soakaways are proposed to address this.

- 6.8. As the site is within Flood Risk Zone 3a, consideration of alternative locations for building is required through the Sequential Test to see if a suitable site is available for development which would be of a lower risk of flooding. In approaching the Sequential Test, there is an acknowledgement that the application site is within an existing area of hardstanding on an existing farm unit and that the benefits of this include that this location will minimise impact on the closest residential properties and the character and appearance of the surrounding landscape. The Flood Risk Assessment also states that it is not practical to undertake the development off site in a location with a lower level of risk. On balance, it is considered that these arguments are sound and the extensions to the existing buildings on the site are considered to pass the Sequential Test.
- 6.9. In terms of the Exceptions Test, the proposed development would support the farm operation, increase the economic viability of the farm and retain employment for local people resulting in wider sustainable benefits for the community. The proposal is therefore considered to meet the Sequential and Exceptions Tests, set out in the NPPF for development within an area of flood risk. The use of soakaways would mitigate the increase of surface water run-off that would result from having a larger built surface area. The proposal is therefore considered to meet the criteria of Policy DM5 and is in accordance with Policy DM6.

Impact upon the landscape and dark skies

- 6.10. The application site is located in the Upper Thurne Open Marsh, Broads and Fen Landscape Character Area. The landscape here is characterised by large areas of open and exposed marsh, fen and broads and includes a length of coastline with sand dunes. It is a level low-lying area of floodplain and a landscape of mainly undeveloped skylines, with an open, exposed and often remote, tranquil character. On this coastal plain a number of farmsteads can be found which can be significant features in the landscape.
- 6.11. Whilst the site is remote, there are a number of important viewpoints and receptors locally including the Norfolk Coast Path National Trail (1.5 km to the east), Grade 2 listed Horsey windpump (1.5km to the north-west), Martham Broad and public footpath (1.2 km west) and a further public footpath 500m to the south east. These receptors are sensitive and significant due to the number of Broads users/visitors which they attract.
- 6.12. The proposed cattle yard cover would be sited over an existing cattle yard within the central part of the group of buildings and would not have any landscape impacts.
- 6.13. The two lean-to extensions to the grain store, however, would be more visible and concerns have been raised, particularly as the existing building is already prominent and does not benefit from much screening. The Authority's Landscape Officer advises that the proposals would add significantly to the scale and massing of this structure, thereby increasing its visibility from surrounding receptors; it is likely that the site would become a more noticeable feature in the open landscape.

- 6.14. It is considered that this impact needs to be addressed in order for the proposal to be acceptable, and a condition requiring the submission and implementation of a planting scheme is recommended. The scheme should comprise a native tree planting belt along the entire eastern and southern edges of the farm complex, which would provide effective mitigation for the additional development as well as creating a green natural wall more congruent to the landscape than the existing concrete and steel buildings. It is noted that a previous permission for a straw barn (BA/2019/0078/PN) included a planting scheme in the north-east of the site, and this would complement that.
- 6.15. Given the location of the proposed development within a built-up farm complex and subject to a landscaping scheme to mitigate and screen the development, the proposed development is not considered to be unacceptable in terms of Policy DM16.
- 6.16. The application site lies within Dark Skies Zone 1, which is the darkest area within the Broads Authority Executive Area. In this zone, permanent illumination should not be allowed in order to protect the darkness of the sky. The agent has confirmed that it is not their intention to install any external lighting. However, given the importance of the sky here, it is considered reasonable to impose a condition restricting this. As there would be no external lighting installed, the proposed development is in accordance with Policy DM22.

Amenity of residential properties

- 6.17. There is one residential property adjacent to the application site; this is known as Somerton Holmes Farm House. It is an attractive unlisted period property, with a clearly defined curtilage bounded on all sides by a mix of trees and hedges. On the eastern side of the property lies a farm track and then the farm holding where the proposed development would be located. The closest farm buildings to the property are the cattle yard covers, at 25 metres from the boundary, with the grain store on the other side of the farmyard over 100 metres from the property's boundary.
- 6.18. The grain store is a large building (and the proposed extensions would increase this), however, due to the distance from the residential property, the proposed development would not result in any increase of overlooking or overshadowing and it is not considered that there would be a detrimental impact on amenity.
- 6.19. The cattle yard cover would have a greater impact on neighbouring property, by virtue of the structure being closer to the residential property. The purpose of the structure is to cover the central area where the cattle feed in order to reduce spoilage due to rain, rather than in order to increase the amount of cattle reared. The existing outlook (looking east) from the residential property is predominantly occupied by farm buildings and structures; the proposed cattle yard cover is not considered to have a significant impact on the existing outlook as it is expected to see farm buildings.
- 6.6. The proposed development is in a remote location where there is only one residential property; the impacts the development would have on this property are not considered to be significant. The proposed development is considered to be acceptable in terms of

the impacts it would have on neighbouring amenity and therefore in accordance with Policy DM21.

Design

- 6.20. The design of the buildings is functional and not incongruent with the existing farm buildings on the site. They would utilise matching materials to the existing, including concrete walls and steel vertical cladding, fibre-cement roof sheets, and galvanised roller shutter doors. The structures are typical of agricultural farm buildings and they do not raise any concerns with regards to Policy DM43.

Natural Environment

- 6.21. The application site is surrounded by arable agricultural land and is not close to designated sites for wildlife or biodiversity. The Authority's Ecologist raised no objections to the proposed development and does not consider the extensions would have any adverse impacts on local ecology. A general wildlife protection condition and two biodiversity enhancement conditions have been recommended in the Ecologist's response. The proposed conditions are considered reasonable and would provide biodiversity gain at the application site. The proposed development is considered to be in accordance with Policy DM13 of the Local Plan for the Broads.

7. Conclusion

- 7.1. The proposed development would cover the existing open area of the cattle yard, thus improving the quality of the area and well-being for the cattle as well as reducing feed spoilage and, therefore, cost.
- 7.2. The extensions to the grain store would provide additional storage capacity. The development would support the farm operation and protect the existing levels of employment at the farm. The principle of the development is supported and the development would not have a detrimental impact on flood risk and surface water run-off, amenity, or the natural environment. There is concern regarding the cumulative adverse impact the development would have on the landscape character, however it is considered the planting of a tree belt would effectively mitigate the adverse cumulative impacts from the proposed development and this can be secured by planning condition.
- 7.3. Other than the lack of support received to the scheme from the Authority's Landscape Officer, no objection to the scheme has been received from neighbours or consultees, and subject to conditions it is considered that this development is acceptable. Therefore, it is recommended that planning permission is approved subject to conditions.

8. Recommendation

- 8.1. That planning permission be granted subject to the following conditions:
- i. Standard time limit

- ii. In accordance with approved plans
- iii. Landscaping scheme
- iv. No additional external lighting
- v. General wildlife protection
- vi. Biodiversity enhancement

9. Reason for recommendation

- 9.1. The application is a major application due to the size of the proposed development area exceeding 1000m². The application is considered acceptable as a major form of development as the proposed development is in accordance with Policies DM5, DM6, DM13, DM21, DM22, DM26, and DM46 of the Local Plan for the Broads. The development would be acceptable in terms of Policy DM16 subject to the submission of a landscaping scheme to provide screening of the development and this can be secured by a planning condition.

Author: Calum Pollock

Date of report: 24 November 2021

Appendix 1 – Location map

Appendix 1 – Location map

BA/2021/0372/FUL - Somerton Holmes Farm, Horsey Road, West Somerton



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Planning Committee

03 December 2021

Agenda item number 8

Enforcement update- December

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
31 March 2017	Former Marina Keys Great Yarmouth	Untidy land and buildings	<ul style="list-style-type: none">• Authority granted to serve Section 215 Notices• Some clearance works April – June 2017• Planning application for redevelopment submitted. December 2018• Revised planning application submitted. 1 April 2019.• Planning Committee 19 July 2019: Resolution to grant planning permission.• Arson at building, with severe damage. 18 August 2019.

Committee date	Location	Infringement	Action taken and current situation
			<ul style="list-style-type: none"> • Works underway to secure and commence agreed demolition. 16 December 2019. • Site sold and application received to demolish building (and other amendments to scheme). 20 February 2020 • Demolition completed and site almost cleared. November 2020 • Hoardings removed and site mainly cleared. November 2021. • Recommend file closed as no further action expedient.
14 September 2018	Land at the Beauchamp Arms Public House, Ferry Road, Carleton St Peter	Unauthorised static caravans	<ul style="list-style-type: none"> • 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. • Site being monitored. October 2018 to February 2019. • Planning Contravention Notices served 1 March 2019. • Site being monitored 14 August 2019. • Further caravan on-site 16 September 2019. • Site being monitored 3 July 2020. • Complaints received. Site to be visited on 29 October 2020. • 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. • Incomplete response to PCN received on 10 December. Landowner to be given additional response period.

Committee date	Location	Infringement	Action taken and current situation
			<ul style="list-style-type: none"> • Authority given to commence prosecution proceedings 5 February 2021. • Solicitor instructed 17 February 2021. • Hearing date in Norwich Magistrates Court 12 May 2021. • Summons issued 29 April 2021. • Adjournment requested by landowner on 4 May and refused by Court on 11 May. • Adjournment granted at Hearing on 12 May. • Revised Hearing date of 9 June 2021. • Operator pleaded 'not guilty' at Hearing on 9 June. Trial scheduled for 20 September at Great Yarmouth Magistrates Court. • Legal advice received in respect of new information. Prosecution withdrawn and new PCNs served on 7 September 2021. • Further information requested following scant PCN response and confirmation subsequently received that caravans 1 and 3 occupied on Assured Shorthold Tenancies. 27 October 2021 • Verbal update to be provided on 3 December 2021.
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	<ul style="list-style-type: none"> • 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. • Correspondence with solicitor on behalf of landowner 20 November 2019. • Correspondence with planning agent 3 December 2019.

Committee date	Location	Infringement	Action taken and current situation
		use for purposes of a private travellers' site.	<ul style="list-style-type: none"> • Enforcement Notice served 16 December 2019, taking effect on 27 January 2020 and compliance dates from 27 July 2020. • Appeal against Enforcement Notice submitted 26 January 2020 with a request for a Hearing. Awaiting start date for the appeal. 3 July 2020. • Appeal start date 17 August 2020. • Hearing scheduled 9 February 2021. • Hearing cancelled. Rescheduled to 20 July 2021. • Hearing completed 20 July and Inspector's decision awaited. • 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
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"> • Authority given for the service of Enforcement Notices. • Section 330 Notices served 8 December 2020. • Enforcement Notice served 12 January 2021 with compliance date 12 February 2021. • March 2021 - Some clearance commenced. Three month compliance period. • Site to be checked for progress. April 2021 • Progress being monitored. May 2021 • Site not cleared by deadline. Operator given a further period. June 2021

Committee date	Location	Infringement	Action taken and current situation
			<ul style="list-style-type: none"> • Negotiations underway. July 2021 • Further clearance, but incomplete. 25 August 2021 • Further clearance. Inspection needed. 22 September 2021 • Landowner given to end of year to complete clearance. 22 October 2021
8 January 2021	Land east of Brograve Mill, Coast Road, Waxham	Unauthorised excavation of scrape	<ul style="list-style-type: none"> • Authority given for the service of Enforcement Notices. • Enforcement Notice served 29 January 2021. • Appeal against Enforcement Notice received 18 February 2021. • Documents submitted and Inspector's decision awaited. September 2021

Author: Cally Smith

Date of report: 23 November 2021

Planning Committee

03 December 2021

Agenda item number 9

Local Development Scheme- adoption

Report by Planning Policy Officer

Summary

The Local Development Scheme is the timeline for producing the Local Plan. It has been updated as the review of the Local Plan has started.

Recommendation

To endorse and adopt the Local Development Scheme.

1. Introduction

- 1.1. The Local Development Scheme (LDS) is the timeline for producing the Local Plan. It has been updated as the review of the Local Plan has started.

2. About Local Development Schemes

- 2.1. The NPPG says: A Local Development Scheme is required under [section 15 of the Planning and Compulsory Purchase Act 2004](#) (as amended). This must specify (among other matters) the development plan documents (ie local plans) which, when prepared, will comprise part of the development plan for the area. Local planning authorities are encouraged to include details of other documents which form (or will form) part of the development plan for the area, such as Neighbourhood Plans. The Local Development Scheme must be made available publicly and kept up to date. It is important that local communities and interested parties can keep track of progress. Local planning authorities should publish their Local Development Scheme on their website.

3. Future amendments to the LDS

- 3.1. The Local Development Scheme gives an indication of the timeline for producing the Local Plan. Dates are proposed for the Issues and Options to go through the Committee cycle, but this will depend on the timely production of the evidence base that is underway. Once a particular consultation stage has been completed, it is envisaged that the dates for future consultations can be made more firm and updated Local Development Schemes will be brought to Planning Committee. In this regard, the potential date for the examination and adoption are estimates and are likely to change, particularly as a number of the actions are out of the control of the Broads Authority.

Author: Natalie Beal

Date of report: 23 November 2021

Appendix 1 – Local Development Scheme for adoption

Local Development Scheme
Timeline for producing the Local Plan for the Broads
Adopted December 2021

	Completed?	Jul-21	Aug-21	Sep-21	Oct-21	Nov-21	Dec-21	Jan-22	Feb-22	Mar-22	Apr-22	May-22	Jun-22	Jul-22	Aug-22	Sep-22	Oct-22	Nov-22	Dec-22	Jan-23	Feb-23	Mar-23	Apr-23	May-23	Jun-23	Jul-23	Aug-23	Sep-23	Oct-23	Nov-23	Dec-23	Jan-24	Feb-24	Mar-24	Apr-24	May-24	Jun-24	Jul-24	Aug-24	Sep-24	Oct-24	Nov-24	Dec-24
SA Scoping Report - targeted consultation	<																																										
Evidence production																																											
Issues and Options production																																											
Stakeholder engagement																																											
Navigation Committee																																											
Planning Committee																																											
Broads Authority																																											
Issues and Options consultation																																											
Assess representations to Issues and Options																																											
Further evidence																																											
Preferred Options produced																																											
Stakeholder engagement																																											
Nav Com, PC, BA																																											
Preferred Options consultation																																											
Assess representations																																											
Further evidence																																											
Submission version produced																																											
Stakeholder engagement																																											
Nav Com, PC, BA																																											
Submission version consultation																																											
Assess representations																																											
Nav Com, PC, BA																																											
Submission and Examination																																											
Rough date for adoption																																											

Neighbourhood Plans:

Many Neighbourhood Plans are under production and are at various stages. Please go to this webpage to see the Neighbourhood Plans adopted and in production that are relevant to the Broads:
<https://www.broads-authority.gov.uk/planning/planning-policies/neighbourhood-planning>

Planning Committee

03 December 2021

Agenda item number 10

Statement of Community Involvement- adoption

Report by Planning Policy Officer

Summary

The Statement of Community Involvement (SCI) sets out how the Broads Authority will engage and consult with stakeholders and the community when preparing the Local Plan, the Broads Plan and when determining planning applications. The Current SCI (adopted July 2020) has been reviewed and updated.

Recommendation

To endorse and adopt the Statement of Community Involvement.

1. Introduction

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

- a) Identify how and when local communities and stakeholders will be involved in the preparation of the Local Plan for the Broads. The Planning Policy Officer is responsible for the production of the Local Plan;
- b) Set out community involvement in the consideration of planning applications. The Development Management Officers are responsible for determining planning applications, and the Planning Administration Team is responsible for the receipt and processing of applications and fees; and
- c) Explain how the public can inform the review of the Broads Plan (the strategic management plan for the Norfolk and Suffolk Broads). The Management Team is responsible for the Broads Plan.

1.2. The SCI is a requirement of the Planning and Compulsory Purchase Act 2004 (as amended). Section 18¹ of the Act states that the local planning authority must prepare a statement of community involvement.

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

2. Why is the SCI being updated?

- 2.1. This SCI updates and replaces the version adopted in July 2020. The National Planning Practice Guidance (NPPG) requires SCIs to be updated every 5 years. However, the July 2020 version of our SCI amended the January 2020 version to reflect the access and social distancing restrictions imposed by COVID19, when Local Planning Authorities had to rethink how to hold public consultations and the Government stated that SCIs needed to be amended. At the time of writing, COVID risk levels have significantly reduced and restrictions are no longer in place, and so it seems prudent to review and amend the SCI. The timing of this review also fits in with the production of the new Local Plan for the Broads, and with the review of the Broads Plan.

3. Summary of main changes

- 3.1. The SCI is presented 'clean' with no track changes at Appendix 1. It should be noted that the Local Development Scheme (LDS) will be added to the SCI once the LDS is adopted; adopting the LDS is a separate item on the Planning Committee. In summary, the following changes have been made to the SCI:
- a) Generally, to reflect the changes to social distancing and access restrictions as a result of COVID19
 - b) To refer to the impacts of BREXIT and the proposed changes to the planning system
 - c) To say that we have started to review the Local Plan and Broads Plan
 - d) Update references to the NPPF
 - e) Reflect the updated 3 stage complaint process
 - f) General minor text changes to help the SCI read better

Author: Natalie Beal

Date of report: 23 November 2021

Appendix 1 – Statement of Community Involvement 2021

Statement of Community Involvement

Adopted xxxx

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1. Introduction

1.1. What is a Statement of Community Involvement?

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

- a) Identify how and when local communities and stakeholders will be involved in the preparation of the Local Plan for the Broads. The Planning Policy Officer is responsible for the production of the Local Plan;
- b) Set out community involvement in the consideration of planning applications. The Development Management Officers are responsible for determining planning applications, and the Planning Administration Team is responsible for the receipt and processing of applications and fees; and
- c) Explain how the public can inform the review of the Broads Plan (the strategic management plan for the Norfolk and Suffolk Broads). The Management Team is responsible for the Broads Plan.

The SCI is a requirement of the Planning and Compulsory Purchase Act 2004 (as amended). Section 18¹ of the Act states that:

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

1.2. Why is the SCI being updated?

This SCI updates and replaces the version adopted in July 2020. The National Planning Practice Guidance (NPPG) requires SCIs to be updated every 5 years. However, the July 2020 version of our SCI amended the January 2020 version to reflect the access and social distancing restrictions imposed by COVID19, when Local Planning Authorities had to rethink how to hold public consultations and the Government stated that SCIs needed to be amended. At the time of writing, COVID risk levels have significantly reduced and restrictions are no longer in place, and so it seems prudent to review and amend the SCI. The timing of this review also fits in with the production of the new Local Plan for the Broads, and with the review of the Broads Plan.

1.3. Contact details

For more information about the SCI, planning documents and applications in the Broads Authority Executive Area, or the Broads Plan, please contact us:

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

Tel: 01603 610734
Email: PlanningPolicy@broads-authority.gov.uk
planning@broads-authority.gov.uk
BroadsPlan@broads-authority.gov.uk
Post: Broads Authority, Yare House, 62-64 Thorpe Road, Norwich, Norfolk NR1 1RY
Website: <https://www.broads-authority.gov.uk/contact-us/contact-form>

2. Coronavirus (COVID-19) implications

The NPPG was updated in May 2020 to say²: ‘where any of the policies in the Statement of Community Involvement cannot be complied with due to current guidance to help combat the spread of coronavirus (COVID-19), the local planning authority is encouraged to undertake an immediate review and update the policies where necessary so that plan-making can continue’.

Further temporary changes were made by the Government about the requirement to place hard (i.e. paper) copies of documents in the Head Office of local planning authorities. The Town and Country Planning (Local Planning) (England) (Coronavirus) (Amendment) Regulations 2020 make the changes and the NPPG says ‘these regulations make temporary changes to how documents are required to be made available under regulation 35 of the Town and Country Planning (Local Planning) (England) Regulations 2012 (“the 2012 Regulations”). They temporarily remove the requirement on a local planning authority to make documents available for public inspection at the authority’s principle office and at such other places as the authority considers appropriate. They also make temporary changes to regulation 36 of the 2012 Regulations to remove the requirement on a local planning authority to provide hard copies of documents made available under regulation 35. Documents are still required to be made available on the local planning authority’s website. This modification will apply until 31 December 2021’.

Given that, at the time of producing this SCI, the modifications to the regulations are in place until December 2021, and that COVID social distancing restrictions are relaxed, this SCI update reflects our hope that hard copy documents could be available to view at physical venues in 2022.

3. BREXIT and changes to the planning system

We are aware of the Planning White Paper proposals on removing the need for Sustainability Appraisals (SA), on amending the process relating to Habitats Regulation Assessments (HRA), on the Duty to Cooperate, and more fundamentally on altering the planning system and how people are engaged in planning. At the time of writing, trials are about to begin on digitising consultation and engagement in planning. This SCI includes some aspects of this, but will be further reviewed and amended as requirements are put in place.

² <https://www.gov.uk/guidance/plan-making#covid19>

The United Kingdom has left the EU, and SA and HRA are linked to EU Directives/ Regulations. However, the requirement to undertake a SA and HRA is currently still in place, and the SCI reflects this. As any changes to this requirement are made, the SCI will be reviewed and amended as appropriate.

4. Involving the community in planning policy

4.1. The Local Plan process

The Local Plan³ includes policies to help determine planning applications and allocate some areas of land for certain land uses. The Broads Authority has started to review the Local Plan for the Broads and the adopted planning policies. As part of this review, we will look into other issues in the Broads Authority Executive Area. The process is set out in Table 1 below. A timeline showing the estimated dates for the Local Plan review is the Local Development Scheme in [Appendix A](#). We anticipate that this timeline will be amended more regularly than the SCI⁴.

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

Table 1

Broads Local Plan process

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

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

⁴ To see the most up to date version, please go here: <https://www.broads-authority.gov.uk/planning/planning-policies/development/supporting-documents-and-evidence>

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

4.2. Relationship of the local plan to other documents

Figure 1

How various documents relate to the Broads Local Plan and what each document is for



Sustainability Appraisal

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

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

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

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

Habitats Regulation Assessment

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

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

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

The HRA takes the following format:

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

4.3. Duty to Cooperate and Statements of Common Ground

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

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

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

The NPPF and NPPG lists issues requiring cooperation as:

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

Certain other public bodies have to follow the duty to cooperate. These are prescribed in the [Town and Country Planning \(Local Planning\) \(England\) Regulations 2012](#) as amended by the [National Treatment Agency \(Abolition\) and the Health and Social Care Act 2012 \(Consequential, Transitional and Saving Provisions\) Order 2013](#). The organisations that have a statutory duty to cooperate⁵ are:

- | | |
|--------------------------------|------------------------------------|
| • Environment Agency | • The Homes and Communities Agency |
| • The Civil Aviation Authority | |

⁵ Please note that the regulations also refer to the Mayor of London and Transport for London but these are not relevant to the Broads Authority.

- Historic England
- The Office of Rail Regulation
- Natural England
- Norfolk County Council and Suffolk County Council
- Highways Agency
- New Anglia (Local Enterprise Partnership)
- Primary Care Trust⁶
- Marine Management Organisation

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

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

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

4.4. How we consult people

While at the time of writing (autumn 2021) COVID19 social distancing rules have been relaxed, it is possible that restrictions are put in place in future. Therefore, not all engagement methods listed may be possible. We will assess any risks in deciding how best to engage with the public and may use alternative approaches. If we hold events in person, we will adhere to any social distancing rules in place at the time.

Advertising consultations

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

- Advertise and promote consultations on the Authority's website.
- Email or write to relevant organisations or individuals who asked to be on our consultation database.
- Display posters at suitable places around the Broads.

⁶ The Health and Social Care Act 2012 abolishes Strategic Health Authorities and other health bodies such as Primary Care Trusts. Instead there are newly established bodies, the clinical

commissioning groups and the National Health Service Commissioning Board.

- Ask Town and Parish Councils and Councillors for their help letting people know about consultations.
- Use adverts or press releases to promote consultations in the local press or community magazines.
- Use social media (Facebook: <https://www.facebook.com/BroadsAuthority/> and Twitter: <https://twitter.com/BroadsAuth>) and information technology.

Methods of consultation

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

- We may make presentations to certain groups or organisations. This could be in person or by using video conferencing.
- We may attend Parish meetings if asked, particularly if they can be grouped or where there is a policy issue of local significance. This could be in person or by using video conferencing.
- We may hold open days or public meetings at accessible venues at times when most people will be able to attend. There could be potential in arranging such a 'meeting' using video conferencing (perhaps with the need to make appointments).
- Depending on any COVID19 social distancing or other access restrictions in place, we would hope to be able to put printed documents in public venues around the Broads. [Appendix B](#) lists the usual venues. Where possible, hard copies will be available at reception at Yare House. For some documents, we may be able to attach them to windows so they can be read from outside the building. For other documents, documents may be viewable on an appointment basis (a phone number would be provided to check availability).
- We can print copies of the documents for individuals on request (we may have to charge a fee to cover costs and this will be set out in the consultation part of the document).
- We may deliver consultation summary leaflets to most homes in an area at certain stages of the plan making process.
- We can accept comments by email or post.
- We may put up unstaffed displays (including summary posters) in public areas.
- We may send out questionnaires, either printed or online.

- We can translate parts of documents or summary leaflets into other languages if needed.
- We can provide braille or large print versions if needed.

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

4.5. Who we consult

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

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

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

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

Table 2

Reaching 'hard to engage' groups

Group that may be harder to engage with	How we will consult these groups
Young people	We may attend school assemblies, produce consultation materials aimed at school-aged people, and/or put up displays at venues that young people attend, taking into account social distancing or access restrictions. We may engage youth groups that operate in the area.
People with English not as their first language	We may put display posters in venues used by this particular group. We may translate parts of documents or summary

Group that may be harder to engage with	How we will consult these groups
	posters and questionnaires if needed.
People with disabilities	Make sure that open days or public meetings (if held) are held in accessible venues. Include organisations and individuals that represent this particular group in our General Consultees list (for example Equal Lives). Provide large print and braille versions of consultation materials if needed.
Gypsies, travellers and travelling show people	Include organisations and individuals that represent this particular group in our General Consultees list. Also ensure that our contacts at the District Councils invite comments from the Housing Teams.
Elderly people	Make sure that open days or public meetings (if held) are held in accessible venues. Include organisations or individuals that represent this particular group in our General Consultees list (for example Age UK Norfolk). Make sure that hard copies of documents are available in public venues, subject to social distancing and access restrictions.
Those who live on boats	Talk to residential boaters face-to-face (subject to any COVID19 social distancing and access restrictions in place at the time of the consultation) or drop off leaflets and other information as appropriate. Our Ranger team may also be able to help contact residential boaters.

4.6. Consulting on different stages of different plans - who and how?

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

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

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

Table 3

Public consultation requirements of different plans

Document	Stage	Length of Consultation	Who we consult and how we consult them
Sustainability Appraisal Scoping Report ⁷	Before plans are started	5 weeks	We will consult the Environment Agency, Natural England, Historic England, New Anglia, Norfolk and Suffolk Nature Recovery Partnership, Norfolk and Suffolk County Council and our six constituent districts. We will also consult the RSPB and Marine Management Organisation.
Broads Local Plan and Sustainability Appraisal ⁸	Consultation (Regulation 18)	Minimum 6 weeks	This is the first stage of consulting on a planning document, and consultation methods will be wide ranging. We will notify those on our consultation database, place e-documents on the website, where possible place printed documents in public venues ⁹ around the Broads, where possible place hard copies in Yare House reception (maybe use a view by appointment system or documents be attached to windows) and where possible hold public events such as open days either in person or using video conferencing (subject to any social distancing and access restrictions in place at the time). We will attend Parish meetings if asked (where possible and subject to any social distancing in place at the time), particularly if they can be grouped or where there is a policy issue of local significance. We may produce summary leaflets or surveys, present to specific groups (such as school assemblies) (where possible and subject to any social distancing in place at the time) and produce summary posters or unstaffed displays at suitable venues as needed.
	Publication (Regulation 19)	Minimum of 6 weeks	At this stage of consultation, we will notify those on our consultation database, place documents on the website and where possible place printed documents in public venues around the Broads and place hard copies in

⁷ The Environmental Assessment of Plans and Programmes Regulations 2004:

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

⁸ The Town and Country Planning (Local Planning) (England) Regulations 2012:

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

⁹ Please note that Regulation 35 of the 2012 regulations which says that documents are made available when 'made available for inspection, at their principal office and at such other places within their area as the local planning authority consider appropriate, during normal office hours' has been temporarily halted, as set out in section 2 of this document

Document	Stage	Length of Consultation	Who we consult and how we consult them
			<p>Yare House reception (maybe use a view by appointment system or documents be attached to windows).</p> <p>We will ask those who respond if they want us to let them know about the progress of the document as it is submitted, examined and potentially adopted.</p>
	Submission (Regulation 22)	-	<p>At Submission stage, we must tell Specific and General consultees and those who asked to be kept informed that they can see the documents on the Authority's website and where possible at appropriate public venues and where possible place hard copies in Yare House reception (maybe use a view by appointment system or documents may be attached to windows). We will also put a notice in the local press.</p>
	Examination (Regulation 24)	-	<p>Any consultee who made a representation and said that they want to attend the Examination in Public and speak at the public hearings will be told the date, time, venue and format of the hearings. It should be noted that the Planning Inspectorate will use different ways of holding the hearings such as video conferencing to reflect the social distancing or access restrictions in place.</p> <p>We will advertise the date, time, venue and format of the examination on our website and at public venues.</p> <p>The Inspector may also ask someone who has made a representation to provide further information to help their understanding.</p> <p>When we receive the Inspector's Report, we will place it on our website and where possible in public venues and where possible place hard copies in Yare House reception (maybe use a view by appointment system or documents may be attached to windows) and contact those who asked to be kept informed.</p> <p>If we need to consult on modifications to the Local Plan, we will do this in the same way as previous stages of consultation.</p>

Document	Stage	Length of Consultation	Who we consult and how we consult them
	Adoption (Regulation 26)	-	As well as informing interested parties of adoption, we will place a notice in the local press, write to or email consultees, and where possible place information in public venues, where possible place hard copies in Yare House reception (maybe use a view by appointment system or documents may be attached to windows) and on our website.
Statement of Community Involvement	Draft SCI	5 weeks	There is no requirement to consult on the SCI. Once adopted, we will advise those on our consultation database that we have amended and adopted the SCI. We will place a copy on our website, advertise the adoption via social media and where possible have hard copies at public venues, and where possible have a hard copy at Yare House reception (maybe use a view by appointment system or documents may be attached to windows).
Supplementary Planning Documents ¹⁰	Draft SPD (Regulation 12)	4 weeks	We will notify those on our consultation database, place documents on the website, where possible place printed documents in public venues and where possible place hard copies in Yare House reception (maybe use a view by appointment system or documents may be attached to windows). We may hold public events such as open days (where possible and subject to any access restrictions and social distancing in place at the time). We may produce summary leaflets or surveys, present to specific groups (such as school assemblies) (where possible and subject to any access restrictions and social distancing in place at the time) and produce summary posters or un-staffed displays at suitable venues. We will ask those who responded if they want us to let them know when the Plan is adopted.
	Adoption (Regulation 26)	-	As well as informing the interested parties of adoption, we will place a notice in the local

¹⁰ The Town and Country Planning (Local Planning) (England) Regulations 2012:
<http://www.legislation.gov.uk/uksi/2012/767/regulation/12/made>

Document	Stage	Length of Consultation	Who we consult and how we consult them
	14)		press, write to or email consultees on our database, where possible place information in public venues, where possible place hard copies in Yare House reception (maybe use a view by appointment system or documents may be attached to windows) and on our website.
Guides	Consultation	Around 6 weeks.	We will notify those on our consultation database, place documents on the website, where possible place printed documents in public venues and where possible place hard copies in Yare House reception (maybe use a view by appointment system or documents may be attached to windows). We may hold public events such as open days (where possible and subject to any access restrictions and social distancing in place at the time). We may produce summary leaflets or surveys, present to specific groups (such as school assemblies) (where possible and subject to any access restrictions and social distancing in place at the time) and produce summary posters or un-staffed displays at suitable venues. We will ask those who responded if they want us to let them know when the Plan is adopted.
	Adoption	-	As well as informing the interested parties of adoption, we will place a notice in the local press, write to or email consultees on our database, where possible place information in public venues, where possible place hard copies in Yare House reception (maybe use a view by appointment system or documents may be attached to windows) and on our website.

4.7. What we do with the comments we receive

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

We will abide by data protection rules and will make sure that full personal details are not made publicly available. Names (and job titles and organisations where appropriate) will be made public in the list of consultation responses. We will deal with your personal data in line with GDPR requirements (see [section 11](#) and [Appendix D](#)).

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

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

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

4.8. How can people get involved?

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

5. Involving the community at the planning application stage

The Broads Authority is the local planning authority for all land and properties within the Broads Authority Executive Area. Therefore, the Authority is responsible for processing and managing most forms of development in the Broads¹¹.

5.1. Legal requirement to consult on planning applications

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

5.2. Pre-application discussions

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

The NPPF says: 39. Early engagement has significant potential to improve the efficiency and effectiveness of the planning application system for all parties. Good quality pre-application discussion enables better coordination between public and private resources and improved outcomes for the community.

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

The NPPF says: 41. The more issues that can be resolved at pre-application stage, the greater the benefits.

Pre-application advice can:

- Help identify issues any developer should consider in formulating proposals including flood risk

¹¹ <https://www.broads-authority.gov.uk/planning/planning-permission>

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

At the time of writing, this service is provided for free. If you want to take advantage of pre-application advice, please fill out the pre-application advice form on the Authority's website¹².

5.3. Pre-application consultation

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

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

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

Major applications are defined as residential development comprising 10 or more dwellings OR if the number of dwellings is unknown, the site area is 0.5 hectare or more; or any other use where the floor space proposed is 1,000 square metres or more OR if the site area is one hectare or more¹³.

¹² http://www.broads-authority.gov.uk/_data/assets/word_doc/0004/410269/Do_I_need_Planning_Permission_form.doc

¹³ It is worth noting that the term major development is also used in relation to policy DM1. In this context, Footnote 60 of the 2021 NPPF (that relates to paragraph 177) says that whether a proposal is 'major development' is a matter for the decision maker, taking into account its nature, scale and setting, and whether it could have a significant adverse impact on the purposes for which the Broads has been designated. This type of major development does not have a numerical or size threshold.

5.4. Local Development Orders

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

On producing a Local Development Order, the regulations¹⁴ state that the draft local development order and statement for reasons need to be made available in a similar way to those of the Local Plans. The venues as set out in [Appendix B](#) will therefore hold paper copies of the documents, and a copy will be posted on our website.

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

The consultation will last a minimum of 28 days.

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

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

5.5. Who will be consulted on planning applications and how?

Once an application has been submitted, the Authority is responsible for managing the consultation, determining who will be consulted and how long they will have to comment.

¹⁴ http://www.legislation.gov.uk/uksi/2010/2184/pdfs/ukxi_20102184_en.pdf

The Authority carries out consultation for applications, even those when pre-application advice has been sought

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

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

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

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

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

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

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

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

- a) Send notification of the application to the respective District/Borough/City Council
- b) Display a notice of the proposal in a prominent position on or near the proposed site
- c) Consult, by letter or email, immediate neighbours, respective Parish Council and respective District/Borough/ City Council Ward and County Members

- d) Publish full details of the application on the Authority's website
- e) Make details of the application available for inspection at the Authority's head office during normal working hours. Due to the restrictions arising from Covid-19 there will be specific arrangements and you may need to make an appointment to view these – please contact us to discuss this.
- f) Consult any relevant statutory and non-statutory bodies

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

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

A Weekly List¹⁵ of new planning applications is issued each week to allow the public to stay up-to-date with applications submitted for sites within their local area.

5.6. How can people get involved in the application process?

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

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

The Broads Authority's Planning Committee¹⁶ is a public meeting and anyone can register to speak on an application, or turn up on the day to observe.

5.7. How can I find out about planning applications in my area?

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

¹⁵ <https://planning.broads-authority.gov.uk/online-applications/search.do?action=weeklyList>

¹⁶ <https://www.broads-authority.gov.uk/about-us/committees/planning-committee>

5.8. How to comment on a planning application

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

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

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

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

5.9. What we do with the comments we receive?

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

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

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

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

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

5.10. Speaking at Planning Committee¹⁷

The majority of applications are not required to go before the Planning Committee to be decided, because they fall within the Authority's Scheme of Delegation and can be determined by Officers.

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

Meetings are open to the public, and applicants and objectors to development proposals may speak to the committee. Please see [Public Speaking at Planning Committee](#).

Full details, including Committee agenda papers, Committee minutes and planning decisions, are published on our website at <https://www.broads-authority.gov.uk/planning>.

5.11. Sources of planning advice

Planning Aid

Planning Aid provides free, independent and professional advice to those who are unable to pay professional fees. See [section 8](#) for more details.

Planning Portal

The Planning Portal is a Government website that offers clear guidance on the planning system in England and Wales. The website also allows you to submit online planning applications to the Authority. The website is available to view at www.planningportal.gov.uk.

GOV.UK

There is a lot of information about the planning system on the Government website at <https://www.gov.uk/planning-permission-england-wales>

¹⁷ https://www.broads-authority.gov.uk/_data/assets/pdf_file/0005/414887/PUBLIC-SPEAKING-September-2018.pdf

6. Involving the community in producing the Broads Plan

6.1. The Broads Plan

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

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

6.2. Reviewing the plan

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

Each stage of the review process will involve working with our officers and members, key statutory and delivery partners, and stakeholder groups and individuals with an interest in the Broads. Our Broads Engage web pages¹⁸ highlight the consultation methods we use regularly, including stakeholder workshops, committee and interest group meetings, focus groups, social media (Twitter and Facebook) one-to-one discussions, written consultations in paper and electronic formats, surveys and questionnaires, and public events in local venues around the Broads, including 'drop-in' area parish forums, all subject to social distancing and access restrictions at the time. We will follow the process in Table 2 to engage with those who may be considered as 'hard to engage'.

While at the time of writing (autumn 2021) COVID19 social distancing rules have been relaxed, it is possible that restrictions are put in place in future. Therefore, not all engagement methods listed may be possible. We will assess any risks in deciding how best to engage with the public and may use alternative approaches. If we hold events in person, we will adhere to any social distancing rules in place at the time.

¹⁸ Broads Engage: <https://www.broads-authority.gov.uk/about-us/how-we-work/broads-engage>

The stages of a Broads Plan review are:

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

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

6.3. Environmental report

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

7. Neighbourhood planning

7.1. About Neighbourhood Plans

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

7.2. Neighbourhood Plans - 'cans' and 'cannots'

A Neighbourhood Plan **can**:

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

A Neighbourhood Plan **cannot**:

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

7.3. Neighbourhood Plans produced by parishes in the Broads

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

7.4. Producing a Neighbourhood Plan

While the Neighbourhood Plan will be written by the community, the Local Planning Authority (LPA) still has a role to play. The Authority and its constituent councils work together to assist the community in producing a Neighbourhood Plan. The Council usually leads on the LPA's side of producing the Neighbourhood Plan, usually because the majority

of the area of a Parish is not in the Broads Authority Executive Area, but also because the Council will eventually run the referendum stage of production.

That being said, both the Authority and the relevant Council need to undertake the required formal stages in line with their particular procedures. Table 4 summarises the process¹⁹.

Table 4

Stages of Neighbourhood Plan production

Stage	Explanation
Designating a Neighbourhood Area or Neighbourhood Forum	<p>If the application is for an entire parish, then the LPAs designate the Neighbourhood Plan. For the Broads Authority, this is through Planning Committee.</p> <p>If for an area different to an entire parish, the Council and the Broads Authority will advertise the application for six weeks. The Council will probably lead on contacting particular consultees, with the Authority providing relevant contact details. The Authority will advertise the consultation on its website.</p> <p>On completion of the consultation (if required), the Authority and Council designate the Neighbourhood Area or take the decision to designate the Neighbourhood Forum.</p> <p>The majority of the Authority's formal involvement in the production of a Neighbourhood Plan is delegated to the Planning Committee.</p>
Pre-submission publicity and consultation	<p>The qualifying body (Parish Council or Neighbourhood Forum) publicises the draft plan or Order and invites representations and consults the consultation bodies as appropriate. The Authority and Council help. The Authority will place the consultation document on its website and where possible in its Head Office reception which may be via a view by appointment system or documents may be attached to windows.</p>
Submission to the local planning authority and publication	<p>The Authority and Council check that the submitted proposal complies with all relevant legislation. If the plan meets the legal requirements, the Authority and Council publicise the proposal for a minimum of 6 weeks and invite representations, and appoint an independent examiner (with the agreement of the qualifying body).</p>

¹⁹ More detail on the process of producing a Neighbourhood Plan can be found here <https://www.gov.uk/guidance/neighbourhood-planning--2#key-stages-in-neighbourhood-planning>

Stage	Explanation
Submission to Independent Examiner and Examination	The Neighbourhood Plan and representations are sent to the independent examiner, who undertakes the examination. The independent examiner issues a report to the local planning authority and qualifying body. The Authority and Council consider the report and reach their own view – to proceed to referendum or not.
Referendum	The Council organises and runs the referendum.
Making the neighbourhood plan	The results of the referendum are reported to the full Authority. Paragraph 38A (4)(a) of the Planning and Compulsory Purchase Act 2004 requires that the Local Planning Authority must make the neighbourhood plan if more than half of those voting have voted in favour of the plan being used to help decide planning applications in the plan area. The making of the Neighbourhood Plan is through resolution at a Broads Authority meeting.

Once the neighbourhood area is approved, the Authority and Council are legally required to provide support and advice covering such issues as planning matters and advice on the legal requirements for producing a Neighbourhood Plan. The Authority and Council are also responsible for checking that the submitted Neighbourhood Plan has followed the proper legal process, publicising the proposed plan and arranging for the independent examination and referendum to take place. The NPPG sets out the role for the LPA at:

<https://www.gov.uk/guidance/neighbourhood-planning--2#the-role-of-the-local-planning-authority-in-neighbourhood-planning>

7.5. How the community is involved in the process

The community are formally involved in the stages set out in Table 5 below. The Neighbourhood Forum/Parish Council may involve the community in other ways at other stages of the Neighbourhood Plan production.

Table 5

Community involvement in neighbourhood planning process

Stage	Length of time	How and who?
Pre-submission consultation	6 weeks	Relevant consultees are invited to comment on the draft Neighbourhood Plan. The draft plan is displayed on the Authority's website.

Stage	Length of time	How and who?
		A hard copy is where possible displayed at the Authority's head office (maybe a view by appointment system or documents may be attached to windows).
Publication	6 weeks	Relevant consultees are invited to comment on the publication version of the Neighbourhood Plan. The draft plan is displayed on the Authority's website. A hard copy is displayed at the Authority's head office where possible, (which may be a view by appointment system or by documents attached to windows).
Referendum	One day only to cast vote	Those who live in the Parish and are over 18. Polling stations for each ward of a Parish. Run by the Council.

7.6. More information

For more information, visit these useful websites:

Locality:

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

Forum for Neighbourhood Planning:

<https://neighbourhoodplanning.org/>

Community Knowledge Hub:

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

Government Guidance:

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

Planning Help:

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

Planning Advisory Service:

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

Localism Act and Neighbourhood Planning:

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

8. Planning help and advice available to the community

8.1. 8.1 Introduction

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

8.2. What type of service is provided by Planning Aid?

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

Planning Aid England can help individuals and communities to:

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

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

8.3. Contact and more information

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

Information on the planning system is also available on the Government planning portal website at www.planningportal.gov.uk.

9. Complaints procedure

We operate a three-stage procedure²⁰.

9.1. Stage one: Complaint dealt with by a senior manager

Initially you may wish to informally contact a senior manager responsible for the area of work where you have a complaint. You can write to us by email or letter, or use our [contact form](#). Alternatively, if you phone us and say you wish to make a complaint, you will be put through to the officer best able to deal with your concerns.

We will deal with your complaint efficiently and make every effort to resolve it. We will provide a written reply to emails or written informal complaints within 10 working days of receipt. This also applies to informal complaints made by phone that cannot be resolved at the time.

9.2. Stage two: Complaint dealt with by Management Team

If you are not satisfied with the response under Stage 1, please complete our [formal complaint form](#) (word doc) which we will forward to the relevant member of our Management Team. We will send you an acknowledgement of your complaint within three working days of receipt.

The member of Management Team will send you a detailed reply in writing within 10 working days, saying whether or not your complaint is upheld. If it is not possible to respond fully within this timescale they will explain why, and tell you when the response can be expected. The reply will also explain how you can take your complaint forward if you are not satisfied with our response.

9.3. Stage three: Chief Executive's Review

This is the final stage in our complaints process, and is only possible when the Stage 2 process has been completed. If you are not satisfied with our Stage 2 response, you can make a written request asking the Chief Executive to review your complaint. If your complaint concerns the Chief Executive, it will be reviewed by the Chair of the Authority.

We will acknowledge Stage 3 requests within three days of receipt, and send a detailed reply within 20 working days. If it is not possible to respond within this timescale we will explain why, and when the response can be expected.

9.4. What happens next?

We will aim to resolve any problems as quickly and fully as possible, and will respond to complaints within the timescales shown above. If your complaint is upheld, we will send you

²⁰ <https://www.broads-authority.gov.uk/contact-us/comments-and-complaints/how-to-complain>

a written apology and an explanation of any action we are taking to prevent a similar thing happening again.

9.5. What if I am still not satisfied?

The reply you receive from the Chief Executive will set out your right to contact the Local Government Ombudsman (LGO). If your complaint was made because you consider the Authority had not followed its procedures correctly and may have caused you an injustice, visit [Home - LGO](#) or telephone 0300 0610614.

Occasionally, your complaint will be dealt with under a different procedure. For details see [Other Complaints Procedures](#)

10. Reviewing the Statement of Community Involvement

The SCI will be kept under review. Revisions will be made only if there are new groups we wish to engage, or where the regulations relating to public consultation change. The SCI will be fully reviewed by 2026 at the latest.

11. Data protection

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

Appendix A: Local Development Scheme

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

<<<to follow>>>

Appendix B: Venues Around the Broads Executive Area

While at the time of writing (autumn 2021) COVID19 social distancing rules have been relaxed, it is possible that restrictions are put in place in future. Therefore, not all engagement methods listed may be possible. We will assess any risks in deciding how best to engage with the public and may use alternative approaches. If we hold events in person, we will adhere to any social distancing rules in place at the time.

Libraries

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

Local Authority offices²¹

Broads Authority Offices, Yare House, 62-64 Thorpe Road, Norwich (call to check as you may need to make an appointment)

Broadland District Council Office, Yarmouth Road, Norwich

East Suffolk Council, the Marina Customer Service Centre, Lowestoft

Great Yarmouth District Council Offices, Town Hall, Great Yarmouth

Norfolk County Council, County Hall, Norwich

North Norfolk District Council Offices, Holt Road, Cromer

South Norfolk Council Offices, Swan Lane, Long Stratton

Suffolk County Council, Endeavour House, Ipswich

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

Appendix C: List of Consultees (Planning Policy and Broads Plan)

At the time of writing, all those on the consultation database are being contacted to see if they wish to remain on it, and to confirm their details. As such, this information is correct as at November 2019. From time to time, other organisations may be added to the consultation list.

Specific Consultees

Norfolk County Council	Environment Agency
Suffolk County Council	NHS STP Estates
Highways England	Town and Parish Councils partly within the Broads Executive Area
Natural England	Coal Authority
Homes and Communities Agency	Relevant electricity and gas companies
Network Rail	Local Enterprise Partnership (New Anglia)
Historic England	Relevant Telecommunications Companies
Clinical Commissioning Groups	Norfolk and Suffolk Nature Recovery Partnership
Neighbouring District Councils	Relevant sewerage and water undertakers
Norfolk and Suffolk Constabulary	
Marine Management Organisation	

General Consultees

Age UK Norfolk	Home Builders Federation
Broadland Older People's Partnership	Landowners, agents, developers and Housing Associations operating in the area
CPRE Norfolk	MPs
Crime Prevention and Architectural Liaison Officer Norfolk/Suffolk	National Farmers Union
Equal Lives	Norfolk Constabulary
Forestry England (East England Conservancy)	Norfolk Farming & Wildlife Advisory Group
GeoSuffolk	Norfolk Geodiversity Partnership
Historic Environment Service (Norfolk and Suffolk)	Norfolk Wildlife Trust
	Public Health – Norfolk and Suffolk

RSPB Eastern England

Sport England - Eastern Region

Suffolk Archaeological Service

Suffolk Coalition of Disabled People

Suffolk Constabulary

Suffolk Wildlife Trust

SUSTRANS

The Crown Estate

The Traveller Movement

Train Operating Companies

Water Management Alliance

Local Consultees

AONB groups

Local partnerships

Chambers of Trade

Local residents

Civic societies

Residents associations

Local businesses

Schools

Local interest groups

County Council and Ward Councillor

Consultees specific to the Broads

Association of Inland Navigation Authorities

Community Action Norfolk

British Assoc of Shooting and Conservation

Eastern Rivers Ski Club

British Canoeing

Eastern Regional Rowing Council

British Horse Society

Hire Boat operators

British Reed Growers Association

Inland Waterways Association

British Waterski

Nancy Oldfield Trust

Broads Angling Services Group

Norfolk & Suffolk Boating Association

Broads Hire Boat Federation

Norfolk Heritage Fleet Trust

Broads Local Access Forum

Norfolk Windmills Trust

Broads Reed and Sedge Cutters Assn

Oulton Broad Water Sports Centre

Broads Society

The Broads Trust

Broads Tourism

Yare Users Association

Brundall Riverside Estate Association

Butterfly Conservation - Norfolk Branch

Campaign for National Parks

Appendix D: Local Plan Data Privacy Notice

This consultation document and consultation process have been developed in line with the Broads Authority's Statement of Community Involvement²².

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

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

Privacy notice

Personal data

The following information explains your rights and under the Data Protection Act 2018. Our Data Protection Policy is available at [Planning privacy \(broads-authority.gov.uk\)](https://www.broads-authority.gov.uk/planning-privacy).

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

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

The Broads Authority is the data controller. The Data Protection Officer can be contacted at

dpo@broads-authority.gov.uk or (01603) 610734.

2. Why we are collecting your personal data

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

3. Our legal basis for processing your personal data

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

4. Who we will be sharing your personal data with

Your personal data will not be shared with any organisation outside of MHCLG. Only

²² Our current SCI is here: https://www.broads-authority.gov.uk/data/assets/pdf_file/0024/209337/Final_adopted_SCI_formatted_July_2020.pdf

your name and organisation will be made public alongside your response to this consultation.

Your personal data will not be transferred outside the EU.

5. How long we will keep your personal data, or criteria used to determine the retention period

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

6. Your rights (e.g. access, rectification, erasure)

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

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

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

Planning Committee

03 December 2021

Agenda item number 11

December Issues and Options Bite Size Pieces

Report by Planning Policy Officer

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 the approach to consultation, existing housing stock and peat.

Recommendation

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

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 the approach to consultation, existing housing stock and peat and these are attached as appendices to this report. Members' views on these draft sections of the Issues and Options are welcomed.

Author: Natalie Beal

Date of report: 22 November 2021

Appendix 1 – Approach to consultation

Appendix 2 – Existing Housing Stock

Appendix 3 – Peat



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

Approach to consultation

This bitesize piece discusses the proposed approach to consulting on the Issues and Options. It is not the exact wording that will be included in the Issues and Options. Members' views on the proposed approach are welcomed. The following reflects the Statement of Community Involvement that is also at the 3 December 2021 meeting of the Planning Committee for adoption.

Consultation period

We propose an 8 week consultation period.

Advertising the consultation

We will write to those on the consultation database and announce the consultation on Twitter and Facebook. We will ask Parish Councils to advertise the consultation in any way they can. We will also place an advert in the EDP.

Receiving comments

We will accept comments by email and post. We will ask some questions throughout the consultation period on Facebook and Twitter – we will take some questions from the Issues and Options and share them on social media, one a week. Where we ask for sites to be put forward for consideration (such as local green space), we will aim to use Survey Monkey as a way of providing us with the required details.

Discussing the document with Officers

We will advertise the opportunity to talk to officers on the phone or to schedule a video conference. We will assess any COVID19 related restrictions in place at the time, but we hope to have drop in sessions with officers present around the Broads – probably 3 with one in the north, one central and one in the south of the Broads. If we are not able to do that, we will look into an online presentation and Q and A session.

Hard copies

We will reflect any COVID19 related restrictions in place at the time, but we intend to place hard copies in libraries and council offices around the Broads. We hope to have hard copies at Yare House, probably viewable on an appointment basis.

Younger people

We will work with the Education Officer to ascertain what kind of groups he will be teaching during the time of the consultation and assess if there is scope to talk to those groups about the questions asked in the Issues and Options. We will also identify and email schools near to the Broads to understand how they can help with this consultation. We will also liaise

with sports clubs and organisations that involve young people that operate in the Broads to ask if they can help engage young people.

Those that live on boats

We will ask the Residential Boat Owners Association to share the consultation details with any members they have locally. We will also write to boat yards with permission for people to live on boats to also share with their tenants.

Older people and disabled people

If we do hold drop in events, we will ensure the venue is easily accessed. We will also consult representative groups.



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

The Existing Housing Stock

The following is one of the draft sections of the Issues and Options. It relates to the existing housing stock. Members' thoughts are welcomed as we finalise this section of the Issues and Options.

Introduction

When new buildings are built, they will need to meet the Building Regulations that are in place at the time of the build. In terms of replacement dwellings, they will likely result in an improvement in the energy performance of the building, compared to what was there before. Section x explores energy performance of new build <<Planning Committee Members, this was discussed at [July 2021 Planning Committee](#)>>.

Issue

Local Plans and policies can influence buildings that are yet to be built but many more buildings have already been built. We would like to explore how we can influence existing buildings to use less energy and use energy wiser.

In the past, there have been grants from the Government or local authorities that aid with aspects of building energy performance like insulation and boilers. Recently, there was the Green Homes Grant scheme¹.

Question: Do we need to do more about the existing housing stock?

On occasion, applicants propose extending their existing buildings. The extensions will be built to the Building Regulations in place at the time of construction² and so the extension may well use much less energy than the existing main dwelling.

¹ [Green Homes Grant: make energy improvements to your home - GOV.UK \(www.gov.uk\)](#)

² Broadly, the Part L requirements apply to buildings, or extensions of such buildings (except those of Class 7 type (see below)), or the carrying out of any work to or in connection of any such building or extension where the building:

- is a roofed construction having walls; and
- uses energy to condition the indoor climate

Source: [Exemptions from building regulations | Building Regulations | Planning Portal](#)

Class 7: The extension of a building by the addition at ground level of—

(a) a conservatory, porch, covered yard or covered way; or

(b) a carport open on at least two sides;

where the floor area of that extension does not exceed 30m², provided that in the case of a conservatory or porch which is wholly or partly glazed, the glazing satisfies the requirements of Part N of Schedule 1

Source: [The Building Regulations 2010 \(legislation.gov.uk\)](#)

Question: Is there scope to require an existing building that is to be extended to itself use less energy?

Permitted development

There are some types of extension that do not need planning permission and so any policy approach would not apply to those schemes.

Energy Performance Certificates

Energy Performance Certificates (EPCs) tell you how energy efficient a building is and give it a rating from A (very efficient) to G (inefficient). They'll tell you how costly it will be to heat and light your property, and what its carbon dioxide emissions are likely to be. An EPC also includes information on what the energy efficiency rating could be if you made the recommended improvements and highlights cost effective ways to achieve a better rating³. Of course, if the EPC already rates the building as efficient, there may not be a requirement to move up the EPC ratings⁴.

Question: Is there potential to require a building that is to be extended to improve its EPC level – perhaps it is required to move up one level on the EPC ratings?

Buildings that may be difficult to make more energy efficient/use less energy

The age and style of buildings in the Broads is varied. As such, it may be that some buildings are harder to make more energy efficient than others; perhaps they are designed to have the very ventilation that some energy efficiency measures may seek to address for example. This would be an area to explore if a policy approach is taken forward.

Benefits to occupier

Improving energy efficiency and reducing operational carbon emissions has the benefit of lowering utility bills for occupants.

Options

A: Do not seek to address the energy efficiency of the existing housing stock

B: Require the building to move up the EPC rating.

C: Require that a certain percentage of the budget spent on the extension is spent on improving the energy performance of the existing building.

Do you have any thoughts on this issue?

Do you have any preference on the options listed above?

Are there any other options to consider?

³ [Guide to Energy Performance Certificates - Energy Saving Trust](#)

⁴ Access to Energy Performance Certificates and Display Energy Certificates data for buildings in England and Wales: [Energy Performance of Buildings Data England and Wales \(opendatacommunities.org\)](#)



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

Peat

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

1. Introduction

In the last Local Plan, we introduced a policy relating to peat. The aim of the policy was to reduce the amount of peat excavated and to ensure that any peat that is excavated and/or is disposed is treated in a way that addresses its special qualities. We also have a [guide](#) relating to the excavation of peat.

Peat is an abundant soil in the Broads and an important asset, providing many ecosystem services, including food production:

- **Climate change:** The soils formed by the Broads wetland vegetation store 38.8 million tonnes of carbon¹. Peat soils release previously stored carbon when they are dry. Peat, if dried out, can emit 174kg of CO₂ per cubic metre of peat.
- **Biodiversity:** Peat soils support internationally important fen, fen meadow, wet woodland and lake habitats. At least 500 species are primarily associated with peat habitats in the Broads (source: Broads Biodiversity Audit). It is critical that development avoids impacts on irreplaceable habitats.
- **Archaeology:** Historic England has identified the Broads as an area of exceptional waterlogged heritage. Because of the soil conditions in the Broads, there is great potential for archaeology to be well preserved, giving an insight into the past.
- **Palaeoenvironments:** The peat has accumulated over time and thus incorporates a record of past climatic and environmental changes that can be reconstructed.
- **Water:** Peat soils help prevent flooding by absorbing and holding water like a sponge (peat holds 20 times its own weight in water) as well as filtering and purifying water.

2. Issue

The Sixth Assessment Report of the Intergovernmental Panel on Climate Change (IPCC) warns that the world is heading for temperature rises above 1.5°C as we witness widespread extreme weather and other changes likely to be irreversible for centuries to millennia.

Peat is a finite resource, taking thousands of years to develop under the right conditions. Indeed, the Government's Peat Action Plan (May 2021)² states how important it is to keep peat wet, refers to how to restore peat as well as protect peatlands.

¹ NCA Profile 80, Natural England and the Broads Authority's Carbon Reduction Strategy: www.broads-authority.gov.uk/_data/assets/pdf_file/0011/400052/Carbon-reduction-strategy.pdf

² [England Peat Action Plan \(publishing.service.gov.uk\)](https://www.gov.uk/government/publications/peat-action-plan)

Given the impact of carbon dioxide release and loss of habitat, and as these are related to peat locally as set out above, we wonder if there is reason to take a firmer stance on the excavation of peat, particularly large-scale peat extractions and multiple small-scale excavations (for their cumulative impacts). And then, when peat is excavated, that there is a stronger stance of disposing of the peat so it remains wet and does not release carbon dioxide.

3. Options

- A. Do not the change the approach as set out in policy and in the guide – so roll forward current approach.
- B. Change the emphasis so there is a stronger requirement to dispose of peat in a way that prevents it drying out. The current approach to excavating peat would be continued.
- C. Change the emphasis to reduce significantly the amount of peat excavated in the first place by making the policy stance stronger. This could be through a presumption against the excavation of peat. That being said, there would need to be circumstances where some small-scale development would be considered, perhaps using set criteria and following the mitigation hierarchy. The current approach to disposing of excavated peat would be continued.
- D. Combine options B and C – so that less peat is excavated and for any that is excavated, there is a stronger requirement to dispose of peat in a way that prevents it drying out.

Do you have any thoughts on protecting peat?
Do you have any thoughts on the options listed above?

Planning Committee

03 December 2021

Agenda item number 12

Three Neighbourhood Plans proceeding to referendum

Report by Planning Policy Officer

Summary

The three Neighbourhood Plans which have been prepared for Filby, Rollesby and Winterton on Sea, and the representations received on the submitted Plans during the publication stage, have been subject to an independent examination by a suitably qualified individual. They have endorsed the three Plans, with some changes, for referendum.

Recommendation

That Planning Committee endorses the Examiner's Reports and agrees that all three Neighbourhood Plans shall proceed to referendum.

1. Introduction

- 1.1. The three Neighbourhood Plans which were submitted in respect of Filby, Rollesby and Winterton on Sea were approved by the Broads Authority and made available to the public and consultation bodies.
- 1.2. During the publication period, representations were received. These representations were submitted, along with the Neighbourhood Plans and supporting information, to the independent Examiner, Ann Skippers. The examination was conducted via written representations during September/October/November 2021 (the Examiner deciding that a public hearing would not be required).
- 1.3. Legislation directs that an Examiner considers whether:
 - a) the draft plan meets the 'basic conditions'¹ of a Neighbourhood Development Plan,
 - b) the draft plan complies with the definition of a Neighbourhood Development Plan and the provisions that can be made by such a plan,
 - c) the area for referendum should extend beyond the neighbourhood area, and d)
 - the draft plan is compatible with the Convention rights.

- 1.4. Planning legislation states that once a local planning authority (LPA) has been issued with an Examiner's report, they must consider the recommendations. If the LPA is satisfied with the Examiner's recommendations then any specified modifications should be made before the Plan proceeds to referendum.
- 1.5. If the Broads Authority and Great Yarmouth Borough Council, as the relevant LPAs, are satisfied then they will need to publicise their decision (a decision statement) and move to a referendum (should that be what the examiner recommends). If they are not satisfied, then they must refuse the plan proposal and publicise their decision. This decision would be subject to a further six week consultation, with a possibility of a further independent examination.
- 1.6. More information can be found here:
[Filby Neighbourhood Plan](#)
[Rollesby Neighbourhood Plan](#)
[Winterton-on-Sea Neighbourhood Plan](#)

2. The Examiner's Reports

- 2.1. The Examiner's reports conclude that, subject to amendments (as set out in the reports), the Neighbourhood Plans can proceed to referendum. The Examiner also concluded that the area of the referenda does not need to be extended beyond the relevant parish council boundary. The reports can be found here:
[Filby](#)
[Rollesby](#)
[Winterton on Sea](#)
- 2.2. In terms of the comments that the Broads Authority made on the Plans, not all have been addressed and/or supported by the Examiner. Whilst this is disappointing, the changes proposed by the Examiner seem reasonable and are useful.
- 2.3. It is therefore recommended that Planning Committee support the Examiner's reports and support the Filby, Rollesby and Winterton on Sea Neighbourhood Plans each proceeding to referendum.

3. Next Steps

- 3.1. Should the Examiner's recommendations be met with full approval by Great Yarmouth Borough Council and the Broads Authority, then a decision statement will then be produced which will be published, along with the Examiner's report, on the Broads Authority and Great Yarmouth Borough Council's website and made available in the other locations. The three parish councils will make the appropriate amendments to the plans as set out in the Examiner's Reports.

- 3.2. Should the recommendation be to proceed to a referendum for all three Plans, then the next steps will involve Great Yarmouth Borough Council publishing information and giving at least 28 days' notice of the referendum (not including weekends and Bank Holidays). Again, this information will be made available on the Great Yarmouth Borough Council and Broads Authority websites and is likely to be made available by the three parish councils. Given this period of notice, should Great Yarmouth Borough Council and the Broads Authority approve the Examiner's recommendations, then it is anticipated the referenda could be held in February 2022.
- 3.3. If more than half of the people who vote in the referenda vote in favour of the proposal then Great Yarmouth Borough Council and Broads Authority must adopt/make the Neighbourhood Plans as soon as reasonably practicable, unless it considers that this would breach or be incompatible with any EU obligation or the Human Rights Convention.
- 3.4. This means that, should the referenda yield positive results for the Neighbourhood Plans, then the Plans would be subject to Great Yarmouth Borough Council and the Broads Authority ratification before it is 'made', although the NPPG says that 'A neighbourhood plan comes into force as part of the statutory development plan once it has been approved at referendum'.
- 3.5. Should the local planning authority propose to make a decision that differs from the Examiner's recommendations (and the reason for the difference is wholly or partly as a result of new evidence or a new fact or a different view taken by the authority about a particular fact) then they:
- Are required to notify all those identified in the consultation statement about this position and invite representations;
 - May refer the issue to an independent examination if they think it appropriate.

4. Financial implications

- 4.1. Officer time in assisting Great Yarmouth Borough Council with the Neighbourhood Plan process. Referendum and examination costs have been borne by Great Yarmouth Borough Council.

Author: Natalie Beal

Date of report: 23 November 2021

Planning Committee

03 December 2021

Agenda item number 13

Annual Monitoring Report 2021

Report by Planning Policy Officer

Summary

The Annual Monitoring Report (AMR) sets out planning related data from 1 April 2020 to 31 March 2021. It also includes the annual check of exemptions related to self-build.

Recommendation

To note the report and endorse its findings.

1. Introduction

- 1.1. The Annual Monitoring Report (AMR) assesses planning permissions granted over the monitoring period from 1 April 2020 to 31 March 2021. It also assesses how policies in the Local Plan for the Broads were used. The Local Plan monitoring indicators are a key component of this AMR, which provides an update on the Duty to Cooperate and progress on the Local Plan and other associated documents. The AMR will be published on the Broads Authority's website.

2. Headline figures

- 2.1. The following are the headline figures taken from the AMR (at Appendix 1):
- a) Total number of dwellings completed in 2020/21: 13
 - b) Total number of houses permitted in 2020/21: 7
 - c) 0 units of holiday accommodation count towards the housing need for the Broads
 - d) The average number of dwellings permitted over the two years is 14 dwellings, which is greater than the Local Plan average of 11.43 dwellings.
 - e) Approval rate (as a percentage of validated applications) is 89.6%
 - f) 0 residential moorings permitted.
 - g) 4 appeals decided, 2 allowed and 2 dismissed.
 - h) Self-build exemption from the duty to give enough suitable development permissions to meet the identified demand.

i) 5-year land supply:

Approach	Supply in years
Liverpool	5.86
Sedgefield	4.81

2.2. The Authority can only demonstrate a five-year land supply using the Liverpool method. When it comes to the Sedgefield method calculation not reaching 5 years, it should be noted that:

- The presumption in favour of sustainable development applies, as set out in the NPPF paragraph 11(d), must be considered;
- Working the NPPG and NPPF through, however, as set out in 11(d)(i) and the related footnote 6, the presumption in favour of sustainable development does not apply to the Broads.

Author: Natalie Beal

Date of report: 23 November 2021

Appendix 1 – 2020/21 Annual Monitoring Report

Annual Monitoring Report 2020/2021

December 2021



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Cover photo credit: River Yare, by Jackie Dent

1. Introduction

The Annual Monitoring Report (AMR) assesses planning permissions granted over the monitoring period from 1 April 2020 to 31 March 2021. It also assesses how policies in the Local Plan for the Broads were used. The Local Plan Monitoring indicators are a key component of this AMR. The AMR provides an update on the Duty to Cooperate as well as progress on any work related to producing the Local Plan and other associated documents.

The source of the data in this AMR is mainly from data collected and held by the Broads Authority (BA). If you have any queries regarding this AMR, please contact the Planning Team at the Broads Authority on 01603 610734.

Please note: During the summer of 2020, changes to the land use class system were announced. These subsequently came into force from the start of September 2020. This AMR covers the period April 2020 to March 2021 and the change came in part way through the monitoring period. A [section](#) on E class uses has been introduced in this AMR.

2. Duty to Cooperate

The Localism Act 2011 introduced a 'duty to cooperate' on strategic planning matters (defined as those affecting more than one planning area) applying to local planning authorities and a range of other organisations and agencies. The following provides an overview of the types of cooperation going on between BA and other organisations covered by the duty, during the year under review.

A Duty to Cooperate Statement has been produced to accompany the Local Plan and it can be found here http://www.broads-authority.gov.uk/data/assets/pdf_file/0018/1136601/BLP-Appendix-E-Final-Broads-Local-Plan-Duty-to-Cooperate-Statement-ba160318.pdf.

The main cooperation outcome has been that Great Yarmouth Borough Council has agreed to accommodate the residual need of 38 dwellings which arises in the Borough's part of the Broads.

The [Norfolk Strategic Planning Framework version 3](#) has been produced and endorsed by all Norfolk Local Planning Authorities. This is a series of agreements that all Norfolk Authorities will sign up to.

The Authority continues to engage proactively with our District Councils, the rest of Norfolk and Suffolk and the County Councils mainly through meetings and responding to consultations, as well as working on joint projects.

Joint projects that were undertaken, completed or started in the 2020/21 monitoring period are as follows:

- Early stages of a Norfolk and Suffolk Coast Supplementary Planning Document, working with East Suffolk, Great Yarmouth and North Norfolk Councils.

- Suffolk Design Work – working with the rest of Suffolk Local Planning Authorities.
- Masterplanning work for East Norwich – working with Norwich City Council and Norfolk County Council.
- East Suffolk Walking and Cycling Strategy.

3. Local Plan and other Planning Policy Documents

The Local Plan for the Broads was adopted in May 2019. It has therefore been in place to be used in determining planning applications for all of the 2020/21 monitoring period. The Local Plan webpage is here: <https://www.broads-authority.gov.uk/planning/planning-policies/development>. The table at [Appendix D](#) reflects the monitoring indicators from the Local Plan. It also shows how the policies are generally working.

The [Flood Risk SPD](#) was adopted in June 2020.

The Marketing and Viability SPD and [Residential Moorings Guide](#) were consulted on. (the Marketing and Viability Guide was consulted on a second time in the summer of 2021 and the Residential Moorings Guide was adopted in the summer of 2021).

The [Statement of Community Involvement](#) was adopted in July 2020.

The [Peat Guide](#) has been consulted on and was adopted in March 2021.

4. Neighbourhood Plans

Neighbourhood Plans continue to be produced during the 2020/21 monitoring period. Go here for an up to date list on the progress of the Neighbourhood Plans:

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

[Appendix A](#) shows a map of Neighbourhood Plans that are relevant to the Broads.

5. Completions of net new housing in 2020/21

The following schemes have been completed in the 2020/21 period. Data was collected either through phoning the applicant or agent or site visits. For the purposes of the AMR, completed means that it has windows and doors.

App No	District	Proposal	Type	Decision Date	Net New	Self-Build (April 2016 onwards)?
BA/2013/0009/CU	SNDC	Change of use from agricultural building into two self-contained holiday accommodation units.	Holiday	20130314	2	-
BA/2015/0277/FUL	WDC	Demolition of detached bungalow and garage and construction of 4 no. Dwellings, associated car parking bays and associated works.	Residential	20151027	3	-
BA/2017/0168/FUL	NNDC	Single storey dwelling for holiday accommodation use.	Holiday	20180627	1	no
BA/2017/0457/FUL	NNDC	Conversion of barn to holiday accommodation and new fence to part boundary.	Holiday	20180209	1	no
BA/2018/0124/CU	SNDC	Change of use to holiday let.	Holiday	20180607	1	no
BA/2018/0248/FUL	NNDC	Replace cottage with new dwelling and holiday unit.	Holiday	20190220	1	no
BA/2018/0390/FUL	SNDC	7.15m x 3.5m x 3.55m high timber clad single bedroom unit of holiday accommodation and associated sewage treatment tank.	Holiday	20190111	1	no
BA/2019/0112/FUL	NNDC	Erection of 3 terraced houses and associated parking & storage	Residential	20190906	3	no

Number of residential dwellings: 6

Number of holiday homes: 7

Total number of dwellings completed in 2020/21: 13

7. Net new dwelling applications permitted in 2020/21

The following table sets out some details of permitted housing related applications. Please note that BA 2019/0112 appears in the previous table as they are completed. The other applications appear in Section 8 as they are yet to be completed.

Planning application reference	Parish	District	How many new dwellings?	How many dwellings lost?	Net total of dwellings?	How many new affordable dwellings?	How many affordable dwellings lost?	Net total of affordable dwellings?	On previously developed land?	In development boundary? ^c	Is the dwelling a rural enterprise dwelling?	Is the scheme for elderly/specialist need housing?
BA/2020/0411/FUL	Belaugh PC	Broadland	1	1	0	0	0	0	Yes	N/A	No	No
BA/2020/0203/FUL	Filby PC	Great Yarmouth	1	1	0	0	0	0	Yes	N/A	No	No
BA/2018/0359/FUL	Reedham PC	Broadland	3	0	3	0	0	0	Yes	No ^a	No	No
BA/2020/0042/CUPA	Hoveton PC	North Norfolk	1	0	1	0	0	0	Yes	Yes	No	No
BA/2020/0006/FUL	Horning PC	North Norfolk	1	1	0	0	0	0	Yes	N/A	No	No
BA/2020/0138/FUL	Brundall PC	Broadland	1	1	0	0	0	0	Yes	N/A	No	No
BA/2019/0294/FUL	Horning PC	North Norfolk	1	1	0	0	0	0	Yes	N/A	No	No
BA/2020/0026/FUL	Martham PC	Great Yarmouth	1	1	0	0	0	0	Yes	N/A	No	No
BA/2019/0112/FUL	Stalham Town Council	North Norfolk	3	0	3	0	0	0	No ^d	No ^b	No	No

a: Reedham scheme: considered a sustainable settlement. Flood risk addressed, and on balance the potential benefit to having some development on brownfield would be supportive of a business at the remaining part of the site.

b and d: Stalham scheme: considered a sustainable location with a safe crossing to the main settlement at Stalham over the A149 by NCC highways and not in flood zone. The site is amongst dwellings and within range of services provided by Stalham and Stalham staithe area. Not detrimental to the character of the Conservation Area.

c. Some schemes in this column are N/A – this is because they are replacements – resulting in no net increase.

Total number of dwellings permitted in 2020/21: 7

8. Tourism accommodation applications permitted in 2020/21

The following table sets out some details of permitted tourism accommodation related applications. It also identifies if these units are self-contained and, in theory, could be lived in and therefore count towards the Objectively Assessed Housing Need set out in the Local Plan.

Planning Application Number	What type? (for example, tent pitches, glamping, caravans, second home, holiday home, other)	How many new 'units' of holiday accommodation?	How many lost 'units' of holiday accommodation?	Net total 'units' of holiday accommodation?	Any occupancy conditions?	On Previously developed land?	Count towards OAN?
BA/2019/0036/FUL	New glamping unit (former railway carriage) & new pedestrian entrance bridge	1	0	1	-	No	No

When calculating the need for housing for the Broads, the consultants ensured they considered empty homes – second and holiday homes. The Broads Authority calculated the numbers of second and holiday homes in the Broads part of various districts and provided the consultants with this data. As a result, considering that holiday and second homes were taken into account when calculating the need, they can be counted towards meeting the need. **0 units of holiday accommodation count towards the housing need for the Broads.**

9. Outstanding planning permissions for net new housing – all years

Applicants or agents were called to ask if schemes were completed. The following schemes were not completed and the table shows if they had started or not. Applicants or agents were also asked if they had any idea of when the schemes would be completed. For some of the applications, despite numerous attempts at contacting either the agent or applicant, we were unable to get any update on when the scheme was likely to be completed (see last column). Indeed, some applicants were not able to tell us when their scheme will likely be completed.

App No	District	Proposal	Type	Net New	Self-Build (April 2016 onwards)?	Commenced?	Completion: 2021/22	Completion: 2022/23	Completion: 2023/24	Completion: 2024/25	Completion: 2025/26	Completion: After 2026	Completion: Unknown as at June 2021
BA/2010/0381/CU	SNDC	Change of Use of single storey barn to holiday cottage	Holiday	1	N/A	Yes		1					
BA/2012/0256/joint	BDC	Proposed change of use of former Coach house and Stables/outbuildings to form one holiday let unit	Holiday	1	-	No							1
BA/2012/0271/FUL	WDC	Re-development of former Pegasus Boatyard to provide 76 dwellings, new boatyard buildings, office, moorings and new access road.	Residential	76	N/A	Yes			10	15	15	36	
BA/2013/0156/FUL	NNDC	Removal of holiday caravan and erection of thatched boathouse with replacement holiday accommodation in roof space.	Holiday	1	N/A	Yes							1
BA/2015/0426/FUL	WDC	Conversion of existing barns and outbuildings to form new residential units and erection of a new stable block.	Residential	4	yes - 1	Yes	4						

App No	District	Proposal	Type	Net New	Self-Build (April 2016 onwards)?	Commenced?	Completion: 2021/22	Completion: 2022/23	Completion: 2023/24	Completion: 2024/25	Completion: 2025/26	Completion: After 2026	Completion: Unknown as at June 2021
BA/2016/0065/FUL	GYBC	New dwelling - rural enterprise dwelling	Residential	1	yes	Yes	1						
BA/2017/0103/OUT	GYBC	Outline application to redevelop Hedera House to form 6 residential dwellings and 10 new holiday cottages.	Both resi and holiday	16	no	No	4	4	4	4			
BA/2017/0191/FUL	BDC	The conversion of a redundant agricultural building to a single dwelling, including associated building and landscaping works and the change of use of an existing dwelling to provide a dedicated tourism use.	Both resi and holiday	1	no	Yes							1
BA/2017/0474/FUL	SNDC	2 new dwellings and associated hard & soft landscaping	Residential	2	yes	Yes	1	1					
BA/2017/0484/FUL	WDC	Extension and change of use to dwelling.	Residential	1	no	Yes	1						
BA/2018/0007/FUL	GYBC	Change of use of outbuildings to 2 No. holiday lets	Holiday	2	no	Yes							2
BA/2018/0168/FUL	BDC	Demolition of existing storage building and erection of 2-bedroom holiday chalet.	Holiday	1	no	Yes		1					
BA/2018/0269/FUL	NNDC	Change of use of outbuilding to 2 one bed holiday lets, external alterations & parking	Holiday	2	no	No							2
BA/2018/0279/FUL	GYBC	Change of use of existing barn & cattery to holiday accommodation	Holiday	2	no	Yes		2					
BA/2018/0374/FUL	NNDC	New dwelling.	Residential	1	yes	Yes	1						
BA/2019/0118/FUL	GYBC	Erection of 7 residential dwellings, 12 permanent residential moorings, 9 resident moorings, 10 visitor moorings, 1 mooring for Broads Authority, the redevelopment of the Marina building as offices & storage with associated landscaping & parking	Residential	7	No	Yes							7

App No	District	Proposal	Type	Net New	Self-Build (April 2016 onwards)?	Commenced?	Completion: 2021/22	Completion: 2022/23	Completion: 2023/24	Completion: 2024/25	Completion: 2025/26	Completion: After 2026	Completion: Unknown as at June 2021
BA/2019/0168/FUL	ESC	Change of use of housekeeping building to 2 bed holiday bungalow with addition of new pitched roof. Erection of new housekeeping building in parking area to rear of reception building.	Holiday	1	no	No		1					
BA/2019/0345/FUL	GYBC	Convert barn to two-bedroom holiday let.	Holiday	1	no	Yes	1						
BA/2019/0382/FUL	ESC	Change of use & extension to part of existing restaurant/function area to create 4 x 1-bedroom holiday apartments.	Holiday	4	no	No	1	1	1	1			
BA/2018/0359/FUL	BDC	Demolition of shed, erect timber clad boat workshop, 3 residential dwellings, car park, flood defence wall and landscaping	Residential	3	No	No							3
BA/2020/0042/CUPA	NNDC	Notification for Prior Approval for a proposed change of use of the first floor of building from Office Use (Class B1(a)) to a to single dwelling house (Class C3)	Residential	1	No	No							1
Total	-	-	-	129	-	-	14	11	15	20	15	36	18

10. Local Plan Allocations – net new housing

The following shows when the allocations for net new housing that are allocated in the Local Plan for the Broads could be delivered. Please note that the schemes at Pegasus and at Thurne are included in the previous table (as they also have permission).

Site	2021/22	2022/23	2023/24	2024/25	2025/26	2026/27	2027/28	2028/29	2029/30	2030/31	2031/32	2032/33	2033/34	2034/35	2035/36	Total	General location	District
HOV3						6										6	Hoveton	North Norfolk
NOR1										40	40	40				120	Norwich	Norwich
STO1	2	2														4	Stokesby	Great Yarmouth
Total	2	2	0	0	0	6	0	0	0	40	40	40	0	0	0	130	-	-

- STO1 - there have been pre-application discussions with the owners of the sites in 2019/2020.
- HOV3 – there are some discussions about various uses for this site. In the 2019/20 AMR, following discussion with the agent, they have suggested that delivery could be after the next 5 years; this timeframe is continued in this AMR – the site is not included in the 5-year land supply calculations.
- NOR1 – continues to be a constrained site, but the Broads Authority are working with Norwich City Council who are liaising with the landowners of that site and other sites in the area regarding bringing forward the site for development.

11. Planning Application data

The following table sets out the number of planning applications received between 1 April 2020 and 31 March 2021 and how many were permitted or refused.

Applications*	Total
Total number submitted	201
Validated applications	196
Approved applications	180
Refused applications	9
Withdrawn applications	5

* These totals do not include any Non-Material Amendments, Applications for Approval of Details Reserved by Condition, Neighbour LPA Consultations/County Matter consultations, Screening/Scoping opinions or Pre-Apps.

Approval rate (as a percentage of validated applications) is 89.6%

12. Appeals

The following table sets out the number of appeals between 1 April 2020 and 31 March 2021 and how they were determined.

- Decisions: **4**
- Dismissed: **2**
- Allowed: **2**
- Part Allowed/Part Dismissed: **0**
- Withdrawn: **0**
- Decisions outstanding: **5**

13. Residential moorings

No applications for residential moorings were received in monitoring period.

14. Moorings

The following table sets out some details of permitted mooring related applications

Planning Application Number	Location	Number of new moorings	New visitor moorings (DM33)	Type	Public or private?
BA/2020/0384/FUL	Horning	1	0	Mooring posts, boardwalk, boathouse	Private
BA/2020/0309/FUL	Ludham	One new mooring cut measuring 3X10 metres.	0	Alder and timber quay heading.	Private
BA/2018/0514/FUL	Ludham	Extension to mooring basin. No increase in number of boats mooring.	0	Staging, alder piles, finger jetties	Private
BA/2020/0146/FUL	Carlton Colville	25m	24 hr visitor moorings	Floating pontoon	24hr visitor moorings

The cumulative list of moorings delivered as a result of policy DM33 (and its predecessor) is as follows:

Application number	Location	Detail	Available?
BA/2015/0244/COND	Barnes Brinkcraft, Hoveton	6 moorings now available.	Yes
BA/2012/0121/FUL	Brundall Church Fen	25m provided.	Yes
BA/2013/0397/FUL	Ferryview Marina (now Horning Pleasurecraft)	2 visitor moorings provided.	Yes
BA/2013/0163/FUL	Pyes Mill, Loddon	2 visitor moorings to be provided.	Not yet
BA/2014/0426/FUL	Sutton Staithe	2 visitor moorings provided.	Yes
BA/2015/0172/FUL	Swancraft	2 visitor moorings provided	Yes

Application number	Location	Detail	Available?
BA/2014/0010/FUL	Eastwood Marine, Brundall	2 visitor moorings provided.	Yes
BA/2017/0268/FUL	Wayford Marina, Wayford Road, Wayford Bridge	2 visitor moorings provided.	Yes
BA/2018/0149/FUL	Oulton Broad	4 visitor moorings to be provided	Not yet
BA/2019/0118/FUL	Marina Quays, Great Yarmouth	10 visitor moorings to be provided	Not yet

15. Heritage indicators

a. Conservation Area Appraisals Reviewed

(Source: Broads Authority Historic Environment Officer)

- 2021 Horning Conservation Area ready to be consulted.
- 2021 Belaugh Conservation Area re-appraisal to be consulted upon May-June 2021
- 2021 Halvergate and Tunstall Conservation Area re-appraisal being prepared
- 2020 Ludham Conservation Area adopted
- 2018-2019: Somerton Conservation Area adopted
- 2016-2017: Loddon and Chedgrave Conservation Area re-appraisal adopted, Stalham Staithe Conservation Area re-appraisal adopted
- 2015-2016: Oulton Broad Conservation Area re-appraisal adopted
- 2014-2015: Beccles and Halvergate Marshes Conservation Area re-appraisals were adopted
- 2013- 2014: Langley Abbey re-appraisal adopted
- 2012-2013: Ellingham, Ditchingham Dam and Geldeston Conservation Areas re-appraisals adopted
- 2011-2012: Neatishead and Somerleyton Conservation Areas re-appraisals adopted
- 2010-2011: Belaugh and Wroxham Conservation Areas re-appraisals adopted

b. Number of Listed Buildings at Risk

(Source: Broads Authority Historic Environment Officer)

- 2020 - 2021: 18
- 2019 - 2020: 18
- 2018 - 2019: 18
- 2017 - 2018: 22
- 2016 - 2017: 26
- 2015 - 2016: 28
- 2014 - 2015: 28
- 2013 - 2014: 29
- 2012 - 2013: 26
- 2011 - 2012: 37
- 2010 - 2011: 49

16. Brownfield Register

The [Town and Country Planning \(Brownfield Land Register\) Regulations 2017](#) requires local authorities to prepare and maintain registers of brownfield land that is suitable for housing. All Local Planning Authorities were required to set up a Brownfield Register by the end of 2017 and update it every year. The most recent register for the Broads Authority can be found here: <http://www.broads-authority.gov.uk/planning/Other-planning-issues/brownfield-register>.

17. Class E applications

During the monitoring period, a new Class E was introduced. Class E includes the following:

Use, or part use, for all or any of the following purposes—

(a) for the display or retail sale of goods, other than hot food, principally to visiting members of the public,

(b) for the sale of food and drink principally to visiting members of the public where consumption of that food and drink is mostly undertaken on the premises,

(c) for the provision of the following kinds of services principally to visiting members of the public—

(i) financial services,

(ii) professional services (other than health or medical services), or

(iii) any other services which it is appropriate to provide in a commercial, business or service locality,

(d) for indoor sport, recreation or fitness, not involving motorised vehicles or firearms, principally to visiting members of the public,

(e) for the provision of medical or health services, principally to visiting members of the public, except the use of premises attached to the residence of the consultant or practitioner,

(f) for a creche, day nursery or day centre, not including a residential use, principally to visiting members of the public,

(g) for—

(i) an office to carry out any operational or administrative functions,

(ii) the research and development of products or processes, or

(iii) any industrial process,

being a use, which can be carried out in any residential area without detriment to the amenity of that area by reason of noise, vibration, smell, fumes, smoke, soot, ash, dust or grit.

The table within this article shows how some uses have changed to class E and to other new classes as well. [Planning: use classes order changes \(pinsentmasons.com\)](https://www.pinsentmasons.com/planning-use-classes-order-changes).

The following table sets out some details of permitted E class uses.

Planning Application Number	Description	Parish	Which land use?	Is it within the town centre?	New floor space (sqm)	Lost floor space (sqm)?	Net floor space (sqm)
BA/2018/0375/CU	Change of use and extension of workshop to form cafe	Gillingham	A3 Cafe	No	225	155	75
BA/2020/0168/FUL	Change of Use of courtyard buildings, B8, to Class E (Retail Use).	Oulton Broad	Class E	Within the district centre, yes.	99	99	0 (so, loss of B8, but gain of E)
BA/2020/0077/FUL	Change of use from A1 (Retail) to A5 (Restaurant/Cafe and Takeaway)	Hoveton	A1 to A5	Yes	226	226	0 (so, loss of A1, but gain of A5)
BA/2020/0377/FUL	Erection of temporary office/facilities building (until end 15 December 2023).	Cantley	B1 office	N/A	216	0	216
BA/2020/0324/FUL	Erection of an office building in association with existing business use involving demolition of existing building	Beccles	B1 office	N/A	236	123	113

18. Employment

The following table sets out some details of permitted employment related applications. Please note that two of the schemes include B1 which is now Class E. They are included in this table rather than in the previous section rather than repeating in both.

Planning Application Number	Description	What use class?	new floor space (state units)	lost floor space (state units)	Net total (state units)	On Previously developed land?
BA/2019/0208/FUL	Replacement catering unit	Sui Generis food sales	125sqm	45sqm	80sqm	Yes
BA/2020/0102/FUL	Demolition of two outbuildings and circular metal container, and erection of building as 6 commercial units Class B1 and B8.	B1 and B8	576sqm	Unknown	576sqm ¹	Yes
BA/2019/0103/CU	Change of use from boatyard to museum	B1/B2/B8	0	252m2	0	Yes

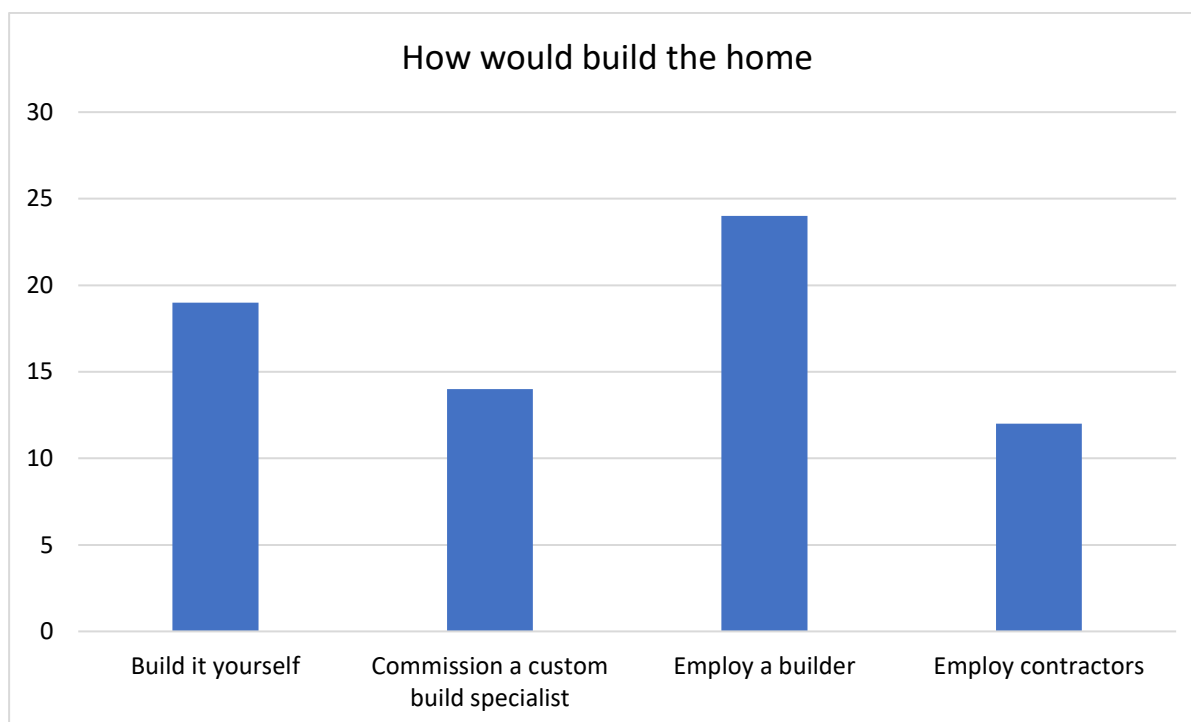
¹ Classed as net new, as the buildings that were replaced were storage.

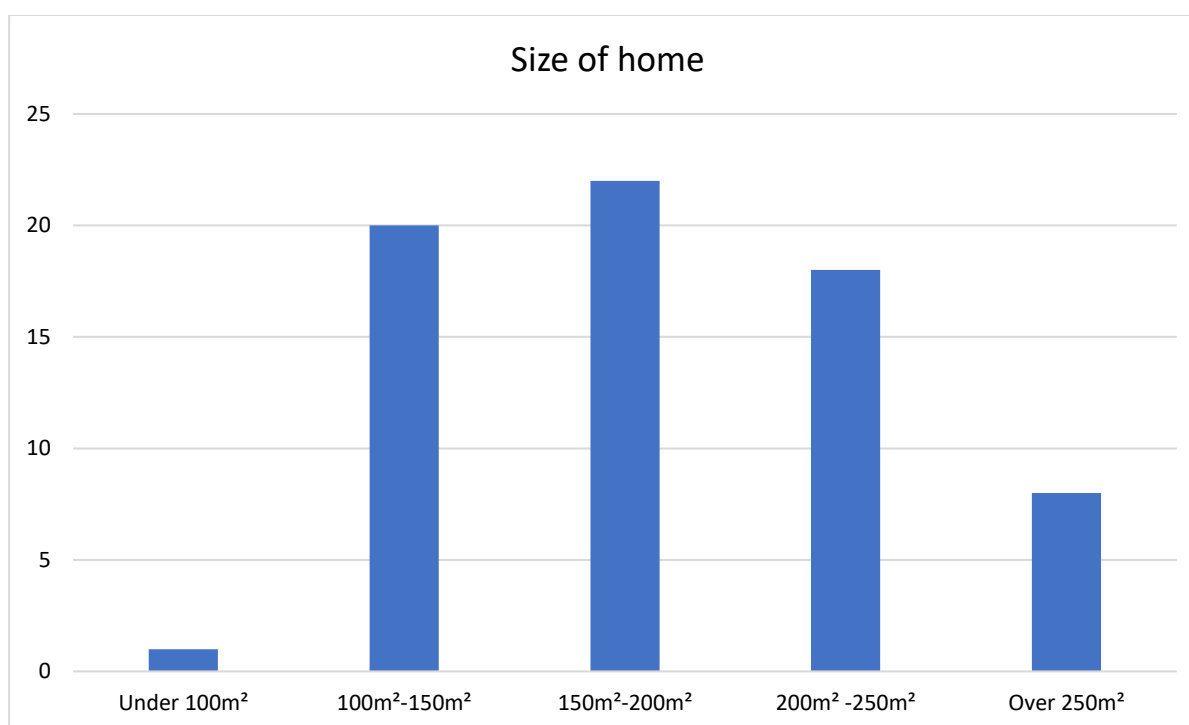
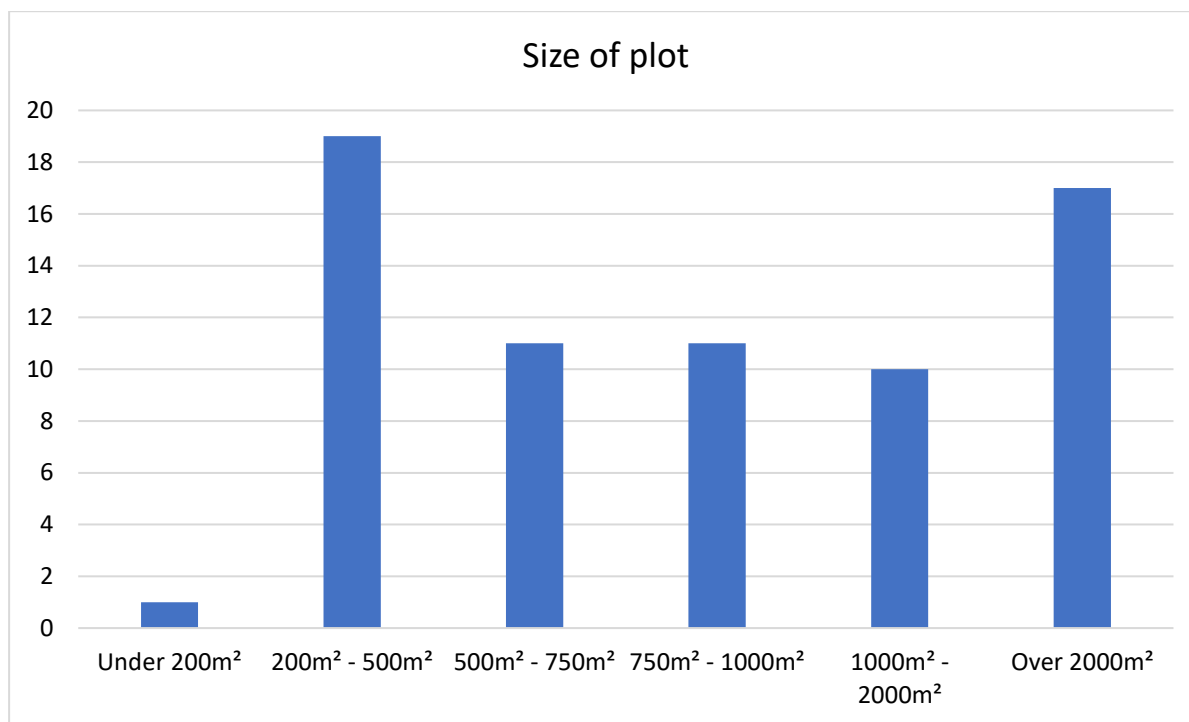
19. Self and Custom Build

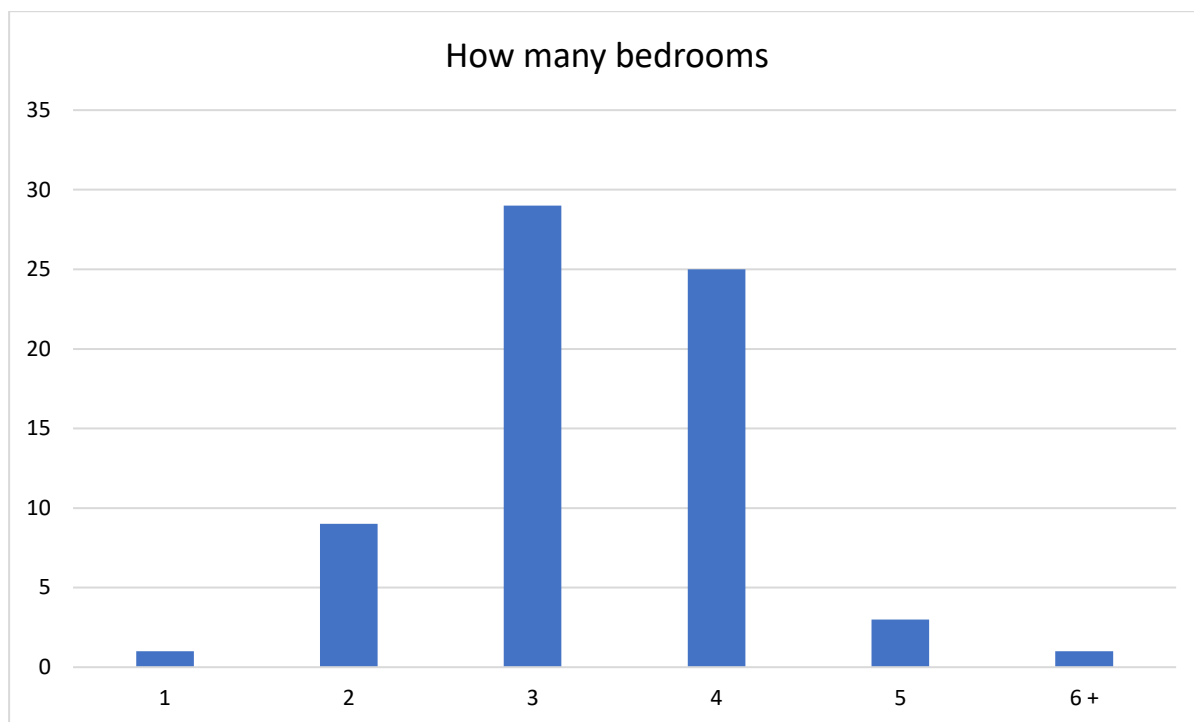
Under section 1 of the Self Build and Custom Housebuilding Act 2015, local authorities are required to keep a register of those seeking to acquire serviced plots in the area for their own self-build and custom house building. They are also subject to duties under sections 2 and 2A of the Act to have regard to this and to give enough suitable development permissions to meet the identified demand.

The Broads Authority's register can be found here: <https://www.broads-authority.gov.uk/planning/other-planning-issues/self-build-and-custom-build-register>

Here is a summary of the information provided by those who filled out the register. The total number of people who filled out the register, between 31 October 2020 and 4pm 30 October 2021 is: 69 people.







Since 2017, the Broads Authority has had an exemption from the duty to give enough suitable development permissions to meet the identified demand. In order to maintain this exemption, the Broads Authority needs to check demand against land availability each year. This calculation is included at [Appendix B](#). As can be seen at Appendix B, when calculating the demand as a percentage of the land availability, in all derivations of the calculation, the % is greater than 20%.

Therefore, the exemption from the duty to permit is maintained.

20. Progress towards housing targets

The Local Plan for the Broads adopts a housing target. This is the first time there has been a housing target for the Broads. The Local Plan says:

The Authority will endeavour to enable housing delivery to meet its objectively assessed housing need throughout the Plan period which is 286 dwellings. The Broads is within 3 housing market areas and the need within each HMA is as follows:

- **Central Norfolk HMA: 163**
- **Waveney HMA: 57**
- **Great Yarmouth Borough HMA: 66**

The Authority will allocate land in the Local Plan to provide around 146 net new dwellings. To meet the remaining requirement of 38 dwellings to 2036, which falls within that part of the Broads in the Borough of Great Yarmouth, the Authority will work with Great Yarmouth Borough Council to address housing need.

As shown in previous sections, in this monitoring period, there were 7 dwellings permitted. See sections 6 and 7.

The annual average housing requirements, as set out in the Local Plan, is 11.43 dwellings.

The cumulative total of dwellings permitted since adoption of the Local Plan is 38, broken down as follows:

2019/20: 21 dwellings

2020/21: 7 dwellings

The average number of dwellings permitted over the two years is 14 dwellings, which is greater than the Local Plan average of 11.43 dwellings.

21. Progress towards residential moorings target

The Local Plan for the Broads has an adopted residential mooring target of 63 residential moorings. In the monitoring period, 0 residential moorings were permitted. There has been no other progress on the 51 residential moorings allocated in the Local Plan for the Broads.

12 residential moorings have been permitted to date. None in this monitoring period.

22. Infrastructure Funding Statement

The Community Infrastructure Levy (CIL) regulations and National Planning Policy Framework require all local planning authorities to publish their developer contributions

data on a regular basis and in an agreed format. Local planning authorities that have received developer contributions must publish, at least annually, an infrastructure funding statement summarising their developer contributions data. Developer contributions include section 106 planning obligations, CIL, section 278 agreements and any agreements that either secure funding towards new development, or provide infrastructure as part of any new development.

One scheme resulted in planning obligations in the monitoring period. The details are as follows:

- BA/2018/0514/FUL
- Extension of mooring basin and realignment of access from Womack Dyke. Water Basin at Ludham Field Base Centre Horsefen Road Ludham Norfolk NR29 5QG, Ludham, North Norfolk.
- Financial contribution made to offset loss of Section 41 habitat. £3,632.04 towards offsetting projects

The actual documents that the Government requires to be completed can be found on our website: <https://www.broads-authority.gov.uk/planning/other-planning-issues/developer-contributions>

23. Five Year Land Supply

23.1. Calculation

The detailed calculations for the 5-year land supply can be found at [Appendix C](#). As a summary:

Approach	Supply in years
Liverpool	5.86
Sedgefield	4.81

The Broads Authority does not have a five-year land supply when using the Sedgefield methodology. The Broads Authority does have a five-year land supply when using the Liverpool methodology.

23.2. Discussion

The Liverpool approach spreads any housing delivery shortfall across the plan period rather than concentrating it into the relevant five-year period as is the Sedgefield approach.

The NPPG says: In decision-taking, if an authority cannot demonstrate a 5 year housing land supply, including any appropriate buffer, the presumption in favour of sustainable

development will apply, as set out in [paragraph 11d of the National Planning Policy Framework](#).

Paragraph: 008 Reference ID: 68-008-20190722

Revision date: 22 July 2019

Paragraph 11d of the NPPF says:

(d) where there are no relevant development plan policies, or the policies which are most important for determining the application are out-of-date ⁷, granting permission unless:

(i) the application of policies in this Framework that protect areas or assets of particular importance provides a clear reason for refusing the development proposed ⁶; or

(ii) any adverse impacts of doing so would significantly and demonstrably outweigh the benefits, when assessed against the policies in this Framework taken as a whole.

With footnote 7 saying: This includes, for applications involving the provision of housing, situations where the local planning authority cannot demonstrate a 5 year supply of deliverable housing sites (with the appropriate buffer, as set out in [paragraph 73](#)); or where the Housing Delivery Test indicates that the delivery of housing was substantially below (less than 75% of) the housing requirement over the previous 3 years. Transitional arrangements for the [Housing Delivery Test](#) are set out in [Annex 1](#).

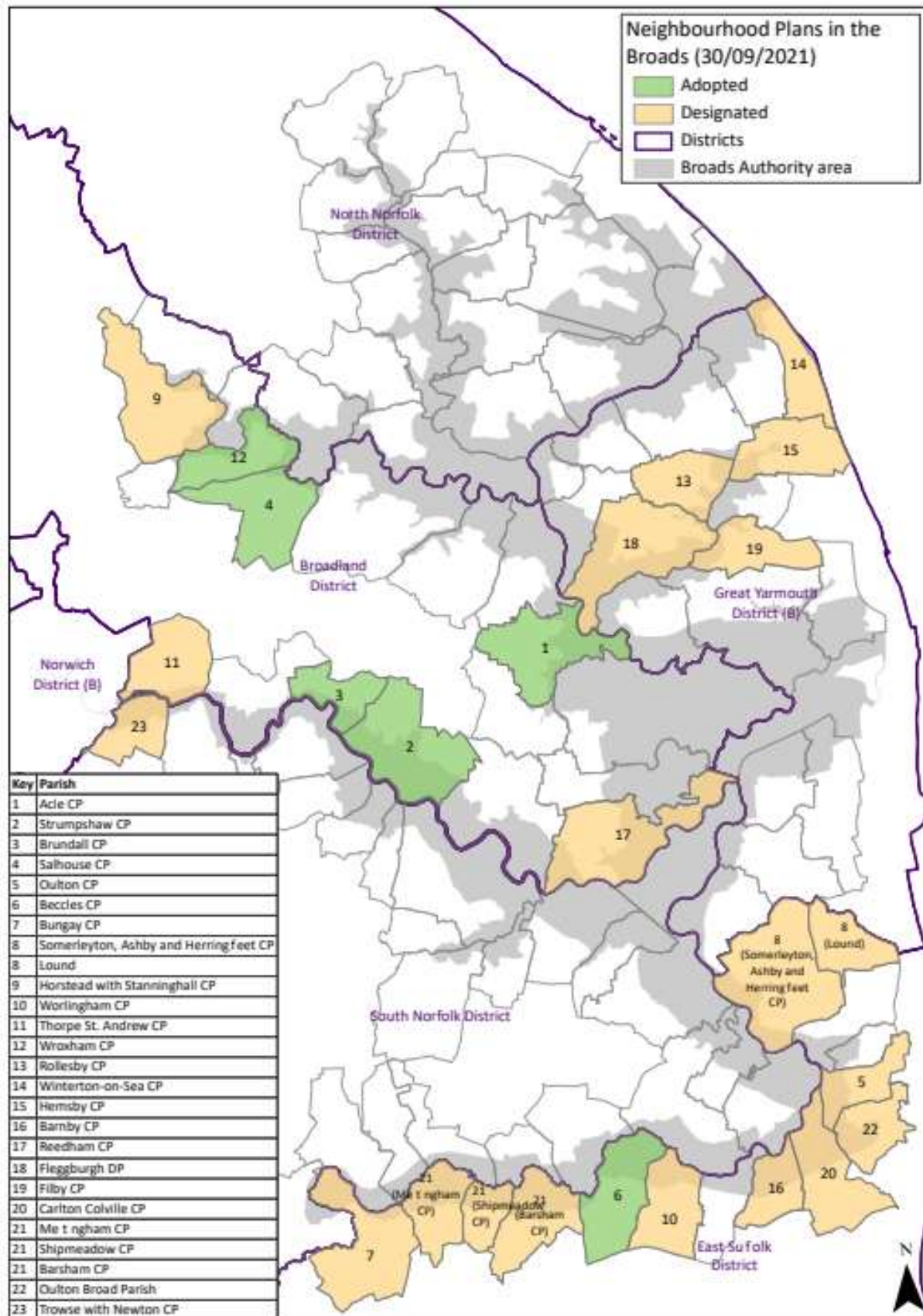
Footnote 6 saying: The policies referred to are those in this Framework (rather than those in development plans) relating to: habitats sites (and those sites listed in [paragraph 176](#)) and/or designated as Sites of Special Scientific Interest; land designated as Green Belt, Local Green Space, an Area of Outstanding Natural Beauty, a National Park (or within the Broads Authority) or defined as Heritage Coast; irreplaceable habitats; designated heritage assets (and other heritage assets of archaeological interest referred to in [footnote 63 in chapter 16](#)); and areas at risk of flooding or coastal change.

23.3. Conclusion

The Authority can only demonstrate a five-year land supply using the Liverpool method. When it comes to the Sedgfield method calculation not reaching 5 years, it should be noted that:

- The presumption in favour of sustainable development applies, as set out in the NPPF paragraph 11d.
- Working the NPPG and NPPF through however, as set out in d) i and the related footnote 6, the presumption in favour of sustainable development does not apply to the Broads.

Appendix A: Neighbourhood Plans in the Broads.



Appendix B: Annual refresh of the application for exemption to the duty to permit etc.

B1 Introduction

The purpose of this note is to assess if Broads Authority will still be exempt to the duty to permit for base period 6.

The NPPG says²:

Paragraph: 030 Reference ID: 57-030-20170728

- a) A relevant authority may make an application for an exemption if for any base period (see the section on [what having a 'duty to grant planning permission etc' means](#)) the demand for self-build and custom housebuilding is greater than 20% of the land identified by that relevant authority as being available for future housing.
- b) As relevant authorities have 3 years in which to permission sufficient land to match demand, demand should be assessed over 3 base periods. For this purpose, demand is the aggregate number of new entries on Part 1 of the register in that base period and the 2 preceding base periods. For the first 2 years, there will not be 3 base periods so relevant authorities should rely on the current base period and any previous base period (if applicable).
- c) Land availability is the total number of new houses on land in the area of the relevant authority, assessed by that authority as being deliverable in that base period, the 2 preceding base periods, and the 2 subsequent base periods.

Paragraph: 031 Reference ID: 57-031-20170728

- d) For subsequent and concurrent base periods relevant authorities must continue to calculate at the end of each base period demand on their register as a percentage of the deliverability of housing over the next 3 years. Where this continues to be over 20% that authority is deemed to still be exempt and does not need to apply again to the Secretary of State.

The percentage of the deliverability³ of housing is the result of a calculation based on the following data: land availability and demand from the register. This percentage is compared to the 20% threshold noted in the NPPG.

² <https://www.gov.uk/guidance/self-build-and-custom-housebuilding>

³ Please note that in July 2020 the NPPG was updated in relation to 'deliverability'. The changes to the NPPG have been considered when determining if a site is deliverable or not.

B2 Land availability

B2.1 Deliverability

In terms of deliverability, the NPPF states that: 'To be considered deliverable, sites for housing should be available now, offer a suitable location for development now, and be achievable with a realistic prospect that housing will be delivered on the site within five years. Sites that are not major development, and sites with detailed planning permission, should be considered deliverable until permission expires, unless there is clear evidence that homes will not be delivered within five years (e.g. they are no longer viable, there is no longer a demand for the type of units or sites have long term phasing plans). Sites with outline planning permission, permission in principle, allocated in the development plan or identified on a brownfield register should only be considered deliverable where there is clear evidence that housing completions will begin on site within five years.'

The following assumptions have been taken to measure land availability:

- i. For land availability method 1a and 2a, the schemes considered as deliverable are based on emerging allocations/permissions that could come forward as self-build
- ii. For land availability method 1b and 2b, all allocations/permissions for all dwellings are included.
- iii. The delivery timescales are estimated if not known (see previous sections of AMR)
- iv. The numbers include replacements and net new dwellings.
- v. Holiday accommodation is not included.

The land availability is therefore considered a best-case scenario (in reality could be much less) which is a conservative approach for the calculation of the percentage of deliverability of housing.

B2.2 Allocations in the Local Plan for the Broads

Regarding allocations in the emerging Local Plan, it is anticipated that the allocation at Stokesby may deliver dwellings in the next 3 years and as the landowner intends to build them himself they are considered as self-build.

Site	2021/22	2022/23
STO1	2	2
Total	2	2

B2.3 Extant planning permissions

The following table shows the sites with extant planning permission. This includes replacement dwellings and net new dwellings. It is assumed that these extant planning permissions will be delivered in the next three years. This is effectively the 'best case'

scenario but in reality, the land availability could be less. The first table sets out the schemes that are self-build and the second sets out net new and replacement schemes that are and are not self-build.

Please note that this data is different to that in the 5-year land supply (later in this document) because this data goes up until 30 October 2021 whereas the five-year land supply data is up to 31 March 2021. Also, the self-build data includes replacements but not holiday accommodation and so is different to the five-year land supply data (which includes net new market and holiday dwellings but not replacements).

Table BA: Applications that are for self-build only – methods 1a and 2a.

Application Number	Decision date	Number of Dwellings	Is the application for self-build/custom-build?	Net new or replacement	Status as at April 2021	Estimated completion
BA/2016/0065/FUL	2016/05/03	1	Yes	Net new	Started	End 2022
BA/2017/0474/FUL	2018/03/12	2	Yes	Net new	Started	End 2023
BA/2018/0374/FUL	2019/04/18	1	Yes	Net new	Started	End 2021
BA/2015/0426/FUL	2016/07/01	1 ^x	Yes	Net new	Started	End 2021
BA/2020/0006/FUL	2020/07/17	1	Yes	Replacement	Started	End 2021
BA/2019/0410/FUL	2020/02/05	1	Yes	Replacement	Started	End 2021
BA/2020/0203/FUL	2020/11/17	1	Yes	Replacement	Started	End 2022

Total: 8

^x This scheme is for four dwellings, but only one is self-build.

Table BB: Applications that are for all net new and all replacement dwellings. Self-build totals from above table, included in row towards bottom of this table – methods 1b and 2b.

App No	Type	No. dwellings	End 2021	End 2022	End 2023	End 2024	End 2025	After 2025
BA/2012/0271/FUL	Net new	76			10	15	15	36
BA/2015/0426/FUL	Net new	1	1					
BA/2016/0065/FUL	Net new	1		1				
BA/2017/0103/OUT [%]	Net new	6	3	3				
BA/2017/0191/FUL	Net new	1		1*				

App No	Type	No. dwellings	End 2021	End 2022	End 2023	End 2024	End 2025	After 2025
BA/2017/0474/FUL	Net new	2			2			
BA/2017/0484/FUL	Net new	1	1					
BA/2018/0374/FUL	Net new	1	1					
BA/2019/0118/FUL	Net new	7			7*			
BA/2019/0410/FUL	Replacement	1	1					
BA/2018/0359/FUL	Net new	3			3*			
BA/2020/0006/FUL	Replacement	1	1					
BA/2020/0042/CUPA	Net new	1		1*				
BA/2020/0026/FUL	Replacement	1		1*				
BA/2019/0391/FUL	Replacement	1	1*					
BA/2018/0504/FUL	Replacement	1	1*					
BA/2020/0053/FUL	Net new	2		1*	1*			
BA/2020/0408/FUL	Net new and replacement^	2		1*	1*			
BA/2020/0203/FUL	Replacement	1		1				
BA/2021/0084/FUL	Net new	1		1*				
BA/2021/0117/FUL	Net new	1		1*				
BA/2021/0276/CUPA	Net new	6	2*	2*	2*			
Total	-	118	12	14	26	15	15	36

% This scheme is for 6 dwellings and 10 holiday homes. Only the 6 market dwellings are included.

* This date is an estimate for the purposes of this calculation

^ This scheme involves replacing one dwelling and adding another, so the total is 2

B2.4 Land availability method 1

According to c) above, land availability is to be taken to be the total number of new houses on land in the area of the relevant authority, assessed by that authority as being likely to be deliverable in that base period, the two preceding base periods, and the two following base periods. The following table shows the **five base periods** that need to be taken into consideration and explains how the land availability for each base period was calculated.

Column 1a is for self-build schemes only, including replacements and net new, but not tourist accommodation. Column 1b is for all dwellings including replacements, net new and those that are self-build, but not tourist accommodation. Some data is taken from previous AMRs as well as from tables earlier in this appendix. Please note that the timelines for the AMR are 1 April to 31 March, whereas the base periods for self-build are 31 October to 30 October.

Base period	Dates of base period	How calculated	1a: land availability – self-build only	1b: land availability – all dwellings, but not tourist accommodation
Base period 4	31 October 2018 to 30 October 2019	Half of the completions set out in the 2017/2018 AMR* and half as set out in 2018/2019 AMR*.	3 ^x	3
Base period 5	31 October 2019 to 30 October 2020	Half of the completions set out in the 2018/2019 AMR* and half as set out in 2019/2020 AMR.	2 ^x	2
Base period 6	31 October 2020 to 30 October 2021	Half of the completions set out in the 2019/2020 AMR and half as set out in the 2020/2021 AMR	5 ^x	5
Base period 7	31 October 2021 to 30 October 2022	For the purposes of this calculation, this includes permissions that could be completed by the end of 2021 and 2022 plus half the completions of the 2020/2021 (this) AMR.	9	29
Base period 8	31 October 2022 to 30 October 2023	For the purposes of this calculation, this includes permissions that could be completed by the end of 2023.	2	26
Total	-	-	21	65

*Please note that these AMRs do not specify if the completions were holiday homes or not; for the purpose of this calculation, the total number of completions has been included.

^x The AMRs do not specify if the completions were self-build. For the purposes of this calculation, the same total as column 1b has been used.

B2.5 Land availability method 2

As stated in d) above, in relation to proving that the 20% threshold continues to be exceeded, the land availability for the **next three years** should be used.

Column 2a is for self-build schemes only, including replacements and net new, but not tourist accommodation. Column 2b is for all dwellings including replacements, net new and those that are self-build, but not tourist accommodation. Some data is taken from previous AMRs as well as from tables earlier in this appendix. Please note that the timelines for the AMR are 1 April to 31 March, whereas the base periods for self-build are 31 October to 30 October.

Base period	Dates of base period	How calculated	2a: land availability – self-build only	2b: land availability – all dwellings, but not tourist accommodation
Base period 7	31 October 2021 to 30 October 2022	For the purposes of this calculation, this includes permissions that could come be completed by the end of 2021 and 2022 plus half the completions of the 2020/2021 (this) AMR.	9	30
Base period 8	31 October 2022 to 30 October 2023	For the purposes of this calculation, this includes permissions that could be completed by the end of 2023.	2	26
Base period 9	31 October 2023 to 30 October 2024	For the purposes of this calculation, this includes permissions that could be completed by the end of 2024.	0	15
Total	-	-	11	71

B2.6 Total land availability

Method 1 using the five based period

Method 1	Self-build plots (1a)	All plots (1b)
Local Plan allocations	4	4
Extant planning permissions	21	65
Total	25	69

Method 2 using the next three years

Method 2	Self-build plots (2a)	All plots (2b)
Local Plan allocations	4	4
Extant planning permissions	11	71
Total	15	75

The calculations using land availability methods 1a, 1b, 2a and 2b are carried out in this note.

B3 Demand from the Register

B3.1 Numbers on self-build register

The Self-Build Register is made up of the following numbers of people⁴:

- Base period 1, April 2016 to 30 October 2016: **42** people on the self-build register.
- Base period 2, 31 October 2016 to 30 October 2017: **62** people on the self-build register.
- Base period 3, 31 October 2017 to 30 October 2018: **55** people on the self-build register.
- Base period 4, 31 October 2018 to 30 October 2019: **50** people on the self-build register.
- Base period 5, 31 October 2019 to 30 October 2020: **39** people on the self-build register.
- Base period 6, 31 October 2020 to 30 October 2021: **69** people on the self-build register.

⁴ Previous AMRs have quoted base period 1 as 49, base period 2 as 60, and base period 3 as 59. However due to double counting, the numbers have been checked and the correct figures are used in this AMR.

B3.2 Demand method a)

The total numbers on the register for base period 6 is 69. This was correct as at 31 October 2021. So, the demand as per requirements of a) above is 69.

B3.3 Demand method b)

According to b) above however, the calculation should be based on the base period in question and the preceding two base periods. This is therefore for base periods 4, 5 and 6. The demand would therefore be 158.

B4 Demand and land availability calculation for base period 5

Due to the uncertainties in the NPPG about how to calculate the demand, each combination of demand and land availability is calculated as follows:

Demand method	Availability of land method	People on the register (demand)	Divided by land availability	X100	=
a	1a	69	25	X100	276%
a	2a	69	15	X100	460%
a	1b	69	69	X100	100%
a	2b	69	75	X100	92%
b	1a	158	25	X100	632%
b	2a	158	15	X100	1053%
b	1b	158	69	X100	229%
b	2b	158	75	X100	210.7%

The figures all exceed 20% and therefore the exemption continues for base period 6. It is confirmed that the Broads Authority will still be exempt and will not need to apply to the Secretary of State.

Appendix C: Five Year Land Supply Statement

C1 Introduction

This Five-Year Land Supply Statement is produced to reflect the monitoring period of 1 April 2019 to 31 March 2020.

The NPPG says (<https://www.gov.uk/guidance/housing-supply-and-delivery>):

A 5 year land supply is a supply of specific **deliverable** sites sufficient to provide 5 years' worth of housing (and appropriate buffer) against a **housing requirement** set out in adopted strategic policies, or against a local housing need figure, using the standard method, as appropriate in accordance with paragraph 73 of the National Planning Policy Framework.

C2 Housing figures, two Strategic Housing Market Assessments and Duty to Cooperate Agreement with Great Yarmouth Borough Council.

The housing target as set out in the Local Plan for the Broads (adopted May 2019) is 240 dwellings between 2015 and 2037. This is based on the 2017 SHMA.

An additional dimension to the calculation reflects the Duty to Cooperate Agreement with Great Yarmouth Borough Council. The Borough Council agreed to meet the entire housing need of the Broads part of Great Yarmouth Borough through their Local Plan. The Broads Local Plan allocates sites to meet a total of 20 dwellings in Great Yarmouth Borough. The OAN in the Broads part of Great Yarmouth Borough Council is 66 dwellings according to the 2017 SHMA. This statement therefore uses 20 dwellings as the OAN for Great Yarmouth Borough.

C3 Five%, ten% or twenty% buffer?

The NPPG⁵ says the following about applying buffers to the five-year land supply:

How should buffers be added to the 5-year housing land supply requirement?

To ensure that there is a realistic prospect of achieving the planned level of housing supply, the local planning authority should always add an appropriate buffer, applied to the **requirement** in the first 5 years (including any shortfall), bringing forward additional sites from later in the plan period. This will result in a requirement over and above the level indicated by the strategic policy requirement or the local housing need figure.

Buffers are not cumulative, meaning that an authority should add one of the following, depending on circumstances:

- 5% - the minimum buffer for all authorities, necessary to ensure choice and competition in the market, where they are not seeking to demonstrate a 5-year housing land supply;

⁵ [Housing supply and delivery - GOV.UK \(www.gov.uk\)](https://www.gov.uk/guidance/housing-supply-and-delivery)

- 10% - the buffer for authorities seeking to [‘confirm’](#) 5 year housing land supply for a year, through a recently adopted plan or subsequent annual position statement (as set out in [paragraph 74 of the National Planning Policy Framework](#)), unless they have to apply a 20% buffer (as below); and
- 20% - the buffer for authorities where delivery of housing taken as a whole over the previous 3 years, has fallen below 85% of the requirement, as set out in the last published Housing Delivery Test results.

Paragraph: 022 Reference ID: 68-022-20190722

Revision date: 22 July 2019

The Broads Authority is not seeking confirmation of the 5-year housing land supply for a year and the Housing Delivery Test does not apply to the Broads Authority. Therefore, a **buffer of 5% will be added.**

C4 Housing Need

The OAN for the entire Broads Authority Executive Area between 2015 and 2036 is 286 dwellings (as calculated in the 2017 Central Norfolk SHMA). The ‘housing need’ figure used in this calculation is 286 (the OAN) less 46 dwellings so 240. The 46 dwellings number is the OAN for the Great Yarmouth borough part of the Broads (66 dwellings) less the 20 dwellings allocated in the Local Plan. The 46 dwellings will be delivered by Great Yarmouth Borough Council as a result of the Duty to Cooperate.

C5 Deliverable Sites

The five-year land supply calculation and statement needs to reflect sites that are deliverable.

The NPPF says (<https://www.gov.uk/guidance/national-planning-policy-framework/annex-2-glossary#deliverable>) *to be considered deliverable, sites for housing should be available now, offer a suitable location for development now, and be achievable with a realistic prospect that housing will be delivered on the site within 5 years. In particular:*

a) sites which do not involve major development and have planning permission, and all sites with detailed planning permission should be considered deliverable until permission expires, unless there is clear evidence that homes will not be delivered within 5 years (for example because they are no longer viable, there is no longer a demand for the type of units or sites have long term phasing plans).

b) where a site has outline planning permission for major development, has been allocated in a development plan, has a grant of permission in principle, or is identified on a brownfield register, it should only be considered deliverable where there is clear evidence that housing completions will begin on site within 5 years.

The sources of this information to determine if a scheme is deliverable is as follows:

- For OUL2: East Suffolk Council contacted the developer with a questionnaire. The information set out in the following table reflects the information provided.
- All other applications in this table are scheduled following telephone conversations with the agent or the applicant.
- It should be noted, as set out in [section 9](#), that there are a number of permissions that could be delivered in the next few years, but information about estimated delivery dates from the applicant or agent was not able to be obtained at the time of writing. These applications have not been included in the table below and therefore not included in the 5-year land supply calculation.

It should be noted that some of these schemes are market residential and some are holiday homes (see [section 7](#) and [section 8](#)). As set out at section 8, when calculating the need for housing for the Broads, the consultants ensured they considered empty homes – second and holiday homes. The Broads Authority calculated the numbers of second and holiday homes in the Broads part of various districts and provided the consultants with this data. As a result, considering that holiday and second homes were taken into account when calculating the need, they can be counted towards meeting the need.

Allocations in the Local Plan for the Broads and extant permissions which could come forward over the next five years (from April 2021 to end of March 2026) that have been assessed as ‘deliverable’⁶ are as follows.

App No	2021/22	2022/23	2023/24	2024/25	2025/26
BA/2010/0381/CU		1			
BA/2012/0271/FUL OUL2			10	15	15
BA/2015/0426/FUL	4				
BA/2016/0065/FUL	1				
BA/2017/0103/OUT THU1	4	4	4	4	
BA/2017/0474/FUL	1	1			
BA/2017/0484/FUL	1				
BA/2018/0168/FUL		1			

⁶ The NPPF states ‘To be considered deliverable, sites for housing should be available now, offer a suitable location for development now, and be achievable with a realistic prospect that housing will be delivered on the site within five years. Sites that are not major development, and sites with detailed planning permission, should be considered deliverable until permission expires, unless there is clear evidence that homes will not be delivered within five years (e.g. they are no longer viable, there is no longer a demand for the type of units or sites have long term phasing plans). Sites with outline planning permission, permission in principle, allocated in the development plan or identified on a brownfield register should only be considered deliverable where there is clear evidence that housing completions will begin on site within five years’

App No	2021/22	2022/23	2023/24	2024/25	2025/26
BA/2018/0279/FUL		2			
BA/2018/0374/FUL	1				
BA/2019/0168/FUL		1			
BA/2019/0345/FUL	1				
BA/2019/0382/FUL	1	1	1	1	
STO1	2	2			
Total	16	13	15	20	15

Total assumed to be delivered between 2021/22 and 2025/26 = 79 dwellings.

C6 calculating the 5-year land supply

As calculated in section C3, the buffer to be applied is 5%.

As calculated in section C5, total dwellings assumed to be delivered over the next 5 years is 79 dwellings.

Broads Five Year supply	Liverpool approach + 5% buffer	Sedgefield approach + 5% buffer
(a) Housing need total 2015-2036	240	240
(b) Housing need annualised (240/21 years)	11.43	11.43
(c) Housing need April 2016 to 31 March 2021 (11.43 x 5)	57.15	57.15
(d) Completions between 1 April 2016 and 31 March 2021	35	35
(e) Shortfall since 2015 ⁷ (c – d)	22.15	22.15
(f) Revised shortfall using the Liverpool approach (e/15 years x 5 years)	7.38	n/a
(g) OAN 2021/22 to 2025/26 (11.43 x 5 years)	57.15	57.15
(h) NPPF 5% buffer (g x 0.05)	2.86	2.86
(i) Total 5 Year requirement 2021/22 to 2025/26	67.39	82.16

⁷ Negative implies an over provision.

Broads Five Year supply	Liverpool approach + 5% buffer	Sedgefield approach + 5% buffer
(Liverpool = f+ g + h/Sedgefield = e + g + h)		
(j) Predicted supply 2021/22 to 2025/26	79	79
(k) Surplus (j-i)	11.61	-3.16
Supply in years (Predicted supply/Total requirement x 5)	5.86 years	4.81 years

C7 Conclusion/Summary

To summarise:

Approach	Supply in years
Liverpool	5.86
Sedgefield	4.81

Appendix D: General summary of how each policy in the Local Plan was used in 2020/21

Policy	Monitoring Indicators	Information for specific indicators	General summary of how policy used in monitoring period	Rating	Notes
SP1: DCLG/PINS Model Policy	No specific monitoring indicator for this policy. Depending on type of development, other policies and their indicators will be of relevance.	-	No applications permitted contrary to this policy.	Green	
DM1: Major Development in the Broads	Planning applications in accordance (or otherwise) with this policy.	-	No applications permitted contrary to this policy.	Green	
DM2: Water Quality and Foul Drainage	Applications involving sewage treatment works and what type of system used.	Connection to public sewer – 22 Package sewage treatment plant – 5 Septic tank – 1 Constructed reed beds – 0	No applications permitted contrary to this policy.	Green	
DM3: Boat wash down facilities	Boat wash down areas and filtration devices delivered as a result of relevant planning applications	Area for use of water.	No applications permitted contrary to this policy.	Green	
DM4: Water Efficiency	Dwellings permitted at 110 l/h/d. Buildings achieving 50% on the BREEAM water calculator.	-	Most relevant applications were not required to be designed to 110l/h/d, although some were.	Red	This policy will need to be applied more consistently in the next monitoring period
SP2: Strategic Flood Risk Policy	Permissions granted contrary to Environment Agency Flood Risk advice.	Zero schemes contrary.	No applications contrary to this policy.	Green	
DM5: Development and Flood Risk	Permissions granted contrary to Environment Agency Flood Risk advice.	Zero schemes contrary.	No applications permitted contrary to this policy.	Green	
DM6: Surface water run-off	SuDS delivered in line with the hierarchy.	11 schemes provided SuDS. They used the following methods: soakaways, waterbutts, natural pools, discharge into river, ditches, attenuation, rainwater harvesting and grey water recycling.	No applications permitted contrary to this policy.	Green	
DM7: Open Space on land, play, sports fields and allotments	Open space lost. Open space delivered in line with the policy. Green Infrastructure lost. Green Infrastructure delivered in line with this policy.	Play equipment replace. Sports Centre extended. 75sqm reedbed restoration. Cemetery extension	No applications permitted contrary to this policy.	Green	
DM8: Green Infrastructure	Open space lost. Open space delivered in line with the policy. Green Infrastructure lost. Green Infrastructure delivered in line with this policy.	Play equipment replace. Sports Centre extended. 75sqm reedbed restoration. Cemetery extension	No applications permitted contrary to this policy.	Green	
SP3: Climate Change	None identified/ongoing Planning applications in accordance (or otherwise) with this policy.	-	No applications permitted contrary to this policy.	Green	
DM9: Climate Smart Checklist	Development proposals that have adequately completed the checklist.	25 checklists requested.	Improved use of policy.	Orange	This policy will need to be applied more consistently in the next monitoring period.
SP4: Soils	Planning applications in accordance (or otherwise) with this policy. Number of planning approvals leading to permanent loss of 'best and most versatile' (BMV) agricultural land'	Three schemes on BMV soil.	No applications permitted contrary to this policy.	Green	There were still schemes permitted on BMV because of other material considerations.
DM10: Peat soils	Development on areas of peat permitted in line with this policy.	12 schemes resulted in peat being excavated totalling around 4,610 cubic metres. Scheme and peat disposal method considered acceptable.	No applications permitted contrary to this policy.	Green	Whilst peat was excavated the policy process was adhered to. Also note that half of that total of peat excavation was to eradicate an evasive species on a site ⁸ .
SP5: Historic Environment	Heritage at risk Archaeological field evaluations 'Unknown' assets identified. Applications with an interpretation element. Heritage assets re-used. Applications granted contrary to Historic Environment Manager advice.	See Heritage section. None None 1 - museum 3 re-used 1 application contrary.	No applications permitted contrary to this policy.	Green	

⁸ BA/2020/0238/FUL. Habitat restoration - Crassula Helmsii eradication

Policy	Monitoring Indicators	Information for specific indicators	General summary of how policy used in monitoring period	Rating	Notes
DM11: Heritage Assets	Heritage at risk Archaeological field evaluations 'Unknown' assets identified. Applications with an interpretation element. Heritage assets re-used. Applications granted contrary to Historic Environment Manager advice.	See Heritage section. None None 1 - museum 3 re-used 1 application contrary.	No applications permitted contrary to this policy.	Green	The application that was permitted contrary to Historic Environment Manager's advice was for a replacement chalet ⁹ . The rating is still green, as on the vast majority of occasions, action as not contrary to advice.
DM12: Re-use of Historic Buildings	Heritage at risk Archaeological field evaluations 'Unknown' assets identified. Applications with an interpretation element. Heritage assets re-used. Applications granted contrary to Historic Environment Manager advice.	See Heritage section. None None 1 - museum 3 re-used 1 application contrary.	No applications permitted contrary to this policy.	Green	
SP6: Biodiversity	Brownfield sites with open mosaic habitat of intrinsic biodiversity value and how incorporated in schemes. Biodiversity and geodiversity features incorporated into schemes. Planning Application Habitat Regulation Assessments completed to an acceptable quality (endorsed by Natural England and/or Broads Authority ecologist. Applications permitted against the advice of Natural England.	Two scheme designs altered to reflect this habitat being present. Bat boxes, tree planting, new ponds, owl boxes, reedbed creation, foot drains, swift boxes. 11 HRAS produced. Zero applications contrary.	No applications permitted contrary to this policy.	Green	
DM13: Natural Environment	Brownfield sites with open mosaic habitat of intrinsic biodiversity value and how incorporated in schemes. Biodiversity and geodiversity features incorporated into schemes. Planning Application Habitat Regulation Assessments completed to an acceptable quality (endorsed by Natural England and/or Broads Authority ecologist. Applications permitted against the advice of Natural England.	Two scheme designs altered to reflect this habitat being present. Bat boxes, tree planting, new ponds, owl boxes, reedbed creation, foot drains, swift boxes. 11 HRAS produced. Zero applications contrary.	No applications permitted contrary to this policy.	Green	
DM14: Energy demand and performance	Relevant schemes meeting 10% of predicted energy requirements as per the hierarchy. Schemes meeting BREEAM very good standard.		No dwellings met the 10% requirement due to threshold not met. Seems that development did not seek to reduce energy demand in the first place.	Red	This policy will need to be applied more consistently in the next monitoring period.
DM15: Renewable Energy	Renewable energy development type and scale	One ground source heat pump and one biomass boiler. Installation of wind pump to move water around nature reserve.	No applications permitted contrary to this policy.	Green	
SP7: landscape Character	Applications permitted contrary to Landscape Architect advice. Applications permitted contrary to Tree Officer advice.	1 scheme contrary. See DM43 for details. Zero schemes contrary.	No applications permitted contrary to this policy.	Green	Policy requirements met, despite 1 scheme approved contrary to advice from Landscape Architect
DM16: Development and Landscape	Applications permitted contrary to Landscape Architect advice. Applications permitted contrary to Tree Officer advice.	1 scheme contrary. See DM43 for details. Zero schemes contrary.	Most applications met policy requirements, one partly met.	Green	Policy requirements met, despite 1 scheme approved contrary to advice from Landscape Architect
DM17: Land Raising	Applications permitted contrary to Landscape Architect advice. Applications permitted contrary to Tree Officer advice.	1 scheme contrary. See DM43 for details. Zero schemes contrary.	No applications permitted contrary to this policy.	Green	

⁹ The report for application BA/2020/0138/FUL says 'An objection remains from the Heritage Planning Officer to this application; the objection is related to the lack of justification for the loss of the non-designated heritage asset. It is considered that while this development would result in the loss of a non-designated heritage asset, the Heritage Statement submitted alongside the application, justifies the loss of the asset in the context of the proposed development, which highlights how the proposed development would provide an acceptable replacement and this is considered an appropriate level of justification. It is not considered that the loss of the non-designated heritage asset would result in an unacceptable impact on the historic environment nor worthy of a refusal of this application'.

Policy	Monitoring Indicators	Information for specific indicators	General summary of how policy used in monitoring period	Rating	Notes
DM18: Excavated material	Planning applications in accordance with the disposal hierarchy.	-	No applications permitted contrary to this policy.	Green	
DM19: Utilities Infrastructure Development	Planning applications in accordance (or otherwise) with this policy.	Zero relevant applications.	Policy not used in monitoring period.		
DM20: Protection and enhancement of settlement fringe landscape character	Applications permitted contrary to Landscape Architect advice.	1 scheme contrary to Landscape Architect advice.	No applications permitted contrary to this policy.	Green	Policy requirements met, despite 1 scheme approved contrary to advice from Landscape Architect
DM21: Amenity	Applications refused on amenity grounds.	Zero schemes refused on amenity grounds.	No applications permitted contrary to this policy.	Green	
DM22: Light pollution and dark skies	Lighting schemes in accordance with zone the application is located in.	-	No applications permitted contrary to this policy.	Green	
SP8: Getting to the Broads	Parking areas provided as part of relevant applications/schemes. Schemes permitted contrary to Highways Authority advice. Schemes permitted contrary to Highways England advice. Changes to the PROW network. Launch facilities for small craft gained or lost. Travel Plans produced.	- Zero schemes contrary Zero schemes contrary. Zero relevant applications. 12 schemes provided launch facilities. Zero travel plans produced.	Policy not used in monitoring period.	Green	
SP9: Recreational Access around the Broads	Parking areas provided as part of relevant applications/schemes. Schemes permitted contrary to Highways Authority advice. Schemes permitted contrary to Highways England advice. Changes to the PROW network. Launch facilities for small craft gained or lost. Travel Plans produced.	- Zero schemes contrary Zero schemes contrary. Zero relevant applications. 12 schemes provided launch facilities. Zero travel plans produced.	No applications permitted contrary to this policy.	Green	
DM23: Transport, highways and access	Parking areas provided as part of relevant applications/schemes. Schemes permitted contrary to Highways Authority advice. Schemes permitted contrary to Highways England advice. Changes to the PROW network. Launch facilities for small craft gained or lost. Travel Plans produced.	- Zero schemes contrary Zero schemes contrary. Zero relevant applications. 12 schemes provided launch facilities. Zero travel plans produced.	No applications permitted contrary to this policy.	Green	
DM24: Recreation Facilities Parking Areas	Parking areas provided as part of relevant applications/schemes. Schemes permitted contrary to Highways Authority advice. Schemes permitted contrary to Highways England advice. Changes to the PROW network. Launch facilities for small craft gained or lost. Travel Plans produced.	- Zero schemes contrary Zero schemes contrary. Zero relevant applications. 12 schemes provided launch facilities. Zero travel plans produced.	No applications permitted contrary to this policy.	Green	
SP10: A prosperous local economy	New employment land. Employment land lost to other uses. Planning applications in accordance (or otherwise) with this policy	See employment section.	No applications permitted contrary to this policy.	Green	
SP11: Waterside sites	New employment land. Employment land lost to other uses. Planning applications in accordance (or otherwise) with this policy	See employment section.	No applications permitted contrary to this policy.	Green	
DM25: New Employment Development	New employment land. Employment land lost to other uses. Planning applications in accordance (or otherwise) with this policy	See employment section.	No applications permitted contrary to this policy.	Green	
DM26: Protecting General Employment	New employment land. Employment land lost to other uses. Planning applications in accordance (or otherwise) with this policy	See employment section.	No applications permitted contrary to this policy.	Green	
DM27: Business and Farm Diversification	New employment land. Employment land lost to other uses. Planning applications in accordance (or otherwise) with this policy	See employment section.	No applications permitted contrary to this policy.	Green	
DM28: Development on Waterside Sites	New employment land. Employment land lost to other uses.	See employment section.	No applications permitted contrary to this policy.	Green	

Policy	Monitoring Indicators	Information for specific indicators	General summary of how policy used in monitoring period	Rating	Notes
	Planning applications in accordance (or otherwise) with this policy				
SP12: Sustainable Tourism	Tourism development located as set out in policy Tourism land use Provision of new holiday accommodation. Holiday accommodation changed to permanent residential use.	Reserved matters for one scheme. One new glamping unit.	No applications permitted contrary to this policy.	Green	
DM29: Sustainable Tourism and Recreation Development	Tourism development located as set out in policy Tourism land use Provision of new holiday accommodation. Holiday accommodation changed to permanent residential use.	Reserved matters for one scheme. One new glamping unit.	No applications permitted contrary to this policy.	Green	
DM30: Holiday Accommodation – New Provision and Retention	Tourism development located as set out in policy Tourism land use Provision of new holiday accommodation. Holiday accommodation changed to permanent residential use.	Reserved matters for one scheme. One new glamping unit.	No applications permitted contrary to this policy.	Green	
SP13: Navigable Water Space	Number/percentage of short stay visitor moorings delivered on site or via off-site contributions in line with part m in policy DM33. Moorings provided – type and in line with guide. Riverbank stabilisation provided – type and in line with guide. Provision for launching of small vessels. Schemes permitted deemed to have significant impact on navigation	19 riverbank stabilisation schemes. Timber quay heading: 1 Steel quay heading: 8 Natural: 1 Replacement of existing: 1 12 schemes involved launching provision for small craft. Zero schemes had significant impact on navigation.	No applications permitted contrary to this policy.	Green	
SP14: Mooring Provision	Number/percentage of short stay visitor moorings delivered on site or via off-site contributions in line with part m in policy DM33. Moorings provided – type and in line with guide. Riverbank stabilisation provided – type and in line with guide. Provision for launching of small vessels. Schemes permitted deemed to have significant impact on navigation	19 riverbank stabilisation schemes. Timber quay heading: 1 Steel quay heading: 8 Natural: 1 Replacement of existing: 1 12 schemes involved launching provision for small craft. Zero schemes had significant impact on navigation.	No applications permitted contrary to this policy.	Green	
DM31: Access to the Water	Number/percentage of short stay visitor moorings delivered on site or via off-site contributions in line with part m in policy DM33. Moorings provided – type and in line with guide. Riverbank stabilisation provided – type and in line with guide. Provision for launching of small vessels. Schemes permitted deemed to have significant impact on navigation	19 riverbank stabilisation schemes. Timber quay heading: 1 Steel quay heading: 8 Natural: 1 Replacement of existing: 1 12 schemes involved launching provision for small craft. Zero schemes had significant impact on navigation.	No applications permitted contrary to this policy.	Green	
DM32: Riverbank stabilisation	Number/percentage of short stay visitor moorings delivered on site or via off-site contributions in line with part m in policy DM33. Moorings provided – type and in line with guide. Riverbank stabilisation provided – type and in line with guide. Provision for launching of small vessels. Schemes permitted deemed to have significant impact on navigation	19 riverbank stabilisation schemes. Timber quay heading: 1 Steel quay heading: 8 Natural: 1 Replacement of existing: 1 12 schemes involved launching provision for small craft. Zero schemes had significant impact on navigation.	No applications permitted contrary to this policy.	Green	
DM33: Moorings, mooring basins and marinas.	Number/percentage of short stay visitor moorings delivered on site or via off-site contributions in line with part m in policy DM33. Moorings provided – type and in line with guide. Riverbank stabilisation provided – type and in line with guide. Provision for launching of small vessels. Schemes permitted deemed to have significant impact on navigation	19 riverbank stabilisation schemes. Timber quay heading: 1 Steel quay heading: 8 Natural: 1 Replacement of existing: 1 12 schemes involved launching provision for small craft. Zero schemes had significant impact on navigation.	No applications permitted contrary to this policy.	Green	
SP15: Residential development	Number of dwellings delivered. Development in line with spatial strategy. Housing delivery against target. Five-year land supply against housing trajectory.	Market dwellings, net new: 7 Holiday homes (that count towards need), net new: 0 See five-year land supply statement.	No applications permitted contrary to this policy although see row regarding development boundary DM35.	Green	
DM34: Affordable Housing	Affordable housing delivered.	Zero relevant applications.	Policy not used in monitoring period.	Green	

Policy	Monitoring Indicators	Information for specific indicators	General summary of how policy used in monitoring period	Rating	Notes
DM35: Residential Development within Defined Development Boundaries	Development within development boundaries	Two residential schemes not in development boundaries.	2 schemes were contrary to the policy.	Orange	Sites were deemed to be suitable for residential use ¹⁰ .
DM36: Gypsy, Traveller and Travelling Show People	Gypsy and Traveller and Travelling Show People sites delivered in line with this policy.	Zero relevant applications.	Policy not used in monitoring period.		
DM37: New Residential Moorings	Provision of residential moorings in line with this policy.	Zero relevant applications.	Policy not used in monitoring period.		
DM38: Permanent and Temporary Dwellings for Rural Enterprise Workers	Rural enterprise dwellings permitted in accordance (or otherwise) with this policy.	Zero relevant applications.	Policy not used in monitoring period.		
DM39: Residential Ancillary Accommodation	Residential ancillary accommodation permitted (integral or not integral) in line with this policy.	6 relevant applications.	No applications permitted contrary to this policy.	Green	
DM40: Replacement Dwellings	Replacement dwellings permitted in line with this policy	6 relevant applications.	No applications permitted contrary to this policy.	Green	
DM41: Elderly and Specialist Needs Housing	Elderly and specialist housing delivered in line with this policy.	Zero relevant applications.	Policy not used in monitoring period.		
DM42: Custom/self-build	Permissions for self-build	1 replacement dwelling identified as self/custom build.	Policy not used in monitoring period. See self-build section of the AMR.		
DM43: Design	Schemes permitted contrary to design expert Schemes permitted contrary to landscape consultant advice.	Design advice – 1 scheme Landscape advice - 1 scheme contrary.	A commonly used policy. The vast majority met the policy requirements. Some only partly met the policy requirements.	Green	The scheme contrary to design advice was a balcony that was refused, but allowed on appeal. The scheme that was contrary to landscape advice was as a result of follow up advice not being provided in time – as deadline for decision was nearing – so one row of trees was approved rather than two.
SP16: New Community Facilities	Visitor and community services and facilities delivered in accordance with this policy.	DM44 used 10 times.	Policy not used in monitoring period.		
DM44: Visitor and Community Facilities and Services	Visitor and community services and facilities delivered in accordance with this policy.	DM44 used 10 times.	No applications permitted contrary to this policy.	Green	
DM45: Designing Places for Healthy Lives	Planning applications in accordance (or otherwise) with this policy.	Limited use of this policy.	Use of this policy seems limited.	Red	This policy will need to be applied more consistently in the next monitoring period.
DM46: Safety by the Water	Relevant schemes providing adequate safety features on site.	-	No applications permitted contrary to this policy.	Green	
DM47: Planning Obligations and Developer Contributions	Developer Contributions monitoring statement – by the Broads Authority as well as Norfolk and Suffolk County Council	£3632.04 towards biodiversity offsetting projects	No applications permitted contrary to this policy.	Green	
DM48: Conversion of Buildings	Buildings converted and final use.	-	Policy not used in monitoring period.		
DM49: Advertisements and Signs	Adverts and signs permitted in accordance with policy	-	Policy not used in monitoring period.		
DM50: Leisure plots and mooring plots	Mooring and leisure plots provided in line with this policy.	6 relevant applications.	5 applications met the requirements and 1 partly met the requirements.	Green	

¹⁰ Stalham scheme: considered a sustainable location with a safe crossing to the main settlement at Stalham over the A149 by NCC highways and not in flood zone. The site is amongst dwellings and within range of services provided by Stalham and Stalham staithe area. Not detrimental to the character of the Conservation Area.
Reedham scheme: considered a sustainable settlement. Flood risk addressed, and on balance the potential benefit to having some development on brownfield would be supportive of a business at the remaining part of the site.

Policy	Monitoring Indicators	Information for specific indicators	General summary of how policy used in monitoring period	Rating	Notes
DM51: Retail development in the Broads.	Planning applications in accordance (or otherwise) with this policy and the relevant district council's policy. Total amount of retail gaining planning permission. Loss of retail.	4 relevant applications.	No applications permitted contrary to this policy.	Green	
ACL1: Acle Cemetery Extension	Cemetery delivered as per policy.	Zero relevant applications.	Policy not used in monitoring period.		
ACL2: Acle Playing Field Extension	Sports field delivered as per policy	Zero relevant applications.	Policy not used in monitoring period.		
BEC1: Former Loaves and Fishes, Beccles	Loaves and Fishes brought back into use in line with this policy.	Zero relevant applications.	Policy not used in monitoring period.		
BEC2: Beccles Residential Moorings (H. E. Hipperson's Boatyard)	Residential moorings provided as per policy.	Zero relevant applications.	Policy not used in monitoring period.		
BRU1: Riverside chalets and mooring plots	Planning applications in accordance (or otherwise) with this policy.	7 relevant applications.	No applications permitted contrary to this policy.	Green	
BRU2: Riverside Estate Boatyards, etc., including land adjacent to railway line	Planning applications in accordance (or otherwise) with this policy.	Zero relevant applications.	Policy not used in monitoring period.		
BRU3: Mooring Plots	Planning applications in accordance (or otherwise) with this policy.	Zero relevant applications.	Policy not used in monitoring period.		
BRU4: Brundall Marina	Planning applications in accordance (or otherwise) with this policy.	Zero relevant applications.	Policy not used in monitoring period.		
BRU5: Land east of the Yare public house	Open space lost/negatively affected by development.	Zero relevant applications.	Policy not used in monitoring period.		
BRU6: Brundall Gardens	Residential moorings provided as per policy.	Zero relevant applications.	Policy not used in monitoring period.		
CAN1: Cantley Sugar Factory	Planning applications in accordance (or otherwise) with this policy.	Zero relevant applications.	Policy not used in monitoring period.		
CHE1: Greenway Marine Residential Moorings	Residential moorings provided as per policy.	Zero relevant applications.	Policy not used in monitoring period.		
DIL1: Dilham Marina (Tyler's Cut Moorings)	Planning applications in accordance (or otherwise) with this policy.	Zero relevant applications.	Policy not used in monitoring period.		
DIT1: Maltings Meadow Sports Ground, Ditchingham	Planning applications in accordance (or otherwise) with this policy.	Zero relevant applications.	Policy not used in monitoring period.		
DIT2: Ditchingham Maltings Open Space, Habitat Area and Alma Beck	Habitat area/open space/Beck lost/negatively affected by development.	Zero relevant applications.	Policy not used in monitoring period.		
FLE1: Broadland Sports Club	Planning applications in accordance (or otherwise) with this policy.	1 relevant application	No applications permitted contrary to this policy.	Green	
GTU1: Marina Quays (Port of Yarmouth Marina)	Planning applications in accordance (or otherwise) with this policy.	1 relevant application	No applications permitted contrary to this policy.	Green	
HOR1: Car Parking	Car parking lost/negatively affected by development.	Zero relevant applications.	Policy not used in monitoring period.		
HOR2: Horning Open Space (public and private)	Open space lost/negatively affected by development.	Zero relevant applications.	Policy not used in monitoring period.		
HOR3: Waterside plots	Planning applications in accordance (or otherwise) with this policy. Capacity of Horning Water Recycling Centre.	1 relevant application	No applications permitted contrary to this policy.	Green	
HOR4: Horning Sailing Club	Planning applications in accordance (or otherwise) with this policy. Capacity of Horning Water Recycling Centre.	Zero relevant applications.	Policy not used in monitoring period.		
HOR5: Crabbett's Marsh	Marsh lost/negatively affected by development.	Zero relevant applications.	Policy not used in monitoring period.		
HOR6: Horning - Boatyards, etc. at Ferry Rd. & Ferry View Rd.	Planning applications in accordance (or otherwise) with this policy. Capacity of Horning Water Recycling Centre.	Zero relevant applications.	Policy not used in monitoring period.		
HOR7: Woodbastwick Fen moorings	Planning applications in accordance (or otherwise) with this policy. Capacity of Horning Water Recycling Centre.	Zero relevant applications.	Policy not used in monitoring period.		
HOR8: Land on the Corner of Ferry Road, Horning	Planning applications in accordance (or otherwise) with this policy. Capacity of Horning Water Recycling Centre.	Zero relevant applications.	Policy not used in monitoring period.		

Policy	Monitoring Indicators	Information for specific indicators	General summary of how policy used in monitoring period	Rating	Notes
HOR9: Horning Residential Moorings (Ropes Hill)	Residential moorings provided as per policy.	Zero relevant applications.	Policy not used in monitoring period.		
HOV1: Green Infrastructure	Green Infrastructure lost/negatively affected by development.	Zero relevant applications.	Policy not used in monitoring period.		
HOV2: Station Road car park	Car parking lost/negatively affected by development.	Zero relevant applications.	Policy not used in monitoring period.		
HOV3: Brownfield land off Station Road, Hoveton	Planning applications in accordance (or otherwise) with this policy. Number of houses delivered. Number of units delivered.	Zero relevant applications.	Policy not used in monitoring period.		
HOV4: BeWILDerwood Adventure Park	Planning applications in accordance (or otherwise) with this policy.	1 relevant application	No applications permitted contrary to this policy.	Green	
HOV5: Hoveton Town Centre	Planning applications in accordance (or otherwise) with this policy.Land use of each unit.	2 relevant applications	No applications permitted contrary to this policy.	Green	
LOD1: Loddon Marina Residential Moorings.	Residential moorings provided as per policy.	Zero relevant applications.	Policy not used in monitoring period.		
NOR1: Utilities Site	Planning applications in accordance (or otherwise) with this policy. Number of houses delivered.	Zero relevant applications.	Policy not used in monitoring period.		
NOR2: Riverside walk and cycle path	Delivery of path in line with policy.	Zero relevant applications.	Policy not used in monitoring period.		
ORM1: Ormesby waterworks	Planning applications in accordance (or otherwise) with this policy.	Zero relevant applications.	Policy not used in monitoring period.		
OUL1: Boathouse Lane Leisure Plots	Planning applications in accordance (or otherwise) with this policy.	1 relevant application	No applications permitted contrary to this policy.	Green	
OUL2: Oulton Broad - Former Pegasus/Hamptons Site	Planning applications in accordance (or otherwise) with this policy. Number of houses delivered.	Zero relevant applications.	Policy not used in monitoring period.		
OUL3 Oulton Broad District Shopping Centre	Planning applications in accordance (or otherwise) with this policy. Land use of each unit.	1 relevant application	No applications permitted contrary to this policy.	Green	
POT1: Bridge Area	Planning applications in accordance (or otherwise) with this policy.	-	Policy not used in monitoring period.		
POT2: Waterside plots	Planning applications in accordance (or otherwise) with this policy.	-	Policy not used in monitoring period.		
POT3: Green Bank Zones	Green Banks lost/negatively affected by development.	Zero relevant applications.	Policy not used in monitoring period.		
SOL1: Riverside area moorings	Planning applications in accordance (or otherwise) with this policy.	Zero relevant applications.	Policy not used in monitoring period.		
SOM1: Somerleyton Marina residential moorings	Residential moorings provided as per policy.	Zero relevant applications.	Policy not used in monitoring period.		
STA1: Land at Stalham Staithe (Richardson's Boatyard)	Planning applications in accordance (or otherwise) with this policy.	Zero relevant applications.	Policy not used in monitoring period.		
STO1 Land adjacent to Tiedam, Stokesby	Planning applications in accordance (or otherwise) with this policy. Number of houses delivered.	Zero relevant applications.	Policy not used in monitoring period.		
TSA1: Cary's Meadow	Meadow lost/negatively affected by development.	Zero relevant applications.	Policy not used in monitoring period.		
TSA2: Thorpe Island	Planning applications in accordance (or otherwise) with this policy.	1 relevant application	Application partly met policy requirements.	Orange	The scheme was for new development not permitted by TSA2.
TSA3: Griffin Lane – boatyards and industrial area	Planning applications in accordance (or otherwise) with this policy.	Zero relevant applications.	Policy not used in monitoring period.		
TSA4: Bungalow Lane – mooring plots and boatyards	Planning applications in accordance (or otherwise) with this policy.	Zero relevant applications.	Policy not used in monitoring period.		
TSA5: River Green Open Space	Open space lost/negatively affected by development.	Zero relevant applications.	Policy not used in monitoring period.		
THU1: Tourism development at Hedera House, Thurne	Planning applications in accordance (or otherwise) with this policy. Number of houses delivered.	1 relevant application.	No applications permitted contrary to this policy.	Green	The reserved matters application for

Policy	Monitoring Indicators	Information for specific indicators	General summary of how policy used in monitoring period	Rating	Notes
					appearance, design and landscaping / boundary treatment.
WHI1: Whitlingham Country Park	Planning applications in accordance (or otherwise) with this policy.	Zero relevant applications.	Policy not used in monitoring period.		
SSTRI: Trinity Broad	Planning applications in accordance (or otherwise) with this policy.	Zero relevant applications.	Policy not used in monitoring period.		
SSUT: Upper Thurne	Planning applications in accordance (or otherwise) with this policy.	Zero relevant applications.	Policy not used in monitoring period.		
SSCOAST: The Coast	Planning applications in accordance (or otherwise) with this policy.	Zero relevant applications.	Policy not used in monitoring period.		
SSROADS: Main road network	Schemes permitted contrary to Highways advice.	Zero relevant applications.	Policy not used in monitoring period.		
SSMILLS: Drainage Mills	Mills brought back into use. Changes to mills in line with this policy.	1 relevant application	No applications permitted contrary to this policy.	Green	
SSPUBS: Waterside Pubs Network	Improvements to pubs in line with policy. Pubs lost from public house land use.	1 relevant application	No applications permitted contrary to this policy.	Green	
SSSTATIONS: Railway stations/halts	Improvements to stations in line with policy.	Zero relevant applications.	Policy not used in monitoring period.		
SSTRACKS: Former rail trackways	Stations lost to other uses. Recreation routes delivered on these schemes.	Zero relevant applications.	Policy not used in monitoring period.		
SSLGS: Local Green Space	Local Green Spaces lost/negatively affected by development.	Zero relevant applications.	Policy not used in monitoring period.		
SSSTAITHES: Staithes	Staithes lost/negatively affected by development	-	No applications permitted contrary to this policy.	Green	
SSA47: Changes to the Acle Straight (A47T)	Development that encroaches onto these trackways.	Zero relevant applications.	Policy not used in monitoring period.		

Planning Committee

03 December 2021

Agenda item number 14

December Consultation Responses

Report by Planning Policy Officer

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.

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: 23 November 2021

Appendix 1 – Planning Policy consultations received

Appendix 1 – Planning Policy consultations received

East Suffolk Council

Document: Sustainable Construction Supplementary Planning Document (SPD)

<https://eastsuffolk.inconsult.uk/SUSCONSPDDRAFT/consultationHome>

Due date: 13 December 2021

Status: Draft SPD

Proposed level: Planning Committee Endorsed

Notes

The Sustainable Construction SPD will provide guidance on the implementation of the Council's Sustainable Construction planning policies and other planning policies related to mitigating the impact of climate change. The draft SPD addresses a range of topics including energy efficiency, renewable energy, water conservation, waste and use of materials.

This guidance includes information about how sustainable construction methods and materials used in new development can reduce the construction and operational impact on our environment, wildlife, climate change and health and wellbeing. It also provides guidance on how the operating efficiency of existing buildings can be improved through retrofitting. This document therefore focuses on providing guidance on increasing energy efficiency, water efficiency, the use of sustainable materials, renewable and low carbon energy generation, reducing waste and carbon emissions, nature-based solutions for sustainable drainage systems, designing for future challenges, and designing homes and workplaces that support good health.

The SPD has been drafted following an initial consultation on the proposed scope and content held in March and April 2021. A Consultation Statement has been published alongside the draft SPD which explains how the comments received have been taken into account in drafting the SPD.

Proposed response

Summary of response

The SPD covers a wide range of issues and is well written. There are some detailed comments, in particular the issue of fully glazed façades and mitigating impact they have on dark skies.

Detailed comments

Table 3 is very useful, but the figures in 'average water use of each appliance/action' column and 'Building Regulations Maximum fittings consumption to achieve optional requirement level of 110 litres per person per day' column are not directly comparable in some instances. For example, the showers and toilets information are, but the way washing machine and dishwasher is presented is not. It would be useful to clarify so that the columns are directly comparable.

Table 3 – the bath row has confused me. 170 litres is much more than 80 litres. It may be me getting confused, but this row seems to be saying that in order to meet 110l/h/d a bath that can accommodate 170 litres is better than one that can accommodate 80 litres.

Chapter 3: It is great to see an emphasis on re-using existing buildings / materials and a recognition of the embodied energy that they retain. However, I did wonder whether when they go on to cover retrofitting, they should flag up that in historic (pre-1919) buildings, special consideration should be given to the type and method of retro-fitting given the need for the building to breathe etc – whether or not the building is listed. Perhaps this should go in para 3.12 or 3.25 and links to the HE and the Sustainable Traditional Buildings Alliance guidance could also be included:

- [Energy Efficiency and Historic Buildings | Historic England](#)
- <https://historicengland.org.uk/images-books/publications/planning-responsible-retrofit-of-traditional-buildings/responsible-retrofit-trad-bldgs/>

3.7 – might need to start with ‘this is...’

Page 46 – glass. The image shows an entire façade that is glazed. At night, when internal lights are on, this will result in light pollution, unless it is adequately mitigated through the use of blinds. Internal lighting and glazing can impact dark skies and add to light pollution. I would suggest that this section is caveated along those lines generally, but also in the context of developments that could affect the setting of the Broads that has intrinsic dark skies and is therefore protected through the NPPF. This Guide touches on the issue of internal lighting and glazing: <https://www.southdowns.gov.uk/wp-content/uploads/2021/08/Towards-A-Dark-Sky-Standard-V1.1.pdf> - it may help you improve this section.

Page 48 – In table 3 they suggest that care needs to be taken when retrofitting insulation to historic buildings to ensure that it does not impact on the appearance of the building. I think it should also include that it should be carefully considered so as not to increase damp / condensation which can be a real problem and again perhaps a link to the HE guidance. [Insulating Walls in Historic Buildings | Historic England](#). Again, perhaps more attention should be drawn to the fact that retrofitting works to all historic buildings (whether or not they are listed / have PD rights) should be considered carefully and in line with HE guidance as some works can disrupt the equilibrium of the way in which the building has functioned for its lifetime and cause more harm than good

5.2 – the word ‘be’ is split between two lines

6.6 refers to glazing. As mentioned previously, at night, when internal lights are on, this will result in light pollution, unless it is adequately mitigated through the use of blinds. Internal lighting and glazing can impact dark skies and add to light pollution. I would suggest that this section is caveated along those lines generally, but also in the context of developments that could affect the setting of the Broads that has intrinsic dark skies and is therefore protected through the NPPF. This Guide touches on the issue of internal lighting and glazing:

<https://www.southdowns.gov.uk/wp-content/uploads/2021/08/Towards-A-Dark-Sky-Standard-V1.1.pdf> - it may help you improve this section.

Section 9 – this should refer to impact on the setting of the Broads as well as our [landscape sensitivity study](#).

Appendix A: please could they add the STBA guidance (link above) to their 'Further Guidance' list.

East Suffolk Council

Document: Affordable Housing Supplementary Planning Document (SPD)

<https://eastsuffolk.inconsult.uk/ESAFFHSGDRAFT/consultationHome>

Due date: 13 December 2021

Status: Draft SPD

Proposed level: Planning Committee Endorsed

Notes

The Affordable Housing Supplementary Planning Document (SPD) will provide guidance on the implementation of the Council's planning policies related to affordable housing. The draft SPD covers a range of matters including types of affordable housing, identifying an appropriate mix of affordable housing, the design of affordable housing, legal agreements and carrying out local housing needs assessments. The SPD has been drafted following an initial consultation that was held in November and December 2020 under which views were sought on the scope and content of the SPD. A Consultation Statement has been published alongside the draft SPD which explains how the comments received have been taken into account in drafting the SPD.

Proposed response

Summary of response

The SPD is welcomed and well written. There is a lack of acknowledgement that it will be of relevance to any scheme in the Broads part of ESC that triggers the need for affordable housing.

Detailed comments

Para 1.11 and 1.13 says 'This SPD does not cover parts of East Suffolk that are within the Broads, for which the Broads Authority is the local planning authority'. Whilst ESC produced the SPD and you are the LPA for your part and we are for our part, ESC is the Housing Authority for the entire district including that area that is the Broads. Also, the Local Plan for the Broads has a policy on Affordable Housing which defers to/has regard to your adopted Local Plan policy. So, if a scheme were to come in to trigger Affordable Housing (see next point as well) then we would use your policy and use this SPD and work with you as the Housing Authority. So, this section probably needs to say more than it does. Indeed, the Broads Authority may need to endorse the SPD and link to it from our website for the reasons set out above. Please get in touch and we can work up something suitable.

Our adopted policy has a threshold of off-site contributions for schemes of 6-9 dwellings. Noting the above comment, is it worth having a section that refers to our threshold?

East Suffolk Council

Document: Cycling and Walking Strategy

<https://storymaps.arcgis.com/stories/cbc57e4a9cc24e4e7d174fb34b1bf0e>

Due date: 10 January 2022

Status: Draft Strategy

Proposed level: Planning Committee endorsed

Notes

Identifies potential cycling and walking infrastructure opportunities across the district. It provides context and information to support detailed infrastructure proposals. The draft Strategy has been informed by an initial consultation that was held October-December 2020, and includes:

- **Key Corridors** - Key routes between, and through, settlements;
- **Local Plan Site Allocation Recommendations** - Recommendations for Local Plan site allocations;
- **Community Recommendations** - Recommendations submitted to the Council as part of the initial consultation.

Proposed response

Summary of response

The Strategy is welcomed and well presented. There is a lack of mention of the Broads in this document considering that we were involved in its production to some extent and that some of the routes go through the Broads.

Detailed comments

It might be worth saying that you have also liaised with us about this Strategy and that we will work with you to promote walking and cycling and where appropriate work with you on delivery of some routes that are in the Broads. You might want to clarify that the strategy applies to all of the district including that area that is the Broads. Indeed, some routes actually go through our area.

Steering group – do you want us to be on that group?

Policy context – would be useful to mention the [Broads Plan](#) and [Integrated Access Strategy](#). Also, that our current Local Plan safeguards some routes and that approach could be used to help implement this strategy.

Para 3.1, 3.8 - and the Broads Authority

We could incorporate the relevant parts into our Integrated Access Strategy and Local Plans. We could endorse this strategy and use it as well. Please get in touch when you are finalising this to discuss our comments and our endorsement and use. We would need the GIS files as well.

When it comes to access through the Broads we should always be pushing for LTN 1/20 as the minimum standard rather than as “best practice”.

Planning Committee

03 December 2021

Agenda item number 15

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
APP/E9505/C/21/3269284 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
APP/E9505/C/21/ 3276150 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
		Start date 25 October 2021	Neatishead	permission: Change of use of outbuilding to cafe (Class E(b)) & pizza takeaway (Sui Generis)	Questionnaire submitted 1 November 2021 Statement due 26 November 2021
APP/E9505/Z/21/3276574 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: 23 November 2021

Background papers: BA appeal and application files

Planning Committee

03 December 2021

Agenda item number 16

Decisions made by officers under delegated powers

Report by Senior Planning Officer

Summary

This report sets out the delegated decisions made by officers on planning applications from 25 October 2020 to 18 November 2021 and Tree Preservation Orders confirmed within this period.

Recommendation

To note the report.

Decisions made by officers under delegated powers

Parish	Application	Site	Applicant	Proposal	Decision
Barsham And Shipmeadow Parish Council	BA/2021/0212/HOUSEH	Meadow View Barsham Hill Barsham NR34 8HF	Mrs Victoria Bidnall	Demolish 2 timber-framed outbuildings and replace with 2 timber framed outbuildings for ancillary use.	Approve Subject to Conditions

Parish	Application	Site	Applicant	Proposal	Decision
Barsham And Shipmeadow Parish Council	BA/2021/0340/HOUSEH	2 Rectory Cottages Church Lane Barsham NR34 8HB	Mr Lee Edwards	Erection of side extension	Approve Subject to Conditions
Barton Turf And Irstead Parish Council	BA/2021/0278/FUL	Land At Grove Cottage And Barn At Grove House Hall Road Irstead NR12 8XP	Mr P Lamb	Demolition of part existing barn at Grove House and the construction of new barn on land at Grove Cottage.	Approve Subject to Conditions
Beccles Town Council	BA/2021/0328/HOUSEH	27 Northgate Beccles NR34 9AS	-	Erect rear extension, outbuildings and decking	Approve Subject to Conditions
Beccles Town Council	BA/2021/0376/HOUSEH	Vista Puddingmoor Beccles NR34 9PL	Mr & Mrs R Jackson	Gates and piers	Approve Subject to Conditions
Beccles Town Council	BA/2021/0399/HOUSEH	19 Northgate Beccles Suffolk NR34 9AS	Mr Paul Cartwright	Replace uPVC windows & doors with timber. Install veranda, stone paving, masonry staircase and brick wall replacing timber fence.	Approve Subject to Conditions
Bramerton Parish Council	BA/2021/0391/FUL	Mooring Associated With Sweet Briar Cottage Hill House Road Bramerton Norfolk NR14 7EG	Mr Roger Ford	Erection of summerhouse	Approve Subject to Conditions

Parish	Application	Site	Applicant	Proposal	Decision
Brundall Parish Council	BA/2021/0386/FUL	Serena & Yare Breaks 31 & 32 Riverside Estate Brundall Norwich Norfolk NR13 5PU	Mr Roger Hubbard	Replacement quay heading and walkways	Approve Subject to Conditions
Burgh Castle Parish Council	BA/2021/0344/HOUSEH	Waveney Valley Holiday Village, W7 Butt Lane Burgh Castle NR31 9FQ	Mr Asher Paniri	Change cladding to Weatherboard Cladding Storm Grey Fortex	Approve Subject to Conditions
Dilham Parish Council	BA/2021/0375/HOUSEH	River View Broad Fen Lane Dilham Norfolk NR28 9PP	Mr Nathan Lankester	Single storey rear and side extension	Approve Subject to Conditions
Horsey Parish Council	BA/2021/0395/FUL	Horsey Windpump Somerton Road Horsey NR29 4EE	Ms Victoria Egan	Retention of existing portacabin for an additional 3 years (extension of temporary permission BA/2017/0417/FUL)	Approve Subject to Conditions
Hoveton Parish Council	BA/2021/0348/HOUSEH	Aquarius Meadow Drive Hoveton Norfolk NR12 8UN	Mr Anthony O'Neill	Erection of garden arbour	Approve Subject to Conditions
Martham Parish Council	BA/2021/0371/HOUSEH	Sukie 21 Riverside Martham Norfolk NR29 4RG	Mr Julius Pursaill	Side extension for extra dining space	Approve Subject to Conditions

Parish	Application	Site	Applicant	Proposal	Decision
Mettingham Parish Council	BA/2021/0407/APPCON	The Valley House Low Road Mettingham Suffolk NR35 1TS	Mr Trevor Lay	Details of Condition 3: materials (roof tiles only) of permission BA/2015/0426/FUL	Approve
Oulton Broad Parish Council	BA/2021/0347/FUL	Broadlands Marina Marsh Road Oulton Broad Lowestoft NR33 9JY	Mr S Arber	Structure to house shower and toilet facilities, office and RYA Classroom. Extension to walkway.	Approve Subject to Conditions
Reedham Parish Council	BA/2021/0406/HOUSEH	The Fourth House 25 Riverside Reedham Norwich Norfolk NR13 3TE	Mr Kevin Sales	Erection of a single storey flat roof garden room extension to the rear with lantern lights.	Approve Subject to Conditions
Stokesby With Herringby Parish Council	BA/2021/0266/HOUSEH	Ferry Cottage The Green Mill Road (track) Stokesby With Herringby Norfolk NR29 3EX	Mr Mark Pollard	Alterations to Ferry Cottage to link two existing buildings, first floor extension to rear elevation of the outbuilding, and insertion of a recessed balcony on front elevation of the outbuilding.	Approve Subject to Conditions

Parish	Application	Site	Applicant	Proposal	Decision
Strumpshaw Parish Council	BA/2021/0015/COND	Pumping Station Low Road Strumpshaw Norwich Norfolk	Mr Tim Strudwick	Extend footprint of works, re-shape adjacent ditch and re-locate irrigation pump hard-standing, variation of condition 2 of permission BA/2017/0496/FUL	Approve Subject to Conditions
Wroxham Parish Council	BA/2021/0294/HOUSEH	Brynwood Beech Road Wroxham Norwich NR12 8TP	Mr Victor Brown	Replacement Summerhouse	Approve Subject to Conditions

Tree Preservation Orders confirmed by officers under delegated powers

Parish	Address	Reference number	Description
Coltishall Parish Council	High House 43 Wroxham Road Coltishall Norwich NR12 7AF	BA/2021/0004/TPO	T1: Oak
Ormesby St Michael Parish Council	Broadswater House Main Road Ormesby St Michael NR29 3LS	BA/2021/0003/TPO	G1: 2 x Sycamore

Author: Cheryl Peel

Date of report: 23 November 2021