

Planning Committee

Minutes of the meeting held on 3 July 2026

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Present

Tim Jickells – in the Chair, Harry Blathwayt, Stephen Bolt, Tony Grayling and Matthew Shardlow

In attendance

Natalie Beal – Planning Policy Officer (items 10-12), Jason Brewster – Governance Officer, Steve Kenny – Development Manager, Ruth Sainsbury – Head of Planning and Lorraine Taylor – Head of Governance

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 James Harvey, Martyn Hooton and Leslie Mogford.

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 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 8 May 2026 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 were no applications for consideration.

8. Enforcement update

Members received an update report from the Development Manager (DM) on enforcement matters previously referred to the Committee. Further updates were provided at the meeting for:

Land at Loddon Marina, Bridge Street, Loddon (Unauthorised static caravans)

In response to a question, the DM confirmed that permitting the second static caravan to be used as accommodation by someone associated with the business was consistent with the Authority's Local Compliance and Enforcement Plan, which seeks negotiated solutions where possible. Although this technical breach would likely have been acceptable had retrospective permission been sought, no application was submitted and further action was not considered expedient. The DM confirmed that the ancillary use was lawful; however, occupation by anyone not associated with the business would constitute a planning breach which would be enforceable and a new Enforcement Notice would be served. A subsequent breach of this nature, were it to persist for 10 years with no action taken, would become immune from enforcement action.

Since the report had been published two further enforcement actions had been undertaken:

The Thaiway, Church Road, Hoveton (Unauthorised container/storage unit)

An unauthorised container/storage unit had been located at The Thaiway restaurant, Hoveton. The Planning Team had made several attempts to negotiate a solution with the owner of the site which elicited no response. An EN was served on 26 June 2026.

18 Long Dyke, Wayford Bridge (Unauthorised storage container)

An unauthorised storage container unit had been located at 18 Long Dyke, Wayford Bridge. The new owner of this site had used this large shipping container for storing forestry equipment which had subsequently been used to cut down a large number of trees on the site. The site was not within a conservation area and the Planning Team had subsequently served a provisional Tree Preservation Order to protect the remaining trees on site. The Planning Team had advised the removal of the shipping container and that a subsequent application for a smaller wooden shed for storage, as used on neighbouring sites, would be acceptable. The owner had chosen to ignore this advice and an EN was served on 29 June 2026.

9. Scheme of powers delegated to Chief Executive and other authorised officers – update to section 2(e) Planning and heritage

The Head of Governance (HoG) introduced the report, which documented amendments to the Planning and heritage section of the Authority's Scheme of Delegation (SoD) and an

associated change to the Code of Practice for members of the Planning Committee and officers.

The HoG explained that the first change to the SoD related to planning applications submitted by or on behalf of the Broads Authority, which, as indicated in the Code of Practice for members of the Planning Committee and officers, had previously been brought to Planning Committee at the discretion of the Director of Delivery; clause 37 (ix) of the SoD. A new clause 37 (xii) was proposed to explicitly capture this scenario with an amendment to the Code of Practice for members of the Planning Committee and officers to reflect the introduction of this new clause.

The second proposed change to the SoD related to the delegation to officers of certain consultations on planning matters in response to a suggestion by the Vice-Chair of the Planning Committee. Criteria had been introduced to clarify when consultations on both general planning matters, new clause 67, and neighbourhood plans, an amendment to clause 66, should be delegated to officers or be brought to the attention of the Planning Committee.

The final proposed change to the SoD related to enforcement matters and sought to extend the criteria detailed in clause 47 when an enforcement matter should be brought to the attention of the Planning Committee. Since the report was published a Member had suggested an amendment to clause 47 (ii) to ensure that the implications for both pursuing and not pursuing enforcement were considered and to enable matters of urgency to be progressed without a delay to consult the Planning Committee. The revised wording stated, “the decision relates to any action that may expose the Authority to significant financial or reputational risk; in urgent cases, the executive may take such a decision and refer the decision to the planning committee for review at the first opportunity”.

In response to a question the HoG confirmed that these amendments to the SoD were in keeping with other National Park Authorities (NPAs). The Head of Planning added that these changes were also consistent with the National SoD of Planning Functions being introduced for Local Planning Authorities (with the exception of NPAs and the Broads Authority) on 31 October 2026.

Matthew Shardlow proposed, seconded by Stephen Bolt

It was resolved unanimously to recommend that:

- **The Broads Authority approve the revised Scheme of powers delegated to the Chief Executive and other authorised officers as set out in paragraphs 2.3, 3.2, 3.5 and 4.2 of the report and including the agreed revision to paragraph 4.2.**
- **The Broads Authority approve that 4.1 of the Code of Practice for members of the Planning Committee and officers be updated to reflect the proposed change in clause 37 of the Scheme of delegation.**

10. Greater Norwich Green Infrastructure Strategy Supplementary Planning Document - endorsement

The Planning Policy Officer (PPO) presented the report which detailed the Green Infrastructure Supplementary Planning Document (SPD) produced by the Greater Norwich authorities of Broadland District Council, Norwich City Council, and South Norfolk Council. The SPD referred to the Broads and the PPO had reviewed the document.

Stephen Bolt proposed, seconded by Tony Grayling

It was resolved unanimously to recommend that the Broads Authority endorse the Greater Norwich Green Infrastructure Strategy Supplementary Planning Document.

11. Strumpshaw Neighbourhood Plan - adoption

The Planning Policy Officer introduced the report on the adoption/making of the Strumpshaw Neighbourhood Plan. The PPO confirmed that the plan had successfully completed its referendum and was ready to be made (adopted).

Harry Blathwayt proposed, seconded by Matthew Shardlow

It was resolved unanimously to recommend to the Broads Authority that the Strumpshaw Neighbourhood Plan was made/adopted.

12. Norwich City Council's Affordable Housing Supplementary Planning Document - endorsement

The Planning Policy Officer (PPO) presented the report which detailed Norwich City Council's Affordable Housing Supplementary Planning Document (SPD). Norwich City Council had adopted this SPD on the 30 June 2026 and the PPO had reviewed the document. It was recommended that the Authority endorse this document because the Local Plan for the Broads had regard to/defers to the affordable housing policies of our districts.

Stephen Bolt proposed, seconded by Matthew Shardlow

It was resolved unanimously to recommend that the Broads Authority endorse Norwich City Council's Affordable Housing Supplementary Planning Document.

13. Consultation responses

The Planning Policy Officer (PPO) presented the report which detailed the consultation responses submitted since the last Planning Committee meeting and on which members had been consulted. The PPO confirmed that this report, which was for information only, would be produced quarterly.

In response to a question, the PPO confirmed that the frequency of consultations from government departments had increased which reflected, amongst other things, the government's planning reform agenda. The PPO highlighted that neighbouring districts were

revising their Local Plans under the new Local Plan system. Given the reduced timescales under that system, this was expected to create a busy period of concurrent reviews.

The Chair of the Planning Committee noted the significant number of consultations on which members had been engaged by email, rather than through reports to Planning Committee meetings. He asked officers to consider whether this approach was working well for both officers and members and requested that a report be brought to a future meeting to assess its effectiveness.

The report was noted.

14. Customer Satisfaction Survey 2026

The Head of Planning (HoP) introduced the report that analysed responses to a questionnaire issued to all planning applicants who received a decision in the first quarter of 2026. The HoP noted the good results highlighting that the average scores across the six categories were between 4.2 and 4.7 (out of 5). The Planning Team's good communication, beneficial pre-application advice and helpful and engaging manner had been noted in the survey results. Suggested areas for improvement were the timescales associated with the validation and decision making of applications and the overly complicated legislative process. These areas were a consequence of the national planning system which all Local Planning Authorities in England were legally obliged to follow. The HoP noted that these results were a positive reflection on the Planning Team especially given the national planning system's ongoing state of flux and the Authority's organisational changes in response to the National Park Grant settlement, and she praised the team for its efforts.

The Planning Committee congratulated the Planning Team on the positive survey results.

The report was noted.

15. Appeals to the Secretary of State

The Committee received a schedule of appeals to the Secretary of State since the last meeting. An appeal decision for the rebuild brick driveway piers and new timber gate at 12 Manor House, Yarmouth Road had been received since the report was published. The Development Manager confirmed that the appeal had been dismissed by the Planning Inspector who agreed with the Highways Authority that this application would compromise highway safety. The inspector had noted the crime and anti-social behaviour issues raised by the appellant and concluded that the application would reduce the opportunity for crime but that this benefit did not outweigh the application's harm to highway safety.

16. Decisions made by officers under delegated powers

The Committee received a schedule of decisions made by officers under delegated powers from 24 April to 18 June 2026 and any Tree Preservation Orders confirmed within this period.

The Development Manager noted the large number of decisions within this period and thanked Nigel Catherall, Planning Officer, for his diligence in completing decisions before he left the Authority at the end of June 2026.

17. Other items of business

There were no other items of business.

18. Date of next meeting

The next meeting of the Planning Committee would be on Friday 7 August 2026 at 10:00am at The King's Centre, 63-75 King Street, Norwich.

The meeting ended at 10:44am.

Signed by

Chair