

# Planning Committee

5 December 2025

Agenda item number 8

## Enforcement update

Report by Development Manager

### 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 & Case number	Location	Infringement	Action taken and current situation [date of update]
14 September 2018 BA/2018/0047/ UNAUP3	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> </ul>

Committee date & Case number	Location	Infringement	Action taken and current situation [date of update]
			<ul style="list-style-type: none"> <li>• Site being monitored 14 August 2019.</li> <li>• Further caravan on-site 16 September 2019.</li> <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 Prosecution withdrawn and new PCNs served on 7 September 2021.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> </ul>

Committee date & Case number	Location	Infringement	Action taken and current situation [date of update]
			<ul style="list-style-type: none"> <li>• Further information requested following scant PCN response and confirmation subsequently received that caravans 1 and 3 occupied on Assured Shorthold Tenancies [27/10/2021]</li> <li>• Verbal update to be provided on 3 December 2021</li> <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 [06/12/2021]</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 [11/04/2022]</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 [27/05/2022]</li> <li>• Solicitor instructed to commence prosecution [31/05/2022]</li> <li>• Prosecution in preparation [12/07/2022]</li> <li>• Further caravan, previously empty, now occupied. See separate report on agenda [24/11/2022]</li> <li>• Planning Contravention Notice to clarify occupation served 25 November 2022 [20/01/2023]</li> <li>• Interviews under caution conducted 21 December 2022 [20/01/2023]</li> <li>• Summons submitted to Court [04/04/2023]</li> </ul>

Committee date & Case number	Location	Infringement	Action taken and current situation [date of update]
			<ul style="list-style-type: none"> <li>• Listed for hearing on 9 August 2023 at 12pm at Norwich Magistrates' Court [17/05/2023]</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 [09/08/2023]</li> <li>• Hearing at Norwich Crown Court adjourned to 22 September 2023 [01/09/2023]</li> <li>• Hearing at Norwich Crown Court adjourned to 22 December 2023 [26/09/2023]</li> <li>• Hearing postponed at request of Court, to 8 April 2024 rescheduled date [16/01/2024]</li> <li>• Hearing postponed at request of Court, to 14 May rescheduled date [10/04/2024]</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 [14/05/2024]</li> <li>• Officers attended pre-trial hearing and date of full trial confirmed as above. No further information added by defendant. [21/03/2025]</li> <li>• 26th June 2025 - Trial took place at Crown Court. All defendants pleaded guilty before Jury sworn in. Proceeding adjourned until 25th July 2025 for sentencing hearing.</li> <li>• July sentencing cancelled by the court. New date set for Monday 6th October.</li> <li>• All defendants sentenced with a total fine of £20000 reduced by 10% for their guilty pleas. After some reductions by the Judges, costs of £48650 were</li> </ul>

Committee date & Case number	Location	Infringement	Action taken and current situation [date of update]
			<p>awarded to the Authority. They have 6 months to pay or face custodial sentences. The High Court administers the collection of both fines and costs.</p> <ul style="list-style-type: none"> <li>• Officers have been in contact with Mr Hollocks, who now wishes to resolve the matter by removing the statics from site by mid-November. Members will be updated as necessary. The option to take direct action remains.</li> <li>• All statics have been emptied, disconnected and removed from their standings and relocated to a temporary position adjacent to the access road beyond. This is a temporary measure, and the caravans will be removed from the site entirely in due course [19/11/2025]</li> </ul>
<p>13 May 2022 BA/2022/0023/ UNAUP2</p>	<p>Land at the Beauchamp Arms Public House, Ferry Road, Carleton St Peter</p>	<p>Unauthorised operation development comprising erection of workshop, kerbing and lighting</p>	<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 [12/07/2022]</li> <li>• Appeals dismissed and Enforcement Notices upheld 29 July 2024.</li> <li>• 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</li> <li>• 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 [30/07/2024]</li> </ul>

Committee date & Case number	Location	Infringement	Action taken and current situation [date of update]
			<ul style="list-style-type: none"> <li>• Site visit to be carried out and owner reminded of compliance periods [27/09/2024]</li> <li>• Discussions continuing, held up by court case on other issue. [19/12/2024]</li> <li>• Since the court case, it has been discussed that the kerbs and lights should be removed, although it appears that the Police have concerns over the removal of the lights citing safety on the site by users. Consequently, officers are to meet the owner on site to explore a solution without significantly harming the environment of the area.</li> <li>• The owner has agreed to finish the workshop with appropriate cladding to present a satisfactory appearance that will enable him to retain on site.</li> <li>• <b>The lights have now been disconnected, the kerbs and the posts remain until a solution is agreed upon. The owner has assured the LPA that the lights will not be switched on again without written permission from us [19/11/2025]</b></li> </ul>
<p>21 September 2022</p> <p>BA/2017/0006/UNAUP1</p>	<p>Land at Loddon Marina, Bridge Street, Loddon</p>	<p>Unauthorised static caravans</p>	<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 [04/10/2022]</li> <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 [24/11/2022]</li> <li>• Appeals dismissed and Enforcement Notices amended and upheld 29 July 2024.</li> <li>• Residential use of the caravans to cease, the caravans and associated structures, fixtures, fittings and domestic paraphernalia to be removed off</li> </ul>

Committee date & Case number	Location	Infringement	Action taken and current situation [date of update]
			<p>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 [30/07/2024]</p> <ul style="list-style-type: none"> <li>• Owner to be reminded that notice to be complied with by 29 January 2025 [27/09/2024]</li> <li>• Discussions continuing [26/11/2024]</li> <li>• Since the court case, officers have discussed the way forward on this case, as the notices have not been complied with. Mr Hollocks has served an eviction notice on one occupier, with the intention to remove the caravan by mid-November. The remaining one will be assessed as managers accommodation and maybe able to be regularised by application.</li> <li>• <b>The caravan identified as Y in the enforcement notice has been disconnected, removed from its standing, and placed in storage within the boatyard. The former occupant has been re-housed elsewhere. The owner is engaging with the LPA regarding the continued use of caravan X as managers' accommodation, with a view to regularising this arrangement [19/11/2025]</b></li> </ul>
<p>9 December 2022 BA/2018/0047/ UNAUP3</p>	<p>Land at the Beauchamp Arms Public House, Ferry Road, Carleton St Peter</p>	<p>Unauthorised static caravan (Unit Z)</p>	<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 [20/01/2023]</li> <li>• Appeals submitted against Enforcement Notice [16/02/2023]</li> <li>• Appeals dismissed and Enforcement Notices amended and upheld 29 July 2024.</li> </ul>

Committee date & Case number	Location	Infringement	Action taken and current situation [date of update]
			<ul style="list-style-type: none"> <li>• 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 [30/07/2024]</li> <li>• Site visit to be carried out and owner reminded of compliance periods [27/09/2024]</li> <li>• Discussions continuing, held up by court case on other issue. [19/12/2024]</li> <li>• This caravan will be removed by mid-November with the other two. Officers have been invited to attend when the action is to be taken by the owners.</li> </ul>
31 March 2023 BA/2023/0004/ UNAUP2	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> <li>• Enforcement Notice withdrawn on 26 April 2023 due to error in service. Enforcement Notice re-served 26 April 2023 [12/05/2023]</li> <li>• Appeal submitted against Enforcement Notice [25/05/2023]</li> <li>• Appeals dismissed and notice upheld with variations [22/04/2025]</li> <li>• This site will be discussed further with the owner, once the proposed action at the other sites is taken.</li> <li>• <b>All statics have been emptied, disconnected and removed from their standings and relocated to a temporary position adjacent to the access road beyond. This is a temporary measure, and the caravans will be removed from the site entirely in due course [19/11/2025]</b></li> </ul>

Committee date & Case number	Location	Infringement	Action taken and current situation [date of update]
2 February 2024 BA/2022/0007/ UNAUP2	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 [10/04/2024]</li> <li>• No resolution achieved through discussion. Legal advice sought [29/08/2024]</li> <li>• Case review – Listed Building Enforcement Notice to be served, in process of content being considered and drafted.</li> <li>• Listed Building Enforcement Notice served by hand on Friday 24<sup>th</sup> January.</li> <li>• Appeal submitted and valid – start date 19/03/2025. Will be dealt with by compliance officer [21/03/2025]</li> <li>• <b>PINS contacted about delay, await response [19/11/2025]</b></li> </ul>

Author: Steve Kenny

Date of report: 19 November 2025

Background papers: Enforcement files