

# Planning Committee

## Agenda 16 August 2024

10.00am

The King's Centre, 63-75 King Street, Norwich, NR1 1PH

John Packman, Chief Executive – Friday 09 August 2024

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. **Appointment of Chair**  
Nominations for Chair have been received for:  
Tim Jickells proposed by Harry Blathwayt, seconded by Melanie Vigo Di Gallidoro  
Fran Whymark proposed by Vic Thomson, seconded by Martyn Hooton
3. **Appointment of Vice-Chair**  
A nomination for Vice-Chair has been received for:  
Tony Grayling proposed by Tim Jickells, seconded by Melanie Vigo Di Gallidoro
4. To receive declarations of interest (see [Appendix 1](#) to the Agenda for guidance on your participation having declared an interest in the relevant agenda item)
5. **To receive and confirm the minutes of the Planning Committee meeting held on 19 July 2024** (Pages 4-10)
6. To note whether any items have been proposed as matters of urgent business
7. 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](#).
8. Request to defer applications included in this agenda and/or vary the order of the agenda

## Planning and enforcement

9. **To consider applications for planning permission including matters for consideration of enforcement of planning control:**
  - 9.1. BA/2024/0066/FUL - Wayford Nursery, Wayford Road, Wayford Bridge (Pages 11-18)
  - 9.2. BA/2023/0436/FUL - Three Rivers Camp Site, Station Road, Geldeston (Pages 19-39)
10. **Enforcement update** (Pages 40-47)  
Report by Head of Planning

## Tree Preservation Orders

11. **BA/2024/0012/TPO proposed site visit - Land at former Bridge Hotel, Repps With Bastwick** (Pages 48-54)  
Report by Historic Environment Manager

## Heritage

12. **Neatishead Conservation Area Appraisal - Consultation** (Pages 55-84)  
Report by Historic Environment Manager

## Policy

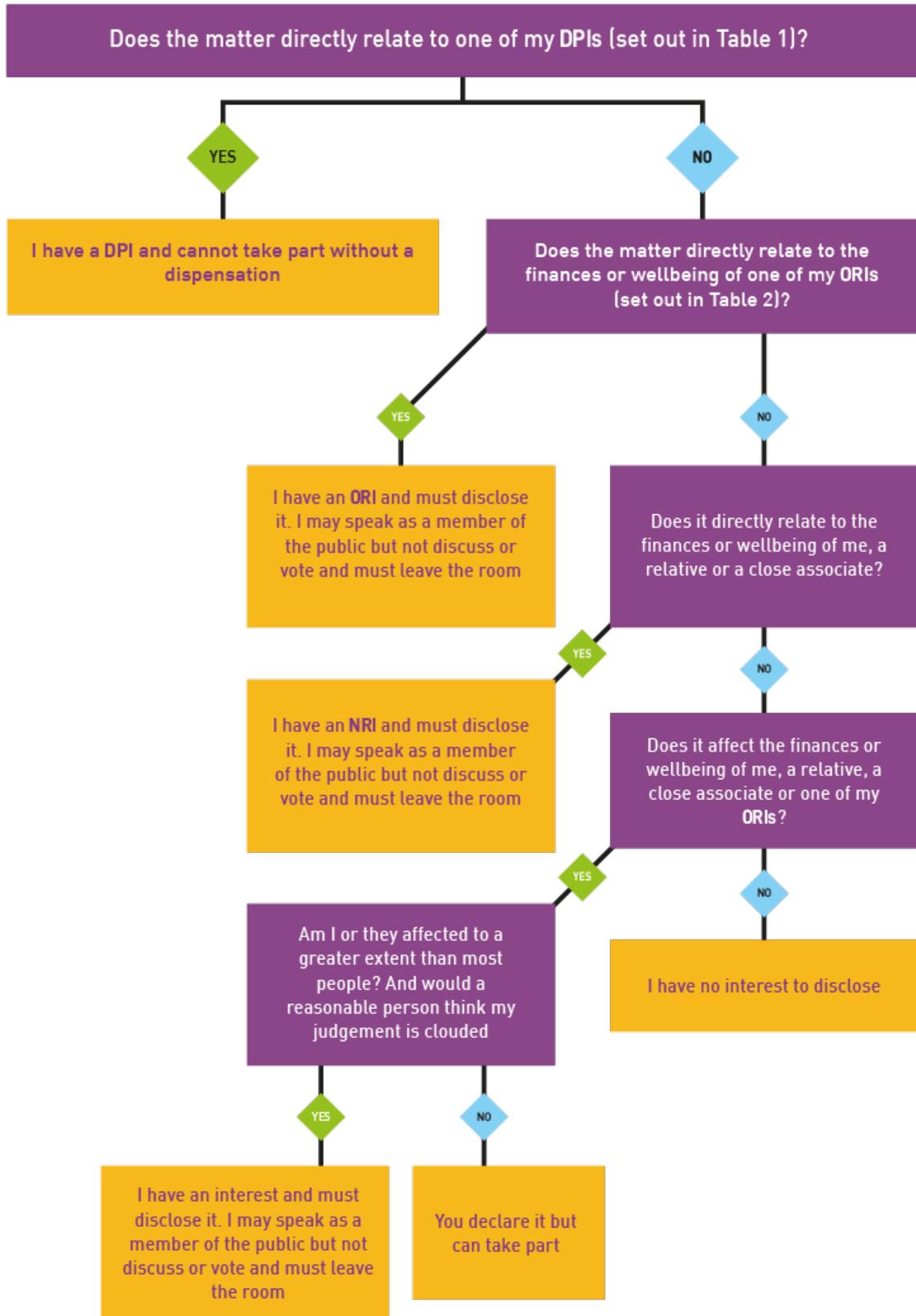
13. **Statement of Community Involvement – Adoption** (Pages 85-123)  
Report by Planning Policy Officer
14. **Trowse Neighbourhood Plan – Proceeding to referendum** (Pages 124-126)  
Report by Planning Policy Officer
15. **Chet Neighbourhood Plan – Proceeding to referendum** (Pages 127-129)  
Report by Planning Policy Officer

## Matters for information

16. **Circular 28/83 Publication by Local Authorities of information about the handling of planning applications Q2 (1 April to 30 June 2024)** (Pages 130-136)  
Report by Planning Technical Support Officer
17. **Appeals to the Secretary of State update** (Pages 137-141)  
Report by Head of Planning
18. **Decisions made by Officers under delegated powers** (Pages 142-146)  
Report by Head of Planning
19. **To note the date of the next meeting – Friday 13 September 2024 at 10.00am at The King’s Centre, 63-75 King Street, Norwich, NR1 1PH**

For further information about this meeting please contact the [Governance team](#)

# Appendix 1 – Extract from the Local Government Association Model Councillor Code of Conduct



# Planning Committee

## Minutes of the meeting held on 19 July 2024

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## **Present**

Harry Blathwayt – in the Chair, Stephen Bolt, Andrée Gee, Tony Grayling, James Harvey, Tim Jickells, Kevin Maguire and Fran Whymark

## **In attendance**

Natalie Beal – Planning Policy Officer, Jason Brewster – Governance Officer, Ruth Sainsbury – Head of Planning and Sara Utting – Senior Governance Officer

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

No members of the public in attendance

## **1. Apologies and welcome**

The Chair welcomed everyone to the meeting.

**Apologies** were received from Martyn Hooton, Vic Thomson and Melanie Vigo di Gallidoro

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

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

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

Members indicated that they had no further declarations of interest other than those already registered.

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

The minutes of the meeting held on 21 June 2024 were approved as a correct record and signed by the Chair.

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

There were no items of urgent business

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

No members of the public had registered to speak.

## **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

There are no applications for consideration.

## 8. Enforcement update

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

Beauchamp Arms, Ferry Road, Carleton St Peter (Unauthorised operation development and Unauthorised static caravan - Unit Z) and Land at Loddon Marina, Bridge Street, Loddon (Unauthorised static caravan)

The Head of Planning confirmed that the Planning Inspectorate of England (PINS) had undertaken an accompanied visit of sites at Beauchamp Arms and Loddon Marina on the 16 July 2024. These site visits would enable PINS to complete the appeals process and the Authority awaited the associated appeal decisions.

Blackgate Farm, High Mill Road, Cobholm (Unauthorised operational development)

In response to a question the Planning Policy Officer confirmed that the replacement contractor assigned to undertake the Gypsy and Traveller Accommodation Needs Assessment had completed an initial assessment of the site. Their assessment had been deemed to be incomplete and the contractors had performed a follow-up assessment and the Authority, in conjunction with Great Yarmouth Borough Council, were awaiting the updated written assessment.

## 9. East Suffolk Healthy Environments Supplementary Planning Document - adoption

The Planning Policy Officer (PPO) introduced the report, which proposed that the Authority endorse the East Suffolk Healthy Environments Supplementary Planning Document (SPD). The PPO reminded Members that the Authority defers to the policies and standards of its district councils in certain areas including open space and, as the East Suffolk Healthy Environments SPD incorporated open space, it was prudent for the Authority to endorse this document.

Tony Grayling proposed, seconded by Kevin Maguire.

**It was resolved unanimously to recommend that the Broads Authority endorse the East Suffolk Healthy Environments SPD.**

## 10. Local Plan – Preparing the Publication Version

The Planning Policy Officer (PPO) presented the report which detailed the proposed responses to comments received during the Preferred Options consultations, a new Local Plan policy covering environmental quality, updates to the Local Infrastructure study, updates to the Peat Soils Local Plan policy, and updates to the areas covered by policies associated with Cantley

Sugar Factory, Hoveton and Whitlingham Country Park. The PPO proposed to discuss each section of the report in turn and welcomed members' feedback.

### Preferred Options consultation responses

The Preferred Options consultation had generated over 750 comments and the proposed responses to each comment had been documented in Appendix 1 of the report. The PPO explained that comments had been received from individuals or on behalf of organisations. The majority of comments sought clarification; there had been a couple of objections that had been countered and some comments had resulted in changes to the Local Plan and these outcomes were reflected in the responses.

In response to a question, it was noted that given the wide scope of the Broads Authority's remit, some comments related to matters beyond the planning system and the PPO explained that those items had been forwarded to the Chief Executive for resolution.

Members thanked the PPO and her colleagues for their time and effort in drafting the responses.

Stephen Bolt proposed, seconded by Tony Grayling.

### **It was resolved unanimously to endorse the Preferred Options consultation responses.**

#### Pollution and Hazards in Development and Protecting Environmental Quality policy

Comments received on behalf of Natural England, the Environment Agency and Norfolk Wildlife Trust had highlighted a need for an environmental protection policy (Appendix 2 of the report). The PPO had based the proposed new Pollution and Hazards in Development and Protecting Environmental Quality Local Plan policy on equivalent policies from the Local Plans produced by North Norfolk District Council and Great Yarmouth Borough Council. This policy encouraged all development proposals to protect the environment by considering hazards and pollution associated with the development and adopting mitigation measures where possible.

Members supported this new policy. A Member had noted the basis of Natural England's feedback regarding increased traffic and air pollution and wondered whether a focus on air quality would create a conflict with other Local Plan policies. The PPO responded that these comments and this new policy had both been reviewed by the Authority's Habitats Regulations Assessment (HRA) consultant and their judgement was that the references to air quality within the new policy and elsewhere in the Local Plan were adequate and acceptable. The PPO reminded Members that given the Authority's housing need equated to 17 dwellings per year, the resulting impact on air quality was very low in comparison to neighbouring Local Planning Authorities whose housing need equated to hundreds of dwellings per year.

A Member noted that the proposed new policy referred to avoiding potential hazards and pollution and wondered whether, if avoiding these issues was not possible, the policy should encourage action to minimise these issues. The PPO would consider this change and amend the policy accordingly.

In response to a question the PPO confirmed that Nutrient Neutrality was covered under its own policy in the Natural Environment section and there was no need to reference it in this new policy.

It was agreed to enhance the new policy's supporting text relating to water quality to highlight its scope across the whole catchment including marine and estuarine by including a reference to catchment management.

Stephen Bolt proposed, seconded by Tony Grayling.

**It was resolved unanimously to endorse, subject to further changes returning to committee, the Pollution and Hazards in Development and Protecting Environmental Quality Local Plan policy.**

#### Local Infrastructure Study update

The PPO had updated the Local Infrastructure Study to replace references to the 2019 Water Resource Management Plans with more up-to-date emerging equivalents from Anglian Water and Essex & Suffolk Water (the updated study formed Appendix 3 of the report). The PPO confirmed that the conclusion remained unchanged and that the reduced water efficiency target of 110 litres/head/day was justified.

A Member asked whether more support should be given to the creation of water abstraction reservoirs and suggested a dedicated Local Plan policy for this type of development. The PPO confirmed that the planning team had considered this and they had concluded that these developments were adequately covered by existing policies within the Local Plan. The Head of Planning reminded Members that the Authority provided free pre-application advice and this channel would facilitate the specific advice required in this context.

The PPO agreed to update the infrastructure study to reference water abstraction infrastructure.

Stephen Bolt proposed, seconded by James Harvey.

**It was resolved unanimously to endorse, subject to subsequent changes being agreed by the Chair of the Planning Committee, the updated Local Infrastructure Study.**

#### Peat Soils policy update

The PPO explained that the Preferred Options version of the Peat Soils policy had been updated to reflect a recent decision by the Planning Inspectorate of England (PINS) regarding the importance of peat and in particular its role as an "irreplaceable habitat". Subsequently the PPO had discussed this matter with the Authority's Environment Policy Advisor and the Authority's Ecologist and concluded that peat was not a habitat per se however it was such a key component in the environments where it was prevalent that it could be equated to a habitat. The policy had been updated to state that peat, given its qualities and the time required to regenerate, was deemed equivalent to an irreplaceable habitat. The PPO accepted that this clarification to the policy, although it did not alter its scope, would present a high bar

for any development wishing to excavate peat. This high threshold reflected the significant role played by peat from an environmental perspective for example as a sequester of carbon.

Members supported the updated policy and it was agreed to strengthen the supporting text to reflect peat as a key component within a habitat. A Member noted that some of the comments received relating to this policy reflected confusion regarding planning policy and the wider peat conservation work undertaken by the Broads Authority. It was agreed to add some guidance to this policy to help clarify this distinction.

Andrée Gee proposed, seconded by Tony Grayling.

**It was resolved unanimously to endorse, subject to the agreed changes, the updated Peat Soils Local Plan policy.**

**Area associated with policy CAN1**

The PPO confirmed that there had been no objection to the extension of the area covered by policy CAN1 (Cantley Sugar Factory) as assessed by the Housing and Economic Land Availability Assessment.

Andrée Gee proposed, seconded by Stephen Bolt.

**It was resolved unanimously to endorse the extended area associated with Local Plan policy CAN1.**

**Area of Green Infrastructure associated with policy HOV1**

The consultation on a proposed new area of Green Infrastructure associated with policy HOV1 (Hoveton and Wroxham) had resulted in one objection, one comment in support and an indication from Wroxham Parish Council, who had requested this change as part of the examination into the current Local Plan, that they no longer wished to pursue this matter. As the Parish Council no longer supported the inclusion of the new area of Green Infrastructure in policy HOV1 it was recommended that it be removed from the policy.

Fran Whymark proposed, seconded by Stephen Bolt.

**It was resolved unanimously to remove the new area of Green Infrastructure associated with Local Plan policy HOV1.**

**Area associated with policy WHI1**

The PPO confirmed that there had been no objection to the extension of the area covered by policy WHI1 (Whitlingham Country Park) as assessed by the Housing and Economic Land Availability Assessment. There had been one comment in support and some suggested wording changes that would be incorporated into the next version of policy WHI1.

Stephen Bolt proposed, seconded by Kevin Maguire.

**It was resolved unanimously to endorse the extended area associated with Local Plan policy WHI1.**

## **11. Notes of the Heritage Asset Review Group meeting held on 14 June 2024**

The Committee noted the minutes of the Heritage Asset Review Group meeting held on 14 June 2024.

The Chair indicated that the next HARG meeting would be on Friday 06 September 2024.

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

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

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

The Committee received a schedule of decisions made by officers under delegated powers from 10 June 2024 to 8 July 2024 and any Tree Preservation Orders confirmed within this period.

## **14. Date of next meeting**

The next meeting of the Planning Committee would be on Friday 16 August 2024 10.00am at The King's Centre, 63-75 King Street, Norwich.

The meeting ended at 11:00 am

Signed by

Chair

# Planning Committee

16 August 2024

Agenda item number 9.1

## BA/2024/0066/FUL- Wayford Nursery, Wayford Road, Wayford Bridge

Report by Planning Officer

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### Proposal

Replace 8 poly-tunnels with glasshouse & covered area

### Applicant

Mr Nicholas Meale

### Recommendation

Approval subject to conditions

### Reason for referral to committee

Major application

### Application target date

10 September 2024

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## 1. Description of site and proposals

- 1.1. The subject comprises part of a well-established farm shop, garden centre, and nursery site known as ‘Wayford Nurseries’ or ‘AG Meale and Sons’ with associated retail buildings, glasshouses, polytunnels, and plant hardening open areas, set amidst fields in horticultural and agricultural use, part of the wider Wayford Nurseries site.
- 1.2. The site is located to the northern side of Wayford Road (A149), with the vehicle entrance to the site approximately 300m north-east of Wayford Bridge.
- 1.3. The subject area covers three elements of the site. Eight polytunnels in a row which are used for the growing of plants. To the front (east) of the polytunnels is an uncovered area which is used to bring plants on and to harden them, with an element of retail. To the immediate west of the polytunnels is an area used for growing strawberries and raspberries which includes some elements of polytunnel coverage, a small part of this area also forms the subject area of the site.
- 1.4. To the north of the subject area site is an open area for plant sales, a café, and retail buildings selling plants, consumables, and garden equipment. To the east of the subject area is a hard surfaced car park, with fields to the south and west. There is an existing glasshouse at the site which is located to the east of the retail buildings.
- 1.5. The wider site comprises 105 hectares producing potatoes, asparagus, cabbage, cauliflower, calabrese (broccoli), kale, corn, pumpkins, beet, barley and wheat for sale at the site.
- 1.6. The surrounding area is predominantly in agricultural use. There are pockets of residential development, the closest to the subject area of the site form part of the wider ownership area, with further dwellings immediately east and south-east of the wider site. To the west are commercial uses around Wayford Bridge.
- 1.7. The site is not within a conservation area and lies outside of flood zones 2 and 3. The site is approximately 425m east of the Broad Fen SSSI, SAC, SPA, and Broadland Ramsar site.

1.8. The proposal is to remove the 8 existing polytunnels and replace them with a glasshouse and a covered area. The new glasshouse and covered area would include the polytunnel area, the adjacent plant hardening area, and a small part of the strawberries and raspberries growing area. The total size of the glasshouse and covered area is 72.0m by 57.6m. The glasshouse would occupy an area of 49.5m by 35.2m and would be fully enclosed and capable of being heated. The covered area would be an open-sided structure in the form of a wraparound to the north and eastern sides of the glasshouse, aside from an area of 13.5m x 9.6m in the south-eastern corner. The roof of the glasshouse and covered area is one continuous structure formed of a series of ridges to a maximum height of 4.8m, falling to 4.1m at eaves. Immediately north of the glasshouse and covered area is a plant room measuring 9.6m x 9.0m and formed of plastic coated metal sheets in a green colour to match the retail building, and to the south of the glasshouse and covered area are two rainwater harvesting tanks each with a diameter of 6.34m and a height of 3.04m.

## 2. Site history

- 2.1. BA/2022/0015/AGR - Steel Portal Framed Building for the purpose of storing grain produced by the applicant. Prior approval not required.
- 2.2. BA/2015/0168/FUL - Proposed coffee shop, patio and play area. Approved with conditions.
- 2.3. BA/2013/0206/FUL - Replacement toilet block and staff room. Approved with conditions.
- 2.4. BA/2006/1209/HISTAP - Erection of extension to provide replacement glasshouse / plant area and coffee shop. Approved with conditions.
- 2.5. BA/2004/1420/HISTAP Erection of canopy over walkway. Approved with conditions.
- 2.6. BA/2003/1469/HISTAP Erection of building to provide additional retail / storage area. Approved with conditions.
- 2.7. BA/1995/2344/HISTAP Construction of potato storage building
- 2.8. BA/1995/2329/HISTAP Covered open area for plant sales, glasshouse, coffee house and porch to glasshouse and existing farm shop. Approved with conditions.
- 2.9. BA/1994/2429/HISTAP Extension to include butchers, bakers, coffee shop and additional greenhouse. Refused.
- 2.10. BA/1991/2730/HISTAP Extension to existing building used for storage, preparation and sales of produce. Approved with conditions.
- 2.11. BA/1989/3003/HISTAP Erection of relocatable office and toilet accommodation. Approved with conditions.

- 2.12. BA/1989/2901/HISTAP Extension of use of building to include sale of bought in produce. Approved with conditions and s106 agreement.
- 2.13. BA/1989/2900/HISTAP Greenhouse for the display and sale of plants grown within the nursery grounds. Approved with conditions.
- 2.14. BA/1988/3438/HISTAP Portal framed building for onion conditioning and potato storage. Approved with conditions.
- 2.15. BA/1987/3594/HISTAP Erection of additional glasshouse. Approved with conditions.

### 3. Consultations received

#### Stalham Town Council

- 3.1. The Council has no objections to this planning application.

#### Norfolk County Council (NCC) Highways

- 3.2. No objection.

#### BA Ecologist

- 3.3. No objection subject to conditions and enhancements.

### 4. Representations

- 4.1. None.

### 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:
  - DM6 - Surface water run-off
  - DM13 - Natural Environment
  - DM16 - Development and Landscape
  - DM21 - Amenity
  - DM23 - Transport, highways and access
  - DM43 - Design
  - DM51 - Retail development in the Broads
- 5.3. Material considerations
  - National Planning Policy Framework
  - Planning Practice Guidance

## 6. Assessment

- 6.1. The main issues in the determination of this application are the principle of development, the design and appearance of the proposed glasshouse, impact on landscape, neighbour amenity and highway and parking issues.

### Principle of development

- 6.2. In terms of the principle of development, the proposed glasshouse would partly replace 8 existing polytunnels and partly cover over an existing open area, all within the existing site. There would be no change to the use of those areas which would still be used for the growing and hardening of plants including an element of sales, all for the benefit of the existing and well established business at the site. The proposal is therefore considered acceptable in principle.

### Design

- 6.3. The provision of glasshouses at garden centres and nurseries is fairly typical and there is an existing glasshouse at the Wayford Nurseries site of a comparable size and design to the proposed glasshouse. The proposed glasshouse has a simple yet pleasant design and is of a suitable scale for the site and its setting within the site. In addition, the height of the proposed glasshouse is reasonable taking into account the existing buildings at the site.
- 6.4. It is acknowledged that polytunnels are common at businesses of this type, however, their appearance can vary greatly depending on the age of the coverings which the applicant has advised need replacing up to every 10 years. The proposed glasshouse is of a more solid and enduring construction and so more easily maintains its appearance, along with providing a more useable area for plant growing and hardening.
- 6.5. The design of the proposed glasshouse, and the replacement of the existing polytunnels is therefore considered acceptable with regard to Policy DM43 of the Local Plan for the Broads.

### Impact on the landscape

- 6.6. The existing nursery and garden centre site is well concealed by virtue of the surrounding landscape and boundary features. This includes a well-established mature hedgerow along the boundary with Wayford Road, with the only gap being at the vehicle entrance to the site, although glimpses of the site are possible at other points. At the entrance the existing polytunnels are visible, and the proposed glasshouse would also be visible, however this is with a backdrop of trees and within the context of an established business, so would not be unexpected or detrimental to the character and appearance of the site and surrounding area. There are buildings adjacent to the site which are more prominent in the landscape than the nursery and garden centre by virtue of their height, which helps emphasise how the height of the proposed glasshouse will ensure that it is a reasonable scale of development in this setting.

- 6.7. There are no public vantage points which allow views of the site aside from the Wayford Road, and taking into account surrounding landscape features the proposed glasshouse would not be visible as part of the wider Broads landscape.
- 6.8. The proposed glasshouse is therefore considered acceptable with regard to Policy DM16 of the Local Plan for the Broads.

#### **Amenity of residential properties**

- 6.9. There are residential properties around the site, although only one in proximity of the proposed development. This is an established use and taking into account the siting and scale of the glasshouse, along with its use, it is considered that the proposed glasshouse will not result in an undue impact on the amenity and privacy enjoyed by neighbouring residents, with regard to Policy DM21 of the Local Plan for the Broads.

#### **Highways and public rights of way**

- 6.10. Norfolk County Council as Highway Authority has assessed the proposed scheme and responded raising no objections. The proposal is therefore considered acceptable with regard to Policy DM23 of the Local Plan for the Broads.

#### **Other issues**

- 6.11. The BA ecologist has assessed the proposed scheme and advised that there would be no impact on protected species or habitats. New lighting is known to affect the foraging and commuting success of some bat species, but as glasshouses and industrial buildings are already in existence and there are few natural features within the development site to support bat use, potential impact is considered negligible. There is a risk that birds may collide with the new glasshouses, therefore measures to avoid bird strikes are proposed and would be secured by planning condition, along with suitable biodiversity enhancements. In this respect the proposal is considered acceptable with regard to Policy DM13 of the Local Plan for the Broads.
- 6.12. The proposal would provide broad sustainability benefits. The proposed glasshouse can be more efficiently heated than the polytunnels and would have a higher insulation value which would better retain the heat. The provision of a glasshouse removes the reliance on single use plastic polytunnel covering and its periodic replacement.
- 6.13. A further sustainability benefit is that the glasshouse allows for the introduction of rainwater harvesting in this area of the site. Surface water drainage would be dealt with through the provision of two rainwater tanks with a total capacity of 190 cubic metres, connected to the existing irrigation pump set. This would accord with Policy DM6 of the Local Plan for the Broads.

## **7. Conclusion**

- 7.1. The proposed provision of a glasshouse and connected covered area in place of an existing row of polytunnels and adjacent open air area is acceptable in principle, is acceptable in terms of design and appearance, would not result in an unacceptable

landscape impact, would not impact on residential amenity and would not be detrimental to highway safety.

## 8. Recommendation

- 8.1. That planning permission be granted subject to the following conditions:
- i. Time limit
  - ii. In accordance with plans
  - iii. Provision of measures to avoid bird strike
  - iv. Biodiversity enhancement in form of provision of habitat for wildlife
  - v. Works to trees, hedges, or shrubs outside of main bird breeding/nesting season or checked by ecologist prior to works
  - vi. Use of glasshouse for growing of stock for sale on site only
  - vii. External lighting plan

## 9. Reason for recommendation

- 9.1. The proposal is considered to be in accordance with Policies DM6, DM13, DM16, DM21, DM23, DM43 and DM51 of the Local Plan for the Broads, along with the National Planning Policy Framework which is a material consideration in the determination of this application.

Author: Nigel Catherall

Date of report: 23 July 2024

Background papers: BA/2024/0066/FUL

Appendix 1 – Location map

# Appendix 1 – Location map

BA/2024/0066/FUL - Wayford Nursery, Wayford Road, Wayford Bridge



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# Planning Committee

16 August 2024

Agenda item number 9.2

## BA/2023/0436/FUL- Three Rivers Camp Site, Station Road, Geldeston

Report by Planning Officer

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### Proposal

Erection of building including reception area, staff room, on-site shop, three ensuite holiday let rooms, workshop/machinery store. Erection of storage and showers building. Erection of log store and changing room building. Sauna building. Increase in camping pitches from 20 to 27. All retrospective

### Applicant

Jodi Bromley

### Recommendation

Approve with conditions subject to relevant GIRAMS payment

### Reason for referral to committee

Major application

### Application target date

28 February 2024

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## 1. Description of site and proposals

- 1.1. The application site is approximately 3.2 hectares in size forming a rough L-shape and is located to the southwest of Geldeston village. Along the northern boundary there is a dyke and former railway line, on the opposite side is a neighbouring boat yard, moorings and Certificated Location campsite at Rowen Craft. Along the eastern boundary is Geldeston Dyke, which runs from the village staithe to the River Waveney approximately 1km to the south of the site. This dyke allows access for boats and is used by a variety of motored and non-motorised craft. To the west is a small dyke which links Geldeston Dyke to the application site’s boatshed and where the water sports users of the site set off and return to. To the south are grazing marshes which in 2020 were designated as a County Wildlife Site. On the southern tip of the application site there is a timber piled jetty and an informal slip way sloping into the eastern dyke at the point it joins with Geldeston Dyke.
- 1.2. Access to the site is via a private road which joins to Station Road to the northeast. Station Road links to the A143 at Ellingham to the west and eventually Gillingham and Beccles to the east either by the A143 or using other rural roads. Station Road is single carriage with no pathway provision on either side. There are dwellings sporadically located along both sides of the road with hedgerow and grazing meadows also present. Station Road is popular with cyclists and to a lesser degree with pedestrians as it links

to regional and national cycle networks and fairly expansive walking and footpath routes in the area.

- 1.3. The village of Geldeston is a popular tourist destination due to its connections to the wider Broads river network. It is also close to Beccles, where there are larger moorings, to Oulton Board and elsewhere on the River Waveney. In addition, as this area is on the quieter stretch of the upper River Waveney, the location is popular with visitors wishing to use paddle craft or hiring them from both the application site and the neighbouring site. The village itself has limited services, however there are two public houses: The Wherry to the east and Geldeston Locks to the south. There is no shop but there are services available in Beccles, which is approximately 7 miles to the east and Bungay, approximately 5 miles to the southwest.
- 1.4. The site has an established mixed use for camping and caravanning with water sports and activity use centred around a pre-existing boatshed building. There are a number of buildings on site, including: a timber clad service building with staff room, on-site shop and workshop with three ensuite holiday let rooms; boatshed with shower rooms, toilets and storage above; log store with two outside changing rooms and a separate sauna building. There is a container and other shed type buildings to the north of the main service building. Guests of the campsite and day visitors can hire paddleboards, canoes and kayaks from the boatshed. The camping ground has a formalised area of caravan pitches with electric hook up. This is directly to the south of the boatshed building. The existing camping ground, which provides 20 pitches, is characterised as a large area of mown and longer meadow grass as well as planting and mature trees along the western and partially along the eastern boundary. An additional seven camping pitches has been created further south from the existing pitches; these are much larger open mown spaces which can accommodate more than one tent/mobile camper per pitch.
- 1.5. The application is seeking retrospective planning permission for various works. Planning permission was granted in 2021 under application reference BA/2019/0412/FUL for the demolition of service sheds and a container and the erection of a new service building; shower room extension to boatshed; enlargement of basin and pontoon to provide mobility access and mooring/charging for electric day boats and visitor berth; play area; increase the number of caravan standings from 12 to 20; hard surface path to south end of site to provide mobility access and improvements to the slipway.
- 1.6. The development approved under planning permission BA/2019/0412/FUL was implemented, however, this was prior to first discharging several 'pre-commencement' conditions of the planning permission. These were, Conditions 3 (External Materials), 4 (Details of construction design and flood resilience construction), 5 (Details of washdown facilities) & 6 (Slipway Construction). In addition, the works that have been completed to extend the pre-existing boatshed and erection of a new service building have not been carried out in accordance with the approved plans and additional buildings have also been erected (log store/changing facilities and a sauna facility)

without formal planning permission. Furthermore, the number of camping pitches has been increased from 20 to 27 without planning permission.

## 2. Site history

- 2.1. BA/2019/0412/FUL - Demolition of service sheds and container; erection of new service building; shower room extension to boatshed; enlargement of basin and pontoon to provide mobility access and mooring/charging for electric day boats and visitor berth; play area; increase in number of caravan standings from 12 to 20; hard surface path to south end of site to provide mobility access; improved slipway – Approved
- 2.2. BA/2018/0198/FUL - Provision of 12 caravan pitches with electric hook up points and bin stores – Approved
- 2.3. BA/2017/0435/COND - Variation of condition 2: approved plans, and removal of condition 3: landscaping, of BA/2016/0152/FUL – Approved
- 2.4. BA/2016/0152/FUL - Boathouse for canoe and cycle storage, landing stage and retrospective permission for three service buildings – Approved
- 2.5. BA/2007/0317/FUL - Amended proposal: Erection of workshop and site facilities for cycle hire, day boats and electric launches, wc/showers and widening of dyke to provide moorings. – Refused

## 3. Consultations received

### Parish Council

- 3.1. Geldeston Parish Council would like to recommend support of the application, but have a few reservations:

“The issues are that this is yet another retrospective planning application from them. The increase of 20 to 27 camping sites was considered too much. The concern is the 'Geldeston Dark Skies' the SSSI and Ramsar site.”

### Environment Agency

- 3.2. Additional documents satisfactorily address earlier concerns set out in the previous letter from the EA dated 22 February 2024. Subject to the conditions set out in the Flood Risk section of the letter dated 09 April 2024, the EA withdraws its objection.
- 3.3. Notwithstanding this, concerns are noted regarding the suitability of the Emergency Flood Plan and whether the buildings have been constructed with appropriate flood resilience and flood resistant mitigation measures.
- 3.4. The EA note these details are the responsibility of the Local Planning Authority (LPA) to determine together with the requirement to apply the Sequential Test and Exemption Test as set out in paragraphs 167 and 170 respectfully of the NPPF.

## Norfolk County Council (NCC) Highways

- 3.5. Raised no objection.

## Norfolk County Council Public Rights of Way

- 3.6. No objections on Public Rights of Way grounds as there are none in the vicinity.

## BA Landscape (Summary)

- 3.7. The area falls within Landscape Character Area 2 Waveney – East of A143 Bungay/Ditchingham to Shipmeadow/Geldeston - an area of calm, tranquil and isolated pastoral character, representative of the unique and important characteristics identified within the LCA.
- 3.8. The site is potentially visible from PROWs BR11 to the west, and FP10 to the east, although the existing vegetation and recent planting is noted.
- 3.9. As a retrospective application, it is difficult to determine the baseline of the site character, noting that part of the proposal had permission but was not carried out fully in accordance with approved plans and the pre-commencement conditions adds complexity to reviewing what the impacts of the proposal.
- 3.10. Regarding the buildings, storage and parking to the north of the site - no landscape objections. Buildings are relatively well screened and close to the entrance route which minimises the impact in landscape terms.
- 3.11. Concerns regarding the 7 pitches to the south and the positioning of the sauna. Additional pitches are very large and could attract more than one tent/visitor group. Whilst all temporary in nature, this is problematic due to the level of activity and noise that multiple visitors create when in groups.
- 3.12. Confused by the planting that has been undertaken and overall landscape management approach - not reflective of the general landscape character of the area.
- 3.13. A naturalistic approach to establishing vegetation in the south would be preferred, and for this area to fit well into the wider landscape setting - woodland/trees would be appropriate. Alternatively, this area should be fairly open, and not accommodate the land use proposed.
- 3.14. Lack of information supporting and justifying this part of the proposal - inclined to object to the use of the southern area for the 7 pitches.
- 3.15. This area of land could accommodate some use as camping pitches but advise the landscape strategy is revisited and clarified.
- 3.16. The sauna would be more sensibly accommodated closer to the north end of the site - this should also be reviewed. Emphasis should be on maintaining a traditional pastoral landscape, which reflects the wider landscape character area.

### Recommendations

- 3.17. Revised proposal for how the pitches is set out in the southern part of the site, and landscape led.
- 3.18. Central area to be maintained as more open and serve as an amenity space.
- 3.19. Any approval would need to be conditioned to restrict the number of tents/campers that could use each pitch.

### Comments following revisions to the scheme

- 3.20. Previous concerns have been largely addressed by the revised proposals.
- 3.21. Revisions include retention of the sauna in the southern end of the site - confirm no further landscape objection.
- 3.22. Suggest a condition to maintain the use and appearance of the land within the southern end of the site as amenity and not pitches – to preserve the open and rural quality of the land and the tranquillity of the surrounding landscape and intactness of views towards the site.

### BA Ecology

- 3.23. Applicant has provided information to show installation of enhancements, lighting scheme and planting schemes which have been undertaken. Enhancements and mitigations are considered appropriate and in accordance with initial requests.

### Fire Investigation and Protection Officer

- 3.24. This proposal will need to meet all the functional requirements stated within B5: Access and facilities for the fire service of Approved Document B, 2019 edition incorporating 2020 and 2022 amendments – for use in England.
- 3.25. These sections deal with the following requirement from Part B of Schedule 1 to the Building Regulations 2010.
- 3.26. Access and facilities for the fire service B5 (1)
- 3.27. The building shall be designed and constructed so as to provide reasonable facilities to assist fire fighters in the protection of life. (2) Reasonable provision shall be made within the site of the building to enable fire appliances to gain access to the building.
- 3.28. Water supplies for firefighting should be in accordance with ADB Vol 2, Sec 16 and “National Guidance Document on the Provision for Fire Fighting” published by Local Government Association and Water UK.

## 4. Representations

### 4.1. South Norfolk Economic Development – summary

The success of the application will see an increase in much needed unique experiences for our visitors. It will lengthen the visitor season within your area and in turn see an increased audience for our wonderful Broads National Plan.

Your support to our work here at the District Council and with the Broads Authority designated DMO ‘Visit the Broads’ is crucial to the area and your fellow Visitor Economy counterparts.

### 4.2. More than 50 representations supporting the application have been received. These include some from local residents and from visitors to the site from outside the county. The main reasons for supporting the application include the following:

- Supporting economy and tourism
- Supporting and enhancing local ecology
- Positive and sympathetic contribution to landscape and design
- Sustainable location
- Education
- Supporting local businesses
- Employing local people
- Promoting exercise and wellbeing
- Promotes peace, tranquillity and respect for the environment
- Community involvement
- Clean and well-kept site with high standards, friendly and helpful staff
- Accommodation for different needs

### 4.3. One letter of objection received from a local resident. The main areas of concern are:

- Noise
- Visual impact and light pollution
- Residential amenity
- Impact on ecology and landscape
- Retrospective application
- The proposal is contrary to policies SP6, DM13, DM22 and DM21 of the Local Plan for the Broads 2019.

## 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:
  - DM10 - Peat soils
  - DM5 - Development and Flood Risk
  - DM13 - Natural Environment
  - DM16 - Development and Landscape
  - DM20 - Settlement fringe landscape character
  - DM21 - Amenity
  - DM22 - Light pollution and dark skies
  - DM43 - Design
  - DM23 - Transport, highways and access
  - DM24 - Recreation Facilities Parking Areas
  - DM29 - Sustainable Tourism and Recreation Development
  - DM30 - Holiday Accommodation - New and Retention
  - DM31 - Access to the Water

## 6. Assessment

- 6.1. The main issues in the determination of this application are the principle of development, impact on the landscape (design/visual impact), highway safety, impact on ecology, neighbour amenity and flood risk.

### Principle of development

- 6.2. The application site has an existing tourist use. In 2021, planning permission was granted under application reference BA/2019/0412/FUL for the 'Demolition of service sheds and container; erection of new service building; shower room extension to boatshed; enlargement of basin and pontoon to provide mobility access and mooring/charging for electric day boats and visitor berth; play area; increase in number of caravan standings from 12 to 20; hard surface path to south end of site to provide mobility access and improved slipway.' The scheme was seeking to expand on the facilities already being offered by an existing tourism site.
- 6.3. The current application has been submitted as the approved works under application reference BA/2019/0412/FUL have not been carried out in accordance with the previous permission. Firstly, several pre-commencement conditions attached to this

permission were not discharged. Secondly, the development has not been undertaken in accordance with the approved plans. Thirdly, additional camping pitches have been created without first gaining the appropriate planning permission and finally two further structures, a floating sauna and log store with outside changing facilities, have been constructed without planning permission.

- 6.4. The principle to expand the camp facilities by way of an extension to the existing boatshed, construction of a new service building (subject to removal of existing structures on the site) and extension to the number of camping pitches from 12 to 20 was granted under the previous planning permission and while conditions on this permission were not discharged correctly and the buildings have not been built in accordance with the approved plans, it is acknowledged that the Boards Authority in its capacity as the Local Planning Authority previously approved development to expand the existing site and associated tourism facilities.
- 6.5. The main considerations of the current application are whether the buildings, as constructed, are acceptable in principle and whether the introduction of three ensuite holiday let rooms within the service building together with the introduction of seven additional camping pitches can be considered an appropriate and acceptable expansion to the existing site use.
- 6.6. Regarding the extension to the existing boatshed, this element is in keeping with the built form of the boatshed and offers additional facilities that can be utilised by both day visitors to the site and those staying overnight. It is in keeping with the general Broads character and use of the site and is broadly in keeping with what had previously been approved as it is a small-scale extension to an existing building and the scale, form and materials used in its construction are similar to the approved plans referenced in the previous planning permission (ref: BA/2019/0412/FUL). As such this element of the development is considered to accord with Policy DM20 and DM16 of the Local Plan for the Broads 2019.
- 6.7. It is also noted that the first-floor area above the boatshed has been used for occasional occupation by the owner and her children. This is no longer the case, and this will revert to a storage area as shown on the drawings.
- 6.8. The construction of the main service building towards to the northern end of the site is a larger building than originally permitted under planning permission BA/2019/0412/FUL in terms of its height and footprint. In addition, some aspects of the proposed use of the building have also been altered during its construction.
- 6.9. Originally, the ground floor of the building was proposed for the storage of bicycles for the hire business that operated from the site together with additional canoes, paddleboards and kayaks. Following the Covid pandemic it resulted in a change of business direction as the cycle hire business did not prove to be successful. As constructed, this area is now occupied by an on-site shop facility with workshop behind. A reception area is located on the front northwest corner with a staff room and one

private en suite bedroom facility with its own access to the rear. The first floor has a further two en suite bedrooms which are accessed via a side door within the eastern elevation and internal staircase. The three en suite bedrooms did not form part of the planning permission granted under planning permission BA/2019/0412/FUL but have been introduced following the Covid pandemic to allow visitors to stay in more permanent and private accommodation.

- 6.10. The service building, as built, has a total floor area of approximately 162 square metres, which is larger than the approved 119 square metres under planning permission BA/2019/0412/FU. However, the principle of a service building was previously granted planning permission in much the same position as the now constructed building. Therefore, in principle, the building is an acceptable form of development in terms of its overall use, including the small shop which provides additional on-site facilities for guests and visitors. In addition, the general form and use of materials are broadly in keeping with the approved building and therefore accords with Policy DM20 and DM16 of the Local Plan for the Broads 2019.
- 6.11. The main issue to be addressed is whether the principle of the three en suite bedrooms that have been created within the service building is acceptable. Policies DM29 and DM30 are relevant in this regard.
- 6.12. Policy DM30 requires new holiday accommodation to comply with the approach to locations for tourism as set out in Policy DM29, this being either within or adjacent to a defined settlement boundary or being closely associated with an existing visitor attraction/tourism site. The site is a well-established tourism site therefore the new en suite bedroom facilities comply with criteria (a)(ii) of Policy DM29 and criteria (a) of Policy DM30. The proposed use is for short stay occupation on a rented basis and the applicant has provided evidence that the use of the additional holiday accommodation has been successful and is likely to remain so. A register of bookings can be enforced by inclusion of an appropriate condition, should the application be approved, and monitored sufficiently through condition monitoring to ensure the accommodation is used appropriately. In this regard, the application complies with criteria b), c) and d) of Policy DM30.
- 6.13. In terms of the additional structures, these being the sauna building and log store with outside changing facilities, both are relatively small and constructed predominantly of timber. They provide additional facilities that are aligned with the overall use of the site and therefore the principle of development in this regard is acceptable and in accordance with Policies DM16 and DM20.
- 6.14. Finally, the additional 7 camping pitches which were introduced in response to demand for camping facilities, particularly touring pitches. Three Rivers Pitch and Paddle is one of a few such locations in the southern Broads which caters for camping and has direct access to the Broads for water-based activities.

- 6.15. In this instance, the additional pitches are associated with an existing visitor/tourist attraction therefore this element complies in principle with Policy DM29 and subsequently, criterion (a) of Policy DM30.
- 6.16. Notwithstanding this, the individual size of each new camping pitch has been of concern as it would appear from aerial images that more than one tent/camper van can utilise each plot, resulting in a greater number of visitors to the site than if each plot were smaller and restricted to one tent/camper per pitch. To ensure the seven additional camping pitches are not expanded to allow a greater number of visitors that would otherwise be permitted, an appropriate condition is recommended to restrict each pitch to one tent or campervan/motorhome at any one time. This will enable the Local Planning Authority to monitor the usage and take enforcement action should there be a breach of condition.

### **Impact on the landscape – design/visual impact**

- 6.17. The site lies within Landscape Character Area 2 in the Authority's Landscape Character Assessment (LCA) and is in an area of drained peat or clay/peat mix adjacent to the river Waveney. This is an area generally of calm, tranquil and isolated pastoral character, and in this sense the site is representative of the unique and important characteristics identified within the LCA. The Settlement Fringe Policy DM20 is relevant here due to the location together with Policy DM16 – Development and Landscape.
- 6.18. In terms of impact on landscape, the main considerations are the extension to the boatshed, construction of the service building, outside sauna, log store with changing facilities and increased camping pitches.
- 6.19. The extension to the existing boatshed is in keeping with the built form of the boatshed offering additional facilities to both day visitors to the site and those staying overnight. It is a small extension that is in keeping with the general Broads character and use of the site and is broadly in keeping with what had previously been approved and the materials used in its construction. As such this element of the development is considered to accord with Policy DM20 and DM16 of the Local Plan for the Broads 2019.
- 6.20. The service building, as built, is larger than the approved plans under planning permission BA/2019/0412/FUL not only in floor area but also overall height, which is 9.77m while the approved building which had an overall height of 7.8m. The overall location, general form and use of materials as constructed, are broadly in keeping with the approved building under the previous application. Its location, to the back of the site, is relatively unobtrusive to the wider landscape with existing mature trees and shrubs providing a good degree of screening from the wider area. The colour and finish of the service building is also recessive resulting in a less than harmful impact on the landscape character of the area. As such this element of the development is considered to accord with Policy DM20 and DM16 of the Local Plan for the Broads 2019.
- 6.21. The sauna structure has been relocated from its original position within the dyke to the west of the site as this was not considered to be water compatible development in

Flood Zone 3b and raised a landscape impact concern. The revised position is on a grassed area at the southwestern end of the site. Given the structure is small and whilst will be visible, its scale and materials mean that the structure will become weathered and less obtrusive over time. The structure is considered acceptable and complies with Policies DM16 and DM20 of the Local Plan for the Broads 2019.

- 6.22. The log store with outside changing facilities is a small structure located along the southwestern boundary to the rear of the boatshed. It is screened by mature trees and shrubs along the southwestern boundary and as such is not significantly visible from outside of the site. It is a small steel framed structure with mono-pitched metal sheeting roof with timber cladding to the sides and rear and changing room doors. The structure provides additional facilities that are aligned with the overall use of the site and therefore the principle of development is considered acceptable and in accordance with Policies DM16 and DM20.
- 6.23. Concerns were raised regarding the seven additional camping pitches as they are very large and as such could attract more than one tent/visitor group creating significant levels of visual clutter into an area which is otherwise a tranquil and isolated pastoral character. Amendments have been provided. The size of each pitch has been significantly reduced and all seven pitches have been relocated towards the northern end of the site forming a better relationship with the existing camping pitches and cluster of operational buildings. In addition, further planting will be undertaken to create a more naturalistic approach to establishing vegetation in the south, which will fit well with the wider landscape setting. Proposed native copses will also be introduced in several areas, as shown on the Amended Proposed Additional Pitches layout plan, submitted 17 June 2024.
- 6.24. The Landscape Architect has confirmed that previous concerns have been largely addressed by the revised proposals and that the comments made have been taken on board. This revision includes retention of the sauna in the southern end of the site, which is acceptable resulting in no further concerns being noted.
- 6.25. It is recommended, by way of a condition, that the southern end of the site is retained as amenity land and not pitches to preserve the open and rural quality of the land which will help to retain the tranquillity of the surrounding landscape and the intactness of views towards the site.
- 6.26. On balance, following amendments the proposal is acceptable and complies with Policies DM16 and DM20 of the Local Plan for the Broads 2019.

### Highway safety

- 6.27. The Highway Authority (HA) has provided its comments and offers no objection to the retention of the buildings as constructed or the increase in camping pitches from 20 to 27. It acknowledges the increased pitches will/have increased vehicle movements to and from the site and they are minded of the nature of the local highway network. However, the NPPF expressly states that development should only be prevented or

refused on highways grounds if there would be an unacceptable impact on highway safety, or the residual cumulative impacts on the road network would be severe. Having considered these points, the HA felt that it would be difficult to sustain an objection on either of these grounds. The scheme therefore complies with Policy DM23.

### **Impact on ecology**

- 6.28. Initially, the BA Ecologist noted that all biodiversity mitigation measures, and biodiversity enhancements are still required for this development. Lighting conditions from the previous application still apply and biodiversity enhancements and planting scheme remains relevant.
- 6.29. Additional information provided as part of the current application enabled the BA Ecologist to confirm the installation of enhancements, lighting scheme and planting schemes which has been undertaken are considered appropriate and in accordance with initial requests. It is therefore concluded that scheme is in accordance with Policies DM13 and DM22 of the Local Plan for the Broads2019.

### **Neighbour amenity**

- 6.30. A large number of representations have been submitted with the vast majority being supportive of the development, as built. However, it is recognised many of these are from visitors to the site that do not live in the local area.
- 6.31. One objection was received from a local resident citing noise, visual impact, light pollution, residential amenity and impact on ecology and landscape as reasons for the objection. They also note the application is retrospective and state it is contrary to policies SP6, DM13, DM22 and DM21 of the Local Plan for the Broads 2019.
- 6.32. While it is acknowledged the increase in accommodation on the site and the introduction of additional pitches will give rise to increased noise and visual clutter, amendments to the scheme, following concerns raised by the BA Landscape Architect, have resulted in the seven additional pitches being reduced significantly in size and relocated further north towards the existing twenty camping pitches.
- 6.33. Additional landscaping is also proposed as noted above. These amendments will help to ensure that the concentration of camping facilities is to the north of the site reducing visual impacts, and noise and light pollution on the wider area to the south. In addition, the seven additional pitches will be restricted to single pitches for one tent or camper van/motor home at any time. Furthermore, no further lighting will be allowed unless otherwise agreed in writing with the LPA following submission of an appropriate planning application.
- 6.34. In terms of ecology, the BA Ecologist has reviewed the information and following additional details provided as part of the application, has confirmed the installation of enhancements, a lighting scheme and planting that has been undertaken and considered appropriate and in accordance with initial requests required as part of

application reference BA/2019/0412/FUL. It is therefore concluded that the scheme is in accordance with Policies DM13 and DM22 of Local Plan for the Broads 2019.

- 6.35. On balance, taking into account that the site is an existing camping and caravan facility providing access to the water, with the additional planting, relocation and reduction in size to the seven additional pitches proposed, and given the site is screened along the northwest and western boundary and partially to the northeast, the increase in accommodation is not considered to have an unacceptable impact on the amenity of existing or potential neighbouring properties or their uses. The development, as built, is in accordance with Policy DM21 of the Local Plan for the Broads 2019.

### Flood risk

- 6.36. The site lies within fluvial and tidal Flood Zone 3a and 3b, defined by the 'Planning Practice Guidance: Flood Risk and Coastal Change' as having a high probability of flooding. The proposal is classified, overall, as a 'more vulnerable' development, as defined in Annex 3: Flood Vulnerability classification of the National Planning Policy Framework (NPPF). To comply with national policy the application is required to pass the Sequential and Exception Tests and be supported by a site-specific Flood Risk Assessment.
- 6.37. Additional information regarding flood risk and ground level surveys together with relocation of the sauna building has enabled the Environment Agency (EA) to withdraw the initial objection to the development. Concerns remain regarding aspects of the Emergency Flood Plan (EFP), lack of detail regarding flood resilient and flood resistant construction in the submitted Flood Risk Assessment, dated November 2023, and the unknown construction method of the sauna.
- 6.38. Initially the EFP stated the Managing Director of Three Rivers Pitch and Paddle would make a decision on the actions to be taken on receipt of a Flood Warning. The EA strongly recommends this action is taken before a Flood Warning instead, on receipt of a Flood Alert given the access and egress routes to and from the site are likely to flood before the site itself.
- 6.39. The EFP has been updated. Details of a Flood Alert will be cascaded to all team members and guests booked with Three Rivers Pitch and Paddle during the period of the alert. Close monitoring of water levels will be carried out by team members. All guests on-site will be given the option to evacuate the site at the time of the alert. If they decide not to evacuate, they will be required to tether their touring unit to anchor points located on the site.
- 6.40. The site entrance is at risk of fluvial flooding to a depth of 0.54 metres in the 1 in 100 annual probability event with climate change. The flood hazard associated with this flood depth is classed as 'danger to most people.' The EA comments that if there is no prior evacuation of the site following a flood warning, the occupants are likely to be a risk of being cut-off from areas outside of the flood zone with limited facilities to

provide safe refuge. The EA recommended that Norfolk County Council Emergency Planners and the Emergency Services were consulted.

- 6.41. The EFP and associated Flood Evacuation Plan (FEP) states that on receipt of a Flood Warning from the EA Floodline, the Flood Evacuation Manager will contact/gather all available staff and volunteers, allocate tasks and implement the FEP. All guests will be advised to leave the site.
- 6.42. The relevant Emergency Planner and the Emergency Services were consulted. No comments were received from the Emergency Planner. A response from the Fire Investigation and Protection Officer was received as detailed above in paragraph 3.8. The agent has confirmed the relevant Building Regulations application will be submitted to address the Fire and Access requirements raised in the Fire Officers response.
- 6.43. Having considered the concerns raised by the EA regarding flood risk and the flood emergency plans against the details within the amended EFP and FEP, the LPA is satisfied the concerns raised have been addressed satisfactorily. The plan sets out practical and reasonable measures to help respond should flood warnings or flood events occur and is considered adequate to ensure the safety of the occupants in line with Policy DM5 of the Local Plan for the Broads. Accordingly, a condition will be imposed to require it is implemented and maintained for the lifetime of development.
- 6.44. The FRA contains details of the existing buildings on the site which require retrospective planning permission. The EA notes that no flood resilience or resistance measures have been proposed in relation to the buildings, which is a requirement under para. 173(b) of the NPPF. The EA question whether the buildings have been structurally designed to withstand the water pressures during a flood event given some finished floor levels are lower than the fluvial 1% (1:100) annual probability flood level including climate change.
- 6.45. The finished floor levels of the existing buildings vary. Those of particular importance relate to habitable spaces used for overnight accommodation as this is considered 'more vulnerable' development, these include the holiday accommodation within the service building and caravan units. The EA propose that finished ground floor levels for 'more vulnerable' development are set no lower than 2.89 metres above Ordnance Datum (AOD). This is 300mm above the fluvial 1% (1 in 100) annual probability flood level including climate change of 2.582 metres AOD.
- 6.46. The finished ground floor level of the service building with holiday accommodation is proposed at 2.74 metres AOD. While lower than the recommended level by the EA, it is above the fluvial 1% (1 in 100) annual probability flood level including climate change of 2.582 metres AOD and therefore dry in this event. The finished first floor level of the service building is proposed at 5.37 metres AOD offering some safe refuge above the 0.1% (1:100) annual probability flood level of 3.20 metres AOD. These levels are considered acceptable.

- 6.47. Ground floor levels of the caravan units are proposed at 2.45m AOD. This is below the fluvial 1% (1 in 100) annual probability flood level including climate change of 2.582 m AOD and therefore at risk of flooding by 0.13 m depth in this event. However, caravan units are of a standard construction and therefore alterations to finished floor levels are not possible. It is therefore important the EFP and FEP are fully implemented and maintained throughout the duration of the development to ensure the safety of the occupants in line with Policy DM5 of the Local Plan for the Broads 2019.
- 6.48. The boatshed floor levels, both ground and first floor are above the fluvial 1% (1 in 100) annual probability flood level including climate change therefore offer some safe refuge during a flood event providing a fall-back position.
- 6.49. The EA recommends consideration is given to the use of flood resilience and resistance measures to be used for flood proofing to reduce the impact of flooding if it occurs. The previously approved application (BA/2019/0412/FUL) incorporated into the building design flood resilience/resistance measures to reduce the impact of and mitigate for a flood event, including safe refuge above the predicted flood levels. Given that refuge is identified as a fall-back mitigation measure, it is important buildings are structurally resilient to withstand the pressure and forces (hydrostatic and hydrodynamic pressures) associated with flood water.
- 6.50. A Flood Resilience Report submitted 1 August 2024 details the construction method of the service building stating that it has been constructed to be flood resistant and resilient. In addition, the building has been located on the site in an area where flood waters would not be flowing through the building, instead a gradual rise would occur and as such should avoid undue strain caused by rushing water. The timber frame and building materials have been treated to withstand water penetration where the materials used for the internal linings of the ground floor are Orientated Strand Board (OSB) agglomerated with resin to be water resistant. Other measures include foam insulation on the ground floor for high water resistance and drying speed in the event of a flood and all electrical fittings are raised higher than 3.00m AOD to ensure, in the event of a flood, they will not be affected. The details provided are satisfactory and address the requirement of paragraph 173(b) of the NPPF which states that development should only be allowed where appropriate flood resistant and resilient measures are in place. It therefore meets the requirements of Policy DM5.
- 6.51. Sequentially there are no areas within the application site or land owned by the applicant, which is at a lower risk of flooding, therefore the development could not be moved to a lower risk area within the application site.
- 6.52. The shower/WC extension to the boatshed, are functional uses tied to the existing use of the site, it is not reasonable to look further afield for areas of lower flood risk than in the immediate vicinity. Even on the opposite side of the road would mean significant distances for watercraft, machinery (tractor, mower etc.) or visitors to walk or to be moved. Therefore, sequentially there are no alternative options on site or elsewhere within a reasonable distance.

- 6.53. The service building with holiday accommodation is largely in keeping with the approved structure under the previous application in terms of its location and overall use. However, the holiday accommodation has been introduced and therefore requires further consideration. As with the extension to the boatshed, the service building has a functional tie to the existing use of the site, as does the holiday accommodation. There are no areas within the application site or land owned by the applicant which is at a lower risk of flooding. Sequentially there are no alternative options on site or elsewhere within a reasonable distance that the service building could be located.
- 6.54. The expansion of camping pitches again cannot be accommodated within the site in an area of lower risk. Other neighbouring areas of this site outside of the ownership of the applicant are at a higher risk of flooding due to their lower level.
- 6.55. While there may be sites outside of the Broads Authority area in the vicinity of Geldeston which have a lower risk of flooding, none would be within a reasonable distance of the existing services on site to allow the business to operate with oversight from a single base. Therefore, in this instance, it is considered that there are no alternatives available to this business which would be available or deliverable which are at a lower risk of flooding. On this basis the proposal meets the Sequential Test.
- 6.56. The service building and boatshed expansion are not required to meet the Exceptions Test. The Exceptions Test is required for changes of use of land, where that change of use relates to caravans/camping. In August 2021, the LPA approved the previous application reference BA/2019/0412/FUL to be an appropriate scale of expansion at this established and successful Broads tourism site and to be in accordance with Sustainable Tourism Policies DM29 and DM30 of the Local Plan for the Broads. The application at that time included extensions to the existing boatshed and a new service building, expansion of caravan pitches and upgrades to the slipway.
- 6.57. The case has been made by the applicant for the current application that the established tourism business on this site contributes to both the local and wider Broads Tourism economy. The economic benefits to both the business and the expansion of employment opportunities created, along with the positive responses show that there have been substantial benefits to this development. Additionally, the intensification of an existing use, and improvement of facilities for the water sports use are beneficial in ensuring that the business is robust. On this basis, it is considered that the development has benefits to economic and social sustainability which supports this development in accordance with Policy DM5, meeting the Exceptions Test as set out in the NPPF.

## Other issues - Norfolk Green Infrastructure Recreation Avoidance Mitigation Strategy

- 6.58. The provision of additional overnight accommodation in this area is liable to the Norfolk Green Infrastructure (GI) Recreation Avoidance Mitigation Strategy (RAMS) which is a detailed programme of County-wide mitigation measures aimed at delivering the mitigation necessary to avoid adverse effects on integrity of the Habitats Sites from the 'in-combination' impacts of recreational impacts at Habitats Sites from residential development, including tourist accommodation, predicted across Norfolk.
- 6.59. There are two payments, one for the RAMS element and another for the GI element. These payments will need to be secured prior to determination as the application is retrospective.

## 7. Conclusion

- 7.1. The main considerations of the current application are whether the extension to the existing boatshed, construction of a service building with holiday accommodation, outside sauna, log store with changing facilities, as built, and the increase in the number of camping pitches from 20 to 27 are acceptable given the previously approved application which permitted a similar scheme to extend the boatshed, construct a service building, extend the caravan pitches from 12 to 20 and upgrade the slipway on an established tourism site.
- 7.2. Given the previous approved scheme, notwithstanding the fact that several pre-commencement conditions were not discharged, the principle of extending the boatshed and erecting a service building on the site, was acceptable and planning permission granted, it is therefore concluded that the current application is an appropriate scale of expansion to a successful business in accordance with Policies DM29 and DM30 of the Local Plan for the Broads 2019.
- 7.3. Amendments to the scheme will ensure that the development does not have an adverse impact on the landscape character, dark skies or neighbouring amenity (Policy DM16, DM21 and DM22).
- 7.4. Additional information has enabled the EA to remove its initial objection on flood risk grounds and amendments to the Emergency Flood Plan and Flood Evacuation Plan are considered acceptable subject to these plans being implemented and maintained in accordance with the details ensuring the development will be safe for the lifetime of the development and meets the Sequential Test. These will be conditioned accordingly.
- 7.5. Additional information has been provided to address the concerns noted by the EA regarding flood resistant and flood resilience construction which are considered acceptable. The development therefore meets the requirements of Para. 173(b) of the NPPF and Policy DM5 of the Local Plan for the Broads.

- 7.6. The benefits of supporting the development in accordance with Policies DM29 and DM30 of the Local Plan for the Broads, materially weighs in favour of this retrospective proposal in terms of the NPPF Exceptions Test for flood risk.
- 7.7. In terms of the scale and design of this development, while one local resident has objected to the retrospective application, following amendments to the scheme to address landscape concerns, on balance the development as built together with amendments to the layout of the seven additional camping pitches and further planting is acceptable and complies with Policies DM16, DM20 and DM43 of the Local Plan.
- 7.8. Information submitted with the current application show the installation of enhancements, lighting scheme and planting schemes which have been undertaken and that the enhancements and mitigations are considered appropriate and in accordance with initial requests in relation to application BA/2019/0412/FUL. It is therefore concluded that scheme is in accordance with Policies DM13 and DM22.
- 7.9. The Highway Authority acknowledges the increased pitches will/have increased vehicle movements to and from the site and is aware of the nature of the local highway network. However, the NPPF expressly acknowledges development should only be prevented or refused on highways grounds if there would be an unacceptable impact on highway safety, or the residual cumulative impacts on the road network would be severe, the HA advises it would be difficult to sustain an objection on either of these grounds. The scheme complies with Policy DM23 of the Local Plan for the Broads 2019.
- 7.10. It is recognised that the site is sensitive, and while the application is seeking retrospective planning permission for several planning breaches, the principle of some aspects of the current application has been established by the approval of application BA/2019/0412/FUL accepting the expansion of the site to provide an extension to the boatshed and a new service building. The additional holiday accommodation and camping pitches are not considered out of keeping with the established use of the site and are likely to result in further benefits to the local community and other tourist businesses in the area, as well as supporting the ongoing business of Three Rivers camp site and improving access to the water for more visitors (Policy DM31).
- 7.11. To ensure the development is retained and controlled in line with the submitted documents and amendments to the proposal conditions are recommended (see below).

## 8. Recommendation

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

- i. In accordance with approved plans
- ii. Sauna building relocation
- iii. Flood Emergency Plan
- iv. Securing caravans
- v. Holiday restriction
- vi. Landscaping
- vii. Landscape – retain amenity use
- viii. Lighting
- ix. Noise
- x. Additional camping pitches
- xi. Slipway launch

## 9. Reason for recommendation

9.1. On balance the retrospective application with amendments is considered to accord with relevant planning policy including Policy DM29, DM30, DM5, DM13, DM16, DM20, DM21, DM22, DM23 and DM43 and subject to conditions.

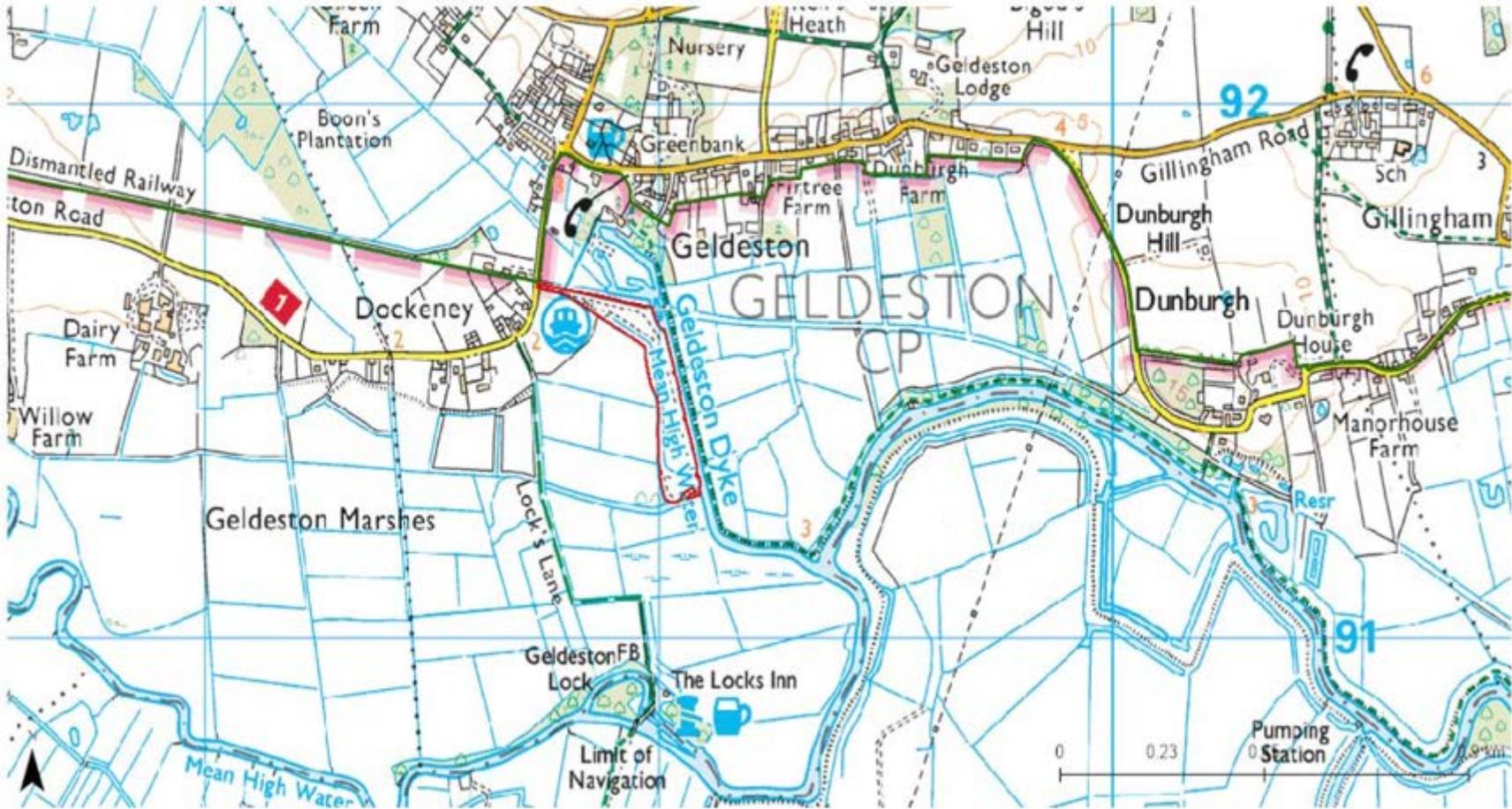
Author: Jane Fox

Date of report: 30 July 2024

Appendix 1 – Location map

# Appendix 1 – Location map

BA/2023/0436/FUL - Three Rivers Campsite, Station Road, Geldeston



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# Planning Committee

16 August 2024

Agenda item number 10

## Enforcement update

Report by Head of Planning

### Summary

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

### Recommendation

To note the report.

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

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

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

Committee date	Location	Infringement	Action taken and current situation
			<ul style="list-style-type: none"> <li>• Hearing at Norwich Crown Court adjourned to 22 September 2023. 1 September 2023.</li> <li>• Hearing at Norwich Crown Court adjourned to 22 December 2023. 26 September 2023.</li> <li>• Hearing postponed at request of Court, to 8 April 2024 rescheduled date. 16 January 2024.</li> <li>• Hearing postponed at request of Court, to 14 May rescheduled date. 10 April 2024.</li> <li>• Court dismiss Defendants' application to have prosecution case dismissed. Defendants plead 'not guilty' and trial listed for seven days commencing 23 June 2025. 14 May 2024</li> </ul>
8 November 2019	Blackgate Farm, High Mill Road, Cobholm	Unauthorised operational development – surfacing of site, installation of services and standing and use of 5 static caravan units for residential use for purposes of a private travellers' site.	<ul style="list-style-type: none"> <li>• Delegated Authority to Head of Planning to serve an Enforcement Notice, following liaison with the landowner at Blackgate Farm, to explain the situation and action.</li> <li>• Correspondence with solicitor on behalf of landowner 20 Nov. 2019.</li> <li>• Correspondence with planning agent 3 December 2019.</li> <li>• Enforcement Notice served 16 December 2019, taking effect on 27 January 2020 and compliance dates from 27 July 2020.</li> <li>• Appeal against Enforcement Notice submitted 26 January 2020 with a request for a Hearing. Awaiting start date for the appeal. 3 July 2020.</li> <li>• Appeal start date 17 August 2020.</li> <li>• Hearing scheduled 9 February 2021.</li> <li>• Hearing cancelled. Rescheduled to 20 July 2021.</li> <li>• Hearing completed 20 July and Inspector's decision awaited.</li> </ul>

Committee date	Location	Infringement	Action taken and current situation
			<ul style="list-style-type: none"> <li>• Appeal dismissed with minor variations to Enforcement Notice. Deadline for cessation of caravan use of 12 February 2022 and 12 August 2022 for non-traveller and traveller units respectively, plus 12 October 2022 to clear site of units and hardstanding. 12 Aug 21</li> <li>• Retrospective application submitted on 6 December 2021.</li> <li>• Application turned away. 16 December 2021</li> <li>• Site visited 7 March 2022. Of non-traveller caravans, 2 have been removed off site, and occupancy status unclear of 3 remaining so investigations underway.</li> <li>• Further retrospective application submitted and turned away. 17 March 2022</li> <li>• Further information on occupation requested. 11 April 2022</li> <li>• No further information received. 13 May 2022</li> <li>• Site to be checked. 6 June 2022</li> <li>• Site visited and 2 caravans occupied in breach of Enforcement Notice, with another 2 to be vacated by 12 August 2022. Useful discussions held with new solicitor for landowner. 12 July 2022.</li> <li>• Further site visited required to confirm situation. 7 September 2022</li> <li>• Site visit 20 September confirmed 5 caravans still present. Landowner subsequently offered to remove 3 by end October and remaining 2 by end April 2023. 3 October 2023.</li> <li>• Offer provisionally accepted on 17 October. Site to be checked after 1 November 2022.</li> <li>• Compliance with terms of offer as four caravans removed (site visits 10 and 23 November). Site to be checked after 31 March 2023. 24 November 2022</li> </ul>

Committee date	Location	Infringement	Action taken and current situation
			<ul style="list-style-type: none"> <li>• One caravan remaining. Written to landowner's agent. 17 April 2023</li> <li>• Gypsy and Traveller Accommodation Needs Assessment commissioned. June 2023</li> <li>• New consultants engaged to undertake Gypsy and Traveller Accommodation Needs Assessment. March 2024.</li> </ul>
13 May 2022	Land at the Beauchamp Arms Public House, Ferry Road, Carleton St Peter	Unauthorised operation development comprising erection of workshop, kerbing and lighting	<ul style="list-style-type: none"> <li>• Authority given by Chair and Vice Chair for service of Temporary Stop Notice requiring cessation of construction 13 May 2022</li> <li>• Temporary Stop Notice served 13 May 2022.</li> <li>• Enforcement Notice and Stop Notice regarding workshop served 1 June 2022</li> <li>• Enforcement Notice regarding kerbing and lighting served 1 June 2022</li> <li>• Appeals submitted against both Enforcement Notices. 12 July 2022</li> <li>• <b>Appeals dismissed and Enforcement Notices upheld 29 July 2024.</b></li> <li>• <b>Workshop to be dismantled and removed off site within two months; all associated structures and fixtures to be removed off site, services (electricity) to be disconnected and infrastructure to be removed off-site and the land to be made good within three months.</b></li> <li>• <b>Kerbed structure and lighting columns to be taken down and electricity connections to be taken up, all within two months; all structures, materials and associated debris arising from the above to be removed off site and the land to be made good within three months.</b></li> </ul>
21 September 2022	Land at Loddon Marina, Bridge Street, Loddon	Unauthorised static caravans	<ul style="list-style-type: none"> <li>• Authority given to serve an Enforcement Notice requiring the cessation of the use and the removal of unauthorised static caravans.</li> <li>• Enforcement Notice served. 4 October 2022.</li> </ul>

Committee date	Location	Infringement	Action taken and current situation
			<ul style="list-style-type: none"> <li>Enforcement Notice withdrawn on 19 October due to minor error; corrected Enforcement Notice re-served 20 October 2022.</li> <li>Appeals submitted against Enforcement Notice. 24 November 2022</li> <li><b>Appeals dismissed and Enforcement Notices amended and upheld 29 July 2024.</b></li> <li><b>Residential use of the caravans to cease, the caravans and associated structures, fixtures, fittings and domestic paraphernalia to be removed off site, services (including water and electricity) to be disconnected and infrastructure to be removed off-site and the land to be made good, all within six months.</b></li> </ul>
9 December 2022	Land at the Beauchamp Arms Public House, Ferry Road, Carleton St Peter	Unauthorised static caravan (Unit Z)	<ul style="list-style-type: none"> <li>Planning Contravention Notice to clarify occupation served 25 Nov 2022.</li> <li>Authority given to serve an Enforcement Notice requiring the cessation of the use and the removal of unauthorised static caravan</li> <li>Enforcement Notice served 11 January 2023. 20 January 2023.</li> <li>Appeals submitted against Enforcement Notice. 16 February 2023.</li> <li><b>Appeals dismissed and Enforcement Notices amended and upheld 29 July 2024.</b></li> <li><b>Residential use of the caravan to cease within two months; the caravan and associated structure or fixtures to be removed off site, services (electricity and water) to be disconnected and infrastructure to be removed off-site and the land to be made good within three months.</b></li> </ul>
31 March 2023	Land at the Berney Arms, Reedham	Unauthorised residential use of caravans and outbuilding	<ul style="list-style-type: none"> <li>Authority given to serve an Enforcement Notice requiring the cessation of the use and the removal of the caravans.</li> <li>Enforcement Notice served 12 April 2023.</li> </ul>

Committee date	Location	Infringement	Action taken and current situation
			<ul style="list-style-type: none"> <li>Enforcement Notice withdrawn on 26 April 2023 due to error in service. Enforcement Notice re-served 26 April 2023. 12 May 2023</li> <li>Appeal submitted against Enforcement Notice. 25 May 2023</li> </ul>
2 February 2024	Holly Lodge. Church Loke, Coltishall	Unauthorised replacement windows in listed building	<ul style="list-style-type: none"> <li>Authority given to serve a Listed Building Enforcement Notice requiring the removal and replacement of the windows and the removal of the shutter. Compliance period of 15 years.</li> <li>LPA in discussions with agent for landowner. 10 April 2024</li> </ul>

Author: Ruth Sainsbury

Date of report: 30 July 2024

Background papers: Enforcement files

# Planning Committee

16 August 2024

Agenda item number 11

## BA/2024/0012/TPO proposed site visit- Land at former Bridge Hotel, The Causeway, Repps With Bastwick

Report by Historic Environment Manager

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### Summary

An objection has been received to a provisional Tree Preservation Order (BA/2024/0012/TPO) and, as required by the Authority's Scheme of Delegation, this TPO will need to be determined by the Planning Committee at a future meeting. This report considers whether a site visit is required prior to the determination of the TPO.

### Recommendation

That Members of the Planning Committee undertake a site visit for the provisional TPO at the former Bridge Hotel site, The Causeway, Repps with Bastwick (BA/2024/0012/TPO).

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## 1. Background

- 1.1. As part of its obligation as a Local Planning Authority (LPA), the Broads Authority is required to serve Tree Preservation Orders (TPOs) on trees which are considered to be of amenity value and which are under threat. There are criteria set out in The Town and Country (Tree Preservation) (England) Regulations) 2012 against which a tree must be assessed in order to determine whether it meets the threshold for protection.
- 1.2. This report explains how this process has been carried out in respect of a group of White Willows, two Crack Willows and a single White Willow at the former Bridge Hotel site, The Causeway, Repps with Bastwick (BA/2024/0012/TPO).

## 2. Tree Preservation Order procedure

- 2.1. There are two prerequisites which must be met for a tree to be considered for protection through a TPO. Firstly, the tree must be of amenity value, and secondly it must be under threat. There are many trees in the Broads (and elsewhere) which are of sufficient amenity value to qualify for TPO status, but which are not protected as they are not under threat. The TPO process is not a designation like, for example, a Conservation Area which is made following an assessment of particular character, but is effectively a response to a set of circumstances.

- 2.2. Typically, the consideration of a tree for a TPO designation will arise in connection with a development proposal, either through a formal planning application or a pre-Planning application discussion. At a site visit or when looking at photos or other visual representation, a case officer will see there is a tree on the site which is potentially of amenity value and under threat from the proposed development and this will trigger the TPO process. The case officer will consult the Authority's Arboricultural Consultant and he will visit the site and make an assessment of the tree under the 2012 Regulations. If the tree is considered to meet the criteria in the Regulations, then a provisional TPO will be served.
- 2.3. After a provisional TPO has been served there is a consultation period, which gives the opportunity for the landowner and other interested parties to comment on it. The Regulations require that a provisional TPO must be formally confirmed by the LPA within 6 months of it being served; if it is not confirmed then it will lapse automatically.
- 2.4. The Authority's scheme of delegation allows provisional TPOs to be served under delegated powers and for non-controversial TPOs (i.e. where no objections have been received) to be confirmed by officers under delegated powers. Where an objection has been received as part of the consultation process, Members can decide to undertake a site visit to view the tree prior to making a decision on whether or not to confirm the TPO. Guidance on when it is appropriate to undertake a site visit is similar to that which applies in respect of a planning application. This is set out in Appendix 3 of the [Code of Practice for members of the Planning Committee and officers](#). The circumstances in which this would be appropriate include:
- where the issues are finely balanced;
  - where the impacts on neighbour amenity or the wider landscape are difficult to envisage other than by site assessment; or
  - it is beneficial in the interests of local decision-making to demonstrate that all aspects of the proposal have been considered on site.
- 2.5. The grounds of the objection will be reported to the Planning Committee in order to inform the decision on whether or not to undertake a site visit, and a recommendation will be made by officers.
- 2.6. The details of the objection will only be discussed at the meeting where a decision is to be made on whether or not to confirm the TPO.

### **3. BA/2024/0012/TPO at the former Bridge Hotel site, Repps with Bastwick**

- 3.1. The subject trees are a White Willows and Crack Willows.
- 3.2. The site was formerly occupied by the Bridge Hotel and is currently vacant with part of the space used for private car parking. It sits on the southern bank of the River Thurne,

immediately to the south-east of the medieval Potter Heigham bridge. The western boundary of the site is formed by The Causeway, which runs from Repps with Bastwick into Potter Heigham. The northern site boundary is formed by the river; the eastern boundary is adjacent to a boatyard and the southern boundary abuts a restaurant and amusement arcade.

- 3.3. Group G1 is a group of semi-mature White Willow with high growth potential, located towards the south-eastern corner of the site. They are large trees that are highly visible. T1 and T2 are both Willows positioned close to the river's edge on the bank at the northern edge of the site. T1 is a veteran tree and T2 is a pollarded willow and although they both have decay within their base they have high visual amenity. T3 is a smaller pollarded White Willow, again with decay within its base but again with high visual amenity. The decay will mean that the trees will need to be managed through regular maintenance, e.g. pollarding, which is the present management regime.
- 3.4. A planning application for the redevelopment of the site (BA/2021/0490/FUL) was refused by the Broads Authority. This decision was appealed by the applicant but dismissed by the Inspector in May 2024. In his Appeal Decision he stated, 'The proposal includes removing groups of willows on the north-west and north-east boundaries (grades C and B respectively)...I find the grade B group plays an important role in the landscape when looking from the river and also from the footpath to the east, as it softens the built form and infuses it with trees so characteristic of the area.' He goes on to state, 'I consider that by removing a grade B group of trees the scheme would fail to conserve a key characteristic of the Broads'. It is these grade B trees that are covered by the provisional TPO, along with a grade A tree (T1).
- 3.5. On 13 June 2024 a provisional TPO was served on the trees. This must be confirmed by 13 December 2024.
- 3.6. On 18 June 2024 a letter objecting to the TPOs was received.

## 4. Site visit consideration

- 4.1. A copy of the objection to the provisional TPO and the response from the Authority's Arboricultural Consultant to the representation received are set out in a Statement of Case, attached at Appendix 1.
- 4.2. The main issues raised by the objection(s) are that it is not considered that the trees contribute to the character and wider amenity of the site and surrounding area due to the trees possibly creating a breach to the river bank. There is concern that the Willow trees at the site and the surrounding area are invasive and have an aggressive root system that may cause damage both to the land and waterways. It is hoped that the Authority will not confirm the order to allow the site to be developed so that the area can be presentable for both residents and visitors.

- 4.3. The matters here are finely balanced and the level of concerns expressed is acknowledged. It is considered that it would be beneficial for Members to visit the site so that they could view the issues directly.
- 4.4. It would be beneficial for Members to view the site to assess the contribution that the trees make to its visual amenity and to see the condition of the river bank in order to be able to fully consider the Parish Council's objection.
- 4.5. Which Planning Committee meeting the TPO will be confirmed at will depend on whether a site visit is deemed necessary and, if so, when the site visit is undertaken.
- 4.6. If no site visit is undertaken then the TPO will be confirmed at the next meeting of the Planning Committee on 13 September 2024.
- 4.7. If a site visit is undertaken then the TPO will be confirmed at the meeting on the 11 October 2024 or the 8 November 2024 depending on when the site visit takes place.
- 4.8. Whichever meeting is considered appropriate to confirm the TPO a presentation on the TPO will be provided to the Planning Committee with photographs of the trees and their context, including the neighbouring properties and the local area.
- 4.9. If a site visit is deemed necessary then it must be held with consideration for the report deadlines of 27 September 2024 or 25 October 2024 associated with the two options of Planning Committee meeting when the TPO could be determined.
- 4.10. The report for the Planning Committee meeting considered appropriate to confirm the TPO will detail recommendations for consideration regarding the confirmation of the TPO.

Author: Kate Knights

Date of report: 25 July 2024

Background papers: TPO BA/2024/0012/TPO file

Appendix 1: [Statement of Case](#)

Appendix 2 : [Location plan](#)

# Appendix 1 – Statement of Case – Provisional TPO at former Bridge Hotel site, The Causeway, Repps with Bastwick

## 1. Introduction

- 1.1. It is the Authority’s practice to provide Members with a Statement of Case, outlining the issues under consideration.
- 1.2. A single objection has been raised to the provisional TPO.
- 1.3. As well as the points raised by the objector and the Authority’s response which are set out in the table below, there are other considerations. The trees are of mixed ages and with the correct management will have some longevity of life; they are considered to contribute to the visual amenity of the area and are therefore of benefit to the general public; the trees increase resilience to climate change and improve air quality in the area, aid biodiversity and encourage wildlife.

## 2. Representations and responses

- 2.1. The issues raised by the objector and the Broads Authority’s Tree Consultant’s response are set out below:

No.	Representation	Response
1.	The trees do not contribute to the character and wider amenity of the site and surrounding area due to the trees possibly creating a breach to the river bank	The trees are all clearly visible on the river bank or close to it and are an integral part of both the riparian character of the site and surrounding area. The trees on the river frontage are all mature/veteran trees that have been managed as part of the on-going management of the site and to date have not caused undue concern. They also have important biodiversity value as mature native pollards and are important features within the immediate and wider broads landscape.
2.	Concern that the willow trees on the site are invasive and have an aggressive root system that may cause damage both to the land and waterways.	Willow trees are integral part of the Broads landscape and can be very vigorous. However, appropriate management of the trees, as can be seen on the river frontage, allows for these perceived potential risks to be managed.

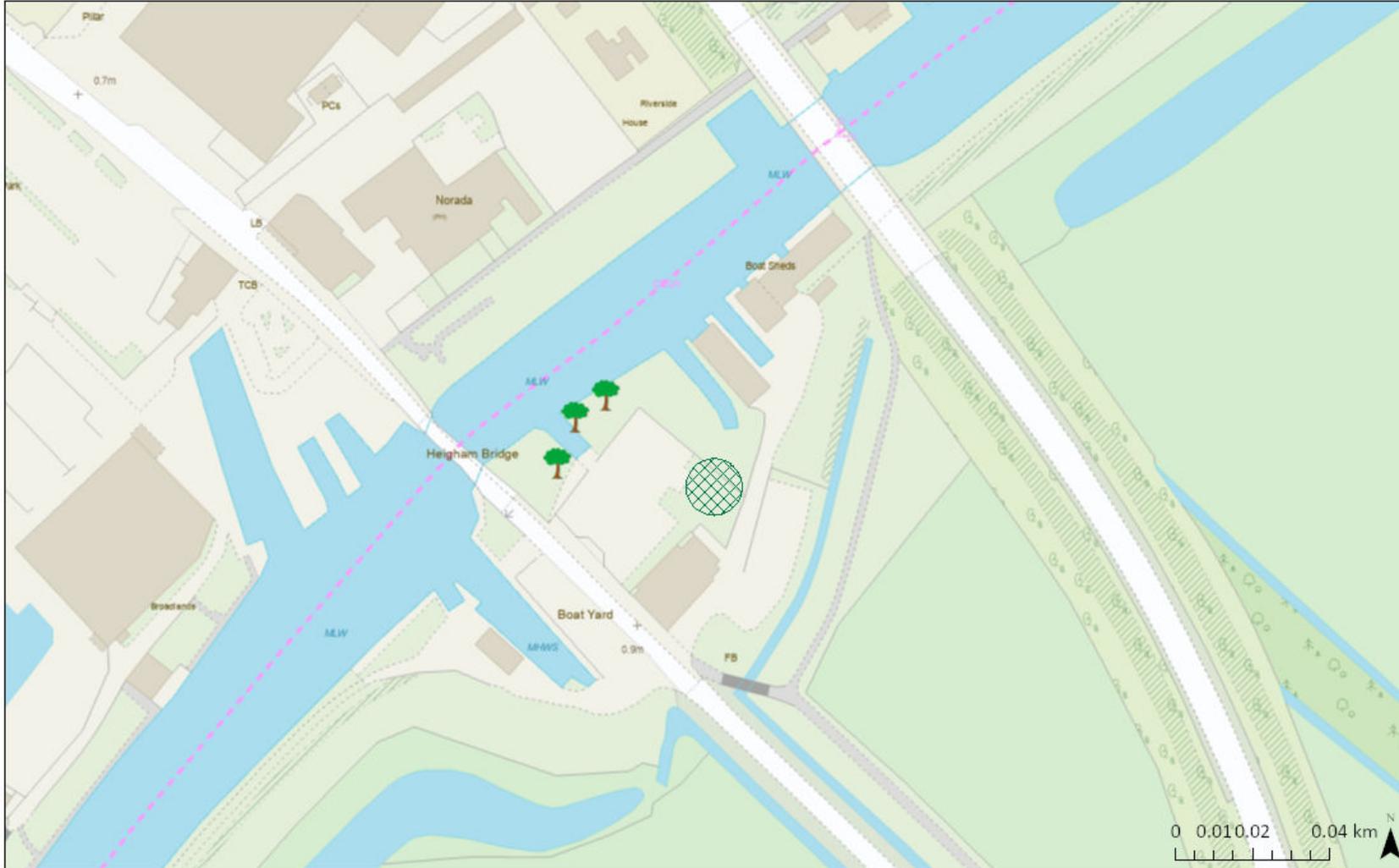
No.	Representation	Response
3.	The TPO should not be confirmed so that the site can be developed and the area can be presentable for both residents and visitors	The Tree Preservation Order does not, and is not intended to, preclude development or tidying up of the site. It is aimed at securing the necessary protection for the existing tree cover on the site as part of any future development. As always with TPOs and development in the Broads, we will work with the site owner to deliver the best possible outcome for both the environment (trees) and any prospective development.

2.2. Members should consider this Statement of Case when carrying out the site visit and when considering whether to confirm the TPO.

# Appendix 2 – Location plan

BA/2024/0012/TPO - Land At Former Bridge Hotel The Causeway Repps With Bastwick

Scale: 1:1,250



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TPO Point

# Planning Committee

16 August 2024

Agenda item number 12

## Neatishead Conservation Area Appraisal- Consultation

Report by Historic Environment Manager

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### Summary

The Authority has a statutory duty to review and appraise its Conservation Areas. The purpose of this report is to inform members of the re-appraisal process for Neatishead Conservation Area and to seek approval to proceed with the public consultation on the draft document and associated proposals contained within it, including additions to the Broads Authority Local List.

### Recommendation

To approve the commencement of the public consultation process for Neatishead Conservation Area Appraisal.

---

## 1. Introduction

- 1.1. The Authority has a duty to identify and maintain up-to-date appraisals of Conservation Areas and to publish proposals for their management. Members have previously agreed to the Authority carrying out the phased re-appraisal of our Conservation Areas.
- 1.2. The Neatishead Conservation Area lies within North Norfolk District Council's and the Broads Authority Executive area. It has been agreed that the Broads Authority should carry out the re-appraisal, with input from colleagues at North Norfolk District Council.
- 1.3. The Conservation Area at Neatishead was first designated in 1975 and the current appraisal dates from 2011. Local Planning Authorities have a legal obligation to review conservation area appraisals periodically.
- 1.4. As part of the re-appraisal process, officers have considered whether boundary changes are required and have concluded that no boundary changes are necessary in this instance.
- 1.5. It is proposed to add a number of buildings within the Broads Authority Executive Area to the Broads Authority's Local List. North Norfolk does not have a Local List and buildings that contribute to that part of the conservation area will be identified as

Buildings of Local Interest. A series of management and enhancement proposals will also be detailed in the document.

- 1.6. The draft Neatishead Conservation Area Appraisal is attached at Appendix 1.

## 2. The Proposed Consultation Process

- 2.1. It is a requirement to carry out public consultation as part of the appraisal process. In preparing the draft appraisal document, we have already consulted Neatishead Parish Council and Barton Turf and Irstead Parish Council. We met councillors from Neatishead Parish Council in the village to discuss the document with them. We have also consulted North Norfolk District Council and their comments have been taken into account.
- 2.2. We intend to provide all households within the village with a flyer about the consultation. It will provide links to the draft appraisal that can be viewed online and details of how to request a hard copy. It will also provide contact details for officers, so that we can answer any queries and so that comments can be submitted to us. We will also hold a drop-in event at the New Victory Hall on Saturday 14 September. Other bodies such as the Highway Authority, Historic England, local Members and the County Historic Environment team will also be consulted.
- 2.3. We intend to commence consultation on 2 September running until 25 October 2024.

## 3. Proposed Contents of the Appraisal

- 3.1. The Conservation Area Appraisal follows the standard format for such documents. This has changed since the publication of the last document and now follows the suggested structure set out by Historic England in their guidance, 'Conservation Area Appraisal, Designation and Management' (February 2019). It contains assessments of the historic and architectural interest of the villages, and spatial analysis of what makes its special, as well as management and enhancement proposals. The purpose is to ensure that the special characteristics of the settlement are set out and can be preserved and enhanced when changes are proposed.
- 3.2. We are proposing that a number of buildings, that are identified as contributing positively to the character of the Conservation Area, are added to the Authority's Local List. These were identified in the 2011 appraisal but had not previously been formally adopted as Locally Listed buildings. Please note, North Norfolk District Council does not have a formal Local List so similar buildings in its area will be recognised as 'Buildings of Local Interest'.

## 4. Conclusion

- 4.1. The Authority has a statutory duty to review Conservation Area Appraisals and publish up-to-date appraisals and management proposals.

- 4.2. The consultation of residents, business owners and others with an interest in the area is an important part of the process and will help to inform the final appraisal document.
- 4.3. The draft Neatishead Conservation Area Appraisal has been completed and it is recommended that approval is given for us to proceed with consultation on the basis described above.

Author: Kate Knights

Date of report: 24 July 2024

[Broads Plan](#) strategic objectives: D3

Appendix 1 – [Draft Neatishead Conservation Area Appraisal](#)

# Neatishead Conservation Area Appraisal



Adopted by the Broads Authority xxxxxxxxxxxxxxxxx

Broads Authority  
Yare House  
62-64 Thorpe Road  
Norwich NR1 1RY

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Cover photo credit: Broads Authority

## Statement of Special Interest

Neatishead is a quiet traditional village connected to the busy Broads waterways via Limekiln Dyke and Barton Broad. A cluster of houses line two roads running parallel to Limekiln Dyke, which is largely hidden from public view by many mature trees, whilst the centre of the village sits just to the west. Its character owes much to its setting in the landscape; the surrounding agricultural countryside at a higher level conceals much of the village, which is further shielded by wooded areas to the west and the east.

## Introduction

### What are Conservation Areas?

A conservation area is defined as an 'area of special architectural or historic interest the character of which is it desirable to preserve or enhance' (Section 69 (1), Planning (Listed Buildings & Conservation Areas) Act 1990). As described by Historic England (2020):

*'Historic places convey a sense of uniqueness and awe and are strong emotional pillars for common values, connecting communities across England. Cultural heritage as a physical resource can play a critical role for community cohesion, collective action and in shaping human health and societal wellbeing. Heritage can also improve personal wellbeing, by helping us understand our past, our individual and communal identity and help us connect with the places where we live'. There are therefore clear community benefits for the protection and preservation of high-quality historic environments such as conservation areas'.*

Designation of a conservation area recognises the unique quality of a place. It is the contribution of individual buildings and monuments as well as other features including (but not limited to) topography, materials, spatial relationships, thoroughfares, street furniture, open spaces and landscape. Many elements contribute to the character and appearance of an area, resulting in a distinctive local identity.

They may include:

- the architectural quality of the buildings themselves
- the materials of which they are made
- their relationship with one another and their setting
- the character of the spaces between buildings, including walls, hedges and trees and ground surface materials
- views both within the area and from outside.

The extent to which a building or group of buildings and structures positively shape the character of a conservation area comes from their street-facing elevations, the integrity of their historic fabric, overall scale and massing, detailing and materials. Rear and side elevations can also be important, particularly in the Broads where building elevations often face and address the river or Broads, side views from alleys and yards or views down onto buildings in valleys or low-lying topographies. If the special qualities of a conservation area are retained and inappropriate alterations prevented, the benefits will be enjoyed by owners, occupiers and visitors to the place, including the ability to experience interesting and important heritage structures and places. It is therefore in the public interest to manage the area's character and appearance for cultural appreciation.

It should also be acknowledged that change is inevitable, and often beneficial, and the purpose of a Conservation Area status is not to prevent development but is a means of managing change in a way that conserves and enhances the character and appearance of historic areas.

### Legislative and policy background

The concept of conservation areas was first introduced in the Civic Amenities Act 1967, in which local planning authorities were encouraged to determine which parts of their area could be defined as "Areas of Special Architectural or Historic Interest, the character or appearance of which it is desirable to preserve or enhance". The 1967 Act was important because for the first time recognition was given to the architectural and historic interest, not only of individual buildings but also to groups of buildings: the relationship of one building to another and the quality and the character of the spaces between them.

The duty of local planning authorities to designate conservation areas was embodied in the Town and Country Planning Act 1971, Section 277. Since then, further legislation has sought to strengthen and protect these areas by reinforcing already established measures of planning control, which is now consolidated in the Planning (Listed Buildings and Conservation Areas) Act 1990.

The National Planning Policy Framework (2023) sets out the overarching requirement for local planning authorities to identify and protect areas of special interest. Although primarily in the Broads Authority's Executive area, half of the land is in North Norfolk District Council's area. The village sits outside the settlement limit and so new development is likely to be limited. However, the Broads Local Plan (2019) sets out the Authority's policies for guiding development within the Broads Executive Area, whilst the Core Strategy (incorporating development management policies) Development Management DPD (2008) sets out the council's policy for guiding development within North Norfolk District Council's area (see more information at **Appendix 4** planning policy and guidance).

## **Aims and objectives of the appraisal**

Neatishead has a particular character worthy of conservation. The Conservation Area at Neatishead was originally designated in 1975 and the document last appraised in 2011. This re-appraisal (2024) aims to bring the document in line with current Historic England guidance, examines the historic settlement and special character of Neatishead, reviews the boundaries of the Conservation Area and suggests areas where enhancements could be made. It also identifies buildings that contribute to the character of the Conservation Area. Where they sit within the Broads Authority area it is hoped that they will be Locally Listed and within North Norfolk District Council's area they will be considered locally identified heritage assets.

The intention is that the appraisal provides a sound basis for development management to ensure that proposals for change enhance and protect the Conservation Area as well as stimulating local interest and awareness of both problems and opportunities. It should be of use to everyone involved in changes to the built environment in the village and help to inform home owners, architects and developers when putting together proposals for change and planning departments and Planning Inspectors when making decisions on those applications.

## **What does designation mean for me?**

To protect and enhance the Conservation Area, any changes that take place should positively conserve the character and special interest that make it significant. Statutory control measures are intended to prevent development that may have a negative or cumulative effect on this significance.

The additional controls in Conservation Areas include:

- The extent of Permitted Development Rights - Permitted Development Rights (i.e. changes that are allowed without requiring planning permission from the local authority) may be restricted. For example: replacement windows, alterations to cladding, the installation of satellite dishes, removing chimneys, adding conservatories or other extensions, laying paving or building walls.
- Changing the use of a building (e.g. from residential to commercial) will require planning permission.
- Demolition - Demolition or substantial demolition of a building within a Conservation Area will usually require planning permission from the local authority.
- Trees - If you are thinking of cutting down a tree or doing any pruning work to a tree within a Conservation Area you must notify the local planning authority 6 weeks in advance. This is to give the local planning authority time to assess the contribution that the tree makes to the character of the Conservation Area and decide whether to make a Tree Preservation Order.

It should be noted that the types of alterations/development that need permission can be altered by the local planning authority by the making of Article 4 Directions. It is therefore advisable to check with the local planning authority before preparing to start any work within a Conservation Area.

Contact details for both the Broads Authority and North Norfolk District Council can be seen at **Appendix 5**. For clarity, North Norfolk District Council are the district council for the whole of the conservation area and have responsibility for services such as refuse collection, planning and housing etc. However, some of the properties within Neatishead also fall within the Broads Executive Area and the Broads Authority are responsible for the planning function within their boundary. For a plan of properties and land that fall within the Broads area please see **Map x**.

**INSERT MAP**

**Map x: Conservation Area boundary**

## General character, location and uses

### Location

Neatishead lies some 11 miles (20 km) north east of Norwich and to the west of Barton Broad. In common with the nearby settlements of Barton Turf and Irstead, Neatishead has its own staithe giving access to Barton Broad via Limekiln Dyke, a narrow channel leading off the head of the Broad. The village has a community-run village shop, a public house and well-used village hall, as well as other facilities. The village is also connected to a network of footpaths that provide access to the surrounding countryside, including Gay's Staithe, Barton Broad and Alderfen Broad nature reserve.

The civil parish has an area of 7.71 km<sup>2</sup> and the 2021 census records a population of 547 in 254 households. Limekiln Dyke forms the boundary of the Neatishead parish to the north. Thus part of Neatishead conservation area (Hall Road and Ikens Farm), is in the adjoining parish of Barton Turf. To the south of Neatishead, the other settlements within the parish are Cangate, Workhouse Common, Threehammer Common and Butchers Common.

The countryside around the village is relatively flat and slopes gently down to the flood plains beside Limekiln Dyke, Barton Broad and the marshy fens to the south east. Wooded areas around the watercourse and to the west and east of Neatishead village make it a very private place. The topography restricts views into the conservation area to the buildings on higher ground, notably those that have been constructed in the 20<sup>th</sup> century to the south and east. Similarly, the views out of the conservation area are restrained by the wooded fringes and the byroads which are at a lower level than the surrounding countryside.

It should be noted that the conservation area covers only Neatishead village centre and the area around Limekiln Dyke and this appraisal will therefore focus on this geographical area. However, the life of its inhabitants was (and still is) very much associated with the wider

area, with settlements in Cangate, Threehammer Common and Butcher's Common all being within the Neatishead Parish boundaries and with facilities such as the Baptist Chapel, school, workhouse and mills being outside Neatishead village.

Historically most of the residents of Neatishead would have been employed on the land or waterways surrounding the village. However, changes in agricultural practices and improved transport have meant that today less of the residents work in the parish, and the riverside setting has made this a popular location for retirement and for holiday accommodation, although unlike some other settlements in the Broads area, the proportion of buildings in seasonal use appears to be relatively low.

## Geological background

The underlying geology of Norfolk is Cretaceous Chalk, but it only appears as a surface rock in the west of the county. With an approximate age of 100 million years, it is the oldest rock type to be found in East Anglia, and as it was subjected to smoothing glacial action a much more subdued topography has resulted than in other areas of Britain, such as the downs of the Chiltern Hills. In the eastern part of the county (roughly east of a north-south line through Norwich) the Chalk was overlain in Pleistocene times by a series of sand, muds and gravels, and these shelly deposits are known as crags. Subsequent glacial deposits gave rise to fertile sandy loam soils found in the Neatishead area, which are generally free draining apart from the areas adjacent to the watercourses where ground water gleys (areas of waterlogged clay) are found.

## Historic Interest

It is thought that the name of the village originates from Snaetshirda – 'household of a retainer' or Snaet's household, and that the 's' was lost during Norman times. In the Domesday Book it is referred to by the name of Snetesherd, later changed to Netesherd. The Domesday Book, which was a census of the population and productive resources of the country, recorded land in the Parish as belonging to the abbey of St Benet at Holme. It also recorded that land in the Parish supported four heads of cattle and five pigs. The inclusion of the Parish in this document indicates that it was settled before the Norman Conquest.

During the medieval period, large areas of peat were cut to provide fuel. These peat cuttings subsequently flooded and became the broads (the closest broad to the village being Barton Broad to the east). However, no medieval buildings survive in the conservation area. The remains of a post medieval limekiln found in the garden of a house on Hall Road, to which lime was brought by Wherry, give Limekiln Dyke its name.

In common with other parts of East Anglia, the area benefited from the wealth of the woollen trade during the 15th and 16th centuries. Fine churches such as St Michael's at Barton Turf to the north of Neatishead and St Peter's which is Neatishead parish church at Threehammer Common are testament to this (neither church is within the conservation area). However, by the end of the 17th century, with the gradual decline of the East Anglian

wool trade, the church of St Peter had fallen into decay and in the late 18th century the chancel was converted to be used as the church, much as can be seen today.

It is likely that Beeston Hall played a part in the development of Neatishead village, with the main village centre clustered around the eastern entrance to the estate. The Beeston estate was already in existence in 1640, when it was bought by the Preston family. Between 1773 and 1777 the hall was extensively remodelled, with a new Gothic façade and then completely rebuilt in a similar style but re-located a little further north in the 1780s. Around 1774-1778, Nathaniel Richmond, the landscape architect, was commissioned to modernise the landscape, which included the creation of the long serpentine lake. The parkland is now a Registered Park and Garden, the eastern end of which extends into the conservation area. Between the lake and the village is Street Plantation, which was planted at the eastern edge of the estate and screens the village from the estate. One of the entrances into the estate runs from The Street in the village centre, through the plantation.

Evidence of the connection between the Hall and the village is the wall of the old Stable block. Dating from around 1780, it is a flint-faced crenelated structure which runs along the south-western side of The Street. Its Gothic design bestowed a high status on the stables and mirrored the style of the remodelled hall and would have provided an impressive entrance into the estate. The stables would have provided employment for local people, as would the Old Laundry on Street Hill, which dates from the mid-18th century and is thought to have provided a laundry for the estate. The Preston family of Beeston Hall were active in village life, financing the construction of the school at Butchers Common in 1846, which not only educated the children of the village, but provided 'night classes' for the adults.

Census returns for the latter half of the 19th century indicate that Beeston Hall continued to be a significant employer. Cottages on The Street (such as the terraced housing adjacent to Victory Hall and opposite The White Horse) housed estate workers and their families.

In 1845, White's History, Gazetteer and Directory of Norfolk records the population of the parish of Neatishead as 697 occupying 1905 acres of land. In common with other rural settlements at that time, it would appear that the parish was largely self-sufficient, as in addition to the usual yeoman farmers, the occupations listed included all the trades expected to support a self-contained settlement - beer seller, bricklayer, blacksmith, saddler and grocer, wheelwright, and ironmonger, curate, gardener, tailor and draper, veterinary surgeon, schoolmaster, joiner, butcher, plumber and glazier, Baptist minister, tailor/post office. By this date, development continued to be primarily clustered around The Street and Street Hill, with more sporadic development along Hall Road and Irstead Road.

In 1868 the Methodist Chapel in Irstead Road was built on land donated by Sir Jacob Preston. A bungalow now occupies the site after the chapel was demolished in the 1960s. The Preston family also built a reading and club room for the village on Street Hill. Shortly after the First World War this was purchased by the parish from Sir Edward Preston and was extended and reopened as the Victory Hall in 1919, as a memorial to the village men who

had lost their lives in the war. It continued to play a significant part in village life until 2009 when the New Victory Hall was opened on adjacent land. The former Victory Hall has since been converted to a dwelling.

Nineteenth century maps clearly show a brickworks with brick kilns located to the south of the village centre and west of the old Forge on Irstead Road, in the location of the current Brick Kiln House and the adjoining cul-de-sac. This presumably provided locally-sourced bricks for many of the buildings in the village.

Boathouses and the lime kiln are shown along Limekilm Dyke on 19th century maps, and so it is likely that the waterway was used by residents for work, access and leisure. However, it is interesting that Neatishead Staithe appears to have been dug out as late as the 1960s ('The Staithe of the Broads: a history and assessment' by Tom Williamson, Phillipa Parker and Ivan Ringwood), although since the mid-late 20th century it has provided a mooring point for visitors to the village and improved access to the waterways for all.

By the middle of the 20th century the population of the parish had fallen to 458 and in the most recent census in 2021, had risen to 547 in 254 households. The decline in population in the late 19th and early 20th centuries was in part due to the agricultural depression in the 1870s and subsequent changes in agricultural practice, with the amalgamation of small farmsteads into larger farming units and increased use of mechanisation providing fewer opportunities for local employment.

With increased mobility allowing residents to work away from the village, the pattern of development changed during the 20th century, when a number of detached houses in large gardens were constructed, many taking advantage of access to the waterside on both sides of Limekilm Dyke. This is very evident on Hall Road, but can also be seen on Irstead Road towards The Staithe and in the late 20th century extension to the village on the rising ground to the south.

**Map X a comparison of XXXX between xxxx and xxxxxx**

**Map X: a comparison of XXXX between xxxx and xxxxx**

## Architectural Interest and Built Form

Five buildings within the conservation area boundary are included in the Secretary of States list of buildings of special architectural or historic interest. These are listed in **Appendix 1**. There are also a number of buildings which are considered to make a positive contribution to the character of the conservation area and these are noted in **Appendix 2**. There are no scheduled monuments in the conservation area.

The earliest remaining buildings in the conservation area appear to date from the 18<sup>th</sup> century and include Iken Cottage, Iken Farm House (grade II listed) and the barn at Iken Farm (also grade II listed), located on Smallburgh Road in the north-west part of the conservation area. The buildings are located outside the village centre but contribute to the conservation area as exemplars of typical forms of 18<sup>th</sup> century development (cottages, a farm house and associated barns) built in vernacular materials (soft Norfolk red brick, thatch and red clay pantiles) with traditional detailing.

In close proximity to Iken Cottage is White Lodge, situated on the corner of The Street and Hall Road, and likely to date from the early 19<sup>th</sup> century. It retains a series of historic outbuildings and structures, such as its coach-house, located along Hall Road, albeit some of which are now in separate ownership.

One of the oldest and most significant buildings in the village centre is the grade II listed Old Laundry, located as one enters the village from the south on Street Hill. It dates from the mid-18<sup>th</sup> century and is said to have served Beeston Hall. It is constructed from red brick, the ground floor 18<sup>th</sup> century windows sitting under basket arches whilst the leaded first floor casements each have a decorative brick apron. The central door has a decorative roll-moulded timber doorcase and pediment containing a cherub's head. The roof is steeply pitched with red clay pantiles.

Also of significance and of an almost concurrent date (c. 1780) is the grade II listed wall to the old Beeston Hall stables on the western end of The Street, close to the east entrance of the Beeston Hall estate. Now tucked away down what is effectively a cul-de-sac, the impressive crenelated flint and brick wall is an impressive and surprising feature. There is little other flintwork in the village, which emphasises its high status and association with the flint-faced Beeston Hall. Both the Old Laundry and stable wall appear to be part of the rejuvenation of buildings on, and associated with, the Beeston Hall Estate during the second half of the 18<sup>th</sup> century.

In close proximity to the wall (opposite) is the grade II listed March House, a typical Georgian dwelling dating from the late 18<sup>th</sup> century. The building is built from red brick with a centrally-placed panelled door in a fluted Doric timber doorcase with hood. It also retains its timber eaves cornice with paired modillions and the front garden retains its iron railings, as do other houses along this part of The Street. The building sits within a terrace containing other buildings that contribute to the character of the area, each of the neighbouring

properties retaining elements of historic shopfronts, indicating the commercial nature of this part of the village. The Regency Guest House also retains much of its architectural character and its front railings. It is interesting to note that this slightly higher status row of buildings have glazed black pantiles, rather than the more commonly found red pantiles on the worker's cottages in the village.

Prior to the middle of the 20<sup>th</sup> century, a large proportion of the population must have found employment within the parish or close by, predominantly in occupations relating to agriculture or the surrounding wetlands or serving the Beeston Hall estate. The majority of the buildings in the village were, and still are, in residential use. Small to medium sized cottages prevail, most of them terraced and set in gardens large enough to grow vegetables for the family. Traditionally, these smaller dwellings were tied cottages in the ownership of the employing farmers; many of them would have been connected to Beeston Hall, which was a major source of employment until the middle of the last century. The terraces on The Street and Street Hill are typical, with either red or painted brickwork, relatively small window openings that would have contained casement windows (now almost all replaced with UPVC), pitched roofs with red clay pantiles and prominent regularly-spaced chimney stacks, that contribute greatly to the roofscape of the conservation area.

By the 20<sup>th</sup> century, the village started to expand along Hall Road and Irstead Road. Although there are some small-scale 19<sup>th</sup> century cottages remaining, the predominant character of the more recent buildings is suburban, with bungalows and larger chalet bungalows being the predominant form of development. Some of these buildings reflect elements of traditional design, for example through the use of red brick and dormer windows but predominantly have quite a different to the historic centre of the village.

Many of these properties along Irstead and Hall Road back on to Lime Kiln dyke and have private access to the waterways. Boathouses are a prominent building type on the water's edge. They are generally traditional in style and constructed of timber with a variety of roof coverings including thatch, clay plain tiles or modern corrugated sheet roofing substituting for the traditional corrugated iron covering.

### **Summary of materials in the conservation area**

Red brick mainly laid in Flemish bond and red or black (smut) pantiles, are materials traditionally found in North Norfolk, and they predominate in the pre 20<sup>th</sup> century buildings in the conservation area. Some of these buildings have been painted and the pantiles replaced with alternative materials in the 20<sup>th</sup> century. The earlier buildings have steeply pitched roofs some of which would have been thatched; Ikens Farm is a notable survivor. In the main, ridges run parallel to the line of the roads, reinforcing the sense of enclosure, particularly with the terraces in The Street. It is reasonable to conclude that many of the cottages in the village were constructed of locally produced materials. Local clays are suitable to produce the traditional soft red brick and there were lime kilns, brick kilns and brick fields in the village.

In the main, later buildings have continued the use of these local materials or ones that have a similar tonal value, which has helped to maintain the character of the village. A variety of other materials have been introduced in the 20<sup>th</sup> century buildings beside Limekiln Dyke. Stained timber, painted render and plain clay tiles are found here, which seem to fit in with the general character of the waterside setting. However, this has much to do with the form of the individual buildings, some contributing more than others to the character of the area.

#### **Map X Listed buildings, locally listed buildings and buildings of local interest**

#### **Map x Character Areas**

### **Spatial analysis, landscape features and important views.**

The existing Neatishead conservation area covers the historic settlement, which is compact and concentrated to the south east of Limekiln Dyke, where Street Hill and those parts of the Street and Irstead Road nearest the crossroads contain a tight development of mainly smaller dwellings built close to the road. The absence of pavements in the village adds to the intimacy of the street scene. Along Irstead Road towards The Staithe, development is primarily restricted to the north side of the road; the houses are of medium size, set further back from the road in larger plots with a variety of mature trees, with a consequent change of character. To the south of Irstead Road, new development on rising ground, whilst in a different form, does not unduly disturb the historic rhythm of the village. North of Limekiln Dyke on Hall Road, the houses almost exclusively date from the mid 20<sup>th</sup> century and are generally sited on the higher ground nearer the road in large gardens running down to Limekiln Dyke with many mature trees. The conservation area boundary extends to the north west of Limekiln Dyke to include farmland and Ikens Farm (shown as Storey Farm on early maps).

#### **Trees and open spaces**

The village benefits from a richly wooded setting with Street Plantation within the Beeston Hall estate to the west providing a backdrop to the historic centre, and carr woodland with mature trees around Limekiln Dyke and to the east.

The wooded areas to the east and west of the village centre and the many mature trees within the village are extremely important to the character of the conservation area, and both short term and long term maintenance should be considered by owners to retain their positive contribution.

The two public open spaces on Street Hill (containing the village sign) and at The Staithe and the private grounds of White Lodge make significant contributions to the character of the conservation area.

## Boundaries

Deciduous hedges are the main materials for boundaries throughout the conservation area, reinforcing the rural character, especially in the more open parts of the village. Where timber fencing is used, low picket style timber enclosures are visually more successful than open post and rail or taller close boarded fences. Where historic brick walls or railings survive these are important in enhancing the historic character of the settlement. There has been some erosion of boundary treatments to enable onsite car parking, especially on Irstead Road. This results in a loss of the sense of enclosure that the boundary treatments provided and erodes the rural character of the lanes and is regrettable.

## Views

In the village centre, views are limited due to the tight-knit nature of development. At the edge of the village on Hall Road, there are good view north towards the tower of the grade I listed St Michael's Church at Barton Turf. Also on Hall Road looking west, the gable end of Iken Cottage provides an attractive focal point nestled amongst the trees.

On Irstead Road, the view north from the Staithe car park along The Staithe is an attractive one, with the water, boats and trees creating a pleasing environment.

## Streetscape and buildings

### Street Hill and The Street

Street Hill and The Street are characterised by;

- a tight knit streetscape
- no kerbs or pavements
- houses often built to the edge of the road, enclosing the street
- terraces of small to medium sized traditional workers' cottages
- cottages interspersed with individual buildings such as the public house and larger houses.

Approaching the village from the south west, the new Victory Hall is visible above Street Hill. New Victory Hall is a landmark building of contemporary design in contrast to the vernacular of the rest of the village and incorporates innovative energy efficient methods of construction and heating, which has proved to be a popular addition to village life. It is set back from Street Hill on rising ground behind an additional parking area with recycling facilities. This area and the site on which New Victory Hall stands have an open aspect in contrast to the intimate feel of the historic settlement. On Street Hill (which in reality is more of a gentle slope) the entrance to the historic village is marked on the right by The Old Laundry, an unspoilt mid 18<sup>th</sup> century brick house, which was once part of the Beeston Hall estate. Opposite the original 19<sup>th</sup> century Victory Hall presents a strong asymmetrical gable

to the road, and is constructed with traditional materials of pantile and brick with decorative polychromatic brick arches above openings. It is now a dwelling.

Beyond the original Victory Hall a row of modest traditional cottages form the edge of the street. The traditional roof covering has been replaced with concrete tiles and all have replacement doors and windows. On the opposite side, the road opens up into an informal green area which allows a view of the rear of houses in The Street, and to a 19<sup>th</sup> century cottage at the rear of The Old Laundry. There is a certain ambiguity about which parts of this area are in private hands and which are in the public domain. In fact, this area is in private ownership, but available for the use of residents. The red public telephone box, village sign and a seat could form an attractive focal point to this part of the village which would benefit from improved landscaping.

At the bottom of Street Hill the road divides at right angles; to the right The Street continues through the village and to the left a short informally surfaced roadway leads to Street Plantation, on the edge of the Beeston Hall estate, a densely wooded area which forms an unexpected visual 'stop' to the lane. A high flint and brick wall in Gothic design, between the gable of the terrace of cottages on Street Hill and a white painted house is a real surprise. This wall with its crenelated parapet was part of the stable block for Beeston Hall. The high central arch must have been an impressive entrance to the stable courtyard, but as the stables behind have been demolished, the area now contains a variety of storage sheds and garages. The house beyond the wall, also in Gothic style, is white painted brick with a crow stepped gable leading to a length of recently built redbrick wall which curves into the entrance to the wooded area. On the opposite side a lane gives access to new houses behind the street frontage. On the street frontage a terrace of cottages look to be of a traditional form, but appear to have been heavily modernised in the late twentieth century. A narrow gap in the frontage allows views past an interesting range of 19<sup>th</sup> century stables with a hay loft in the centre, which has been converted to residential use. Beyond this is another more modern house.

Back onto the street frontage a row of houses runs into The Street past the 19c white painted brick Regency Guest House incorporating a former shop, and an earlier late 18c house (grade II listed) of good local brick with a modillion cornice, with a more modest painted house attached, to the White Horse Public House at the cross roads. Again good local brick, and although the windows have been replaced, they are in a traditional style.

Opposite the public house a row of painted brick terraced cottages completes the other side of The Street. Unusually in this part of Neatishead, they are set back behind small gardens, but have also been modernised in the 20<sup>th</sup> century, although the original clay pantiled roof has been retained.

The Street turns sharply to the north beside the White Horse, where two attached cottages on the street frontage continue the enclosure of the street to the west, whilst opposite the 19th century rendered building encloses the view of The Street from the west. Beyond this

three 20<sup>th</sup> century houses are set in more generous gardens. In contrast to The Street, the character changes to a more rural feel, with low lying land behind the public house before the red brick bridge over the diminutive water course feeding Limekiln Dyke, which is flanked by trees.

The bridge marks the edge of the village settlement and the watercourse the parish boundary with the parish of Barton Turf.

Beyond the bridge, and opposite the junction with Hall Road, Iken Cottage is a small scale traditional brick and pantile cottage with catslide dormers, which, is almost hidden by tree planting. Beyond this, as the land rises up from the flood plain and well outside the village envelope, the Ikens Farm complex on Smallburgh Road is a prominent landmark. The handsome late 18<sup>th</sup> century house, built of local red brick with a thatched roof, is set back from the road; a range of farm buildings including a threshing barn of the same period and construction meets the road at right angles.

### Hall Road

Hall Road is characterised by;

- open countryside to the north
- detached houses in wooded settings to the south.

Hall Road marks the northern edge of the settlement around Limekiln Dyke as well as the conservation area. At the junction between Smallburgh Road and Hall Road, the generous grounds of White Lodge, allow a rare view to the watercourse leading to Limekiln Dyke, although at this stage it is of such a small scale that it is difficult to appreciate the extent of Limekiln Dyke downstream. White Lodge, prominently positioned on rising ground is of simple elegant design, its white painted rendered walls and regular rhythm of sash windows of the late 19<sup>th</sup> century or early 20<sup>th</sup> century concealing an earlier building.

Beyond White Lodge, Hall Road is of a quite different character to the centre of Neatishead village. The open countryside to the north stops abruptly at the road, with larger houses generally sited towards the road taking advantage of the higher ground, and well-wooded grounds behind running down to the low lying land beside Limekiln Dyke to the south. Extensive tree cover and glimpses of boat houses and the dyke give a sense of the landscape beyond. The majority of these houses date from the 20<sup>th</sup> century, although there are a few earlier properties, such as Lime Kiln Cottage.

### Irstead Road

Irstead Road is characterised by;

- a mix of 20<sup>th</sup> century and earlier houses
- the road is set down below the level of the countryside to the south emphasising the topography of the village setting

At the cross roads beside the White Horse Public House, Irstead Road continues to the east, past the Old Saddlery which partially stops the view from The Street. Beyond, 20<sup>th</sup> century houses and a few earlier cottages, again built close to the road on the higher ground, are mainly detached, in plots running down to marshy land divided by drainage ditches beside Limekiln Dyke. The development on the south side of the road is almost exclusively of the 20<sup>th</sup> century, although some are on the sites of earlier houses, such as Brick Kiln House, opposite the former White Horse bowling green where the remains of a brick kiln was evident until the Second World War. Whilst the 20<sup>th</sup> century houses to the south are on higher ground than those to the north of the road, their effect is not intrusive. After this development, buildings are limited to the north of the road and views across the open countryside to the south are restricted by the higher ground, giving a sense of enclosure.

To the north, a mixture of 20<sup>th</sup> century and earlier buildings continue, mainly in residential use, the exception being the Nancy Oldfield Trust which occupies one plot.

The Staithe running down to Limekiln Dyke is almost outside the village. Apart from the bridge over the largely insignificant stream on Smallburgh Road, this is the only part of the water which is accessible to the public. There are no long views of the Staithe; a gap in the hedges and trees on Irstead Road gives access to a small car park with refuse bins and recycling points, a new climbing wall and a grassed area in front of a short tongue of water for the mooring of boats leads to Limekiln Dyke. The area is delineated by the trees in the adjacent properties and walkways of hoggin either side of the staithe leading down to the dyke itself. The informal landscape treatment contributes to this quiet and peaceful place and this character should be retained. It is possible to walk to the water's edge at the end of the Staithe, although it is regrettable that it is not possible to gain more than a very restricted view of Limekiln Dyke. The overwhelming impression of the character of the dyke is of slow running water gently winding between informal gardens on low lying ground divided by drainage ditches, with mature trees and woodland shielding the houses from view – a very private place and much better appreciated from the water. There are frequent inlets from the dyke for boat moorings and access to traditional boathouses of varying sizes, although access by boat is restricted to the west of The Staithe due to the width and depth of the watercourse.

Beyond The Staithe are two further 20<sup>th</sup> century houses. Mature trees make an important contribution to the character of the area, particularly at the boundary of the conservation area at a right-angled bend in Irstead Road, where deciduous woodland prevails.

## Assessment of condition

Generally the buildings and gardens in the conservation area are well maintained and there do not appear to be any structures that would qualify to be on the Buildings at Risk Register.

However, the special character of conservation areas can easily be eroded by seemingly minor, and well intentioned, home improvements such as the insertion of replacement

windows and doors with ones of an inappropriate design or material, (for example hinged opening lights in lieu of sash windows and UPVC instead of painted timber). This can be a particular issue with unlisted buildings that have been identified as contributing to the character of the conservation area. In line with current legislation, all complete window replacements are required to achieve minimum insulation values, but recognising the affect that inappropriate replacements can have, Building Control are empowered to relax that requirement when considering the restoration or conversion of certain buildings within conservation areas, and advice should be sought from the local Planning Department at an early stage. Many non-listed buildings in the conservation area have had UPVC windows inserted, and the re-instatement of more traditional windows would be beneficial.

Apart from the developments to the south of Irstead Road and along Hall Road, the majority of the new buildings in Neatishead are on infill plots. Care should be taken to ensure that any future new development is sensitively sited and is sympathetic in scale, form, materials and detailing to reflect local building traditions, including contemporary design that relates well to its context.

Road finishes are generally tarmacadam and notable features of the village are that there are no formal pavements beside the roads or any street lighting, which contribute to the informal rural character of the village.

## Management Plan and Enhancements

### Suggested improvements and enhancements

- Rationalisation of overhead lines and wires, particularly on Street Hill and The Street
- General maintenance of public spaces on Street Hill and The Staithe.
- Consider timber screening of the bins and recycling points at the Staithe.
- Retain or reinstate front boundary treatments to keep the sense of enclosure and hedges where they exist. Ensure new on-site parking is designed in such a way to limit visual impact, reduce the amount of hardstanding and reduce the loss of soft boundary treatments such as hedging.
- Retain or reinstate traditional timber windows in unlisted buildings where possible.
- Ensure new quay heading is appropriate to its setting (timber is most likely to be appropriate in this rural context).
- Consider appropriate heritage interpretation, perhaps at the Staithe, to provide visitors with information relating to the history and buildings in the village. This could match the Norfolk Wildlife Trust interpretation relating to Barton Broad in order to ensure visual consistency.

## New Development

New development within the Conservation Area can be an opportunity for enhancement if located correctly and constructed in a sympathetic design and materials. Any proposal within the Conservation Area should be of a high-quality design that enhances and preserves the character of the local area. Materials play an important role in the success of development and often simple, honest and traditional materials, reflecting the surrounding palette, are usually most appropriate. The use of appropriate hard landscaping such as pavers, boundary treatments, green spaces and soft landscaping associated with new development should also be considered at an early stage. The Broads Authority and North Norfolk District Council offer pre-application advice and can offer guidance on acceptability of proposals prior to the submission of a formal application.

## Identifying the Boundary

There are no proposed changes to the conservation area boundary.

Part of the conservation area falls within the jurisdiction of the Broads Authority and the remainder is with North Norfolk District Council. The Broads Authority boundary is drawn quite tightly around the properties with access to Limekiln Dyke. Irstead Road forms the boundary to the south, including an area of carr woodland to the east until the road makes a right angle turn to the south, when it cuts along a field boundary and drainage ditches to cross Limekiln Dyke and an inlet around the boundary of Limekiln Cottage to join Hall Road, which forms the northern boundary of the conservation area. At the junction of Hall Road and The Street the boundary runs south on the eastern side of the road to join Irstead Road at the south west corner. The North Norfolk section of the conservation area adjoins to the south west, to include the remainder of the village; the boundary runs from Irstead Road behind the built up area to the south to join Street Hill, then down Street Hill and turns to the west to include the New Victory Hall and the buildings adjacent, along the edge of Street Plantation, then running roughly parallel to Smallburgh Road to include Iken's Farm and arable land to the north west and back down the Smallburgh Road to join the Broads Authority section of the conservation area at the junction with Hall Road

## Public consultation

This document will be subject to public consultation and all views and suggested amendments considered. This will include public consultation on any proposed Local Listings.

## References

English Heritage and CABE: Building in Context: New development in historic areas

East Anglia, A Geographia Guide

Historic England (2020) – Heritage and Society

Historic England (2019) Advice Note 1 Conservation area appraisal, designation and management

Historic Environment Record, Norfolk Landscape Archaeology

Norfolk Heritage Explorer

The Staithes of the Broads: a history and assessment, Tom Williamson, Phillipa Parker and Ivan Ringwood

The Buildings of England, Norfolk 1: Norwich and North-East, Nicholas Pevsner and Bill Wilson

The Norfolk Broads, A landscape history, Tom Williamson

The Norfolk and Suffolk Broads, Robert Malster

## Appendix 1: Listed buildings within the conservation area

The following buildings are included in the list of Buildings of Special Architectural or Historic Interest compiled by the Secretary of State:

Street Hill, The Old Laundry – Grade II

House 80m north-east of The Old Laundry (March House) – Grade II

Wall 70m n-w of Old Laundry – Grade II

Iken's Farmhouse – Grade II

Iken's Barn – Grade II

## Appendix 2: List of buildings considered to positively contribute to the character of the Conservation Area

Whilst the following buildings, boundary walls and railings (see **Map x**) within the Conservation Area do not merit full statutory protection, they are considered to be of local architectural or historic interest, and every effort should be made to maintain their contribution to the character of the Conservation Area. It is proposed those of the buildings below that are situated within the Broads Authority Executive Area should be added to the Broads Authority's Local List. The buildings situated in North Norfolk District Council's area will be considered buildings of local interest.

Please note: some structures may also be considered curtilage listed.

## Smallburgh Road

Ikens Cottage

2 no Cottages behind White Horse (PH)

Brick bridge to Limekiln Dyke

## Hall Road

White Lodge

Outbuildings adjacent to White Lodge

Brick Kiln Cottage

## Irstead Road

Violet Cottage

The Cottage

The Old Eagle

Woodcote Estate House

## The Street/Smallburgh Road

Ye Olde Saddlery Restaurant

## The Street

The White Horse PH

Cottage adjoining March House (Stile Cottage)

Regency Guest House and adjoining shop

Outbuildings and stable to rear of Regency Guest House

Boswell's Cottage

86-88 Street Hill

Old Victory Hall

70 Street Hill - cottage to rear of The Old Laundry

## Appendix 3: Criteria used for assessing contribution made by unlisted building in the Conservation Area

(within the Broads Executive Area only)

### Template Survey Sheet

<b>Uniform Reference:</b>	<b>Date of Survey:</b>	<b>Address/Location:</b>	
<b>INSERT Photograph</b>			
<b>Feature</b>	<b>Building Material</b>	<b>Description</b>	<b>Condition Good/Fair/Bad</b>
<b>Walls</b>			
<b>Roof</b>			
<b>Chimney</b>			
<b>Doors</b>			
<b>Windows</b>			
<b>Porches/gates/paths</b>			
<b>Any other comments</b>			

<b>Criteria</b>	<b>Description</b>	<b>Score</b>
<b>Survival and Authenticity</b>		
<b>Architectural/Artistic Interest</b>		
<b>Landscape/Townscape Significance</b>		
<b>Historic Interest/Social Value/Archaeological Interest</b>		
	<b>Total</b>	

Eligibility Criteria	Scores
Survival and Authenticity	As appropriate for either of the following: a) Almost all original features retained or most features retained and alterations undertaken easily reversible- (3); or b) Most features retained- (2); or c) Some features retained- (1).
Architectural/ Artistic Interest	As specified for each of the following d) an example of a style of building that is unique to, or typical of, the local area or a good surviving example of an historic architectural style; (2) e) designed by notable local or national architects, engineers or designers; or an example of a particular technological innovation in building type, material or technique. (1) (maximum total = 3)
Landscape/ Townscape significance	As specified for each of the following f) building groups, including groups or terraces buildings, structures or features, which help form an attractive local character; (2) g) good examples of town planning layout; or notable buildings, or structures on important routes into the area (including rovers and broads), or key landmark buildings or features, which create a vista or contribute to the open skyline; (1) (maximum total = 3)
Historic/Social/ Archaeological Interest	As specified for each of the following h) strong community or socio-economic development significance, such as the boating industry, the tourism industry, the farming industry, schools, institutions or form an important part of the Broads agricultural and drainage history; or (2) i) association with an important historic figure, local or national; or important local historic events; (1) (maximum total = 3)
<b>Total score</b>	<b>Recommendation</b>
10-12	Inclusion in the Local List and recommend for application for Statutory Listing to Historic England
5-9	Inclusion on Local List
0-4	Not recommended for inclusion

## Appendix 4: Planning documents, policies and associated guidance

Please note: Local planning policies, supporting documents and guidance are updated periodically, please check with the relevant Authority's website for updates.

### Broads Authority

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

### North Norfolk District Council

<https://www.north-norfolk.gov.uk/section/planning/planning-policy/>

## Appendix 5: Contact details and further information

### Broads Authority

Address: The Broads Authority, Yare House, 62 – 64 Thorpe Road, Norwich NR1 1RY

Telephone: 01603 610734

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

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

### North Norfolk District Council

Address: Council Offices, Holt Road, Cromer, Norfolk, NR27 9EN

Telephone: 01263 513811

Website: [www.north-norfolk.gov.uk](http://www.north-norfolk.gov.uk)

[Email: planning@north-norfolk.gov.uk](mailto:planning@north-norfolk.gov.uk)

### Norfolk Historic Environment Service

Address: Norfolk County Council, County Hall, Martineau Lane, Norwich, NR1 2DH

Tel: 0344 800 8020

Website: [Archaeology and historic environment - Norfolk County Council](#)

[Email: hep@norfolk.gov.uk](mailto:hep@norfolk.gov.uk)

## Appendix 7: Glossary

**Basket arch:** The basket-handle arch is used in architecture, especially bridges. Its shape is similar to that of a semi-ellipse, which has a continuous curvature variation from its origin to its apex, i.e. from the extremities of the long axis to the apex of the short axis. Also known as a depressed arch, basket arch.

**Catslide dormers:** roof windows that have a sloping roof to the front (rather than a flat or pitched roof).

**Chancel:** the part of a church near the altar at the eastern end of the building, reserved for the clergy and choir, and typically separated from the nave by steps or a screen.

**Casement window:** hinged light, hung at the side unless specified as top hung.

**Community Infrastructure Levy:** charge that local authorities can set on new development in order to raise funds to help fund the infrastructure, facilities and services - such as schools or transport improvements - needed to support new homes and businesses.

**Conservation area:** an area of special architectural or historic interest, the character of which it is desirable to preserve or enhance.

**Cornice:** the decorated projection at the top of a wall provided to protect the wall face or to ornament and finish the eaves.

**Crenelated:** having battlements – walls regular hit and miss spaces along the top.

**Cretaceous:** relating to or denoting the last period of the Mesozoic era, between the Jurassic and Tertiary periods.

**Crow stepped gable:** A stepped gable, crow-stepped gable, or corbie step is a stairstep type of design at the top of the triangular gable-end of a building.

**Deciduous:** a tree or shrub which sheds its leave annually.

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

**Eaves:** the part of a roof that meets or overhangs the walls of a building.

**Façade:** the outside or all of the external faces of a building.

**Flemish bond brickwork:** an arrangement of bricks in which headers and stretchers alternate in each course; the predominant form of brick bond throughout the Georgian period.

**Flint:** widely available in Norfolk as a building material, generally used close to its source because it was too heavy to transport. Used either in its natural rounded form, or 'knapped' (cut and shaped).

**Gable:** The triangular section of wall supporting a pitched roof.

**Gault brick:** Bricks made of gault clay which produces a smooth heavy yellow brick popular in the mid and later Victorian period.

**Georgian:** dating to between 1714 and 1830, i.e. during the reign of one of the

four Georges: King George I to King George IV.

Gothic: architectural style in Europe that lasted from the mid-12th century to the 16th century, particularly a style of masonry building characterized by cavernous spaces with the expanse of walls broken up by overlaid tracery.

Hipped roof: a pitched roof, without gables, with four slopes of equal pitch.

Iron Age: a prehistoric period that followed the Bronze Age, when weapons and tools came to be made of iron.

Lime: a white caustic alkaline substance consisting of calcium oxide, which is obtained by heating limestone and which combines with water with the production of much heat; quicklime.

Locally listed building/non-designated heritage asset/building of local interest: a building which is of local architectural and historic interest or makes a significant contribution to the character and appearance of the area, but which is not designated at the national level, i.e. as a listed building. Structures and open spaces can also be locally listed.

Modillions: a projecting bracket under the corona of a cornice in the Corinthian and other orders.

Moulded architrave: a moulded frame over a doorway or window.

Nave: the central part of a church building, intended to accommodate most of the congregation. In traditional Western churches it is rectangular, separated from the chancel by a step or rail, and from adjacent aisles by pillars.

Norman: a style of medieval architecture built in England following the Norman conquest of 1066.

Neolithic (3000 to 1700 BC): relating to or denoting from the later part of the Stone Age.

Medieval: The Medieval Period, also commonly referred to as the Middle Ages, began in the 5th century and lasted until the 15th century. Two main architectural styles during the Middle Ages were Romanesque and Gothic.

Pantiles: a roof tile curved to form an s-shaped section, fitted to overlap its neighbour.

Pastiche: architectural style that imitates that of another work, artist, or period.

Parapet: A low wall at the top of a wall, i.e. beyond the eaves line (which the parapet conceals) or in a similar position.

Pediment: The Classical equivalent of a gable, often used without any relationship to the roof, over an opening. Distinguished from a gable by the bottom cornice.

Pleistocene: relating to or denoting the first epoch of the Quaternary period, between the Pliocene and Holocene epochs.

Polychromatic: showing a variety of colours.

Pre-application: a service offered before full planning permission that allows you to understand how the development policies will apply, gain advice from a planning officer and other specialists, identify any potential problems and rectify them before a full planning permission application is submitted.

Regency: Regency architecture encompasses classical buildings built in the United Kingdom during the Regency era in the early 19th century when George IV was Prince Regent, and also to earlier and later buildings following the same style.

Roll moulding: refers not to the decorative motif appearing on the moulding strip – rather to its general shape. The roll moulding shape is semi-circular bulging towards the viewer.

Section 106: a document which allows a local planning authority to enter into a legally-binding agreement or planning obligation with a landowner as part of the granting of planning permission.

Smut pantiles: a matt black finish to a clay pantile, traditional in Norfolk.

Staithe: a landing stage for the loading and unloading of boats, often cargo boats.

Vernacular: traditional forms of building using local materials.

Victorian: dating to between 1837 and 1901, i.e. during the reign of Queen Victoria.

Water reed thatch: a thatching material that has been used in the UK for centuries. It is also the primary thatching material in Europe. The latin name is *Phragmites Australis* but this thatching material is more commonly known as Water Reed, Continental Water Reed or Norfolk Reed.

Wherry: A very large cargo boat. They were used all over the Broads, before road transport became easy and cheap. Some wherries were also used as pleasure boats for holidays. Albion is the only cargo wherry left now.

Yeoman: one who owns and cultivates land or to the middle ranks of servants in an English royal or noble household. The term was first documented in mid-14th-century England.

# Planning Committee

16 August 2024

Agenda item number 13

## Statement of Community Involvement update

Report by Planning Policy Officer

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### Summary

The Statement of Community Involvement sets out how the Broads Authority will engage with and involve the public and stakeholders in the production of the Local Plan, Neighbourhood Planning, production of the Broads Plan as well as in the planning application process. It has been updated to remove references to COVID19 restrictions, amending the venues where we place hard copies as well as explaining that hard copies of the policies maps will not be made available.

### Recommendation

To endorse and adopt the Statement of Community Involvement.

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## 1. Introduction

- 1.1. The Statement of Community Involvement (SCI) is the Authority's formal policy to:
  - i. 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;
  - ii. Set out community involvement in the consideration of planning applications. The Development Management Officers are responsible for determining planning applications, and the Planning Administration Team is responsible for the receipt and processing of applications and fees; and
  - iii. 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.

## 2. Why is the SCI being updated?

- 2.1. This SCI updates and replaces the 2021 version of the SCI. The National Planning Practice Guidance requires SCIs to be updated every 5 years. The 2021 version of the

SCI refers in many places to COVID19 restrictions and more generally, it would benefit from an update.

### 3. Summary of main changes

- 3.1. References to COVID19 and social distancing have been removed.
- 3.2. Updating the venues where hard copies are deposited – in Lowestoft and Great Yarmouth, the libraries and council offices are very close, and libraries tend to be open more days of the week and longer hours, so the libraries have been chosen as venues. To save costs of posting large documents to Ipswich, Suffolk County Council offices have been removed from the list of venues.
- 3.3. We will have an interactive policies map on our website. Printing hard copies of the policies maps uses too much paper and is a great cost to the Authority. As such, hard copies of the policies maps will not be placed in the venues.

Author: Natalie Beal

Date of report: 25 July 2024

Appendix 1 – [Updated Statement of Community Involvement](#)



# Statement of Community Involvement

Adopted **September 2024**

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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 18<sup>1</sup> 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 2021. The National Planning Practice Guidance (NPPG) requires SCIs to be updated every 5 years. The timing of this review also fits in with the production of the later stages of reviewing the Local Plan for the Broads.

## 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:

Tel: 01603 610734

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

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

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

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<sup>1</sup> [Planning and Compulsory Purchase Act 2004 | Section 18 \(legislation.gov.uk\)](http://legislation.gov.uk)

## 2. Involving the community in planning policy

### 2.1. The Local Plan process

The Local Plan<sup>2</sup> includes policies to help determine planning applications and allocate 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 SCI<sup>3</sup>.

**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)

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.

<sup>2</sup> [Planning policies \(broads-authority.gov.uk\)](http://broads-authority.gov.uk)

<sup>3</sup> To see the most up to date version, please go here [Supporting documents and evidence \(broads-authority.gov.uk\)](#)

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

**Figure 1** - How various documents relate to the Broads Local Plan and the purpose of each document



## 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.

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.

## 2.3. Duty to Cooperate and Statements of Common Ground

### The Duty

The Duty to Cooperate was created in the Localism Act 2011 and amends the Planning and Compulsory Purchase Act 2004. It places a legal duty on Local Planning Authorities, County

Councils in England, and public bodies to engage constructively, actively and on an ongoing basis to maximise the effectiveness of Local and Marine Plan preparation in the context of strategic cross boundary matters.

The Duty to Cooperate is not a duty to agree. However, Local Planning Authorities should make every effort to secure the necessary cooperation on strategic cross boundary matters before they submit their Local Plans for examination. Local Planning Authorities must demonstrate how they have complied with the duty at the independent examination of their Local Plans. If a Local Planning Authority cannot demonstrate that it has complied with the duty, then the Local Plan will not be able to proceed further in examination.

The Localism Act states that relevant bodies must '*...engage constructively, actively and on an ongoing basis...*'.

#### How the Broads Authority meets the Duty

The Broads Authority meets the Duty to Cooperate in a number of ways (please note this list is not exhaustive, but gives a flavour of our activity):

- Commissions joint evidence bases, e.g. the Norfolk Recreational Impact Study and the Norfolk Older Persons Strategy.
- Regular officer level meetings, e.g. the Norfolk Strategic Planning Officers Group (attended by the Environment Agency), the Suffolk Planning Policy and Development Management Officers Group.
- Quarterly meetings with Great Yarmouth Borough Council and East Suffolk District Council.
- Production of Norfolk Strategic Planning Framework/Statement of Common Ground.
- Quarterly Norfolk Duty to Cooperate Member Group meetings.
- A member from each of the Authority's constituent districts sits on the Broads Authority's Planning Committee.
- Individual meetings with the Planning Policy Teams of the Authority's constituent districts.

The Authority therefore considers that it engages constructively and on an ongoing basis with relevant authorities. As the Local Plan progresses through the next stages of production, draft statements covering how the Authority has met the requirements of the Duty to Cooperate will be produced.

#### Planning White Paper and Levelling Up Act

The Levelling up and Regeneration Act 2023 indicates that the Duty to Cooperate will be removed. No details as to what precisely will take its place has been provided at the time of writing.

The organisations that have a statutory duty to cooperate.

The organisations are: <sup>4</sup>

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

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

- Norfolk County Council
- Suffolk County Council
- Broadland District Council
- 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.

## 2.4. How we consult people

### Advertising consultations

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

- Advertise and promote consultations on the Authority's website.
- Email or write to relevant organisations or individuals who asked to be on our consultation database.
- Display posters at suitable places around the Broads.
- Ask Town and Parish Councils and Councillors for their help letting people know about consultations.
- Use adverts or press releases to promote consultations in the local press or community magazines.

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

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

- Use social media (Facebook: <https://www.facebook.com/BroadsAuthority/> and X: <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.
- We will place printed documents of the Local Plan (but not the policies maps) in public venues around the Broads. Appendix B lists the usual venues.
- 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.

### 2.5. 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 ‘seldom heard’ groups

<b>Group that is seldom heard</b>	<b>How we will consult these groups</b>
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 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 group. We will translate parts of documents or summary posters and questionnaires if requested.
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 group in our General Consultees list (for example Equal Lives). Provide large print and braille versions of consultation materials if needed. We may engage disability groups that operate in the area.
Gypsies, travellers and travelling show people	Include organisations and individuals that represent this 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 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 or drop off leaflets and other information as appropriate. Our Ranger team may also be able to help contact residential boaters.

## 2.6. 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 requested.

**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 <sup>6</sup>	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 <sup>7</sup>	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, place printed documents in public venues <sup>8</sup> around the Broads, and where possible hold public events such as open days either in person or using video conferencing. We will attend Parish meetings if asked, 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) 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 Yare House reception (maybe use a view by appointment system or documents be attached to windows). 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.

<sup>6</sup> [The Environmental Assessment of Plans and Programmes Regulations 2004 \(legislation.gov.uk\)](http://legislation.gov.uk)

<sup>7</sup> [The Town and Country Planning \(Local Planning\) \(England\) Regulations 2012 \(legislation.gov.uk\)](http://legislation.gov.uk)

<sup>8</sup> 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
	Submission (Regulation 22)	-	At Submission stage, we must tell Specific and General consultees and those who asked to be kept informed that they can see the documents on the Authority's website and at appropriate public venues and where possible place hard copies in Yare House reception. We will also put a notice in the local press.
	Examination (Regulation 24)	-	Any consultee who made a representation and said that they want to attend the Examination in Public and speak at the public hearings will be told the date, time, venue and format of the hearings. It should be noted that the Planning Inspectorate will use different ways of holding the hearings such as video conferencing. We will advertise the date, time, venue and format of the examination on our website and at public venues. The Inspector may also ask someone who has made a representation to provide further information to help their understanding. When we receive the Inspector's Report, we will place it on our website and in public venues and contact those who asked to be kept informed. If we need to consult on modifications to the Local Plan, we will do this in the same way as previous stages of consultation.
	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 place information in public venues.
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 have hard copies at public venues.

Document	Stage	Length of Consultation	Who we consult and how we consult them
Guides	Consultation	Around 6 weeks.	<p>We will notify those on our consultation database, place documents on the website, place printed documents in public venues. We may hold public events such as open days. We may produce summary leaflets or surveys, present to specific groups (such as school assemblies) and produce summary posters or un-staffed displays at suitable venues.</p> <p>We will ask those who responded if they want us to let them know when the Plan is adopted.</p>
	Adoption	-	<p>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, place information in public venues and on our website.</p>

## 2.7. 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 9](#) and [Appendix D](#)).

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

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

We cannot guarantee that every comment will result in changes to the plan that is being consulted on. 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.

## 2.8. 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.

### 3. 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 Broads<sup>9</sup>.

#### 3.1. 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 2015 (as amended).

#### 3.2. 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
- 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

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<sup>9</sup> [Planning permission \(broads-authority.gov.uk\)](https://www.broads-authority.gov.uk/planning-permission)

- 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 website<sup>10</sup>.

### 3.3. 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<sup>11</sup> as residential development comprising 10 or more dwellings OR if the number of dwellings is unknown, the site area is 0.5 hectare or more; or any other use where the floor space proposed is 1,000 square metres or more OR if the site area is one hectare or more<sup>12</sup>.

### 3.4. Local Development Orders

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

On producing a Local Development Order, the regulations<sup>13</sup> state that the draft local development order and statement for reasons need to be made available in a similar way to

<sup>10</sup> [Do I need permission? \(broads-authority.gov.uk\)](https://broads-authority.gov.uk)

<sup>11</sup> [The Town and Country Planning \(Development Management Procedure\) \(England\) Order 2015 \(legislation.gov.uk\)](https://legislation.gov.uk)

<sup>12</sup> 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.

<sup>13</sup> [The Town and Country Planning \(Development Management Procedure\) \(England\) Order 2015 \(legislation.gov.uk\)](https://legislation.gov.uk)

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 2015) and give every person that 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.

### **3.5. 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. Depending on the nature and location of the application, the Authority will 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 Parish/Town Council is a statutory consultee and is always consulted.

The Authority may also consult internal officers for their specialist views. These can include the Ecologist, the Authority's Landscape Consultant, the Historic Environment Manager, the Authority's Arboriculture Consultant and the Waterways and Recreation Officer.

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.

Planning applications may be 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 14 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 applications 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.
- 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 List<sup>14</sup> of new planning applications is published online each week to allow the public to stay up to date with applications submitted for sites within their local area.

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

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

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

The Broads Authority's Planning Committee<sup>15</sup> is a public meeting and anyone can register to speak on an application or turn up on the day to observe.

### **3.7. 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 displayed on or close to the application site in places accessible to the public from public footpath or highway. Press Notices are included in the local newspaper for applications as specified the box on the previous page.

### **3.8. 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

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<sup>14</sup> [Planning - Weekly List \(broads-authority.gov.uk\)](#)

<sup>15</sup> [Planning Committee \(broads-authority.gov.uk\)](#)

### 3.9. 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 (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 their 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.

### 3.10. Speaking at Planning Committee

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 either the King's Centre, Kings Street, Norwich or 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](#). People are asked to register if they wish to attend.

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

### 3.11. 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 7](#) 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 which is the most efficient way. The website is available to view at [www.planningportal.gov.uk](http://www.planningportal.gov.uk).

#### GOV.UK

There is a lot of information about the planning system on the Government website [Planning permission: When you need it - GOV.UK \(www.gov.uk\)](#)

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

### 4.1. 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 management of the Broads. While the Broads 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 in the Broads Local Plan, and neighbouring Local Planning Authorities need to have regard to it when adopting their own planning policies. The Broads Plan may also be a material consideration in making decisions on individual planning applications.

### 4.2. Reviewing the plan

The Authority is required to review the Broads Plan at least once every five years and update it as appropriate. Each stage of the review process will involve working with our officers and members, key statutory and delivery partners, and stakeholder groups and individuals with an interest in the Broads. Our Broads Engage web pages<sup>16</sup> highlight the consultation methods we use regularly, including stakeholder workshops, committee and interest group meetings, focus groups, social media (Twitter and Facebook) one-to-one discussions, written consultations in paper and electronic formats, surveys and questionnaires, and public events in local venues around the Broads, including 'drop-in' area parish forums, all subject to social distancing and access restrictions at the time. We will follow the process in Table 2 (page 10-11) to engage with those who may be considered as 'seldom heard'. 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](#).

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<sup>16</sup> [Broads Engage \(broads-authority.gov.uk\)](https://broads-authority.gov.uk)

### **4.3. Environmental report**

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

## 5. Neighbourhood planning

### 5.1. About Neighbourhood Plans

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

### 5.2. 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, 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 Local Planning Authority;
- Be used to prevent development that is included in the Local Plan; and
- Be prepared by a body other than a Parish or Town Council or a Neighbourhood Forum.

### 5.3. Neighbourhood Plans produced by parishes in the Broads

There are no parishes wholly within the Broads Authority Executive Area. Each parish is 'shared' between the Broads Authority and the relevant District/Borough/City Council for planning purposes.

### 5.4. 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 Broads Authority and its constituent councils work together to assist the community in producing a Neighbourhood Plan. The relevant city/district/borough 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 Broads Authority and the relevant council need to undertake the required formal stages in line with their particular procedures. Table 4 summarises the process<sup>17</sup>.

**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 Broads Authority providing relevant contact details. The Broads Authority will advertise the consultation on its website. On completion of the consultation (if required), the Broads Authority and council designate the Neighbourhood Area or take the decision to designate the Neighbourhood Forum.</p> <p>The majority of the Broads 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 Broads Authority and Council help. The Broads 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.</p>
Submission to the local planning authority and publication	<p>The Broads Authority and Council check that the submitted proposal complies with all relevant legislation. If the plan meets the legal requirements, the Broads 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>

<sup>17</sup> More detail on the process of producing a Neighbourhood Plan can be found here [Neighbourhood planning - summary of the key stages in neighbourhood planning \(www.gov.uk\)](http://www.gov.uk/government/uploads/system/uploads/attachment_data/file/348222/Neighbourhood_planning_-_summary_of_the_key_stages_in_neighbourhood_planning.pdf)

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 Broads 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 Broads 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 Broads Authority and relevant 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 Broads 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 National Planning Practice Guidance (NPPG) sets out the role for the LPA at [Neighbourhood planning - The role of the local planning authority in neighbourhood planning \(www.gov.uk\)](https://www.gov.uk/guidance/Neighbourhood-planning-The-role-of-the-local-planning-authority-in-neighbourhood-planning)

## 5.5. How the community is involved in the process

The community is 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 Broads Authority's website. A hard copy is where possible displayed at the Authority's head office.
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.

## 5.6. More information

For more information, visit these useful websites:

[Locality \(locality.org.uk\)](http://locality.org.uk)

[Forum for Neighbourhood Planning \(neighbourhoodplanning.org\)](http://neighbourhoodplanning.org)

[Community knowledge hub | Planning your neighbourhood \(communityknowledgehub.org.uk\)](http://communityknowledgehub.org.uk)

[Government guidance | Neighbourhood planning \(www.gov.uk\)](http://www.gov.uk)

[Planning help | What gets built and where \(cpre.org.uk\)](http://cpre.org.uk)

[Planning Advisory Service | Neighbourhood Plans \(local.gov.uk\)](http://local.gov.uk)

[Localism Act and Neighbourhood Planning \(legislation.gov.uk\)](http://legislation.gov.uk)

## 6. Planning help and advice available to the community

### 6.1. Introduction

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

### 6.2. 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.

### 6.3. 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 [Submit a request – What is your question about? \(planningaid.co.uk\)](https://planningaid.co.uk). Further information is available on the RTPI website at [www.rtpi.org.uk/need-planning-advice/](http://www.rtpi.org.uk/need-planning-advice/).

Information on the planning system is also available on the Government planning portal website at [www.planningportal.gov.uk](http://www.planningportal.gov.uk).

## 7. Complaints procedure

Our frontline staff will usually be able to resolve most issues. However, if that is not possible, you can follow our 3-stage complaints process.

### 7.1. 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.

### 7.2. 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.

### 7.3. Stage three: Chief Executive's review stage

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 within 20 working days of receiving your stage 2 response, asking the Chief Executive to review your complaint. To support your request, please tell us the reasons why you believe your complaint has not been properly resolved at stage 2, so that the stage 3 consideration can be focused on the specific outstanding elements of the complaint. Without this information, we will be unable to carry out a review. 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.

### 7.4. 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 a

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

### **7.5. 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 & Social Care Ombudsman (LG&SCO). 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 - LG&SCO](#) or telephone 0300 0610614.

### **7.6. Unreasonable complaint behaviour**

If a complainant takes up an unwarranted amount of our resources, or pursues a reasonable complaint in an unreasonable manner, we have a [policy](#) which identifies situations that amount to unreasonable complainant behaviour, and explains how we will deal with them. It also helps a complainant pursue their concerns in an effective way.

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

## **8. 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 2029 at the latest.

## **9. 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 Broads 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. It was adopted in May 2024.

<b>Local Development Scheme</b>																	
<b>Timeline for producing the Local Plan for the Broads and Supplementary Planning Documents</b>																	
<b>Adopted May 2024</b>																	
<b>Local Plan for the Broads</b>																	
	Mar-24	Apr-24	May-24	Jun-24	Jul-24	Aug-24	Sep-24	Oct-24	Nov-24	Dec-24	Jan-25	Feb-25	Mar-25	Apr-25	May-25	Jun-25	Jul-25
Further evidence	█																
Preferred Options produced	█																
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															█	█	
Examination																⋮	⋮
Adoption																	By end of 2026
<b>East Norwich Masterplan Supplementary Planning Document</b>																	
	Mar-24	Apr-24	May-24	Jun-24	Jul-24	Aug-24	Sep-24	Oct-24	Nov-24	Dec-24	Jan-25	Feb-25	Mar-25	Apr-25	May-25	Jun-25	Jul-25
Perparation	█	█	█	█	█	█	█										
Consultation								█	█								
Assess representations									█	█	█						
Adoption by SNDC and Norwich CC											█	█	█				
Adoption by the Broads Authority											█	█	█				

### Neighbourhood Plans

Many Neighbourhood Plans are under production and are at various stages. A list of Neighbourhood Plans adopted and in production that are relevant to the Broads is available at:

[www.broads-authority.gov.uk/planning/planning-policies/neighbourhood-planning](http://www.broads-authority.gov.uk/planning/planning-policies/neighbourhood-planning)

## Appendix B: Venues Around the Broads Executive Area

### Libraries

Acle Library

Beccles Library

Brundall Library

Bungay Library

Cromer Library

Great Yarmouth Library

Loddon Library

Lowestoft Library

Oulton Broad Library

Norwich Millennium Library

Stalham Library

Wroxham Library

### Local Authority offices<sup>18</sup>

Broads Authority Office, Yare House, 62-64 Thorpe Road, Norwich

Broadland and South Norfolk District Council Office, Horizon Business Centre, Peachman Way, Norwich NR7 0WF

Norfolk County Council, County Hall, Martineau Lane, Norwich

North Norfolk District Council Offices, Holt Road, Cromer

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<sup>18</sup> We no longer leave documents at Norwich City Council's offices as there is no reception and also as the Forum is next door. We no longer leave documents at East Suffolk Council's Marina Centre in Lowestoft or Great Yarmouth Council's Offices as the libraries are very nearby and are likely to be open longer in a typical day and also open on Saturdays (with Lowestoft Library being open on Sundays). We no longer have copies at Suffolk County Council in Ipswich due to the cost of posting what can often be larger or numerous documents.

## 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 at July 2024. From time to time, other organisations may be added to the consultation list.

### Specific Consultees

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

### General Consultees

Age UK Norfolk	Norfolk Constabulary
Broadland Older People's Partnership	Norfolk Farming & Wildlife Advisory Group
CPRE Norfolk	Norfolk Geodiversity Partnership
Crime Prevention and Architectural Liaison Officer Norfolk/Suffolk	Norfolk Wildlife Trust
Equal Lives	Public Health – Norfolk and Suffolk
Forestry England (East England Conservancy)	RSPB Eastern England
GeoSuffolk	Sport England - Eastern Region
Historic Environment Service (Norfolk and Suffolk)	Suffolk Archaeological Service
Home Builders Federation	Suffolk Coalition of Disabled People
Landowners, agents, developers and Housing Associations operating in the area	Suffolk Constabulary
MPs	Suffolk Wildlife Trust
National Farmers Union	SUSTRANS
	The Crown Estate
	The Traveller Movement
	Train Operating Companies
	Water Management Alliance

## Local Consultees

National Landscape groups  
Chambers of Trade  
Civic societies  
Local businesses  
Local interest groups

Local partnerships  
Local residents  
Residents' associations  
County Council and Ward Councillor

## Consultees specific to the Broads

Association of Inland Navigation  
Authorities  
British Assoc of Shooting and  
Conservation  
British Canoeing  
British Horse Society  
British Reed Growers Association  
British Waterski  
Broads Angling Services Group  
Broads Authority Members  
Broads Hire Boat Federation  
Broads Local Access Forum  
Broads Reed and Sedge Cutters Assn  
Broads Society  
Broads Tourism

Brundall Riverside Estate Association  
Butterfly Conservation - Norfolk Branch  
Campaign for National Parks  
Community Action Norfolk  
Eastern Rivers Ski Club  
Eastern Regional Rowing Council  
Hire Boat operators  
Inland Waterways Association  
Nancy Oldfield Trust  
Norfolk & Suffolk Boating Association  
Norfolk Heritage Fleet Trust  
Norfolk Windmills Trust  
Oulton Broad Water Sports Centre  
The Broads Trust  
Yare Users Association

## Appendix D: Local Plan Data Privacy Notice

### Personal data

The following is to explain your rights and give you the information you are entitled to under the Data Protection Act 2018. For more information, see the [Broads Authority Data Protection Policy](#).

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

- 1. The identity of the data controller and contact details of our Data Protection Officer.** The Broads Authority is the data controller. The Data Protection Officer can be contacted at [dpo@broads-authority.gov.uk](mailto:dpo@broads-authority.gov.uk) or (01603) 610734.
- 2. Why we are collecting your personal data.** Your personal data is being collected as an essential part of the consultation process, so that we can contact you regarding your response and for statistical purposes. We may also use it to contact you about related matters. We will also contact you about later stages of the Local Plan process.
- 3. Our legal basis for processing your personal data.** The Data Protection Act 2018 states that, as a Local Planning Authority, the Broads Authority may process personal data as necessary for the effective performance of a task carried out in the public interest, i.e. a consultation.
- 4. With whom we will be sharing your personal data.** Your personal data will not be shared with any organisation outside of the Broads Authority. Only your name and organisation will be made public alongside your response to this consultation. Your personal data will not be transferred outside the EU.
- 5. For how long we will keep your personal data, or criteria used to determine the retention period.** Your personal data will be held for 16 years from the closure of the consultation in accordance with our Data and Information Retention Policy. A copy can be found here <http://www.broads-authority.gov.uk/about-us/privacy>.
- 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

16 August 2024

Agenda item number 14

## Trowse Neighbourhood Plan- Proceeding to referendum

Report by Planning Policy Officer

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### Summary

The Trowse Neighbourhood Plan and the representations received on the submitted Plan during the publication stage have been subject to an independent examination by a suitably qualified individual who endorsed the Plan, with some changes, for referendum.

### Recommendations

To support the Examiner's report and support the Trowse Neighbourhood Plan proceeding to referendum.

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## 1. Introduction

- 1.1. The submitted Trowse Neighbourhood Plan was approved by the Broads Authority at Planning Committee in January 2024. This was followed by a statutory publication period between 9 February and 22 March 2024 in which the Plan and its supporting documents were made available to the public and consultation bodies via South Norfolk Council's (SNC) website.
- 1.2. During the publication period, 60 representations from organisations/ individuals were received. The representations can be viewed on [Trowse with Newton Neighbourhood Plan \(southnorfolkandbroadland.gov.uk\)](https://southnorfolkandbroadland.gov.uk).
- 1.3. These representations were submitted, along with the Neighbourhood Plan and supporting information, to the independent Examiner, Mr Derek Stebbing. The examination was conducted via written representations during spring and summer 2024 (the Examiner deciding that a public hearing would not be required).
- 1.4. Legislation directs that an Examiner considers whether:
  - a) the draft plan meets the 'basic conditions'<sup>1</sup> of a Neighbourhood Development Plan,

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<sup>1</sup> [Neighbourhood planning - basic conditions for neighbourhood plan to proceed to referendum \(www.gov.uk\)](https://www.gov.uk)

- 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.
- 1.5. Planning legislation states that once a local planning authority has been issued with an Examiner's report, it must consider the recommendations. If the authority is satisfied with the Examiner's recommendations, then any specified modifications should be made before the Plan proceeds to referendum.
- 1.6. If the Broads Authority and SNC 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.

## 2. The Examiner's report

- 2.1. The Examiner's report concludes that, subject to amendments (as set out in the report), the Neighbourhood Plan can proceed to referendum. The Examiner also concluded that the area of the referendum does not need to be extended beyond Trowse with Newton Parish. The report can be found on [Trowse with Newton Neighbourhood Plan \(southnorfolkandbroadland.gov.uk\)](https://southnorfolkandbroadland.gov.uk) (although it had not been placed on the website at the time of writing this report).
- 2.2. Whilst it is disappointing that the Examiner did not take forward our comments<sup>2</sup> on the Plan, the changes proposed by the Examiner seem reasonable and are useful.
- 2.3. It is therefore recommended that Planning Committee support the Examiner's report and support the Trowse Neighbourhood Plan proceeding to referendum.

## 3. Next steps

- 3.1. Should the Examiner's recommendations be met with full approval by SNC 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 SNC's websites and made available in the other locations. SNC will make the appropriate amendments to the plan as set out in the Examiner's Report.
- 3.2. Should the recommendation be to proceed to a referendum, then the next steps will involve SNC publishing information and giving at least 28 days' notice of the referendum (not including weekends and Bank Holidays). Again, this information will be

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<sup>2</sup> [Consultation responses - Planning Committee 3 February 2023 \(broads-authority.gov.uk\)](https://broads-authority.gov.uk)

made available on the SNC and Broads Authority websites and likely made available by SNC.

- 3.3. The referendum is set for October/November 2024.
- 3.4. If more than half of the people who vote in this referendum vote in favour of the proposal then SNC and Broads Authority must adopt/make the Neighbourhood Plan as soon as reasonably practicable, unless it considers that this would breach or be incompatible with any EU obligation or the Human Rights Convention.
- 3.5. This means that, should the referendum result support the Neighbourhood Plan, then the Plan would be subject to SNC 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'.
- 3.6. 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 it is:
  - i. required to notify all those identified in the consultation statement about this position and invite representations;
  - ii. may refer the issue to an independent examination if it thinks it appropriate.

## 4. Financial Implications

- 4.1. Officer time in assisting SNC with the Neighbourhood Plan process. Referendum and examination costs have been borne by South Norfolk Council.

Author: Natalie Beal

Date of report: 17 July 2024

# Planning Committee

16 August 2024

Agenda item number 15

## Chet Neighbourhood Plan- Proceeding to referendum

Report by Planning Policy Officer

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### Summary

The Chet (Loddon and Chedgrave) Neighbourhood Plan and the representations received on the submitted Plan during the publication stage have been subject to an independent examination by a suitably qualified individual who endorsed the Plan, with some changes, for referendum.

### Recommendations

To support the Examiner's report and support the Chet Neighbourhood Plan proceeding to referendum.

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## 1. Introduction

- 1.1. The submitted Chet Neighbourhood Plan was approved by the Broads Authority at Planning Committee in December 2023. This was followed by a statutory publication period between 2 February and 15 March 2024 in which the Plan and its supporting documents were made available to the public and consultation bodies via the South Norfolk Council (SNC) website.
- 1.2. During the publication period, 47 representations from organisations/ individuals were received. The representations can be viewed on the [Loddon and Chedgrave Neighbourhood Plan \(southnorfolkandbroadland.gov.uk\)](https://southnorfolkandbroadland.gov.uk).
- 1.3. These representations were submitted, along with the Neighbourhood Plan and supporting information, to the independent Examiner, Derek Stebbings. The examination was conducted via written representations during Spring and Summer 2024 (the Examiner deciding that a public hearing would not be required).
- 1.4. Legislation directs that an Examiner considers whether:
  - a) the draft plan meets the 'basic conditions'<sup>1</sup> of a Neighbourhood Development Plan,

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<sup>1</sup> [Neighbourhood planning - basic conditions for neighbourhood plan to proceed to referendum \(www.gov.uk\)](https://www.gov.uk)

- 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.
- 1.5. Planning legislation states that once a local planning authority has been issued with an Examiner's report, they must consider the recommendations. If the authority is satisfied with the Examiner's recommendations, then any specified modifications should be made before the Plan proceeds to referendum.
- 1.6. If the Broads Authority and SNC 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.

## 2. The Examiner's report

- 2.1. The [Examiner's Report \(southnorfolkandbroadland.gov.uk\)](https://southnorfolkandbroadland.gov.uk) concludes that, subject to amendments (as set out in the report), the Neighbourhood Plan can proceed to referendum. The Examiner also concluded that the area of the referendum does not need to be extended beyond Loddon and Chedgrave.
- 2.2. Whilst it is disappointing that the Examiner did not take forward our comments<sup>2</sup> on the Plan, the changes proposed by the Examiner seem reasonable and are useful.
- 2.3. It is therefore recommended that Planning Committee support the Examiner's report and support the Chet Neighbourhood Plan proceeding to referendum.

## 3. Next steps

- 3.1. Should the Examiner's recommendations be met with full approval by SNC 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 SNC's websites and made available in the other locations. SNC will make the appropriate amendments to the plan as set out in the Examiner's Report.
- 3.2. Should the recommendation be to proceed to a referendum, then the next steps will involve SNC 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 SNC and Broads Authority websites and likely made available by SNC.
- 3.3. The referendum is set for October/November 2024.

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<sup>2</sup> [Consultation responses - Planning Committee 1 March 2024 \(broads-authority.gov.uk\)](https://broads-authority.gov.uk)

- 3.4. If more than half of the people who vote in this referendum vote in favour of the proposal then SNC and Broads Authority must adopt/make the Neighbourhood Plan as soon as reasonably practicable, unless it considers that this would breach or be incompatible with any EU obligation or the Human Rights Convention.
- 3.5. This means that, should the referendum result support the Neighbourhood Plan, then the Plan would be subject to SNC 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'.
- 3.6. 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:
  - i. Are required to notify all those identified in the consultation statement about this position and invite representations;
  - ii. May refer the issue to an independent examination if they think it appropriate.

## 4. Financial Implications

- 4.1. Officer time in assisting SNC with the Neighbourhood Plan process. Referendum and examination costs have been borne by South Norfolk Council.

Author: Natalie Beal

Date of report: 17 July 2024

# Planning Committee

16 August 2024

Agenda item number 16

## Circular 28/83 Publication by Local Authorities of Information about the handling of planning applications- Q2 (1 April to 30 June 2024 )

Report by Planning Technical Support Officer

### Summary

This report sets out the development control statistics for the quarter ending 30 June 2024.

### Recommendation

To note the report.

## 1. Development control statistics

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

**Table 1**

Number of applications

Category	Number of applications
Total number of applications determined	46
Number of delegated decisions	40
Numbers granted	42
Number refused	4
Number of Enforcement Notices	0
Consultations received from Neighbouring Authorities	17

**Table 2**

Speed of decision

Speed of decision	Number	Percentage of applications
Under 8 weeks	27	58.7
8-13 weeks	2	4.3

Speed of decision	Number	Percentage of applications
13-16 weeks	0	0
16-26 weeks	0	0
26-52 weeks	0	0
Over 52 weeks	0	0
Within agreed extension <sup>1</sup>	17	37.0
Outside of agreed extension	0	0

- 1.2. Extensions of time were agreed for 17 applications. Fifteen of these were required because further information was awaited, amendments had been made to the scheme, there had been other discussions which had taken it over time or because a re-consultation was underway. One was due to the application being taken to Planning Committee and the remaining one was at the request of the case officer.

**Table 3**

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

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

Author: Thomas Carter

Date of report: 19 July 2024

Appendix 1 – [PS1 returns](#)

Appendix 2 – [PS2 returns](#)

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<sup>1</sup> Majors refers to any application for development where the site area is over 10,000m<sup>2</sup>

<sup>2</sup> Minor refers to any application for development where the site area is under 10,000m<sup>2</sup> (not including Household/ Listed Buildings/Changes of Use etc.)

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

## Appendix 1 – PS1 returns

Measure	Description	Number of applications
1.1	On hand at beginning of quarter	54
1.2	Received during quarter	46
1.3	Withdrawn, called in or turned away during quarter	1
1.4	On hand at end of quarter	53
2.	Number of planning applications determined during quarter	46
3.	Number of delegated decisions	40
4.	Number of statutory Environmental Statements received with planning applications	0
5.1	Number of deemed permissions granted by the authority under regulation 3 of the Town and Country Planning General Regulations 1992	0
5.2	Number of deemed permissions granted by the authority under regulation 4 of the Town and Country Planning General Regulations 1992	0
6.1	Number of determinations applications received	0
6.2	Number of decisions taken to intervene on determinations applications	0
7.1	Number of enforcement notices issued	0
7.2	Number of stop notices served	0
7.3	Number of temporary stop notices served	0
7.4	Number of planning contravention notices served	0
7.5	Number of breach of conditions notices served	0
7.6	Number of enforcement injunctions granted by High Court or County Court	0
7.7	Number of injunctive applications raised by High Court or County Court	0

## Appendix 2 – PS2 returns

**Table 1**

Major applications

Application type	Total	Granted	Refused	8 weeks or less	More than 8 and up to 13 weeks	More than 13 and up to 16 weeks	More than 16 and up to 26 weeks	More than 26 and up to 52 weeks	More than 52 weeks	Within agreed extension of time
Dwellings	0	0	0	0	0	0	0	0	0	0
Offices/ Light Industry	0	0	0	0	0	0	0	0	0	0
Heavy Industry/Storage/Warehousing	0	0	0	0	0	0	0	0	0	0
Retail Distribution and Servicing	0	0	0	0	0	0	0	0	0	0
Gypsy and Traveller Sites	0	0	0	0	0	0	0	0	0	0
All Other Large-Scale Major Developments	3	3	0	0	2	0	0	0	0	1
<b>Total major applications</b>	<b>3</b>	<b>3</b>	<b>0</b>	<b>0</b>	<b>2</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1</b>

**Table 2**

Minor applications

Application type	Total	Granted	Refused	8 weeks or less	More than 8 and up to 13 weeks	More than 13 and up to 16 weeks	More than 16 and up to 26 weeks	More than 26 and up to 52 weeks	More than 52 weeks	Within agreed extension of time
Dwellings	3	2	1	2	0	0	0	0	0	1
Offices/Light Industry	0	0	0	0	0	0	0	0	0	0
General Industry/Storage/Warehousing	2	2	0	1	0	0	0	0	0	1
Retail Distribution and Servicing	0	0	0	0	0	0	0	0	0	0
Gypsy and Traveller Sites	0	0	0	0	0	0	0	0	0	0
All Other Minor Developments	13	12	1	7	0	0	0	0	0	6
<b>Minor applications total</b>	<b>18</b>	<b>16</b>	<b>2</b>	<b>10</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>8</b>

**Table 3**

## Other applications

Application type	Total	Granted	Refused	8 weeks or less	More than 8 and up to 13 weeks	More than 13 and up to 16 weeks	More than 16 and up to 26 weeks	More than 26 and up to 52 weeks	More than 52 weeks	Within agreed extension of time
Minerals	0	0	0	0	0	0	0	0	0	0
Change of Use	2	2	0	1	0	0	0	0	0	1
Householder Developments	15	13	2	10	0	0	0	0	0	5
Advertisements	0	0	0	0	0	0	0	0	0	0
Listed Building Consent to Alter/Extend	8	8	0	6	0	0	0	0	0	2
Listed Building Consent to Demolish	0	0	0	0	0	0	0	0	0	0
Certificates of Lawful Development <sup>4</sup>	7	5	2	6	0	0	0	0	0	1
Notifications <sup>4</sup>	0	0	0	0	0	0	0	0	0	0
<b>Other applications total</b>	<b>32</b>	<b>28</b>	<b>4</b>	<b>23</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>9</b>

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

**Table 4**

Totals by application category

<b>Application type</b>	<b>Total</b>	<b>Granted</b>	<b>Refused</b>	<b>8 weeks or less</b>	<b>More than 8 and up to 13 weeks</b>	<b>More than 13 and up to 16 weeks</b>	<b>More than 16 and up to 26 weeks</b>	<b>More than 26 and up to 52 weeks</b>	<b>More than 52 weeks</b>	<b>Within agreed extension of time</b>
Major applications	3	3	0	0	2	0	0	0	0	1
Minor applications total	8	16	2	10	0	0	0	0	0	8
Other applications total	25	23	2	17	0	0	0	0	0	8
<b>TOTAL</b>	<b>46</b>	<b>42</b>	<b>4</b>	<b>27</b>	<b>2</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>17</b>
<b>Percentage (%)</b>	-	<b>91.3</b>	<b>8.7</b>	<b>58.7</b>	<b>4.3</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>37.0</b>

# Planning Committee

16 August 2024

Agenda item number 17

## Appeals to the Secretary of State update

Report by Head of Planning

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

### Recommendation

To note the report.

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Application reference number	Applicant	Start date of appeal	Location	Nature of appeal/ description of development	Decision and dates
<b>BA/2022/0023/UNAUP2 APP/E9505/C/22/3301919</b>	Mr R Hollocks	Appeal received by the BA on 27 June 2022  Appeal start date 14 July 2022	Beauchamp Arms, Ferry Road, Carleton St Peter	Appeal against Enforcement Notice - lighting and kerbing	Committee Decision - 27 May 2022  LPA statement submitted - 25 August 2022  Accompanied site visit scheduled 16 July 2024  <b>Appeal DISMISSED - 29 July 2024</b>
<b>BA/2022/0021/UNAUP2 APP/E9505/C/22/3301976</b>	Mr R Hollocks	Appeal received by the BA on 27 June 2022  Appeal start date 14 July 2022	Beauchamp Arms, Ferry Road, Carleton St Peter	Appeal against Enforcement Notice - workshop	Committee Decision - 27 May 2022  LPA statement submitted - 25 August 2022  Accompanied site visit scheduled 16 July 2024  <b>Appeal DISMISSED - 29 July 2024</b>

Application reference number	Applicant	Start date of appeal	Location	Nature of appeal/ description of development	Decision and dates
BA/2022/0221/TPOA APP/TPO/E9505/9259	Mr R Stratford	Appeal received by the BA on 25 July 2022  Appeal start date 22 February 2024	Broadholme Caldecott Road Lowestoft Suffolk NR32 3PH	Appeal against refusal to grant permission for works to trees in a Conservation Areas: T9: Sycamore - remove and replace with Silver Birch. T12&T13: Sycamores - remove.	Delegated decision - 15 July 2022  LPA statement submitted - 4 April 2024  Hearing date TBC
<b>BA/2017/0006/UNAUP1 APP/E9505/C/22/3310960</b>	Mr W Hollocks, Mr R Hollocks & Mr Mark Willingham	Appeal received by the BA on 11 November 2022  Appeal start date 16 November 2022	Loddon Marina, 12 Bridge Street Loddon	Appeal against enforcement notice- occupation of caravans	Committee decision - 14 October 2022  LPA statement submitted - 21 December 2022  Accompanied site visit scheduled 16 July 2024  <b>Appeal DISMISSED - 29 July 2024</b>

Application reference number	Applicant	Start date of appeal	Location	Nature of appeal/ description of development	Decision and dates
<b>BA/2023/0001/ENF APP/E9505/C/23/3316184</b>	Mr R Hollocks & Mr J Render	Appeal received by the BA on 6 February 2023  Appeal start date 8 February 2023	Beauchamp Arms, Ferry Road, Carleton St Peter	Appeal against enforcement notice - occupation of caravans	Committee decision - 9 December 2022  LPA Statement submitted 22 March 2023  Accompanied site visit scheduled 16 July 2024  <b>Appeal DISMISSED - 29 July 2024</b>
BA/2023/0004/UNAUP2 APP/E9505/C/23/3322890 and APP/E9505/C/23/3322949	Jeanette Southgate and Mr R Hollocks	Appeals received by the BA on 24 and 26 May 2023  Appeals start dates 27 and 29 June 2023	Berney Arms Inn	Appeal against enforcement notice - occupation of caravan	Committee decision 31 March 2023  LPA Statements submitted 9 August and 11 August 2023
BA/2023/0012/HOUSEH APP/E9505/W/23/3326671	Mr M Anwar	Appeal received by the BA on 26 July 2023  Appeal start date 23 October 2023	Broadwater House, Main Road, Ormesby St Michael	Appeal against refusal of planning permission – Single storey flat roof, side/rear extension. Timber fence to boundary. Erection of cart lodge.	Delegated decision - 5 May 2023  Fast track householder appeal so no LPA Statement submitted.

Application reference number	Applicant	Start date of appeal	Location	Nature of appeal/ description of development	Decision and dates
BA/2023/0309/FUL APP/E9505/W/23/3333375	Mr and Mrs R Baldwin	Appeal received by the BA on 29 January 2023  Appeal start date 25 March 2024	Barns at The Street Farm, Hardley Steet, Hardley	Appeal against refusal of planning permission – Change of use of two barns to holiday lets.	Delegated decision - 9 October 2023  LPA Statement submitted 26 April 2024
BA/2023/0471/HOUSEH APP/E9505/D/24/3341522	Mr J Broom	Appeal received by the BA on 27 March 2024  Appeal start date 24 May 2024	Ferrymans Cottage Ferry Road Horning	Appeal against refusal of planning permission - loft conversion, including raising ridge line and adjusting pitch to provide the new accommodation	Delegated decision - 26 February 2024  Fast track householder appeal so no LPA Statement submitted.
BA/2024/0061/HOUSEH APP/E9505/D/24/3346992	Rachel Parker	Appeal received by the BA on 25 June 2024  Start date not yet confirmed	Bureside 6 Skinners Lane Wroxham	Appeal against refusal of planning permission - Replace single glazed timber windows & doors with double glazed UPVC	Delegated decision 7 May 2024  Fast track householder appeal so no LPA Statement submitted.

Author: Ruth Sainsbury

Date of report: 30 July 2024

Background papers: BA appeal and application files

# Planning Committee

16 August 2024

Agenda item number 18

## Decisions made by officers under delegated powers

Report by Head of Planning

### Summary

This report sets out the delegated decisions made by officers on planning applications from 09 July 2024 to 05 August 2024 and Tree Preservation Orders confirmed within this period.

### Recommendation

To note the report.

Parish	Application	Site	Applicant	Proposal	Decision
Beccles Town Council	BA/2024/0219/NONMAT	Lime Kiln House Puddingmoor Beccles Suffolk NR34 9PL	Mr & Mrs D Warner	Reduction in size to first-floor balcony, non-material amendment to permission BA/2023/0156/HOUSEH	Approve

<b>Parish</b>	<b>Application</b>	<b>Site</b>	<b>Applicant</b>	<b>Proposal</b>	<b>Decision</b>
Beccles Town Council	BA/2024/0197/HOUSEH	The Ship Bridge Street Beccles Suffolk NR34 9BA	Mr D Farrer	Replace plastic gutter with aluminium, and replace timber quay-heading with floating pontoon.	Approve Subject to Conditions
Belaugh Parish Meeting	BA/2024/0207/HOUSEH	Sevenstead 4 The Street Belaugh Norwich Norfolk NR12 8XA	Mr & Mrs M Tansley	Double end cart shed	Approve Subject to Conditions
Filby Parish Council	BA/2024/0105/FUL	Felicia Main Road Filby Norfolk NR29 3AA	Mrs Jeanette Thompson	Replacement outbuildings, comprising a glass house and general storage buildings.	Approve Subject to Conditions
Horning Parish Council	BA/2024/0192/HOUSEH	Ivydene Norwich Road Falgate Horning Norfolk NR12 8NH	Mr Peter Tanton	Proposed external render to dwelling	Approve Subject to Conditions
Ludham Parish Council	BA/2024/0184/HOUSEH	Swan Haven North West Riverbank Potter Heigham Norfolk NR29 5ND	Mrs Angela Clarke	Proposed raising of existing chalet bungalow and improvements to boathouse (part retrospective)	Approve Subject to Conditions
Ludham Parish Council	BA/2024/0212/FUL	Manor Gates Garden Staithe Road Ludham Norfolk NR29 5AB	Mrs Kate Gabriel	Boat cover over existing mooring cut (retrospective)	Refuse

<b>Parish</b>	<b>Application</b>	<b>Site</b>	<b>Applicant</b>	<b>Proposal</b>	<b>Decision</b>
Ludham Parish Council	BA/2024/0220/FUL	Swallow Tail Boatyard Horsefen Road Ludham Norfolk NR29 5QG	Colin Buttifant Yacht Builders	Replace 185m of timber quay heading like for like	Approve Subject to Conditions
Martham Parish Council	BA/2024/0120/HOUSEH	38 Riverside Martham Norfolk NR29 4RG	Paul Mathews	Raising of riverside bungalow and access, reprofiling dyke, relocating dry boatshed and excavating dyke	Approve Subject to Conditions
Mettingham Parish Council	BA/2024/0130/FUL	Land and Buildings adjacent The Long House Low Road Mettingham Suffolk NR35 1TS	Mr and Ms Sebastian & Lauren Clarke and McKaig	New stables building and menage riding area	Approve Subject to Conditions
Oulton Broad Parish Council	BA/2023/0476/FUL	Broadlands Residential Home Borrow Road Lowestoft Suffolk NR32 3PW	Greensleeves Care	Additional garden room, new store room & new air source heat pump.	Approve Subject to Conditions
Oulton Broad Parish Council	BA/2024/0012/FUL	Broadlands Park Marsh Road Lowestoft Suffolk NR33 9JY	Tingdene Holiday Parks Ltd	Conversion of gym to 7no. hotel bedrooms (year round use)	Approve Subject to Conditions

Parish	Application	Site	Applicant	Proposal	Decision
Potter Heigham Parish Council	BA/2024/0164/HOUSEH	65 North East Riverbank Potter Heigham Norfolk NR29 5NE	Dr Gill Cullingford	Further raising of the bungalow to a level just above that of the flood wall (currently 0.83m) by adding additional blocks. Raise property to 3.83m from ground level to ridge.	Approve Subject to Conditions
South Walsham Parish Council	BA/2024/0179/COND	Bondons 10 Fleet Lane South Walsham Norfolk NR13 6ED	Mr & Mrs Matthew & Mary Thwaites	Alternative balustrade materials and amended first floor plan and elevations, variation to condition 2 of permission BA/2022/0225/HOUSEH (retrospective)	Refuse
Thorpe St Andrew Town Council	BA/2024/0217/LBC	Rushcutters 46 Yarmouth Road Thorpe St Andrew Norfolk NR7 0HE	Chef & Brewer	Replacement signs	Approve Subject to Conditions
Thorpe St Andrew Town Council	BA/2024/0216/ADV	Rushcutters 46 Yarmouth Road Thorpe St Andrew Norfolk NR7 0HE	Chef & Brewer	Replacement signs	Approve Subject to Conditions

Parish	Application	Site	Applicant	Proposal	Decision
Trowse With Newton Parish Council	BA/2024/0188/FUL	The Workshop Whitlingham Lane Trowse Norfolk NR14 8TR	Whitlingham Charitable Trust	Change of use of storage container to accommodate teaching microbrewery	Approve Subject to Conditions
Woodbastwick Parish Council	BA/2024/0202/APPCON	The Old Vicarage Woodbastwick Road Ranworth Norfolk NR13 6HT	Mr Adam Steinberg	Details of Condition 5: window frame materials along with large scale sections of the windows of permission BA/2023/0328/HOUSEH	Approve

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

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

Author: Ruth Sainsbury

Date of report: 06 August 2024